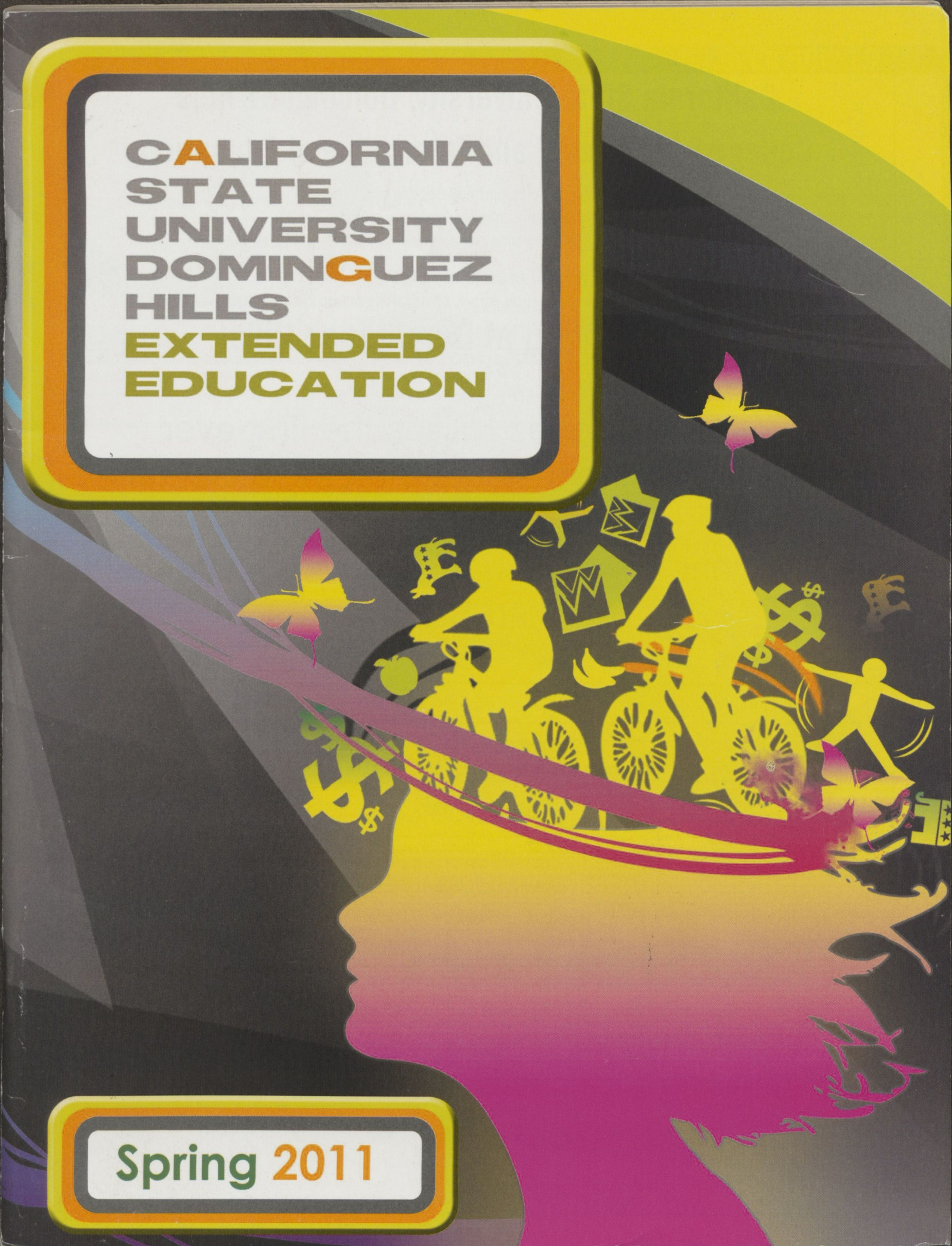


**CALIFORNIA
STATE
UNIVERSITY
DOMINGUEZ
HILLS
EXTENDED
EDUCATION**

Spring 2011



**California State University, Dominguez Hills
College of Extended and International Education**

OSHA Training at Dominguez Hills!

CSU Dominguez Hills is the first-ever
OSHA Training Institute Education Center
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United States.

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osha@csudh.edu
www.csudh.edu/osha

REGISTER TODAY

Spring 2011

Cover Design by Rocio Cedillo

Open House Schedule - Spring 2011

CSUDH Extended Education offers free introductory sessions for several programs.

Attend a free session and see what the program has to offer.

Programs and information session dates for January through May 2011 are listed below.

Schedule subject to change.

Please call contact number listed to make your reservation and to confirm date.

Program	Day	Date	Time	Location	Contact
Adult Education Orientation*	Monday	Jan 10, 2011	6:30 - 7:30pm	EE-1209	310-243-3741
	Monday	Feb 7, 2011	6:30 - 7:30pm	EE-1209	310-243-3741
	Monday	May 9, 2011	6:30 - 7:30pm	EE-1209	310-243-3741
<i>* Requires Registration</i>					
Alcohol & Drug Counseling	Wednesday	Dec 1, 2010	6:00pm	EE-1209	310-243-3741
Cal-OSHA	Friday	Feb 11, 2011	1 - 3:00pm	EE-1213	310-243-3355
	Friday	May 13, 2011	1 - 3:00pm	EE-1213	310-243-3355
Community College Teaching Certificate	Saturday	Jan 8, 2011	10 - 11:30am	EE-1221	310-243-3741
EKG Technician Certificate of Completion	Wednesday	Mar 2, 2011	6:30pm	EE 1209	310-243-3741
Fitness Certification	Tuesday	Mar 1, 2011	6:30pm	EE-1209	310-243-3741
International Education Center - Study Abroad	Wednesday	Jan 26, 2011	11am - 12	EE-1210	310-243-3919
	Tuesday	Feb 15, 2011	11am - 12	EE-1210	310-243-3919
	Wednesday	Mar 16, 2011	11am - 12	EE-1210	310-243-3919
	Thursday	Apr 14, 2011	11am - 12	EE-1210	310-243-3919
	Monday	May 2, 2011	11am - 12	EE-1210	310-243-3919
Lifelong Learning at CSUDH (OLLI)	Tuesday	Jan 25, 2011	1:30pm	EE-1213	310-243-3209
Pharmacy Technician Certificate of Completion	Wednesday	Mar 2, 2011	6:30pm	EE 1209	310-243-3741

Session Times and dates are subject to change Please call to verify schedule.

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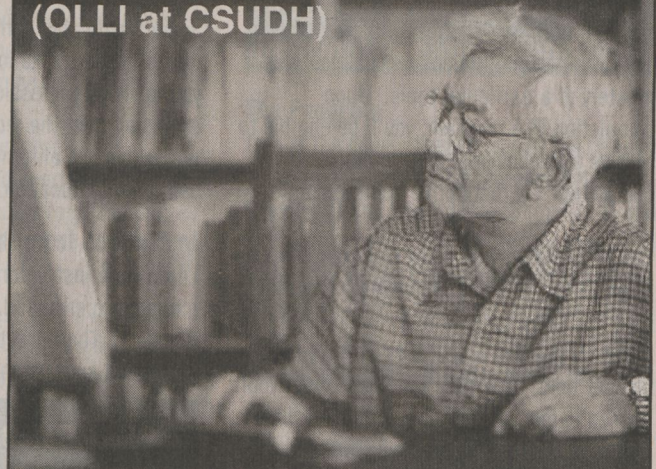
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Announcing the Osher Lifelong Learning Institute at CSU Dominguez Hills (OLLI at CSUDH)



You are invited to become a member of a learning community of adults age 50+ who are excited about learning for the sake of learning. See page 68

To find out more, attend an OLLI at CSUDH OPEN HOUSE on October 19, 1:30 pm for Reservations call: 310.243.3208

FREQUENTLY CALLED NUMBERS

	(310) 243-
American Language & Culture Program	3830
Business Administration Advisement	
Undergraduate	3561
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Disabled Students Services	3633
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Military	2870
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Pre-Admission Advising	3538
Graduate Education	3524
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Testing Office	3909
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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.

Increase Your Career Success

Increase your value to your employer, your clients and yourself. Enroll in a CSUDH professional Certificate of Completion Program.

These programs are carefully crafted curricula designed to ensure that you gain mastery of a particular topic. Upon completion of a program, you'll be eligible to receive a professional certificate of completion – a distinctive achievement.

Once completed, you'll see how your chances improve for career advancement. You may also find opportunities to transition to a new career or develop a specialty within your current field. The more you know about your chosen career, the more you can contribute and find satisfaction with what you do.

We offer over 30 certificate of completion programs. Because each certificate is developed in consultation with advisory committees made up of leaders in their respective fields, you can be sure the curriculum provides you with the latest in cutting-edge ideas, information, and practical skills that you can use immediately on the job.

Some certificates can be completed in a few weeks. Others take longer. Several enable you to sit for professional accreditation exams or meet the requirements for professional, California-mandated continuing education.

Instruction from the Best

Learn from instructors who are leading industry experts, and who are experienced teachers. Their practical, experienced and first-hand knowledge will help you excel.

Convenient and Flexible

For your convenience, CSUDH offers classes on the main campus in Carson, at satellite classrooms in Redondo Beach, online, and at your place of business by arrangement. Courses are offered at night and on weekends to accommodate your busy schedule.

Certificates are available in the following areas:

Arts & Culture
 Business
 Communications
 Education
 Healthcare
 Information Technology
 Legal Studies

Management & Leadership
 Environmental & Occupational
 Safety & Health
 Quality Assurance
 Sports and Recreation
 Supply Chain Management

Open University

Do you want to take University Classes *NOW*?

Open University is an easy way for anyone to participate in regular university classes at CSU Dominguez Hills.

Registration is easy – formal admission to CSUDH is not required.

Each class you take through Open University at CSUDH may apply toward your future degree while you enhance your professional skills and explore your personal interests.

Now you have access to hundreds of CSUDH courses each fall, spring and summer.

High school students who will have completed their junior year by June may register with the written support of their principal or counselor accompanying their registration form and fees.

For further information
 call 310-243-3741 or email eeinfo@csudh.edu
 or go to: www.csudh.edu/open.

- Take CSUDH credit courses without being admitted to the university. No transcripts, applications, or other documentation are required. Apply credits you earn to a degree later, if you wish.
- Test a degree program to see if it suits your educational aspirations. You can find out if your passion for microbiology, archeology or gerontology is satisfied through academic study.
- Improve your grade point average if your first attempt at college courses was less than successful. If you have been disqualified from the university or denied admission because of a grade point deficiency, you can enroll through Open University and get a second chance to show your true potential.
- Start accumulating credits that can apply to your degree once you are admitted to the university. You can apply up to 24 undergraduate and up to 9 graduate units toward your degree.
- Complete requirements for a degree begun at another university.

ARTS and CULTURE

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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 7 years to complete the program. The cost is \$225.00 per unit.

You Will Learn To:

- 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
- 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
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: <http://www.csudh.edu/hux/>



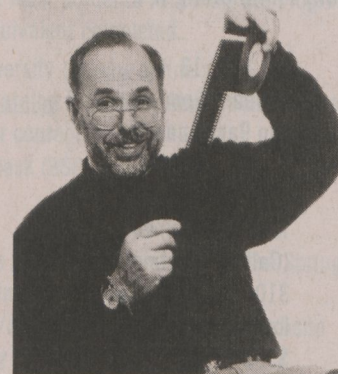
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MA Humanities CSU Dominguez Hills

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 (Memento) 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 \$5000 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 enrollees receive a filmmaker's workbook and certificate of completion. Enrollment is limited. The class is one weekend in length.

Independent Filmmaking A - Z

(Continued)

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 workshops.

(Note: Register early to ensure a seat in the class. Must register by the Thursday before the class, close of business! Enrollments limited!)

Independent Filmmaking A-Z

Non-credit

Date: Feb 12 & 13
 Time: Sat 9am-6pm
 Sun 9am-6pm
 Meetings: 2
 Location: OFF-CAMPUS
 To be determined
 (Call registration at 310-243-3741 to verify location prior to attending)
 Fee: \$389
 Instructor: Dov S-S Simens
 Course No.: NAFL 104 Sec 01
 Reg. No.: 22199

Independent Filmmaking A-Z

Non-credit

Date: Apr 9 & 10
 Time: Sat 9am-6pm
 Sun 9am-6pm
 Meetings: 2
 Location: OFF-CAMPUS
 To be determined
 (Call registration at 310-243-3741 to verify location prior to attending)
 Fee: \$389
 Instructor: Dov S-S Simens
 Course No.: NAFL 104 Sec 02
 Reg. No.: 22200

The Reviews...

"Amazing....A Massive amount of information"
 -LA Times

"Brilliant....It's a boot camp for filmmakers."
 -Wall St. Journal

For more information:
 jbouchard@csudh.edu
 www.csudh.edu/ee/independentfilm.html

An Introduction To Voiceovers... (Getting Started In Voice Acting)

One-on-One, Online Class

Have you ever wanted to be the voice everyone hears on TV and radio commercials, or documentary or audiobook narrations? You too can become a Professional Voiceover Artist! This fun, informative, and empowering class will teach you the basics of the voice over industry to help you decide if it is something you'd like to pursue. We will discuss the many different types of voiceovers and what it takes to get started as a voice actor. Your instructor will coach you in this one-on-one, online setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. In this 1 hour, online introductory workshop you will receive one-on-one attention and learn what it takes to become a part of this fun and exciting industry. Be warned, many who have taken this class have gone on to become real, bona-fide, professional Voice Actors. Come ready to laugh, learn, and be inspired... This class is taught by a professional voice actor from the voice acting training company, Voices For All.

Date: Call 518-261-1601 to schedule
 Time: 1 hour
 Meetings: 1
 Location: online
 Fee: \$70
 Instructor: varies
 Course No.: NAFL 108, Sec 41
 Reg. No.: 30033

To find out more about this course, contact Carolyn Ausfeld at (518) 261-1601, or email Carolyn at carolyn@voicesforall.com.

Arts and Culture Online

Hundreds of Online Arts and Culture Courses Available!

For short courses, see page 22.

For certificate/certification courses, see page 25.

Or go to
<http://dominguezonline.csudh.edu/programs.php>

INTRODUCTION TO PHOTOSHOP!

Improve your memories!

See Page 52

Coming in Summer!



Video Game Design Camp!

BUSINESS

Degree Programs

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**Bachelor of Science
in Applied Studies**

Your access to an affordable degree completion program

Bachelor of Science Applied Studies (APS) program is accessible

- on campus at CSUDH in Carson
- distance learning using a fusion of televised lectures and Internet technology

The Program

The Bachelor of Science in Applied Studies is a degree completion program designed to meet the needs of community college students with backgrounds or degrees in technical fields for which there is no apparent bachelor's program into which they may readily transfer and pursue upper division coursework. The Applied Studies major blends business and liberal arts courses and involves integration of transferable skills. Students with technical or vocational associate degrees are able to obtain a four-year degree and prepare to advance in their occupations.

Who Should Attend

APS TV/Online program is especially suited for

- ▶ Working adults who, because of location or schedule, are not able to attend University classes on a campus
- ▶ Individuals who wish to complete a four-year degree, particularly those with associates in technical or vocational fields
- ▶ Individuals interested in career advancement with a 4 year degree

Features of the APS Program

- ▶ Affordable degree in convenient format for working adults
- ▶ Alternative formats of delivery available
- ▶ Up to 18 units of applied or technical lower-division coursework may be incorporated into the program
- ▶ Advising relationships between students and faculty reinforced
- ▶ Interdisciplinary and integrative curriculum blending problem-solving skills and perspectives from liberal arts, social science, and technical fields
- ▶ Scheduled courses year-round making possible timely completion of upper division coursework
- ▶ Enrollment in courses permitted to qualified students before admission

Admission as a Transfer Student

The best way to prepare to transfer to CSUDH and be admitted as an upper division student in Applied Studies is to obtain an associate degree at a California Community College and a certification of completion of the California State University lower-division General Education requirements. Most students will enter the program with an associate's degree or equivalent completed.

Refer to the CSUDH University *Catalog* online at <http://www.csudh.edu/Catalog> for details about admission and program requirements or contact the APS TV Preadmission Services Desk (866) 278-6789.

Costs

- For CSUDH on campus degree students, refer to the Spring 2011 Course Schedules online at www.csudh.edu
- For Applied StudiesTV/online courses refer to the website www.appliedstudies.tv

Proposed APS TV / Online Spring 2011 Term Jan 8-Apr 22

Refer to the website www.appliedstudies.tv for updates and scheduling

TV

POL 335	International Politics
SOC 315	Sociology of Work
COM 300	Organizational Communications
COM100	Mass Media and Society

Online Only

APS 300	Ethos of the Liberal Arts in the Role of Work
APS 490	Seminar in Occupational Leadership
MGT 350	Principles of Marketing
PUB 302	Administration of Financial Resources
PUB 304	Administration of Public Policy

Please see full schedule beginning on Page 19

For more information on B.S. Applied Studies on campus

Dr. Jeff Badrtalei, APS Director
(310) 243-3575 email: jbadrtalei@csudh.edu
Ineki Fike,
(310) 243-3448 email: ifike@csudh.edu

B.S. Applied Studies TV/Online

www.appliedstudies.tv
appliedstudies@csudh.edu or call Lani Donnelly, Preadmission Services desk at 866-278-6789. email: ldonnelly@csudh.edu

Home Inspection Certificate

Our home inspection training courses, developed in conjunction with American Home Inspectors Training Institute, will teach students step-by-step how to perform a



comprehensive, professional home inspection and produce a professional home inspection report. Students can choose from two course formats – a three-day, instructor-led classroom course combined with online interactive lecture material and a complete online distance learning course. Both courses also include valuable information on how to successfully start up, market, and build a new home inspection business.

What You Will Learn

Home Inspection is a relatively new profession that has grown rapidly in the last decade. Both of our courses meet the established CREIA (California Real Estate Inspection Association) Standards of Practice for the industry. Students will learn how to execute a complete, thorough, professional home inspection from the moment of pulling into the driveway to writing up the report. Both courses cover all aspects of the inspection, including the examination of the home's structure, exterior, roofing, plumbing, electrical system, heating and cooling system, interior, and insulation and ventilation systems, with an emphasis on identifying the common defects that may be present when inspecting the home's structure, components, materials, and operating systems. The three-day classroom course includes two field inspections of actual homes. For a fee, students enrolled in the online course can also attend these field training days from the classroom course. In addition, both courses instruct students in how to prepare a professional home inspection report.

Who Should Attend

Individuals in the construction trades and in the contracting business are often interested

in the home inspection field as it offers a new career opportunity that utilizes their knowledge, skills, and experience. The Home Inspection Profession is also attractive to individuals who work in occupations in which they may retire at a relatively early age and are consequently considering options for a second career, such as law enforcement officers, firefighters, teachers, and military personnel. Graduates may elect to start their own businesses or to seek employment with existing home inspection companies.

Eligibility Requirements

Students must have a command of the English language and possess a high school diploma or GED.

Special Features

The online course includes over 200 color photos from actual inspections in an online photo book as well as online audio and visual tutorial exercises and quizzes.

Certificate requirements

A Certificate of Completion is awarded upon successful completion of either course.

Courses

- Three-Day Hands-On Master Course (classroom course) combined with online lecture material
- Online Distance Learning Master Course

Costs

The cost of the three-day classroom course combined with the online interactive lecture material is \$1595.

The cost of the online course is \$995. Course books and materials are included in the tuition cost for both courses. For the Online Distance Learning Master Course, e Internet is also included in the tuition cost.

Scheduled Classes

On Campus & Online

Date: Jan 7-9
 Time: Fri - Sun, 8am-6 pm
 Meetings: 3
 Location: CSUDH EE 1221
 Fee: \$1595
 Instructor: Staff
 Course No.: NBRE 101 Sec 35
 Reg. No.: 10001

Date: Mar 18-20
 Time: Fri - Sun, 8am-6 pm
 Meetings: 3
 Location: CSUDH EE 1221
 Fee: \$1595
 Instructor: Staff
 Course No.: NBRE 101 Sec 35
 Reg. No.: 22039

Date: May 20-22
 Time: Fri - Sun, 8am-6 pm
 Meetings: 3
 Location: CSUDH EE 1221
 Fee: \$1595
 Instructor: Staff
 Course No.: NBRE 101 Sec 36
 Reg. No.: 22040

Online Only

Date: Jan 1 - Jun 30
 Location: Online
 Fee: \$995
 Instructor: Staff
 Course No.: NBRE 101 Sec 41
 Reg. No.: 30017

Students can begin the online program at anytime.

For more information on enrolling in these courses, please call 1-800-441-9411

or visit www.ahit.com/affiliate/csudh or visit

<http://www.csudh.edu/ee/homeinspection.html>

Global Logistics Certificate of Completion

The Program

The Global Logistics program is designed to provide training for operational staff in freight forwarding companies, small to medium size shipping department supervisors and export/import office staff. Additional exposure to warehouse operations, trucking operations and the handling of hazardous material procedures as well as international finance provides for a pragmatic program, with immediate, applicable job skills.

**Global Logistics
Certificate of Completion**

(Continued)

What You Will Learn

The curriculum is based upon a sequence of courses that cover the body of knowledge to enter the field of logistics or improve current job skills for individuals already employed in the field. An overview of logistics, designed to introduce and define terms leads to specific courses that will enrich knowledge of how transportation plays such a major role in the world economy. The program will explore all modes of transportation both domestic and international and provide the groundwork to identify and handle commodities that require special attention, including security, dangerous goods and government compliance. The curriculum is focused on the operational level of logistics.

Who Should Attend

Individuals who desire an entry level position or improved job skills with a freight forwarder, small package company, trucking company or warehouse. Additionally, many small to medium size manufacturing and distribution firms depend upon a shipping supervisor to be familiar with the many facets of logistics; the various topics of the courses in this program would satisfy that need.

Program Benefits

- The entire certificate program of six courses can be completed in less than four months
- The student will acquire skills needed to enrich many employer's lean program
- The program emphasizes a practical body of operational skills that can be immediately put to use
- The student will enter a dynamic field, with many levels of career opportunities and specialty areas

Certificate of Completion Requirements

A certificate is awarded upon successful completion of the six required courses comprised of 70 classroom hours

Program Cost

- Total Program Fee: \$1190.00
- Books/Parking - Program \$340.00 (Approx.)

Advisory Committee

W. Guy Fox, MBA, Licensed Customs Broker
Chairman of the Board, Global Transportation Services, Member Southern California Regional District Export Council, By Appointment of the Secretary of Commerce; Former President, Foreign Trade Association of Southern California, Los Angeles Air Cargo Association, Australian American Chamber of Commerce; Former Chairman, Torrance Area Chamber of Commerce, World Trade Week of Southern California; Former Member, Board of Directors, Japan America Society.

Brett Macker, President, Centra Worldwide, Division of Sudduth Corp., Seal Beach, CA

Courses

Introduction to Logistics

1.0 CEU
This course provides an overview of logistics. The goal is to define terms and identify the different segments of logistics. Topics include warehousing, inventory control, material handling, transportation modes, INCOTERMS, the role of all logistical parties and intermodal activities.

Date: Jan 22 & 29
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1-1102
Fee: \$170
Instructor: D. Murphy
Course No.: GLX 900 Sec 01
Reg. No.: 22087

Importing and Exporting

1.0 CEU
This course provides an introduction to importing and exporting, by both sea and air. Students will learn advanced shipping terminology, financial terms, and the role of government in logistics and the importance of security in transportation. Cost analysis and protection of funds and goods will be introduced.

Date: Feb 5 & 12
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1-1106
Fee: \$170
Instructor: Staff
Course No.: GLX 901 Sec 01
Reg. No.: 22088

Global Logistics

2.0 CEUs
This course focuses on the transportation of goods. Emphasis is placed upon freight forwarding, analyzing and selecting the proper mode of transportation consistent with the goods being transported. Covered is the importance of proper documentation, the role of the third party in financing, boycotts, embargoes, NAFTA and other consortiums. Upon completion the student should be able to arrange and coordinate the transportation of goods globally.

Date: Feb 26 - Mar 19
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1-1106
Fee: \$340
Instructor: Staff
Course No.: GLX 902 Sec 01
Reg. No.: 22094

Transportation Management / Physical Distribution

2.0 CEUs
This course introduces modern warehouse shipping procedures such as packing, crating, kitting, security, perishable goods storage, hazardous materials storage and record keeping. Container loading and transport vehicle selection are introduced; long term storage is not included. The course covers selection of trucking companies, railroads, freight forwarders, small package services, reverse logistics and global carriers. The emphasis will be on domestic transportation, inland freight, rate negotiation, dealing with brokers and OTI carriers. Cost, performance and time will be overriding themes.

Date: Mar 26 - Apr 16
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1-1104
Fee: \$340
Instructor: Staff
Course No.: GLX 903 Sec 01
Reg. No.: 22095

Financial Instruments of International Trade

0.5 CEU
This course introduces the student to the international banking process. Emphasis is placed upon letters of credit, and also includes sight/time drafts, invoice procedures, pro-forma invoices, open accounts and other payment transactions. The detail and complexity of letters of credit

Global Logistics Certificate of Completion

(Continued)

demand that most of the session covers this important transaction method.

Date: Apr 30
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1-1104
Fee: \$85
Instructor: Staff
Course No.: GLX 904 Sec 01
Reg. No.: 22096

Hazardous Materials

0.5 CEU

This course introduces the student to CFR49 and other resources required to properly identify, store, pack, mark and prepare a HAZMAT shipment for transportation. Examples of packaging materials, labels, placards will be presented. Safety and compliance is the focus of this course.

Date: May 7
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1-1104
Fee: \$85
Instructor: Staff
Course No.: GLX 905 Sec 01
Reg. No.: 22097

For more information:
Call Charles Hunt 310-243-2336
email: chunt@csudh.edu
www.csudh.edu/ee/logistics.html

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

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.

Elegibility 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) 243-3621.

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).

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	
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

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

**Meeting and Event Planning
Certificate of Completion**

(Continued)

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

**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, HSMAL, and LABTA.

Charmaine Wilkerson owns "And Here's
Lilly", a full event production company
specializing in corporate and social events.

Gary Rosenberg, CMP, Vice President of
Conference Management for Rosenberg &
Risinger a division of CMI Resources, and has
over 25 years of industry experience.

Carroll Reuben, CMM, has been a corporate
event director for more than 25 years,
specializing in high technology events and
trade shows.

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

Marla Harr, CMP, has over 15 years
experience in wedding consulting, special
events and meeting planning.

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

Date: Jan 8
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1218
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 901 Sec 01
Reg. No.: 22099

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: Jan 22
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 22101

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 29
Time: Sat 9am-4pm
Meetings: 1
Location: (Note: This course will be held
off-campus. Ask for location
when registering at 310-243-
3741)
Fee: \$125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 904 Sec 01
Reg. No.: 22104

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 5
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 903 Sec 01
Reg. No.: 22103

Meeting and Event Planning				
	Course	Spr '11	Sum '11	Fall '11
MEX 901	Intro & Fundamentals of Meeting Planning	•	•	•
MEX 902	Special Event Management	•	•	•
MEX 903	Negotiations and Contracts	•	•	•
MEX 904	Site Selection and Inspection	•	•	•
MEX 905	Marketing & Promotion / Financial Management	•	•	•
MEX 906	Food & Beverage Management / Room Set Ups	•	•	•
MEX 907	Audio Visual and Technology Today	•	•	•
MEX 908	Planning Global Incentive Meetings	•		
MEX 909	Wedding Planning		•	•

Meeting and Event Planning Certificate of Completion

(Continued)

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 12
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Carroll Reuben, CMM
 Course No.: MEX 905 Sec 01
 Reg. No.: 22105

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 26
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Marjorie Y Risinger, CMP
 Course No.: MEX 906 Sec 01
 Reg. No.: 22107

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 5
 Time: Sat 9am-4pm
 Meetings: 1

Location: CSUDH EE 1213
 Fee: \$125
 Instructor: Michael Herman
 Course No.: MEX 907 Sec 01
 Reg. No.: 22108

Planning Global and Incentive Meetings

.6 CEUs

- How to deal with the languages & money issues
- How to find suppliers
- How to make incentive different from a "typical tour"

This course provides insights into implications of planning global & incentive meetings, including: politics, culture, current affairs, etiquette & protocol; recognizing differences in language & communication, legal & financial matters, culinary choices, shipping & customs, risk assessment & managing travel; valuing the benefits of vendor & supplier partnerships; & accessing available resources through references and checklists. Understanding or previous background in basic meeting plannings preferred.

Date: Mar 26
 Time: Sat 9am-4 pm (1 hour lunch)
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Marla Harr
 Course No.: MEX 908 Sec 01
 Reg. No.: 22113

Resume Writing and Self Promotion for Event Planners

This class will help define skills, attributes and achievements and present them in a way that is quick and easy to read—a must for the world of Internet communication.

Learn the steps to an interview when you can comfortably promote yourself as a professional event planner. Have the confidence to share your experiences and show how they result in a valued employee.

Date: Apr 9
 Time: Sat 9am-4pm (1 hr lunch)
 Meetings: 1
 Location: CSUDH EE 1218
 Fee: \$125
 Instructor: Carroll Reuben
 Course No.: NMEP 105 Sec 01
 Reg. No.: 22114

For more information:
 Call 310-243-3741
 email: eeinfo@csudh.edu
 www.csudh.edu/ee/meeting.html

Solar Panel Installation

The Program

This class is an introduction to some of the latest techniques and standardizations for installing solar power systems. Half of this course is hands-on using tools of the trade to familiarize students with the workload and character of this industry. The other half is focused on exposing students to the tactical decisions, processes, and material choices common to this industry.

Learning Outcomes

By the end of this course, the successful student will be able to:

- Install a solar mounting system
- Install a roof flashing
- Define and identify solar power stand-alone systems and grid-tied systems.
- Identify mounting hardware by name & tools to use for installing hardware
- Identify common roof mounting challenges
- Identify several different roofing types and types of installation complexity relating to each.
- Identify grounding hardware by name, identify proper grounding techniques for a racking system, and describe why grounding is important.

Employment Outlook

According to the Occupational Labor Handbook, job prospects are expected to be excellent, particularly for those who have completed training from an accredited technical school or a formal apprenticeship.

Course Goals

Students that have finished this course will have the basic necessary skills to work within the supplemental solar power industry.

Who Should Attend

- Anyone interested in the fast growing solar power industry.
- Professionals interested in retraining into another industry
- New to the workforce

Eligibility Requirements

Students should be able to pick up 50 lbs. carry 25 lbs. climb ladders, have a full range of arm motion, and be prepared for 3 hours a

Solar Panel Installation

(Continued)

day in full sun.
OSHA 501 (ten hour card)

Special Features

This program utilizes a demo roof for the installation practices portion of the class. A Certificate of Completion is awarded upon successful completion of the entire program.

Instructor

Somerset Waters, Sr. Electrician & Operations Support at Solar City Corporation. Licensed Electrician. California Certified Journeyman Electrician. email: swaters@solarcity.com
213.725.6026

Date: Apr 9- May 21
Time: Sat
Meetings: 6 (no class Apr 23)
Location: TBA
Fee: \$545
Instructor: Somerset Waters
Course No.: NHSF 106
Reg. No.: TBA

For further information about this program please visit:
<http://www.csudh.edu/ee/solar.html>

Business Courses Online

Hundreds of Online Business Courses Available!

For short courses, see page 22. For certificate/certification courses, see page 25. Or go to <http://dominguezonline.csudh.edu/programs.php>

FREE TRAINING for a New Career

More than 40 programs at CSUDH's College of Extended and International Education are approved by the Workforce Investment Board (WIB), which means you may qualify to earn a professional certificate for FREE.

Develop your professional skills

From technical writing to project management, from green job skills to pharmacy technician training, develop the practical work-ready skills you need to stand out from the crowd.

Get ahead without falling behind

Work your professional training around your job search and your busy life, with convenient classroom and online programs.

Build a career pathway that makes sense

If you have been downsized from a no-growth field, seize the opportunity! Explore the many professional certificates we offer in high-growth fields from healthcare to accounting.

Take the first step!

Contact the Workforce Investment Board at 310-970-7700

**Extended Education Facilities
California State University Dominguez Hills**

The College of Extended and International Education facilities are available for group rental. The complex, designed by the firm of Dougherty & Dougherty, has garnered an "Outstanding Building" award from American School & University magazine and is available for classes, seminars, video conferencing and other event

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 pricing, scheduling and catering information:
call Teresa Stevens 310-243-2012 or 310-243-3737
email: tstevens@csudh.edu

Center for Training & Development

Your Resource for Education and Training in the South Bay!

The CTD utilizes the resources of California State University, Dominguez Hills to provide customized workforce training to the local business community, with the goal of keeping businesses in California productive and competitive. The center is housed in the College of Extended and International Education at California State University, Dominguez Hills.

We offer

- customized curriculum
- flexibility for clients to choose the dates & times that best meet their needs!
- Delivery Options:
 - On-site
 - On Campus
 - On-line
 - On T.V.

Businesses have access to all partners of CTD, which include, but are not limited, to:

- The Workforce Investment Board
- South Bay Economic Development Partnership
- Small Business Development Center
- One Stop Business and Career Centers
- Center for International Trade and Development
- California Manufacturing Technology Center
- City Economic Development Departments
- Chambers of Commerce

Clients Include:

- American Renolit
- ARMM, Inc
- Boeing
- City of Inglewood
- City of Torrance
- Dameron

- Hi-Shear Corp.
- Hollywood Park Casino
- Korean Airlines
- L. A. County Dept. of Probation
- LAX
- Los Angeles County
- Menzies Aviation
- Primary Freight
- Raytheon
- South Bay Workforce Investment Board
- Sit 'n' Sleep
- Urth Cafe
- Watts Labor Community Action Committee
- Yoplait

Workforce Development Training Examples:

- Computer/Technology
- Customer Service
- Federal & Cal-OSHA
- Human Resource Management
- Leadership Training
- Management & Supervision
- Project Management
- Quality Assurance
- Sexual Harassment
- Small Business Development
- Succession Training
- Bachelor Degree Programs
- Certificate Programs
- Master Degree Programs
- Test Preparation Programs

For more information:
 call Jason Vogel 310-243-3355
 Email jvogel@csudh.edu or
 Visit the web site at
<http://www.csudh.edu/ee/training.htm>

Credit Partners

Your people work hard.
 Get them the credit they deserve.

University Credit for the training you already do

Credit is a BIG bonus

Your employees and conference attendees gain value every time they attend a training you've created to meet their particular needs.

You could add a big value bonus: university credit

Credit Partners is a service that starts with three steps to review your planned or existing in-house training programs for award-winning university or professional credit:

- ✓ Call 310-243-3730, or email bwald@lists.csudh.edu.
- ✓ Package and send information about your in-house or conference training.
- ✓ Your training is reviewed by appropriate university departments for content and quality.

If your course, curriculum or conference is approved, participants receive a permanent California State University Dominguez Hills record of either extension academic credit or professional continuing education units (CEUs), depending on the nature of the training.

Proud founding partner of the South Bay Business Resource Network!



Communications

Certificate Programs

- Grant Writing and Administration
Certificate of Completion15
- Technical Writing (online)
Certificate of Completion16

- Online Communications Courses**
.....22

**Grant Writing and Administration
Certificate of Completion**

NEW - Hybrid Format

The Program

This program provides students with the basics in grant proposal funding. It includes learning terminology, identifying eligibility to apply for certain grant programs, finding grant funding resources and statistical data to document need for funding, learning about proposal requirements and how to prepare the components of a grant proposal.

This NEW HYBRID program requires students to attend three in-class sessions and participate on-line using Blackboard.

Students are required to complete the on-line readings and exercises. Students will also be required to participate by posting responses to instructors' questions and participating in class discussions utilizing the discussion board. Each class session includes an assignment that will reinforce the material, promote the peer review process, and provide a hands-on writing experience.

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. Students must have access to the internet.

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.

Register today!
Enrollment is limited

Required Courses

- The program courses are designed to be taken in sequence*
- Pre Award Grant Administration TEX 914
 - Evaluation and Grant Implementation TEX 917
 - Post Award Grant Administration TEX 919

"It was an interesting process that provided me with an abundance of interesting and useful information. I found exactly what I was looking for in the 3 courses. Was totally worth my while."
- Jennifer Hernandez
Asst. Grants Coordinator
City of Cudahy

Program Instructor

Theresa Lu, PhD, is CEO of Lu & Associates and has over 20 years experience in the grantwriting and program evaluation industry.

Sharon Martin, MPA, Associate Director, LA Biomedical Research Institute

Scheduled Classes

Spring Session 1

Pre Award Grant Administration

- 2.0 CEUs
- Date: Jan 18 - Feb 1
- Time: Tue 6:30 - 9:30pm

- Meetings: 3 plus online
- Location: CSUDH EE 1210
- Fee: \$160
- Instructor: Sharon Martin
- Course No.: TEX 914 Sec 35
- Reg. No.: 21962

Evaluation and Grant Implementation

- 2.0 CEUs
- Date: Feb 15 - Mar 1
- Time: Tue 6:30 - 9:30pm
- Meetings: 3 plus online
- Location: CSUDH EE 1210
- Fee: \$160
- Instructor: Sharon Martin
- Course No.: TEX 917 Sec 35
- Reg. No. 21963

Post Award Grant Administration

- 2.0 CEUs
- Date: Mar 15-29
- Time: Tue 6:30 - 9:30pm
- Meetings: 3 plus online
- Location: CSUDH EE 1210
- Fee: \$160
- Instructor: Sharon Martin
- Course No.: TEX 919 Sec 35
- Reg. No.: 21964

*"I completed the course in June. I am recommending the program to work colleagues and many that I know working in non profit and community based organizations.
The evaluation and post grant administration were so timely for my work in Los Angeles County."*
-Carol Magee
Public Health Advisor
CDC

Spring Session 2

Pre Award Grant Administration

- 2.0 CEUs
- Date: Apr 7 - 21
- Time: Thu 6:30 - 9:30pm
- Meetings: 3 plus online
- Location: CSUDH EE 1210
- Fee: \$160
- Instructor: Theresa Lu
- Course No.: TEX 914 Sec 36
- Reg. No.: 21965

Grant Writing and Administration Certificate of Completion

(Continued)

Evaluation and Grant Implementation

2.0 CEUs

Date: May 5 - 19
 Time: Thu 6:30 - 9:30pm
 Meetings: 3 plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Theresa Lu
 Course No.: TEX 917 Sec 36
 Reg. No. 21966


Post Award Grant Administration

2.0 CEUs

Date: Jun 2 - 16
 Time: Thu 6:30 - 9:30pm
 Meetings: 3 plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Theresa Lu
 Course No.: TEX 919 Sec 35
 Reg. No.: 30009

For more information:
 Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/grantwriting.html

Technical Writing Certificate of Completion

Online! 

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

"The classes were challenging and interesting and in some cases even fun. The homework got my creative juices flowing again.

I am surprised at how much of what I learned I am using every day. The program was time well spent."

- Georgia Lester
 Technical Writer II
 Panasonic Avionics Corporation

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

"The program was great and I am still amazed at how comprehensive it was - I especially enjoyed Lu Kondor who is an incredible instructor- she has not only a wealth of knowledge about the subject but is also able to convey it effectively!"

-Nanette Peters
 Michigan Surgical Quality Collaborative
 Ann Arbor, Michigan

"As a requirement of the Advanced Technical Communication class, I wrote a proposal that I also submitted to various business people and the CEO of the Chamber of Commerce. Not only did the Chamber CEO like the proposal, she also liked my writing and offered me a job doing all the writing for the Chamber including grants, business updates and local stories.

My Technical Communication class paid off before I even finished the certificate course!"

- Adrienne Mathewson
 Ridgecrest, CA
 Freelancer

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 is taught online.

Certificate Requirements

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

Courses

Fundamentals of Technical Communication
 Advanced Technical Communication
 Information Design

Courses begin every 10-11 weeks.

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

(The most current edition of each textbook)
Technical Communication, Markel
Handbook Technical Writing, Alred, Brusaw, Oliu
Document Design: A Guide for Technical Communicators, Kimball

Program Instructors

Lu Kondor, MA, Technical Writer and systems administrator for more than 15 years, is employed by Sony Pictures Imageworks. Member STC.

Rachael Post, M.A., M.J., U.C. Berkeley, is a writer, editor, and owner of Luna Sky Media, a digital media marketing firm with a specialty in green technology. As a journalist, she worked for the *Daily Yomiuri* in Tokyo, the *San Jose Mercury News* in Hong Kong, and *Business Mexico* magazine. She has been developing Web sites and putting print publications online since 1998.


**Technical Writing
Certificate of Completion**


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


Date: Jan 10 - Mar 11
Location: Online 
Fee: \$450
Instructor: Rachael Post
Course No.: NWTW 101 Sec 41
Reg. No.: 20050


Date: Mar 21 - May 20
Location: Online 
Fee: \$450
Instructor: Rachael Post
Course No.: NWTW 101 Sec 42
Reg. No.: 21996


Date: Jun 6 - Aug 5
Location: Online 
Fee: \$450
Instructor: Rachael Post
Course No.: NWTW 101 Sec 41
Reg. No.: 30010

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 10 - Mar 11
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 41
Reg. No.: 20051


Date: Mar 21 - May 20
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 42
Reg. No.: 21997


Date: Jun 6 - Aug 5
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 41
Reg. No.: 30011

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: Jan 10 - Mar 11
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 41
Reg. No.: 20052

Date: Mar 21 - May 20
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 42
Reg. No.: 21998

Date: Jun 6 - Aug 5
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 41
Reg. No.: 30012

For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/technicalwritingonline.

Online Courses

Hundreds of Online Communications Courses Available!
For short courses, see page 22.
For certificate/certification courses, see page 25.
Or go to <http://dominguezonline.csudh.edu/programs.php>

**Web Design
Certificate of
Completion**

See Page 51

Photoshop

See Page 52

**Certificate
in
Community
College
Teaching**

Online!

See Page 32

Degree Programs

MA Negotiation, Conflict Resolution & Peacebuilding .56
 MBA57
 MPA57
 MS Nursing42
 MS Quality Assurance69
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Certificate Programs

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- Arts & Culture
- Business
- Communications
- Education
- Green
- Healthcare
- Information Technology
- Languages
- Management & Leadership
- OSHA Training
- Personal Development

Distance Learning

California State University, Dominguez Hills is a national leader in distance learning, named by *Forbes* magazine as one of the top cyber universities. The university has the largest distance learning program in the CSU system, with more than 4,000 students enrolled in distance learning programs in all 50 states and more than 60 countries. CSU Dominguez Hills offered its first distance learning degree in 1974, and in 1995 offered one of the first online masters degree programs ever approved by the Western Association of Schools and Colleges. CSU Dominguez Hills continues to be in the forefront of distance learning technology and academic excellence, garnering numerous awards including the Best Distance Learning Teacher from the U.S. Distance Learning Association, an Omni Intermedia Award, an Aegis Award, two Telly Awards and a Top 100 Video Producer Award. CSU Dominguez Hills is accredited by the Western Association of Schools and Colleges.

A New Way to Learn

CSUDH has developed an entirely new online interactive educational experience. In some ways, it's even better than being in class-room! Every week, a class is broadcast on cable TV and the Web, and appears as streaming video on your computer. Video, pictures, graphics and other enriched media help illustrate the lecture. Students can ask the professor a question at any time via e-mail or phone. Professors can also ask questions during the class, and students respond through the interactive features of the site.

Students can also chat with each other during the broadcast. If students miss a broadcast or would like to review the material, an archived video of the class is available on the Web site. In addition, every class has Blackboard Web site, where, in between broadcasts, students can download reading materials, participate in threaded discussions, take quizzes and turn in assignments.

Interactive courses and special programming are produced by the Center for Mediated Instruction and Distance Learning in specially equipped studios and broadcast live on DHTV, the television and Internet program service of CSU Dominguez Hills. Students and viewers may call a toll-free 800 number to be part of live, interactive discussions by asking questions and sharing comments with the instructor or in-studio guest lecturers.

TV classes can be seen on a variety of cable networks throughout Southern California including LA36 (cable channel 36 throughout the City of Los Angeles), on cable channel 6 in the South Bay region of Los Angeles County (Torrance, Hawthorne, Lawndale, Lomita, Gardena and El Segundo), cable channel 64 in Pasadena and Altadena and CityTV/cable channel 16 in Santa Monica and an increasing number of other cable systems throughout the region.

Be sure to check you local cable listings for the channel location for DHTV in your area. For information about DHTV, program schedules and more, call the Center for Mediated Instruction and Distance Learning at 310.243.2288.



Most CSUDH internet classes are conducted via the easy-to-use

Blackboard software

Visit the Blackboard website: <http://toro.csudh.edu>

Applied Studies Bachelor's Completion Program

APS TV / Online Proposed Spring 2011 Courses

Refer to the website www.appliedstudies.tv for updates and scheduling

International Politics

Start Date:	Jan 11
Time:	Tue 7-9pm
Meetings:	13
Instructor:	Hamoud Salhi
Course No:	POL 335 Sec 91
Reg No:	TBA

Mass Media and Society

Start Date:	Jan 9
Time:	Sun 12-1:50pm
Meetings:	13
Instructor:	Catherine Clinch
Course No:	COM 100 Sec 91
Reg No:	TBA

Sociology of Work

Start Date:	Jan 8
Time:	Sat 12-1:40pm
Meetings:	13
Instructor:	Sharon Squires
Course No:	SOC 315 Sec 91
Reg No:	TBA

**Applied Studies
Bachelor's Completion
Program**

(Continued)

Organizational Communications

Start Date: Jan 8
Time: Sat 1:50-3:30pm
Meetings: 13
Instructor: Geri Girardin
Course No: COM 300 Sec 91
Reg No: TBA

Online Only

APS 300 Ethos of the Liberal Arts & the Role of Work
APS 490 Seminar in Occupational Leadership
MGT 350 Principles of Marketing
PUB 302 Administration of Financial Resources
PUB 304 Administration of Public Policy

For more information on **B.S. Applied Studies TV/Online** 
www.appliedstudies.tv
appliedstudiesv@csudh.edu or call Lani Donnelly, Preadmission Services desk at 866-278-6789. email: ldonnelly@csudh.edu

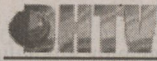
**Young Scholars
Program**

College Courses for High School Students

The Young Scholars Program provides high school and Community College students with a "B" average or better an opportunity to enroll in 2 distance learning courses and earn up to 6 units of college credit for only \$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 broadcast live on cable television and webcast live on the Internet <http://dhtv.csudh.edu> each semester on Mondays, Tuesdays, Wednesdays and Thursdays from 3:00 to 4:30PM. Students who view the live broadcasts /

webcasts can interact with the instructor by calling a toll free number or sending an email to askdhtv@gmail.com. Students can also view archived videos of the classes at <http://youtube.com/csudhtv>. Credits for the courses are recorded on a Dominguez Hills transcript which can be transferred to any college or university. For more details review website: www.youngscholars.tv



Tentative Spring Schedule

Introduction to Astronomy

Date: TBA
Time: Mon 3-4:30 pm
Meetings: 13
Instructor: TBA
Course No: PHY 195
Reg No: TBA

Introduction to Film, Television and Theater

Date: TBA
Time: Tue 3-4:30pm
Meetings: 13
Instructor: TBA
Course No: THE 100
Reg No:

Chicano Studies

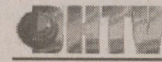
Date: TBA
Time: Wed 3-4:30pm
Meetings: 13
Instructor: TBA
Course No: CHS 100
Reg No:

Introduction to Music

Date: TBA
Time: Thu 3-4:30pm
Meetings: 13
Instructor: TBA
Course No: MUS 101
Reg No:

For More Information
www.youngscholars.tv

**Teacher Education
Courses**



Language Learning

3 Units
Focus on linguistic, social, and cultural factors in schooling language minority students; how factors are considered for effective learning practices. Areas of concentration include primary language development, second language acquisition, evaluation, and current research.

Start Date: Jan 22
Time: Sat 9-11am
Location: TV/Online
Instructor: Brassell
Fee: TBA
Course No.: TED 407 Sec 97
Reg No: TBA

Multicultural Education in an Urban Environment

3 Units
Analysis and application of the concept of cultural diversity. Prepares teachers and prospective teachers for multicultural classroom environments and utilization of appropriate materials and methods for culturally, ethnically and language diverse student populations.

Start Date: Jan 23
Time: Sun 9-11am
Location: TV/Online
Instructor: Trujillo
Fee: TBA
Course No.: TED 415 Sec 91
Reg No: TBA

Educational Psychology

3 Units
Prerequisite: admission to Teacher Education
Psychology of learning and motivation related to instruction; emphasis on application of learning principles to classroom learning situations, including multicultural settings. Survey of applicable research from educational psychology and psychology. Mainstreaming students with special needs.

Start Date: Jan 26
Time: Wed 5-7pm
Location: TV/Online
Instructor: Miller
Fee: TBA

Teacher Education Courses

(Continued)

Course No.: TED 402 Sec 91
 Reg No: TBA

www.csudh.edu/ee/teachertv.html

General Education Courses

Gardens of California

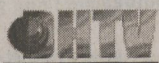
Start Date: Jan 23
 Time: Sun 2-3:30 pm
 Meetings: 13
 Instructor: Jerrold Turney
 Course No: IDS 350 Sec 91
 Reg No: TBA

Jazz in the Modern Era

Start Date: Jan 25
 Time: Tue 9-10:30 pm
 Meetings: 14
 Instructor: Chet Hanley
 Course No: IDS 336 Sec 91
 Reg No: TBA

www.csudh.edu/ee/genedtv.html

Community Programming



People Make a Difference

Start Date: Jan 23
 Time: Sun 11-11:30 am
 Host: Danny Brassell

President's Notebook

Start Date: Jan 23
 Time: Sun 11-11:30 am
 Host: Dr. Mildred Garcia

<http://dominguezonline.csudh.edu>

Get Salary Points with Educator Courses Online!

See page 24

Or go to www.csudh.edu/ee/educatoronline.html



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for information
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For further information:
www.csudh.edu/open
 310-243-3741
eeinfo@csudh.edu

Technical Writing Online

See Page 16

Online OSHA and Cal-OSHA Training!

For further information:

310-243-2425

osha@csudh.edu

www.csudh.edu/oshaonline

To get started go to <http://www.csudh.edu/oshaonline>. Corporate discounts are available to companies enrolling 15 or more students. For information contact Customer Service at (800) 442-1149 or by e-mail at support@360training.com. Be certain to mention CSU Dominguez Hills to receive the best discount. For on campus OSHA classes, see page 35

- | | |
|--|---|
| OSHA 10 Hour & 30 Hour Construction Outreach Courses | OSHA-Hazwoper 24 Hour Course |
| OSHA 30 Hour Construction Industry Outreach Training Program | OSHA-Hazwoper 40 Hour Course |
| OSHA 10 Hour Construction Industry Outreach Training Program | OSHA-Hazwoper 8 Hour Annual Refresher Course |
| OSHA 10 Hour Construction Industry Outreach Training Program – Spanish | OSHA-Ionizing and Non-ionizing Radiation Safety |
| OSHA 10 Hour General Industry Outreach Training Program | OSHA-Industrial Emergency Response: |
| OSHA 30 Hour General Industry Outreach Program | Hazardous Materials First Responder Operations - Level II |
| OSHA-Beryllium and Cadmium Hazards in the Workplace | OSHA-Industrial Emergency Response: |
| OSHA-Bloodborne Pathogens | Hazardous Materials First Responder Operations - Level I |
| OSHA-Building Security | OSHA-Industrial Hygiene |
| OSHA-Concrete & Masonry | OSHA-introduction to OSHA & the OSHA Act |
| OSHA-Concrete and Masonry-OSHA | OSHA-Introduction to OSHA and OSHA Act-Spanish |
| OSHA-Concrete and Masonry-Spanish | OSHA-Lead Safety in the Workplace |
| OSHA-Confined Spaces for Construction | OSHA-Lockout/Tagout |
| OSHA-Confined Spaces for General Industry | OSHA-Machinery and Machine Guarding |
| OSHA-Cranes & Rigging | OSHA-Materials Handling for Construction |
| OSHA-Cranes and Rigging-Spanish | OSHA-Materials Handling and Storage for General Industry |
| OSHA-Cranes, Derricks & Hoists | OSHA-Means of Egress and Fire Protection |
| OSHA-Demolition | OSHA-Motor Vehicles |
| OSHA-Drug and Alcohol Abuse in the Workplace | OSHA-Occupational Health & Environmental Controls |
| OSHA-Electrical Safety for Construction | OSHA-OSHA 1926 STD 3-1.1 |
| OSHA-Electrical Safety for Construction- Spanish | OSHA-Personal Protective Equipment for Construction |
| OSHA-Electrical Safety for General Industry | OSHA-Personal Protective Equipment for General Industry |
| OSHA-Ergonomics for Non-Office Workers | OSHA-Personal Response to Trauma |
| OSHA-Ergonomics for Office Workers | OSHA-Professional Response to Trauma |
| OSHA-Excavations | OSHA-Process Safety Management |
| OSHA-Excavations-Spanish | OSHA-Recordkeeping |
| OSHA-Explosives (Use of) in the Workplace | OSHA-Safety and Health Programs |
| OSHA-Fall Protection | OSHA-Safety Orientation |
| OSHA-Fall Protection-Spanish | OSHA-Scaffolding |
| OSHA-Fire Protection | OSHA-Scaffolding-Spanish |
| OSHA-General Safety & Health Provisions | OSHA-Stairways & Ladders |
| OSHA-General Safety & Health Provisions-Spanish | OSHA-Stairways & Ladders-Spanish |
| OSHA-Hand & Power Tools | OSHA-Stormwater Management During Construction |
| OSHA-Hand and Power Tools-Spanish | OSHA-Fire Protection-Spanish |
| OSHA-Hazard Communication | OSHA-Steel Erection |
| OSHA-Hazardous Materials | OSHA-Use of Explosives in the Workplace |
| OSHA-Hazardous Waste Training | OSHA-Walking and Working Surfaces |
| OSHA-Hazards of Asbestos in the Workplace | OSHA-Welding & Cutting for Construction |
| OSHA-HAZWOPER | OSHA-Welding, Cutting and Brazing for General Industry |
| | OSHA-Workplace Violence |

Online Courses in Six Weeks!

Sharpen your work skills and increase your knowledge with online courses from the College of Extended & International Education in partnership with Education 2 Go. Classes begin each month and continue for six weeks. Chapters are released twice a week, and online discussion groups are accessible. After successful completion of the course, students may print out a certificate of completion from CSU Dominguez Hills. Visit www.csudh.edu/ee/ed2go to sign-up for a course online. A new section of the courses will begin on **Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15**

(Note: To register for a course by check, call the registration office at 310.243.3741.)

CSUDH has hundreds of online courses to help you advance your career.

For further information, go to www.ed2go.com/csudh

Courses include:**Accounting**

Accounting Fundamentals
Accounting Fundamentals II
Advanced Microsoft Excel 2003
Creating a Successful Business Plan
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to QuickBooks 2007
Performing Payroll in QuickBooks 2007
Performing Payroll in QuickBooks 2009
QuickBooks 2007 for Contractors
QuickBooks 2009 for Contractors

Art, History, Psychology, & Literature

Drawing for the Absolute Beginner
Enjoying European Art Online
Music Made Easy
Pleasures of Poetry

Basic Computer Literacy

101 Tips and Tricks for the iMac and Macintosh
Advanced Microsoft Excel 2007
Computer Skills for the Workplace
Introduction to Linux
Introduction to the Internet
Introduction to Windows Vista
Introduction to Windows XP
Keyboarding
Navigating the Internet
What's New In Microsoft Office 2007

Business Administration

Administrative Assistant Applications
Administrative Assistant Fundamentals
Building Teams That Work
Distribution and Logistics Management
Employment Law Fundamentals
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Going Green at the Workplace
High Speed Project Management
Introduction to Business Analysis
(Managing) Customer Service
Manufacturing Applications
Manufacturing Fundamentals
Mastery of Business Applications

Mastery of Business Fundamentals
PMP Certification Prep 1
PMP Certification Prep 2
Principles of Sales Management
Project Management Applications
Project Management Fundamentals
Purchasing Fundamentals
Six Sigma: Total Quality Applications
Six Sigma: Total Quality Fundamentals
Successful Construction Business Management
Supply Chain Management Applications
Supply Chain Management Fundamentals
Understanding the Human Resources

Computer Applications

Advanced Microsoft Excel 2007
Advanced Microsoft Word 2003
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Introduction to InDesign CS3
Introduction to Crystal Reports 10
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Office Accounting Professional 2008
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2003
Introduction to Microsoft Project 2007
Introduction to Microsoft Publisher 2003
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Visio 2003
Introduction to Microsoft Visio 2007
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Introduction to QuickBooks 2007
Introduction to QuickBooks 2008
Introduction to QuickBooks 2009
Performing Payroll in QuickBooks 2007
Performing Payroll in QuickBooks 2009
Quickbooks 2006 for Contractors

QuickBooks 2007 for Contractors
QuickBooks 2009 for Contractors
What's New In Microsoft Office 2007

Courses for Teaching Professionals

An Introduction to Teaching ESL/EFL
Creating the Inclusive Classroom: Strategies for Success
Creating a Classroom Web Site
Creating K-12 Learning Materials
Creating Web Pages
Differentiated Instruction in the Classroom
Easy Classroom Podcasting
Enhanced Language Development in Childhood
Get Assertive!
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Guiding Kids on the Internet
Integrating Technology in the Classroom
Microsoft Excel 2007 in the Classroom
Microsoft PowerPoint 2007 in the Classroom
Microsoft Word 2007 in the Classroom
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Ready, Set, Read!
Response to Intervention: Reading Strategies That Work
Singapore Math Strategies: Model Drawing for Grades 1-6
Singapore Math: Number Sense and Computational Strategies
Solving Classroom Discipline Problems I
Solving Classroom Discipline Problems II
Spanish in the Classroom
Speed Spanish
Survival Kit for New Teachers
Teaching ESL/EFL Reading
Teaching Math: Grades 4-6
Teaching Students With Autism: Strategies for Success
Teaching Writing: Grades 4-6
The Classroom Computer
Understanding Adolescents
Using Internet in the Classroom
Working Successfully With Learning Disabled Students

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For further information, go to www.csudh.edu/extendeded/ed2go.htm or call 310-243-3741.

Database Management & Programming

- Creating User Requirements Documents
- High Speed Project Management
- Intermediate C# Programming
- Intermediate Microsoft Access 2003
- Intermediate Microsoft Access 2007
- Intermediate Oracle
- Intermediate Visual Basic 2005
- Intermediate Visual Basic 2008
- Intermediate Visual Basic .NET
- Introduction to Alice 2.0 Programming
- Introduction to ASP.NET
- Introduction to C# Programming
- Introduction to C++ Programming
- Introduction to Crystal Reports 10
- Introduction to Database Development
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Oracle
- Introduction to Perl Programming
- Introduction to SQL
- Introduction to the Game Industry
- Introduction to Visual Basic 2005
- Introduction to Visual Basic 2008
- Introduction Visual Basic .NET

Digital Photography & Digital Video

- Discover Digital Photography
- Intermediate Photoshop CS3
- Intermediate Photoshop CS4
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Making Movies with Windows XP
- Photographing People with your Digital Camera
- Photoshop CS3 for the Digital Photographer
- Photoshop CS3 for the Digital Photographer II
- Photoshop CS4 for the Digital Photographer
- Photoshop CS4 for the Digital Photographer II
- Photoshop Elements 7 for the Digital Photographer
- Photographing People With Your Digital Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

Entertainment Industry

- Breaking Into Sitcom Writing
- Film Literacy
- Get Funny!
- Get Paid to Travel
- Introduction to the Game Industry
- Marketing Tools for Actors
- Music Made Easy
- Your Screenwriting Career

Nonprofit Management

- Introduction to Nonprofit Management (US)
- Marketing Your Nonprofit
- Starting a Nonprofit

Wow, What a Great Event!

Graphic Design

- Creating Web Graphics with Photoshop CS3
- Design Projects for Adobe Illustrator CS2
- Intermediate Photoshop CS3
- Intermediate Photoshop CS4
- Introduction to CorelDRAW X3
- Introduction to Illustrator CS3
- Introduction to InDesign CS3
- Introduction to Microsoft Publisher 2007
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Photoshop CS3 for the Digital Photographer
- Photoshop CS4 for the Digital Photographer
- Photoshop Elements 7 for the Digital Photographer

Health Care, Nutrition, & Fitness

- Assisting Aging Parents
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills
- Handling Medical Emergencies
- HIPAA Compliance
- Human Anatomy and Physiology
- Introduction to Natural Health and Healing
- Legal Nurse Consulting
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Coding
- Medical Information Management and Office Practice
- Medical Terminology: A Word Association Approach
- Medical Transcription
- (Introduction to) Natural Health and Healing

Languages

- An Introduction to Teaching ESL/EFL
- Beginning Conversational French
- Conversational Japanese
- Grammar for ESL
- Instant Italian
- Introduction to Braille Transcription (US)
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Writing for ESL

Law & Legal Careers

- Business Law for the Small Business Owner
- Constitutional Law: Bill of Rights
- Employment Law Fundamentals

Evidence Law

- Introduction to Criminal Law
- Introduction to Criminal Law II
- Legal Nurse Consulting
- LSAT Preparation - Part 1 (US)
- LSAT Preparation - Part 2 (US)
- Paralegal Preparation 1 - 6
- Real Estate Law
- Winning Strategy for the Courtroom
- Workers' Compensation

Math, Philosophy, & Science

- Everyday Math
- Introduction to Algebra

PC Troubleshooting, Networking, & Security

- Advanced PC Security
- Creating a Home Network
- Creating a Small Office Network
- Intermediate Networking
- Introduction to Networking
- Introduction to PC Security
- Introduction to PC Troubleshooting
- Wireless Networking

Personal Development

- Achieving Success with Difficult People
- Administrative Assistant Fundamentals
- Assisting Aging Parents
- Become a Veterinary Assistant
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Building Teams That Work
- Computer Skills for the Workplace
- Effective Business Writing
- Enjoying European Art Online
- Everyday Math
- Genealogy Basics
- Get Assertive!
- Get Funny!
- Get Paid to Travel
- Goodbye to Shy
- Grammar Refresher
- Handling Medical Emergencies
- Healing Through Hypnosis
- Homeschool With Success
- Individual Excellence
- Interpersonal Communication
- Introduction to Biology
- Introduction to Journalism
- Keys to Effective Communication
- Leadership
- Listen to Your Heart, and Success Will Follow
- Luscious, Low-Fat, Lightning-Quick Meals
- Making Age an Asset in Your Job Search
- Mastery of Business Fundamentals
- Medical Coding
- Merrill Ream Speed Reading

CSUDH has hundreds of new online courses to help you advance your career.

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Skills for Making Great Decisions
Twelve Steps to a Successful Job Search
Write Your Life Story

Personal Enrichment

Achieving Success with Difficult People
Assisting Aging Parents
Genealogy Basics
Goodbye to Shy
Handling Medical Emergencies
Healing Through Hypnosis
Interpersonal Communication
Keys to Effective Communication
Lose Weight and Keep It Off
Medical Coding
Medical Transcription
Merrill Ream Speed Reading
Skills for Making Great Decisions
Write Your Life Story

Personal Finance & Wealth Building

Analysis and Valuation of Stocks
Debt Elimination Techniques That Work
Introduction to Stock Options
Keys to Successful Money Management
Personal Finance
Real Estate Investing
Real Estate Investing II: Financing Your Property
Stocks, Bonds, and Investing: Oh, My!
Where Does All My Money Go?

Sales & Marketing

Business and Marketing Writing
Effective Selling
Managing Customer Service
Marketing Your Business on the Internet
Marketing Tools for Actors
Principles of Sales Management
Professional Sales Skills

Start Your Own Business

Beginning Braille Transcription
Business Law for the Small Business Owner
Creating a Successful Business Plan
Growing Plants for Fun and Profit
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Secrets of the Caterer
Start Your Own Arts and Crafts Business
Start and Operate your own Home-Based Business
Start Your Own eBay Drop Off Store
Start Your Own Small Business
Starting a Consulting Practice
Wow, What a Great Event!

Test Prep

Advanced ComTIA A+ Certification Prep
Basic CompTIA A+ Certification Prep
CompTIA Network+ Certification Prep
CompTIA Security+ Certification Prep
GED Preparation
Grammar for ESL
GRE Preparation - Course 1
GRE Preparation - Course 2
GMAT Preparation
Intermediate CompTIA A+ Certification Prep
LSAT Preparation - Course 1
LSAT Preparation - Part 2
Microsoft Windows Certification Prep: Exam 70-270
PMP Certification Prep 1
PMP Certification Prep 2
Praxis I Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

The Internet

Achieving Top Search Engine Positions
Introduction to the Internet
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Learn to Buy and Sell on eBay
Navigating the Internet
Start Your Own eBay Drop Off Store

Web & Computer Programming

Intermediate C# Programming
Intermediate Java Programming
Intermediate PHP and MySQL
Intermediate Visual Basic 2005
Intermediate Visual Basic 2008
Intermediate Visual Basic .NET
Introduction to Alice 2.0 Programming
Introduction to ASP.NET
Introduction to C# Programming
Introduction to C++ Programming
Introduction to Java Programming
Introduction to JSP Programming
Introduction to Perl Programming
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to Ruby Programming
Introduction to Visual Basic 2005
Introduction to Visual Basic .NET

Web Graphics & Multimedia

Creating Web Graphics with Photoshop CS3
Drawing for the Absolute Beginner
Introduction to CorelDRAW X3
Introduction to Flash 8
Introduction to Flash MX 2004

Web Page Design

Achieving Top Search Engine Positions
Creating Web Pages
Creating Web Pages II
Designing Effective Websites
Intermediate CSS and XHTML
Introduction to CSS and XHTML
Introduction to Dreamweaver 8
Introduction to Dreamweaver MX 2004
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003

Writing & Publishing

A Writer's Guide to Descriptive Settings
Advanced Fiction Writing
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Writer's Workshop
Breaking Into Sitcom Writing
Business and Marketing Writing
Effective Business Writing
English Composition
Forensic Science for Writers
Grammar Refresher (US)
Introduction to Internet Writing Markets
Introduction to Journaling
Mystery Writing
Pleasures of Poetry
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Research Methods for Writers
Resume Writing Workshop
Romance Writing Secrets
The Craft of Magazine Writing
The Keys to Effective Editing
Travel Writing
Write Fiction Like a Pro
Write Your Life Story
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
Writing for Children
Writing for ESL
Your Screenwriting Career

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For more information please visit:
<http://gatlineducation.com/csudh>

Business and Professional

- Administrative Professional with Microsoft Certified Application Specialist, Training \$2,295 320 Hours
- Administrative Professional with Microsoft Office 2007 Master \$1,995 240 Hours
- Administrative Professional with Microsoft Office Specialist \$1,995 240 Hours
- Bookkeeping the Easy Way with Quickbooks \$1,695 140 Hours
- Building Analyst Quick Start Program (BPI BA Certification) \$1,195 60 Hours
- Certified Bookkeeper \$1,795 120 Hours
- Certified Global Business Professional \$2,495 400 Hours
- Certified Green Supply Chain Professional \$1,595 60 Hours
- Certified Indoor Air Quality Manager 16 Hours \$795
- Certified Indoor Environmentalist 32 Hours \$895
- Certified Mediator \$1,595 120 Hours
- Certified Wedding Planner \$1,395 300 Hours
- Chartered Tax Professional \$1,795 180 Hours
- Chartered Tax Professional for California Residents \$1,895 200 Hours
- eBusiness Certificate \$1,995 200 Hours
- Emergency Management Training for First Responders \$1,995 300 Hours
- Entrepreneurship: Start-Up and Business Owner Management \$2,095 360 Hours
- Event Management and Design \$1,895 300 Hrs
- Fitness Business Management \$2,395 200 Hours
- Freight Broker/Agent Training \$1,695

- 150 Hours
- Grant Writing \$2,095 300 Hours
- Graphic Design with Photoshop CS4 \$1,795 200 Hours
- Graphic Design with Photoshop CS4, Standard Edition Software Included \$2,495 200 Hours
- Help Desk Analyst: Tier 1 Support Specialist \$1,495 80 Hours
- Lean Mastery \$1,695 60 Hours
- Management for IT Professionals \$2,095 390 Hours
- Management Training \$2,095 360 Hours
- Microsoft Access 2007 \$595 35 Hours
- Microsoft Certified Application Specialist (MCAS): Office 2007 and Windows Vista \$1,895 240 Hours
- Microsoft Excel 2007 \$595 35 Hours
- Microsoft Office 2007 Master \$1,595 160 Hours
- Microsoft Office Specialist 2003 (MOS) \$1,595 120 Hours
- Microsoft Outlook 2007 \$595 35 Hours
- Microsoft PowerPoint 2007 \$595 35 Hours
- Microsoft Project 2007 \$795 60 Hours
- Microsoft Project 2007, Standard Edition Software Included \$1,295 60 Hours
- Microsoft Windows Vista \$595 35 Hours
- Microsoft Word 2007 \$595 35 Hours
- Non-Profit Management \$2,095 300 Hours
- Nutrition for Optimal Health, Wellness, and Sports \$2,395 200 Hours
- Pay Per Click Marketing \$1,495 150 Hours
- Payroll Practice and Management \$1,595 80 Hours
- Performing Comprehensive Building Assessments \$695 30 Hours
- Personal Training and Group Exercise Training for Older Adults \$2,395 200 Hours
- Principles of Green Buildings \$595 30 Hours
- Project Management \$1,495 40 Hours
- Project Management with Microsoft Project 2007 \$1,995 100 Hours
- Project Management with Microsoft Project 2007, Standard Edition Software Included \$2,495 100 Hours
- Purchasing and Supply Chain Management \$2,095 300 Hours
- Records Management Certificate \$1,395 180 Hours
- Search Engine Marketing \$1,895 250 Hours
- Search Engine Optimization \$1,495 150 Hrs
- Senior Certified Sustainability Professional \$2,495 110 Hours
- Six Sigma Black Belt \$2,695 200 Hours
- Six Sigma Green Belt \$1,895 100 Hours

- Travel Agent Training \$1,595 200 Hours
- Understanding Earned Value Management \$1,295 30 Hours
- Women's Exercise Training and Wellness \$2,395 200 Hours

Healthcare and Fitness

- Administrative Dental Assistant \$1,595 150 Hours
- Administrative Medical Specialist with Medical Billing and Coding \$1,995 300 Hours
- Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology \$2,295 360 Hours
- Advanced Coding for the Physician's Office \$1,395 80 Hours
- Advanced Hospital Coding and CCS Prep \$1,695 80 Hours
- Advanced Personal Fitness Trainer \$2,795 400 Hours
- Certified Indoor Air Quality Manager \$795 16 Hours
- Certified Indoor Environmentalist \$895 32 Hours
- Certified National Pharmaceutical Representative \$1,595 120 Hours
- Clinical Dental Assistant \$1,995 240 Hours
- Emergency Management Training for First Responders \$1,995 300 Hours
- Fitness Business Management \$2,395 200 Hours
- HIPAA Compliance \$599 12 Hours
- Human Resources for Healthcare
- ICD-10 Medical Coding: Preparation and Instruction for Implementation \$1,595 200 Hours
- Medical Billing and Coding \$1,595 240 Hours
- Medical Billing and Coding + Medical Terminology \$1,895 300 Hours
- Medical Terminology \$595 60 Hours
- Medical Transcription \$1,595 240 Hours
- Medical Transcription + Medical Terminology \$1,895 300 Hours
- Nutrition for Optimal Health, Wellness, and Sports \$2,395 200 Hours
- Personal Fitness Trainer \$2,095 250 Hours
- Personal Training and Group Exercise Training for Older Adults \$2,395 200 Hours
- Pharmacy Technician \$1,995 300 Hours
- Revenue Cycle Management for Healthcare Providers
- Veterinary Assistant \$1,795 240 Hours
- Women's Exercise Training and Wellness \$2,395 200 Hours

Online Workforce Training Programs

(Continued)

Hospitality and Gaming

3ds max \$1,695 360 Hours
 Advanced Personal Fitness Trainer \$2,795 400 Hours
 Casino Baccarat Dealer \$1,195 75 Hours
 Casino Blackjack Dealer \$1,395 100 Hours
 Casino Poker Dealer \$1,395 100 Hours
 Certified Global Business Professional \$2,495 400 Hours
 Certified Wedding Planner \$1,395 300 Hours
 Emergency Management Training for First Responders \$1,995 300 Hours
 Fine Arts Certificate \$4,495 420 Hours
 Fitness Business Management \$2,395 200 Hours
 Game Art Certificate \$5,595 420 Hours
 Personal Fitness Trainer \$2,095 250 Hours
 Personal Training and Group Exercise Training for Older Adults \$2,395 200 Hours
 Travel Agent Training \$1,595 200 Hours
 Video Game Design and Development \$1,995 500 Hours
 Women's Exercise Training and Wellness \$2,395 200 Hours

IT and Software Development

3ds max \$1,695 360 Hours
 Administrative Professional with Microsoft Certified Application Specialist Training \$2,295 320 Hours
 Administrative Professional with Microsoft Office Specialist \$1,995 240 Hours
 ASP.NET
 AutoCAD 2007 \$1,795 150 Hours
 AutoCAD 2009 \$1,995 150 Hours
 Cisco® CCNA® Certification Training \$1,995 100 Hours
 CompTIA™ A+ Certification Training \$1,695 150 Hours
 CompTIA™ Network+ Certification Training \$1,495 80 Hours
 CompTIA™ Security+ Certification Training \$1,495 80 Hours
 CompTIA™ Network+/Server+ Certification Training
 eBusiness Certificate \$1,995 200 Hours
 Forensic Computer Examiner \$3,095 150 Hrs
 Help Desk Analyst: Tier 1 Support Specialist \$1,495 80 Hours
 Microsoft Access 2007 \$595 35 Hours

Microsoft Certified Application Specialist (MCAS): Office 2007 and Windows Vista \$1,895 240 Hours
 Microsoft Certified Database Administrator (MCDBA)
 Microsoft Certified Desktop Support Technician (MCDST) \$1,795 200 Hours
 Microsoft Certified System Administrator 2003 (MCSA) \$2,495 440 Hours
 Microsoft Certified System Administrator Plus 2003 (MCSA+) \$2,195 340 Hours
 Microsoft Certified System Engineer 2003 (MCSE) \$3,295 700 Hours
 Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) \$3,095 480 Hours
 Microsoft Certified Technology Specialist: SQL Web Database Developer
 Microsoft Excel 2007 \$595 35 Hours
 Microsoft Office 2007 Master \$1,595 160 Hours
 Microsoft Office Specialist 2003 (MOS) \$1,595 120 Hours
 Microsoft Outlook 2007 \$595 35 Hours
 Microsoft PowerPoint 2007 \$595 35 Hours
 Microsoft Windows Vista \$595 35 Hours
 Microsoft Word 2007 \$595 35 Hours
 .NET Training \$1,995 177 Hours
 Pay Per Click Marketing \$1,495 150 Hours
 RFID (Radio Frequency Identification) on the Web™ \$2,495 70 Hours
 Search Engine Marketing \$1,895 250 Hours
 Search Engine Optimization \$1,495 150 Hrs
 Web Database Developer \$2,195 267 Hours
 Webmaster \$1,795 150 Hours

Management and Corporate

Building Analyst Quick Start Program (BPI BA Certification) \$1,195 60 Hours
 Certified Green Supply Chain Professional \$1,595 60 Hours
 Certified Indoor Air Quality Manager \$795 16 Hours
 Certified Indoor Environmentalist \$895 32 Hours
 Certified Mediator \$1,595 120 Hours
 Certified National Pharmaceutical Representative \$1,595 120 Hours
 Emergency Management Training for First Responders \$1,995 300 Hours
 Entrepreneurship: Start-Up and Business Owner Management \$2,095 360 Hours
 Event Management and Design \$1,895 300 Hours

Fitness Business Management \$2,395 200 Hours
 Grant Writing \$2,095 300 Hours
 Lean Mastery \$1,695 60 Hours
 Management for IT Professionals \$2,095 390 Hours
 Management Training \$2,095 360 Hours
 Microsoft Access 2007 \$595 35 Hours
 Microsoft Excel 2007 \$595 35 Hours
 Microsoft Office 2007 Master \$1,595 160 Hrs
 Microsoft Outlook 2007 \$595 35 Hours
 Microsoft PowerPoint 2007 \$595 35 Hours
 Microsoft Project 2007 \$795 60 Hours
 Microsoft Project 2007, Standard Edition Software Included \$1,295 60 Hours
 Microsoft Windows Vista \$595 35 Hours
 Microsoft Word 2007 \$595 35 Hours
 Non-Profit Management \$2,095 300 Hours
 Payroll Practice and Management \$1,595 80 Hours
 Performing Comprehensive Building Assessments \$695 30 Hours
 Personal Training and Group Exercise Training for Older Adults \$2,395 200 Hours
 Principles of Green Buildings \$595 30 Hours
 Project Management \$1,495 40 Hours
 Project Management with Microsoft Project 2007 \$1,995 100 Hours
 Project Management with Microsoft Project 2007, Standard Edition Software Included \$2,495 100 Hours
 Purchasing and Supply Chain Management \$2,095 300 Hours
 Records Management Certificate \$1,395 180 Hours
 Senior Certified Sustainability Professional \$2,495 110 Hours
 Six Sigma Black Belt \$2,695 200 Hours
 Six Sigma Green Belt \$1,895 100 Hours
 Understanding Earned Value Management \$1,295 30 Hours
 Women's Exercise Training and Wellness \$2,395 200 Hours

Media and Design

3ds max \$1,695 360 Hours
 Business Marketing Design
 Digital Arts Certificate \$5,595 420 Hours
 Event Management and Design \$1,895 300 Hours
 Fine Arts Certificate \$4,495 420 Hours
 Game Art Certificate \$5,595 420 Hours

**Online Workforce
Training Programs**

(Continued)

Graphic Design Certificate
 Graphic Design with Photoshop CS3
 Training \$1,795 200 Hours
 Graphic Design with Photoshop CS4
 \$1,795 200 Hours
 Graphic Design with Photoshop CS4,
 Standard Edition Software Included
 \$2,495 200 Hours
 Interior Design \$2,295 350 Hours
 Marketing Design Certificate \$5,595
 420 Hours
 Multimedia Arts Certificate \$5,595 420 Hrs
 Video Game Design and Development
 \$1,995 500 Hours
 Web Database Developer \$2,195 267 Hours
 Web Design Certificate \$5,595 420 Hours
 Webmaster \$1,795 150 Hours

Skilled Trades and Industrial

Biofuel Production Operations \$2,595
 400 Hours
 Building Analyst Quick Start Program (BPI
 BA Certification) \$1,195 60 Hours
 Certified Green Supply Chain Professional
 \$1,595 60 Hours
 Certified Indoor Air Quality Manager
 \$795 16 Hours
 Certified Indoor Environmentalist
 \$895 32 Hours
 Chemical Plant Operations \$2,595 400 Hrs
 Emergency Management Training for First
 Responders \$1,995 300 Hours
 Freight Broker/Agent Training \$1,695
 150 Hours
 Home Inspection Certificate \$2,095
 200 Hours
 HVAC Technician \$3,095 320 Hours
 Modern Automotive Service Technician
 \$2,695 380 Hours
 Natural Gas Plant Operations \$2,595
 400 Hours
 Oil Refinery Operations \$2,595 400 Hours
 Paper Mill Operations \$2,595 400 Hours
 Performing Comprehensive Building
 Assessments \$695 30 Hours
 Power Plant Operations \$2,595 400 Hours
 Principles of Green Buildings \$595 30
 Hours
 Pulp Mill Operations \$2,595 400 Hours
 Senior Certified Sustainability Professional

\$2,495 110 Hours
 Solar Power Professional \$1,695 120 Hours
 Wind Energy Apprentice \$2,195 240 Hours

Sustainable Energy and Going Green

Biofuel Production Operations \$2,595
 400 Hours
 Building Analyst Quick Start Program (BPI
 BA Certification) \$1,195 60 Hours
 Certified Green Supply Chain Professional
 \$1,595 60 Hours
 Certified Indoor Air Quality Manager
 \$795 16 Hours
 Certified Indoor Environmentalist
 \$895 32 Hours
 Natural Gas Plant Operations \$2,595
 400 Hours
 Performing Comprehensive Building
 Assessments \$695 30 Hours
 Principles of Green Buildings \$595 30 Hrs
 Senior Certified Sustainability Professional
 \$2,495 110 Hours
 Solar Power Professional \$1,695 120 Hours
 Wind Energy Apprentice \$2,195 240 Hours

**Technical Writing
Certificate**
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**Learn to be a
Paralegal
Online!**

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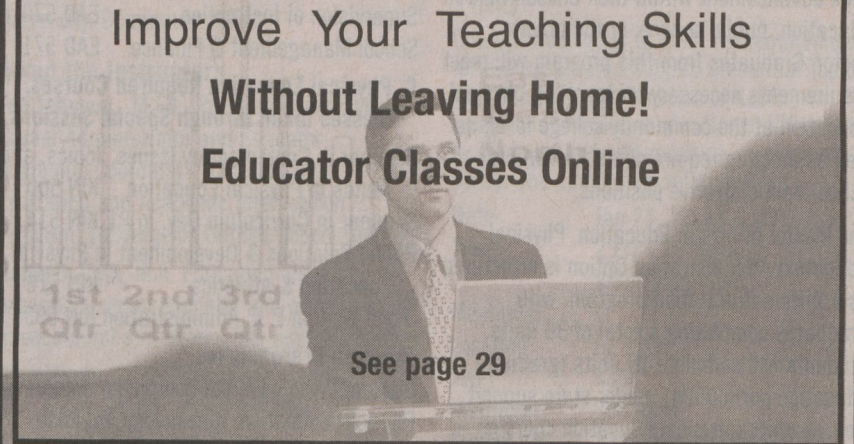
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msqa@csudh.edu
 310-243-3880

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**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 & Dev. GED 501
Socio-Cultural Issues in Ed. 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 Dev. in P.E. KIN 514
Public Relations & Development in Physical Education & Athletics KIN 516
Field Work in P. E. 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
P. E. in the Elementary School KIN 425
Teaching Effectiveness in Secondary Physical Education KIN 448

For more information
<http://www.csudh.edu/ee/peadmin.html>
mernst@csudh.edu

**Teacher Education
Courses on TV!**

- Language Learning
- Multicultural Education in an Urban Environment
- Educational Psychology

See page 19
Or go to <http://dominguezonline.csudh.edu>

Adult Education Teaching Credential

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 Ryan **Designated Subjects 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 California 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
- Non Academic Subjects: Arts & Crafts, Business Education, Foreign Language (conversational), Gerontology, Handicapped, Health & Safety, Health Occupations, Home Economics, Parent Education, Public Administration.
- 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.* High school diploma also required.
- Successful passing scores on the California Basic Educational Skills Test (CBEST)
- Completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

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

Program Requirements and Courses for a Clear Credential

- Possession of a valid preliminary Adult Credential, plus courses
- Level I and Level II Courses completed

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

Courses

Level I

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

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

Level II

LEVEL II CLEAR CREDENTIAL CANDIDATES MUST COMPLETE LEVEL II COURSES BEFORE THE END OF THE 6th YEAR OF THEIR PRELIMINARY CREDENTIAL

Seminar in Adult Education: Credential Interns (1)	TED 417
Supervised Field Experience/Adult Education (2)	TED 423
Counseling & Guidance for Teachers of Adult Education (2)	TED 424
Health in Public Education (3)	HEA 300
or	
Health for Educators (1)	HEA 395
Computer Literacy for Teachers (1)	TED 420

Note: Level I & II courses in this program do not support Ryan designated vocational education credential requirements.

Costs

Each unit is \$199. A two-unit course is \$398.

The Location

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

About the Instructors

Ted Johnson, M.Ed., Program Coordinator, Career Administrator and Educator; Academic Coordinator District Adult Education and Academic Intervention Program, Los Angeles Unified School District

Roberto Ceja, M.A. Education; 26 years of experience as an educator and administrator in vocational and community adult education

Gina Hayes, Ed.D. Educational Leadership, M.A. Anthropology; Assistant Principal Gardena-Carson Adult School

Julie Meuret-Kalousek, M.Ed.; 17 years experience as an adult educator and mentor teacher

Ron Ross, Ph.D. History; California lifetime credentials in teaching, counseling and school administration; 30 years experience as an adult educator

Register for a **free orientation session** to find out more about our Adult Ed credential program.

Time: Mon 6:30-7:30pm

Location: EE 1205

Fee: FREE

Date:

Reg. No.:

Phone for reservation 310-243-3741

Advising for the Designated Subject Adult Ed credential preparation program is recommended

- First, attend a **free orientation** session on credential and program requirements on August 20. See box above for details.
- Schedule an advising appointment with Ted Johnson, academic coordinator. Email dulloa@csudh.edu to schedule appointments.

For Program Information:

On the web:

www.csudh.edu/ee/adulted.html

Email eeinfo@csudh.edu

Phone 310 243-3741

Program Contact

Adult Education office 310 243-2887

Spring 2011

Scheduled Classes

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 21, 22, 28 & 29

Time: 2 Fri 4:30-9pm,

2 Sat 9am-6pm

Meetings: 4

Location: EE 1205

Fee: \$398

Instructor: Ron Ross

Course No.: TED 421 Sec 71

Reg. No.:

Adult Education Teaching Credential

(Continued)

Fieldwork Experience: Adult Education

2 Units

Prerequisites: Concurrent enrollment in TED 417 is required; TED 418, TED 419 & TED 421
Practical experience in teaching adults, including classroom, school, community, and individualized assignments to fulfill the particular needs of each intern.

Date: Feb 4 & May 14
Time: Fri 6–9pm, Sat 9am–12pm
Meetings: 2
Location: EE 1209
Fee: \$398
Instructor: Ted Johnson
Course No.: TED 423S Sec 71
Reg. No.: TBA

Seminar In Adult Education

1 Unit

Prerequisites: Concurrent enrollment in TED 423 is required; TED 418, TED 419 & TED 421
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: Feb 5 & 12
Time: Sat 9am–5:30pm
Meetings: 2
Location: EE 1206
Fee: \$199
Instructor: Ted Johnson
Course No.: TED 417 Sec 71
Reg. No.: TBA

Materials & Methods Part I

2 Units

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

Date: Feb 25, 26, Mar 4, 5
Time: 2 Fri 4:30–9pm
2 Sat 9am–6pm
Meetings: 4
Location: EE 1209
Fee: \$398
Instructor: Roberto Ceja
Course No.: TED 418 Sec 71
Reg. No.: TBA

Counseling & Guidance/ Adult Education

2 Units

Counseling techniques to meet the special

needs of adult students, career counseling, interpersonal and communication skills.

Date: Apr 1, 2, 8 & 9
Time: 2 Fri 4:30–9pm
2 Sat 9am–6pm
Meetings: 4
Location: EE 1209
Fee: \$398
Instructor: Ron Ross
Course No.: TED 424 Sec 71
Reg. No.: TBA

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: Apr 29, 30, May 6, 7
Time: 2 Fri 5–9:30pm
2 Sat 9am–6pm
Meetings: 4
Location: EE 1209
Fee: \$398
Instructor: Gina Hayes & Julie Meuret Kalousek
Course No.: TED 419 Sec 71
Reg. No.: TBA

Health for Educators

1 Unit

This class fulfills the coursework portion of the California Health Education requirement for the Designated Subjects Adult & Vocational Credentials. It is designed for the adult education instructor.

Date: May 13 & 14
Time: Fri 5–9:30pm,
Sat 9am–6pm
Meetings: 2
Location: EE 1206
Fee: \$199
Instructor: Gina Hayes
Course No.: HEA 395 Sec 71
Reg. No.: TBA

Computer Literacy for Teachers

1 Unit *Prerequisite: TED 417*

Open to Adult Ed Credential Students only
Identifies issues in the use of computer technology; provides online 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: TBA
Time: Sat 9am–5:30pm
Meetings: 2
Location: TBA
Fee: \$199
Instructor: Ted Johnson
Course No.: TED 420 Sec 71
Reg. No.: TBA

Assistive Technology Specialist Certificate Program

The Program

California State University Dominguez Hills and the Orange County Department of Education offer an online 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 online program prepares individuals to fully understand and implement these state and federal mandates. Courses meet professional development hours for licensure renewal as required by the California Speech-Language Pathology and Audiology Board.

Online! 

Who Should Attend

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

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
Admin. of Assistive Tech. Svcs SPE 533
Capstone Course in Assistive Technology SPE 537

About the Instructors

Larry Belkin, M.A. School Psychology; Chief, Special Education Services, Orange County Department of Education

Assistive Technology Specialist Certificate Program

(Continued)


Paul Richard, M.B.A.; Assistive Technology Coordinator, Orange County Department of Education


Spring 2011 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: Jan 3 - Mar 14
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 530 Sec 41
 Reg. No.:


Date: Apr 4 - Jun 13
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 530 Sec 42
 Reg. No.: TBA

SPE 530 Introduction to Assistive Technology provides an overview for a broad audience including parents of disabled students and other interested members of the community.

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: Jan 3 - Mar 14
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 531 Sec 41
 Reg. No.: TBA

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: Apr 4 - Jun 13
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 532 Sec 41
 Reg. No.: TBA

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: Apr 4 - Jun 13
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 533 Sec 41
 Reg. No.: TBA

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: Jan 3 - Mar 14
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 41
 Reg. No.: TBA

Date: Apr 4 - Jun 13
 Location: online 
 Fee: \$654
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 41
 Reg. No.: TBA

visit the website
<http://www.csudh.edu/at/>

For more information: contact Joanne Zitelli, Email: jzitelli@csudh.edu 310-243-3727 or Paul Richard email paul_richard@ocde.k12.ca.us Orange County Department of Education PO Box 9050, Costa Mesa, CA 92628-9050 (714)966-4140

Autism Certificate Program

Introduction

Autism Spectrum Disorder (ASD) is on the rise. Recent estimates are that 1 in 150 children have been identified with ASD. Research released October 2009 (and widely reported on national news, 10/5/09) indicates that the figure might be as low as 1 in 91 children.

In response to the growing numbers of children in the schools requiring intervention, and the varied needs of these students, the CTC has developed 4 new standards and has approved an added authorization for Autism Spectrum Disorders. Persons holding the Mild/Moderate Education Specialist Credentials will be required to obtain the added authorization for Autism Spectrum Disorders in the 24 months following January 2010. They will not be grandfathered in. They must take additional coursework to obtain this added authorization. Further, teachers in General Education settings require information and training to assist them as they deal with children with ASD in their classrooms. Parents and related professional also need this information. The CSUDH certificate in ASD will be available to these groups as well.

The Program

The revised Education Specialist Mild/Moderate (M/M) Disabilities Authorization (being issued after August 2010) permits those holding the authorization to work with students with Autism Spectrum Disorders (ASD). Individuals who hold an Education Specialist Mild/Moderate Disabilities Authorization that was issued prior to August 2010 will be required to complete additional courses and fieldwork to add the ASD authorization to their existing M/M.

Autism Certificate Program

(Continued)

The four -course sequence as described below will be offered through the CSUDH College of Extended and International Education in conjunction with the CSUDH College of Professional Studies. All courses are offered in a 10-week format, and the added authorization can be completed in less than one year. In order to accommodate students from across the state, the first and introductory course in the sequence is offered entirely online. The online course was developed by the South West SELPA and is provide through a shared agreement between CSUDH and the South West SELPA.

Who Should Attend

The added authorization in ASD is only offered by CTC to Education Specialists who hold authorization that do not cover students with ASD. Tthe program is also available to other interested professionals and parents who work closely with children and adults with ASD.* Since so many professionals are involved with the ASD population certificate in ASD will have value to professionals and families, including but not limited to: Special Education Teachers, Parents, Counselors, Principals, Health Care Professionals, Occupational Therapists, Speech Pathologists, General Ed Teachers, Vocational Rehabilitation case workers, Counselors and Social Workers, Nurses and other medical professionals.

Course Sequence

1. Introduction to the Fundamentals of Autism Spectrum Disorders (3 units)
2. Advanced Behavior Management (3 units)
3. Educational Strategies and Assessment for Students with Autism Spectrum Disorders (3 units)
4. Collaboration Strategies, Case Studies and Fieldwork for work with Autism Spectrum Disorders (3 units)

Cost to the Student

A fee of \$250.00 dollars per unit for this 12 unit four course certificate program will be charged

Spring 2011 Schedule

Introduction to the Fundamentals of Autism Spectrum Disorders

3 units

An introductory course to the field of Autism Spectrum Disorders. This course is designed to provide a basic understanding of Autism, the legal environment in which schools and districts operate, and the primary instructional interventions currently being employed to help children with autism. The course is offered completely online in a self-paced format. Students are expected to complete a minimum of three modules per week and to participate in online discussion groups. Each module is followed by a quiz. Students must receive a score of at least 80%. They must also pass a final examination in order to receive credit for the course

Advanced Behavioral, Emotional & Environmental Supports

3 units

Prerequisite: SPE 558

Each candidate will demonstrate knowledge in the area of positive behavior support. Candidates will be able to implement a behavior support plan (BSP) in their classroom, to continually assess behavioral change, and to plan for a child's complex behavioral and emotional needs. Every candidate will know of community agencies to support a positive learning environment. Implementation of classroom behavioral systems, on-going assessment of behavior-change, collaboration with community agencies, and development of plans for complex behavior change and emotional needs.

Educational Strategies and Assessment for Students with Autism Spectrum Disorders

3 units

Acquisition of knowledge and skills in using formal and informal assessments and evaluation procedures for working with individuals Autism Spectrum Disorders. Students will demonstrate the use of assessment information to develop appropriate individual educational plans and curriculum management systems. Course covers topics related to both best assessment and instructional best practices.

Collaboration Strategies, Case Studies and Fieldwork for for work with Autism Spectrum Disorders

3 units

A collaborative trans-disciplinary approach to developing and implementing appropriate interventions for students with ASD. Supervised teaching in an approved public or private special education program for students with Autism Spectrum Disorders (ASD). This course focuses on the management of curriculum, behavior, and instruction, and on professional relationships appropriate to teaching students with ASD in elementary, secondary, and post secondary special education programs. The course includes required attendance at seminar sessions in addition to video taped supervised teaching. The course will be team taught by professionals involved with individuals with ASD, including a Special Educator, a Speech Language Pathologist, an Occupational Therapist, and a Medical staff. The videotaped cases/lessons will be viewed in groups and discussed using a brainstorming format.

For schedule information go to: www.csudh.edu/ee/autism/html

For further information contact:
Caron Mellblom: 310-243-2398
cmellblom@csudh.edu
www.csudh.edu/ee/autism.html

Certificate in Community College Teaching

The Program

A three-course Certificate in Community College Teaching is designed for those who are ready to explore the option of a career in community college teaching. Courses are designed to enhance the skills and knowledge, and thereby employability, of potential community college instructors.

Who Should Attend

Participants should hold a master's degree in a subject area taught at the community college level, or be in the final phase of a graduate degree program, or be currently employed as an instructor in a community college.

**Certificate in
Community College Teaching**

(Continued)

Location

GED 548 and GED 549 are taught **online** in the **Spring** semester. These courses are taught **on campus** at CSUDH in Carson in the **Fall** semester. Registrants for GED 594S will perform their internship at a community college.

Courses

Graduate-level Education credit

Effective College Teaching	GED 548
The Community College	GED 549
College Teaching Internship	GED 594S

Course outlines for GED 548 & 549 are available at www.csudh.edu/ccteaching

About the Instructors

Rodger McGinness, Ed.D. Educational Leadership, Vice President of Academic Affairs (ret.) Copper Mountain College, educator for 30 years with extensive experience as a community college instructor and administrator

Martha Sklar, Ph.D. Mathematics Education, educator for 20 years and extensive experience as a community college dean

Ramon Baltazar, MBA, Instructor Los Angeles Harbor College, graduate CSUDH Community College Teaching Certificate program

Spring 2011 Scheduled Classes

GED 548 & GED 549 taught Online only in Spring term

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:	Jan 18 - Feb 15
Location:	online ☺
Fee:	\$436
Instructor:	Ramon Baltazar
Course No.:	GED 549 Sec 41
Reg. No.:	22252

Free orientation session

(Reservations Required)

**Find out more about our
Community College Teaching
Certificate Program**

Saturday Jan 8, 2011

10-11:30am

Phone 310-243-3741 to register

For further information go to

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

Effective College Teaching

3 Units

Prerequisite: Must have completed, or be completing MA/MS or be teaching at a Community College.

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:	Feb 22 - Apr 18
Location:	online ☺
Fee:	\$654
Instructor:	Rodger McGinness
Course No.:	GED 548 Sec 41
Reg. No.:	22253

**Independent Study - Community
College Teaching Internship**

3 units

Completion of GED 548 & 549 with "B" or better. Student must apply and be approved for internship to receive permission to enroll.

Each eligible student will arrange discipline-specific internship through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH Internship Coordinator. The coordinator will assist the student with materials and advice in obtaining the internship.

Date:	Jan 18 - May 20
Time:	tba
Fee:	\$654
Instructor:	Martha Sklar
Course No.:	GED 594S Sec 71
Reg. No.:	22254

For more information:
call (310) 243-2781,
email dulloa@csudh.edu or
visit the website
www.csudh.edu/ccteaching

**Join those who have successfully
completed the Certificate in
Community College Teaching**

"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

**Sport & Fitness
Psychology Online!**



Discover what it takes to improve athletic performance.

For more information:
jzitelli@csudh.edu
310-243-3727

www.csudh.edu/sportpsychology

See page 74

Professional Development Courses Distance Learning

self-paced

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 questions.

Who Should Participate

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. Courses are available online. Student must have Mac OSX 10.x OR Windows XP Home, Professional or newer. Requires 1GB of RAM, 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800 x 600, and a printer connected to your computer.

Credit Information

Credit varies depending on course.

Costs

Each class is priced individually.
2 Extension Unit courses - \$318
3 Extension Unit courses - \$477

There are no refunds.

For more information visit the website:
www.csudh.edu/ee/educatoronline.html

Instructors

Melissa Bandy, MA. Faculty Boise State University Early Childhood Studies
Kimberly Chappel, Ed.D. Assistant Professor of Education, Crown College, MN.
Aumony Dahl, MA. Instructor and curriculum developer, Vesi.
Darcie Donegan, MA. Instructor and coordinator, Early Childhood Education Dept.
Joan Halverstadt, MS Ed. School counselor, Rochester (WA) Primary School.

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

Florah Luseno, Ph.D. Assistant Professor, Chicago State University, Special Education

Karen Lea, Ph.D. Director of Teacher education, Olivet Nazarene University

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

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

Peggy Rapp, MSW., Social Work Program director, Concordia College, New York. Instructor, Mercy College.

Candycce Reynolds, Ph. D., Associate Professor and Director of Mentor Programs, Portland State 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.

Courses

Dates for all classes: Jan 3-May 15

Behavior is Language: Strategies for Managing Disruptive Behavior
TEX 495.41 3 Ext Units

Attention Deficit Disorder: Information & Interventions for Effective Teaching
TEX 495.43 2 Ext Units

Violence in Schools: Identification, Prevention & Intervention Strategies
TEX 495.44 2 Ext Units

Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
TEX 495.45 2 Ext Units

Learning Disabilities: Practical Information for the Classroom Teacher
TEX 495.46 3 Ext Units

Autism & Asperger's Disorder: Information & Effective Intervention Strategies
TEX 495.49 2 Ext Units

Talented & Gifted: Working with High Achievers
TEX 495.52 2 Ext Units

Understanding Aggression: Coping with Aggressive Behavior in the Classroom
TEX 495.53 3 Ext Units

Child Abuse: Working with Abused & Neglected Children
TEX 495.56 2 Ext Units

Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning
TEX 495.57 2 Ext Units

For more information:
Email: eeinfo@csudh.edu
or call 310-243-3741
Visit the website
www.csudh.edu/ee/educatoronline.html

Advanced Classroom Management: Children as Change Agents
TEX 495.59 2 Ext Units

Educational Assessment: Assessing Student Learning in the Classroom
TEX 495.61 2 Ext Units

Inclusion: Working with Special Needs Students in Mainstream Classrooms
TEX 495.62 2 Ext Units

Teaching Diversity: Influences & Issues in the Classroom
TEX 495.63 2 Ext Units

Reading Fundamentals 1: An Introduction to Scientifically-based Research
TEX 495.64 2 Ext Units

Reading Fundamentals 2: Laying the Foundation for Effective Reading Instruction
TEX 495.65 2 Ext Units

Reading Fundamentals 3: The Elements of Effective Reading Instruction & Assessment
TEX 495.66 3 Ext Units

Infant & Toddler Mental Health: Issues & Information for Educators
TEX 495.67 2 Ext Units

Early Childhood: Family-Centered Services
TEX 495.68 2 Ext Units

Early Childhood: Program Planning
TEX 495.69 3 Ext Units

Early Childhood: Observation & Assessment
TEX 495.70 3 Ext Units

Early Childhood: Typical & Atypical Development
TEX 495.71 3 Ext Units

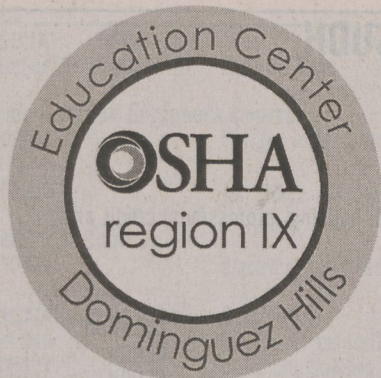
Harassment, Bullying & Cyber-Intimidation in Schools
TEX 495.72 2 Ext Units

Teaching Elementary Math Conceptually: A New Paradigm
TEX 495.73 2 Ext Units

Online Education Courses

Hundreds of Online Education Courses Available!

For short courses, see page 22.
For certificate/certification courses, see page 25
Or go to <http://dominguezonline.csudh.edu/programs.php>



Bringing the Training Conveniently On-Site....Saving Lives, Saving Money.

The Center for Training and Development at CSUDH is working with the Dominguez Hills OSHA Education Center to deliver on-site, customized training to company sites. Deeply discounted rates are available to groups of 15 students or more. Contact Center Director Jason Vogel, at (310) 243-3355 for further details.

Don't have a group big enough....? Volume discounts are available for companies and organizations sending five or more participants to one of our regular classes. Contact Jason at the Center for Training and Development at (310) 243-3355 to register your group or to receive further information.

Reward Your Training Efforts....Earn the CSUDH Advanced Certificate in Safety and Health....

Participation in the OSHA courses at the Dominguez Hills OSHA Education Center can earn you professional recognition when you receive the Advanced Certificate in Safety and Health! This Certificate consists of two required courses and five electives. Complete Certificate information can be found at www.csudh.edu/osh

Recognizing courses taken at other OSHA Education Centers....

The Dominguez Hills OSHA Education Center recognizes courses taken at other authorized OSHA Education Centers across the country by accepting up to four courses taken through them towards meeting the requirements of the CSUDH Advanced Certificate in Safety and Health. Full details and the certificate application can be found at the www.csudh.edu/osh

Where Military Service counts!

CSUDH has a proud tradition of serving America's military. The recognition of training

taken at OTIECs across the nation and the world by service members is just one example! Learn more about our other military friendly policies by visiting www.csudh.edu/military

Earn the CSUDH Advanced Certificate in Safety and Health Evenings and Weekends!

The Dominguez Hills OSHA Education Center offers students the option of completing the Advanced Certificate in Safety and Health in six months or less through participation in weekend and evening courses. All Certificate guidelines apply. Any student may take the accelerated courses on a space-available basis although priority seating will be given to those students who sign up for five or more accelerated courses at once. For complete Certificate guidelines see www.csudh.edu/osh

Become a Trainer: Participate in FOUR OSHA Outreach Trainer Programs....

The Dominguez Hills OSHA Education Center offers four OSHA authorized Train-the-Trainer programs in **Construction, General Industry, Maritime Safety and Disaster Site Worker**. If you have the required experience (requirements differ for each program) this can be an excellent opportunity to become an authorized Trainer for your company, or to build your own business! Consult www.csudh.edu/osh for further information.

Trainer Programs offered on weekends in Carson, the Inland Empire and Orange County

Don't have the time to become a Construction or General Industry Trainer during the week? Weekend Train-the-Trainer programs are available in Carson, the Inland Empire and Orange County....check www.csudh.edu/osh for further information.

Training Available online....

Through partnerships with 360 Training and the University of South Florida, the Dominguez Hills OSHA Education Center is pleased to offer the Construction and General Industry 30 Hour Standards and Trainer Courses completely online. Fully authorized by OSHA, these excellent online programs can provide potential Trainers the opportunity to receive their credentialing online. Information about this and all of the online Safety and Health programs available through CSUDH can be found at www.csudh.edu/osh

Apply your Training to a Bachelor's Degree

Through a partnership with Columbia Southern University courses taken through the Dominguez Hills OSHA Education Center can be applied to an online Bachelor's Degree in Occupational Safety & Health offered by Columbia Southern University. For further information contact Columbia Southern directly at www.columbiasouthern.edu/osh or by calling (800) 977-8449. Students enrolled in or graduated from the CSUDH Advanced Safety and Health Certificate will receive a 10% tuition discount for courses taken through Columbia Southern University.

SPECIAL Discount for Association and Union Members!

Active dues paying members of safety organizations such as ASSE (American Society of Safety Engineers), AIHA (American Industrial Hygienists Association), and NSC (National Safety Council), as well as dues-paying union members, government employees, military personnel, and veterans receive a 10% discount on all CSUDH OTIEC courses. Details at www.csudh.edu/osh

Questions: osh@csudh.edu or 888-4-LA-OSHA (888-452-6742)
To enroll: 888-4-LA-OSHA (888-452-6742)

New Certificates Are Here!

Advanced Certificate in Safety & Health
www.csudh.edu/osh/advancedsafetyandhealth.html

Professional Safety & Health Certificate in Hospital and Healthcare Industry
www.csudh.edu/osh/hospitalhealthcare.html

Professional Safety & Health Certificate in Hospitality, Resort & Casino Gaming Industry
www.csudh.edu/osh/hospitalityresortgaming.html

Professional Safety & Health Certificate in Oil, Gas & Petroleum Industry
www.csudh.edu/osh/oilgaspetroleum.html

New Safety & Health Certificate Programs

New for Spring 2011

Advanced Safety and Health Certificate

Participation in the OSHA courses at the Dominguez Hills OSHA Education Center can earn you professional recognition when you receive the Advanced Certificate in Safety and Health! This Certificate consists of two required courses and five electives.
www.csudh.edu/osha/advancedsafetyandhealth.html

Professional Safety & Health Certificate in Hospital & Healthcare Industry

This program is designed for workers in the healthcare industry, which includes hospitals, clinics, professional offices and other health related settings. Standards and guidelines relating to safety, ergonomics, industrial hygiene, patient safety, hazardous materials, first response and first aid are covered in relation to OSHA and Cal/OSHA regulations. After completion of this certificate program participants should be able to:

- Apply current safety and health skills in Hospital & Healthcare industry
- Identify standards and regulations impacting the Hospital & Healthcare industry
- Recognize skills required for employee and employer compliance with OSHA and Cal/OSHA regulations
- Develop working emergency operation plans

www.csudh.edu/osha/hospitalhealthcare.html

Professional Certificate in Oil, Gas, and Petroleum Industry Safety

Designed for workers in the petroleum industry, this training course emphasizes the value of the six major program elements found in basic oil, gas and petroleum safety programs and concentrates on the development and implementation of the Petroleum Safety Industry Basic Safety Program. Hazard assessment, inspection skills, and auditing are also addressed as necessary elements in developing an effective safety program. Upon completion of our comprehensive program, the student will receive a Professional Certificate in Oil, Gas, and Petroleum Industry Safety.

The program is designed for oil, pipeline, refinery, exploration and production company employees managing and operating petroleum facilities; persons managing petroleum storage depots; EHS officers and managers in oil, refinery, pipeline, and exploration companies; officers from government ministries and regulatory agencies with responsibilities in EHS regulation; and HSE Consultants.
www.csudh.edu/osha/oilgaspetroleum.html

Professional Safety & Health Certificate in Hospitality, Resort and Casino Gaming

More than ever, hospitality, resort & casino gaming operators are realizing that satisfying employees and customers with zero defects in terms of customer needs, wants, and expectations is the key to market success.


This in-depth five-day event delivers the fundamentals you need to improve your safety, health, environmental, and food programs in the hospitality, resort & casino gaming industry. By completing this certificate you will increase your knowledge of:

- Your obligations as an employer to provide a safe and healthy work environment while managing hazards in hospitality, resort and casino operations
- Your obligations under OSHA's and FDA's most frequently cited standards
- The details of strategic planning for an OSHA or FDA inspection
- What to expect in the months to come regarding ergonomics, health and safety programs, food safety and more

www.csudh.edu/osha/hospitalityresortgaming.html

**Free Cal/OSHA Update
offered every quarter**

Once a quarter the CSUDH OSHA Education Center, in partnership with Cal/OSHA, offers a free public seminar designed to keep safety professionals and local employers informed on what's new in safety and health compliance. To be put on the contact list to receive information about the next Cal/OSHA update contact:
 Jason Vogel jvogel@csudh.edu
 or call 310-243-2425
 To enroll: 888-4-LA-OSHA (888-452-6742)

**OSHA Training
Online** 

OSHA Courses Online!
 Hundreds of courses, including OSHA 510 & 511!
 See page 23
 Or go to www.csudh.edu/oshaonline

Register by phone: 310-243-2425
osha@csudh.edu
<http://www.csudh.edu/osha>

California State University Dominguez Hills is pleased to offer the South Bay's most comprehensive occupational safety and health training programs. Training is offered in both Federal OSHA and Cal-OSHA standards with programs available on-campus, on-line and on-site through the Center for Training and Development.

1. California State University Dominguez Hills Certificate
 - a. Certificate Program in Environmental Occupational Health and Safety
 - b. Certificate Program in Safety and Security
2. Online Programs in OSHA, Cal-OSHA Includes OSHA 10 and 30 hour Construction and General Industry Outreach and Hazwoper Training.
3. Programs available at your company-site through the Center for Training and Development
4. Quarterly CAL-OSHA Updates

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.

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 classes.**

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
CAL OSHA Law	HEX 960
Introduction to Workers' Compensation	HEX 947
Introduction to Industrial Hygiene	HEX 950

ENVIRONMENTAL HEALTH and SAFETY

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Online OSHA & Cal OSHA Courses

ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY						
Dept #	HEX		CEUs	Spr 11	Sum 11	Fall 11
HEX 981	Foundations of Safety & Health Prog. Adm.	R	2		•	
HEX 979	Recognition/Controls of Workplace Hazards	R	2			•
HEX 946	Industrial Accident investigation	R	2		•	
HEX 960	CAL OSHA Law	R	2			•
HEX 947	Intro to Workers' Compensation	R	2	•		
HEX 950	Intro. To Industrial Hygiene	R	2	•		
HEX 936	Industrial Machine Guarding	E	1.5			•
HEX 955	Industrial Hygiene Instrumentation	E	1.5	•		
HEX 956	Bloodborne Pathogens	E	1.5	•		
HEX 920	Ergonomics	E	2		•	
HEX 978	CAL OSHA Appeals Procedures	E	1.5			
HEX 987	Mold Assessment & Remediation	E	3			
HEX 995	Special Topics	E	1.5		•	•

Subject to change

Environmental & Occupational Health & Safety Certificate of Completion

(continued)

Elective Courses (Choose One)

Industrial Machine Guarding	HEX 936
Industrial Hygiene Instrumentation and Sampling	HEX 955
Ergonomics	HEX 920
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

Linda Hunter, RSSP, Certified Trainer, Zee Service Company

Dan Leiner, MS, RSSP, Area Manager, California OSHA Consultation Service

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

Hal Lindsey, BS, JD, RSSP, Safety Manager, Asplundh Construction Company

Michael Nicolas, President, California Loss Control

John Sterritt, MBA, Director, Health & Safety, Los Angeles Unified School District

Crist Wagner, MA, CPP, CFE, RSSP, CSP Senior Safety Consultant, General Safety Services

Courses

Bloodborne Pathogens (Elective)

1.5 CEUs

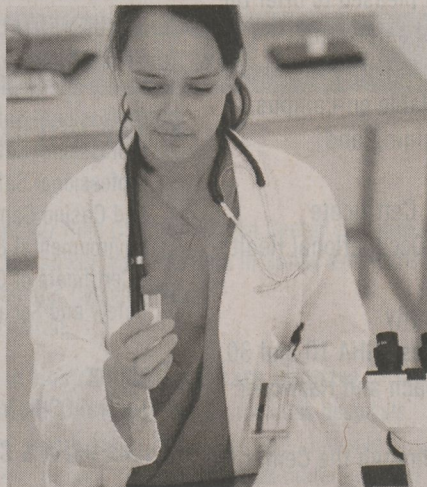
Employees who are trained as first responders within their workplace need to understand what bloodborne pathogens are, how they are transmitted, and how to protect themselves. Areas covered will be understanding the hazards of bloodborne pathogens, exposure control plan and avoiding potential infection.

Date:	Jan 8 - Feb 12
Time:	Sat 8am-1pm
Meetings:	5
Location:	SAC 1102
Fee:	\$295
Instructor:	Linda Hunter
Course No.:	HEX 956 Sec 01
Reg. No.:	20904

Introduction to Industrial Hygiene

2 CEUs

Introduction to the science and art of



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

Date:	Jan 22 - Feb 26
Time:	Sat 8:00am - Noon
Meetings:	5 (no class Feb 19)
Location:	SAC 1104
Fee:	\$295
Instructor:	Daniel Leiner
Course No.:	HEX 950 01
Reg. No.:	22084

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.

Date:	Mar 12 - Apr 2
Time:	Sat 8:00am - Noon
Meetings:	4
Location:	SAC 1102
Fee:	\$295
Instructor:	Carla Slepak
Course No.:	HEX 955 01
Reg. No.:	22083

Introduction to Workers' Compensation

2 CEUs

A comprehensive first-time look at the Workers' Compensation system. Emphasis is

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

Date:	Mar 23 - Apr 20
Time:	Wed 6 -10:00 pm
Meetings:	5
Location:	SAC 1102
Fee:	\$295
Instructor:	Hal Lindsey
Course No.:	HEX 947 Sec 01
Reg. No.:	22086

For more information:

www.csudh.edu/ee/eohs.html
 Call Charles Hunt 310-243-2336
 email: chunt@csudh.edu

Safety and Security Certificate of Completion

The Program

The program provides managers and prospective managers who have both safety and security responsibilities within their organizations with practical, hands-on training in how to implement and maintain a safe and secure work environment. 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 instruction and materials will provide participants with the tools and guidelines required to manage security issues in the workplace. Participants will learn to:

- Identify workplace security issues
- Manage security concerns
- Conduct accident/incident investigations
- Address issues related to terrorism, natural disasters and workplace violence
- Understand privacy and ethics considerations

Who Should Attend

Individuals responsible or seeking responsibility for implementing and maintaining a safe and secure work environment including:

- Health and Safety professionals
- Security personnel
- Managers

**Safety and Security
Certificate of Completion**

(Continued)

- Supervisors
- Human Resource Directors
- Risk Managers

Eligibility Requirements

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

Special Features

This program is recognized by the California Society of Safety & Security Professionals (CSSSP), FEMA and the Department of Homeland Security. Courses are offered for Continuing Educational 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 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.

Courses

Required Courses

OSHA Law HEX 960

- Industrial Accident Investigation HEX 946
- Recognition and Control of Workplace Hazards HEX 979
- Introduction to Security Management HEX 982A
- Terrorism & Violence in the Workplace HEX 983
- Security and Loss Prevention HEX 989

Elective Courses

- Terrorist Acts & Natural Disasters HEX 978
- Special Topics HEX 995

REQUIRED COURSES

Terrorism & Violence in the Workplace

2 CEUs

In the wake of the threat of international terrorist acts, it is important to fully understand the fundamental aspects of terrorism and other forms of workplace violence. The following topics will be covered:

- Basic principals of terrorism and other forms of workplace violence assessment and management.
- Behavior and risk indicators/assessment and psychological factors
- Corporate violence and terrorist violence prevention plans and threat assessment teams
- Stalking & domestic violence in the workplace
- Crisis management & legal ramifications
- News media relations during & after a crisis
- Police response & security reactions.

Materials included

Date: Feb 22 - Mar 22
 Time: Tue 6-10:00pm
 Meetings: 5
 Location: SAC I - 1104
 Fee: \$295
 Instructor: Crist Wagner
 Course No. HEX 983 Sec 01
 Reg. No. 22085

Can be used as the Elective in either the Environmental & Occupational Health & Safety or Safety and Security Certificates

For more information:
www.csudh.edu/ee/safetysecurity.html
 Call Charles Hunt 310-243-2336
 email: chunt@csudh.edu

FREE!
CalOSHA Update

**What You Must Know
 in 2011!**

Feb 11
 May 13
 Aug 12
 Nov 4

1-3 PM

Seating is limited so register early!
 Call 310-243-3355
 Ask for Jason
 or email jvogel@csudh.edu

SAFETY AND SECURITY						
Dept #	HEX	*	CEUs	Spr 11	Sum 11	Fall 11
HEX 960	CAL OSHA Law.	R	2			•
HEX 946	Industrial Accident Investigation	R	2		•	
HEX 979	Recog. & Cont'l of Workplace Hazards	R	2			•
HEX 982A	Introduction to Security Mgt	R	2		•	
HEX 983	Terrorism & Violence in the Workplace	R	2	•		
HEX 989	Security and Loss Prevention	R	2		•	
HEX 995	Special Topics	E	1.5			•
HEX 988	Terrorist Acts & Natural Disasters	E	1.5		•	
* R = Required; E = Elective						
Subject to change						

Nursing Master of Science Online

The Program

The MSN program prepares RNs as leaders for advanced practice in the roles of Nurse Educator, Nurse Administrator, Parent-Child and Gerontology Clinical Nurse Specialist, and Family Nurse Practitioner. Courses are based on advanced knowledge and the critique and application of theory and research as a scientific base for nursing.

What You Will Learn

Upon the completion of the Master of Science in Nursing Program, the graduate will be able to:

- Integrate knowledge, theory, research and skills in planning and evaluating comprehensive plans of care for individuals, families and populations.
- Design culturally sensitive programs and systems of care that meet the needs of diverse and vulnerable populations.
- Provide evidence-based, clinically proficient care using critical thinking skills in advanced nursing roles.
- Adapt oral, written and technological communication skills to be effective and appropriate in clinical, educational, and professional contexts and systems.
- Integrate ethical theory and principles into nursing theory, research and practice in advanced nursing roles.
- Advocate for healthcare policies and financing that promote, preserve and restore public health.
- Provide leadership in collaborative efforts with other disciplines to influence improvement in healthcare systems.
- Demonstrate commitment to lifelong learning to enhance the nursing profession.

Admission Requirements

- Completion of a baccalaureate degree from a regionally accredited institution with an upper division major in nursing (BSN) and a NLNAC or CCNE accredited nursing program or the equivalent as determined by the School of Nursing Student Affairs Committee.
- Overall grade point average of 3.0 (on a

four-point scale) higher in the last 60 semester (90 quarter) units attempted. Students not meeting this requirement may be admitted to Conditionally Classified status on the recommendation of the faculty.

- Clear and active RN licensure in the United States.
- Completion of statistics (descriptive and inferential) and upper division research courses. Students who have not taken these courses in the undergraduate program may enroll in them concurrently with graduate coursework. They must be completed prior to MSN 530.
- The Graduate Writing Examination (GWE) requirement (or equivalent) must be met prior to admission OR during the first semester of coursework with a score of 8 or better.
- Submission of a professional resume and 100-200 word essay describing the congruence of the applicant's educational goals with the CSUDH MSN program.

Other Program Requirements

- Undergraduate transcripts must reflect completion of pathophysiology and health assessment courses.
- Students who have senior status in BSN programs may take up to two graduate courses if the following conditions are met. Undergraduate students who register for and complete graduate coursework to satisfy requirements for the undergraduate degree or without obtaining prior approval, will not receive course credit for the graduate program.
- Student has applied for BSN graduation
- Student's grade point average is 3.0 or higher
- Student has completed the GWE (or equivalent) with a score of 8 or better
- Student has submitted the "Graduate Course Credit for Seniors" form prior to registering in graduate coursework.
- A cumulative grade point average of 3.0 or better and a grade of B or better in each course is required. Any student receiving a grade of B- or lower during any term must consult with their graduate advisor. The CSUDH catalog outlines the policies concerning probation and disqualification.

Degree Requirements

The MSN program requires 33-51 semester units of approved graduate study that

HEALTHCARE

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includes four role options. The curriculum consists of core courses, role emphasis courses, role performance (clinical/practicum) courses, electives, and the culminating experience.

Role Options

The curriculum allows RN students to choose one of four role options: Nurse Administrator, Nurse Educator, Family Nurse Practitioner, or Parent-Child and Gerontology Clinical Nurse Specialist.

Graduate Course Prerequisites

Some MSN courses require the successful completion of prerequisites not offered as part of the graduate program. However, the prerequisite courses are available as undergraduate nursing courses.

For more information contact the School of Nursing at eeinfo@csudh.edu (310) 243-3741 or 877-GO-HILLS or visit the website: www.csudh.edu/msn

Board of Registered Nursing
Provider Number
CEP# 10928

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

The Bachelor of Science in Nursing curriculum is for registered nurses who are adult learners whose time, lifestyles or work schedules make it difficult to complete a traditional course of study in residence on a campus. All BSN courses, including clinical role performance courses, are offered online through the Internet to deliver the curriculum wherever and whenever the student is ready to learn. The courses must be completed within the semester, but students have the flexibility of accessing the courses at the time and place most convenient to them for completing assignments by the due dates. Some online courses may require students to take part in onsite class, either on campus or at selected sites throughout California.

What You Will Learn

Upon completion of the BSN program, graduates:

- Design competent, patient-centered professional nursing care for individuals, families, and populations across the health continuum in a variety of community based settings and institutions, emphasizing quality and patient safety.
- Integrate knowledge from the physical and behavioral sciences, informatics, and the humanities into professional nursing practice.
- Demonstrate cultural competence and respect for human dignity in working with others and providing care from beginning to end of life.
- Implement health promotion and disease prevention plans for individuals, families and populations.
- Use critical thinking, research findings and evidence-based practice in delivering professional nursing care.
- Form interdisciplinary collaborative relationships to improve professional nursing practice and the quality of health care for all.
- Demonstrate ethical behaviors and professional nursing values.
- Participate in political regulatory processes to influence social justice, health care systems and quality improvement policies.
- Exhibit effective communication skills for professional nursing practice.
- Demonstrate commitment to a lifelong learning plan for professional

Admissions Requirements

- 60 or more transferable college units (70 semester units/105 quarter units maximum accepted from community colleges and 96 units from a four-year institution)
- Current RN licensure in the United States or an RN interim permit
- College GPA of at least 2.0
- Completion of basic General Education (G.E.) courses (12 units)

(If is recommended that students obtain G.E. certification from a community college prior to admissions)

- English Composition (3 units)
- Critical Thinking/Logic (3 units)
- Oral Communications (3 units)
- GE Math/Quantitative Reasoning (3 units)

BSN Degree Requirements (49-52 units)

A total of a minimum of 120 semester units are required for the degree. In addition to the major, students must complete general education requirements. Students transferring from a community college can transfer a maximum of 70 units and students from a four year institution may transfer a maximum of 96 units. Electives are not required unless necessary to complete degree requirements.

A. Support Courses (12 units)

Course	Units	Number
Cultural Diversity and Health Care	3	BSN 306
Life Cycle	3	BSN 315
Human Pathophysiology	3	BSN 346
Statistics	3	BSN 405

B. Integrated Nursing Courses (37 units)

Concepts of Professional Nursing Practice	3	BSN 302
Health Care Informatics and Technology	3	BSN 307
Professional Collaboration in Nursing Practice	3	BSN 340
Health Assessment	3	BSN 380
Health Assessment Skills Laboratory	1	BSN 381
Health Promotion and Teaching	3	BSN 400
Gerontological Nursing Practice	3	BSN 408
Community Based Nursing I	3	BSN 410
Home Health Role Performance	2	BSN 411
Community Based Nursing II	3	BSN 420
Public Health Role Performance	2	BSN 421
Health Care Systems, Policy and Finance	3	BSN 430
Professional Nursing Roles	3	BSN 440
Nursing Leadership & Management	3	BSN 450
Leadership & Management Role Performance	2	BSN 451
Research in Nursing Practice	3	BSN 460

For further information contact:
(310) 243-3741 or 877-GO-HILLS

Or eeinfo@csudh.edu
or visit the website: www.csudh.edu/bsn

Take Nursing courses without applying for the degree program through Open University. Go to www.csuch.edu/open for information.

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.

CAADAC Approved Program

Special Features

CSUDH Extended Education is a Continuing Education PCE Provider (#1675)

Five 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 HUS 310
- ADX 304 is equivalent to HEA 315
- ADX 306 is equivalent to SOC 320 or HIS 379
- ADX 305 and ADX 307 are equivalent to HUS 380/381

Three additional ADX courses can be used as electives.

Students who are majoring in Human Services at CSUDH and who wish to complete the requirements of the Alcohol and Drug Counseling Certificate, the equivalents are as follows:

- PSY 367 or HUS 310 is equivalent to ADX 301
- PSY 342 or HEA 315 is equivalent to ADX 304
- SOC 320 or HIS 379 is equivalent to ADX 306

Students with the Bachelor of Arts degree in Human Services must complete the following for the Certificate: ADX 300, ADX 302, ADX 303, ADX 305 and ADX 307, and ADX 308 or 309. If enrolled in both programs at once, Human Services students may use any three of ADX 300, 302, 303, 308 and 309 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.

Classes may be taken on an individual basis without formal entrance into the Certificate Program.

1-Hour Information Session Free to the public

Come learn about the Alcohol & Drug Counseling Certificate Program. You get an overview of the industry and job opportunities.

Call (310) 243-3782 to make your reservation for this free information session.

Date: Dec 1, 2010
 Time: Wed 6:00pm
 Location: CSUDH EE 1209
 Course No: NAOH 100 Sec01
 Reg. No: 42321

Orientation

Attendance is required for newly admitted students and for those whose applications are being reviewed. The Spring orientation is scheduled for **Tuesday, Jan. 11, 2011 at 6:00pm in EE 1205.**

Spring 2011 Application Submission Deadline - Dec. 10, 2010

Fall 2011 Application Submission Deadline - July 8, 2011

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

Veronica Bobe-Kollmeyer, M.S. Marriage and Family Therapy, Addiction Specialist, Domestic Violence Counselor, Sexual Assault Crisis Counselor.

Toni Brinson-White, LCSW, is a clinical social worker and has a Certificate in Alcohol and Drug counseling from CSUDH.

Robbin I. Gregson is a licensed psychotherapist specializing in the treatment of Eating Disorders in the South Bay over the past 15 years. She is currently in private practice.

Jean Hendricks, Ph.D., is in private practice in Manhattan Beach.

Gisela Kunstler, MA, LMFT, CADCI, has been providing counseling services in the L.A. area for over 15 years. She is in private practice in Santa Monica.

Kathryn Tull is a licensed Marriage and Family Therapist in private practice and is a community mental health specialist in trauma-focused in-home therapy serving high-risk youth and their families.

Alcohol and Drug Counseling Certificate

(continued)

SCHEDULED CLASSES

Introduction to Alcoholism

3 Ext Units

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

Date: Jan 24 - May 23
 Time: Mon 6:30-9:30pm
 Meetings: 16 (No class 1/21 & 3/28)
 Location: EE 1218
 Fee: \$495
 Instructor: TBA
 Course No.: ADX 300 Sec 01
 Reg. No.: 21968

Introduction to Counseling Techniques

3 Ext Units

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

Date: Jan 26 - May 18

Time: Wed 6:30-9:30pm
 Meetings: 16 (no class 3/30)
 Location: EE 1218
 Fee: \$495
 Instructor: Jean Hendricks
 Course No.: ADX 301 Sec 01
 Reg. No.: 21969

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 26 - May 18
 Time: Wed 6:30-9:30pm
 Meetings: 16 (no class 3/30)
 Location: EE 1206
 Fee: \$495
 Instructor: Kathryn Tull
 Course No.: ADX 302 Sec 01
 Reg. No.: 21970

Group Counseling Techniques

3 Ext Units

Prerequisite ADX 300 and ADX 301
 This course provides an understanding of group dynamics, defenses, problems, goals and growth. The roles of the group facilitator and group members are examined and practiced in class.

Date: Jan 24 - May 23
 Time: Mon 6:30-9:30pm
 Meetings: 16 (no class 1/21 & 3/28)
 Location: EE1210
 Fee: \$495
 Instructor: Robbin Gregson
 Course No.: ADX 304 Sec 01
 Reg. No.: 21971

Introductory Practicum

2 Ext Units

Prerequisites: ADX 300, ADX 301
 This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

Date: Jan 25 - Apr 19
 Time: Tue 6:30-9:30pm
 Meetings: 12 (no class 3/29)
 Location: EE 1206
 Fee: \$330
 Instructor: Toni Brinson
 Course No.: ADX 305 Sec 01
 Reg. No.: 21972

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 27 - May 19
 Time: Thu 6:30-9:30pm
 Meetings: 16
 Location: EE1206
 Fee: \$495
 Instructor: Robbin Gregson
 Course No.: ADX 308 Sec 01
 Reg. No.: 21973

Board of Behavioral Science
 Provider #PCE 1676

For more information:
 Call 310-243-3782
 Email gmckeney@csudh.edu or
 Visit the website
www.csudh.edu/ee/alcoholdrug.html

ALCOHOL AND DRUG COUNSELING					
COURSE	TITLE	CREDITS	SPR 11	SUM 11	FALL 11
ADX 300	Introduction to Alcoholism	3 Ext	●		●
ADX 301	Introduction to Counseling	3 Ext	●		●
ADX 302	Counseling the Individual	3 Ext	●		●
ADX 303	Perspectives on Drug Abuse: Counseling the Substance Abuser	3 Ext		●	
ADX 304	Group Counseling Techniques	3 Ext	●		●
ADX 305	Introductory Practicum	2 Ext	Rotates with ADX 307		
ADX 306	Family Dynamics & Treatment	3 Ext		●	
ADX 307	Advanced Practicum II	2 Ext	Rotates with ADX 305		
ADX 308	Treatment of Eating Disorders	3 Ext	●		●
ADX 309	Cognitive Behavior Treatment	3 Ext		●	

Applications accepted in the Spring and Fall Semesters.
 Orientation held prior to start of first class. Schedule subject to change.

Communication Sciences and Disorders Certificate

The Program

The Certificate in Communication Sciences and Disorders is a pre-professional program offering students the prerequisite knowledge that is required for education leading to a career as a Speech-Language Pathologist. Students will be prepared to enter MA/MS programs in Communication Sciences and Disorders or meet the academic requirements for state licensure as a Speech-Language Pathology Assistant. Classes are offered only in the evening and on Saturdays to accommodate students who work full or part time. The program offers students the opportunity to observe certificated, licensed, and credentialed speech and language pathologists in clinical and school settings. Students are trained within a cohort model and are mentored throughout the certificate program.

Employment Outlook

Speech-Language Pathologists work in a variety of settings that offer year round, 1-month, full time, part time, and/or per diem employment. Therapists work in public and nonpublic schools, preschools, community colleges, colleges and universities. They also work in hospitals, individual and family services, out patient care centers, and child care centers. Others choose to work for corporations, in the offices of physicians or other allied health practitioners, or own a private practice. Many speech and language pathology practitioners opt to work in more than one setting.

Courses

Communication Sciences & Disorders	CSD 341
Phonetics	CSD 342
Speech & Language Development	CSD 343
Anatomy and Physiology of the Speech and Swallowing Mechanism	CSD 354
Audiology and Audiometry	CSD 355
Clinical Methods and Procedures	CSD 356

Speech Science	CSD 441
Articulation & Phonologic Disorders	CSD 442
Neurology and Neurogenic Disorders	CSD 443
Childhood Language Disorders	CSD 454
Voice and Fluency Disorders	CSD 455
Aural Rehabilitation	CSD 456

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.

Preparation

Students must hold a BA/BS in a subject area not related to Communication Sciences and Disorders from an accredited institution and have a minimum 3.0 GPA.

For further information or to apply. Please contact: Margaret Dee Parker, Ph.D.

Program Coordinator
(310)243-3075
email: mparker@csudh.edu
www.csudh.edu/ee/
commsciencedisorders.html

EKG Technician Certificate of Completion

The Program

This comprehensive 50 hour EKG (Electrocardiograph) Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

What You Will Learn

EKG Technicians are responsible for performing electrocardiogram tests in order

to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24-48 hrs.), 12 lead placement and Stress Tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities.

Employment Outlook

EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

Who Should Attend

This is an entry level program geared towards students of all ages wanting to enter the EKG Technician Field.

Eligibility Requirements

Students should possess a high school diploma and GED. Students should have a command of the English language.

Special Features

The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT – EKG Technician Exam.

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

The cost of the program is \$999 which includes the cost of the materials.

Free 1-Hour Information Session

Come learn about the EKG Technician field from an expert. You'll also get an overview of job opportunities in this growing field. Call 310-243-3741 to make your reservation.

Date:	Mar 2, 2011
Time:	Wed 6:30pm
Location:	CSUDH EE 1209
Course No.:	NMEK 100 Sec 01
Reg. No.:	22036

EKG Technician Certificate of Completion

(Continued)

SCHEDULED CLASS

EKG Technician Certificate

Noncredit

Course content includes medical terminology specific to the electrocardiography, care and safety of patients, anatomy of the heart; circulation of the heart and blood vessels, basic EKG interpretation, preparing a patient for an EKG, 12 lead placement, and other roles for the EKG technician.

Date: Mar 14 - May 2
 Time: Mon & Wed 6:30pm-10pm
 Meetings: 15
 Location: EE1209
 Fee: \$999
 Instructor: Staff
 Course No.: NMEK 101 Sec 01
 Reg. No.: 22035

For more information:
 Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/EKGtech.html

Medical Insurance Billing Certificate Award

The Program

This program is designed to give the students an in-depth understanding of complex issues involved in the medical insurance billing industry.

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.

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 designed to provide students with comprehensive training in medical insurance billing. Each course will provide building blocks for those seeking a career in a physician's office, hospital or clinic as well as for those who are seeking to augment and improve their skills.

Eligibility Requirements

There are NO special eligibility requirements for this program. Prerequisites are recommended to enhance the learning experience.

Certificate requirements

A Certificate is awarded upon successful completion of all courses. Those who do not wish to pursue a certificate may take individual courses.

Special Features

Classes are offered on Saturdays and Sundays at the Franklin Community Center at 850 Inglewood Ave in Redondo Beach. Medical Insurance Computer Billing will be held at CSUDH campus.

Books & Materials

Books and materials are available in the student bookstore for purchase. Students will use the following textbooks for the entire program:

- Insurance Handbook for the Medical Office with Student Workbook
- Medical Terminology: A Short Course
- ICD-9-CM Coding Book
- CPT-4 Coding Book

Students should bring the required text to each class.

Program Instructors

Audra L. Parker, President/CEO, Beach Cities Medical Management, Torrance.

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.

Courses

Medical Terminology	NBMB 115
ICD-9 Coding	NBMB 116
CPT Procedure Coding	NBMB 117
Insurance and Third Party Payers	NBMB 111
Regulatory Requirements	
– HIPPA Compliance & Ethics	NBMB 113
Office & Insurance Problem Solving	NBMB 112
Medical Insurance Computer Billing and Applied Billing Techniques	NBMB 118
Inpatient / Outpatient Facility Billing	NBMB 114

SCHEDULED CLASSES

Spring Sequence

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 15 & 22
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 115 Sec 01
 Reg. No.: 21983

ICD-9 Diagnosis Coding

Noncredit

Prerequisite: Medical Terminology or equivalent coursework and/or experience are recommended.

This course will provide a basic understanding of Diagnosis Coding Principles. The basic steps in coding will be reviewed and students will be able to practice with actual coding exercises. 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: Jan 29-Feb 5
 Time: Sat 8am-1:30pm

Medical Insurance Billing Certificate Award

(continued)

Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 116 Sec 01
 Reg. No.: 21984

CPT Procedure Coding

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 12 & 26
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 117 Sec 01
 Reg. No.: 21989

Insurance and Third Party Payers

Noncredit

This course will 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.

Date: Mar 5-19
 Time: Sat 8am-1:30pm
 Meetings: 3
 Location: Franklin Center 7
 Fee: \$180
 Instructor: Victoria Morgan
 Course No.: NBMB 111 Sec 01
 Reg. No.: 21990

Regulatory Requirements – HIPPA, Compliance & Ethics

Noncredit

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: Mar 26 - Apr 2
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Victoria Morgan
 Course No.: NBMB 113 Sec 01
 Reg.No.: 21991

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: Apr 9-16
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 115 Sec 01
 Reg. No.: 21992

Office & Insurance Problem Solving

Noncredit

This course provides details concerning the Operations within a Medical Practice such as: Job Descriptions, Human Resources Office Operations, and Best Practices. Topics will also include follow-up procedures, collections and utilization of electronic media to improve cash flow and minimize errors.

Date: Apr 30
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: Franklin Center 7
 Fee: \$85
 Instructor: Victoria Morgan
 Course No.: NBMB 112 Sec 01
 Reg. No.: 21993

Medical Insurance Computer Billing and Applied Billing Techniques

Noncredit

Medical Terminology, ICD-9 & CPT Coding 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. This course will also provide hands-on practice with the opportunity to simulate common activities in a "day in the life" of a Medical Office biller. Focus will include collecting data, charges and coding to create "clean" claims. Students should bring all required textbooks to class.

Date: May 7
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: CSUDH EE 1202
 Fee: \$85
 Instructor: Victoria Morgan
 Course No.: NBMB 118 Sec 01
 Reg. No.: 21994

Inpatient / Outpatient Facility Billing

Noncredit

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: May 21
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: Franklin Center 7
 Fee: \$85
 Instructor: Victoria Morgan

**Medical Insurance Billing
Certificate Award**

(continued)

Course No.: NBMB 114 Sec 01
Reg. No.: 21995

For more information:
Call (310) 243-3741
Email bwald@lists.csudh.edu or Visit the
website: www.csudh.edu/ee/medicalinsurancebilling.html

**Orthotics
Certificate Program**

The Program

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.

Eligibility Requirements

This program is designed for individuals who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment.

In addition to Orthotics, California State University, Dominguez Hills also offers a certificate program in Prosthetics as part of Special Sessions.

For more information:
Visit the website: www.csudh.edu/oandp
or call Mia Koknar for Certificate information: (949) 643-5374
Scott Hornbeak is also at the above number or email: shornbeak@csudh.edu
Orthotics and Prosthetics Program
CSUDH (310) 243-2700

**Pharmacy
Technician
Certificate**

The Program

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCEB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist.

What You Will Learn

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include checking inventories and ordering supplies, receiving and checking in supplies, and assisting customers

Employment Outlook

Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016. The increased number of middle-aged and elderly people—who use more prescription drugs—will spur demand for technicians. In addition, as scientific advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions. Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience.

Who Should Attend.

This is an entry level program geared towards students of all ages wanting to enter the Pharmacy Technician Field.

Eligibility Requirements

Students should have a command of the English language.

Special Features

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCEB exam. The program is offered in the evenings to accommodate working adults.

Free 1-Hour Information Session

Come learn about the pharmacy field from an expert. You'll also get an overview of job opportunities in this growing field.
Call 310-243-3741 to make your reservation.

Date: Mar 2, 2011
Time: Wed 6:30pm
Location: CSUDH EE 1209
Course No.: NHEX 100 Sec 01
Reg. No.: 22037

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

The cost of the program is \$999 which includes the cost of the materials.

Scheduled Classes

Pharmacy Technician Certificate

Noncredit

Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Date: Mar 15 - May 5
Time: Tue & Thu 6:30pm-10pm
Meetings: 15 (no class 3/31)
Location: EE1209
Fee: \$999
Instructor: Staff
Course No.: NMPH 101 Sec 01
Reg. No.: 22038

For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/ee/pharmacy.html

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 2005.
- 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.
- 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."

The **CSUDH Orthotics and Prosthetics Certificate Programs** are located at 5901 E. 7th Street Building 149, Suite 130 Long Beach, CA 90822

For more information:

Visit the website: www.csudh.edu/oandp

Certificate information: (562) 986-7572

Scott Hornbeak can also be reached at the above number or email: shornbeak@csudh.edu

Orthotics and Prosthetics Program CSUDH (310) 243-2700

Online Healthcare Courses

Hundreds of Online Healthcare Courses Available!

For short courses, see page 22.

For certificate/certification courses, see page 25. Or go to <http://dominguezonline.csudh.edu/programs.php>

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
Using Fireworks	CIX 936

Program Instructor

Anissa Barton-Thompson, a full-time web developer and graphic designer, has taught web site design at CSUDH since 1995. Learn more about her at <http://webcert.anissat.com>.

Scheduled Classes

Beginning HTML Publishing (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 4 & 5
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 912 Sec 01
Reg. No.:	22106

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 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202

Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 913 Sec 01
Reg. No.:	22109

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 25 & 26
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 914 Sec 01
Reg. No.:	22110

Using Dreamweaver

1.8 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 Java Script
- Site Management and Dreamweaver tools

Date:	Mar 11, 12, 18, 19
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	4
Location:	CSUDH EE 1202
Fee:	\$350
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 902 Sec 01
Reg. No.:	22167

Web Design			
Course	Title	Fall 2010	Spring 2011
CIX 912	Beginning HTML (Building a Better Website)	•	•
CIX 913	Intermediate HTML Publishing	•	•
CIX 914	Advanced HTML Publishing	•	•
CIX 902	Using DreamWeaver	•	•
CIX 935	Using Flash	•	•
CIX 936	Using Fireworks	•	•

Web Design Certificate of Completion

(continued)

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 Java Script as well.

Date: Mar 26 & Apr 9
Time: Sat 9am- 4pm (1 hour lunch)
Meetings: 2
Location: CSUDH EE 1202
Fee: \$245
Instructor: Anissa Barton-Thompson
Course No.: CIX 936 Sec 01
Reg. No.: 22111

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 16 & May 14
Time: Sat 9am- 4pm (1 hour lunch)
Meetings: 2
Location: CSUDH EE 1202
Fee: \$245
Instructor: Anissa Barton-Thompson
Course No.: CIX 935 Sec 01
Reg. No.: 22112

For further information: 310-243-3729
jbouchard@csudh.edu
To register, call 310-243-3741 or
Visit the website
www.csudh.edu/ee/webdesign.html

Adobe Photoshop

The Program

Two two-session classes taught by a working professional who explains both the how and the why of essential features of Adobe Photoshop.

What You Will Learn

After taking these courses a novice will start creating great, professional-looking results with their photos and designs. Learn how to apply type to an image, merge several photos together, remove unwanted elements from photos or add elements to the images. Learn about file formats, resolutions and color spaces and when to use them.

Who Should Attend

Anyone who works with photos, designs, publications or illustrations. People who would benefit from this class include:

- photographers
- designers
- newsletter editors
- advertising and marketing people
- teachers
- real estate professionals

Eligibility Requirements

Only limited computer experience is needed to take these courses.

Special Features

This is a hands-on course taught in the computer lab. Students work with images provided by the instructor.

Courses

Introduction to Photoshop

Learn how to use this amazing program like a pro! Learn essential Photoshop tools, menus, palettes, layers, typography, file formats, color, image enhancement and basic retouching techniques, including many great Photoshop secrets!

Date: Mar 9 & 16
Time: Wed 6-9pm
Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 101 Sec 01
Reg. No.: 22166

Advanced Photoshop

Learn advanced image composite, enhancement and retouching techniques. Through hands-on computer workshop sessions students will explore more Photoshop pro secrets and special effects that are used in

- merging type and picture elements
- making photo montages
- designing websites
- Resizing photos for print or web
- enhancing photos
- retouching and restoring old family photos.
- electronic illustration.

Date: Mar 23 & 30
Time: Wed 6-9pm
Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 102 Sec 01
Reg. No.: 22164

Program Instructor

Chuck Behrman, a Los Angeles based advertising and fine art photographer, has been teaching classes in digital photography, Photoshop and Lightroom since 2004.

For further information: 310-243-3729
jbouchard@csudh.edu
To register, call 310-243-3741 or
Visit the website
www.csudh.edu/ee/photoshop.html

Classes are held in the Extended Education PC lab using CS2 software. Students with later versions of software are encouraged to bring their laptops to class.

Computer Training Courses Online

**Hundreds of Online Computer Training
Courses Available!**

For short courses, see page 22.
For certificate/certification courses, see page 25. Or go to
<http://dominguezonline.csudh.edu/programs.php>

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.

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.

Listening & Conversation

This class offers extensive individual student practice in both speaking and listening.

The Writing Course

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process.

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.

Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings.



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

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.

For more information:
call Tajauta Ortega (310) 243-3830,
email alcp@csudh.edu or
visit the website
<http://www.csudh.edu/alcp>

Online Language Courses

Hundreds of Online Language Courses Available!

See page 22.

Or go to

<http://dominguezonline.csudh.edu/programs.php>

You can take
University classes

RIGHT NOW!

through

Open
University

For further information:

www.csudh.edu/open

310-243-3741

eeinfo@csudh.edu

Teach in Asia

Earn Academic Credit

This program sends American educators and students to Asia to help with English language programs in children's international summer camps. Experienced and qualified English language teachers may have the opportunity to share successful teaching strategies and methods with public school teachers who teach English as a second language.

Credentialed teachers who participate in the Experience Asia program also have the opportunity to earn 3 upper-division academic units approved by the College of Education at CSUDH. In addition to the approximately 150 hours of professional development that will be documented. There is a registration fee for academic credits.

Teaching To Teachers

Qualified EFL/ESL certified teachers with a minimum of one year of classroom experience can enjoy a trip to China at a substantially reduced cost – by serving as instructors of methodology classes for Chinese public school teachers. University English professors and college English instructors are especially welcome.

- EFL/ESL certificates are required
- 4 weeks of classes - about 20 hours of teaching time per week - in Tianjin, Ho Chi Minh City, Shanghai; workshops designed to train English teachers through a variety of methods and activities
- Single occupancy lodging
- Program fee (to be announced) includes international airfare, lodging, meals, one week of group travel (includes nonrefundable application fee), additional charge for travel insurance, visa fees, and certified mailings
- Program Fee & Refund Deadline: To be announced

Teaching International Summer Camps in ASIA

K-12 teachers with a minimum of 1 year of classroom experience can enjoy an exciting trip to Vietnam or China at a substantially reduced cost - by teaching English to young

students at summer camp. In addition, you will be part of a special community that help Chinese/Vietnamese youth better understand America's culture, language and people



Program

- Single occupancy lodging
- 4-5 weeks of classes - about 20 hours of teaching time per week
- 7 days of educational tours to major cities in Country.
- Program fee (to be announce) includes international airfare, lodging, meals, one week of group travel (includes nonrefundable application fee), additional charge for travel insurance, visa fees, and certified mailings
- Program Fee and Refund Deadline: To be announced

Participants in the teaching program will need to make their own arrangements for passport and immunizations.

International Training Programs

The College of Extended and International Education is one of the university's outreach tools to link California State University, Dominguez Hills to the diverse world communities. Our mission is to reach out to the world communities to share in their economic, cultural and social development. We believe such efforts benefit not only the communities we serve, but also the University.



In particular, our International Training Program provides a wide range of services and information for diverse audiences that include government officials, business executives, scholars and students. We can customize a variety of academic programs, including classroom instruction, field visitations, internships and professional appointments.



Short Term Training Programs from one week up to 3 months:

- Public and Business Administration Programs
 - Environment & Occupational Safety, Health & Security Programs
 - Quality Assurance Programs
 - Business Logistics
 - Business English and American Culture
 - Youth Sports Camp
 - Public Safety & Events Planning
- Long Term Training Programs of three months up to two year:
- On line degrees (Public and Business Administration, Quality Assurance, Nursing, etc.)
 - Certificate Programs in Public Administration for Government Officials
 - Certificate Programs in Business for Executives

For more information please contact:
 Michael Casner, Coordinator of
 International Training and Teaching
 Programs
 California State University, Dominguez
 Hills
 Call: 310.243.3972
 Email: mcasner@csudh.edu

Law for Life: The Paralegal Certificate Course® Online!

The Program

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. The complete Paralegal Certificate Course – (Core and Advanced)– can be completed in four seven-week sessions.

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 learn new marketable job skills and increase their office's efficiency, productivity, and billable hours.

Students will receive a certificate after successfully completing the Core; and another certificate for successfully completing the Advanced. 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 the Core and the Advanced portions of the course. All classes are online.

These Certificates provide 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.

Texts

For the most up-to-date list of texts needed for the CORE go to: <http://www.legalstudies.com/courses/paralegal.htm#onlinebooks>
For the most up-to-date lists of texts for the

ADVANCED:<http://www.legalstudies.com/courses/advancedparalegal.htm>
Students will use the same required texts from Part One. Additional textbooks will vary depending on the topic(s) taken.

There are **no refunds**

Financial Aid

Sallie Mae Career Training Loan:
1-888-2-SALLIE, www.salliemae.com
Keybank EdAchiever Loan: 1-800 KEY-LEND,

SCHEDULED CLASSES

Paralegal Certificate Core

Noncredit

Subject matter to be covered in Core includes:

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

Paralegal Certificate Core

Date: Jan 10 - Apr 22
(No classes - week of 2/26)
Fee: \$1189
Course No.: NBLG 201 Sec 42
Reg. No.: 20054

Paralegal Certificate Core

Date: Mar 7 - Jun 17
(No classes - week of 4/23)
Fee: \$1189
Course No.: NBLG 201 Sec 41
Reg. No.: 30016

Paralegal Certificate Core

Date: May 2 - Aug 12
(No classes - week of 6/18)
Fees: \$1189
Course No.: NBLG 201 Sec 42
Reg. No.: 30015

Paralegal Certificate Advanced

Noncredit

To receive a certificate, students must complete at least 6 of the 10 substantive law topics. Students may choose any of the

"I really enjoyed the CSUDH program and the online delivery format. Completing your program led to a promotion for me at work. Another benefit of the CSUDH program is that I was able to obtain a certificate which led to my promotion much faster than if I had completed the coursework via the traditional classroom delivery format. Thanks so much!"

- Rich Torix, Tulsa, OK, Former student

following topics:

- Advanced Legal Research and Writing
- Bankruptcy Law Practice
- Business Law Practice
- Constitutional Law and Civil Liberties
- Criminal Law
- Criminal Procedure
- Education Law
- Estate Planning: Probate, Wills and Trusts
- Family law
- Intellectual Property
- Immigration Law
- Mediation and Other Forms of ADR
- Victim Advocacy
- Water Law

Paralegal Certificate Advanced

Date: Jan 10 - Apr 22
(No class - week of 2/26)
Fees: \$1,650
Course No.: NBLG 202 Sec 42
Reg. No.: 20056

Paralegal Certificate Advanced

Date: Mar 7 - Jun 17
(No classes - week of 4/23)
Fee: \$1650
Course No.: NBLG 202 Sec 41
Reg. No.: 30013

Paralegal Certificate Advanced

Date: May 2 - Aug 12
(No classes - week of 6/18)
Fees: \$1,650
Course No.: NBLG 202 Sec 42
Reg.No.: 30014



Find us on
Facebook

The Center for Legal Studies

For more information:

310-243-3741

bwald@lists.csudh.edu

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

MANAGEMENT & LEADERSHIP

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Master of Arts in Negotiation, Conflict Resolution and Peacebuilding Online

The online Master's Degree program in Negotiation, Conflict Resolution and Peacebuilding at California University, Dominguez Hills teaches participants valuable conflict resolution and conflict management skills, techniques and knowledge that may be applied directly to police work, counseling, education administration, human resources management, labor relations, law, business negotiations, supervision and administration, government and the foreign service.

Other career applications include alternative dispute resolution (ADR) services such as mediation, negotiation, arbitration, as well as public policy advising, social work, teaching, non-profit organization management and resolution of inter-cultural and community conflicts, corporate contract and purchasing.

Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills. This is a 36-semester unit graduate program, which can be completed in two years without coming to the Dominguez Hills campus. Courses run 12 weeks each term. Students complete a portfolio as a culminating event (unless the program director approves a special topic for a thesis).

The program involves a comprehensive study of the practical skills, techniques, methods, theory, and research needed to be an effective mediator, negotiator and conflict manager. The degree addresses many needs of beginning and mid-career professionals in law enforcement, government, business, and non-profit organizations, and those interested in a career change.

Admission Requirements

1. A bachelor's degree with any major and a GPA of 3.2 or above (4-point scale) in the last 60 semester or 90 quarter units from any accredited college or university;
2. Three letters of recommendation; and
3. A 500-word biographical essay. The biographical essay and letters of recommendation must address:
 - what in the applicant's background indicates this subject matter is appropriate for the applicant,
 - why applicant desires this degree program, and
 - what does applicant plan to do with this degree once obtained.

Students are admitted only twice a year on a cohort basis. Applicants will be considered for Fall and Spring admission only. Completed applications and supporting documentation must be received no later than May 1st preceding the Fall semester of the academic year for which admission to the program is sought, and no later than November 1st preceding the Spring semester.

Special Features

The degree can be completed without ever coming to the campus by anyone anywhere in the world with access to the Internet. Any

student with a PC Pentium II and reliable access to the Internet should be able to attend class online. Classes are asynchronous (tasks completed on- or off-line at the student's convenience), with on demand video lectures for students to view.

Additional features include home pages for students and instructors, chat and discussion rooms, electronic submission and return of papers, and individual, secure, access to personal course records at all times.

Students who cannot complete the course of study in two years have up to five years to finish the program. Students must remain in continuous enrollment from first enrollment to program completion.

Degree Requirements

- A. Required Courses (21 units)
 To be taken in the order listed in sequence NCR 500, 503, 504, 507, 508, 522, 525 and 544.
- B. Elective Courses: (9-12 units, depending on whether a thesis is the approved culminating event.)
- C. The Graduate Writing Assessment Requirement (GWAR) D. Capstone Requirement (Successful Culminating Event) Portfolio (3 units)/ Thesis (6 units but only available after the approval of program director.)

Cost

Current fees are \$275 per unit, or \$9,000 for the entire degree. Additional expenses (at current rates, subject to change) are a \$35 examination fee (for the Graduation Writing Exam if needed), a \$35 diploma fee, books estimated at \$1200 total, and whatever the student's personal Internet fees cost.

Information should be requested from:
 Negotiation, Conflict Resolution & Peacebuilding Program
 CSU Dominguez Hills
 1000 E. Victoria Street LIB-E510
 Carson, CA 90747 USA
 Negotiation, Conflict Resolution & Peacebuilding Program
 Tel. 310-243-3237
 Fax 310-516-4268
 E-mail: negotiation@csudh.edu or visit the website:
<http://www.csudh.edu/negcon>

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.

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	9-12 Units

Prerequisite coursework covers nine business core competency areas that provide the necessary background for advanced graduate study. Competency areas consist of the disciplines: financial accounting, marketing, business law, economics, management, operations research, finance, information systems and business statistics.

Students who hold an undergraduate degree in business administration, commerce, or a

related field from an accredited institution may be deemed to have acquired competency in the core areas if the degree is not more than ten years old and if the core courses were completed with a grade of "C" (or equivalent) or higher.

Students who hold an undergraduate degree in a field other than business administration or in 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.

Concentrations

Students can choose from nine (9) areas of concentration available in the MBA program:

- General Business
- Finance
- Entrepreneurship
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology Management
- Logistics Management

Cost

The fee for the MBA online program is \$440 per unit or \$1,320 for a 3 unit course.

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:

visit the web site
<http://mbaonline.csudh.edu/>
or call

Kenneth Poertner, Program Director
kpoertner@csudh.edu
or Cathi Ryan, Program Coordinator
cryan@csudh.edu, (310) 243-2714
Fax: (310) 516-4178

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,

Master of Public Administration (MPA) Online

(continued)

- 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).
- The Graduate Record Exam (GRE) is required. Acceptable GRE scores must be in the 15th percentile or above in each of the following areas: verbal, quantitative, and analytical. You may refer to <http://GRE.com> for additional test information. The GMAT exam (minimum score of 450) may be accepted in lieu of the GRE.

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 \$1320 (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 <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@online.csudh.edu

For more information visit the MPA Online website: <http://mpaonline.csudh.edu/> or call Ken Poertner (310) 243-3165, or Malaika Horne, Program Administrative Coordinator (310) 243-3917 email mhorne@csudh.edu

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, scheduling, construction contracts and 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, architecture, engineering or real estate 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 or on Saturdays 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.

Plan Reading should be taken before Estimating. Bidding Scheduling & Field Project Management should be taken as the last two classes.

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

The program is designed so students taking one course at a time can complete the program in eight months.

Attendance is required at all classes.

Program Instructors

Mike Gugert, A Southern California Construction Management Professional with 30 years of experience in contracting to consulting.

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

Garry A. Jones, Principal of Garry A. Jones & Associates, Certified Public Accountant with over 25 years experience, prior construction controller, continued client involvement.

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

Paul Makris, PE, PSP, JD, has over 30 years of experience in construction, engineering, construction management, forensic engineering, and claims analysis.

Ron McEvoy For the past ten years he has worked on over 60 LEED Projects with his sustainable development consulting firm Gaia.

David Stern, PE, Founder and President, Westec Construction, Inc. David has over 30 years of experience in the construction industry.

Construction Project Management Certificate of Completion

(continued)

SCHEDULED CLASSES

Plan Reading

1.2 CEUs

This class should be taken before Estimation CMX 902.

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

Date: Jan 11 - Feb 1
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: EE 1218
 Fee: \$198
 Instructor: Larry Kaltman
 Course No.: CMX 903 Sec 01
 Reg. No.: 22187

Estimation

1.8 CEUs

Students should take Plan Reading before Estimation.

This course provides cost estimating with emphasis on quantity survey and pricing. Plan Reading should be taken before this class. Bring plans from Plan Reading CMX 903 to class.

Date: Feb 8 - Mar 15
 Time: Tue 6:30-9:30pm
 Meetings: 6
 Location: EE 1218
 Fee: \$220
 Instructor: Larry Kaltman
 Course No.: CMX 902 Sec 01
 Reg. No.: 22189

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: Mar 5
 Time: Sat 9am-4pm
 Meetings: 1
 Location: EE 1222
 Fee: \$100
 Instructor: David Stern
 Course No.: CMX 905 Sec 01
 Reg. No.: 22190

"Just to let you know, I received a promotion to Facilities Project Manager - 1 with LAUSD in January 2009. I appreciate all of your quality teaching, experience & information. I have directly benefited from the CSUDH Construction Project Management Certificate Program."

-Dan Crawford

Facilities Project Manager - 1
 LAUSD Maintenance & Operations
 Projects Unit

Construction Safety

1.8 CEUs

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

Date: Mar 23 - Apr 27
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$230
 Instructor: Michael Gugert
 Course No.: CMX 926 Sec 01
 Reg. No.: 22192

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: Apr 30 - May 14
 Time: Sat 8:30 - 11:30am
 Meetings: 3
 Location: EE 1222
 Fee: \$120
 Instructor: Garry Jones
 Course No.: CMX 904 Sec 01
 Reg. No.: 22196

Law for Construction

1.8 CEUs

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

Date: May 4 - Jun 8
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$230
 Instructor: Paul Makris
 Course No.: CMX 921 Sec 01
 Reg. No.: 30029

Bidding & Scheduling

1.8 CEUs

This class should be taken towards the end of the series.

This course covers the different bidding

Construction Project Management Eight Required Classes					
Course No.	Title	CEUs	Spring 11	Summer 11	Fall 11
CMX 903	Plan Reading	1.2	●		●
CMX 902	Estimating	1.8	●		●
CMX 926	Construction Safety	1.8	●		●
CMX 904	Construction Accounting	0.9	●		●
CMX 921	Law for Construction	1.8		●	
CMX 905	Financing Real Estate Acquisitions	0.6	●		●
CMX 925	Bidding & Scheduling	1.8		●	
CMX 920	Field Project Management	1.8		●	
Construction Project Management Elective Courses					
CMX 931	Change Order	1.2	●		●
CMX 932	Intro to Green Building Constr.	1.8	●		●

(subject to change)

Construction Project Management Certificate of Completion

(continued)

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: Jun 4-18
 Time: Sat 8:30am – 3:30 pm
 Meetings: 3
 Location: EE 1222
 Fee: \$230
 Instructor: Jack Irwin
 Course No.: CMX 925 Sec 01
 Reg. No.: 30030

Field Project Management

1.8 CEUs

This class should be taken towards the end of the series.

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how to 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: Jun 15 - Jul 20
 Time: Wed 6:30–9:30pm
 Meetings: 6
 Location: EE 1218
 Fee: \$230
 Instructor: Michael Gugert
 Course No.: CMX 920 Sec 01
 Reg. No.: 30028

For more information:
 Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/construction.html

Change Orders in Construction Contracts

The Course

This course will discuss why change orders are necessary in construction contracts, typical causes of change orders and the contract clauses that allow and control change orders to the construction contract. It will discuss how cost and time adjustments are computed for change orders. It will discuss the proper procedures to process and manage change orders on the construction project. It will also cover strategies for controlling changes and the resulting change orders and/or claims.

What You Will Learn

The student will learn the basics of contracts and modifications (or changes) to the contract and how that is accomplished through the means of change orders along with the benefits and the dangers of change orders.

The student will also learn how change orders are prepared, processed, and negotiated to reflect changes in contract scope of work, price and time as well as construction management procedures used to control change orders.

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

There are no prerequisites required for the course. 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. This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Class

Change Orders in Construction Contracts

1.2 CEUs

Change Order management is one of the most important aspects of construction project management. Once the contract is signed and work begins, changes are inevitable. Adjustments to the contract scope, price and time due to changes may be negotiated and executed to become part of the contract between the owner and the contractor. The student will learn what is a change order and why they are necessary, contract clauses on change orders, the typical causes of change orders, the procedures for managing change orders, how price and time adjustments are calculated for the change order, how changes may lead to claims and disputes, and strategies for controlling and managing change orders.

Date: Feb 5-12
 Time: Sat 9am – 4pm
 Meetings: 2
 Location: CSUDH EE 1221
 Fee: \$200
 Instructor: Jack Irwin
 Course No.: CMX 931 Sec 01
 Reg. No.: 22188

For more information:
 Email: bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/construction.html

Introduction to Green Building Construction

The Course

Green building is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction. This practice expands and complements the

Introduction to Green Building Construction

(Continued)

classical building design concerns of economy, utility, durability, and comfort. Green building is also known as a sustainable or high performance building.

By adopting green building strategies, we can maximize both economic and environmental performance. Green construction methods can be integrated into buildings at any stage, from design and construction, to renovation and deconstruction. However, the most significant benefits can be obtained if the design and construction team takes an integrated approach from the earliest stages of a building project. Potential benefits of green building can include:

Environmental benefits

- Enhance and protect biodiversity and ecosystems
- Improve air and water quality
- Reduce waste streams
- Conserve and restore natural resources

Economic benefits

- Reduce operating costs
- Create, expand, and shape markets for green product and services
- Improve occupant productivity
- Optimize life-cycle economic performance

Social benefits

- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

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

"I just wanted to tell you that you were right! The Green Building Course was the best course I have ever taken in the construction field – this class was even more exciting, informative and pertinent than the much more expensive extension courses at UCLA.

The instructor – Ryan, was absolutely amazing! He had energy and passion for the material every week! He was well organized and solidified my interest in the LEED accreditation and green building.

I cannot say enough about my experience, except I will definitely take more courses in your program!"

- Richard Pugh
Director of Land Development
Titanium X Development LLC

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. This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Classes

Introduction to Green Building Construction

1.8 CEUs

Green Building certification, rating systems (e.g. LEED and other certification) and techniques and strategies for successfully achieving Green Building certification for construction projects will be covered in this course. Students will read and discuss case studies. Course discussions will include city requirements for green building codes, rebates and incentives for incorporating sustainable technologies. Students will tour a Green Building project.

By the end of the course students will be able to

- Evaluate a construction project's potential for LEED certification
- Interpret LEED submittal documentation
- Complete USGBC LEED Construction Templates using the methods and

techniques learned in this class

- Demonstrate making informed design decisions based on sustainable building practices
- Explain how to avoid pitfalls and difficulties with constructing and documenting sustainable buildings

Date: Mar 10 - Apr 21
Time: Thu 6:30-9:30pm
Meetings: 6 (no class 3/31)
Location: EE1222
Fee: \$230
Instructor: Ryan McEvoy
Course No.: CMX 932 Sec 01
Reg. No.: 22191

For more information:

Email: bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/ee/construction.html

Human Resources Certification Preparation

SHRM LEARNING SYSTEM®

The Program

The Human resources certification preparation featuring the SHRM Learning System® Course is an intensive 12-week program designed primarily for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®)

What You Will Learn

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the HRCI Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. As a certification preparation program, it consistently beats the national pass rate.

By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. By

Human Resources Certification Preparation

(continued)

enrolling in our classroom based format, you also get the added benefit of

- A structured classroom environment that enhances learning and helps you stay on track
- An experienced instructor to explain concepts and apply them to your industry
- Opportunities to network and share real-world experiences with other HR professionals
- Minimizing travel and maximizing employer tuition assistance

There's never been a better time to pursue your PHR or SPHR designation. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience.

Who Should Attend

The course is designed for managers and staff in general management or human resource management positions:

- HR professionals planning to take the PHR or SPHR certification exam
- PHR professionals seeking to "upgrade" their certification to SPHR
- Certified HR professionals needing credits for PHR/SPHR recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing recertification credits

Special Features

The SHRM Learning System offers a variety of study features that reinforce concepts and help students prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test students' ability to apply concepts learned throughout the course.

- Preparation Book to help students take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

If you've been planning to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded Human Resource Certification Institute (HRCI) exam preparation course based on the SHRM Learning System.

Certification Information

Please note that to earn either the PHR or SPHR designation candidates are required to have at least two years of exempt-level experience in the HR field.

REGISTER NOW. CLASSES FILL QUICKLY AND SPACE IS LIMITED.

Course

The six learning modules cover full array of HR topics. The SHRM Learning System course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by HRCI:

- **Strategic Management**
Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR's strategic contributions, ethical issues affecting organizations, and HR and the legislative and regulatory environment.
- **Workforce Planning and Employment**
Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation, recruitment, flexible staffing, selection and retention, organizational exit, and employee records management.
- **Human Resource Development**
Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent

management, developing leaders, and performance management.

• **Total Rewards**

Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, health-care benefits, other nonstatutory benefits, compensation and benefits for international employees, and evaluating the total rewards system and communicating it to employees.

• **Employee and Labor Relations**

Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining, and strikes and secondary boycotts.

• **Risk Management**

Examines organizational risk, key legislation, safety, health, security, and privacy.

Costs

\$1,199 for the course which includes the SHRM Learning System® print modules, online learning software or CD-ROM, access to the online Resource Center, instructor handouts, and 36 hours of classroom instruction.

YOU MAY QUALIFY FOR TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

There are no refunds after the first class.

You must register by January 7 for the \$1199 rate. For those who register after January 7, the fee is \$1249.

PROGRAM INSTRUCTOR

James D. Vigneau, SPHR, Human Resources executive and consultant with over 25 years of experience in the Human Resources field.

SCHEDULED CLASS

SHRM Learning System

Noncredit

Date: Jan 24 - Apr 18
Time: Mon 6:30pm - 9:30pm
Meetings: 12 (no class 2/21)

**Human Resources
Certification Preparation**

(continued)

Location: EE 1206
 Instructor: Jim Vigneau
 Course No.: NBHR 101 Sec 01
 Fee: \$1,199
 (must register by Jan 7)
 Reg. No.: 22041
 Fee: \$1,249
 (for registration after Jan 7)
 Reg. No.: 22042

SATURDAY TEST PREP REVIEW SESSION

HRCI Exam Prep CRAM Course

Noncredit

An eight-hour test prep Cram course offered by the College of Extended and International Education.

Date: Apr 30
 Time: Sat 8:30am - 4:30pm
 Meetings: 1
 Location: EE 1210
 Fee: \$99
 Instructor: Jim Vigneau
 Course No.: NBHR 102 Sec 01
 Reg. No.: 22044



**Find us on
Facebook**

www.facebook.com/#!/societyforhumanresourcemanagement?ref=ts

For more information:
 Email: bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/shrm.html

**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.

"It was such a pleasure to participate in these classes. Thanks so much for structuring the courses to provide realtime information for the workplace. It was very interesting to learn that there are so many various approaches that I could be taking (and have already started to take) to get positive employee relations and business solutions. Thank you"

Telieka Hechnova, HR Generalist
 Stan Tashman & Associates
 Culver City, CA

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. 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) 243-3821.



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

State Bar of California MCLE Provider #3897
 Board of Behavioral Science Provider #PCE 1676

Advisory Board Members

Jesse Bosque, President, Professional Solutions

Fred B. Griffin, Partner with Liner, Yankelevitz, Sunshine & Regenstreif LLP.

Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

Program Instructors

Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

**Human Resource Mgt
Certificate of Completion**

(Continued)

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 24-Feb 14
Time: Mon 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 998 Sec 01
Reg. No.: 21999

Date: Jan 25-Feb 15
Time: Tue 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 998 Sec 02
Reg. No.: 22000

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 28 - Mar 21
Time: Mon 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 971 Sec 01
Reg. No.: 22001

Date: Mar 1 - 22
Time: Tue 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 971 Sec 02
Reg. No.: 22002

Labor & Employment Law

1.2 CEU's

This course will satisfy the two hours of sexual harassment training required by the state.

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 28 - Apr 18
Time: Mon 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 982 Sec 01
Reg. No.: 22005

Date: Mar 29 - Apr 19
Time: Tue 6:30-9:30pm
Meetings: 4
Location: SAC 1102
Fee: \$269
Course No.: BUX 982 Sec 02
Reg. No.: 22006

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 25 - May 9
Time: Mon 6:30-9:30pm
Meetings: 3
Location: SAC 1102

Fee: \$169
Course No.: BUX 980 Sec 01
Reg. No.: 22004

Date: Apr 26 - May 10
Time: Tue 6:30-9:30pm
Meetings: 3
Location: SAC 1102
Fee: \$169
Course No.: BUX 980 Sec 02
Reg. No.: 22003

For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/ee/hr.html

**Management &
Supervision
Certificate of Completion**

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

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.

**Management & Supervision
Certificate of Completion**

(Continued)

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) 243-3821.

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

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

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: Jan 26 & Feb 2
Time: Wed 6:30-9:30pm
Meetings: 2

Location: Sac 1102
Fee: \$154
Course No.: MGX 911 Sec 01
Reg. No.: 22009

Legal Aspects of Management

.6 CEUs

This course will satisfy the two hours of sexual harassment training required by the state.

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: Feb 9 & 16
Time: Wed 6:30-9:30pm
Meetings: 2
Location: Sac 1102
Fee: \$154
Course No.: MGX 912 Sec 01
Reg. No.: 22010

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: Feb 23 & Mar 2
Time: Wed 6:30-9:30pm
Meetings: 2
Location: Sac 1102
Fee: \$154
Course No.: MGX 913 Sec 01
Reg. No.: 22008

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: Mar 9 & 16
Time: Wed 6:30-9:30pm
Meetings: 2

Location: Sac 1102
Fee: \$154
Course No.: MGX 914 Sec 01
Reg. No.: 22007

For more information:
Email bwald@lists.csudh.edu or
Visit the website: www.csudh.edu/ee/management-supervision.html

**Project Management
Certificate of Completion**

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.



CSUDH, College of Extended and International Education is an official Global Registered Education Provider by the Project Management Institute.

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 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.

Project Management Certificate of Completion

(continued)

Program Benefits

- Individual course certificates showing CEUs and PDUs are awarded to students who do not miss any of the class sessions.
- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Provides educational requirements to sit for the Project 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.

Instructors

Tammo T. Wilkens, P.E., PMP, is a project management professional with more than 30 years of experience in various industries, as well as a recognized speaker and author of several articles.

Courses

- Intro & Overview of Project Mgt PMX 900
 - Project Human Resource & Procurement Management PMX 901
 - Project Quality and Communications Management PMX 902
 - Project Risk & Scope Management PMX 903
 - Project Time and Cost Management PMX 904
- PMX 900 is a prerequisite for PMX 901, 902, 903 & 904, which can be taken in any order.

.....
 Students must obtain textbooks prior to their first class.

SCHEDULED CLASSES

Introduction & Overview of Project Management

This course is a prerequisite for PMX 901, 902, 903 & 904
 0.6 CEUs, 6 Seat-Time Hours, 6 PDUs

Students gain an understanding of project management as a scientific and professional business function. This is the first course in a five-course certification and will be the prerequisite for all other classes. The Course introduces detailed descriptions of projects, project life cycles, and project integration.

Date: Jan 13 & 20
 Time: Thu 6pm-9pm
 Meetings: 2
 Location: EE 1218
 Fee: \$130
 Instructor: Tammo Wilkens
 Course No. PMX 900 01
 Reg. No. 22015

Date: Jan 15 & 22
 Time: Sat 9am-Noon
 Meetings: 2
 Location: EE 1218
 Fee: \$130
 Instructor: TBA
 Course No. PMX 900 02
 Reg. No. 22017

Date: Apr 2
 Time: Sat 9am-4pm
 Meetings: 1
 Location: EE 1218
 Fee: \$130
 Instructor: Tammo Wilkens
 Course No. PMX 900 03
 Reg. No. 22019

Project Human Resource and Procurement Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
 Students gain an understanding of the disciplines involved in managing project team members and managing contracts and purchase orders. Major human resource related topics include project team organizations, responsibilities, team building and leadership. Major procurement related topics include contract specification, solicitation, award and administration; contract types and billing/payment options.

Date: Jan 27 - Feb 24
 Time: Thu 6-9pm
 Meetings: 5
 Location: EE 1218
 Fee: \$280
 Instructor: Tammo Wilkens
 Course No. PMX 901 01
 Reg. No. 22016

Date: Jan 29 - Feb 26
 Time: Sat 9am-Noon

Meetings: 5
 Location: EE 1218
 Fee: \$280
 Instructor: TBA
 Course No. PMX 901 02
 Reg. No. 22018

Project Quality and Communications Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
 Students gain an understanding of the disciplines involved in managing project quality and communications. Major topics related to quality include establishing a quality assurance program, executing the appropriate quality control measures, and assuring that the customer's needs are met. Major topics related to communications include the principles of communication, how to improve the effectiveness of communications and what specific communications tools are used on projects.

Date: Mar 3 - Apr 7
 Time: Thu 6-9pm
 Meetings: 5 (no class 3/31)
 Location: EE 1218
 Fee: \$280
 Instructor: Tammo Wilkens
 Course No.: PMX 902 Sec 01
 Reg. No.: 22013

Date: Mar 5 - Apr 9
 Time: Sat 9am-Noon
 Meetings: 5 (no class 4/2)
 Location: EE 1218
 Fee: \$280
 Instructor: TBA
 Course No. PMX 902 02
 Reg. No. 22014

Project Risk and Scope Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
 Students gain an understanding of the disciplines involved in managing project risk and scope. Major risk related topics include the basic nature of project risk, as well as risk assessment, analysis and mitigation. Major scope related topics include defining the purpose and scope of the project, planning the execution of the project, establishing and using a work breakdown structure, controlling the scope and verifying that the delivered project matches the specified scope.

Date: Apr 14 - May 12
 Time: Thu 6-9pm
 Meetings: 5
 Location: EE 1218

Project Management Certificate of Completion

(continued)

Fee: \$280
 Instructor: Tammo Wilkens
 Course No. PMX 903 01
 Reg. No 22020

Date: Apr 16 - May 14
 Time: Sat 9am-1pm
 Meetings: 4 (no class 4/23)
 Location: EE 1218
 Fee: \$280
 Instructor: TBA
 Course No. PMX 903 02
 Reg. No 22021

Project Time and Cost Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
 Students gain an understanding of the disciplines involved in managing the project schedule and expenditures. Major time related topics include using the work breakdown structure to establish the project schedule, optimizing the project execution plan, establishing the project schedule baseline, reporting actual progress and costs, and communicating project costs and forecasts to the stakeholders. Major cost related topics include using the project schedule as the basis for the project cost estimate, estimating costs, establishing the project cost baseline, reporting actual costs and communicating project costs and forecasts to the stakeholders. This course addresses the benefits of a tight integration of the schedule and the cost tracking systems.

Date: May 19 - Jun 23
 Time: Thu 6-9pm
 Meetings: 5 (no class 5/26)
 Location: EE 1218
 Fee: \$280
 Instructor: Tammo T. Wilkens
 Course No. PMX 904 01
 Reg. No 30031

Date: May 21 - Jun 25
 Time: Sat 9am-Noon
 Meetings: 5 (no class 5/28)
 Location: EE 1218
 Fee: \$280
 Instructor: TBA
 Course No. PMX 904 01
 Reg. No 30032

CSUDH PMX Courses are PMI Certified

Books for the Certificate should be purchased in the CSUDH bookstore or the Project Management Institute (pmi.org) or other retailer.

Required Textbooks:

- "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide) - Fourth Edition, Paperback
- "Project Management - A Systems Approach to Planning, Scheduling and Controlling", 10th Edition by Harold Kerzner, PhD, John Wiley & Sons

For more information about the Project Management Institute and their PMP Certification program go to: <http://www.pmi.org>

For CSUDH PM Program information: Email: bwald@lists.csudh.edu www.csudh.edu/ee/projectmanagement.html

Basics of Volunteer & Nonprofit Organizations - Board Governance

This one-day program provides an overview of the administrative, legal and financial aspects of volunteer and nonprofit organizations and how they are governed by boards.

Who Should Attend

This course is designed for new, potential and experienced individuals who are considering or currently serving on a volunteer or nonprofit board of directors such as student organizations, homeowner's associations, volunteer associations, nonprofit corporations.

What You Will Learn

- Different types of organizations, such as all-volunteer organizations and staffed
- Basic legal implications of serving on a

nonprofit board

- Roles and responsibilities of being a board member or volunteer
- Different kinds of nonprofits and their financial and legal frameworks
- Key indicators to predetermine a board's effectiveness
- Value of social media

About the Instructor

Raquel Beltrán, MBA, President, B.G. Unlimited; Raquel consults with and provides marketing and management training for organizations, businesses and community programs. She has over 35 years of public and private sector experience working with diverse groups of individuals.

Spring 2011

Basics of Volunteer & Nonprofit Organizations - Board Governance

This course provides an understanding of the legal and financial aspects of volunteer and nonprofit organizations and how they are governed by boards. Areas covered include the current climate under which these organizations operate; how the mission statement should drive decisions-making; transparency and accountability at all levels of the organization; basic board procedures to insure sound decision-making; and how volunteers can be involved in organizations

Scheduled Classes

Date: May 7
 Time: Sat 9am - 4pm
 Fee: \$95
 Location: EE 1210
 Instructor: Raquel Beltrán, MBA
 Course No: NBGB 120 Sec 01
 Reg No: TBA

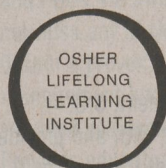
For further information Email: jzitelli@csudh.edu <http://www.csudh.edu/ee/volunteer.html>

Online Management Courses

Hundreds of Online Management Courses Available!

For short courses, see page 22. For certificate/certification courses, see page 25. Or go to <http://dominguezonline.csudh.edu/programs.php>

Osher Lifelong Learning Institute (OLLI)



You are invited to become a member of OLLI at CSUDH.

OLLI at CSUDH provides innovative educational programs for people over 50+ who are excited about learning for the sake of learning. OLLI at CSUDH offers a variety of stimu-

lating courses, lectures, activities and interest groups. Learning takes place in a relaxed and supportive environment on campus where the only prerequisite is a desire to learn. See our website for descriptions of courses and activities:

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

OLLI at CSUDH Benefactors

Support for CSUDH's Osher Lifelong Learning Institute comes from the Bernard Osher Foundation, CSUDH College of Extended & International Education, and OLLI at CSUDH members. More than 120 Osher Lifelong Learning Institutes exist in the United States.

OLLI at CSUDH Membership and Benefits

Annual membership fee is only \$30. Some courses and activities require additional nominal fees. Call (310) 243-3741 to register.

Benefits of CSUDH OLLI membership include

- Osher Lecture Series fall and spring
- Computer and technology training for lifelong learners
- CSUDH Student ID card
- OLLI catalogs and frequent updates on campus events
- Reduced rates for auditing campus courses through Open University
- State-of-the-art classrooms and computer labs
- Bookstore discounts on computer products

OLLI@CSUDH Contact Information

Registration Office 310-243-3741
 OLLI at CSUDH Office 310-243-3208 OLLIassist@csudh.edu
 OLLI at CSUDH Coordinator Jim Bouchard 310-243-3729
jbouchard@csudh.edu
 OLLI at CSUDH Website <http://www.csudh.edu/olli/>

To receive a 2011 OLLI at CSUDH catalog

Call: 310-243-3208

OLLI at CSUDH MEMBERSHIP FORM

(July 1, 2010 - June 30, 2011)

TO REGISTER: Make checks for \$30 payable to CSUDH. Or call our registration office at 310-243-3741 to register by credit card.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: () _____

email: _____

Date of Birth: _____

MAIL CHECK AND REGISTRATION TO:

OLLI at CSUDH
 California State University Dominguez Hills
 College of Extended & International Education, EE-1300
 1000 East Victoria Street
 Carson, CA 90747

OLLI at CSUDH Omnilore Program

Omnilore is a program of OLLI at CSUDH and is available to members for an additional fee of \$90.



Omnilore features a peer-led study discussion format. The Study/Discussion Group is the core of the peer-led program. Within the group, each member participates by choosing a topic related to the subject under study, researching it and then presenting the information to the group. Omnilore classes meet at the Franklin Center in Redondo Beach in either room 7 or room 8.

Call (310) 540-6011 to learn more about peer-led courses.

Before registering in the peer-led program, a prospective member is required to attend an Omnilore orientation session. See website (www.omnilore.org) for orientation dates, or call 310.540.6011

Personal Development Online Courses

Hundreds of Online Personal Development Courses Available!
 For short courses, see page 22.
 For certificate/certification courses, see page 25.
 Or go to <http://dominguezonline.csudh.edu/programs.php>

Quality Assurance

Degree Programs

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Quality Engineering 72
Quality Auditing 72
Reliability Engineering 72
Software Quality Engineer 72

**Quality Assurance
Master of Science
Online** 

The Program

Quality Assurance is an interdisciplinary profession practiced by management and technical personnel responsible for planning and assuring the quality of products and services. Participants in the Master of Science in Quality Assurance (MSQA) receive education in both the technical and administrative foundations of the field.

The curriculum prepares working professionals to lead organizations toward the objective of "total quality." The program's interdisciplinary approach blends study in management with quality-concepts. Relevant theoretical and practical course

**Leader in
Quality Assurance
Education**

Online On Site

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. All MSQA programs are available in-house at your site. Contact msqa@csudh.edu

work, independent study, interaction with fellow students and working quality professionals, and a thesis or final project provide a well-rounded learning experience. The MSQA requires thirty-three semester units and options are offered in Manufacturing, Service and Health Care. Students can customize their program of study to include areas of personal and professional interest.

What You Will Learn

Through the program, students acquire knowledge and skills in the following areas:

- 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 MSQA is ideal for creative thinkers who can apply technical and statistical principles and enjoy solving problems to increase safety and efficiency in crucial industries. The MSQA prepares 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.

The demand for individuals with industry-specific technical, management and team-based problem-solving skills is increasing as developments in science and technology advance. A degree in Quality Assurance is extremely versatile and provides graduates with many career options.

Admission Requirements


Candidates for the MSQA program must meet the CSUDH graduate admissions requirements and have a bachelor's degree. Applicants should have completed courses in mathematical statistics, theory of probabilities and principles of computer technology. Students who do not meet these requirements may be offered conditional admission to the program based upon review by the MSQA Admissions Committee. Information about graduate admissions is available at www.csudh.edu/graduatestudies.

Taking Courses Before Admission

Students can take up to three courses in the program before being admitted to the MSQA. This gives a student the opportunity to take courses while his/her admission application is being processed. Once admitted, a student can apply these courses toward the degree.

In addition, the Quality Assurance Program offers Certificates of Completion in several topics. These certificate programs include core courses from the MSQA program. If a student completes a certificate program and is later admitted to the MSQA, courses may be applied toward the degree.

Quality Assurance Master of Science

Online 

Scheduled Classes - Spring 2011

Start date: Jan 11, 2011 • Last day to register: Jan 7, 2011 • Last day of class: Apr 12, 2011

MSQA Spring 2011 Internet Program Schedule

Course	Title	Units	Date	Location	Fee	Instructor	Reg. No.
QAS 510.41	Advance Probability/Statistic <i>Requires 1 semester of college calculus</i>	3	1/11 - 4/12	Internet	\$735	John Miller	21944
QAS 511.41	Quality Function Management & TQM	3	1/11 - 4/12	Internet	\$735	William Trappen	21945
QAS 512.41	Reliability <i>Requires completion of QAS510</i>	3	1/11 - 4/12	Internet	\$735	Dan Dunahay	21946
QAS 515.41	Human Factors in Quality Assurance	3	1/11 - 4/12	Internet	\$735	Jim Clauson	21947
QAS 516.41	Measurement and Testing Techniques	3	1/11 - 4/12	Internet	\$735	Emil Hazarian	21948
QAS 518.41	Quality Project Management	3	1/11 - 4/12	Internet	\$735	William Trappen	21949
QAS 526.41	Supplier Quality Assurance <i>Requires completion of QAS511</i>	3	1/11 - 4/12	Internet	\$735	Milton Krivokuca	21950
QAS 530.41	Statistical Quality Control for Service	3	1/11 - 4/12	Internet	\$735	Dan Dunahay	21951
QAS 532.41	Quality Assurance for the Service Delivery Process <i>Requires completion of QAS531</i>	3	1/11 - 4/12	Internet	\$735	Keith Fulton	21952
QAS 535.41	"Lean Thinking"	3	1/11 - 4/12	Internet	\$735	Gerald VerDuft	21953
QAS 539.41	"Good Manufacturing Practices"	3	1/11 - 4/12	Internet	\$735	Nanette Monreal	21954
QAS 540.41	Food & Drug Law	3	1/11 - 4/12	Internet	\$735	Minoos Hosseini	21955
QAS 542.41	"Risk Management"	3	1/11 - 4/12	Internet	\$735	Barrett Craner	21956
QAS 598.41	Directed Research <i>(Must have 18 units of QAS course work and the GVAR completed)</i>	3	1/11 - 4/12	Internet	\$735	Robert Spencer	21957
QAS 599.41	Thesis/Project <i>(Requires completion of QAS598S. Must have 18 units of QAS course work and the GVAR completed)</i>	3	1/11 - 4/12	Internet	\$735	Thesis/Project Committee Members	21958
QAS 600S.41	Graduate Continuation Course	0	1/11 - 4/12	Internet	\$150	Staff	21959
QAS 495	Mathematics for Quality Assurance	1	3/1-4/12 Last day to register:2/25	Internet	\$245	John Miller	21943

Subject to Occasional Changes

For more information: 310-243-3880
 email: msqa@csudh.edu • <http://www.csudh.edu/msqa>

**Quality Assurance
Bachelor of Science
& Quality Assurance
Bachelor of Science with
Measurement Science Option**

The Program

Quality Assurance is an interdisciplinary profession practiced by management and technical personnel responsible for planning and assuring the quality of products and services. 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 online program requires no on-campus attendance. Courses

are offered throughout the year on a trimester basis.

Advantages of the Program

- 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) through a broad curriculum that includes a culminating project.
- 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

The best way a student can prepare for transferring to the BSQA program is to complete an associate's degree with lower-division General Education requirements that meet both the CSUDH and BSQA requirements. Residence Units (Includes courses taken on the Internet, Correspondence and Television through CSUDH)

1. A minimum of 30 semester units must be completed in residence at CSU Dominguez Hills, of which 24 shall be earned in upper division courses and 12 upper division units shall be in the major. When a minor is declared, at least one-half of all upper division units earned for the minor must be completed in residence at CSU Dominguez Hills.
2. Credit by examination may not be used to fulfill the minimum residence requirement.
3. Up to 24 units of coursework taken in non-matriculated status through Open University may be used to fulfill the minimum residency requirement.
4. Credit received in summer session or January session at CSU Dominguez Hills may be counted as residence credit.
5. At least nine units of General Education must be completed at CSU Dominguez Hills.

Start date: Jan 11, 2011 • Last day to register: Jan 7, 2011 • Last day of class: Apr 12, 2011

BSQA Scheduled Internet Classes - Spring 2011

Course	Title	Units	Date	Prerequisite	Fee	Instructor	Reg. No.
QAS 200.41	Fundamentals of Quality	3	1/11 - 4/12		\$690	David Vu	21934
QAS 220.41	Introduction to Measurement Science	3	1/11 - 4/12	MAT 131	\$690	Emil Hazarian	21935
QAS 312.41	Interpretation of Technical Documentation	3	1/11 - 4/12	MAT 191, QAS 200, QAS 220	\$690	Craig Carpenter	21936
QAS 330.41	Statistical Quality Control and Inspection	3	1/11 - 4/12	MAT 131, QAS 200, QAS 220	\$690	Dan Dunahay	21937
QAS 340.41	Measurement Uncertainty	3	1/11 - 4/12	MAT131, MAT193, QAS200, QAS220	\$690	Emil Hazarian	21939
QAS 360.41	Lean Manufacturing	3	1/11 - 4/12		\$690	Gerald VerDuft	21940
QAS 445.41	System Failure Analysis	3	1/11 - 4/12	QAS 340	\$690	Craig Carpenter	21941
QAS 450.41	Value Based Quality	3	1/11 - 4/12	QAS200, QAS220,	\$690	Kim Niles	21942
QAS 498.41	Directed Research	3	1/11 - 4/12	All 300 Level Courses in Major	\$690	Robert Spencer	21960
QAS 499.41	Senior Project	3	1/11 - 4/12	QAS 496 or QAS 498	\$690	Robert Spencer	22025

Subject to Occasional Changes

For More Information: (310) 243-3880 • email: bsqa@csudh.edu • www.csudh.edu/bsqa

**Quality Assurance
Bachelor of Science**

(Continued)

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.

QAS course fees are \$230.00* per unit or \$690.00 for a three (3) unit course.

* Fees are subject to change.

We are replacing QAS (QMS) 428, Purchasing and Procurement, a required course, with on-line course, PIX 319.41 (CRN 20643),

Basics of Supply Change Management.

3 units

Date: Jan 4 - Mar 29

Location: online

Fee: \$350

Instructor: Joan Hall

Course No.: PIX 319 Sec 41

Reg No.: 20643

Last Day To Register: Dec 23

Quality Certificates

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

To earn a certificate students should complete three graduate level courses and the associated capstone course from the MSQA program.

Certificate in Management Quality /Organizational Excellence

Quality Function Management & TQM	QAS 511
Quality Project Management & Productivity	QAS 518
Supplier Quality Assurance	QAS 526
Quality Measurement	QAS 527
Certified Quality Manager / Organizational Excellence 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) 243-3352.

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

**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 Certificate in Management Quality /Organizational Excellence (CMQ/OE) 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:

ASQ Exam Preparation Quality Capstone

(Continued)

- 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.

Online Classes

NBQA 701 Certified Quality Management / Organizational Excellence Exam Prep.


Date: Jan 4 - Mar 1
Location: online 
Fee: \$350
Instructor: Nanette Monreal
Course No.: NBQA 701 Sec 41
Reg. No.: 22029

Start date: Jan 4, 2011

Last day to register: Jan 4, 2011


Last day of class: Mar 1, 2011

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

Date: Jan 4 - Mar 1
Location: online 
Fee: \$350
Instructor: Michael Falk
Course No.: NBQA 704 Sec 41

Reg. No.: 22023
Start date: Jan 4, 2011
Last day to register: Jan 4, 2011
Last day of class: Mar 1, 2011

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation


Date: Mar 22 - May 10
Location: online 
Fee: \$350
Instructor: Catherine French
Course No.: NBQA 702 Sec 41
Reg. No.: 22031

Start date: Mar 22, 2011

Last day to register: Mar 18, 2011


Last day of class: May 10, 2011

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

Date: Mar 22 - May 10
Location: online 

Fee: \$350
Instructor: Milton Krivokuca
Course No.: NBQA 703 Sec 41
Reg. No.: 22032
Start date: Mar 22, 2011
Last day to register: Mar 18, 2011
Last day of class: May 10, 2011

NBQA 705 Certified Software Quality Engineer Prep

Date: Mar 15 - May 10
Location: online 
Fee: \$350
Instructor: William Harwood
Course No.: NBQA 705 Sec 41
Reg. No.: 22034
Start date: Mar 15, 2011
Last day to register: Mar 11, 2011
Last day of class: May 10, 2011

Certified Calibration Technician Engineer Exam Prep


New at California State University Dominguez Hills

Successful Quality Management Systems require an organizational culture that understands the importance of a team effort in order to achieve organizational excellence. For many years, laboratories have contributed to organizational excellence by assuring measurement equipment is properly applied through maintenance and calibration procedures. These laboratory technicians are very knowledgeable and dedicated professionals who often do not receive the recognition their contributions provide. These professionals often are not actively involved with quality improvement efforts outside of the laboratory.

The CCT body of knowledge developed by ASQ provides recognition for professional accomplishment of calibration technicians to an internationally recognized level of proficiency. In addition, the CCT includes information to inform calibration technicians their contributions contribute to related quality improvement processes within an organization.

Do your calibration professionals have this knowledge? Are they recognized for their accomplishments?

California State University Dominguez Hills, the premier university for advanced education in Quality will offer the CCT Refresher Course to prepare individuals for the certification. Special sessions can be arranged for company specific training at your facility.

Date: Mar 15 - May 10
Location: online 
Fee: \$475
Instructor: Milt Krivokuca
Course No.: NBQA 709 Sec 41
Reg. No.: 22221

Sports & Recreation

M.A. Physical Education
 Administration28
 Personal Fitness Trainer
 Certificate of Completion74
 Sport & fitness Psychology,
 Certificate (Online)74

**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 thirty-hour internship will help prepare you to work in the fitness field. W.I.T.S. is an approved CEU provider for International Association of Continuing

Education and Training (IACET), Board of Certification for Athletic Trainers (BOC) and the American Occupational Therapy Association (AOTA). College credits towards a degree can also be acquired through our affiliation with the American Council on Education.

Now approved by AOTA for Occupational Therapists!

We are proud to announce that we have been approved by the American Occupational Therapy Association (AOTA) for Occupational Therapists in the U.S.

Certificate requirements

The National Exam is held on the 6th week. Proof of CPR/AED and internship is required before the certificate can be issued.

Costs, Books, & Materials

Students are also required to purchase a textbook, *Fitness Professional's Handbook*, 5th edition by Howley and Franks.

Students are to read chapters 1, 3, 5 and 6 for the first class.

1-Hour Orientation

Free to the public. Come learn about the personal Fitness Training Certificate program from the experts. You'll also get an overview of the personal fitness training industry and trends. Call 310-243-3741 to make your reservation for this free orientation meeting.
 Date: Mar 1, 2011
 Time: Tue 6:30pm
 Location: CSUDH EE 1209
 Course No.: NHEX 100 Sec 01
 Reg. No.: 22090

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: Mar 12 - Apr 16
 Time: Sat 9am-4pm
 Meetings: 6

Location: EE 1210 & Riviera Fitness Club
 Fee: \$399
 Instructor: WITS Staff
 Course No.: NHEX 110 Sec 01
 Reg. No.: 22089



Find us on Facebook

www.facebook.com/pages/Virginia-Beach-VA/World-Instructor-Training-Schools/178390557941

For more information:

www.csudh.edu/ee/
 personalfitnesstrainer.html or
 WITS Customer Service: (888)330-9487
 csdept@witseducation.com
 or visit www.witseducation.com

**Sport & Fitness
 Psychology Online
 Certificate Program**
 Achieve optimal performance
 & apply team-building
 techniques

Program Description

Online!

The online Sport & Fitness Psychology Certificate Program addresses a growing demand for techniques that contribute to optimal performance. Participants will acquire an understanding of psychological principals and knowledge that enhance sports performance, teamwork, fitness, and well-being. This is not a certificate in coaching. Courses focus on the psychological aspects of performance, teamwork and fitness.

This is an academic Certificate Program, consisting of five senior-level courses, each carrying three semester units. Take one course or complete the certificate.

Location

Courses are offered online using the Blackboard course management system and can be taken anytime, anywhere.

**Sport & Fitness
Psychology Online
Certificate Program**

(Continued)

Who Should Attend

Anyone involved in sports, fitness, coaching, and team building, such as athletes, trainers, coaches, fitness instructors, managers, health professionals, therapists, and individuals interested in performance and psychology.

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 have an opportunity to advance their careers.

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. Dr. Palmer has a private practice as a clinical psychologist.

Mark Cartiglia, Ph.D. Instructor, Department of Psychology, California State University, Fullerton. His areas of interest include psychological testing and sport psychology.

Courses

PSY 480 Sport Psychology

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 486: Internship in Sport and Fitness Psychology

Supervised application of psychological principles applied to sports and fitness to promote performance and optimal well-being.

Course outlines available on program website
www.csudh.edu/sportpsychology


Spring 2011 Online Schedule

Sport Psychology

3 Units

Introductory course in the Sport & Fitness Psychology Certificate program. You will learn about the important role psychology is playing in the world of sports today. Topics include:

- importance of personality, temperament and mood in sports setting
- issues in youth sports, including emotional abuse and exploitation
- strategies to prevent excess stress and burn out in young athletes
- strategies to facilitate character development in athletes of all ages
- psychological techniques that improve performance.


Date Jan 31 - Mar 28
Location online 
Fee \$654
Instructor Mark Cartiglia, PhD
Course No PSY 480 Sec 41
Reg. No 22240

Psychology of Coaching and Team Building

3 Units

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.

Learn to use effective coaching and team-building tools in sports, whether you are a professional coach, high school coach, parent coach, or athlete. This course shows you how these tools can be used in a variety of everyday situations.

Date Apr 4 - May 13
Location: online 
Fee \$654

Instructor Beverly Palmer, PhD
Course No. PSY 482 Sec 41
Reg. No. 22239

Internship in Sports and Fitness Psychology

3 Units

Prerequisites: Completion of PSY 480, PSY 481, PSY 482, PSY 483; permission of coordinator

This course provides supervised application of psychological principles applied to sports and fitness exercise in order to promote performance and optimal well-being. In this course students will

- Apply psychological principles
- Create individualized fitness programs
- Identify individual sports and exercise needs and implement a program to meet those needs
- Train individuals in techniques to improve team performance
- Describe ethical issues in delivery of sports and exercise services

Course requirements include identification of an appropriate fieldwork site, completing supervised hours at a site, and submitting weekly written logs. This course is graded CR/NC only.

Date Jan 24 - May 13
Location on site & online
Fee \$654
Instructor Beverly Palmer, PhD
Course No PSY 486 Sec 41
Reg. No 22242

For more information:
Contact Joanne Zitelli at jzitelli@csudh.edu
Visit the program website
www.csudh.edu/sportpsychology/

Supply Chain Management

Special Major BA, Production and Inventory Control76
 Production & Inventory Control Certificate77
 Purchasing Certificate78

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 PIX 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 PIX 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 PIX 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 PIX course successfully completed counts as 3 of the 24 acceptable units.

Sample Programs

For complete requirements, please consult the University Catalog at: <http://www.csudh.edu/catalog/2009-2011/SpecialMajor.htm> and a program advisor. Additional prerequisite units may be required in the major and minor.

For more information:
 email bwald@lists.csudh.edu or
 visit the web site
<http://www.csudh.edu/ee/BAProdInvCtl.html>

Two Online 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

Two Online Certificate Programs in Supply Chain Management:

(Continued)

* comprehensive introduction to supply chain management, the coursework is designed to 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.

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.

Production & Inventory Control Certificate Program

Courses

- Basics of Supply Chain Management PIX 319 (PIX 319 is the foundation course and must be taken first)
- Detailed Scheduling/Planning PIX 331
- Operations Execution/Control PIX 332
- Master Planning of Resources PIX 333
- Strategic Management of Resources PIX 340

I would like to say that I have enjoyed my journey of learning. I discovered I really do love learning and now that I have "time on my hands" I may just take a Project Management course. Thank you for your help and encouragement.

- Sally Kaye
Production Planner
Younger Optics, Torrance, CA

Books and Materials

Please purchase the most current edition:
Introduction to Materials Managements, Arnold - PIX 319
APICS Participant Guide - PIX 331, 332, 333, 340
APICS Dictionary (optional)

Students must obtain textbooks prior to their first class.

Program Instructor

Joan Hall, Lifetime CPIM with APICS and over 25 years of experience in production and inventory control. She has been teaching the Production and Inventory Control certificate program for over 20 years for CSUDH which included company in-house programs, television, on campus and now the internet. Joan has a BS in Business Education and an MA in Secondary Education from CSULB.

SCHEDULED CLASSES

Spring 2011

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 - Apr 1
Location: online ✓
Fee: \$510

Instructor: Joan Hall
Course No. PIX 319 Sec 41
Reg. No. 22012

Master Planning of Resources

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

Date: Jan 3 - Apr 1
Location: online ✓
Fee: \$510
Instructor: Joan Hall
Course No. PIX 333 Sec 41
Reg. No. 22011

Summer 2011

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: Apr 4 - Jul 1
Location: online ✓
Fee: \$510
Instructor: Joan Hall
Course No. PIX 319 Sec 41
Reg. No. 30024

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: Apr 4 - Jul 1
Location: online ✓
Fee: \$510
Instructor: Joan Hall
Course No. PIX 332 Sec 41
Reg. No. 30023

PIX 2011 Internet Schedule

Class	Title	Credits	Spr '11	Sum '11	Fall'11
PIX 319	Basics of Supply Chain Management	3 Ext	•	•	•
PIX 331	Detailed Scheduling/Planning	3 Ext			
PIX 332	Operations Execution and Control	3 Ext		•	
PIX 333	Master Planning of Resources	3 Ext	•		
PIX 340	Strategic Management of Resources	3 Ext			•

Schedule subject to change

For further info:
Email: bwald@lists.csudh.edu
Visit the website:
www.csudh.edu/lapiconline

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

Instructor

Frank Putz, A.P.P., C.P.M., and CPIM, with over 24 years of active experience in electronics, material planning and military procurement practices.

SCHEDULED CLASSES Spring 2011

Purchasing Fundamentals

3 Units

(PRX 200 is the foundation course and must be taken first.)

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 - Apr 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 200 Sec 41
Reg. No.	22026

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.

*"Frank, thank you very much for teaching this program. I've learned so much. My manager and the entire department has noticed the improvement in my work. And I now understand what everyone is talking about.
I will recommend this program to others who are interested in the field of Purchasing."*

-Jena Campion
Purchasing Specialist
Kubota Tractor Company
Torrance, CA

Date:	Jan 3 - Apr 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 310 Sec 41
Reg. No.	22030

Public Sector Procurement

3 Units

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

Date:	Jan 3 - Apr 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 330 Sec 41
Reg. No.	22024

Summer 2011

Purchasing Fundamentals

3 Units

(PRX 200 is the foundation course and must be taken first.)

Course examines the fundamental elements

"Frank, thank you for the expert training and guidance. I have gained invaluable insight in the Purchasing field."

-Ken Downard
Operations/Procurement Estimator
B/E Aerospace
Marysville, WA

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:	Apr 4 - Jul 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 200 Sec 41
Reg. No.	30025

Advanced Purchasing Concepts

3 Units

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

Date:	Apr 4 - Jul 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 340 Sec 41
Reg. No.	30026

Public Sector Procurement

3 Units

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

Date:	Apr 4 - Jul 1
Location:	online <input checked="" type="checkbox"/>
Fee:	\$510
Instructor:	Frank Putz
Course No.	PRX 330 Sec 41
Reg. No.	30027

Purchasing Year 2011 Internet Schedule

Class	Title	Credits	Spr '11	Sum '11	Fall '11
PRX 200	Purchasing Fundamentals	3 Ext	●	●	●
PIX 319	Basics of Supply Chain Management	3 Ext	●	●	●
PRX 310	Cost-Price Analysis and Negotiation	3 Ext	●		●
PRX 330	Public Sector Procurement	3 Ext	●	●	
PRX 340	Advanced Purchasing Concepts	3 Ext		●	●

For more information:
Email: bwald@lists.csudh.edu
Visit the website:
www.csudh.edu/purchasingonline

TEST PREPARATION

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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. 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

CBEST

(California Basic Educational Skills Test)

New computer test information included.

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.

Date: Jan 16-30
 Time: Sun 9am-3pm
 Meetings: 3
 Location: CSUDH EE 1205

Fee: \$285
 Course No.: NXCB 101 Sec 01
 Reg. No.: 22098

Date: Jul 23 - 31
 Time: Sat & Sun 9am-3pm
 Meetings: 3
 Location: CSUDH EE 1206
 Fee: \$285
 Course No.: NXCB 101 Sec 01
 Reg. No.: 30019

CSET Multiple Subjects Exam
 (California Subjects Exam for Teachers)

New 2009 Cliff's CSET book included.

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.

Date: Dec 11-19
 Time: Sat & Sun 9am-4pm
 Meetings: 3
 Location: CSUDH EE 1210
 Fee: \$390
 Course No.: NXCS 101 Sec 02
 Reg. No.: 42915

Date: Jun 18-26
 Time: Sat & Sun 9am-4pm
 Meetings: 3
 Location: CSUDH EE 1210
 Fee: \$390
 Course No.: NXCS 101 Sec 01
 Reg. No.: 30022

GMAT
 (Graduate Management Admission Test)

Computer-adapted testing.

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. All books included. Call ETS for test application at (800) 717-4628 www.mba.com

Date: Feb 26 - Mar 19
 Time: Sat 9am-3pm
 Meetings: 4
 Location: CSUDH EE 1206
 Fee: \$390
 Course No.: NXGM 101 Sec 01
 Reg. No.: 22100

Date: Jun 18 - Jul 16
 Time: Sat 9am-3pm
 Meetings: 4
 Location: CSUDH EE 1206
 Fee: \$390
 Course No.: NXGM 101 Sec 01
 Reg. No.: 30021

GRE Review

(Graduate Record Exam - General Test.)

Computer-based testing.

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.

Date: Jan 22 - Feb 12
 Time: Sat 9am-1pm
 Meetings: 4
 Location: CSUDH EE 1210
 Fee: \$370
 Course No.: NXCB 101 Sec 01
 Reg. No.: 22102

Date: Jun 25 - Jul 23
 Time: Sat 9am-1pm
 Meetings: 4
 Location: CSUDH EE 1210
 Fee: \$370
 Course No.: NXCB 101 Sec 01
 Reg. No.: 30020

For more information or to register call 310-243-3741 or Email: eeinfo@csudh.edu or visit the website: www.csudh.edu/ee/testprep.html

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.

Date: Jan 22 & 29
 Time: Sat 9am – 3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Instructor: Hilda Fetcenko
 Course No.: TEX 922 Sec 02
 Reg. No.: 21975

Date: Mar 26 & Apr 2
 Time: Sat 9am – 3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Instructor: Hilda Fetcenko
 Course No.: TEX 922 Sec 04
 Reg. No.: 21977

Date: May 14 & 21
 Time: Sat 9am – 3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Instructor: Hilda Fetcenko
 Course No.: TEX 922 Sec 06
 Reg. No.: 21979

For information and to register:
 310-243-3741
 eeinfo@csudh.edu
 www.csudh.edu/ee/testprep.html

Online Courses

Test Prep courses are also available online.

See page 24. Or go to
<http://dominguezonline.csudh.edu/programs.php>

Education Courses Online

See Page 28

We offer credential and certificate programs for Educators:

**Adult Education Teaching
Credential**

**Assistive Technology
Certificate Online**

Autism Certificate

**Community College
Teaching Certificate Online**

See Page 28



**Achieve Your Masters
Degree via**

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M.A. Humanities

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for information
 See Page 5
 or email: layres@csudh.edu
 310-243-3190
www.csudh.edu/hux

You can take
**University
 classes
 RIGHT NOW!**

through

**Open
 University**

For further information:
www.csudh.edu/open
 310-243-3741
eeinfo@csudh.edu

Registration Information

Who May Register

Extension classes are open to the public. You do not need a college degree 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.

Four Ways to Register



Register By Mail: Complete the Registration Form at the end of this catalog 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 Card by calling (310) 243-3741, Monday through Thursday 8am - 8pm; Friday 8am - 5pm and 8am-1:30pm on Saturdays.



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 (no cash). Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.



MyCSUDH: College of Extended & International Education students who have previously taken a class at Dominguez Hills can register via MyCSUDH:

<http://my.csudh.edu>

Or go to <http://www.csudh.edu>

From the QUICKLINKS pull-down menu, select MyCSUDH to register.

For credit courses, click on Student Center, and then on link "Add a Class". Students enrolling in non-credit and CEU courses click on Non-

Credit Enrollment first and then enroll. To complete the online registration process, students must pay in full at the time of registration. From the pull down menu, please choose "Pay Your Fees" and pay with your credit card. Acceptable forms of payment are Visa Card, MasterCard, or Discover Card. Students will be disenrolled from classes within 24 hours if payment is not received at the time of registration.

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 will receive confirmation of enrollment via e-mail, provided we have a valid e-mail address for you on record. Additionally, 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 in writing between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to submit a written request to our office for a refund of fees. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education Registration 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 percent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings or less, or four weeks or less, no refund will be made.

Above refund policies do not apply to courses that are offered in partnership with other educational institutions. These include, but are not limited to, the following partners: UCSD, Gatlin, Ed2Go, YESI, SHRM and the Center for Legal Studies.

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 transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. A grade of "W" will be assigned if a student withdraws at any time during the course and signatures of the instructor and school dean are required.

One Week Courses

On the first day of the week of the session, a student may withdraw and no grade is assigned; the enrollment does not appear on the student's transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. A grade of "W" will be assigned if a student withdraws at any time after the first day of the week and signatures of the instructor and school dean are required.

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 transcript. A grade of "W" will be assigned if a student withdraws at anytime after the first three days of the first week and signatures of the instructor and school dean are required.

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 transcript. Prior to the last two days of the session, a student may withdraw with a "W" for any reason. Signatures of the instructor and school dean are required. During the last two days of the session, a student may withdraw with a "W" for serious and compelling reasons only and signatures of the instructor and school dean are required.

Four And Five Week Courses

During the first week, a student may withdraw and no grade is assigned. No signatures are required if a four or five week course is dropped during the first week. Prior to the last four days of the session, a student may withdraw with a "W" with the signatures of the instructor and school dean. During the last four days of the session, a student may withdraw with a "W" grade for serious and compelling reason, with the

signatures of the instructor and school dean.

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.

High School Students

Qualified high school students who will enter the junior or senior year in Fall 2010 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.

my.csudh.edu

MyCSUDH (<http://my.csudh.edu>) is a one-stop portal that provides you with information related to financial aid, registration, student financial activity, academic advising, holds and to-do items.

To login to MyCSUDH, you must use your username and password. If you forgot your username:

- Call the Extended Education Registration office at (310)243-3741.
- If you have any difficulty activating your account please contact the help desk at (310) 243-2500 or helpdesk@csudh.edu.

Before logging into my.csudh.edu click the "Activate your Account" link. The following is your account activation information:

User ID:

Activation code: your six digit birth date (mmdyy)

Activation (and Log In) location:
<http://my.csudh.edu>

If you have ever had a CSUDH e-mail account, you do not need to activate. That account's username and password are already active and you can use them to login.

If you need additional assistance, please call Extended Education Registration at (310) 243-3741 or 1-877-GO-HILLS.

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 A290). 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/no-credit 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/no-credit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Official transcripts with current grades will be available approximately 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, please access MyCSUDH: <http://my.csudh.edu>, or go to <http://www.csudh.edu> From the QUICKLINKS pull-down menu, select MyCSUDH.

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 their 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

Sexual Harassment Policy

(Continued)

condition of appointment, employment, admission or academic evaluation:

- Submission to, or 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 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.

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

The newly expanded facility houses the bookstore, Schools Credit Union, game room, reservable meeting rooms, an elegant ballroom, a food court, a restaurant, a pub sports lounge, student clubs and organizations spaces, the student life department office, discounted amusement park tickets and an outdoor performance patio.

For further information, call (310) 243-3854, or visit the website at <http://www.csudh.edu/usu>.

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

CSUDH: Parking permits are required for all on-campus classes (Disabled placards included). They are available from the machines at the entrance to each parking lot (see Parking Fees below).

No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

Inglewood One-Stop Center: Free Parking in City Hall lot.

Parking Fees

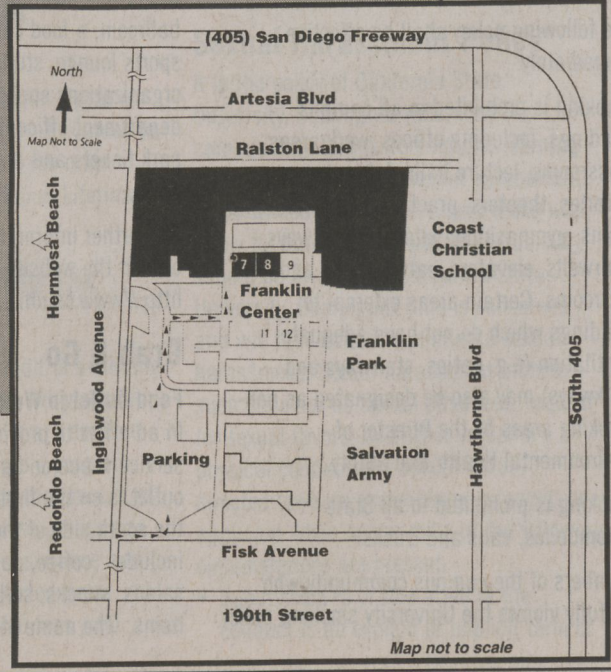
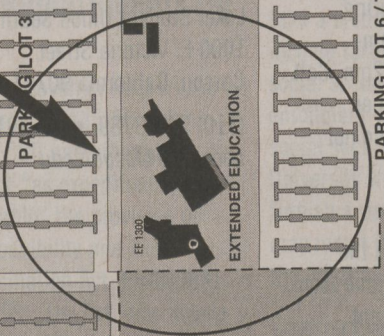
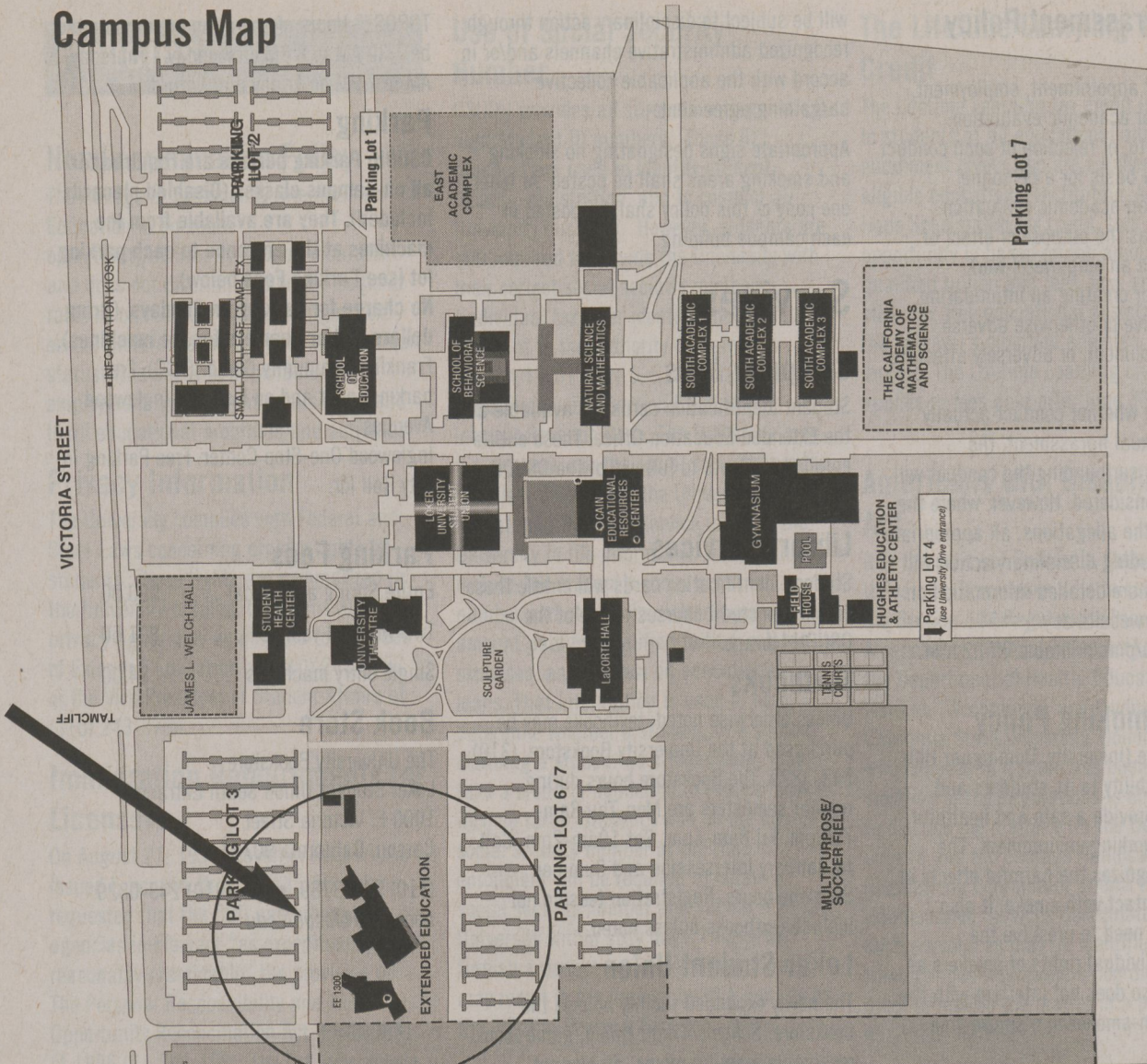
Entire Spring auto decal	\$90.00
Two-wheeled vehicle	\$21.50
Single entry machines	\$4.00

Book Store

The University Bookstore
Loker Student Union South Entrance
1000 E. Victoria Street
Carson, California 90747

(310) 243-3789 • fax (310) 243-0329
bookstore@csudh.edu

Campus Map



Home Depot Center
Sports Complex

AVALON BLVD.

Franklin Community Center
850 Inglewood Avenue
Redondo Beach
(Parking is free in lot or on street)

Dean, Extended & International Education

Margaret Gordon, Ph.D.
(310) 243-3737

Associate Dean

Joanne Zitelli, Ph.D.
(310) 243-3737

**Executive Assistant
Facilities Coordinator**

ETP Training Program Coordinator
Teresa J. Stevens
(310) 243-3737/2012

Academic Resource Manager

Brenda Blow
(310) 243-2422

Secretary to the Dean

Diane Davila
310-243-3737

Receptionist

Connie Pimental
(310) 243-3737

Undergraduate Preadmissions Advisor

Lani Donnelly
(310) 243-2870

Military Program Advisor

Erika Valdez
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& Culture Program**

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**Program Assistant, American Language
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Program Assistant, International Education

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and Distance Learning**

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(310) 243-2288

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and Distance Learning**

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(310) 243-2675

**Television Engineer, Mediated Instruction
and Distance Learning**

Bob Smith
(310) 243-3113

**Senior Producer, Mediated Instruction
and Distance Learning**

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Instruction and Distance Learning**

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(310) 243-3049

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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, Center for Training & Development
Director, OSHA Training Institute**

Jason Vogel
(310) 243-3355

Program Associate, OSHA Training Institute

Trivia Brown
(310) 243-2425

Coordinator, International Training Programs

Michael Casner
(310) 243-3972

Director, Extension Programs

Babette Wald
(310) 243-3730

Senior Program Development Specialist

Jim Bouchard
(310) 243-3729

Coordinator, M.S. Quality Assurance Program

Milt Krivokuca
(310) 243-3352

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Quality Assurance Programs**

Rodger Hamrick
(310) 243-3880

Director, Marketing

Keith Otterberg
(310) 243-3069

Director, Operations

Timothy Mozia, Ph.D.
(310) 243-2190

Registrar

Jacqueline McKenzie
(310) 243-3741

Accounting Technician

Christina Baltazar
(310) 243-3741

Payroll Technician

Deidre Fisher
(310) 243-3741

Registration Associate

Gayle Heifetz
(310) 243-3741

Registration Associate

Michelle Bacalso
(310) 243-3741

Night & Weekend Registration Associate

Dionne Rollins
(310) 243-3741

Program Associate

Gabrielle M. McKeney
(310) 243-3782

Program Associate

Diana Ulloa
(310) 243-2781

Program Associate

Louisa DiBernardo
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Coordinator, Humanities External Degree Program

Patricia Cherin, Ph.D.
(310) 243-3191

**Program Associate, Humanities External Degree
Program**

Nicole Ballard
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**Program Associate, Humanities External Degree
Program**

Lisa Ayres
(310) 243-3743

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**California State University, Dominguez Hills
University Extension Registration Form
EXTENDED EDUCATION PROGRAMS**

Date of Application _____ Student ID: _____ Birthdate _____
month/day/year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Cell Phone

New address? yes no Gender: male female
Have you been enrolled at CSUDH before? yes no Date last enrolled _____

Employer _____ Email _____
Company Name

What level of education have you completed?
 Some High School High School Graduate Some College AA/AS Degree BA/BA Degree Graduate Degree

Course Information

Reg. No.	Course No.	Section	Term (Spring '11)	Course Title	Units	Fee

Total Fee Submitted \$ _____

Payment Method

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

Account Number _____ Exp Date _____ 3 Digit Security No. _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify Extended Education between the hours of 8:00am and 8:00pm Monday through Thursday, from 8:00am to 5pm on Fridays and from 8:00am to 1:30pm on Saturdays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

4 WAYS TO REGISTER



Stop by the College of Extended & International Education on Campus
1000 East Victoria Street, Carson, CA.



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



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



Online: my.csudh.edu



California State University
Dominguez Hills

COLLEGE OF EXTENDED & INTERNATIONAL EDUCATION
1000 EAST VICTORIA STREET
CARSON, CA 90747

California State University Dominguez Hills



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For More Information:

310-243-3355

osha@csudh.edu

www.csudh.edu/osha