



**CALIFORNIA
STATE
UNIVERSITY
DOMINGUEZ
HILLS**

EXTENDED EDUCATION SPRING 2013

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

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.

- 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.



REGISTER TODAY

Spring 2013

Front Cover Design by Lupita Garcia

Open House Schedule - Spring 2013

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 2013 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	Reg. No.	Contact
Adult Education Orientation*	Mon	Jan 14, 2013	6:30 - 7:30pm	EE-1217	22324	310-243-3741
	Mon	Apr 15, 2013	6:30 - 7:30pm	EE-1209	22325	310-243-3741
Alcohol & Drug Counseling*	Tue	Nov 20, 2012	6:00pm	EE-1205	42586	310-243-3741
Cal-OSHA	Fri	Feb 8, 2013	1 - 3:00pm	EE-1213		310-243-3355
	Fri	May 17, 2013	1 - 3:00pm	EE-1213		310-243-3355
Community College Teaching Certificate*	Sat	Jan 12, 2013	10-11:30am	EE-1213	22313	310-243-3741
EKG Technician Certificate of Completion	Tue	Mar 6, 2013	6:30pm	EE 1210	22269	310-243-3741
International Education Center - Study Abroad	Tue	Feb 19, 2013	11am - 12pm	TBA		310-243-3919
	Wed	Mar 20, 2013	11am - 12pm	TBA		310-243-3919
	Tue	Apr 16, 2013	11am - 12pm	TBA		310-243-3919
	Thu	May 2, 2013	11am - 12pm	TBA		310-243-3919
Lifelong Learning at CSUDH (OLLI)	Tue	Jan 29, 2013	1:30pm	EE-1213		310-243-3208
Personal Fitness Trainer Certification*	Tue	Feb 20, 2013	6:30pm	EE-1217	22271	310-243-3741
Pharmacy Technician Certificate of Completion*	Wed	Jan 9, 2013	6:30pm	EE-1217	22265	310-243-3741
	Wed	Mar 6, 2013	6:30pm	EE-1209	22267	310-243-3741

* Requires Registration

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

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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.

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

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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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
 Wine Expert

OSHA Training at Dominguez Hills!

CSU Dominguez Hills is the only
 OSHA Training Institute Education Center
 in the Los Angeles area.

Contact us to take a class
 or schedule a training for your organization.

888-4LA-OSHA
 888-452-6742
 osha@csudh.edu
 www.csudh.edu/osha

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**Humanities (HUX)
Master of Arts**

**39 Years of Achievement in
Distance Learning through
Correspondence Study**



IT'S YOUR WORLD: LEARN IT

IT'S YOUR DEGREE: EARN IT!

The Humanities Master of Arts (HUX) program celebrates the Humanities, distance learning and YOU!

Educators, military officers, administrators and professionals in business, healthcare and law find study of the humanities instrumental in mastering critical thinking, writing, and analysis and synthesis of multiple paradigms and perspectives. Graduates of the HUX M.A. program include nationally known broadcasters, military leaders, innovative educators, screen writers, marketing professionals and college faculty.

The Program

The M.A. in Humanities program offers advanced disciplinary and interdisciplinary study of the Humanities: History, Literature, Art, Philosophy and Music. Correspondence courses, guided by expert faculty, engage distance learners in the region and around the world. The curriculum addresses the needs of those interested in deepening their

- knowledge of the arts and Humanities in innovative, practical, and global contexts. In your HUX program, you will
- Examine a broad spectrum of texts and cultural artifacts
 - Apply frameworks for organizing cultural knowledge
 - Identify the applicability of rhetorical and critical thinking competencies to practical and marketable as well as academic situations
 - Apply knowledge and values derived from the Humanities to engage and impact communities--local, national, and global
 - Innovate and create through engagement with a variety of critical and imaginative constructs
 - Explain human experience from multiple perspectives

Special Features

- All courses are completed off campus in convenient year-round trimesters
- Courses are conducted via correspondence with online option for some courses
- Opportunities for mentored independent research courses
- Disciplinary, Interdisciplinary and Creative Study concentrations available
- Capstone Experience: Formal thesis or Project
- Admission with B.A. or B.S., not necessarily in the Humanities, from a regionally accredited college or university; GPA 3.0 or better in last 60 semester (90 quarter) units of upper division course work attempted. (Inquire about special consideration)

The way this program is structured is almost revolutionary. It's structured but still allows its students to creatively explore their fields of study and be independent... This program has been ahead of its time.

David Marks
HUX M.A. Grad
2011

HUX faculty, staff and students congratulate David Marks, one of our proud 2011 graduates. David won First Place in the graduate Humanities category at the California State University Research Day at CSU Fresno in April 2011. David competed against student scholars from 23 campuses.

We invite you to join us! For more information or to apply, please review our website at

www.csudh.edu/hux

or contact us at

Humanities Master of Arts External Degree (HUX) Program
California State University
Dominguez Hills
SAC 2-2126
1000 E. Victoria St.
Carson CA 90747
310 243-3743



**Find us on
Facebook**

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

Independent Filmmaking A - Z

(Continued)

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.

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

For schedule information, please visit www.csudh.edu/ee/independentfilm.html

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

Arts and Culture Online

Hundreds of Online Arts and Culture Courses Available!

For short courses, see page 22.

For certificate/certification courses, see page 26.

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

INTRODUCTION TO PHOTOSHOP!

Improve your memories!

See Page 52

Web Design

Certificate of Completion

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Learn to plan, write and manage successful grants!

Grant Writing Certificate Program

See page 17

You can take **University Classes RIGHT NOW!**

through **Open University**

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

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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 and support throughout the program
- ▶ 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 Fall 2012 Course Schedule online at www.csudh.edu
- For Applied StudiesTV/online courses refer to the website www.appliedstudies.tv

Proposed APS TV / Online Spring 2013 Term Jan 5 - Apr 16

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

TV / Online

SBS 318	Cultural Pluralism
POL 335	International Politics
COM 300	Organizational Communications

Online Only

APS 300	Ethos of the Liberal Arts in the Role of Work
APS 490	Seminar in Occupational Leadership
IDS 336	Perspectives in Civilization
MGT 350	Principles of Marketing
PUB 302	Administration of Financial Resources
PUB 304	Administration of Public Policy

B.S. Applied Studies TV/Online

www.appliedstudies.tv

appliedstudies@csudh.edu or call Preadmission Services desk at 866-278-6789. Email: kcooper@csudh.edu

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

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

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.

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,

Carol Rowen, Founder, International Trade Education Programs (ITEP, Inc.)

Amy Grat, CEO, ITEP, Inc.

Fred Prinz, LAUSD CTE unit

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: Feb 16 & 23
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: \$170
Instructor: D. Murphy
Course No.: GLX 900 Sec 01
Reg. No.: 22142

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: Mar 2 & 9
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: \$170
Instructor: D. Murphy
Course No.: GLX 901 Sec 01
Reg. No.: 22143

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: Mar 16 - Apr 13
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: \$340
Instructor: D. Murphy
Course No.: GLX 902 Sec 01
Reg. No.: 22144

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: Apr 20 - May 11
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: \$340
Instructor: D. Murphy
Course No.: GLX 903 Sec 01
Reg. No.: 22145

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: May 18
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Diana Da Costa
Course No.: GLX 904 Sec 01
Reg. No.: 22146

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: Jun 1
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Duane Murphy
Course No.: GLX 905 Sec 01
Reg. No.: 22147

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.

Eligibility Requirements

No prerequisites are required for the

certificate. Some experience in meeting and event planning is helpful, but not necessary.

Special Features

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

The courses are scheduled for Saturdays for the convenience of working professionals. Most classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson. Some classes will be held off-campus as indicated.

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

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

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

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

**Meeting and Event Planning
Certificate of Completion**

(Continued)

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

Program Instructors

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

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

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.

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register. Please log on to Blackboard, print the handouts for Week 1 and bring them to class.

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 13
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 904 Sec 01
Reg. No.: 22234

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 26
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.: 22237

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 2
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 905 Sec 01
Reg. No.: 22238

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: Feb 9
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125

Meeting and Event Planning				
Course	Spr '13	Sum '13	Fall '13	
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			●
Note: Courses are subject to change				

**Meeting and Event Planning
Certificate of Completion**

(Continued)

Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 22235

**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 23
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Marjorie Y Risinger, CMP
Course No.: MEX 906 Sec 01
Reg. No.: 22239

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: Mar 2
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 903 Sec 01
Reg. No.: 22236

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

Special Extra Class

**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: Mar 23
Time: Sat 9am-4pm (1 hr lunch)
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Carroll Reuben
Course No.: NMEP 105 Sec 01
Reg. No.: 22242

Location: CSUDH EE 1213
Fee: \$125
Instructor: Michael Herman
Course No.: MEX 907 Sec 01
Reg. No.: 22241

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 planning preferred.

Date: Mar 16
Time: Sat 9am-4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Marla Harr
Course No.: MEX 908 Sec 01
Reg. No.: 22240

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

**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

**Special Major
Bachelor of Arts
Degree**

(Continued)

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.

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.

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/2011-2013/SpecialMajor.htm> and a program advisor. Additional prerequisite units may be required in the major and minor.

**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 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

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, MA, 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 2013**

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

PIX 2013 Internet Schedule						
Class	Title	Credits	Spr '13	Sum '13	Fall '13	
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						

Production & Inventory Control Certificate Program

(Continued)

vocabulary of this field are covered to prepare students for the remaining classes in the certificate program.

Date: Jan 7 - Apr 5
 Location: online ✓
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX 319 Sec 41
 Reg. No. 20003

Strategic Management of Resources

3 Units

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

Date: Jan 7 - Apr 5
 Location: online ✓
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX 340 Sec 41
 Reg. No. 20004

Summer 2013

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 8 - Jul 5
 Location: online ✓
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX 319 Sec 41
 Reg. No. 30013

Detailed Scheduling / Planning

3 Units

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

"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

agement practices, and procurement and supplier planning.

Date: Apr 8 - Jul 5
 Location: online ✓
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX 331 Sec 41
 Reg. No. 30014

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, MBA, A.P.P., C.P.M., and CPIM, with over 30 years of active experience in electronics, material planning and military procurement practices.

Required Texts

Please purchase the most current edition.

The Supply Management Handbook, Cavinato, Flynn and Kaufman, Available in hard cover and Kindle
C.P.S.M. Study Guide, #CPSMSG1

SCHEDULED CLASSES

Spring 2013

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 7 - Apr 5
 Location: online ✓
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 20005

Cost-Price Analysis and Negotiation

3 Units

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

Date: Jan 7 - Apr 5
 Location: online ✓
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 310 Sec 41
 Reg. No. 20006

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 7 - Apr 5
 Location: online ✓
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 330 Sec 41
 Reg. No. 20007

Summer 2013

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: Apr 8 - Jul 5

Purchasing Certificate Program


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Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 30015

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 8 - Jul 5
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 330 Sec 41
 Reg No. 30016

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 8 - Jul 5
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 340 Sec 41
 Reg. No. 30017

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



"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

Solar PV Entry Level Installer

The Program

About half of all solar PV installers work in California, a State that provides many incentives for solar electric power. Because solar power requires a large upfront investment, tax credits and other government incentives help make it a more affordable option for individuals and businesses. Given the trend in favorable government incentives, analysts expect that the solar-power industry will continue to grow rapidly.

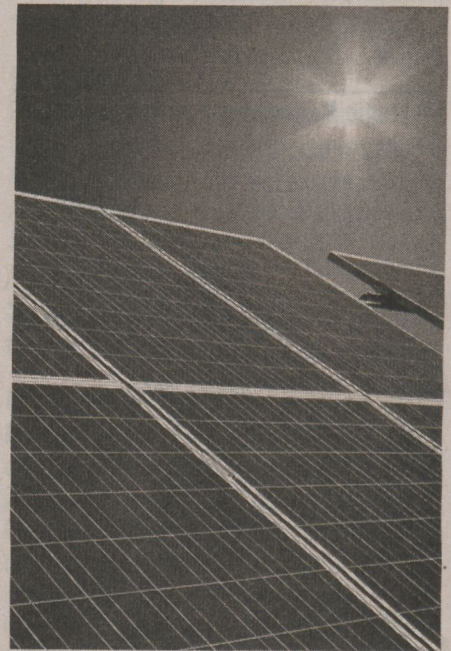
Course is designed to prepare students to work as entry level installers who assemble, install and maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. Part of the job requirements include measuring, cutting, assembling, and bolting solar modules to structural framing, as well as perform minor electrical work such as current checks.

As part of the course, students will be prepared and eligible to test for the Electronics Technicians Association's (ETA)

level one installer's exam. ETA is one of the leading organizations in Solar PV training. Individuals with residential construction experience are best suited for this course; however there are no prerequisites or experience required.

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



SCHEDULED CLASSES

Solar Panel Installation Training

Dates: Feb 9-10, 16-17, 23
 Time: Sat-Sun 8am-5pm
 Meetings: 5
 Location: Taller San Jose
 810 N. Poinsettia
 Santa Ana, CA 92701
 Fee: \$1,000
 Instructor: TBA
 Course No.: NHSF 106
 Reg. No.: TBA

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

Purchasing Year 2013 Internet Schedule					
Class	Title	Credits	Spr '13	Sum '13	Fall '13
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		●	●

Business Courses Online

Hundreds of Online Business Courses Available!

For short courses, see page 22.
 For certificate/certification courses, see page 26. Or go to <http://dominguezonline.csudh.edu/programs.php>

**Master of Science
 Quality Assurance**

Online!

Concentrations in:
**Healthcare
 Manufacturing
 Service**

For further information:
 See Page 70
www.csudh.edu/msqa
msqa@csudh.edu
 310-243-3880

**Take Management Courses
 at CSUDH**

MBA
 MPA
 Negotiation and Conflict
 Construction
 Human Resources Management
 Project Management

See Pages 58-68

**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**

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.html>

Credit Partners

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 Get them the credit they deserve.

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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 Completion17
- Technical Writing (online) Certificate of Completion18
- Online Communications Courses22

Grant Writing and Administration Certificate of Completion

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

Attendance is required at all class meetings.

Note: This program utilizes Blackboard, Be sure to get your password and instructions on how to access MyCSUDH when you register. Please log on to Blackboard, print the handouts for Week 1 and bring them to class.

Program Instructor

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

Sharon Y. Martin, MPA, Assistant Director, Office of Grants and Contracts, CSU Fullerton, has over 20 years of research administration, grant management and proposal development experience.

Spring Session

Pre Award Grant Administration

2.0 CEUs
 Date: Jan 15 -29
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (1/15, 1/22, 1/29) plus online

"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

Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Sharon Martin
 Course No.: TEX 914 Sec 35
 Reg. No.: 22243

Evaluation and Grant Implementation

2.0 CEUs
 Date: Feb 12-26
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (2/12, 2/19, 2/26) plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Sharon Martin
 Course No.: TEX 917 Sec 35
 Reg. No. 22244

Post Award Grant Administration

2.0 CEUs
 Date: Mar 12-26
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (3/12, 3/19, 3/26) plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Sharon Martin
 Course No.: TEX 919 Sec 35
 Reg. No.: 22245

Spring / Summer Session

Pre Award Grant Administration

2.0 CEUs
 Date: April 2-16
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (4/2, 4/9, 4/16) plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Theresa Lu
 Course No.: TEX 914 Sec 35
 Reg. No.: 22246

Grant Writing and Administration Certificate of Completion

(Continued)

Evaluation and Grant Implementation

2.0 CEUs
 Date: May 7 - 21
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (5/7, 5/14, 5/21) plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Theresa Lu
 Course No.: TEX 917 Sec 36
 Reg. No. 22247

Post Award Grant Administration

2.0 CEUs
 Date: Jun 4 - 18
 Time: Tue 6:30 - 9:30pm
 Meetings: 3 (6/4, 6/11, 6/18) plus online
 Location: CSUDH EE 1210
 Fee: \$160
 Instructor: Theresa Lu
 Course No.: TEX 919 Sec 36
 Reg. No.: 30024



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.

"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

What You Will Learn

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

Who Should Attend

Career opportunities are found in the financial, industrial, construction, electronics, automotive, medical, computer, biomedical, healthcare, agricultural and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing skills. Individuals who are interested in becoming technical communicators, or those who are already in technical writing positions and would like to improve their skills.

Eligibility Requirements

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

Special Features

The program is taught online.

Certificate Requirements

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

"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

Courses

Fundamentals of Technical Communication
 Advanced Technical Communication
 Information Design

Courses begin every 10-11 weeks.

Costs

The cost of each course is \$489. Total cost for a certificate is \$1,467. 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.

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


Technical Writing Certificate of Completion

(Continued)

Covers how to identify the audiences and apply various styles to each.


Date: Jan 14 - Mar 15
 Location: Online 
 Fee: \$489
 Instructor: Rachael Post
 Course No.: NWTW 101 Sec 41
 Reg. No.: 22096


Date: Mar 25 - May 24
 Location: Online 
 Fee: \$489
 Instructor: Rachael Post
 Course No.: NWTW 101 Sec 42
 Reg. No.: 22097


Date: Jun 3 - Aug 2
 Location: Online 
 Fee: \$489
 Instructor: Rachael Post
 Course No.: NWTW 101 Sec 41
 Reg. No.: 30018

Advanced Technical Communications

This 9-week course builds on the concepts learned in the "Fundamentals" course. Students hone their skills by creating various types of documents including a proposal, report, instructions, and presentations for their portfolios. Additionally, students learn about interviewing, types of reports, outlines, portfolios, creating graphics for technical documents, and resources for technical communication.

Date: Jan 14 - Mar 15
 Location: Online 
 Fee: \$489
 Instructor: Lu Kondor
 Course No.: NWTW 102 Sec 41
 Reg. No.: 22098

Date: Mar 25 - May 24
 Location: Online 
 Fee: \$489
 Instructor: Lu Kondor
 Course No.: NWTW 102 Sec 42
 Reg. No.: 22099

Date: Jun 3 - Aug 2
 Location: Online 
 Fee: \$489


"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


Instructor: Lu Kondor
 Course No.: NWTW 102 Sec 41
 Reg. No.: 30019

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 14 - Mar 15
 Location: Online 
 Fee: \$489
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 41
 Reg. No.: 22101

Date: Mar 25 - May 24
 Location: Online 
 Fee: \$489
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 42
 Reg. No.: 22100

Date: Jun 3 - Aug 2
 Location: Online 
 Fee: \$489
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 41
 Reg. No.: 30020

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 26.

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

Web Design Certificate of Completion

See Page 52

Photoshop

See Page 52



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Facebook

Degree Programs

MA Negotiation, Conflict
Resolution & Peacebuilding .58
MBA59
MPA59
MS Nursing45
MS Quality Assurance70
BS Applied Studies6
BS Nursing44
BS Quality Assurance72

Certificate Programs

Assistive Technology33
Production & Inventory Control ..12
Purchasing13

Certificate of Completion Programs

Paralegal57
Technical Writing18
Quality Certificates73

Individual Courses Pages 22-30

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 classroom! 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 2013 Courses

Term Dates Jan 5 - Apr 16

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

Cultural Pluralism

Start Date:	TBA
Time:	TBA
Instructor:	TBA
Course No:	SBS 318 Sec 91
Reg No:	TBA

International Politics

Start Date:	TBA
Time:	TBA
Instructor:	TBA
Course No:	POL 335 Sec 91
Reg No:	TBA

Organizational Communications

Start Date:	TBA
Time:	TBA
Instructor:	TBA
Course No:	Com 300 Sec 91
Reg No:	TBA

Online Only

APS 300	Ethos of the Liberal Arts in the Role of Work
APS 490	Seminar in Occupational Leadership

**Applied Studies
Bachelor's Completion
Program**

(Continued)

- IDS 336 Perspectives in Civilization
- 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
appliedstudies@csudh.edu or call Lani Donnelly, Preadmission Services desk at 866-278-6789. email: ldonnelly@csudh.edu

Young Scholars



College Courses for High School Students

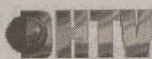
Young Scholars Distance Learning courses are California State University Dominguez Hills courses taught on television and the Internet. Students who successfully complete an Young Scholars Distance Learning course will have three semester units recorded on a Dominguez Hills transcript. High schools can choose to give a student high school credit for successfully completing the Young Scholars Distance Learning course but that decision is at the discretion of the high schools.

Young Scholars Distance Learning courses have one 90 minute class that is broadcast live on cable television in southern California and on the Internet each week. Students who cannot watch the live classes can view archived videos at youtube.com/csudhtv.

For more information
www.youngscholars.tv

Call 310-243-2288
 email: jjones@csudh.edu
<http://www.csudh.edu/ee/youngscholars.html>

**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,
 Date: TBA
 Time: TBA
 Instructor: TBA
 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.
 Date: TBA
 Time: TBA
 Instructor: 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.
 Date: TBA
 Time: TBA
 Instructor: TBA
 Course No.: TED 402 Sec 91
 Reg No: TBA

www.csudh.edu/ee/teachertv.html

**General Education
Courses**



Gardens of California

Start Date: TBA
 Time: TBA
 Meetings: TBA
 Instructor: TBA
 Course No: IDS 350 Sec 91
 Reg No: TBA

Jazz in the Modern Era

Start Date: TBA
 Time: TBA
 Meetings: TBA
 Instructor: TBA
 Course No: IDS 336 Sec 91
 Reg No: TBA

www.csudh.edu/ee/genedtv.html

**Community
Programming**



People Make a Difference

Start Date: TBA
 Time: TBA
 Host: TBA

President's Notebook

Start Date: TBA
 Time: TBA
 Host: TBA

<http://dominguezonline.csudh.edu>

Online Short Courses!

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 16, Feb 20, Mar 20, Apr 17, May 15.** (Please be aware that these are non-credit courses.)

(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 Fundamentals

- Accounting Fundamentals (US)
- Accounting Fundamentals II (US)

Accounting Software

- Advanced Microsoft Excel 2003
- Advanced Microsoft Excel 2007
- Intermediate Microsoft Excel 2003
- Intermediate Microsoft Excel 2007
- Introduction to Crystal Reports
- Introduction to Crystal Reports 10
- Introduction to Microsoft Excel 2003
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Excel 2010
- Introduction to Peachtree Accounting 2009
- Introduction to QuickBooks 2009
- Introduction to QuickBooks 2010
- Introduction to QuickBooks 2011
- Performing Payroll in QuickBooks 2009 (US)
- Performing Payroll in QuickBooks 2010 (US)
- Performing Payroll in QuickBooks 2011 (US)
- QuickBooks 2009 for Contractors (US)
- QuickBooks 2010 for Contractors (US)

Personal Finance and Investments

- Introduction to Stock Options (US)
- Keys to Successful Money Management (US)
- Personal Finance (US)
- Protect Your Money, Credit, and Identity
- Real Estate Investing (US)
- Real Estate Investing II: Financing Your Property (US)
- Stocks, Bonds, and Investing: Oh, My! (US)
- Where Does All My Money Go? (US)

Business

Business Communication

- Building Teams That Work
- Effective Business Writing
- Fundamentals of Technical Writing
- Help for the Helpdesk
- Interpersonal Communication
- Keys to Effective Communication
- Writing Essentials

Business Software

- Intermediate Microsoft Word 2003
- Intermediate Microsoft Word 2007

- Intermediate Microsoft Word 2010
- Introduction to Microsoft Excel 2003
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft Outlook 2007
- Introduction to Microsoft PowerPoint 2003
- Introduction to Microsoft PowerPoint 2007
- Introduction to Microsoft PowerPoint 2010
- Introduction to Microsoft Project 2007
- Introduction to Microsoft Project 2010
- Introduction to Microsoft Word 2003
- Introduction to Microsoft Word 2007
- Introduction to Microsoft Word 2010
- Introduction to Peachtree Accounting 2009
- Introduction to QuickBooks 2009
- Introduction to QuickBooks 2010
- Performing Payroll in QuickBooks 2011 (US)
- QuickBooks 2009 for Contractors (US)
- QuickBooks 2010 for Contractors (US)

General Business Skills

- Accounting Fundamentals (US)
- Accounting Fundamentals II (US)
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Computer Skills for the Workplace
- Effective Business Writing
- Effective Selling
- Going Green at the Workplace
- Help for the Helpdesk
- Individual Excellence
- Introduction to Business Analysis
- Introduction to Windows 7
- Introduction to Windows XP
- Manufacturing Applications
- Manufacturing Fundamentals
- Mastery of Business Fundamentals
- Purchasing Fundamentals
- Six Sigma: Total Quality Applications
- Six Sigma: Total Quality Fundamentals

Grant Writing

- A to Z Grant Writing (US)
- Advanced Grant Proposal Writing (US)
- Becoming a Grant Writing Consultant (US)
- Get Grants! (US)
- Nonprofit Fundraising Essentials (US)
- Writing Effective Grant Proposals (US)

Management and Leadership

- Achieving Success with Difficult People
- Building Teams That Work
- Creating a Successful Business Plan
- Customer Service Fundamentals
- Distribution and Logistics Management
- Employment Law Fundamentals (US)
- Fundamentals of Supervision and Mgmt
- Fundamentals of Supervision and Management II
- Individual Excellence
- Leadership
- Supply Chain Management Fundamentals
- Understanding the Human Resources Function

Nonprofit

- Introduction to Nonprofit Management (US)
- Marketing Your Nonprofit
- Nonprofit Fundraising Essentials (US)
- Starting a Nonprofit
- Wow, What a Great Event!

Project Management

- High Speed Project Management
- PMP Certification Prep 1
- PMP Certification Prep 2
- Project Management Applications
- Project Management Fundamentals
- Six Sigma: Total Quality Applications
- Six Sigma: Total Quality Fundamentals

Sales and Marketing

- Achieving Top Search Engine Positions
- Business and Marketing Writing
- Designing Effective Websites
- Effective Business Writing
- Effective Selling
- Intermediate Microsoft Access 2003
- Intermediate Microsoft Access 2007
- Interpersonal Communication
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Microsoft Publisher 2003
- Keys to Effective Communication
- Leadership
- Marketing Your Business on the Internet
- Professional Sales Skills
- Small Business Marketing on a Shoestring

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

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

Start Your Own Business

- Becoming a Grant Writing Consultant (US)
- Creating a Successful Business Plan
- Get Paid to Travel
- Growing Plants for Fun and Profit (US)
- Introduction to Interior Design
- Introduction to Internet Writing Markets
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Real Estate Investing (US)
- Real Estate Investing II: Financing Your Property (US)
- Secrets of the Caterer
- Small Business Marketing on a Shoestring
- Start a Pet Sitting Business
- Start and Operate your own Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Start Your Own Small Business
- Start Your Own Consulting Practice
- Wow, What a Great Event!
- Writing and Selling Self-Help Books

Health Care and Medical

Alternative Medicine

- Certificate in Complementary and Alternative Medicine
- Certificate in Spirituality, Health, and Healing
- Introduction to Natural Health and Healing

Ancillary

- Become a Physical Therapy Aide
- Become an Optical Assistant (US)
- Explore a Career as a Pharmacy Technician
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in a Dental Office (US)
- Medical Coding (US)
- Medical Transcription
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Medical Math
- Medical Terminology: A Word Association Approach

EMS and Firefighters

- Handling Medical Emergencies

Ethics, Law, and Compliance

- Certificate in Legal and Ethical Issues in Nursing
- HIPAA Compliance (US)
- Legal Nurse Consulting (US)
- Medical Math

Health Care Certificate

- Certificate in Complementary and Alternative Medicine
- Certificate in End of Life Care
- Certificate in Gerontology
- Certificate in Growth and Development Through the Lifespan
- Certificate in Integrative Health (US)
- Certificate in Issues in Oxygenation
- Certificate in Legal and Ethical Issues in Nursing
- Certificate in Pain Assessment and Management
- Certificate in Perinatal Issues
- Certificate in Spirituality, Health, and Healing

Health Information Management

- Explore a Career as a Pharmacy Technician
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in a Dental Office (US)
- Medical Coding (US)
- Medical Transcription
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Medical Terminology: A Word Association Approach
- Spanish for Medical Professionals

Veterinary

- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills
- Start a Pet Sitting Business

Language and Arts

Arts

- Drawing for the Absolute Beginner
- Introduction to Guitar
- Introduction to Interior Design
- Music Made Easy
- Pleasures of Poetry
- Start Your Own Arts and Crafts Business

Creative Writing

- A Writer's Guide to Descriptive Settings
- Advanced Fiction Writing
- Beginning Writer's Workshop
- Breaking Into Sitcom Writing
- Introduction to Internet Writing Markets
- Introduction to Journaling
- Mystery Writing
- Pleasures of Poetry
- Research Methods for Writers
- The Craft of Magazine Writing

The Keys to Effective Editing

- Travel Writing
- Write Like a Pro
- Write Your Life Story
- Writeriffic 2: Advanced Creativity Training for Writers
- Writeriffic: Creativity Training for Writers
- Writing and Selling Self-Help Books
- Writing Essentials
- Writing for Children
- Writing for ESL

Digital Photography

- Discover Digital Photography
- Intermediate Photoshop CS3
- Intermediate Photoshop CS4
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Introduction to Photoshop CS5
- Photographing Nature with Your Digital Camera
- Photographing People with Your Digital Camera
- Photoshop CS4 for the Digital Photographer
- Photoshop CS5 for the Digital Photographer
- Photoshop CS5 for the Digital Photographer II
- Photoshop Elements 7 for the Digital Photographer
- Photoshop Elements 7 for the Digital Photographer II
- Photoshop Elements 8 for the Digital Photographer
- Photoshop Elements 8 for the Digital Photographer II
- Photoshop Elements 9 for the Digital Photographer
- Photoshop Elements 9 for the Digital Photographer II
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

Graphic and Multimedia Design

- Creating Web Pages
- Designing Effective Websites
- Introduction to CorelDRAW X3
- Intermediate Dreamweaver CS3
- Intermediate Dreamweaver CS4
- Intermediate Dreamweaver CS5
- Intermediate Flash CS4
- Intermediate Flash CS5
- Introduction to Flash CS4
- Introduction to Flash CS5
- Introduction to Creating WordPress Web Sites
- Introduction to CSS and XHTML
- Introduction to Dreamweaver CS3

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

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

- Introduction to Dreamweaver CS4
- Introduction to Dreamweaver CS5
- Introduction to Flash CS4
- Introduction to Flash CS5
- Introduction to Microsoft Expression Web

Languages

- An Introduction to Teaching ESL/EFL
- Beginning Conversational French
- Conversational Japanese
- Easy English 1
- Easy English 2
- Easy English 3
- Enhancing Language Development in Childhood
- Grammar for ESL (US)
- Instant Italian
- Practical Ideas for the Adult ESL/EFL Classroom
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Teaching ESL/EFL Grammar
- Teaching ESL/EFL Reading
- Teaching ESL/EFL Vocabulary
- Writing for ESL

Publishing

- Beginner's Guide to Getting Published (US)
- Introduction to Internet Writing Markets
- Publish It Yourself: How to Start and Operate Your Own Publishing Business (US)
- The Craft of Magazine Writing
- Writing and Selling Self-Help Books

Law and Legal

Business and Corporate

- Employment Law Fundamentals (US)
- Workers' Compensation (US)

Criminal Law

- Introduction to Criminal Law (US)

General Law

- Legal Nurse Consulting (US)
- Real Estate Law (US)

Paralegal

- Explore a Career as a Paralegal (US)

Personal Development

Children, Parents, and Family

- Assisting Aging Parents (US)
- Discover Digital Photography
- Empowering Students With Disabilities

- Genealogy Basics (US)
- Guiding Kids on the Internet
- Handling Medical Emergencies
- Homeschool With Success
- Luscious, Low-Fat, Lightning-Quick Meals
- Everyday Math
- Photographing People with Your Digital Camera
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Secrets of Better Photography
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Working Successfully With Learning Disabled Students
- Understanding Adolescents
- Write Your Life Story

Health and Wellness

- Going Green at Home
- Going Green at the Workplace
- Handling Medical Emergencies
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Natural Health and Healing
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Math

Job Search

- Making Age an Asset in Your Job Search
- Resume Writing Workshop
- 12 Steps to a Successful Job Search

Personal Enrichment

- Achieving Success with Difficult People
- Assisting Aging Parents (US)
- Drawing for the Absolute Beginner
- Genealogy Basics (US)
- Get Assertive!
- Get Funny!
- Goodbye to Shy
- Grammar Refresher (US)
- Homeschool With Success (US)
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Individual Excellence
- Interpersonal Communication
- Introduction to Algebra
- Introduction to Journaling
- Introduction to Natural Health and Healing
- Keys to Effective Communication
- Listen to Your Heart, and Success Will Follow
- Lose Weight and Keep It Off
- Making Age an Asset in Your Job Search

- Everyday Math
- Merrill Ream Speed Reading
- Music Made Easy
- Pleasures of Poetry
- Resume Writing Workshop
- Skills for Making Great Decisions
- 12 Steps to a Successful Job Search
- Wow, What a Great Event!
- Write Your Life Story

Personal Finance and Investments

- Introduction to Stock Options (US)
- Keys to Successful Money Management (US)
- Personal Finance (US)
- Real Estate Investing (US)
- Where Does All My Money Go? (US)

Test Prep

- GED Preparation (US)
- GMAT Preparation (US)
- GRE Preparation - Part 1 (Verbal and Analytical) (US)
- GRE Preparation - Part 2 (Quantitative) (US)
- LSAT Preparation - Part 1 (US)
- LSAT Preparation - Part 2 (US)
- Prepare for the GED Language Arts, Writing Test (US)
- Prepare for the GED Math Test
- SAT/ACT Preparation - Part 1
- SAT/ACT Preparation - Part 2

Teaching and Education

Classroom Computing

- Creating a Classroom Web Site
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft Excel 2010 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft Word 2007 in the Classroom
- Teaching Smarter With SMART Boards
- The Classroom Computer
- Using the Internet in the Classroom
- Web 2.0: Blogs, Wikis, and Podcasts

Mathematics

- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Teaching Math: Grades 4-6

Reading and Writing

- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Ready, Set, Read!

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

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

Response to Intervention: Reading Strategies That Work
Teaching Writing: Grades 4-6

Science

Teaching Science: Grades 4-6

Tools for Teachers

A to Z Grant Writing (US)
Advanced Grant Proposal Writing (US)
Creating a Classroom Web Site
Creating K-12 Learning Materials
Creating the Inclusive Classroom: Strategies for Success
Differentiated Instruction in the Classroom
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Get Assertive!
Get Grants! (US)
Grammar Refresher (US)
Homeschool With Success
Leadership
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish in the Classroom
Survival Kit for New Teachers (US)
Teaching Adult Learners
Teaching Preschool: A Year of Inspiring Lessons
Teaching Smarter With SMART Boards
Teaching Students With Autism: Strategies for Success
Working Successfully With Learning Disabled Students
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection
Understanding Adolescents
Writing Effective Grant Proposals (US)

Technology

Certificate Prep

Advanced CompTIA A+ Certification Prep
Basic CompTIA A+ Certification Prep
CompTIA Security+ Certification Prep
CompTIA® Network+ Certification Prep
Intermediate CompTIA A+ Certification Prep

Computer Fundamentals

Computer Skills for the Workplace
Intermediate Windows Vista (US)
Introduction to Linux
Introduction to Microsoft Excel 2010
Introduction to Microsoft Expression Web
Introduction to PC Troubleshooting

Introduction to Programming
Introduction to Windows Vista
Introduction to Windows XP
Keyboarding
Navigating the Internet
Web 2.0: Blogs, Wikis, and Podcasts

Computer Programming

Intermediate C# Programming
Intermediate Java Programming
Intermediate PHP and MySQL
Intermediate Visual Basic 2008
Introduction to Ajax Programming
Introduction to ASP.NET
Introduction to C# Programming
C++ for the Absolute Beginner
Introduction to Java Programming
Introduction to Perl Programming
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 Programming
Introduction to Ruby Programming
Introduction to Visual Basic 2008

Database Management

Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Oracle
Intermediate PHP and MySQL
Intermediate SQL
Introduction to Crystal Reports
Introduction to Crystal Reports 10
Introduction to Database Development
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Oracle
Introduction to PHP and MySQL
Introduction to SQL

Networking and Communications

Intermediate Networking
Introduction to Networking
Wireless Networking

Security

Hack Your Way to Security
CompTIA Security+ Certification Prep
Introduction to PC Security

Web Technology

Achieving Top Search Engine Positions
Creating User Requirements Documents
Creating Web Pages
Designing Effective Websites
Intermediate CSS and XHTML
Intermediate Dreamweaver CS3
Intermediate Dreamweaver CS4

Intermediate PHP and MySQL
Introduction to Creating WordPress Web Sites
Introduction to CSS and XHTML
Introduction to Dreamweaver CS4
Introduction to Microsoft Expression Web
Introduction to PHP and MySQL
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Navigating the Internet
Web 2.0: Blogs, Wikis, and Podcasts

Writing and Publishing

Business Writing

Advanced Microsoft Word 2003
Business and Marketing Writing
Effective Business Writing
Fundamentals of Technical Writing
Grammar Refresher (US)
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Resume Writing Workshop
The Keys to Effective Editing
Writing Essentials

Publishing

Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Publish It Yourself: How to Start and Operate Your Own Publishing Business
The Craft of Magazine Writing
Write and Publish Your Nonfiction Book

Online Certificate and Certification Courses

These online courses are designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Classes are self-paced, begin upon registration, and are accessible for 6 months. After successful completion of the course, students will receive a certificate of completion from CSU Dominguez Hills. Visit www.gatlineducation.com/csudh to review course syllabus, and then call Extended Ed registration at 310.243.3741 to enroll in a course. (Note: The online Gatlin courses are not offered through WIA or EDD).

Question about course content? Contact Gatlin Education at (877)221.5151 daily between 7am and 3pm.

CSUDH has online courses to help advance your career!
To get started go to www.gatlineducation.com/csudh

Business and Professional

Administrative Professional with Microsoft Certified Application Specialist 2007 Training \$2,295 320 Hours
 Administrative Professional with Microsoft Office 2007 Master \$1,995 240 Hours
 Administrative Professional with Microsoft Office Specialist 2003 \$1,995 240 Hours
 Building Analyst Quick Start Program (BPI BA Certification) \$1,195 60 Hours
 Certified Protection Officer \$850 50 hours
 Chartered Tax Professional \$1,795 180 Hours
 Chartered Tax Professional for California Residents \$1,895 200 Hours
 Child Development Associate Training \$850 120 hours
 Child Development Associate Training Renewal \$499 45 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
 Help Desk Analyst: Tier 1 Support Specialist \$1,495 80 Hours
 Lean Mastery \$1,695 60 Hours
 Legal Secretary \$2095 350 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 \$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
 Physical Therapy Aide \$1695 150 hours
 Principles of Green Buildings \$595 30 Hours
 Professional Bookkeeping with QuickBooks 2010 \$1695 140 hours
 Professional Bookkeeping with QuickBooks 2010, Software Included \$1895 140 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
 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

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
 Clinical Dental Assistant \$1,995 240 Hours
 Emergency Management Training for First Responders \$1,995 300 Hours
 Fitness Business Management \$2,395 200 Hours
 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
 Physical Therapy Aide \$1695 150 hours

Online Courses in 6 Months

(Continued)

Veterinary Assistant \$1,795 240 Hours
 Women's Exercise Training and Wellness \$2,395 200 hours

Hospitality and Service Industry

Casino Blackjack Dealer \$1,395 100 Hours
 Casino Poker Dealer \$1,395 100 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

IT and Software Development

3ds Max \$1,695 300 Hours
 Administrative Professional with Microsoft Certified Application Specialist Training \$2,295 320 Hours
 Administrative Professional with Microsoft Office Specialist 2003 \$1,995 240 Hours
 Advanced Microsoft Certified Technology Specialist (MCTS) SQL Server 2008 \$2,995 440 hours
 AutoCAD 2011 \$2,395 150 hours
 AutoCAD 2011 With AutoCAD 3D \$3,295 230 hours
 AutoCAD 3D \$1,495 80 hours
 AutoCAD 3D, Software Included \$1,795 80 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
 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 Excel 2007 \$595 35 Hours
 Microsoft (MCTS): SQL Server 2008 Implementation and Maintenance \$795 110 Hours

Microsoft Office 2007 Master \$1,595 160 Hours
 Microsoft Office Specialist 2003 (MOS) \$1,595 120 Hours
 Microsoft Office Specialist 2007 \$1,895 400 hours
 Microsoft Outlook 2007 \$595 35 Hours
 Microsoft PowerPoint 2007 \$595 35 Hours
 Microsoft Web Developer \$1,995 200 hours
 Microsoft Windows Vista \$595 35 Hours
 Microsoft Word 2007 \$595 35 Hours
 Pay Per Click Marketing \$1,495 150 Hours
 Professional Bookkeeping with QuickBooks 2010 \$1,695 140 hours
 Professional Bookkeeping with QuickBooks 2010, Software Included \$1,895 140
 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 \$1,195 60 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
 Legal Secretary \$2,095 350 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

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
 Six Sigma Black Belt \$2,695 200 Hours
 Six Sigma Green Belt \$1,895 100 Hours
 Understanding Earned Value Management \$1,295 30 Hours

Media and Design

3ds max \$1,695 300 Hours
 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
 Graphic Design with Photoshop CS4 \$1,795 200 Hours
 Graphic Design With Photoshop CS5 Training \$1,795 200 hours
 Graphic Design With Photoshop CS5 Training, Software Included \$2,495 200 Hrs
 Marketing Design Certificate \$5,595 420 Hours
 Multimedia Arts Certificate \$5,595 420 Hrs
 Video Game Design and Development \$1,995 500 Hours
 Web Applications Developer \$2,195 267 Hrs
 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 \$1,195 60 Hours
 Carpentry \$1,395 80 hours
 Certified Protection Officer \$850 50 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

Online Courses in 6 Months

(Continued)

- Home Inspection Certificate \$2,095
200 Hours
- HVAC Technician \$3,095 320 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
- 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 \$1,195 60 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**

Online

See Page 18

Veterans, Start Your Education!

Veterans who have established eligibility with the VA for the following GI Bill chapters may use their VA educational benefits towards the pursuit of the certificate and degree programs at the CSUDH College of Extended and International Education:

- Chapter 30 – Montgomery GI Bill: Active Duty
- Chapter 31 – Vocational Rehabilitation and Employment
- Chapter 33 – Post-9/11 GI Bill
- Chapter 35 – Dependents Educational Assistance
- Chapter 1606 – Montgomery GI Bill: Selected Reserve
- Chapter 1607 – Reserve Educational Assistance Program (REAP)

Degree Programs

- M.A. Humanities External Degree (HUX)
- M.A. Negotiation, Conflict Resolution (NCRP)
- Master of Business Administration (MBA)
- Master of Public Administration (MPA)
- M.S. Nursing (MSN)
- M.S. Quality Assurance (MSQA)
- B.S. Applied Studies
- B.S. Nursing (BSN)
- B.S. Quality Assurance (BSQA)

Certificate Programs

- Advanced Human Resource Management
- Advanced Safety and Health
- Construction Project Management
- EKG Technician
- Global Logistics
- Grant Writing
- Home Inspection (online & on campus)
- Human Resource Management
- Management and Supervision
- Meeting and Event Planning
- Occupational Health and Safety for Managers
- Paralegal Certificate (online)
- Pharmacy Technician
- Project Management
- Safety & Health in the Hospital & Healthcare Industry
- Safety & Health in the Hospitality, Resort & Casino Gaming Industry
- Safety & Health in the Oil, Gas and Petroleum Industry
- Safety and Security
- Solar Installation
- Technical Writing (online)
- Web Design

For further information:

www.csudh.edu/military • www.csudh.edu/ee
evaldez@csudh.edu • 310-243-3741

Online OSHA and Cal-OSHA Training!

For further information: 310-243-2425 • osha@csudh.edu • www.clicksafety.com

To get started go to <http://www.clicksafety.com/csudh> For on campus OSHA classes, see page 38

- | | | |
|---|--|--|
| 1, 3 Butadiene | Cal Scaffold Use | Employer/Employee Responsibility |
| 100 Questions on Electrical Safety | Cal Stairs and Ladders | Ergonomics |
| 100% Fall Protection | Cal Trenching and Excavation | Ergonomics Awareness |
| 13 Carcinogens | CAL/OSHA 8X8 | Ethylene Oxide |
| Accident Investigation | Cal/OSHA for Construction | Exit Routes, EAP/Fire Prevention Plans |
| Accident Prevention Heavy Construction | Cal/OSHA Heat Illness Prevention | Fall Protection |
| Acrylonitrile | Cal/OSHA Heat Illness R2 | Fall Protection Awareness |
| Air Contaminants | Cal/OSHA, An Introduction | Fall Protection Equipment |
| Airline Respirator Warning | Chlorine Awareness R2 | Fire Prevention |
| Alcohol & Substance Abuse | Coke Oven Emissions | Fire Prevention Awareness |
| Alcohol & Substance Abuse for Supervisors | Competent Person Excavations | Flammable and Combustible Liquids |
| Ammonia Awareness R2 | Competent Person, Fall Protection | Forklift Hazards |
| Asbestos | Compressed Gas Cylinder Safety Awareness | Formaldehyde |
| Asbestos Awareness in Construction | Concrete and Masonry | Gas Monitoring and Calibration |
| Asbestos Awareness in General Industry | Conducting Tailgate Meetings | General Housekeeping on the Jobsite |
| Asbestos Awareness in Schools | Confined Space | Ground Fault Protection in Construction |
| Asbestos Hazards | Confined Spaces Awareness | Hazard Communication |
| Back Injury Prevention and Lifting | Confined Spaces Awareness R2 | Hazard Communication Awareness |
| BBP Awareness R2 | Construction Jobsite Safety Orientation | Hazard Communication Awareness R2 |
| Benzene | Construction Spanish for Supervisors | Hazard Communication Standard |
| Bloodborne Pathogens | Construction Zone Fitness | Hazardous Chemicals in Laboratories |
| Cadmium | Contractor's Safety & Health Program | Hazardous Waste |
| Cal Concrete and Masonry | Control of Hazardous Energies | HAZMAT Bill of Lading |
| Cal Confined Spaces for Construction | Cotton Dust | HAZMAT Transportation Enhanced Security |
| Cal Crane Safety Basics | Crane Safety Basics | Hazwoper 8-Hour Refresher 2011 |
| Cal Electrical Awareness | Crystalline Silica Exposure | HAZWOPER 8-hour Supervisor |
| Cal Electrical Hazard Recognition/Control | DBCP | Health & Safety Leadership |
| Cal Electrical Hazards | Defensive Driver Awareness | Heat Stress |
| Cal Fall Protection | Defensive Driving Techniques | Helicopter Lift Safety |
| Cal Fire Prevention | Demolition Hazards | Hexavalent Chromium |
| Cal Flagger | Diversity in the Workplace | Hexavalent Chromium Awareness R2 |
| Cal Hand and Power Tools | Driver Pre Trip/Post Trip Vehicle Inspection | Housekeeping Awareness R2 |
| Cal Hazard Communication R2 | Drug and Alcohol Training for Supervisors | How to Read a Material Safety Data Sheet (MSDS) |
| Cal HAZCOM | Drug Testing for Commercial Drivers | Industrial Hygiene Awareness R2 |
| Cal IIPP | Dust Disturbance and Mitigation | Information Security Awareness |
| Cal Materials Handling | Electrical Hazard Recognition & Control | Inorganic Arsenic |
| Cal Personal Protective Equipment Awareness | Electrical Hazards | Introduction to Heavy Construction Safety & Health |
| Cal Personal Protective Equipment R2 | Electrical Safety and LOTO | Introduction to OSHA |
| Cal PPE | Electrical Safety Awareness | Introduction to OSHA's Focus Four Hazards |
| Cal Practical Trenching | Emergency Action Planning Awareness | Ionizing Radiation |
| Cal Scaffold Erection | Emergency Action Planning Awareness R2 | Job Hazard Analysis |
| Cal Scaffold Safety Awareness | Emergency Action/Response | |
| | Emergency Response | |

Online OSHA and Cal-OSHA Training!

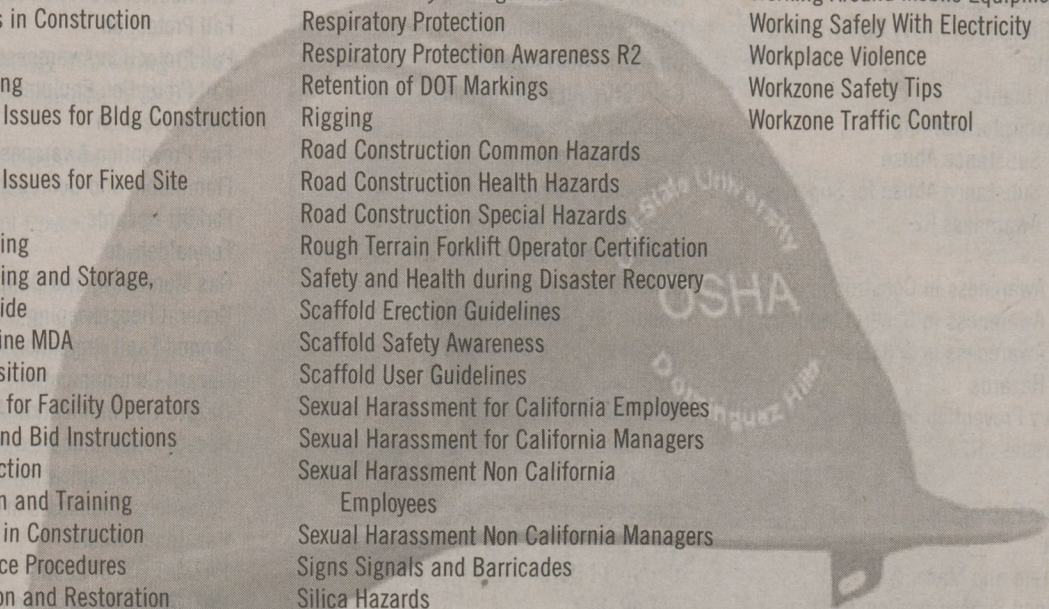
For further information: 310-243-2425 • osha@csudh.edu • www.clicksafety.com

To get started go to <http://www.clicksafety.com/csudh> For on campus OSHA classes, see page 38

Jobsite Safety Orientation
 Ladder Safety Awareness
 Ladder Safety Training
 Laser Hazards
 Lead
 Lead Awareness
 Lead Awareness in Construction
 Lead Hazards
 Machine Guarding
 Managing Mold Issues for Bldg Construction Mgmt
 Managing Mold Issues for Fixed Site Facilities
 Materials Handling
 Materials Handling and Storage,
 Methylene Chloride
 Methylenedianiline MDA
 Mold - OSHA Position
 Mold Awareness for Facility Operators
 Mold Contract and Bid Instructions
 Mold In Construction
 Mold Information and Training
 Mold Inspection in Construction
 Mold Maintenance Procedures
 Mold Remediation and Restoration
 Mold Response Actions
 Mold Training for Contractors
 Molds
 Motorized Mobile Platforms
 NFPA 70E - A Users Guide to Electrical PPE
 Noise and Hearing Conservation
 Noise and Hearing Protection
 Office Safety
 OSHA - An Introduction
 OSHA 10 Hour California Construction
 OSHA 10 Hour General Industry Course
 OSHA 10 Hour Construction
 OSHA 10 Hour Road Construction
 OSHA 30 Hour Construction Course
 OSHA 300 Reporting and Record Keeping
 OSHA Compliance Basics
 Other Construction Health Hazards
 Personal Protective Equipment
 Personal Protective Equipment (PPE)

Personal Protective Equipment, Common
 Personal Protective Equipment, Special
 Portable Fire Extinguishers
 Power Tool Awareness
 Power Tool Use and Guarding
 Process Safety Management
 Respiratory Protection
 Respiratory Protection Awareness R2
 Retention of DOT Markings
 Rigging
 Road Construction Common Hazards
 Road Construction Health Hazards
 Road Construction Special Hazards
 Rough Terrain Forklift Operator Certification
 Safety and Health during Disaster Recovery
 Scaffold Erection Guidelines
 Scaffold Safety Awareness
 Scaffold User Guidelines
 Sexual Harassment for California Employees
 Sexual Harassment for California Managers
 Sexual Harassment Non California Employees
 Sexual Harassment Non California Managers
 Signs Signals and Barricades
 Silica Hazards
 Slips, Trips and Falls
 Soils Analysis & Classification
 Spray Coating Operations
 Stairways and Ladders
 STS Construction Exam Preparation
 Subpart C - Construction General Safety
 Subpart D - Construction Health Hazards
 Subpart D - Occupational Health
 Subpart O - Motor Vehicles, Mechanized Equipment
 Subpart R - Steel Erection
 Subpart Z Toxic and Hazardous Substances
 Sun and Other Outdoor Hazards
 Suspicious Mail, Anthrax and Other Concerns
 The Competent Person
 Trenching & Excavations- Practical Applications
 Trenching and Excavation

Trenching and Excavation Awareness
 Vinyl Chloride
 Walking and Working Surfaces
 Welding/Hot Work
 Worker Right to Know
 Working Around Mobile Equipment
 Working Safely With Electricity
 Workplace Violence
 Workzone Safety Tips
 Workzone Traffic Control



EDUCATION

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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>
lhancock@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.

Adult Education Teaching Credential

(Continued)

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.

Level I Courses

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 Courses

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
--	---------

Free Orientation Sessions

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

Date:	Jan 14 or Apr 15 (choose one date and reserve a seat)
Time:	Mon 6:30-7:30pm
Location:	Jan 14 - EE 1217 Apr 15 - EE1209
Fee:	FREE
Reg. No.:	Jan 14 22324 Apr 15 22325

Phone for reservation 310-243-3741

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
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 \$212. A two-unit course is \$424.

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

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

Spring 2013 Scheduled Classes Level One

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 25, 26, Feb 1, 2
Time:	2 Fri 4:30 - 9pm 2 Sat 9am - 6pm

Meetings:	4
Location:	EE 1205
Fee:	\$424
Instructor:	Ron Ross
Course No.:	TED 421 Sec 71
Reg. No.:	22319

Materials & Methods Part I

2 Units

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

Date:	Feb 22, 23, Mar 1, 2
Time:	2 Fri 4:30 - 9pm 2 Sat 9am - 6pm

Meetings:	4
Location:	EE 1221
Fee:	\$424
Instructor:	Roberto Ceja
Course No.:	TED 418 Sec 71
Reg. No.:	22314

Materials & Methods Part II

2 Units

Prerequisite: TED 418

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

Date:	Mar 15, 16, 22, 23
Time:	2 Fri 4:30 - 9pm 2 Sat 9am - 6pm

Meetings:	4
Location:	EE 1209
Fee:	\$424
Instructor:	Julie Meuret-Kalousek & Arlene Torluemke
Course No.:	TED 419 Sec 71
Reg. No.:	22315

Adult Education Teaching Credential

(Continued)

Level Two

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 1 & May 11
Time: Fri 6–9pm, Sat 9am–12pm,
Meetings: 2
Location: EE 1217
Fee: \$424
Instructor: Ted Johnson
Course No.: TED 423S Sec 71
Reg. No.: 22318

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 2 & 9
Time: Sat 9am–5:30pm
Meetings: 2
Location: EE 1221
Fee: \$212
Instructor: Ted Johnson
Course No.: TED 417 Sec 71
Reg. No.: 22317

Counseling & Guidance/ Adult Education

2 Units

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

Date: Apr 12, 13, 19, 20
Time: 2 Fri 4:30–9pm
2 Sat 9am–6pm
Meetings: 4
Location: EE 1221
Fee: \$424
Instructor: Ron Ross
Course No.: TED 424 Sec 71
Reg. No.: 22320

Computer Literacy for Teachers

1 Unit

Prerequisite: TED 417 Offered for Adult Education credential candidates 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: Apr 27 & May 4
Time: Sat 9am–5:30pm
Meetings: 2
Location: 4/27 EE1209
5/4 1202
Fee: \$212
Instructor: Ted Johnson
Course No.: TED 420 Sec 71
Reg. No.: 22316

Health 300 Health in Public Education

(2) is offered on Campus.

See CSUDH Spring Schedule at:
<http://www.csudh.edu/schedules/default.s.html>

Enroll through Open University:
<http://www.csudh.edu/open/>

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

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

For Program Information:
www.csudh.edu/ee/adulted.html
Email eeinfo@csudh.edu
Phone 310 243-3741

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

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

Spring 2013 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

Assistive Technology Specialist Certificate

(Continued)

individuals with disabilities. Explores types of assistive technologies, functional assessments, resources, and district responsibilities.

Date: Jan 7 - Mar 18
 Location: online ✓
 Fee: \$768
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 530 Sec 42
 Reg. No.: 22332

Spring-Summer

Date: Apr 8 - Jun 17
 Location: online ✓
 Fee: \$768
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 530 Sec 41
 Reg. No.: 30028

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 7 - Mar 18
 Location: online ✓
 Fee: \$768
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 531 Sec 41
 Reg. No.: 22334

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 8 - Jun 17
 Location: online ✓
 Fee: \$786
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 532 Sec 41
 Reg. No.: 30029

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 8 - Jun 17
 Location: online ✓
 Fee: \$786
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 533 Sec 41
 Reg. No.: 30027

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 7 - Mar 18
 Location: online ✓
 Fee: \$768
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 42
 Reg. No.: 22335

Spring-Summer

Date: Apr 8 - Jun 17
 Location: online ✓
 Fee: \$768
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 41
 Reg. No.: 30030

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

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

Communication Sciences & 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.

Courses

- Communication Sci. & 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 Disord. CSD 442
- Neurology & Neurogenic Disorders CSD 443
- Childhood Language Disorders CSD 454
- Voice and Fluency Disorders CSD 455
- Aural Rehabilitation CSD 456

Communication Sciences & Disorders Certificate

(Continued)

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/commsciencesdisorders.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.

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

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 CSUDH to anyone who is interested in pursuing a career in teaching at the community college level."

-Ron Maricich

Spring 2013 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 22 - Feb 15
Location:	online ☺
Fee:	\$512
Instructor:	Rodger McGinness
Course No.:	GED 549 Sec 41
Reg. No.:	22328

Free orientation session

(Reservations Required)

Find out more about our Community College Teaching Certificate Program

Saturday Jan 12, 2013

10-11:30am

Room EE 1213

Reg. No. 22313

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 25 - Apr 19
Location:	online ☺
Fee:	\$768
Instructor:	Rodger McGinness
Course No.:	GED 548 Sec 41
Reg. No.:	22327

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 22 - May 17
Time:	tba
Fee:	\$768
Instructor:	Martha Sklar
Course No.:	GED 594S Sec 71
Reg. No.:	22329

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

**Professional
Development Courses
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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 work at a pace that fits your schedule. 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.

These courses have been modified and now satisfy most districts' (including LAUSD) requirements for salary steps. In addition to reading through chapters and taking exams, these courses require additional writing assignments of answering a Critical Thinking Question (minimum of 500 words) at the end of every chapter (the courses have 4 to 6 chapters). You must also review and write an essay (minimum 200 words) on three relevant journal articles of your choice on topics related to the course.

Costs

Each class is priced individually.
2 Extension Unit courses - \$330
3 Extension Unit courses - \$495

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.
- Pamela Bernards, Ed.D.,** Curriculum coordinator, St. Joseph School, Knoxville, TN.
- Kimberly Chappel, Ed.D.** Assistant Professor of Education, Crown College, MN.
- Aumony Dahl, MA.** Instructor and curriculum developer, Vesi.
- Steve Dahl, MA,** Director of Special Programs, Lynden School District.
- 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.
- 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.**
- Candyce 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.
- Larry Shyers, Ph.D.** in private practice and adjunct instructor at several Florida universities.
- Marrea Winnega, Ph.D.,** in private practice and a consultant on autism and related disorders in Chicago.

Dates for all classes: Jan 2 - May 10

Courses

- Behavior is Language: Strategies for Managing Disruptive Behavior**
Course No.: TEX 495.411
Reg. No.: 22102 3 Ext Units
- Attention Deficit Disorder: Information & Interventions for Effective Teaching**
Course No.: TEX 495.431
Reg. No.: 22103 2 Ext Units
- Violence in Schools: Identification, Prevention & Intervention Strategies**
Course No.: TEX 495.441
Reg. No.: 22104 2 Ext Units
- Drugs & Alcohol in Schools: Understanding Substance Use & Abuse**
Course No.: TEX 495.451
Reg. No.: 22105 2 Ext Units
- Learning Disabilities: Practical Information for the Classroom Teacher**
Course No.: TEX 495.461
Reg. No.: 22106 3 Ext Units
- Autism & Asperger's Disorder: Information & Effective Intervention Strategies**
Course No.: TEX 495.491
Reg. No.: 22107 2 Ext Units
- Talented & Gifted: Working with High Achievers**
Course No.: TEX 495.521
Reg. No.: 22108 2 Ext Units
- Understanding Aggression: Coping with Aggressive Behavior in the Classroom**
Course No.: TEX 495.531
Reg. No.: 22109 3 Ext Units
- Child Abuse: Working with Abused & Neglected Children**
Course No.: TEX 495.561
Reg. No.: 22110 2 Ext Units
- Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning**
Course No.: TEX 495.571
Reg. No.: 22111 2 Ext Units
- Advanced Classroom Management: Children as Change Agents**
Course No.: TEX 495.591
Reg. No.: 22113 2 Ext Units

Professional Development Courses via Distance Learning

(Continued)

Educational Assessment: Assessing Student Learning in the Classroom
 Course No.: TEX 495.611
 Reg. No.: 22114 2 Ext Units

Inclusion: Working with Students with Special Needs in General Education Classrooms
 Course No.: TEX 495.621
 Reg. No.: 22115 2 Ext Units

Teaching Diversity: Influences & Issues in the Classroom
 Course No.: TEX 495.631
 Reg. No.: 22116 2 Ext Units

Reading Fundamentals 1: An Introduction to Scientifically-based Research
 Course No.: TEX 495.641
 Reg. No.: 22117 2 Ext Units

Reading Fundamentals 2: Laying the Foundation for Effective Reading Instruction
 Course No.: TEX 495.651
 Reg. No.: 22118 2 Ext Units

Reading Fundamentals 3: The Elements of Effective Reading Instruction & Assessment
 Course No.: TEX 495.661
 Reg. No.: 22119 3 Ext Units

Infant & Toddler Mental Health: Issues & Information for Educators
 Course No.: TEX 495.671
 Reg. No.: 22120 2 Ext Units

Early Childhood: Family-Centered Services
 Course No.: TEX 495.681
 Reg. No.: 22121 2 Ext Units

Early Childhood: Program Planning
 Course No.: TEX 495.691
 Reg. No.: 22122 3 Ext Units

Early Childhood: Observation & Assessment
 Course No.: TEX 495.701
 Reg. No.: 22123 3 Ext Units

Early Childhood: Typical & Atypical Development
 Course No.: TEX 495.711
 Reg. No.: 22124 3 Ext Units

Harassment, Bullying & Cyber-Intimidation in Schools
 Course No.: TEX 495.721
 Reg. No.: 22125 2 Ext Units

Teaching Elementary Math Conceptually: A New Paradigm
 Course No.: TEX 495.731
 Reg. No.: 22126 2 Ext. Units

Why DI? An Introduction to Differentiated Instruction
 Course No.: TEX 495.741
 Reg. No.: 22127 3 Ext. Units

Ethics & Safety in Education: Guidelines for Teachers & Administrators
 Course No.: TEX 495.751
 Reg. No.: 22128 2 Ext Units

Reading and Writing in Content Area
 Course No.: TEX 495.752
 Reg. No.: 22298 2 Ext. Units

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

Teacher Education Courses on TV!

- Language Learning
 - Multicultural Education in an Urban Environment
 - Educational Psychology
- Returning this Fall!
 For more information go to
<http://dominguezonline.csudh.edu>

OPEN University

Open University is a program that permits members of the community to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public.

For more information 310-243-3741
www.csudh.edu/open

Online Education Courses

Hundreds of Online Education Courses Available!

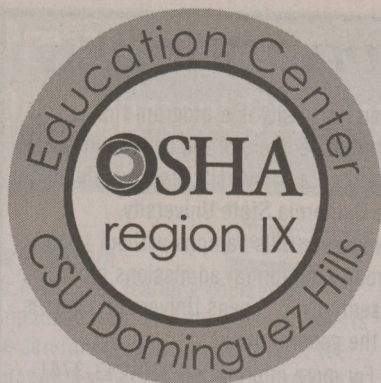
For short courses, see page 22.
 For certificate/certification courses, see page 26
 Or go to <http://dominguezonline.csudh.edu/programs.php>



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for information
 See Page 6
 or email: huxonline@csudh.edu
 310-243-3190
www.csudh.edu/hux



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/osha

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/osha

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/osha

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/osha 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/osha 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/osha

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/osha 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/osha

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

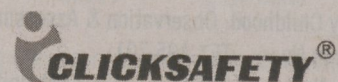
OSHA Training Online

Online Safety Courses in Partnership with Click Safety!

- OSHA 10 Hour Construction and General Industry!
- OSHA 30 Hour Construction and General Industry!

Plus Hundreds More!

See page 29 or visit <http://www.clicksafety.com/csudh>



2012 FEDERAL OSHA COURSES at CSUDH

NOW IN: Los Angeles, San Bernardino and Orange County.

To Register Call 888-4LA-OSHA

Complete Information about these and additional OSHA courses including descriptions, prerequisites, housing, professional credit and registration can be found at: <http://www.csudh.edu/osha>

CSUDH Course #	OSHA Course #	Course Title	Dates:	Location
OSX 951	OSHA 501	Trainer Course in OSHA Standards for General Industry	1/5-13	Fullerton
OSX 910	OSHA 510	Occupational Safety and Health Standards for Construction	1/7-10	CSUDH
OSX 997		OSHA 10 Hour Construction Industry	1/26-27	Santa Ana
OSX 998		OSHA 30 Hour Construction Industry	1/26-2/3	Santa Ana
OSX 961	OSHA 3095	Electrical Standards	1/26-2/3	San Bernardino
OSX 950	OSHA 500	Trainer Course in OSHA Standards for the Construction Industry	1/28-31	CSUDH
OSX 905	OSHA 3110	Fall Arrest Systems	2/2-9	Fullerton
OSX 996		OSHA 10-Hour General Industry	2/4-5	San Bernardino
OSX 902		OSHA 30-Hour General Industry	2/4-7	San Bernardino
OSX 921	OSHA 521	OSHA Guide to Industrial Hygiene	2/4-7	Fullerton
OSX 995	OSHA 5410	OSHA Standards for the Maritime Industry	2/4-7	CSUDH
OSX 985	OSHA 7200	Bloodborne Pathogens Exposure Control for Healthcare Facilities	2/9	San Bernardino
OSX 993		OSHA 40-Hour Hazwoper	2/11-15	CSUDH
OSX 973		Introduction to Risk Management	2/16-17	CSUDH
OSX 911	OSHA 511	OSHA Standards for General Industry	2/23-3/3	Santa Ana
OSX 939	OSHA 5109	OSHA Standards for the Construction Industry -- California	2/25-28	CSUDH
OSX 965	OSHA 5400	Trainer Course in Maritime Safety	2/25-28	CSUDH
OSX 969	OSHA 7400	Construction Noise	3/1	San Bernardino
MLX 941	EM 385-1-1	Construction Safety Hazard Awareness Course for Contractors	3/4-8	CSUDH
OSX 958	OSHA 2250	Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders	3/4-7	CSUDH
OSX 994		OSHA Hazwoper Train the Trainer	3/4-8	CSUDH
OSX 956	OSHA 2045	Machinery and Machine Guarding Standards	3/9-17	San Bernardino
OSX 951	OSHA 501	Trainer Course in OSHA Standards for General Industry	3/9-17	Santa Ana
OSX 967		Electrical Safety Standards -- NFPA 70E	3/11-12	CSUDH
OSX 959	OSHA 2264	Permie-Required Confined Space-	3/11-13	CSUDH
OSX 995	OSHA 7615	10-Hour Maritime Outreach Course for Shipyard Operations	3/11-12	CSUDH
OSX 995	OSHA 7635	30-Hour Occupational & Health Maritime Standards for Shipyard Ops	3/11-14	CSUDH
OSX 957	OSHA 2225	Respiratory Protection	3/16-24	Santa Ana
OSX 964	OSHA 6000	Collateral Duty for Federal Employees	3/18-21	Fullerton
OSX 946		Scaffolding	3/18-20	CSUDH
OSX 910	OSHA 510	Occupational Safety and Health Standards for Construction	4/6-14	Santa Ana
OSX 940	OSHA 5119	OSHA Standards for General Industry -- California	4/6-14	Santa Ana
OSX 952	OSHA 502	Update for Construction Industry Outreach Trainers	4/8-10	CSUDH
OSX 995	OSHA 5029	Cal/OSHA Construction Trainer Update	4/11	CSUDH
OSX 971	OSHA 7505	Accident/Mishap Investigation (40 hr) Utilizing the Human Factors Analysis & Classification System (HFACS) and Standard Data (Common Language for all Mishaps) IAW DoDI 6055.07 June 6, 2011	4/15-19	San Bernardino
OSX 960	OSHA 3010	Excavation, Trenching and Soil Mechanics	4/20-27	Santa Ana
OSX 953	OSHA 503	Update for General Industry Outreach Trainers	4/20-27	Fullerton
OSX 976		Construction Health & Safety Technician (CHST)	4/22-25	CSUDH
OSX 955	OSHA 2015	Hazardous Materials	4/22-25	San Bernardino
OSX 921	OSHA 521	OSHA Guide to Industrial Hygiene	4/27-5/5	San Bernardino
OSX 995	OSHA 5039	Cal/OSHA General Industry Trainer Update	4/28	Fullerton
OSX 950	OSHA 500	Trainer Course in OSHA Standards for the Construction Industry	5/4-5/19	Santa Ana
OSX 963	OSHA 5600	Trainer Course for Disaster Site Workers	5/6-9	CSUDH'
OSX 909		Process Safety Management	5/6-8	CSUDH
OSX 995	OSHA 7618	10-Hour Maritime Outreach Course for Longshoring Operations	5/13-14	CSUDH
OSX 995	OSHA 7638	30-Hour Occupational and Health Maritime Standards for Longshoring	5/13-16	CSUDH'
OSX 911	OSHA 511	OSHA Standards for General Industry	5/20-23	San Bernardino

More courses are available at www.csudh.edu/osha

Safety & Health Certificate Programs

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.

Required Courses: OSHA 510 or 511, OSHA 521.

Electives: Any five OSHA numbered courses (except one-day classes)

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

Prerequisite Courses: OSHA 511, OSHA 521, OSHA 2015, OSHA 7200

Required Courses: OSX 977, OSX 991, OSX 934,

Electives: (2 required) OSX 982, OSX 978, OSX 984, OSX 907, OSX 979

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.

Prerequisite Courses: OSHA 510 or 511, OSHA 521, OSHA 2015, OSHA 3110, OSHA 2264

Required Courses: OSX 944, OSX 972, OSX 973, OSX 989, OSX 909, OSHA 3010

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

Prerequisite Courses: OSHA 510 or 511, OSHA 521, OSHA 2015, OSHA 3110, OSHA 2250

Required Courses: OSX 945, OSX 992, **Electives:** (1 required) OSX 906, OSX 935. (1 required) OSX 908, OSX 981

www.csudh.edu/osha/hospitalityresortgaming.html

For further information: 310-243-2425 • email: osha@csudh.edu • Web: <http://www.csudh.edu/osha>

Occupational Safety for Managers and Supervisors

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

(Effective Fall 2011)

A Certificate of Completion is awarded upon successful completion of six required courses. 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
CAL OSHA Law / Appeals	HEX 960
Introduction to Workers' Compensation	HEX 947
Introduction to Ergonomics	HEX 920
Industrial Accident Investigation	HEX 946

Advisory Committee

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

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

Michael Nicolas, President, California Loss Control

Mark Pisani, Cal/OSHA Sr. Safety Engineer.

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

Courses

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:	Apr 6 - May 4
Time:	Sat 9am - Noon
Meetings:	5 (no class 2/18)
Location:	SAC 1104
Fee:	\$295
Instructor:	Michael Nicolas
Course No.	HEX 947 Sec 01
Reg. No.	22140

ENVIRONMENTAL HEALTH and SAFETY

Certificate Programs

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Online OSHA & Cal OSHA Courses

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OSHA Laws & Accident Investigation /

Industrial Accident Investigation

2.0 CEUs

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

Date:	Apr 25 - May 23
Time:	Wed 6-10:00pm
Meetings:	5
Location:	SAC 1102
Fee:	\$295
Instructor:	Michael Nicolas
Course No.	HEX 946 Sec 01
Reg. No.	22141

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

Security for Managers and Supervisors 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:

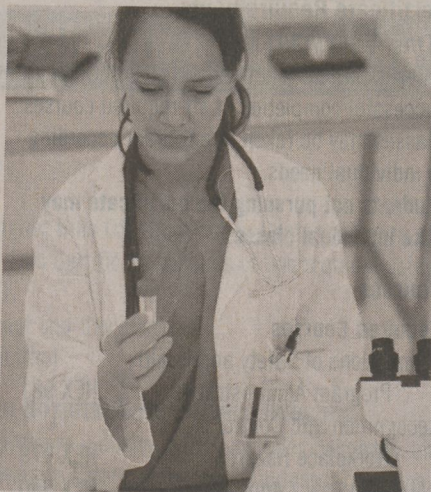
- Health and Safety professionals
- Security personnel
- Managers
- Supervisors
- Human Resource Directors
- Risk Managers

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.

Required Courses

Security and Loss Prevention	HEX 989
Organizational Preparedness for Disasters	HEX 988
Introduction to Cyber Security	HEX 985
First Responders	HEX 984
Terrorism & Violence in the Workplace	HEX 983
Introduction to Security Management	HEX 982A

REQUIRED COURSES

Security and Loss Prevention 2 CEUs

A comprehensive introduction to security and loss prevention ranging from historical to 21st Century issues and applications. Materials included.

Date:	Feb 2-23
Time:	Sat 8am-1pm
Meetings:	4
Location:	SAC 1104
Fee:	\$295
Instructor:	Crist Wagner
Course No.	HEX 989 Sec 01
Reg. No.	22139

CSUDH is a recognized provider for Registered Environmental Health Specialist (REHS) Continuing Education Contact Hours.

Most courses in our Environmental Occupational Health and Safety and Security Programs are eligible. Please contact Charles Hunt, chunt@csudh.edu for details.

Introduction to Security Management

2.0 CEUs

This course provides an introduction and overview of the function of the Security Department within an organization. Students will be introduced to the three main segments of Personal, Physical and Information security. Topics include the history and origin of security, security surveys, risk analysis and vulnerability assessments.

Date:	Apr 3 - May 1
Time:	Wed 6-10:00pm
Meetings:	5
Location:	SAC1106
Fee:	\$295
Instructor:	Crist Wagner
Course No.	HEX 982A Sec 01
Reg. No.	22138

FREE! CalOSHA Update

What You Must Know in 2013!

Feb 8 • May 17 • Aug 9 • Nov 15

1-3 PM

Seating is limited so register early!

Call 310-243-3355
email.osha@csudh.edu

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

Nursing Master of Science Online

The Program

The MSN program prepares 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 the delivery of comprehensive care and services for individuals, families and populations.
- Design culturally sensitive programs and systems of care and services that meet the needs of diverse and vulnerable populations.
- Provide evidence-based, clinically proficient care and services using critical thinking skills in advanced nursing roles.
- Apply oral, written and technological communication skills in clinical, educational, and professional contexts and systems.
- Integrate ethical principles into theories, 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 for continued professional growth.

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) or higher in the last 60 semester (90 quarter) units attempted.
- Current 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.

Degree Requirements

All students admitted to the major must be actively licensed as a registered nurse (RN). It is the students' responsibility to immediately

HEALTHCARE

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report in writing any change in licensure to the Chair or the Program Coordinators. Prior to enrolling in Role Performance (clinical) courses, students are responsible for obtaining and showing evidence of the items below. Graduate students will submit these documents with the Role Option Entry Eligibility Checklist which must be submitted the semester prior to the first role performance course:

- Current and active RN licensure
- Rubella, rubeola, and varicella immunization or serum titer showing immunity
- Negative PPD or chest x-ray, if positive
- Current CPR certification
- Hepatitis B titer showing immunity
- Blood-borne Pathogen/universal precautions and HIPAA Training
- Worker's Compensation Waiver form

*Affiliating clinical agencies may have additional requirements.

Courses should be completed in the suggested sequence as noted in the MSN curriculum charts and handbooks. Students wishing to accelerate their study or pursue full time study should seek advice and approval from the Graduate Coordinator.

All students conclude their 30-52 units of master's preparation with a culminating activity. Nurse educators develop expertise in a nursing clinical practice area by selecting a three-unit elective in an advanced clinical focus related to parent-child or gerontology nursing. The course should be taken prior to entry into role-emphasis courses.

Role Options

The MSN program consists of 15 units of core courses, plus role emphasis courses. The total number of units varies according to the role option:

- Nurse Administrator (30 units)
- Nurse Educator (36 units) *
- Clinical Nurse Specialist (40 units)
- Family Nurse Practitioner (48 units)

California Board of Registered Nursing Provider Number CEP# 10928

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

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 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. BSN courses, including clinical role performance courses, are offered online making courses convenient for students with busy schedules. Some onsite classes are required, either on campus or at selected sites throughout California. Some courses may be taken before admission to the program. Contact sohadvising@csudh.edu for more information.

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)
- Statistics (3 units)
- Chemistry (3 units)

BSN Degree Requirements (49-52 units)

A total of a minimum of 120 semester units are required for the degree. 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.

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

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

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.

Students typically take two years to complete the ADX program.

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.

Orientation

Attendance is required for newly admitted students and for those whose applications are being reviewed. The Spring orientation is scheduled for **Tuesday, Jan 8, 2013 at 6:00pm in EE 1205.**

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

Alcohol and Drug Counseling Certificate

(continued)

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.

Spring 2013 Application Submission

Deadline - Dec 3, 2012

Fall 2013 Application Submission

Deadline - July 15 2013

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) 243-3741 to make your reservation for this free information session.

Date: Nov 20, 2012
 Time: Tue 6:00pm
 Location: CSUDH EE-1205
 Course No: NAOH 100 Sec 01
 Reg. No: 42586

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.

Alcohol and Drug Counseling Advisory Board

Craig Burazin, Director of Rehabilitation Services, The Salvation Army
Mari Conti, Program Coordinator, Masada Homes
Chuck Kalajkovic, Clinical Director, Drivers Benefits Inc.
Terese Lang, Primary Counselor, Thelma McMillen Center, Torrance Memorial
Barbara Smith, Program Director, NCADD, South Bay
Bob Tyler, Director of Operations, Twin Town

Treatment Centers and immediate past president for CAADAC

Program Instructors

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

Dario L. Ghio, MS in Marriage and Family Therapy, is executive director and founder of Harbor Area Counseling Service, Inc. and Harbor Area Substance Abuse Treatment Center.

Robbin I. Gregson is a licensed psychotherapist specializing in the treatment of Eating Disorders in the South Bay over the past 20 years. She is currently in private practice.

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

Timothy Hutson, MA. Addiction Specialist with 31 years of counseling experience. Director of the Adolescent Education Program, National Council on Alcoholism and Drug Dependence (South Bay.)

Victoria Scott, MS, CADII, LAADC has over 18 years of clinical experience in addiction treatment and behavioral health

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

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 28 - May 13
 Time: Mon 6:30-9:30pm
 Meetings: 15 (No class 4/1)
 Location: EE 1205
 Fee: \$555
 Instructor: Dario Ghio
 Course No.: ADX 300 Sec 01
 Reg. No.: 22164

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 23 - May 8
 Time: Wed 6:30-9:30pm
 Meetings: 16 (no class 4/3)
 Location: EE 1205
 Fee: \$555
 Instructor: Jean Hendricks
 Course No.: ADX 301 Sec 01
 Reg. No.: 22165

ALCOHOL AND DRUG COUNSELING

COURSE	TITLE	CREDITS	Spr 13	Sum 13	Fal 13
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.

**Alcohol and Drug
Counseling
Certificate**

(continued)

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 28 - May 13
Time: Mon 6:30-9:30pm
Meetings: 15 (No class 4/1)
Location: EE 1210
Fee: \$555
Instructor: Victoria Scott
Course No.: ADX 302 Sec 01
Reg. No.: 22166

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 23 - May 8
Time: Wed 6:30-9:30pm
Meetings: 15 (no class 4/3)
Location: EE 1206
Fee: \$555
Instructor: Robbin Gregson
Course No.: ADX 304 Sec 01
Reg. No.: 22167

Introductory Practicum

2 Ext Units

Prerequisites: ADX 300, ADX 301 plus two additional ADX Courses

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 22 - Apr 16
Time: Tue 6:30-9:30pm
Meetings: 12
Location: EE 1206

Fee: \$370
Instructor: Toni B. White
Course No.: ADX 305 Sec 01
Reg. No.: 22168

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 24 - May 9
Time: Thu 6:30-9:30pm
Meetings: 15
Location: EE 1206
Fee: \$555
Instructor: Timothy Hutson
Course No.: ADX 308 Sec 01
Reg. No.: 22169

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

**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

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 6, 2013
Time: Tue 6:30pm
Location: CSUDH EE 1210
Course No.: NMEK 100 Sec 01
Reg. No.: 22269

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.

SCHEDULED CLASS

EKG Technician Certificate

Noncredit
Course content includes medical terminology

EKG Technician Certificate of Completion

(Continued)

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 18 - May 8
 Time: Mon & Wed 6:30pm-10pm
 Meetings: 15 (No class 4/1)
 Location: EE1217
 Fee: \$999
 Instructor: Staff
 Course No.: NMEK 101 Sec 01
 Reg. No.: 22270

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

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: Jan 12 - Feb 2
 Time: Sat 8am-1:30pm
 Meetings: 3
 Location: Franklin Center 7
 Fee: \$180
 Instructor: Victoria Morgan
 Course No.: NBMB 111 Sec 01
 Reg. No.: 22156

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: Feb 16 & 23
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 115 Sec 01
 Reg. No.: 22159

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

Medical Insurance Billing Certificate Award

(continued)

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: Mar 2 & 9
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 116 Sec 01
 Reg. No.: 22161

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: Mar 16 & 23
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 117 Sec 01
 Reg. No.: 22162

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: Apr 6 & 13
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 113 Sec 01
 Reg.No.: 22158

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 20 & 27
 Time: Sat 8am-1:30pm
 Meetings: 2
 Location: Franklin Center 7
 Fee: \$120
 Instructor: Audra Parker
 Course No.: NBMB 115 Sec 02
 Reg. No.: 22160

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: May 4
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: Franklin Center 7
 Fee: \$85
 Instructor: Victoria Morgan
 Course No.: NBMB 112 Sec 01
 Reg. No.: 22157

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 11
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: CSUDH EE 1202
 Fee: \$85
 Instructor: Victoria Morgan
 Course No.: NBMB 118 Sec 01
 Reg. No.: 22163

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 18
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: Franklin Center 7
 Fee: \$85
 Instructor: Victoria Morgan
 Course No.: NBMB 114 Sec 01
 Reg. No.: 22155

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.

Students typically take two years to complete the Orthotics program.

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.

Visit the website: www.csudh.edu/oandp
or call Elizabeth Rollo or
Scott Hornbeak phone: 562-986-7572
email: shornbeak@csudh.edu
Orthotics and Prosthetics Program Long
Beach VA Hospital 562-986-7572



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 PTCB 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 PTCB 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: Jan 9, 2013
Time: Wed 6:30pm
Location: CSUDH EE 1217
Course No.: NHEX 100 Sec 01
Reg. No.: 22265

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: Jan 22 - Mar 12
Time: Tue & Thu 6:30pm-10pm
Meetings: 15
Location: EE1217
Fee: \$999
Instructor: Staff
Course No.: NMPH 101 Sec 01
Reg. No.: 22266

Date: Mar 19 - May 7
Time: Tue & Thu 6:30pm-10pm
Meetings: 15
Location: EE1217
Fee: \$999
Instructor: Staff
Course No.: NMPH 101 Sec 02
Reg. No.: 22268

For more information:

Email bwald@lists.csudh.edu or on the web: www.csudh.edu/ee/pharmacy.html

Prosthetics Certificate Program

School of Health

"At the forefront of health careers."

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.

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 6, 2013
 Time: Wed 6:30pm
 Location: CSUDH EE 1217
 Course No.: NHEX 100 Sec 01
 Reg. No.: 22267

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.

Notes on chart below:

OPEID is institutional code found on IPEDS
 CIP code may need to be assigned by CO
 Credential level - post baccalaureate certificate
 04
 SOC (Standard Operating Code) found at
<http://www.bls.gov/soc/>
 O'NET profiles found at
<http://www.onetonline.org/>

Extended Education Gainful Employment Regulation Disclosure Worksheet

Program	OPEID	CIP Code	Occupation Name and SOC Code	O'NET Profiles	Tuition/ Fees	Books/ Supplies	On-time Completion Rate	Median Loan Debt
Alcohol and Drug Counseling	11410 0	51.1501	21-1011 Substance Abuse and Behavior Disorder Counselors	21-1011.00 www.onetonline.org/link/summary/21-1011.00	\$4,125	\$1,000	90%	\$5,500
Orthotics	11410 0	51.2307	29-2091 Orthotists & Prosthetists	29-20911-00 www.onetonline.org/link/summary/29-2091.00	\$18,560	\$2,030	88%	\$8,500
Prosthetics	11410 0	51.2307	29-2091 Orthotists & Prosthetists	29-20911-00 www.onetonline.org/link/summary/29-2091.00	\$17,400	\$2,030	88%	\$8,500

**Prosthetics
Certificate Program**

(Continued)

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.

Financial Aid

There are Federal loan programs available.

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.

Students typically take two years to complete the Prosthetics program.

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.

The **CSUDH Orthotics and Prosthetics Certificate Programs** are located at
5901 E. 7th Street
Building 149, Suite 150
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

Elizabeth Rollo, Administrative Support Coordinator: 562-986-7572

erollo@csudh.edu

Orthotics and Prosthetics Program CSUDH

FAX: 562-343-9460

**Online Healthcare
Courses**

Hundreds of Online Healthcare Courses Available!

For short courses, see page 22.

For certificate/certification courses, see page 26,

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

**Get Your PMP
Certification**

With the
**Project
Management
Certificate!**

Go to page 66
Or visit
[www.csudh.edu/ee/
projectmanagement.html](http://www.csudh.edu/ee/projectmanagement.html)

Get your
**Masters in
Public
Administration**

Online!
Go to page 59
Or visit <http://mpaonline.csudh.edu>

Get your
**Master of Science
Quality Assurance**

Healthcare Option

Go to page 70
or visit:
www.csudh.edu/msqa

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.

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.

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: Feb 6 & 13
Time: Wed 6-9pm

Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 101 Sec 01
Reg. No.: 22209

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: Feb 20 & 27
Time: Wed 6-9pm
Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 102 Sec 01
Reg. No.: 22211

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 Adobe Creative Suite CS5 software.

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

Web Design			
Course	Title	Spring '13	Summer '13
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)

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 1 & 2
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 912 Sec 01
Reg. No.:	22204

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 8 & 9
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Time:	Fri 6-9pm;
Date:	Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 913 Sec 01
Reg. No.:	22205

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 22 & 23
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 914 Sec 01
Reg. No.:	22206

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 1, 2, 8, 9
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	4
Location:	CSUDH EE 1202
Fee:	\$389
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 902 Sec 01
Reg. No.:	22203

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 16 & 23
Time:	Sat 9am- 4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$269
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 936 Sec 01
Reg. No.:	22208

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 20 & 27
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.:	22207

Classes are held in the Extended Education PC lab using Adobe Creative Suite CS5 software.

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

**Computer Training
Courses Online**

Hundreds of Online Computer Training Courses Available!
 For short courses, see page 22.
 For certificate/certification courses, see page 26. 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>



Study Abroad America

International students who wish to study in America for a semester or two can attend university credit courses without formal admission.

Study Abroad America provides an incredible cultural and academic learning opportunity.

Students experience American culture, learn in interesting classes, enjoy beautiful Southern California weather, and make lasting friendships.

Contact Tajauta Ortega
310-243-3830
ALCP@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

Study Abroad

California State University at Dominguez Hills offers multiple study abroad programs and teaching abroad opportunities.

Our Programs

CSU International Programs (IP)

- IP is the overseas study program of the CSU system, affiliated with over 70 institutions of higher learning in 17 countries.
- Full academic year programs in a variety of majors, with articulation with CSUDH courses and most majors.
- Students pay CSU fees, plus travel and living expenses.
- CSUDH financial aid is fully applicable to IP study programs.
- Most programs require a 2.75 GPA, but some require a 3.00 GPA. Students need two faculty recommendations and, when appropriate, foreign language ability.
- Application deadline for most countries is February 1. Applications are available in the IEC office beginning October of each year.
- Learn language programs are available in France, Germany, and Mexico.

IP offers courses in the following 17 countries

- | | |
|-------------|------------------|
| • Australia | • Korea |
| • Chile | • Mexico |
| • China | • New Zealand |
| • Denmark | • Spain |
| • France | • Sweden |
| • Germany | • Taiwan |
| • Israel | • United Kingdom |
| • Italy | • Zimbabwe |
| • Japan | |

University Study Abroad Consortium (USAC)

- Based at the University of Nevada, USAC offers semester programs in Australia, Chile, China, Costa Rica, Denmark, England, France, Germany, Ghana, Ireland, Italy, Malta, New Zealand, Scotland, Spain, and Thailand.
- Summer Programs are available in China, Costa Rica, Czech Republic, Denmark, England, France, Germany, Ghana, Ireland, Italy, Spain and Thailand.
- Students pay USAC tuition (typically between \$2,000 - 6,000), plus travel and living expenses abroad.
- CSUDH financial aid is fully applicable.
- Students should have a 2.50 GPA and be in good academic standing. Some programs require a 3.00 GPA. Students will be admitted on a "first-come, first-served" basis.

Additional Consortial Overseas Studies Opportunities

CSUDH campus-based Overseas Programs

CSU Sister Campus Overseas Study Programs

- Many CSU campuses offer semester and summer study abroad programs in a number of countries
- CSUDH students may register as visitors at sister campuses, enroll in these programs, and receive transferable credit.



The J.E.T Program

The J.E.T program is sponsored by the Japanese government, which seeks to recruit individuals to serve as teaching assistants for English in Japanese schools. Those selected are paid a tax-free salary of about \$35,000 per year. The contract is for one year and can be extended annually. Students must be graduates and less than 35 years of age. This is a great opportunity for those who want international experience, especially those thinking about careers in the international arena. Deadline for this opportunity is December 1st of each year.

Teaching Abroad

A number of students inquire about teaching abroad. Credentialed teachers are eligible to apply to the following organizations:

- European Council of International Schools
- American International Schools

Additional Resources

For more information regarding our Study abroad programs please visit:

www.csudh.edu/iec

Additional Student Resources

<http://www.goabroad.com>

<http://www.studentuniverse.com>

Our Location

The IEC office at CSUDH is located in Welch Hall building, Room B-375. For any additional information or further questionings regarding our programs, stop by our office during our walk-in hours for an advisory session appointment.

California State University, Dominguez Hills

International Education Center

1000 E. Victoria Street, Carson, CA 90747

SCC 136A

Monday-Thursday, 9:00am-2:00pm

Email: iec@csudh.edu

Telephone: 310-243-3919

Fax: 310-516-4701

**"Explore the World, Enhance Your Knowledge,
and Understand Another Culture"**

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>
 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
- Introduction to Computers and Law Office Administration

Paralegal Certificate Core

Date: Jan 14 - Apr 26
 (No classes - week of 3/2)

Fees: \$1189
 Course No.: NBLG 201 Sec 42
 Reg. No.: 21983

Paralegal Certificate Core

Date: Mar 11 - Jun 21
 (No classes - week of 4/27)

Fee: \$1189
 Course No.: NBLG 201 Sec 41
 Reg. No.: 30009

Paralegal Certificate Core

Date: May 6 - Aug 16
 (No classes - week of 6/22)

Fee: \$1189
 Course No.: NBLG 201 Sec 42
 Reg. No.: 30011

Paralegal Certificate Advanced

Noncredit
 To receive a certificate, students must complete at least 6 of the 15 substantive law topics. Students may choose any of the following topics:

- Advanced Legal Research and Writing
- Bankruptcy Law Practice

"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

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

Paralegal Certificate Advanced

Date: Jan 14 - Apr 26
 (No classes - week of 3/2)

Fees: \$1,650
 Course No.: NBLG 202 Sec 42
 Reg. No.: 22052

Paralegal Certificate Advanced

Date: Mar 11 - Jun 21
 (No classes - week of 4/27)

Fee: \$1650
 Course No.: NBLG 202 Sec 41
 Reg. No.: 30010

Paralegal Certificate Advanced

Date: May 6 - Aug 16
 (No classes - week of 6/22)

Fees: \$1,650
 Course No.: NBLG 202 Sec 42
 Reg.No.: 30012



The Center for Legal Studies

For more information:
 310-243-3741
bwald@lists.csudh.edu
<http://www.csudh.edu/paralegalonline>

MANAGEMENT & LEADERSHIP

Degree Programs

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Online Management Courses 22

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.

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

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 (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 seven (7) areas of concentration available in the MBA program:

- General Business
- Finance
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology 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 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 an accredited college or university,

Master of Public Administration (MPA) Online

(continued)

- Are in good standing at the last institution attended,
- Have an overall GPA of at least 2.75 in the last 60 semester (90 quarter) upper division units, OR 3.0 overall GPA
- Attain a minimum score of 550 paper-based, 213 CBT or 80 IBT. The TOEFL or the ILETS (minimum score of 6.5 for the ILETS) is required for all applicants 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 verbal and quantitative areas, and a score of at least 4 on the analytical area. 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 csumentor.edu. The website provides information on the application procedure, requirements, fees, and deadlines.

Application and Registration Deadlines

For application and registration deadline Consult the csumentor.edu

For more information visit the MPA Online website: <http://www.mpaonline.csudh.edu> or call 310-243-3465 or email: MPAOnline@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.

Note: Most courses in this program utilize Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Attendance is required at all classes.

Program Instructors

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

Jay Jefferson, Construction Manager, CSU Office of the Chancellor with over 30 years of experience in construction management.

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.

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
Summer/Fall 2012 Cohort**

Bidding & Scheduling

1.8 CEUs

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

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

Date: Jan 12 - Feb 2
Time: Sat 8:30am - 3:30 pm
Meetings: 3 (no class 1/19)
Location: EE 1222
Fee: \$230
Instructor: Jack Irwin
Course No.: CMX 925 Sec 01
Reg. No.: 21305

Spring/Summer 2013 Cohort

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 15 - Feb 5
Time: Tue 6:30-9:30pm
Meetings: 4
Location: EE 1222
Fee: \$198
Instructor: Larry Kaltman
Course No.: CMX 903 Sec 01
Reg. No.: 22226

Estimation

1.8 CEUs

Students should take Plan Reading before Estimation.

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

"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

Plan Reading should be taken before this class. Bring plans from Plan Reading CMX 903 to class.

Date: Feb 12 - Mar 19
Time: Tue 6:30-9:30pm
Meetings: 6
Location: EE 1222
Fee: \$230
Instructor: Larry Kaltman
Course No.: CMX 902 Sec 01
Reg. No.: 22225

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 9
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1222
Fee: \$100
Instructor: David Stern
Course No.: CMX 905 Sec 01
Reg. No.: 22224

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 27 - May 1
Time: Wed 6:30-9:30pm
Meetings: 6
Location: EE 1222
Fee: \$230
Instructor: Jay Jefferson
Course No.: CMX 926 Sec 01
Reg. No.: 22222

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 27 - May 11
Time: Sat 8:30 - 11:30am
Meetings: 3
Location: EE 1222
Fee: \$120
Instructor: Garry Jones
Course No.: CMX 904 Sec 01
Reg. No.: 22221

Construction Project Management Eight Required Classes		
Course No.	Title	CEUs
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 Certificate of Completion

(continued)

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 9 - June 13
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$230
 Instructor: Paul Makris
 Course No.: CMX 921 Sec 01
 Reg. No.: 30023

Bidding & Scheduling

1.8 CEUs

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

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

Date: Jun 1-15
 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.: 30022

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 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 19 - Jul 24
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$230
 Instructor: Jay Jefferson
 Course No.: CMX 920 Sec 01
 Reg. No.: 30021

A new cohort will be offered beginning in June 2013

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 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,

Human Resources Certification Preparation

(continued)

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 check with www.shrm.org for eligibility requirements.

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.

"The Professional in Human Resources (PHR) exam prep course at California State University Dominguez Hills was just what I needed to stay on track. In addition to the classroom component, there are so many resources available to assist students...the online support materials included practice tests, flash cards, case studies and audio visual aids. The instructor is very knowledgeable and his anecdotes helped explain complex concepts. He offered great tips for passing the exam. I passed the exam on my first attempt and can now proudly use the designation after my name."

-Theresa Dion, PHR
Manager, Administration
CST COVERS
A Division of CST Industries, Inc.

• **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 14 for the \$1199 rate. For those who register after January 14, the fee is \$1249.

PROGRAM INSTRUCTOR

Christine Becker, SPHR, Human Resource Generalist, Pelican Products.

Scheduled Class

SHRM Learning System

Noncredit

Date:	Jan 28 - Apr 22
Time:	Mon 6:30pm - 9:30pm
Meetings:	12 (no class 4/1)
Location:	EE 1206
Instructor:	Christine Becker
Course No.:	NBHR 101 Sec 01
Fee:	\$1,199 (must register by Jan 14)
Reg. No.:	22256
Fee:	\$1,249 (for registration after Jan 14)
Reg. No.:	22262

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 27
Time:	Sat 8:30am - 4:30pm
Meetings:	1
Location:	EE 1206
Fee:	\$99
Instructor:	Christine Becker
Course No.:	NBHR 102 Sec 01
Reg. No.:	22264



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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.

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	HRX 901
Total Rewards	HRX 903
Labor and Employment Law	HRX 905
Communication Dynamics	HRX 907

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

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Program Instructors

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

Jeanie Talbot, Consultant with over 17 years of experience in the Human Resource field.

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Be sure to download and print materials for the first class.

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

"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"

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

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 14 - Feb 4
Time: Mon 6:30-9:30pm
(Also meets Tuesday 1/22)

Meetings: 4
Location: SAC 1104
Fee: \$269
Course No.: HRX 901 Sec 01
Reg. No.: 22189

Date: Jan 16 - Feb 6
Time: Wed 6:30-9:30pm
Meetings: 4
Location: SAC 1104
Fee: \$269
Course No.: HRX 901 Sec 02
Reg. No.: 22190

Total Rewards

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 11 - Mar 4
Time: Mon 6:30-9:30pm
Meetings: 4
Location: SAC 1104
Fee: \$269

Human Resource Management Certificate of Completion

(Continued)

Course No.: HRX 903 Sec 01
Reg. No.: 22191

Date: Feb 13 - Mar 6
Time: Wed 6:30-9:30pm

Meetings: 4+
Location: SAC 1104
Fee: \$269

Course No.: HRX 903 Sec 02
Reg. No.: 22192

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 11 - Apr 8
Time: Mon 6:30-9:30pm
Meetings: 4 (no class 4/1)
Location: SAC 1104
Fee: \$269
Course No.: HRX 905 Sec 01
Reg. No.: 22202

Date: Mar 13 - Apr 10
Time: Wed 6:30-9:30pm
Meetings: 4 (no class 4/3)
Location: SAC 1104
Fee: \$269
Course No.: HRX 905 Sec 02
Reg. No.: 22216

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 15-29
Time: Mon 6:30-9:30pm
Meetings: 3
Location: SAC 1104
Fee: \$179
Course No.: HRX 907 Sec 01
Reg. No.: 22218

Date: Apr 17 - May 1
Time: Wed 6:30-9:30pm
Meetings: 3
Location: SAC 1104
Fee: \$179
Course No.: HRX 907 Sec 02
Reg. No.: 22220



Find us on Facebook

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

Management & Supervision Certificate of Completion

The Program

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

What You Will Learn

Through this two course, eight-week 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.

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.

Certificate Requirements

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

Required Courses

- MGX 921 - Management & Supervision: Organizational Role
- MGX 923 - Management & Supervision: Team Management

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Be sure to download and print materials for the first week.

About the Instructor

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

Scheduled Classes

Management & Supervision: Organizational Role

1.2 CEUs

This course provides practical approaches to effectively manage employees. Participants identify their role of managing people including legal responsibilities. Effective approaches to problem-solving, conflict resolution and successful candidate selection through behavioral interviewing techniques are covered. This course utilizes interactive

**Management & Supervision
Certificate of Completion**

(Continued)

discussions, case studies and student projects/presentations to build knowledge, skills and abilities that contribute to the company's success.

Date: Feb 5-26
Time: Tue 6:30-9:30pm
Meetings: 4
Location: Sac 1104
Fee: \$285
Course No.: MGX 921 Sec 01
Reg. No.: 22176

**Management & Supervision: Team
Management**

1.2 CEUs

This course provides practical approaches to effectively build and manage employee teams. Participants learn team-building techniques; how to effectively implement change in the workplace; how to utilize coaching and corrective approaches to employee performance and behavioral issues; and how to use communication tools to achieve desired outcomes. This course utilizes interactive discussions, case studies and projects/presentations to build knowledge, skills and abilities to contribute to the company's success.

Date: Mar 5-26
Time: Tue 6:30-9:30pm
Meetings: 4
Location: Sac 1104
Fee: \$285
Course No.: MGX 923 Sec 01
Reg. No.: 22175

For more information:
Email bwald@lists.csudh.edu or
Visit the website: www.csudh.edu/ee/managementsupervision.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 (PMI).

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. Individuals who are considering a career change will get a good overview of the project management profession to aid in their career decisions.

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.

- Helps students prepare to sit for the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams.
- 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

Kamal Vinayak Inamdar, Ed.D, PMP, has over 30 years of combined experience in engineering, manufacturing management, project management and finance. He has taught business and management at two CSU campuses and UCI.

Tammo T. Wilkens, P.E., PMP, is a project management professional with more than 31 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.

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

**Project Management
Certificate of Completion**

(Continued)

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

SCHEDULED CLASSES - SPRING-SUMMER COHORT

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 17 & 24
Time: Thu 6-9pm
Meetings: 2
Location: EE 1218
Fee: \$130
Instructor: Tammo Wilkens
Course No. PMX 900 01
Reg. No. 22273

Date: Jan 19 & 26
Time: Sat 9am-Noon
Meetings: 2
Location: EE 1218
Fee: \$130
Instructor: Kamal Inamdar
Course No. PMX 900 02
Reg. No. 22274

Date: Apr 13
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1217
Fee: \$130
Instructor: Tammo Wilkens
Course No. PMX 900 03
Reg. No. 22272

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 31 - Feb 28
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Tammo Wilkens
Course No. PMX 901 01
Reg. No. 22275

Date: Feb 2 - Mar 2
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Kamal Inamdar
Course No. PMX 901 02
Reg. No. 22276

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 7 - Apr 11
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Tammo Wilkens
Course No.: PMX 902 Sec 01
Reg. No.: 22277

Date: Mar 9 - Apr 13
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Kamal Inamdar
Course No. PMX 902 02
Reg. No. 22278

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 18 - May 16
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Tammo Wilkens
Course No. PMX 903 01
Reg. No. 22279

Date: Apr 20 - May 18
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Kamal Inamdar
Course No. PMX 903 02
Reg. No. 22281

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 30 - Jun 27
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$280
Instructor: Tammo T. Wilkens
Course No. PMX 904 01
Reg. No. 30025

Date: Jun 1 - 29
Time: Sat 9am-1pm

**Project Management
Certificate of Completion**

(Continued)

Meetings: 5
 Location: EE 1218
 Fee: \$280
 Instructor: Kamal Inamdar
 Course No. PMX 904 02
 Reg. No 30026

**CSUDH PMX classes are
PMI Certified**

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

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

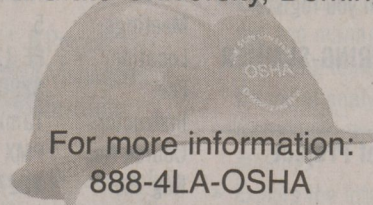
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 For short courses, see page 22.
 For certificate/certification courses, see page 26. Or go to <http://dominguezonline.csudh.edu/programs.php>

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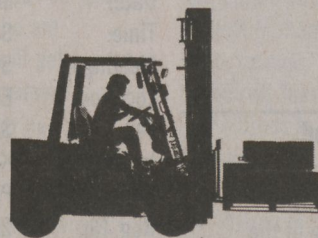
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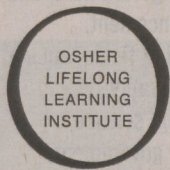
**Supply Chain
Management
Online**

**Production & Inventory Control Certificate
Purchasing Certificate**



See page 12

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 stimulating 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/>

<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. There are 117 Osher Lifelong Learning Institutes 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 2012 OLLI at CSUDH catalog
 Call: 310-243-3208

OLLI at CSUDH MEMBERSHIP FORM

(July 1, 2012 - June 30, 2013)

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) 370-9522 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 310-370-9522

Quality Assurance Degree Programs

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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 work, independent study, interaction with fellow students and working quality professionals, and a thesis or final project provide a well-rounded learning experience.

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

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 2013

Start date: Jan 8, 2013 • Last day to register: Jan 4, 2013 • Last day of class: Apr 9, 2013

MSQA Spring 2013 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	1/8-4/9	Internet	\$870	John Miller	22069
QAS 511.41	Quality Function Management & TQM	3	1/8-4/9	Internet	\$870	William Trappen	22070
QAS 512.41	Reliability <i>Requires completion of QAS510</i>	3	1/8-4/9	Internet	\$870	Dan Dunahay	22071
QAS 515.41	Human Factors in Quality Assurance	3	1/8-4/9	Internet	\$870	Jim Clauson	22072
QAS 516.41	Measurement and Testing Techniques <i>Requires completion of QAS510</i>	3	1/8-4/9	Internet	\$870	Emil Hazarian	22073
QAS 518.41	Quality Project Management	3	1/8-4/9	Internet	\$870	William Trappen	22074
QAS 526.41	Supplier Quality Assurance <i>Requires completion of QAS511</i>	3	1/8-4/9	Internet	\$870	Robert Spencer	22075
QAS 532.41	Quality Assurance for the Service Delivery Process <i>Completion of QAS511 is recommended</i>	3	1/8-4/9	Internet	\$870	Keith Fulton	22076
QAS 535.41	Lean Thinking <i>Completion of QAS511 is recommended</i>	3	1/8-4/9	Internet	\$870	Gerald VerDuft	22078
QAS 539.41	Good Manufacturing Practices <i>Completion of QAS511 is recommended</i>	3	1/8-4/9	Internet	\$870	Kim Niles	22082
QAS 540.41	Food and Drug Law <i>Completion of QAS511 is recommended</i>	3	1/8-4/9	Internet	\$870	Minoo Hosseini	22083
QAS 542.41	Risk Management <i>Completion of QAS511 is recommended</i>	3	1/8-4/9	Internet	\$870	Barrett (Barry) Craner	22084
QAS 598.41	Directed Research <i>(Must have 18 units of QAS course work and the G WAR completed)</i>	3	1/8-4/9	Internet	\$870	Milton Krivokuca	22085
QAS 599.41	Thesis/Project <i>Requires completion of QAS598S and the G WAR</i>	3	1/8-4/9	Internet	\$870	Milton Krivokuca	22086
QAS 600.41	Graduate Continuation Course	0	1/8-4/9	Internet	\$150	Milton Krivokuca	22087
QAS 495.41	Mathematics for Quality Assurance	1	2/14 - 4/3 Last day to register 2/10	Internet	\$290	John Miller	22068

Subject to Occasional Changes

For more information: 310-243-3880 • email: msqa@csudh.edu • <http://www.csudh.edu/msqa>

Register by Phone (310) 243-3741 • eeinfo@csudh.edu • <http://www.csudh.edu/ee>

**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.

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 \$233.00* per unit or \$699.00 for a three (3) unit course.

* Fees are subject to change.

Scheduled Classes - Spring 2013

Start date: Jan 8, 2013 • Last day to register: Jan 4, 2013 • Last day of class: Apr 9, 2013

BSQA Scheduled Internet Classes - Spring 2013

Course	Title	Units	Date	Prerequisite	Fee	Instructor	Reg. No.
QAS 200.41	Fundamentals of Quality	3	1/8-4/9		\$768	David Vu	22060
QAS 220.41	Introduction to Measurement Science	3	1/8-4/9	MAT 131	\$768	Emil Hazarian	22061
QAS 312.41	Interpretation of Technical Documentation	3	1/8-4/9	QAS 200, and QAS 220	\$768	Craig Carpenter	22062
QAS 332.41	Electrical Metrology	3	1/8-4/9	PHY 120, PHY 122 QAS 200, QAS 220	\$768	Emil Hazarian	22063
QAS 340.41	Measurement Uncertainty	3	1/8-4/9	MAT 131, QAS 200, QAS 220	\$768	Emil Hazarian	22064
QAS 347.41	Safety and Reliability	3	1/8-4/9	QAS 200, and QAS 220	\$768	Dan Dunahay	22065
QAS 360.41	Lean Manufacturing	3	1/8-4/9		\$768	Gerald VerDuft	22066
QAS 498.41	Directed Research	3	1/8-4/9	Completion of all 300 level courses	\$768	Robert Spencer	22067

Subject to Occasional Changes

For More Information: (310) 243-3880 • email: bsqa@csudh.edu • www.csudh.edu/bsqa

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
 or
 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

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. ASQQA 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.

Online Classes

NBQA 701 Certified Quality Management / Organizational Excellence Exam Prep.

Date: Jan 3- Feb 28
 Location: online ☑
 Fee: \$350
 Instructor: Milt Krivokuca
 Course No.: NBQA 701 Sec 41
 Reg. No.: 22088

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

Date: Jan 3- Feb 28

Location: online ☑
 Fee: \$350
 Instructor: Michael Falk
 Course No.: NBQA 704 Sec 41
 Reg. No.: 22091
 Start date: Jan 3, 2013
 Last day to register: Jan 3, 2013
 Last day of class: Feb 28, 2013

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

Date: Mar 20- May 8
 Location: online ☑
 Fee: \$350
 Instructor: Catherine French
 Course No.: NBQA 702 Sec 41
 Reg No.: 22089
 Start date: Mar 20, 2013
 Last day to register: Mar 16, 2013
 Last day of class: May 8, 2013

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

Date: Mar 20- May 8
 Location: online ☑
 Fee: \$350
 Instructor: Milton Krivokuca
 Course No.: NBQA 703 Sec 41
 Reg No.: 22090
 Start date: Mar 20, 2013
 Last day to register: Mar 16, 2013
 Last day of class: May 8, 2013

NBQA 705 Certified Software Quality Engineer Exam Prep

Date: Mar 13 - May 18
 Location: online ☑
 Fee: \$350
 Instructor: Milton Krivokuca
 Course No.: NBQA 705 Sec 41
 Reg No.: 22092
 Start date: Mar 13, 2013
 Last day to register: Mar 9, 2013
 Last day of class: May 18, 2013


NBQA 709 Certified Calibration Technician Engineer Exam Prep

Date: Mar 15 - May 10
 Location: online ☑
 Fee: \$475
 Instructor: Milt Krivokuca
 Course No.: NBQA 709 Sec 41
 Reg No.: 22094
 Start date: Mar 15, 2013
 Last day to register: Mar 11, 2013
 Last day of class: May 10, 2013

**ASQ Exam
Preparation
Quality Capstone**

(Continued)

**NBQA 710 Pharmaceutical GMP
Certified Exam Prep.**

Date: Mar 20-Jun 26
 Location: online 
 Fee: \$475
 Instructor: Bhavan (Bob) Mehta
 Course No.: NBQA 710 Sec 41
 Reg No.: 22095
 Start date: Mar 20, 2013
 Last day to register: Mar 16, 2013
 Last day of class Jun 26, 2013

For On-Site or On-Campus NBQA 701, NBQA 702, NBQA 703, and NBQA 706 Please contact the MSQA program coordinator, Dr. Milton Krivokuca at (310) 243-3352 or by email at mkrivokuca@csudh.edu.

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



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Get your PMI Certificate
with the
Project Management Certificate Program

See Page 66

You can enroll in
Distance Learning Courses
Right Now!

Through Open University

For More Information
310-243-2288
jjones@csudh.edu
www.csudh.edu/open

Sports & Recreation

M.A. Physical Education
 Administration31
 Personal Fitness Trainer
 Certificate of Completion ...75
 Sport & fitness Psychology
 Certificate (Online)75

**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 an eight-week period consisting of 16 hours of lectures including the following topics:



anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. The program also includes 16 hours of "hands-on" practical training that prepares you to work individually with clients. Written and practical lab testing will be held on the 9th week.

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.

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:	Feb 20, 2013
Time	Tue 6:30pm
Location:	CSUDH EE 1217
Course No.:	NHEX 100 Sec 01
Reg. No.:	22271

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 9th 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*, 6th edition by Howley and Franks.

Students are to read chapters 1, 3, 5 and 6 for the first class.

Scheduled Classes

Fitness Certification

This course includes 16 hours of lectures that include the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. It also includes 16 hours of "hands-on" practical training covering evaluating clients, equipment usage, biomechanics or exercise and weight-training techniques and program design.

Date:	Mar 2 - May 4
Time:	Sat 9am-2pm
Meetings:	9
Location:	EE 1210 & Riviera Fitness Club
Fee:	\$524
Instructor:	WITS Staff
Course No.:	NHEX 110 Sec 01
Reg. No.:	22227
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 at:
www.csudh.edu/sportpsychology

Online Schedule Spring 2013

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 22 - Mar 15
Location	online ✓
Fee	\$768
Instructor	Mark Cartiglia, PhD
Course No	PSY 480 Sec 41
Reg. No	22310

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 2 - May 10
Location:	online ✓
Fee	\$768
Instructor	Beverly Palmer, PhD
Course No.	PSY 482 Sec 41
Reg. No.	22311

"I thoroughly enjoyed your Sport and Fitness Psychology courses. The certificate program well exceeded my expectations. It has provided me with knowledge that I am applying on a daily basis to assist others in our physical readiness programs. Thank you."

-Chad W., Coach,
U.S. Navy's Fitness Program

Internship in Sports and Fitness Psychology

3 Units

Prerequisites: Completion of PSY 480, 481, 482, 483; permission of coordinator
This course provides supervised application of psychological principles applied to sports and fitness exercise. 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 22 - May 15
Location	on site & online
Fee	\$768
Instructor	Beverly Palmer, PhD
Course No	PSY 486 Sec 41
Reg. No	22312

For more information:
Contact Joanne Zitelli at jjzitelli@csudh.edu
Visit the program website
www.csudh.edu/sportpsychology/

Test Preparation Courses

The Program

The BTPS 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)

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 Evaluation Systems (916) 928-4001 or www.cbest.nesinc.com.

Date: Jan 13-27
 Time: Sat & Sun 9am-3pm
 Meetings: 3
 Location: CSUDH EE 1209
 Fee: \$315
 Course No.: NXCB 101 Sec 01
 Reg. No.: 21120

CSET Multiple Subjects Exam

(California Subjects Exam for Teachers)

2009 Cliff's CSET book included.

Get the edge in preparing for the CSET computer-based test! 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: Jan 12-27
 Time: Sat & Sun 9am-4pm
 Meetings: 3
 Location: CSUDH EE 1210
 Fee: \$415
 Course No.: NXCS 101 Sec 01
 Reg. No.: 21118

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 review of algebra and geometry), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning, Integrated Reasoning, and the Analytical Writing Assessment. Cliff's Notes GMAT (2012) is included with the course fee. Call Pearson Vue for test application at (800) 717-4628 www.mba.com

Date: Mar 2-23
 Time: Sun 9am-3pm
 Meetings: 4
 Location: CSUDH EE 1206
 Fee: \$425
 Course No.: NXGM 101 Sec 01
 Reg. No.: 22154

GRE Review

(Graduate Record Exam – General Test.)

Computer-based, section-level adaptive testing.

Learn how to maximize your test-taking potential! This workshop emphasizes analyzing and reviewing each of the sections: Quantitative Reasoning; Verbal Reasoning; and Analytical Writing Assessment. A review of mathematics is also included. For test information and

application call (866) 473-4373 or visit www.gre.org.

Date: Jan 26-Feb 23
 Time: Sat 9am-1pm
 Meetings: 4
 Location: CSUDH EE 1210
 Fee: \$425
 Course No.: NXGR 101 Sec 01
 Reg. No.: 21119

Test Prep Courses will also be offered in the Summer 2013

CSUDH Test Preparation Course

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 19 & 26
 Time: Sat 9am-3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Course No.: TEX 922 Sec 02
 Reg. No.: 22300

Date: May 11 & 18
 Time: Sat 9am-3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Course No.: TEX 922 Sec 04
 Reg. No.: 22302

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

Test Prep courses are also available online. See page 22. Or go to <http://dominguezonline.csudh.edu/programs.php>

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. Fees MUST be paid at the time of registration. After adding a course, be sure to click on "Account Inquiry" from the pull down menu, then click on "Make a Payment" from the pull down menu, select appropriate term, and pay with VISA, MasterCard, or Discover Card. Acceptable forms of payment are Visa Card, MasterCard, or Discover Card. Students will be disenrolled from classes by 8am next business day 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 entities. These include, but are not limited to, the following partners: UCSD, Gatlin, Ed2Go, VESI, SHRM, WITS, CCI 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 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 2011 can register for CSUDH Spring 2012 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. For further information, please visit: www.csudh.edu/catalog/Fall2012Addendum/universityregulations.shtml

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. For more information, please visit www3.csudh.edu/student-affairs/dss

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:

Sexual Harassment Policy

(Continued)

- Submission to or toleration of the conduct is an explicit or implicit term or 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.

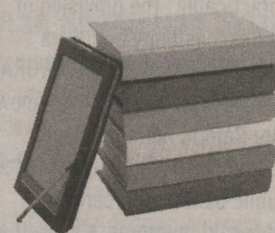
Parking Fees

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

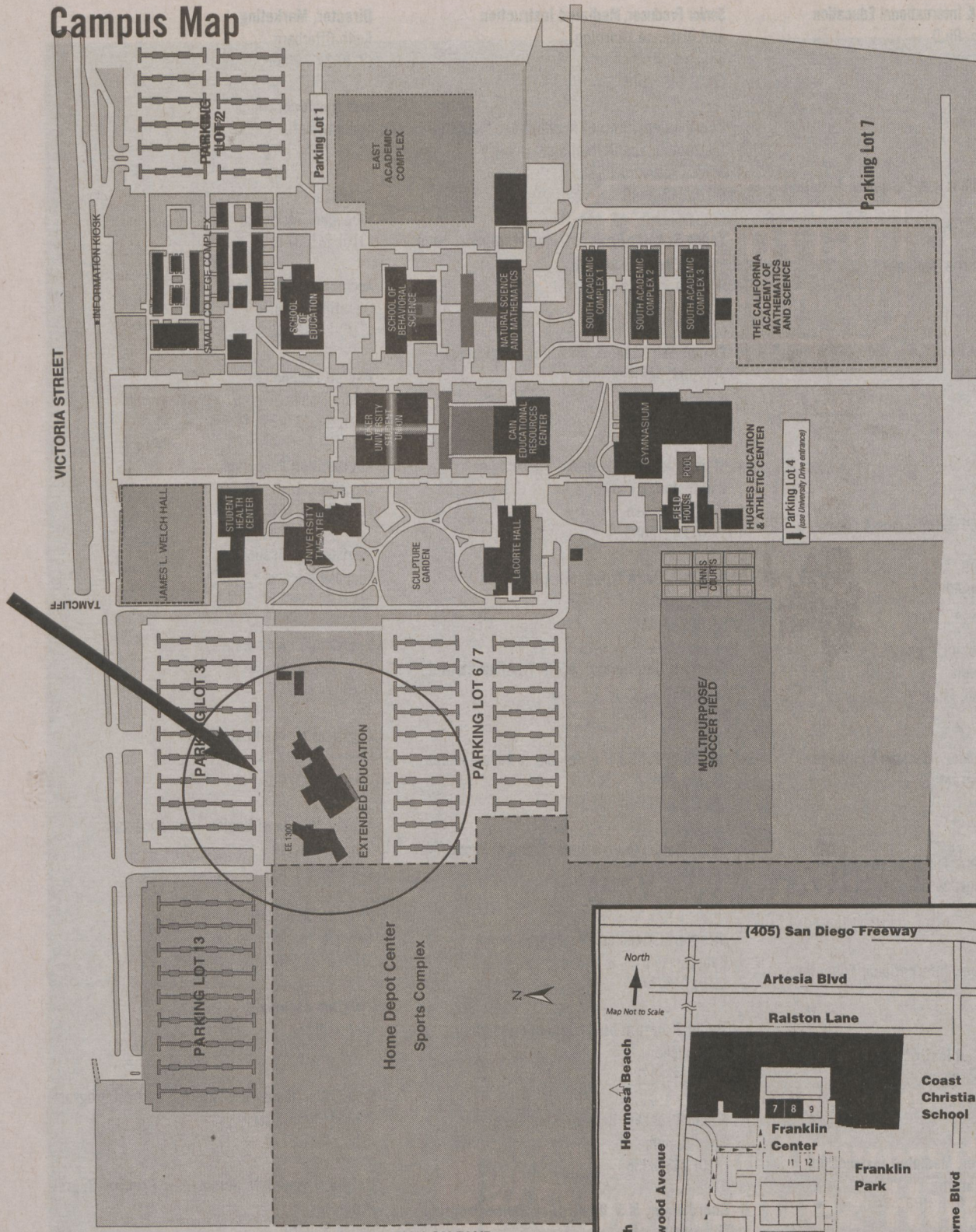


Books

for your courses are available
at the
CSUDH Bookstore.

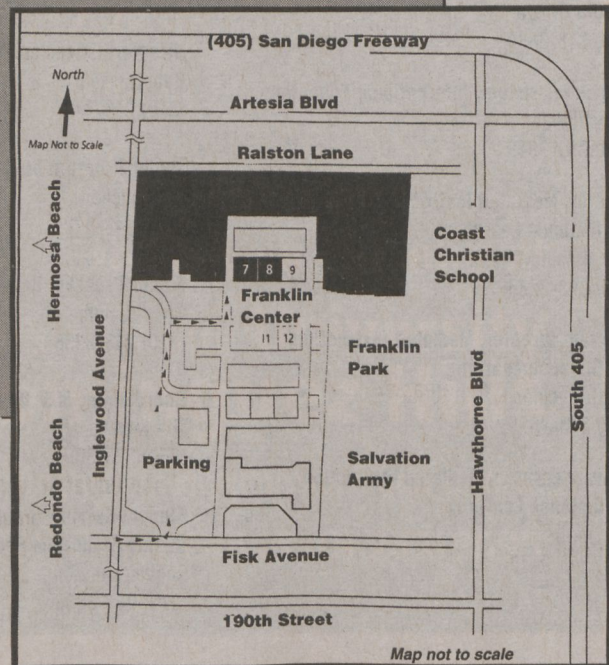
Located in the Loker Student Union
or
online at www.efollett.com

Campus Map

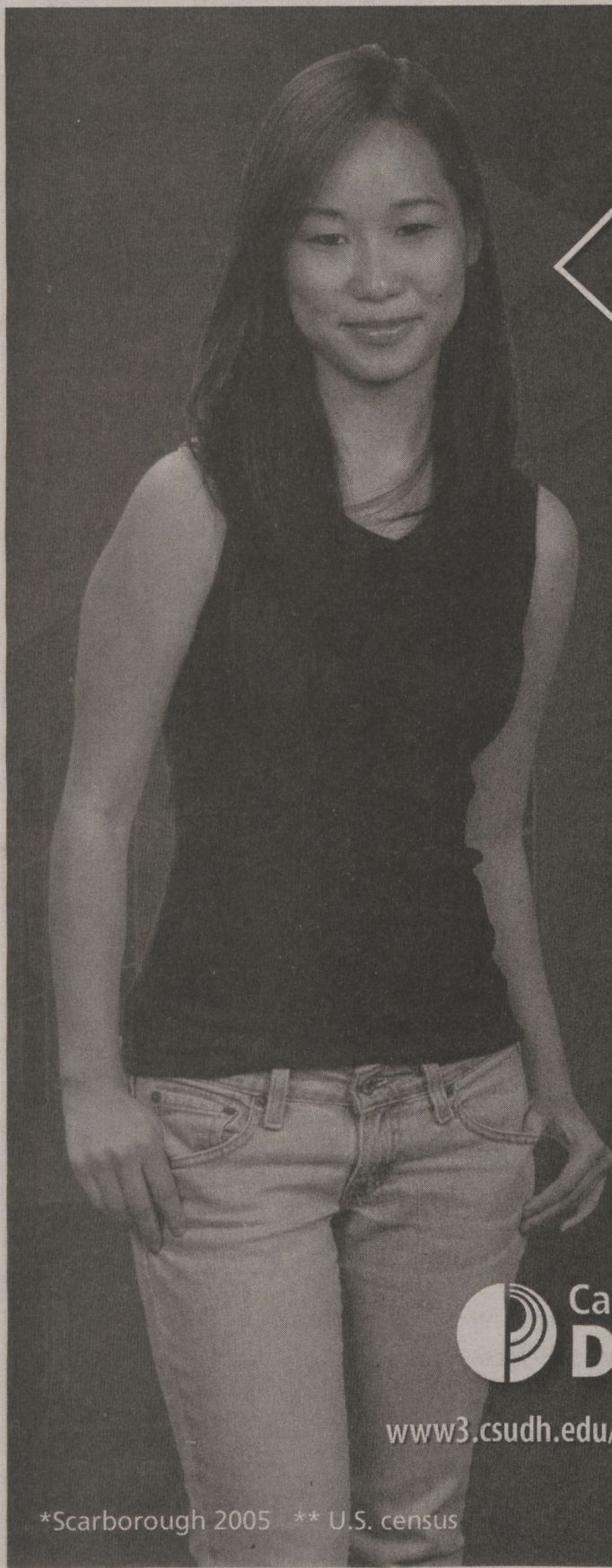


Home Depot Center
Sports Complex

Franklin Community Center
850 Inglewood Avenue
Redondo Beach
(Parking is free in lot or on street)



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- Registration Associate**
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- Registration Associate**
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- Program Associate, Humanities External Degree Program**
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*Scarborough 2005 ** U.S. census

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Students may be awarded up to 90 semester credits toward their degree using one or more of the following:

- Transfer credits
- Military training
- Extension & special session credits
- Credits by examination
- Military service
- Job and work experience

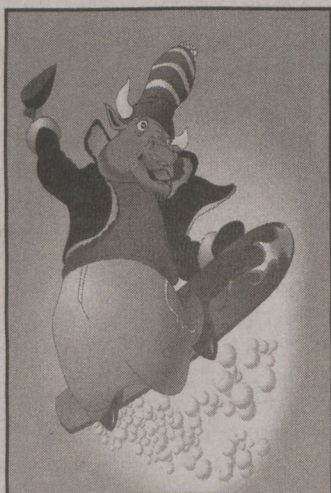
For further information
Email: ceemilitary@csudh.edu
or visit: <http://www.csudh.edu/military>

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Spring



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Information at:

www.csudh.edu/winter

www.csudh.edu/springin

www.csudh.edu/summer

877-GO-HILLS

eeinfo@csudh.edu

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month/day/year

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Last First Middle Initial

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Street City State Zip

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New address? yes no Gender: male female
Have you been enrolled at CSUDH before? yes no Date last enrolled _____

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What level of education have you completed?
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Course Information

Reg. No.	Course No.	Section	Term (Spring '13)	Course Title	Units	Fee

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