

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



Extended Education
Spring 2014

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 2014

California State University, Dominguez Hills (VOL. 1, Issue #1) is published four times per year; once each in March, July, October and November. California State University, Dominguez Hills is published by the College of Extended and International Education, 1000 E. Victoria St., Carson, CA 90747. Application to Mail at Periodical prices is pending at Long Beach, California and additional office San Diego. POSTMASTER: Send address corrections to the College of Extended and International Education, 1000 E. Victoria St., Carson, CA 90747.

Front Cover Design by Lupita Garcia

Open House Schedule - Spring 2014

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 August through December 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 |
|---|-----|--------------|-----------------|----------|----------|--------------|
| Alcohol & Drug Counseling* | Tue | Nov 19, 2013 | 6:00pm | EE-1213 | 42435 | 310-243-3741 |
| Cal-OSHA | Fri | Feb 7, 2014 | 1 - 4:00pm | EE-1213 | | 310-243-2425 |
| Cal-OSHA | Fri | May 23, 2014 | 1 - 4:00pm | EE-1213 | | 310-243-2425 |
| Community College Teaching Certificate* | Sat | Jan 11, 2014 | 11am - 12:30pm | EE-1213 | | 310-243-3741 |
| EKG Technician Certificate of Completion* | Wed | Mar 5, 2014 | 6:30pm | EE 1209 | 22210 | 310-243-3741 |
| International Education Center - Study Abroad | Tue | Jan 7, 2014 | 10:30 - 11:30am | TBA | | 310-243-3919 |
| | Thu | Jan 30, 2014 | 11am - 12pm | TBA | | 310-243-3919 |
| | Tue | Feb 18, 2014 | 11am - 12pm | TBA | | 310-243-3919 |
| | Thu | Mar 20, 2014 | 11am - 12pm | TBA | | 310-243-3919 |
| | Tue | Apr 15, 2014 | 11am - 12pm | TBA | | 310-243-3919 |
| | Thu | May 1, 2014 | 11am - 12pm | TBA | | 310-243-3919 |
| Lifelong Learning at CSUDH (OLLI) | Thu | Jan 30, 2014 | 10am - 12pm | EE-1213 | | 310-243-3208 |
| Personal Fitness Trainer Certification* | Wed | Feb 19, 2014 | 6:30pm | EE-1213 | 22107 | 310-243-3741 |
| Pharmacy Technician Certificate of | Wed | Feb 12, 2014 | 6:30pm | EE-1213 | 22112 | 310-243-3741 |

* Requires Registration

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

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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 |
| Graduate | 2714 |
| Disabled Students Services | 3633 |
| Emergency | 3333 or 911 |
| Extended Education Registration | 3741 |
| Financial Aid | 3691 |
| Graduate Education | 3524 |
| Military | 2870 |
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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
 Occupational Safety & Health
 Quality Assurance
 Sports and Recreation
 Supply Chain Management

Take OSHA Classes in Los Angeles!

At the newest OSHA Training Institute
 California State University, Dominguez Hills



For more information:
 888-4LA-OSHA
 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

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

- 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)

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

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>

Winter Session 2014

Registration Begins in November

Catch up or get ahead on your classes

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

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**Cal State Online
 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 through CAL STATE ONLINE an using online course management platform with video lectures by instructors in selected courses

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. Program Curriculum available at: <http://www.appliedstudies.tv/curriculum.php>

Who Should Attend

APS Cal State 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
- ▶ 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 admissions website for information about qualifying for admission.

<http://www3.csudh.edu/student-affairs/ois/transfer-students/admissions-criteria/default.html>

For CAL STATE Online application coaching, phone 800-247-5168.

Costs

- For CSUDH on campus degree students, refer to the Fall 2013 Course Schedule online at www.csudh.edu
- To get started with CalState online Applied Studies refer to the website <https://www.calstateonline.com/cso/home/dominguezHillsBSAS>

**Proposed CAL State Online B.S. Applied Studies Spring Term
 January 6 - April 27 (two eight-week sessions)**

Check website for schedule updates:
www.appliedstudies.TV/schedule.php

1st session Jan 6 - Mar 2

| | |
|---------|-------------------------------|
| SBS 318 | Cultural Pluralism |
| MKT 350 | Marketing Principles |
| APS 300 | Ethos of the Liberal Arts |
| COM 300 | Organizational Communications |

2nd session Mar 3 - Apr 27

| | |
|---------|------------------------------------|
| POL 335 | International Politics |
| APS 490 | Seminar in Occupational Leadership |
| PUB 304 | Administrative or Public Policy |
| PUB 324 | Analytic Decision Making |

B.S. Applied Studies Cal State Online

Preadmission Coaching 800-247-5168.

For more information on B.S. Applied Studies program offered 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 1 & 8
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: \$170
Instructor: Duane Murphy
Course No.: GLX 900 Sec 01
Reg. No.: 22344

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 1 & 8
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: \$170
Instructor: Duane Murphy
Course No.: GLX 901 Sec 01
Reg. No.: 22345

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 15 - Apr 5
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: \$340
Instructor: Duane Murphy
Course No.: GLX 902 Sec 01
Reg. No.: 22346

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 12 - May 10
Time: Sat 9am – 3pm
Meetings: 4 (no class 4/19)
Location: SAC 1102
Fee: \$340
Instructor: Duane Murphy
Course No.: GLX 903 Sec 01
Reg. No.: 22347

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 17
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Diana Da Costa
Course No.: GLX 904 Sec 01
Reg. No.: 22348

Hazardous Materials

0.5 CEU

This course introduces the student to CFR49 and other resources required to properly identify, store, pack, mark and prepare a HAZMAT shipment for transportation.

Examples of packaging materials, labels, placards will be presented. Safety and compliance is the focus of this course.

Date: May 31
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Duane Murphy
Course No.: GLX 905 Sec 01
Reg. No.: 22349

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

COMING SOON

**Air Freight Forwarder
Certificate of Completion**

Enhance your current
Global Logistics Certificate
by completing
Specialised Air Freight Forwarder
courses

For information please contact
Charles Hunt
chunt@csudh.edu
TEL: 310-243-2336

**Meeting and Event
Planning
Certificate of Completion**

The Program

Meeting and Event Planning is a multi-billion dollar industry, growing rapidly, with conferences, meetings, trade shows and social events hosted regularly all over the world. In a recent report on career opportunities, the Bureau of Labor Statistics (BLS) projects meeting, convention, and event planner employment growth of 43.7 percent between 2010 and 2020. In the next seven years it is anticipated that there will be 31,300 more jobs added to the profession. Favorable job prospects (as well as strong job satisfaction scores) help this profession rank in the top tier of The Best Jobs of 2012.

What You Will Learn

The program provides an overview of the industry and information regarding resources, professional organizations, and career possibilities and answers 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?

Employment Outlook

What positions might this certificate lead to?

- Meeting Planner
- Event Director
- Meeting Coordinator
- Wedding Planner
- Special Event Planner
- Destination Management Planner
- Corporate Planner
- Association Planner
- Independent Meeting Planner

Who Should Attend

Individuals who should attend include:

- Individuals who coordinate meetings, conferences, weddings, fundraisers, sport programs, social functions, or other types of events.
- Individuals who are considering making a career change and seeking a comprehensive introduction to the field of Meeting and Event Planning.
- Employees of the hospitality industry, such

as hotel sales and convention service managers, who work with meeting and event planners.

- Those who work 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.

Elegibility Requirements

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

Special Features

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

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

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

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

Certificate Requirements

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

Required Courses

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

Elective Courses

(Offered Alternate Semesters)

| | |
|--|---------|
| Planning Global and Incentive Meetings | MEX 908 |
| Wedding Planning | MEX 909 |

Meeting and Event Planning Certificate of Completion

(Continued)

Non-certificate Course

NMEP 105 Resume Writing and Job Searching and Self Promotion for Event Planners (Note: NMEP 105 does not count towards certificate)

Program Instructors

Marla Harr, CMP, has more than eighteen years of experience in wedding planning, special events and meeting management. She is owner of "Celebrations By Design" and "Business Etiquette International", and is a graduate of Ohio State University.

Michael Herman has managed audiovisual departments of the finest hotels in Los Angeles and Santa Monica. As an AV Director he has providing audiovisual services for every conceivable event. Michael has an MBA in Management of the Arts

Carroll Reuben, CMP, CMM, has been a corporate and association event director for more than 25 years and provides event-consulting services for the corporate, hotel and association industries. She is a frequent industry speaker and has published several textbooks.

Marjorie Y. Risinger, CMP, has been a meeting planner for 30 years. Having worked with top hotel executive chefs in the country, she stays on the leading edge of trends, sustainable ingredients, and dietary requirements, all the while keeping a close eye on the bottom line.

Gary Rosenberg, CMP, is a Professional Meeting Planner with GJR & Associates and

has 25 years industry experience. He is a past president of the Southern California Chapter of Meeting Professionals International and is currently serving on the Advisory Board of Convention Planit.

Charmaine Wilkerson is the Catering and Event Manager for Hewlett Packard. She has been on the management team of three Presidential Inaugurations, the Opening of the Reagan Library, and the Oscars and Emmy's Governor's Ball.

SCHEDULED CLASSES

Introduction and Fundamentals of Meeting Planning

.6 CEUs

This course provides an overview of the industry and information regarding resources, professional organizations, and career possibilities. Students will learn the step-by-step plans to ensure that their meeting fits the needs of the audience, stays within budget, and remains on time. This class will provide quick tips for success identifying goals and objectives, developing timelines and budgets, and establishing a meeting design. Students will learn to write specifications for the venue, establish registration procedures, and manage and evaluate the event.

Topics covered:

- Meeting Planning as a career, expectations and opportunities
- Meeting Planner disciplines
- Core Competencies
- Program Design
- Room layouts and formulae
- Resources

- Legal issues, ethics and safety

Date: Jan 11
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Carroll Reuben, CMM
 Course No.: MEX 901 Sec 01
 Reg. No.: 22379

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.

Topics which will be covered include:

- Your impression upon arriving at the site
- The process of researching sites
- The profile of the group
- How to match the program with the appropriate facilities
- What resources are available to the Meeting Planner
- How to conduct the Site Visit
- What to do if you can't visit the Site

Date: Jan 25
 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.: 22381

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: Feb 1
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Michael Herman
 Course No.: MEX 907 Sec 01
 Reg. No.: 22382

| Meeting and Event Planning | | | | |
|----------------------------|--|---------|----------|---|
| Course | Spr '14 | Sum '14 | Fall '14 | |
| 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)

**Marketing and Promotion/Financial
Management**

.6 CEUs

A comprehensive budget is the backbone of an event and a dynamic process that occurs from event concept to completion. However, creating a budget can be an overwhelming task that intimidates many planners. This course will demystify the process. You will learn the basic steps to identify the often forgotten hidden charges, discounts and fees that lead to budget over runs, as well as how to prepare and present reports that will impress your management. This course will also cover some of the basics of marketing, types of promotional materials, as well as important tips for working with designers, typesetters, and printers.

Date: Feb 8
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 905 Sec 01
Reg. No.: 22383

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.

The following topics will be reviewed:

- Definition of negotiations and preparation before the process begins
- Tactics one may use
- Knowledge one should have prior to negotiating
- Perceptions planners and suppliers have of one another
- Costs of hotels and profit centers
- Effect of economy on negotiations
- What is negotiable
- Contract inclusions

Date: Feb 15
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Gary Rosenberg, CMP

Special Extra Class

**Resume Writing and Self Promotion
for Event Planners**

While event planners are great at making other people the star attraction, many have a difficult time promoting themselves or communicating their extraordinary skills to employers. Writing a resume that highlights capabilities and accomplishments is not easy. 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. Developing confidence and self-promotion is essential to the success of job hunting. Learn the steps to an interview when you can comfortably promote you as a professional event planner. Have the confidence to share your experiences and show how they result in a valued employee.

(Note: NMEP 105 does not count towards certificate)

Date: Mar 15
Time: Sat 9am-4pm (1 hr lunch)
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Carroll Reuben
Course No.: NMEP 105 Sec 01
Reg. No.: 22388

Course No.: MEX 903 Sec 01
Reg. No.: 22385

**Food and Beverage Management/Room
Set Ups**

.6 CEUs

One of the largest expenditures of any meeting is food and beverage. It is also the biggest complaint or compliment given by attendees. Today's meeting attendees are sophisticated because people today eat out more and therefore, expect more at their meetings. Gone are the days of the deli plate! In this course you will learn how to select food and beverage items as well as what to select to fit your attendees' needs. Working with the catering manager or chef can result in unique and special menus that surpass the expectations of your attendees. Special diets are very popular today. Are you required to handle them? What are the trends and how can you fit them into your budget? What type of service and room set is best for you to reach your goals? How can you serve healthy but tasty? This class includes many tips from the top chefs in the industry.

Date: Feb 22

Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Marjorie Y Risinger, CMP
Course No.: MEX 906 Sec 01
Reg. No.: 22386

Wedding Planning

.6 CEUs

Wedding planning is an exciting and fast-growing field. Nowadays, many brides — and their mothers — are too busy to devote months of time to planning a wedding. And the modern bride feels that it's very important to host a special day that will be remembered as an event with a unique style and flavor. For these reasons, a growing number of couples now seek the outside assistance of a professional wedding planner. Today 45% of couples getting married in the US hire a wedding planner.

This course addresses what you need to know about the art and business of wedding planning. From selecting a venue, creating a guest list, hiring vendors, developing the budget, timelines and to do lists, to creating a beautiful wedding design, we cover everything you need to orchestrate a memorable event.

Date: Mar 1
Time: Sat 9am-4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Marla Harr
Course No.: MEX 909 Sec 01
Reg. No.: 22387

Special Event Management

.6 CEUs

This course will provide you with tools to improve the effectiveness of your special events. Develop your skills as an Event Manager as you identify the potential challenges to a successful event and select appropriate solutions. You will be provided with essential information for success for developing profitable planning strategies, identifying event goals and objectives, working with planning committees, and managing volunteers. You will learn to improve catering quality while maintaining budgets, and how to market your event.

Date: Mar 8
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125

**Meeting and Event Planning
Certificate of Completion**

(Continued)

Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 22380

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 Production & Inventory Control 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 these 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 120 semester hours including both lower and upper division course work. Participating students must complete all general studies program requirements (52-59 semester units) and integrate at least one other discipline outside of the College of Business and Public Policy with the PIX units to achieve a total of 24 units of upper division credit to complete the Special Major. Students must also complete an acceptable University minor.

Other graduation requirements are listed in the general University Catalog.

The minimum requirement for the Special Major is 24 semester units of approved upper division work. The credit hours earned while completing the Production and Inventory Control Certificate serve as the foundation for the Special Major. The remaining upper division credit hours, in consultation with the student's advisory committee, should be chosen from at least one other department outside the School of Management.

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 national CPIM Certification Exams or ISM (NAPM) Purchasing CPM Certification Exams.

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 and Inventory Control courses are being updated to reflect changing industry needs. Students who have started the program under the old titles and course numbers will complete the program with updated, equivalent courses. New courses are pending approval by the College of Extended Education Curriculum committee.

Production & Inventory Control Certificate Program

Courses

| | |
|--|---------|
| Supply Chain Fundamentals | PIX 351 |
| (PIX 351 is the foundation course and must be taken first) | |
| Supply Chain Scheduling | PIX 353 |
| Supply Chain Operations | PIX 355 |
| Supply Chain Planning | PIX 357 |
| Supply Chain Strategies | PIX 359 |

Books and Materials

Please purchase the most current edition:

PIX 351: Introduction to Materials Managements, Arnold

PIX 351: Sales Forecasting A New Approach, Wallace & Stahl; Master Scheduling in the 21st Century, Wallace & Stahl

PIX 353, PIX 355, PIX 359 - new textbooks pending.

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.

Proposed Scheduled Classes

Spring 2014

Supply Chain Fundamentals

3 units

Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning, forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

Date: Jan 7 – Apr 4
 Location: Online
 Fee: \$555

Instructor: Joan Hall
 Course No. PIX351 Sec 41
 Reg. No. 22483

Supply Chain Operations

3 units

This course covers the techniques for scheduling and controlling the manufacturing process. This includes prioritizing the work, executing the orders and reporting the results as part of the performance evaluation feedback. Inventory must also be controlled so its influence on the schedule is also discussed.

Date: Jan 7 – Apr 4
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX355 Sec 41
 Reg. No. TBA

Summer 2014

Supply Chain Fundamentals

3 units

Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning, forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

Date: Apr 8 - Jul 5
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX351 Sec 41
 Reg. No. 30031

Supply Chain Strategies

3 units

This course covers the higher-level thinking of strategic planning which includes how to develop a strategy after understanding the

"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

company's business environment. Once the strategy is determined then it must be implemented so leadership roles and responsibilities to make the change are reviewed.

Date: Apr 8 - Jul 5
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX359 Sec 41
 Reg. No. TBA

For further info:
 Email: bwald@lists.csudh.edu
 Visit the website:
www.csudh.edu



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 |
| Supply Chain Fundamentals | PIX 351 |

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.

Course Schedule

| Class | Title | Credits | Spr '14 | Sum '14 | Fall '14 |
|---------|---------------------------|---------|---------|---------|----------|
| PIX 351 | Supply Chain Fundamentals | 3 Ext | • | • | • |
| PIX 353 | Supply Chain Scheduling | 3 Ext | | | • |
| PIX 355 | Supply Chain Operations | 3 Ext | • | | |
| PIX 357 | Supply Chain Planning | 3 Ext | | | |
| PIX 359 | Supply Chain Strategies | 3 Ext | | • | |

Schedule subject to change

Purchasing Certificate Program

(Continued)

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 2014

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 6 - Apr 4
Location: online 
Fee: \$555
Instructor: Frank Putz
Course No. PRX 200 Sec 41
Reg. No. 21738

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 6 - Apr 4
Location: online 
Fee: \$555
Instructor: Frank Putz

Course No. PRX 310 Sec 41
Reg. No. 21739


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.

"Frank, once more, I wanted to thank you for the additional time that you spend in explaining both the homework assignments and how they pertain to daily situations. I have already learned more since taking the classes that you've taught than I have in the last 30 years of work. I appreciate the additional effort that you put into the class."

- Susi Guzsella
Director of Operations
Mobius Photonics, Inc.
Mountain View, CA

Date: Jan 6 - Apr 4
Location: online 
Fee: \$555
Instructor: Frank Putz
Course No. PRX 330 Sec 41
Reg. No. 21740

Summer 2014

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

"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 Champion
Purchasing Specialist
Kubota Tractor Company
Torrance, CA


and services are discussed. Case studies allow for application to real-world situations.

Date: Apr 7 - Jul 3
Location: online 
Fee: \$555
Instructor: Frank Putz
Course No. PRX 200 Sec 41
Reg. No. 30011

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 7 - Jul 3
Location: online 
Fee: \$555
Instructor: Frank Putz
Course No. PRX 330 Sec 41
Reg. No. 30009

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 7 - Jul 3
Location: online 
Fee: \$555
Instructor: Frank Putz
Course No. PRX 340 Sec 41
Reg. No. 30010

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



Purchasing Year 2013-14 Internet Schedule

| Class | Title | Credits | Spr '14 | Sum '14 | Fall '14 |
|---------|-------------------------------------|---------|---------|---------|----------|
| PRX 200 | Purchasing Fundamentals | 3 Ext | ● | ● | ● |
| PIX 351 | Supply Chain Fundamentals | 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 | | ● | ● |

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.

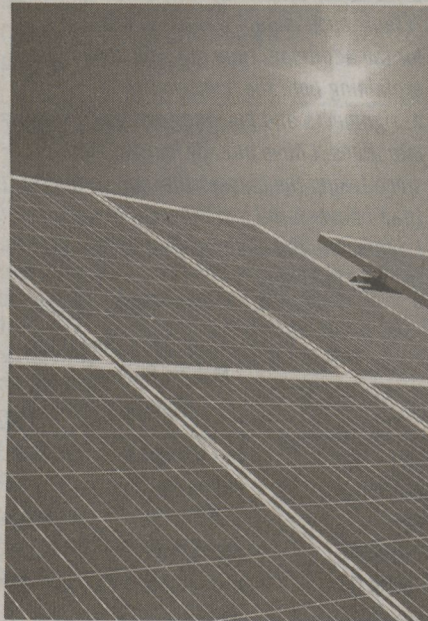
Employment Outlook

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: TBA
 Time: Sat-Sun 8am-5pm
 Meetings: 5
 Location: Taller San Jose
 810 N. Poinsettia
 Santa Ana, CA 92701
 Fee: \$1,000
 Instructor: Marius Cucurni
 Course No.: NHSF 106
 Reg. No.: TBA



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

Business Courses Online

Hundreds of Online Business Courses Available!

For short courses, see page 23.
 For certificate/certification courses, see page 27. Or go to <http://dominguezonline.csudh.edu/programs.php>

FREE TRAINING

for a New Career

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

Develop your professional skills

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

Get ahead without falling behind

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

Build a career pathway that makes sense

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

Take the first step!

Contact the
Workforce Investment Board
 at
310-970-7700

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 310-243-3747

Email tstevens@csudh.edu or
Visit the web site at
<http://www.csudh.edu/ee/training.html>

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

Continuing Education Credit
for the
training you already do

Credit is a **BIG** bonus

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

You could add a big value bonus:
**continuing education
credit**

CSUDH Extended Education offers a service that starts with three steps to review your planned or existing in-house training programs for continuing education credit:

- ✓ Call 310-243-3730, or email bwald@lists.csudh.edu.
- ✓ Prior to your training event, package and send information about your in-house or conference training.
- ✓ Your training is reviewed by CSUDH Extended Education for content and quality.

If your course, curriculum or conference is approved, participants receive a permanent California State University Dominguez Hills record showing continuing education units (CEUs).

For further information: 310-243-3730
bwald@lists.csudh.edu

Proud founding partner of the South Bay Business Resource Network!



Communications

Certificate Programs

- Grant Writing and Administration
Certificate of Completion16
- Technical Writing (online)
Certificate of Completion17

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

**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 14-28
- Time: Tue 6:30 - 9:30pm
- Meetings: 3 (1/14, 1/21, 1/28) 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: EE 1206
- Fee: \$168
- Instructor: Sharon Martin
- Course No.: TEX 914 Sec 35
- Reg. No.: 22299

Evaluation and Grant Implementation

- 2.0 CEUs
- Date: Feb 11-25
- Time: Tue 6:30 - 9:30pm
- Meetings: 3 (2/11, 2/18, 2/25) plus online
- Location: EE 1206
- Fee: \$168
- Instructor: Sharon Martin
- Course No.: TEX 917 Sec 35
- Reg. No.: 22307

Post Award Grant Administration

- 2.0 CEUs
- Date: Mar 11-25
- Time: Tue 6:30 - 9:30pm
- Meetings: 3 (3/11, 3/18, 3/25) plus online
- Location: EE 1206
- Fee: \$168
- Instructor: Sharon Martin
- Course No.: TEX 919 Sec 35
- Reg. No.: 22309

Spring/Summer Session

Pre Award Grant Administration

- 2.0 CEUs
- Date: Apr 10-24
- Time: Thur 6:30 - 9:30pm
- Meetings: 3 (4/10, 4/17, 4/24) plus online
- Location: EE 1206
- Fee: \$168
- Instructor: Theresa Lu
- Course No.: TEX 914 Sec 36
- Reg. No.: 22301

Grant Writing and Administration Certificate of Completion

(Continued)

Evaluation and Grant Implementation

2.0 CEUs

Date: May 8-22
 Time: Thur 6:30 - 9:30pm
 Meetings: 3 (5/8, 5/15, 5/22) plus online
 Location: EE 1206
 Fee: \$168
 Instructor: Theresa Lu
 Course No.: TEX 917 Sec 36
 Reg. No. 22308

Post Award Grant Administration

2.0 CEUs

Date: Jun 5-19
 Time: Thur 6:30 - 9:30pm
 Meetings: 3 (6/5, 6/12, 6/19) plus online
 Location: EE 1206
 Fee: \$168
 Instructor: Theresa Lu
 Course No.: TEX 919 Sec 35
 Reg. No.: 30024



Find us on Facebook

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.

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, Alfred, 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., is a writer, editor, and owner of Luna Sky Media, a digital media marketing firm with a focus on 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 covers how to identify the audiences and apply various styles to each.

Date: Jan 13 - Mar 14
 Location: Online
 Fee: \$489
 Instructor: Rachael Post
 Course No.: NWTW 101 Sec 41
 Reg. No.: 22310

Date: Mar 24 - May 23
 Location: Online
 Fee: \$489

**Technical Writing
Certificate of Completion**

(Continued)

Instructor: Rachael Post
Course No.: NWTW 101 Sec 42
Reg. No.: 22315

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 13 - Mar 14
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 41
Reg. No.: 22322

Date: Mar 24 - May 23
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 42
Reg. No.: 22325

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 13 - Mar 14
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 41
Reg. No.: 22338

Date: Mar 24 - May 23
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 42
Reg. No.: 22339

Additional classes will begin in June 2, 2014.

"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



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>

Master of Science
**Quality Assurance
Online!**

Concentrations in:
**Healthcare
Manufacturing
Service**

For further information:
See Page 71

www.csudh.edu/msqa
msqa@csudh.edu
310-243-3880

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Courses
Right Now!**

For more information
310-243-2288
dhonline@csudh.edu
<http://dominguezonline.csudh.edu>

**Web
Design
Certificate of
Completion**

See Page 47

Photoshop

See Page 47

Degree Programs

| | |
|---|-----|
| MA Negotiation, Conflict Resolution & Peacebuilding | .53 |
| MBA | .54 |
| MPA | .54 |
| MS Nursing | .37 |
| MS Quality Assurance | .71 |
| BS Applied Studies | .6 |
| BS Nursing | .39 |
| BS Quality Assurance | .73 |

Certificate Programs

| | |
|--------------------------------|-----|
| Assistive Technology | .32 |
| Community College Teaching | .33 |
| Production & Inventory Control | .11 |
| Purchasing | .12 |

Certificate of Completion Programs

| | |
|----------------------|-----|
| Paralegal | .52 |
| Technical Writing | .17 |
| Quality Certificates | .74 |

Individual Courses Pages 22-29

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

Distance Learning

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

A New Way to Learn

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

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

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

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

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



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

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

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.

American Institutions

3 Units

A study of contemporary political institutions, with emphasis on the philosophy, structure, and behavior of the American political system, including the State of California. Meets State requirement in U.S. Constitution and California State and Local government.

Date: Feb 3 - May 5
Time: Mon 3-4:30pm
Instructor: Ginger Silvera
Course No.: POL 101 Sec 91
Reg No: TBA

Young Scholars

(Continued)

Introduction to Television, Film and Theatre

3 Units

This course gives students an overview of theatre from earliest times and an understanding of the elements which are required to produce a play or film. THE 100 can be used to satisfy one of the lower division general education requirements at the university. THE 100 can also be used to fulfill one of the entrance requirements to the California State University and University of California systems.

Date: Feb 4 - May 6
 Time: Tue 3-4:30pm
 Instructor: Bill DeLuca
 Course No.: THE 100 Sec 91
 Reg No: TBA

Introduction to Astronomy

3 Units

This course, offered in cooperation with the Planetary Society (www.planetary.org), gives students an introduction to astronomy with an emphasis on planetary science and can be used as a lower division elective at the university.

Date: Feb 5 - May 7
 Time: Wed 3-4:30pm
 Instructor: Bruce Betts
 Course No.: PHY 195 Sec 91
 Reg No: TBA

Health and Lifestyles

3 Units

To familiarize the student with relationships among the physical, social and psychological aspects of health, which include: self-care, prevention and analysis of personal health problems through participation in self-assessment techniques. Topics include the relationship of lifestyles to nutrition, stress, physical fitness, death and dying, and mental illness.

Date: Feb 6 - May 8
 Time: Thu 3-4:30pm
 Instructor: TBA
 Course No.: HEA 100 Sec 91
 Reg No: TBA

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

Teacher Education Courses



Health in Public Education

2 Units

Prerequisite: HEA 100 or equivalent is recommended.

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

Date: Jan 18 - May 10
 Time: Sat 9am - Noon
 Instructor: Robin Sinks
 Course No.: HEA 300 Sec 91
 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: Jan 19 - May 11
 Time: Sun 9-11am
 Instructor: Jeffrey Miller
 Course No.: TED 415 Sec 91
 Reg No: TBA

www.csudh.edu/ee/teachertv.html

General Education Courses



Gardens of California

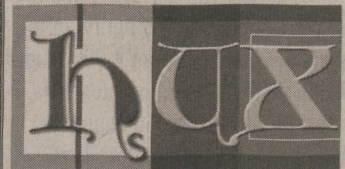
Start Date: Jan 19 - May 11
 Time: Sun Noon -2pm

Instructor: Jerrold Turney
 Course No: IDS 350 Sec 91
 Reg No: TBA

Jazz in the Modern Era

Start Date: Jan 21 - May 6
 Time: Tue 7-10pm
 Instructor: Chester Hanley
 Course No: IDS 336 Sec 91
 Reg No: TBA

www.csudh.edu/ee/genedtv.html



**Achieve Your
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 via
 Distance Learning**

M.A. Humanities

For over 30 years a leader in
 graduate-level
 independent study

See page 5

**Bachelor's Degree in Applied Studies
Bachelor's Degree in Quality Assurance
Complete your Degree Online Through Cal State Online**

An Opportunity is Waiting for You!

Already have a career, but need a Bachelor's degree to help you take that next step? With an online degree from CSU Dominguez Hills through Cal State Online, you don't have to put your life on hold to build a better future for you and your family. A part of the California State University System, Cal State Online courses are built with the student in mind, granting students the same benefits as taking courses at a campus.

Cal State Online offers:

- An innovative online learning platform, combining the latest video and interactive course technology
- The opportunity to complete your degree in less than 2 years
- Courses available at times convenient to you
- Curriculum designed for the working adult
- Continuous advising to stay on track to earn your degree

For further information:
800-247-5168
www.appliedstudies.tv
www.csudh.edu/bsqa

**CSUDH Intersessions Winter/Spring/Summer
Open to All Qualified Students!**

CSUDH Intersessions give you the opportunity to:

- Sample a field before formal application to a degree program
- Take professional development courses without formal enrollment in a degree program
- Pursue personal interests in the arts, humanities, literature, philosophy and many other fields
- Take a few courses or units to complete a university degree, meet continuing education requirements or qualify for a pay increase
- Improve your grade point average if you have been turned down for admission by the university or have been academically disqualified
- Complete prerequisites for majors or advanced degrees
- Get an early start on an academic program
- Take classes if you have missed the deadline for admission to CSUDH.

Winter Session: 3-5 week sessions running from mid-December or early January, and ending in late January. Information at www.csudh.edu/winter.

Spring Intersession: 6 week session running from late May through the end of June. Information at www.csudh.edu/springin.

Summer Sessions: Two 6-week sessions and one 12-week session beginning in early June and running through late August. Information at: www.csudh.edu/summer.

Registration for all CSUDH intersessions is through CSUDH Extended Education: 877-GO-HILLS.



Find us on Facebook at C.S.U.D.H. Intersessions.

Online Introductory 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 15, Feb 19, Mar 19, Apr 16, May 21, Jun 18.** (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 A+ 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). Check website for current prices: www.gatlineducation.com/csudh. Prices are subject to change.

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
- Administrative Professional with Microsoft Office 2007 Master
- Administrative Professional with Microsoft Office Specialist 2003
- Building Analyst Quick Start Program (BPI BA Certification)
- Certified Protection Officer
- Chartered Tax Professional
- Chartered Tax Professional for California Residents
- Child Development Associate Training
- Child Development Associate Training Renewal
- Emergency Management Training for First Responders
- Entrepreneurship: Start-Up and Business Owner Management
- Event Management and Design
- Fitness Business Management
- Freight Broker/Agent Training
- Grant Writing
- Graphic Design with Photoshop CS4
- Help Desk Analyst: Tier 1 Support Specialist
- Lean Mastery
- Legal Secretary
- Management for IT Professionals
- Management Training
- Microsoft Access 2007
- Microsoft Certified Application Specialist (MCAS): Office 2007
- Microsoft Excel 2007
- Microsoft Office 2007 Master
- Microsoft Outlook 2007
- Microsoft PowerPoint 2007
- Microsoft Project 2007
- Microsoft Project 2007, Standard Edition Software Included

- Microsoft Windows Vista
- Microsoft Word 2007
- Non-Profit Management
- Nutrition for Optimal Health, Wellness, and Sports
- Pay Per Click Marketing s
- Payroll Practice and Management
- Performing Comprehensive Building Assessments
- Personal Training and Group Exercise Training for Older Adults
- Physical Therapy Aide
- Principles of Green Buildings
- Professional Bookkeeping with QuickBooks 2010
- Professional Bookkeeping with QuickBooks 2010, Software Included
- Project Management
- Project Management with Microsoft Project 2007
- Project Management with Microsoft Project 2007, Standard Edition Software Included
- Purchasing and Supply Chain Management
- Records Management Certificate
- Search Engine Marketing
- Search Engine Optimization
- Six Sigma Black Belt
- Six Sigma Green Belt
- Travel Agent Training
- Understanding Earned Value Management

Healthcare and Fitness

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology
- Advanced Coding for the Physician's Office
- Advanced Hospital Coding and CCS Prep
- Advanced Personal Fitness Trainer

- Emergency Management Training for First Responders
- Fitness Business Management
- ICD-10 Medical Coding: Preparation and Instruction for Implementation
- Medical Billing and Coding
- Medical Billing and Coding + Medical Terminology
- Medical Terminology
- Medical Transcription
- Medical Transcription + Medical Terminology
- Nutrition for Optimal Health, Wellness, and Sports
- Personal Fitness Trainer
- Personal Training and Group Exercise Training for Older Adults
- Pharmacy Technician
- Physical Therapy Aide
- Veterinary Assistant
- Women's Exercise Training and Wellness

Hospitality and Service Industry

- Casino Blackjack Dealer
- Casino Poker Dealer
- Emergency Management Training for First Responders
- Fine Arts Certificate
- Fitness Business Management
- Game Art Certificate
- Personal Fitness Trainer
- Personal Training and Group Exercise Training for Older Adults
- Travel Agent Training
- Video Game Design and Development

IT and Software Development

- 3ds Max
- Administrative Professional with Microsoft Certified Application Specialist Training
- Advanced Microsoft Certified Technology Specialist (MCTS) SQL Server 2008
- AutoCAD 2011

Online Certificate and Certification Courses

(Continued)

AutoCAD 2011 With AutoCAD 3D
 AutoCAD 3D
 AutoCAD 3D, Software Included
 Cisco® CCNA® Certification Training
 CompTIA™ A+ Certification Training
 CompTIA™ Network+ Certification Training
 CompTIA™ Security+ Certification Training
 Forensic Computer Examiner \$3,095 150 Hrs
 Help Desk Analyst: Tier 1 Support Specialist
 Microsoft Access 2007
 Microsoft Excel 2007
 Microsoft (MCTS): SQL Server 2008
 Implementation and Maintenance
 Microsoft Office 2007 Master
 Microsoft Office Specialist 2007
 Microsoft Outlook 2007
 Microsoft PowerPoint 2007
 Microsoft Web Developer
 Microsoft Windows Vista
 Microsoft Word 2007
 Pay Per Click Marketing
 Professional Bookkeeping with QuickBooks
 2010
 Professional Bookkeeping with QuickBooks
 2010, Software Included
 RFID (Radio Frequency Identification) on the
 Web™
 Search Engine Marketing
 Search Engine Optimization
 Web Database Developer
 Webmaster

Management and Corporate

Building Analyst Quick Start
 Emergency Management Training for First
 Responders
 Entrepreneurship: Start-Up and Business
 Owner Management
 Event Management and Design
 Fitness Business Management
 Grant Writing
 Lean Mastery
 Legal Secretary
 Management for IT Professionals
 Management Training
 Microsoft Access 2007
 Microsoft Excel 2007
 Microsoft Office 2007 Master
 Microsoft Outlook 2007
 Microsoft PowerPoint 2007
 Microsoft Project 2007

Microsoft Project 2007, Standard Edition
 Software Included
 Microsoft Windows Vista
 Microsoft Word 2007
 Non-Profit Management
 Payroll Practice and Management
 Performing Comprehensive Building
 Assessments
 Principles of Green Buildings
 Project Management
 Project Management with Microsoft Project
 2007
 Project Management with Microsoft Project
 2007, Standard Edition Software Included
 Purchasing and Supply Chain Management
 Records Management Certificate
 Six Sigma Black Belt
 Six Sigma Green Belt
 Understanding Earned Value Management

Media and Design

3ds max
 Digital Arts Certificate
 Event Management and Design
 Fine Arts Certificate
 Game Art Certificate
 Graphic Design with Photoshop CS4
 Graphic Design With Photoshop CS5
 Training
 Graphic Design With Photoshop CS5
 Training, Software Included
 Marketing Design Certificate
 Multimedia Arts Certificate
 Video Game Design and Development
 Web Applications Developer
 Web Design Certificate
 Webmaster

Skilled Trades and Industrial

Biofuel Production Operations
 Building Analyst Quick Start
 Carpentry
 Certified Protection Officer
 Chemical Plant Operations
 Emergency Management Training for First
 Responders
 Freight Broker/Agent Training
 Home Inspection Certificate
 HVAC Technician
 Natural Gas Plant Operations
 Oil Refinery Operations
 Paper Mill Operations
 Performing Comprehensive Building
 Assessments
 Power Plant Operations

Principles of Green Buildings
 Pulp Mill Operations
 Solar Power Professional
 Wind Energy Apprentice

Sustainable Energy and Going Green

Biofuel Production Operations
 Building Analyst Quick Start
 Natural Gas Plant Operations
 Performing Comprehensive Building
 Assessments
 Principles of Green Buildings
 Senior Certified Sustainability Professional
 Solar Power Professional
 Wind Energy Apprentice

**Educational
 Certificates
 Available
 Online**

**Assistive Technology
 Certificate**
 See Page 32

**Community College
 Teaching
 Certificate**
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**Online
 Professional
 Educational
 Development
 Courses**
 See Page 34

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!

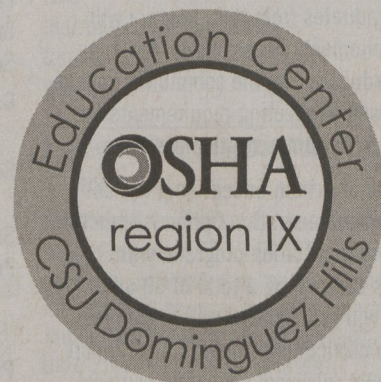
For further information: 310-243-2425 • osha@csudh.edu • www.clicksafety.com

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

**Designated Subjects
Adult Education
Teaching Credential**

CSUDH is in the process of renewing its application to provide teacher preparation training for the Designated Subjects Adult Education credential along with its application to offer teacher preparation for the Career Technical Education (CTE) credential with the CA State Commission on Teacher Credentialing (CTC). **While this process is in effect, we can no longer process new applications for the Designated Subjects Adult Education credential.**

If you are interested in starting an adult education credential preparation program, it is suggested that you contact the Los Angeles

**Designated Subjects
Adult Education
Teaching Credential**

(Continued)

County Office of Education (LACOE) 562-922-6798, a CTC approved provider of adult education credential preparation. For further information about Designated Subjects Adult Education credential, please refer to Commission on Teacher Credentialing. Listing of institutions providing credential preparation in adult education is available at http://cig.ctc.ca.gov/cig/CTC_apm/DS_ae.php

Individuals holding preliminary adult education credentials issued by CSUDH can and should continue their required coursework to achieve their Designated Subject Adult Education Clear credential through CSUDH.

Contact the College of Extended & International Education Registration office for updates on the Adult Education course schedule for Fall: 310-243-3741; www.csudh.edu/ee/adulted.html or email jjzitelli@csudh.edu for information about completing level II coursework and clearing your credential

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
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
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

Arlene Torluemke, M.S., 30 years experience as an Adult Educator, Mentor, and LAUSD Program for Older Adults Teacher Advisor.

Spring 2014 Proposed Scheduled Classes

(Contact Extended Education Registration for dates)

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: TBD
Time: 2 Fri 4:30 - 9pm
2 Sat 9am - 6pm
Meetings: 4
Location: TBD
Fee: \$424
Instructor: Ron Ross
Course No.: TED 421 Sec 71
Reg. No.: TBD

Materials & Methods Part I

2 Units
Course covers instructional techniques,

evaluation of student achievement and the learning process in adult education.

Date: TBD
Time: 2 Fri 4:30 - 9pm
2 Sat 9am - 6pm
Meetings: 4
Location: TBD
Fee: \$424
Instructor: TBD
Course No.: TED 418 Sec 71
Reg. No.: TBD

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: TBD
Time: 2 Fri 4:30 - 9pm
2 Sat 9am - 6pm
Meetings: 4
Location: TBD
Fee: \$424
Instructor: Julie Meuret-Kalousek & Arlene Torluemke
Course No.: TED 419 Sec 71
Reg. No.: TBD

Level Two

Counseling & Guidance/ Adult Education

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

Date: TBD
Time: 2 Fri 4:30 - 9pm
2 Sat 9am - 6pm
Meetings: 4
Location: TBD
Fee: \$424
Instructor: Ron Ross
Course No.: TED 424 Sec 71
Reg. No.: TBD

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.

**Designated Subjects
Adult Education
Teaching Credential**

(Continued)

Date: TBD
Time: Fri 6-9pm, Sat 9am-12pm,
Meetings: 2
Location: TBD
Fee: \$424
Instructor: Ted Johnson
Course No.: TBD
Reg. No.: TBD

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: TBD
Time: Sat 9am-6pm
Tue-Thu 6-9pm
Meetings: 2
Location: TBD
Fee: \$212
Instructor: Ted Johnson
Course No.: TED 417-Sec 71
Reg. No.: TBD

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: Aug 24 & Sep 7
Time: Sat 9am-5:30pm
Meetings: 2
Location: TBD
Fee: \$212
Instructor: Ted Johnson
Course No.: TED 420 Sec 71
Reg. No.: TBD

**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 2014 Scheduled Classes


Introduction to Assistive Technology

3 Units

Reviews the use of Assistive Technology as it relates to education, communication, vocation, recreation, and mobility for

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

Date: Jan 6 - Mar 17
Location: online 
Fee: \$798
Instructor: Larry Belkin & Paul Richard
Course No.: SPE 530 Sec 42
Reg. No.: 22444

Date: Apr 7 - Jun 16
Location: online 
Fee: \$798
Instructor: Larry Belkin & Paul Richard
Course No.: SPE 530 Sec 41
Reg. No.: TBA


SPE 530 Introduction to Assistive Technology

provides an overview for a broad audience including parents of disabled students and other interested members of the community.

Basic Assistive Technology

3 Units


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

Date: Jan 6 - Mar 17
Location: online 
Fee: \$768
Instructor: Larry Belkin & Paul Richard
Course No.: SPE 531 Sec 41
Reg. No.: 22233

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 7 - Jun 16
Location: online 
Fee: \$798
Instructor: Larry Belkin & Paul Richard
Course No.: SPE 532 Sec 41
Reg. No.: TBA

Administration of Assistive Technology Services


3 Units

Provides students with information on a variety of administrative issues, including the role of the Transdisciplinary Team, identification of funding and other resources,

Assistive Technology Specialist Certificate Program

(Continued)


specialized computer adaptations, legal and ethical issues, and effective solutions.


Date: Apr 7 - Jun 16
 Location: online 
 Fee: \$798
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 533 Sec 41
 Reg. No.: TBA

Capstone Course in Assistive Technology

3 Units

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

Date: Jan 6 - Mar 17
 Location: online 
 Fee: \$798
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 41
 Reg. No.: 22235

Date: Apr 7 - Jun 16
 Location: online 
 Fee: \$798
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 42
 Reg. No.: TBA

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: www.csudh.edu/at

Community College Teaching Certificate Program

Free orientation session

(Reservations Required)

Find out more about our

Saturday Jan 11, 2014

11am - 12:30pm

Room EE 1213

Course No: NECC 101

Reg. No. TBA

Phone 310-243-3741 to register

For further information go to

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

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

About the Instructors

Rodger McGinness, Ed.D. Educational Leadership, Vice President of Academic Affairs (ret.) Copper Mountain College,

"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

educator for 30 years with extensive experience as a community college instructor and administrator

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

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


Spring 2014 Scheduled Classes

GED 548 & GED 549 taught Online only Spring

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 21 - Feb 14
 Location: online 
 Fee: \$532
 Instructor: Rodger McGinness
 Course No.: GED 549 Sec 41
 Reg. No.: 22205

Course outlines for GED 548 & 549 are available at 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

**Certificate in
Community College
Teaching**

(Continued)

organization, student diversity, teaching technology, student retention & instructional technology.

Date: Feb 24 - Apr 18
Location: online ☑
Fee: \$798
Instructor: Rodger McGinness
Course No.: GED 548 Sec 41
Reg. No.: 22199

**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.

Date: Jan 21 - May 16
Time: TBA
Fee: \$798
Instructor: Martha Sklar
Course No.: GED 594S Sec 71
Reg. No.: 22206

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

**Professional
Development Courses
Distance Learning**

self-paced

The Program

These distance learning courses are computer-based, and designed by experts who carefully and thoughtfully craft the courseware which allows you to 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. While the courses are available online, CDs are available for those students who do not have a reliable high-speed internet connection. The only exception is the Ethics course, which does not have a CD option. 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.

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.

You must complete each examination with a minimum score of 70% or higher and complete ALL writing assignments to pass this course.

Course Completion Information

Students are expected to complete all coursework within the same semester they registered for the course. If a student cannot complete the course within the semester, they must contact VESi prior to the semester deadline to request an extension. Extension will only be granted for severely extenuating circumstances and if substantial work has been done in the course. The student **must** then complete all coursework by the date given by VESi. **If you do not complete by the end of the term and have not received approval for an extension, an F will automatically be reported.**

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).
- 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 12

Courses

Behavior is Language: Strategies for Managing Disruptive Behavior
Course No.: TEX 495.411
Reg. No.: 22163 3 Ext Units

Attention Deficit Disorder: Information & Interventions for Effective Teaching
Course No.: TEX 495.431
Reg. No.: 22164 2 Ext Units

Professional Development Courses via Distance Learning

(Continued)

Violence in Schools: Identification, Prevention & Intervention Strategies
 Course No.: TEX 495.441
 Reg. No.: 22165 2 Ext Units

Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
 Course No.: TEX 495.451
 Reg. No.: 22166 2 Ext Units

Learning Disabilities: Practical Information for the Classroom Teacher
 Course No.: TEX 495.461
 Reg. No.: 22167 3 Ext Units

Autism & Asperger's Disorder: Information & Effective Intervention Strategies
 Course No.: TEX 495.491
 Reg. No.: 22168 2 Ext Units

Talented & Gifted: Working with High Achievers
 Course No.: TEX 495.521
 Reg. No.: 22169 2 Ext Units

Understanding Aggression: Coping with Aggressive Behavior in the Classroom
 Course No.: TEX 495.531
 Reg. No.: 22170 3 Ext Units

Child Abuse: Working with Abused & Neglected Children
 Course No.: TEX 495.561
 Reg. No.: 22171 2 Ext Units

Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning
 Course No.: TEX 495.571
 Reg. No.: 22172 2 Ext Units

Advanced Classroom Management: Children as Change Agents
 Course No.: TEX 495.591
 Reg. No.: 22173 2 Ext Units

Educational Assessment: Assessing Student Learning in the Classroom
 Course No.: TEX 495.611
 Reg. No.: 22174 2 Ext Units



Inclusion: Working with Students with Special Needs in General Education Classrooms
 Course No.: TEX 495.621
 Reg. No.: 22175 2 Ext Units

Teaching Diversity: Influences & Issues in the Classroom
 Course No.: TEX 495.631
 Reg. No.: 22176 2 Ext Units

Reading Fundamentals 1: An Introduction to Scientifically-based Research
 Course No.: TEX 495.641
 Reg. No.: 22177 2 Ext Units

Reading Fundamentals 2: Laying the Foundation for Effective Reading Instruction
 Course No.: TEX 495.651
 Reg. No.: 22178 2 Ext Units

Reading Fundamentals 3: The Elements of Effective Reading Instruction & Assessment
 Course No.: TEX 495.661
 Reg. No.: 22179 3 Ext Units

Infant & Toddler Mental Health: Issues & Information for Educators
 Course No.: TEX 495.671
 Reg. No.: 22180 2 Ext Units

Early Childhood: Family-Centered Services
 Course No.: TEX 495.681
 Reg. No.: 22181 2 Ext Units

Early Childhood: Program Planning
 Course No.: TEX 495.691
 Reg. No.: 22182 3 Ext Units

Early Childhood: Observation & Assessment
 Course No.: TEX 495.701
 Reg. No.: 22183 3 Ext Units

Early Childhood: Typical & Atypical Development
 Course No.: TEX 495.711
 Reg. No.: 22184 3 Ext Units

Harassment, Bullying & Cyber-Intimidation in Schools
 Course No.: TEX 495.721
 Reg. No.: 22185 2 Ext Units

Teaching Elementary Math Conceptually: A New Paradigm
 Course No.: TEX 495.731
 Reg. No.: 22186 2 Ext. Units

Why DI? An Introduction to Differentiated Instruction
 Course No.: TEX 495.741
 Reg. No.: 22187 3 Ext. Units

Ethics & Safety in Education: Guidelines for Teachers & Administrators
 Course No.: TEX 495.751
 Reg. No.: 22188 2 Ext Units

Reading & Writing in Content Area
 Course No.: TEX 495.752
 Reg. No.: 22189 2 Ext. Units

Try DI!: Planning & Preparing a Differentiated Instruction Program
 Course No.: TEX 495.771
 Reg. No.: 22190 3 Ext. Units

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

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>

MS in Health Sciences, O&P Option

Orthotics and prosthetics is a specialized health care profession, which combines a unique blend of clinical and technical skills to care for patients who have neuromuscular and musculoskeletal disorders and/or patients who have a partial or total absence of a limb. Orthotists and prosthetists provide treatment that allows these individuals to lead more active and independent lives by collaborating with other members of the healthcare team. This work requires substantial clinical and technical judgment.

The principles of biomechanics, pathomechanics, gait analysis, kinesiology, anatomy and physiology are crucial to the practitioner's ability to provide comprehensive patient care and a positive clinical outcome. Patient assessment, treatment and education are part of the practitioner's responsibility and require collaborative communication skills.

In addition to performing orthotic and prosthetic procedures, the orthotist and prosthetist is involved in clinical decision-making and patient education. The scope of practice for the orthotist and prosthetist includes, but is not limited to:

- Patient Assessment – Perform a comprehensive assessment of the patient to obtain an understanding of the patient's orthotic/prosthetic needs
- Formulation of the treatment plan – Create a comprehensive orthotic/prosthetic treatment plan to meet the needs and goals of the patient
- Implementation of the treatment plan – Perform the necessary procedures to deliver the appropriate orthotic/prosthetic services, which include fabrication of the devices required.
- Follow-up treatment plan – Provide continuing patient care and periodic evaluation to assure/maintain/document optimal fit and function of the orthosis/prosthesis
- Practice management – Develop, implement and/or monitor policies and procedures regarding human resource management, physical environment management, business/financial management and organizational management
- Promotion of competency and enhancement of professional practice – Participate in personal and professional development through continuing education, training, research and organizational affiliations.

The Prerequisites and Admission Requirements conform to CSUDH standards, and the Standards and Guidelines for the Accreditation of Educational Programs in Orthotics and Prosthetics, published by the National Commission on Orthotic and Prosthetic Education (NCOPE):

Prerequisites

| | |
|---|-----------|
| Biology/Life Sciences- lecture with lab | 4 credits |
| Chemistry - lecture with lab | 4 credits |
| Physics - lecture with lab | 4 credits |
| Human Anatomy & Physiology - lecture with lab | 4 credits |

HEALTHCARE

Degree Programs

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|--|----|
| Health Sciences (MS), O&P Option | 36 |
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| Nursing (BS) (online) | 39 |

Certificate Programs

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| Communications Sciences & Disorders . . | 42 |

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| Medical Insurance Billing | 43 |
| Pharmacy Technician | 45 |
| Healthcare Online Courses | 22 |

| | |
|-----------------------|-----------|
| Psychology† - lecture | 3 credits |
| Statistics - lecture | 3 credits |

† It is suggested that in addition to a basic/introductory Psychology course, a course on Human Growth & Development or Abnormal Psychology also be taken.

GRE

The GRE General Test scores provide a common measure for comparing the qualifications of applicants. To meet the University writing proficiency standards for graduate admission, applicants are required to achieve a minimum Analytic Writing score of 4 on the GRE. The GRE needs to be taken within the last 5 years. Admission to the M.S. Option is not solely based on GPA and GRE scores; it also includes letters of recommendation, letter of intent, and the student's background and knowledge of the orthotic and prosthetic profession.

In addition, the following courses are recommended but not required: Ethics, Business Management.

Admission Requirements

Due to the limited laboratory space, a maximum of 24 students can be accommodated in the Orthotics and Prosthetics Option. Applicants must apply to both CSU Dominguez Hills Graduate Studies Office and the M.S. in Health Science, Orthotics and Prosthetics Option. Applications are available online: Graduate Studies application is available at www.csumentor.edu and the supplemental M.S. in Health Science, Orthotics and Prosthetics Program Application is available at <http://portal.opcas.org>. Applications to the program are accepted one time each year. Students planning to seek admission should submit both applications including all supporting materials no later than January 31 preceding a summer semester admission to the program. Applications received after January 31 will be considered only if class space is available.

To be eligible for consideration as a candidate in this option, an applicant must meet the following minimum requirements:

1. Individuals with a bachelor's degree, preferably in an allied health or related major and a GPA of 3.0 or above in the last 60 semester or 90 quarter units of upper division coursework from any accredited college or university may apply.
2. Facility with hand tools, light duty power equipment, and knowledge of materials used in Orthotics and Prosthetics; prior

**MS in Health Sciences,
O&P Option**

(Continued)

- working or volunteer experience is an important selection criterion. A minimum of 100 hours of volunteer work is required prior to admission.
- Successful completion of all orthotic and prosthetic option prerequisite courses with a grade of "B" or better.
 - Completed Graduate studies application, available at: www.csumentor.edu. The University Application is completed online using California State University's CSU Mentor. Note: a \$55 application fee is charged by the CSU campus.
 - Completed OPCAS Program Application and subsequent in-person or telephone interview by a panel consisting of orthotics and prosthetics faculty. Program applications are available online at <http://portal.opcas.org>. Applicants must submit the O&P application by January 31st for admission in the subsequent summer semester.

M.S. Program Requirements

Students must complete the program with a GPA of at least 3.0. All courses taken to fulfill the requirements for the master's degree must be passed with a grade of "B-" or better. All other university requirements for the master's degree in this University Catalog must be met (see the Graduate Degrees and Post baccalaureate Studies section).


HEA 445, Material Science and Laboratory Skills (2 units) and HEA 455, Applied Anatomy (1 unit) must be passed prior to Fall semester of year 1 to continue in the program sequence; if not passed, the student will have one additional chance to retake the course with a passing grade, and restart the course sequence in Fall semester of the following year.

Capstone Activities

Degree students must complete a series of comprehensive exams/activities. The Capstone Activities involve creative application of theory and practice with real life clients who require orthotic or prosthetic intervention. The comprehensive exams are given over a 4-week period. They involve patient interaction and treatment, laboratory practical, written simulation, oral defense,

gait analysis and written exams. Failure to achieve a passing score, after the third attempt, will result in a dismissal from the program.

For further information:
(562) 986-7572
oandp@csudh.edu
<http://www.csudh.edu/oandp/msoption.htm>

**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 registered nurse license in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed.
- 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 currently, actively licensed as a registered nurse (RN) in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed. It is the students' responsibility to immediately report in writing any change in licensure to the Chair or the Program Coordinator. 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, active license as a registered nurse (RN) in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed
- Rubella, rubeola, and varicella immunization or serum titer showing immunity within the past 5 years
- Negative PPD or chest x-ray, if positive 5

Nursing Master of Science Online

(Continued)

years

- Current CPR certification(annually) - American Heart Association- need front and back of card
 - Hepatitis B titer showing immunity or evidence of 3 vaccinations or waiver
 - Blood-borne Pathogen/universal precautions and HIPAA Training - annual
- *Affiliating clinical agencies may have additional requirements.

Courses should be completed in the suggested sequence as noted in the MSN curriculum charts and handbooks on the School of Nursing website. 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 (see the School of nursing website). 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)

Please review all Handbooks on the School of Nursing website.

California Board of Registered Nursing Provider
Number CEP# 10928

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

Master of Social Work

The Program

The Master of Social Work Program at California State University, Dominguez Hills is strategically located to focus on the diverse social service needs and problems particular to the South Bay area of Los Angeles County, a large metropolitan area, populated by a wide range of socially and culturally diverse people. Because of the diversity of the various ethnic groups and cultures, the program will prepare social work students for contextually competent social work practice, inclusive of issues of culture, race, ethnicity, socioeconomic status, class and gender differences, religion and the effects of bias, prejudice and institutionalized racism. These issues and concerns often obscure helping efforts if they are not appropriately recognized and dealt with in practice and in social policy development and implementation. Thus, the program aims at increasing students' understanding of the underlying causes resulting from intersecting effects of prejudice, discrimination, and stereotyping and teaches ways of identifying strategies and interventions for addressing these concerns and problems in social work practice.

The CSUDH MSW program has set several goals in the preparation of professional social workers applying cultural and contextually competent practice. The program aspires to prepare graduates to:

- Engage in autonomous professionally competent practices that are culturally appropriate interventions tailored to enhance the well-being of individuals, families, and the successful functioning of groups, organizations and communities in diverse urban environments.
- Be able and willing to promote economic and social justice through the practice of culturally and contextually competent interventions at all levels, including policy practice, advocacy and direct intervention.
- Be analytically skilled to identify and understand the destructive patterns of institutionalized poverty, discrimination and oppression using scientifically valid

research methodologies and critical analyses to identify, assess and change aspects of competing economic, political and social systems, as well as harmful interactions among and between them.

- Engage in community based research on social issues, focusing on those variables affecting individuals, families, groups, organizations and communities in diverse pluralistic urban environments that can be directly applied to the education of students and reflect evidence-based culturally and contextually competent social work intervention.
- Establish and maintain professional relationships that enable cooperation and collaboration with members of the social service community that mitigate/ameliorate complex social challenges through shared leadership and partnerships.
- Be committed to the profession of social work that includes maintaining the highest ethical standards embodied in professional ethics, development of a life-long-learning philosophy based on ongoing evaluations of one's own practices informed by regular access to and consumption of appropriate scholarly research.

The Program as a comprehensive entity aspires to:

- Contribute to the social work profession locally, within the state and nationally through collaborating with social service agencies to promote their endeavors through implementation of contextually culturally competent programs, evaluation of practice and research.

These goals are accomplished through the following program objectives. Upon completion of the MSW program at California State University, Dominguez Hills students will be able to:

- Engage in autonomous professional practice.
- Identify the concepts of critical race theory and intersectionality applied to case situations.
- Discuss contextually and culturally competent practice in the appropriate setting with individuals, families, groups, organizations, and communities within diverse and complex urban settings.
- Discuss the roles of advocacy and policy practices as integral components of

Master of Social Work

(Continued)

professional social work practice using a conceptual paradigm that identifies causal links between personal troubles, and/or symptoms of individuals and families with social structures.

- Apply appropriate and valid research methods and other models of critical analysis to identify, assess and address causes and consequences of institutional behaviors affecting individuals, families and groups within diverse and complex urban communities.
- Produce and disseminate scholarly work documenting and assessing effective approaches addressing relationships between structural inequalities in social, economic and environmental sectors and their implications and consequences for client systems of all sizes within diverse and complex urban communities.
- Practice professional relationships with client systems of all sizes using a Community Practice focus.
- Identify and discuss an array of problem solving models that utilize a range of social work roles as contextually appropriate.
- Apply the knowledge and related practice techniques of two theories appropriately adapted as contextually and culturally competent practice with client systems appropriate to the student's specialization within the Community Practice concentration.
- Demonstrate skills in building cooperation and collaboration with and among systems of all sizes to impact positive social changes in diverse and complex urban communities.
- Identify and describe skills required to work within and amongst organizations in a variety of roles, profiting from supervision, consultation and collaboration for the purposes of benefiting individuals, families, groups, organizations and communities in diverse and complex urban areas.
- Understand and articulate the underlying philosophies and ensuing codes of the highest ethical standards embodied in professional ethics and adhere to these standards in all aspects of their

professional practices.

- Develop capacity to effectively engage in the systematic evaluations of their practice.
- Demonstrate and articulate the value and necessity of lifelong learning as an essential component of professional competence
- Participate in the social work profession, locally, within the state and nationally through collaborating with social service agencies to promote their endeavors through implementation of contextually and culturally competent programs, evaluation of practice and research.

The MSW Accelerated Part-time program specializing in Community Mental Health parallels our two year full-time program in that students receive the same quality learning experience but enjoy the flexibility of completing their coursework within a 3 year period. This is afforded through classes meeting on evenings and alternate weekends.

For further information:
 (310) 243-3170
 Spolk@csudh.edu
<http://www.csudh.edu/cps/hhs/sw/pd.htm>

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.

Preparation

Students in the RN-BSN must be licensed as registered nurses (RN) or nearing completion of an RN program in the semester before admission.

Students in a special pilot program may be admitted without a registered nurse license.

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 registered nurse license in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed.
- 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 email: hhsnssc@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 required. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

Special Features

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

Five courses offered in this program are degree applicable. Courses transferable to the Human Services Program and their equivalents are as follows:

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 19, 2013
 Time: Tue 6:00pm
 Location: CSUDH EE-1213
 Course No: NAOH 100 Sec 01
 Reg. No: 42435

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.

CAADAC Approved Program

Spring 2014 Application Submission

Deadline - Mon. Dec.2, 2013

Fall 2014 Application Submission

Deadline - Mon. Jul 7, 2014

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 7, 2014 at 6:00pm in EE 1213.**

Courses

Required Courses

| | |
|---|---------|
| Introduction to Alcoholism | ADX 300 |
| Introduction to Counseling | ADX 301 |
| Counseling the Individual | ADX 302 |
| Perspectives on Drug Abuse: Counseling the Substance Abuser | ADX 303 |
| Group Counseling Techniques | ADX 304 |
| Introductory Practicum | ADX 305 |
| Family Dynamics | ADX 306 |
| Advanced Practicum | ADX 307 |

Elective Courses (Choose One)

| | |
|--|---------|
| Treatment of Eating Disorders | ADX 308 |
| Cognitive-Behavioral Treatment for Domestic Violence | ADX 309 |

ADX 300-307 are required. Students may choose either ADX 308 or ADX 309.

ALCOHOL AND DRUG COUNSELING SCHEDULE

| COURSE | TITLE | CREDITS | Spr 14 | Sum 14 | Fall 14 |
|---------|---|---------|----------------------|--------|---------|
| 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)

Currently the ADX program offers the internship requirement of 300 hours in two practicum courses (305 and 307). Beginning Summer 2014, the internship requirement will be met through two field work courses. Each of the field work courses will be taken in conjunction with appropriate lecture - discussion courses.

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.

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.

Date: Jan 22 - May 7
 Time: Wed 6:30-9:30pm
 Meetings: 15 (no class 4/2)
 Location: EE 1218
 Fee: \$555
 Instructor: Jean Hendricks
 Course No.: ADX 301 Sec 01
 Reg. No.: 22194

Family Dynamics

3 Ext Units

Prerequisites: ADX 300, ADX 301
 This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.

Date: Jan 27 - May 12
 Time: Mon 6:30-9:30pm
 Meetings: 14 (no class 2/17 & 3/31)
 Location: EE 1210
 Fee: \$555
 Instructor: Robbin Gregson
 Course No.: ADX 306 Sec 01
 Reg. No.: 22203

Perspectives on Drug Abuse: Counseling the Substance Abuser

3 Ext Units

Prerequisites: ADX 300, ADX 301
 This course is an introduction to this major social/psychological problem. Students learn the basic pharmacology of the commonly encountered street drugs and behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also covered.

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 27 - May 12
 Time: Mon 6:30-9:30pm
 Meetings: 14 (No class 2/17 & 3/31)
 Location: EE 1218
 Fee: \$555
 Instructor: Dario Ghio
 Course No.: ADX 300 Sec 01
 Reg. No.: 22191

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.

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 | 114100 | 51.1501 | 21-1011 Substance Abuse and Behavior Disorder Counselors | 21-1011.00 www.onetonline.org/link/summary/21-1011.00 | \$4,625 | \$1,300 | 90% | \$12,913 |

**Alcohol and Drug
Counseling
Certificate**

(continued)

Date: Jan 22 - May 7
Time: Wed 6:30-9:30pm
Meetings: 15
Location: EE 1210
Fee: \$555
Instructor: Timothy Hutson
Course No.: ADX 303 Sec 01
Reg. No.: 22202

Advanced Practicum II

2 Ext Units

Prerequisite ADX 300, ADX 301, ADX 305
This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship, including confidentiality and legal aspects. The student learns about the multi-disciplinary treatment team, how to take histories and make psychosocial evaluations. The various alcoholism treatment agencies and program modalities: their staffing, funding, operational procedures are studied.

Date: Jan 21 - Apr 15
Time: Tue 6:30-9:30pm
Meetings: 12 (no class 4/1)
Location: EE 1210
Fee: \$370
Instructor: Toni B. White
Course No.: ADX 307 Sec 01
Reg. No.: 22204

Elective Course

Cognitive-Behavioral Treatment for Domestic Violence

3 Ext Units

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

Date: Jan 23 - May 8
Time: Thur 6:30-9:30pm
Meetings: 15 (no class 4/3)
Location: EE 1210

Fee: \$555
Instructor: Veronica Bobe-Kollmeyer
Course No.: ADX 309 Sec 01
Reg. No.: 22207

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

**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 through out 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 |

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

**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.

**EKG Technician
Certificate of Completion**

(Continued)

What You Will Learn

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

Employment Outlook

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

Who Should Attend

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

Eligibility Requirements

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

Special Features

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

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

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

SCHEDULED CLASS

EKG Technician Certificate

Noncredit

Course content includes medical terminology specific to the electrocardiography, care and safety of patients, anatomy of the heart; circulation of the heart and blood vessels, basic EKG interpretation, preparing a patient

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 5, 2014
Time: Wed 6:30pm
Location: EE 1209
Course No.: NMEK 100 Sec 01
Reg. No.: 22110

for an EKG, 12 lead placement, and other roles for the EKG technician.

Date: Mar 17 - May 7
Time: Mon & Wed 6:30pm-10pm
Meetings: 15 (no class 3/31)
Location: EE1209
Fee: \$999
Instructor: Staff
Course No.: NMEK 101 Sec 01
Reg. No.: 22111

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

**Medical Insurance
Billing
Certificate of Completion**

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 of Completion 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. Villalobos, 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.

Medical Insurance Billing Certificate of Completion

(continued)

Courses

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

SCHEDULED CLASSES

Spring Term

Medical Terminology

Noncredit

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

Students should bring the required textbook to class: Medical Terminology: A Short Course

| | |
|-------------|-------------------|
| Date: | Jan 11 & 18 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 2 |
| Location: | Franklin Center 7 |
| Fee: | \$130 |
| Instructor: | Audra Villalobos |
| Course No.: | NBMB 115 Sec 01 |
| Reg. No.: | 22287 |

Regulatory Requirements – HIPAA, 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 (HIPAA)
- Ethics

| | |
|-------------|----------------------|
| Date: | Jan 25 - Feb 1 |
| Time: | Sat & Sun 8am-1:30pm |
| Meetings: | 2 |
| Location: | Franklin Center 7 |
| Fee: | \$130 |
| Instructor: | Victoria Morgan |
| Course No.: | NBMB 113 Sec 01 |
| Reg.No.: | 22285 |

ICD-9 Diagnosis Coding

Noncredit

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

This course will provide a basic understanding of Diagnosis Coding Principles. The basic steps in coding will be reviewed and students will be able to practice with actual coding exercises. Students should bring the required textbooks to class: ICD-9-CM Coding Book—latest edition & Insurance Handbook for the Medical Office with Student Workbook.

| | |
|-------------|-------------------|
| Date: | Feb 8 & 15 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 2 |
| Location: | Franklin Center 7 |
| Fee: | \$130 |
| Instructor: | Audra Villalobos |
| Course No.: | NBMB 116 Sec 01 |
| Reg. No.: | 22289 |

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 1 & 8 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 2 |
| Location: | Franklin Center 7 |

| | |
|-------------|------------------|
| Fee: | \$130 |
| Instructor: | Audra Villalobos |
| Course No.: | NBMB 117 Sec 01 |
| Reg. No.: | 22294 |

Insurance and Third Party Payers

Noncredit

This course will include detail review of Medicare, Medicaid, 3rd Party Insurance, Worker's Compensation, Blue Cross and Managed Care. Emphasis will include providing payers with "clean claims" and techniques to employ to minimize claims denials.

| | |
|-------------|-------------------|
| Date: | Mar 15 - 29 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 3 |
| Location: | Franklin Center 7 |
| Fee: | \$190 |
| Instructor: | Victoria Morgan |
| Course No.: | NBMB 111 Sec 01 |
| Reg. No.: | 22260 |

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 5 & 12 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 2 |
| Location: | Franklin Center 7 |
| Fee: | \$130 |
| Instructor: | Audra Villalobos |
| Course No.: | NBMB 115 Sec 02 |
| Reg. No.: | 22288 |

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 3 |
| Time: | Sat 8am-1:30pm |
| Meetings: | 1 |
| Location: | Franklin Center 7 |

**Medical Insurance Billing
Certificate of Completion**

(continued)

Fee: \$90
 Instructor: Victoria Morgan
 Course No.: NBMB 112 Sec 01
 Reg. No.: 22282

**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 10
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: EE 1202
 Fee: \$90
 Instructor: Victoria Morgan
 Course No.: NBMB 118 Sec 01
 Reg. No.: 22295

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 17
 Time: Sat 8am-1:30pm
 Meetings: 1
 Location: Franklin Center 7
 Fee: \$90
 Instructor: Victoria Morgan
 Course No.: NBMB 114 Sec 01
 Reg. No.: 22286

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



**Pharmacy
Technician
Certificate of Completion**

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

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: Feb 12, 2014
 Time: Wed 6:30pm
 Location: EE 1213
 Course No.: NHX 100 Sec 01
 Reg. No.: 22112

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.

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: Feb 25 - Apr 15
 Time: Tue & Thu 6:30pm-10pm
 Meetings: 15
 Location: EE1209
 Fee: \$999

**Pharmacy Technician
Certificate of Completion**

(Continued)

Instructor: Staff
Course No.: NMPH 101 Sec 01
Reg. No.: 22135

Date: Mar 18 - May 6
Time: Tue & Thu 6:30pm-10pm
Meetings: 15
Location: EE1221
Fee: \$999
Instructor: Staff
Course No.: NMPH 101 Sec 01
Reg. No.: 22136

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

**Online Healthcare
Courses**

Hundreds of Online Healthcare Courses

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

Master of Science
Quality Assurance
Online!

Concentrations in:
**Healthcare
Manufacturing
Service**

For further information:
See Page 71
www.csudh.edu/msqa
msqa@csudh.edu
310-243-3880

Winter Session 2014

Enrollment begins October 28, 2013

Session I: Dec 18, 2013 - Jan 17, 2014

Session II: Jan 2-17, 2014



Catch up or get ahead on your classes
For further information about Winter schedule::

www.csudh.edu/winter
eeinfo@csudh.edu
877-GO-HILLS
310-243-3741

You can take
University classes
RIGHT NOW!
through

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

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: Mar 5 & 12
Time: Wed 6-9pm

Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 101 Sec 01
Reg. No.: 22390

Advanced Photoshop

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

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

Date: Mar 19 & 26
Time: Wed 6-9pm
Meetings: 2
Location: EE 1202
Fees: \$150
Instructor: Chuck Behrman
Course No.: NCWE 102 Sec 01
Reg. No.: 22391

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 | Spg '14 | Sum '14 | Fall '14 |
| 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 7 & 8 |
| 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.: | 22350 |

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 21 & 22 |
|-------|-------------|

| | |
|-------------|----------------------------|
| 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.: | 22351 |

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 28 & Mar 1 |
| 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.: | 22352 |

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 7, 8, 21, 22 |
| 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.: | 22353 |

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: | Apr 5 & 12 |
| 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.: | 22354 |

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 26 & May 3 |
| 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.: | 22355 |

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 at all levels 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. Ask about our TOEFL waiver program which allows students to meet the University English admissions requirements without taking the TOEFL or IELTS tests.

Listening & Conversation

These classes are offered on seven levels and they provide extensive individual student practice in both speaking and listening.

The Writing Course

In these classes Writing Skills are emphasized and the various creative strategies and processes of writing are highlighted. (Seven levels).

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 English.

Reading & Vocabulary

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



English Language Courses (Short & Custom)

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
Wells Fargo Student Loan: 800-658-3567 or
www.wellsfargo.com/student

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 13 - Apr 25
(No classes - week of 3/1)

Fees: \$1189
Course No.: NBLG 201 Sec 42
Reg. No.: 21558

Paralegal Certificate Core

Date: Mar 10 - Jun 20
(No classes - week of 4/26)

Fee: \$1189
Course No.: NBLG 201 Sec 41
Reg. No.: 30012

Paralegal Certificate Core

Date: May 5 - Aug 15
(No classes - week of 6/21)

Fee: \$1189
Course No.: NBLG 201 Sec 42
Reg. No.: 30013

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 13 - Apr 25
(No classes - week of 3/1)

Fees: \$1,650
Course No.: NBLG 202 Sec 42
Reg. No.: 21560

Paralegal Certificate Advanced

Date: Mar 10 - Jun 20
(No classes - week of 4/26)

Fee: \$1650
Course No.: NBLG 202 Sec 41
Reg. No.: 30014

Paralegal Certificate Advanced

Date: May 5 - Aug 15
(No classes - week of 6/21)

Fees: \$1,650
Course No.: NBLG 202 Sec 42
Reg.No.: 30020

The Center for Legal Studies

 Find us on Facebook

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

MANAGEMENT & LEADERSHIP

Degree Programs

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Master of Arts in Negotiation, Conflict Resolution and Peacebuilding Online

The online Master's Degree program in Negotiation, Conflict Resolution and Peacebuilding at California State University, Dominguez Hills teaches participants valuable negotiation, conflict resolution and peacebuilding skills, techniques and knowledge that may be applied directly to law enforcement 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, public policy advising, social work, teaching, non-profit organization management, resolution of inter-cultural and community conflicts, corporate contracts 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.

Personal interviews may be required. Students are admitted only once a year on a cohort basis. Applicants will be considered for Fall 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.

Special Features

The degree can be completed without ever coming to the campus by anyone anywhere in the world with access to the Internet. Any student with a PC Pentium II and reliable access to the Internet should be able to attend class online. Classes are asynchronous (tasks completed on- or off-line at the student's convenience), with on

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

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

Degree Requirements

- A. Required Courses (24 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) must be taken and passed during the first semester of enrollment.
- D. Capstone (Successful Culminating Event) Portfolio (3 units)/ Thesis (6 units but only available after the approval of program director.) NOTE: Culminating Event Course (NCR 591) must be the last required course in the program for the student, and may be taken together with only one remaining elective course.

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. Each class combines text materials, lecture videos, case studies, group interaction among students, threaded discussions, interactive netmeetings and video conferencing.

The 30-33 unit MBA curriculum can be completed online within 18 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 the Spring and Fall sessions. 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 of 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 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
- Logistics Management

Cost

The fee for the MBA online program is \$460 per unit or \$1,380 for a 3 unit course. Course fees are the same for resident and international students. Fees subject to change.

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 best values 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 (310) 243-3646

email mbaonline@csudh.edu
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 or six sessions each year. Students can enroll and begin studies in the Spring and Fall sessions. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in an eight week or twelve week schedule.

Special Features

Program Delivery System

All Online MPA courses are offered online. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking two (2) courses per session during a four session timeframe.

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,
- Are in good standing at the last institution attended,

Master of Public Administration (MPA) Online

(continued)

- Have an overall GPA of at least 3.0 in the last 60 semester (90 quarter) upper division units, OR 2.75 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

Students who have no prior public administration related coursework or who have limited public agency administrative experience (as determined by the MPA program department) will be required to take one to three undergraduate bridge courses.

Costs

Tuition for all MPA Online courses is \$600 or \$460 per unit. Tuition is based on the 8 week or 12 week schedule. 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 additionally accredited by the National Association of Schools of Public Affairs and Public Administration. The MPA program is also WASC accredited through the University

Applications for the MPA Online program are available on csumentor.edu. The website for prospective MPA students <http://mpaonline.csudh.edu> provides additional information on the application procedure, requirements, fees, and deadlines.

Application and Registration Deadlines

For application and registration deadlines consult the MPA Program Coordinator.

For more information visit the MPA Online website: <http://mpaonline.csudh.edu> or call 310-243-3646 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

Kathleen Flachmeier, MPA, has over 25 years in the construction industry, including seven years with the CSU.

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.

SCHEDULED CLASSES

Spring / Summer 2014

Plan Reading

1.2 CEUs

This class should be taken before Estimation CMX 902.

This course provides a survey of the

Construction Project Management Certificate of Completion

(continued)

fundamentals of Construction Math and plan reading. Materials included.

Date: Jan 14 - Feb 4
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: EE 1222
 Fee: \$200
 Instructor: Larry Kaltman
 Course No.: CMX 903 Sec 01
 Reg. No.: 22151

Estimation

1.8 CEUs
Students should take Plan Reading before Estimation.

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

Date: Feb 11 - Mar 18
 Time: Tue 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$240
 Instructor: Larry Kaltman
 Course No.: CMX 902 Sec 01
 Reg. No.: 22150

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 28
 Time: Sat 9am-4pm
 Meetings: 1
 Location: EE 1222
 Fee: \$105
 Instructor: David Stern
 Course No.: CMX 905 Sec 01
 Reg. No.: 22153

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

"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

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: Apr 2 - May 7
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1213
 Fee: \$240
 Instructor: Jay Jefferson
 Course No.: CMX 926 Sec 01
 Reg. No.: 22157

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 26 - May 10
 Time: Sat 8:30 - 11:30am
 Meetings: 3
 Location: EE 1222
 Fee: \$125

Instructor: Garry Jones
 Course No.: CMX 904 Sec 01
 Reg. No.: 22152

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 14 - Jun 18
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$240
 Instructor: Paul Makris
 Course No.: CMX 921 Sec 01
 Reg. No.: 30018

Field Project Management

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

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

Date: Jun 25 - Jul 30
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: EE 1222
 Fee: \$240
 Instructor: Jay Jefferson
 Course No.: CMX 920 Sec 01
 Reg. No.: 30017

| 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)

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: Aug 2-16
 Time: Sat 8:30am – 3:30 pm
 Meetings: 3
 Location: EE 1222
 Fee: \$240
 Instructor: Kathy Flachmeier
 Course No.: CMX 925 Sec 01
 Reg. No.: 30019

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



Find us on Facebook

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

*"Anne,
 I just want to thank you so much for your wonderful classes! CSUDH is very lucky to have you. I truly enjoyed your teaching style and you definitely know your topics. I wanted to brush up on my H/R and being in this industry for over 30 years, one can tell when people know their stuff and have a passion for something, and you definitely have both.
 You made the classes fun and interesting and I am sure you're making a huge impact on many lives.
 I appreciated your knowledge and delivery. Again, thanks!"*

-Eva D'Avella
 Regional Employee Relations Specialist
 ABM Services
 Commerce, CA

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.

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

Required Courses

| | |
|-------------------------------------|---------|
| Establishing Human Resource Systems | HRX 901 |
| Total Rewards | HRX 903 |
| Labor and Employment Law | HRX 905 |
| Communication Dynamics | HRX 907 |

Advisory Board Members

Christine Becker, SPHR, HR Generalist, Pelican Products

Ben Boish, Comp & Training Manager, CSUDH

Jesse Bosque, President, Professional Solutions

Gary Bradley, Esq. Bradley & Gmelich

Corey Curties, Manager, Blockbuster Video

Michelle Jaure, PHR, HR Manager, Webcor

Genoveva "Gen" Perez, HR Director, Ace Clearwater

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.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 30 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.

Human Resource Management Certificate of Completion

(Continued)

Scheduled Classes

Establishing Human Resource Systems

1.2 CEUs

Find and hire the right candidate. Build effective internal HR management systems to meet the personnel needs of the company and to assist with the management of the human resource function. Students will take a "hands-on" approach to building an effective human resource management structure to support company operations by developing effective employment applications, personnel policies and procedures as well as completing an employee handbook.

Date: Jan 27 - Feb 17
 Time: Mon 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 901 Sec 01
 Reg. No.: 22057

Date: Jan 28 - Feb 18
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 901 Sec 02
 Reg. No.: 22058

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 24 - Mar 17
 Time: Mon 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 903 Sec 01
 Reg. No.: 22059

Date: Feb 25 - Mar 18
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 903 Sec 02
 Reg. No.: 22062

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 24 - Apr 14
 Time: Mon 6:30-9:30pm
 Meetings: 4 (no class 3/31, instead meets Tue 4/1)

Location: SAC 1102
 Fee: \$279
 Course No.: HRX 905 Sec 01
 Reg. No.: 22060

Date: Mar 25 - Apr 15
 Time: Tue 6:30-9:30pm
 Meetings: 4

Location: SAC 1104
 Fee: \$279
 Course No.: HRX 905 Sec 02
 Reg. No.: 22061

Communications Dynamics

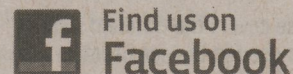
.9 CEUs

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 21 - May 5
 Time: Mon 6:30-9:30pm
 Meetings: 3
 Location: SAC 1104

Fee: \$189
 Course No.: HRX 907 Sec 01
 Reg. No.: 22063

Date: Apr 22 - May 6
 Time: Tue 6:30-9:30pm
 Meetings: 3
 Location: SAC 1104
 Fee: \$189
 Course No.: HRX 907 Sec 02
 Reg. No.: 22066



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

Human Resources Certification Preparation

(continued)

- An experienced instructor to explain concepts and apply them to your industry
- Opportunities to network and share real-world experiences with other HR professionals
- Minimizing travel and maximizing employer tuition assistance

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

Who Should Attend

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

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

Special Features

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

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test students' ability to apply concepts learned throughout the course.
- Preparation Book to help students take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System Resource Center, featuring HR updates,

Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

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

Certification Information

Please 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.

• **Total Rewards**

Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to

"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.

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 Jan 13 for the \$1199 rate. For those who register after Jan 13, the fee is \$1249.

**Human Resources
Certification Preparation**

(continued)

Program Instructor

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

Scheduled Class

SHRM Learning System

Noncredit

Date: Jan 27 - Apr 28
 Time: Mon 6:30pm - 9:30pm
 Meetings: 12
 Location: EE 1206
 Instructor: Christine Becker
 Course No.: NBHR 101 Sec 01
 Fee: \$1,199
 (must register by Jan 13)
 Reg. No.: 22137

Fee: \$1,249
 (for registration after Jan 13)
 Reg. No.: 22147

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 26
 Time: Sat 8:30am - 4:30pm
 Meetings: 1
 Location: EE 1210
 Fee: \$99
 Instructor: Christine Becker
 Course No.: NBHR 102 Sec 01
 Reg. No.: 22149



Find us on
Facebook

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

For more information:

Email: bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/ee/shrm.html

**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

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

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 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: Wed 6:30-9:30pm
 Meetings: 4
 Location: Sac 1104
 Fee: \$285
 Course No.: MGX 921 Sec 01
 Reg. No.: 22067

**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

Management & Supervision Certificate of Completion

(Continued)

company's success.
 Date: Mar 5 -26
 Time: Wed 6:30-9:30pm
 Meetings: 4
 Location: Sac 1104
 Fee: \$285
 Course No.: MGX 923 Sec 01
 Reg. No.: 22068

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

Project Management Certificate of Completion

The Program

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



CSUDH, College of Extended and International Education is an official Global Registered Education Provider by the Project Management Institute (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, MBA, P.E., PMP, has 31 years of experience in Project Management. He has managed various projects in software, engineering and construction industries, both in the private and public sectors. He has lectured and presented numerous papers and

CSUDH PMX classes are PMI Certified

is a recognized subject matter expert in planning & scheduling and earned value management. He has mentored employees, delivered PHMP exam prep courses and continues to receive overwhelmingly positive feedback from students.

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.

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

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) - Fifth Edition, Paperback
- "Project Management - A Systems Approach to Planning, Scheduling and Controlling", 11th Edition by Harold Kerzner, PhD, John Wiley & Sons

SCHEDULED CLASSES - SPRING - SUMMER 2014

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 18 & 25
 Time: Sat 9am-Noon
 Meetings: 2
 Location: EE 1218
 Fee: \$135

**Project Management
Certificate of Completion**

(Continued)

Instructor: Kamal Inamdar
Course No. PMX 900 02
Reg. No. 22139

Date: Jan 23 & 30
Time: Thu 6-9pm
Meetings: 2
Location: EE 1218
Fee: \$135

Instructor: Tammo Wilkens
Course No. PMX 900 01
Reg. No. 22138

Date: Apr 5
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1222
Fee: \$135

Instructor: Tammo Wilkens
Course No. PMX 900 03
Reg. No. 22144

**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: Feb 1 - Mar 1
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 901 02
Reg. No. 22141

Date: Feb 6 - Mar 6
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo Wilkens
Course No. PMX 901 01
Reg. No. 22140

**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 8 - Apr 5
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 902 02
Reg. No. 22143

Date: Mar 13 - Apr 10
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo Wilkens
Course No.: PMX 902 Sec 01
Reg. No.: 22142

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 12 - May 17
Time: Sat 9am-Noon
Meetings: 5 (no class 4/19)
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 903 02
Reg. No. 22146

Date: Apr 17 - May 15
Time: Thu 6-9pm
Meetings: 5

"I want to commend Dr. Inamdar for his superb and sincere work in conducting his project management courses. I have been a design engineer for more than 35 years. With Dr. Inamdar's help, I am putting pieces together and learning details that only a highly educated and experienced person can make look simple. He has gone beyond the hours allotted and worked with students explaining details of project management techniques and methods. He has also helped us practice for the CAPM and PMP exams. Dr. Inamdar is an asset to CSUDH and I congratulate you for having him on board. I would also like to add that your PMX program is the best for the price in Los Angeles and Orange Counties."

Chris Khecho Asadoorian, P.E.
Principal Instrumentation & Controls
Engineer
WorleyParsons
Monrovia, California

Location: EE 1218
Fee: \$294
Instructor: Tammo Wilkens
Course No. PMX 903 01
Reg. No. 22145

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 29 - Jun 26
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo T. Wilkens

**Project Management
Certificate of Completion**

(Continued)

Course No. PMX 904 01
Reg. No 30015

Date: May 31 - Jun 21
Time: Sat 9am-1pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 904 02
Reg. No 30016

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>



**Project Management
Professional (PMP)
Examination
Preparation**

The Program

The test preparation course was developed for professionals who are currently working in the field of project management and are interested in taking the Project Management Professional (PMP) exam. Passing the PMP is a challenge and requires 60 to 80 hours of practice. This course will provide direction and strategies to be successful with passing the test.

What You Will Learn

Students will learn strategies to help them pass the PMP exam. Students will also learn how practice will help to improve their chances for passing the exam.

NEW!

Who Should Attend

Individuals who are interested in taking the PMP exam.

Eligibility Requirements

Students must be qualified to take the PMP exam. For details, go to www.pmi.org Students should have completed all Project Management courses and be knowledgeable in all process areas as set in PMBOK.

Special Features

Course instructors PMPs and are practicing project managers. Students will take a simulated exam on the last day of class.

Books

Students should purchase the most current edition of Rita's Course in a Book for Passing the PMP Exam, Rita Mulcahy, RMC Publications. Please bring it to the first class meeting.

Scheduled Classes

PMP Exam Prep Course

This 30-hour course was developed for those professionals who are currently working in the field of project management who would like to take the PMP exam.

Date: Feb 23 - Mar 23
Time: Sun. 9am-4pm
Meetings: 5
Location: EE 1218
Fee: \$750
Instructor: Kamal Inamdar
Course No.: NMPM 101 sec. 01
Reg. No.: 22238

**Project Management
Microsoft Project**

The Program

This course is designed to give students an understanding and confidence using Microsoft Project 2010 by providing individual, hands-on participation in the demonstration of the software features and functions. The course includes CPM scheduling, including Critical Chain and Agile project management. Students will learn how to customize the software to particular needs of various projects. Students will perform all the features and functions demonstrated as well

NEW!

as perform individual exercises to reinforce the material.

What You Will Learn

Students will learn how to create schedules, develop cost-loaded baselines, track progress and produce meaningful reports for stakeholders, as well as customize the software to their preferences.

Who Should Attend

- Students of the Project Management (PMX) and Construction Project Management (CMX) certificate programs who need training in the software.
- Individuals who wish to gain proficiency in using Microsoft Project.
- Individuals who wish to enter the project management profession at the entry level with scheduling software knowledge.
- Individuals who wish to train their project management and scheduling/planning staff in the proficiency of Microsoft Project
- Students who wish to learn how to configure Microsoft Project for compliance with PMI's PMBOK® Guide and Practice Standard for Scheduling.

Eligibility Requirements

Students should have a general understanding of computers. Experience with Microsoft Office Tools is a plus.

Special Features

Students will have an opportunity to create a project plan, track progress and design and print reports.

Books

TBA
Please bring it to the first class meeting.

Scheduled Classes

Please check our website for details. Or call 310-243-3741.

**Online Management
Courses**

Online Management Courses Available!

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



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

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

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

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

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

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

Where Military Service counts!

CSUDH has a proud tradition of serving America's military. The recognition of training taken at OTIECs across the nation and the world by service members is just one

example! Learn more about our other military friendly policies by visiting www.csudh.edu/military

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

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

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

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

Trainer Programs offered on weekends in Carson, the Inland Empire, Orange County, San Diego and Las Vegas

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

Apply your Training to a Bachelor's Degree

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

ENVIRONMENTAL HEALTH and SAFETY

Certificate Programs

Advanced Safety and Health Certificate. 67
 Occupational Safety for
 Managers & Supervisors Certificate of
 Completion 68
 Security for Managers & Supervisors
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Training

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Online OSHA & Cal OSHA Courses 28

SPECIAL Discount for America's Military and Veterans!

Military personnel, and veterans receive a 10% discount on all CSUDH OTIEC courses. Details at www.csudh.edu/osh

Questions: osh@csudh.edu or
 888-4-LA-OSHA (888-452-6742)
 To enroll: 877-GO-HILLS (877-464-4557)

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 28 or visit <http://www.clicksafety.com/csudh>



2014 FEDERAL OSHA COURSES at CSUDH

NOW IN Los Angeles, Riverside, Orange County, San Diego and Las Vegas.

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 |
|----------------|---------------|---|------------------------------|-----------|
| 910 | OSHA 510 | OSHA Standards for the Construction Industry | 1/6-9 | CSUDH |
| 911 | OSHA 511 | OSHA Standards for General Industry | 1/6-9 | San Diego |
| 949 | | Trainer Course in Forklift Safety | 1/10-11 | Santa Ana |
| 911 | OSHA 511 | OSHA Standards for General Industry | 1/11-1/26 (no class 1/18-19) | CSUDH |
| 976 | | Construction Health and Safety Technician (CHST) Examination Preparation Workshop | 1/11-1/26 (no class 1/18-19) | Santa Ana |
| 910 | OSHA 510 | OSHA Standards for the Construction Industry | 1/13-1/16 | San Diego |
| 905 | OSHA 3115 | Fall Protection | 1/21-24 | Las Vegas |
| 953 | OSHA 503 | Update for General Industry Outreach Trainers | 1/25-2/1 | Anaheim |
| 951 | OSHA 501 | Trainer Course in OSHA Standards for General Industry | 1/27-30 | San Diego |
| MLX 941 | EM 385-1-1 | Construction Safety Hazard Awareness Course for Contractors | 1/27-31 | Anaheim |
| 995 | OSHA 5410 | OSHA Standards for the Maritime Industry | 1/27-31 | CSUDH |
| 950 | OSHA 500 | Trainer Course in OSHA Standards for the Construction Industry | 2/3-6 | San Diego |
| 950 | OSHA 500 | Trainer Course in OSHA Standards for the Construction Industry | 2/3-6 | CSUDH |
| 953 | OSHA 503 | Update for General Industry Outreach Trainers | 2/3-5 | San Diego |
| 910 | OSHA 510 | OSHA Standards for the Construction Industry | 2/3-6 | Las Vegas |
| 995 | OSHA 5039 | Update for Cal-OSHA General Industry Trainers | 2/6 | San Diego |
| 949 | | Trainer Course in Forklift Safety | 2/8-9 | Santa Ana |
| 968 | OSHA 7845 | - Recordkeeping Rule Seminar | 2/8 | Santa Ana |
| 952 | OSHA 502 | Update for Construction Industry Outreach Trainers | 2/10-12 | Riverside |
| 995 | OSHA 5029 | Update for Cal-OSHA Construction Industry | 2/13 | Riverside |
| 953 | OSHA 503 | Update for General Industry Outreach Trainers | 2/19-27 | Las Vegas |
| 995 | | GHS Workshop | 2/21 | CSUDH |
| 995 | OSHA 5039 | Update for Cal-OSHA General Industry | 2/22 | Santa Ana |
| 921 | OSHA 521 | OSHA Guide to Industrial Hygiene | 2/22 - 3/2 | Santa Ana |
| 993 | OSHA 40-Hour | HAZWOPER | 2/24-28 | CSUDH |
| 993 | | HAZWOPER REFRESHER | 2/24 | CSUDH |
| 965 | OSHA 5400 | Trainer Course in OSHA Standards for Maritime Industry | 2/24-27 | CSUDH |
| 995 | OSHA 7405 | Fall Hazard Awareness for the Construction Industry | 3/1 | Riverside |
| 995 | OSHA 5029 | Update for Cal-OSHA Construction Industry | 3/2 | San Diego |
| 910 | OSHA 510 | OSHA Standards for the Construction Industry | 3/3-6 | San Diego |
| 939 | OSHA 5109 | OSHA Standards for the Construction Industry -- California | 3/3-6 | CSUDH |
| 952 | OSHA 502 | Update for Construction Industry Outreach Trainers | 3/4-6 | CSUDH |
| 910 | OSHA 510 | OSHA Standards for the Construction Industry | 3/8-16 | Santa Ana |
| 951 | OSHA 501 | Trainer Course in OSHA Standards for General Industry | 3/8-16 | CSUDH |
| 958 | OSHA 2255 | Principles of Ergonomics | 3/10-13 | CSUDH |
| 952 | OSHA 502 | Update for Construction Industry Outreach Trainers | 3/10-12 | San Diego |
| 967 | | Electrical Safety Standards- NFPA 70E | 3/14 | CSUDH |
| 959 | OSHA 2264 | Permit-Required Confined Space | 3/17-19 | CSUDH |
| 911 | OSHA 511 | OSHA Standards for General Industry | 3/17-20 | San Diego |
| 950 | OSHA 500 | Trainer Course in OSHA Standards for the Construction Industry | 3/18-27 | Las Vegas |
| 905 | OSHA 3115 | Fall Protection | 3/22-4/6 | Santa Ana |
| 956 | OSHA 2045 | Machinery and Machine Guarding Standards | 3/22-4/6 | Santa Ana |
| 957 | OSHA 2225 | Respiratory Protection | 3/22-4/6 | CSUDH |
| 950 | OSHA 500 | Trainer Course in OSHA Standards for the Construction Industry | 3/24-27 | San Diego |
| 911 | OSHA 511 | OSHA Standards for General Industry | 3/24-27 | Riverside |
| 963 | OSHA 5600 | Trainer Course for Disaster Site Worker | 3/24-27 | CSUDH |
| 939 | OSHA 5109 | OSHA Standards for the Construction Industry -- California | 4/7-10 | San Diego |
| 946 | | Scaffolding | 4/7-9 | CSUDH |
| 955 | OSHA 2015 | Hazardous Materials | 4/7-10 | CSUDH |
| 985 | OSHA 7200 | Bloodborne Pathogens Exposure Control for Healthcare Facilities | 4/11 | CSUDH |
| 940 | OSHA 5119 | Occupational Safety and Health Standards for General Industry-California | 4/12-27 | CSUDH |
| 950 | OSHA 500 | Trainer Course in OSHA Standards for the Construction Industry | 4/12-27 | Santa Ana |
| 960 | OSHA 3015 | Excavation, Trenching and Soil Mechanics | 4/14-17 | Las Vegas |
| 951 | OSHA 501 | Trainer Course in OSHA Standards for General Industry | 4/14-17 | San Diego |
| 961 | OSHA 3095 | Electrical Standards | 4/14-17 | Anaheim |

2014 FEDERAL OSHA COURSES at CSUDH

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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>

(Courses Continued)

| | | | |
|---------|--|----------------|------------------------|
| 995 | OSHA 5810 Hazards Recognition and Standards for On-Shore Oil & Gas Exploration and Production | 4/28-5/2 | CSUDH |
| 971 | OSHA 7505- [40 hr.] Accident/Mishap Investigation | 4/28-5/2 | CSUDH |
| 952 | OSHA 502- Update for Construction Industry Outreach Trainers | 5/3-10 | Santa Ana |
| 995 | OSHA 7410 Managing Excavation Hazards | 5/3 | Riverside |
| MLX 941 | EM 385-1-1 Construction Safety Hazard Awareness Course for Contractors Crane & Rigging | 5/5-9 5/5-8 | Riverside Las Vegas |
| 940 | OSHA 5119 OSHA Standards for General Industry -- California | 5/9-22 | San Diego |
| 995 | Training Techniques | 5/12-13 | CSUDH |
| 910 | OSHA 510 OSHA Standards for the Construction Industry | 5/12-22 | CSUDH |
| 995 | OSHA 5029 OSHA Update for CalOSHA Construction | 5/17 | Santa Ana |
| 960 | OSHA 3015 Excavation, Trenching and Soil Mechanics | 5/17-6/1 | Santa Ana |
| 910 | OSHA 510 OSHA Standards for the Construction Industry | 5/19-22 | Las Vegas |

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

Quarterly CalOSHA Update

What you must know in 2014

Feb 7

May 23

1-4 pm

Seating is limited fo register early! Call 310-243-2425
email: osha@csudh.edu

Advanced Safety & Health Certificate

The Advanced Safety & Health Certificate from the CSUDH OSHA Training Institute Education Center will provide experienced and entry-level safety professionals with critical knowledge and practical experience in safety and safety standards.

Participants Will:

- Learn how to apply OSHA federal and state safety regulations to reduce hazards and increase safe working conditions
- Identify safety standards and regulations impacting today's workplace
- Network with other safety professionals and potential employers
- Gain skills needed to earn advancement or promotion
- Access the most up-to-date safety and health information available

Certificate Requirements:

To be awarded the CSUDH Advanced Safety & Health Certificate participants must complete both OSHA 510 or 511, OSHA 521 and five eligible electives (see list below). At least three of the courses, including the final two, must be completed through the CSUDH OTI Education Center. For more information, please visit www.csudh.edu/osh/AdvancedSafetyandHealth.html.

Special Features:

Courses taken through the Chicago based OSHA Training Institute or other official OSHA Training Institute Education Centers can be used to fulfill up to four of the courses required for the CSUDH Advanced Safety & Health Certificate if they were completed within two years prior to the participant's official "certificate enrollment date" or no later than three years after this date.

All coursework must be completed within three years after the official "certificate enrollment date." The official "certificate enrollment date" is the first day of the first CSUDH OTI Education Center Certificate class the participant wishes to count towards the Certificate.

When a participant has completed the entire certificate they must fill out an official Certificate Application form. The form is handed out in all CSUDH Classes, and is also available by request here. Participants must provide copies of all official OTI Course Certificates to be included in the CSUDH Advanced Safety & Health Certificate. ALL COURSES MUST BE COMPLETED WITHIN A 5 YEAR PERIOD (2 years prior to your "certificate enrollment date" to 3 years after this date)

REQUIRED COURSES

OSHA 510 Occupational Safety and Health Standards for the Construction Industry or 511 Occupational Safety and Health Standards for General Industry.

OSHA 521 OSHA Guide to Industrial Hygiene

CERTIFICATE ELECTIVES (Complete five)

OSHA 2015 Hazardous Materials

OSHA 2045 Machinery and Machine Guarding Standards

OSHA 2225 Respiratory Protection

OSHA 2255 Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders

OSHA 2264 Permit-Required Confined Space Entry

OSHA 3015 Excavation, Trenching and Soil Mechanics

OSHA 3095 Electrical Standards

OSHA 3115 Fall Protection

OSHA 6000 Collateral Duty for Federal Employees

OSHA 500 Construction Train-the-Trainer

OSHA 501 General Industry Train-the-Trainer

OSHA 5109 OSHA Standards for the Construction Industry -- California

OSHA 5119 OSHA Standards for General Industry -- California

OSHA 5400 Maritime Industry Train-the-Trainer

OSHA 5410 OSHA Standards for the Maritime Industry

OSHA 5600 Disaster Site Worker - Train-the-Trainer

OSHA 7505 Accident/Mishap Investigation Utilizing the Human Factors Analysis & Classification System (HFACS) and Standard Data

(Common Language for all Mishaps) IAW DoDI 6055.07 June 6, 2011

EM 385-1-1 Construction Safety Hazard Awareness Course for Contractors

OSHA 40-Hour Hazwoper

All CSUDH OTIEC classes are held from 8am-5pm except where indicated.

For further information: 888-4LA-OSHA * osha@csudh.edu * www.csudh.edu/osh/advancedsafetyandhealth.html

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 994 |
| 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

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: | Mar 5 - Apr 2 |
| Time: | Wed 6-10:00pm |
| Meetings: | 5 |
| Location: | SAC 1102 |
| Fee: | \$295 |
| Instructor: | Michael Nicols |
| Course No. | HEX 946 Sec 01 |
| Reg. No. | 22342 |

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 and/or receiving benefits as applicable. Also, a look at ways to investigate possible Workers' Compensation fraud and abuse.

| | |
|-------------|----------------|
| Date: | Apr 5 - May 10 |
| Time: | Sat 9am - Noon |
| Meetings: | 5 |
| Location: | SAC 1104 |
| Fee: | \$295 |
| Instructor: | Michael Nicols |
| Course No. | HEX 947 Sec 01 |
| Reg. No. | 22343 |

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

Security for Managers and Supervisors Certificate of Completion

(Continued)

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 996 |
| Introduction to Cyber Security | HEX 993 |
| First Responders | HEX 992 |
| Terrorism & Violence in the Workplace | HEX 983 |
| Introduction to Security Management | HEX 982A |



loss prevention ranging from historical to 21st Century issues and applications. Materials included.

| | |
|-------------|----------------|
| Date: | Feb 1- Mar 1 |
| Time: | Sat 8am-1pm |
| Meetings: | 4 |
| Location: | SAC 1104 |
| Fee: | \$295 |
| Instructor: | Crist Wagner |
| Course No. | HEX 989 Sec 01 |
| Reg. No. | 22341 |

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 2-30 |
| Time: | Wed 6-10:00pm |
| Meetings: | 5 |
| Location: | SAC 1104 |
| Fee: | \$295 |
| Instructor: | Crist Wagner |
| Course No. | HEX 982A Sec 01 |
| Reg. No. | 22340 |

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.

FREE! CalOSHA Update

What You Must Know in 2014!

- 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

REQUIRED COURSES

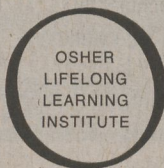
Security and Loss Prevention

2 CEUs

A comprehensive introduction to security and

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

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/>

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 115 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 olli@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 an OLLI at CSUDH catalog
 Call: 310-243-3208

OLLI at CSUDH MEMBERSHIP FORM

(July 1, 2013 - June 30, 2014)

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

Contribute to OLLI!

Please consider making a tax deductible gift to the Osher Lifelong Learning Institute at CSU Dominguez Hills and add your name to our growing list of OLLI supporters. Your generosity will assure that many more OLLI members will enjoy the benefits of our learning-in-retirement program for generations to come.

To make a contribution, please contact Jim Bouchard at 310.243.3729 or jbouchard@csudh.edu.

OLLI at CSUDH Omnilore Program



Omnire is a program of OLLI at CSUDH and is available to members for an additional fee of \$90.

Omnire features a peer-led study discussion format. 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

Master of Science Quality Assurance
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Certificate Programs

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Certificates of Completion & ASQ

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Quality Engineering 74
Quality Auditing 74
Reliability Engineering 74
Software Quality Engineer 74

**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 2014

Start date: Jan 7 • Last day to register: Jan 3 • Last day of class: Apr 8, 2014

| Course | Title | Units | Date | Fee | Instructor | Reg. No. |
|------------|--|-------|--|-------|--------------------|----------|
| QAS 510.41 | Advance Probability/Statistic <i>(Requires 1 semester of college calculus)</i> | 3 | 1/7 - 4/8 | \$870 | John Miller | 22356 |
| QAS 511.41 | Quality Function Management & TQM | 3 | 1/7 - 4/8 | \$870 | William Trappen | 22357 |
| QAS 511.42 | Quality Function Management & TQM <i>(QAS 511.41 must have 30 Students before students can enroll in QAS 511.42)</i> | 3 | 1/7 - 4/8 | \$870 | Bhavan (Bob) Mehta | 22358 |
| QAS 513.42 | Statistical Quality Control & Sampling <i>Requires completion of QAS 510</i> | 3 | 1/7 - 4/8 | \$870 | Dan Dunahay | 22361 |
| QAS 514.41 | Adv. Experimental Design <i>Requires completion of QAS 510</i> | 3 | 1/7 - 4/8 | \$870 | Dan Dunahay | 22362 |
| QAS 515.41 | Human Factors in Quality Assurance | 3 | 1/7 - 4/8 | \$870 | Jim Clauson | 22363 |
| QAS 515.42 | Human Factors in Quality Assurance <i>(QAS 515.41 must have 25 Students before students can enroll in QAS 531.42)</i> | 3 | 1/7 - 4/8 | \$870 | David Vu | 22364 |
| QAS 516.41 | Measurement and Testing Techniques <i>Requires completion of QAS 510</i> | 3 | 1/7 - 4/8 | \$870 | Emil Hazarian | 22365 |
| QAS 518.41 | Quality Project Management | 3 | 1/7 - 4/8 | \$870 | William Trappen | 22366 |
| QAS 526.41 | Supplier Quality Assurance <i>Requires completion of QAS511</i> | 3 | 1/7 - 4/8 | \$870 | Robert Spencer | 22367 |
| QAS 530.41 | Statistical Quality Control for Service | 3 | 1/7 - 4/8 | \$870 | Pam Dunahay | 22368 |
| QAS 531.41 | Customer Satisfaction & Quality Assurance | 3 | 1/7 - 4/8 | \$870 | Robert Spencer | 22369 |
| QAS 531.42 | Customer Satisfaction & Quality Assurance <i>(QAS 531.41 must have 25 Students before students can enroll in QAS 531.42)</i> | 3 | 1/7 - 4/8 | \$870 | James Capawana | 22370 |
| QAS 532.41 | Quality Assurance for the Service Delivery Process | 3 | 1/7 - 4/8 | \$870 | Keith Fulton | 22371 |
| QAS 535.41 | Lean Thinking <i>(Completion of QAS511 recommended)</i> | 3 | 1/7 - 4/8 | \$870 | Bhavan (Bob) Mehta | 22372 |
| QAS 539.41 | Good Manufacturing Practices <i>(Completion of QAS511 recom'd)</i> | 3 | 1/7 - 4/8 | \$870 | Kim Niles | 22373 |
| QAS 542.41 | Risk Management <i>(Completion of QAS511 recommended)</i> | 3 | 1/7 - 4/8 | \$870 | Barrett Craner | 22375 |
| QAS 598.41 | Directed Research <i>(Must have 18 units of QAS course work and the GVAR completed)</i> | 3 | 1/7 - 4/8 | \$870 | Milton Krivokuca | 22376 |
| QAS 599.41 | Thesis/Project <i>(Must have 18 units of QAS course work and the GVAR completed)</i> | 3 | 1/7 - 4/8 | \$870 | Milton Krivokuca | 22377 |
| QAS 600.41 | Graduate Continuation Course | 0 | 1/7 - 4/8 | \$150 | Milton Krivokuca | 22378 |
| QAS 495.41 | Mathematics for Quality Assurance | 1 | 2/11 - 4/8 Last day to register 2/7 | \$290 | John Miller | 21286 |

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

Quality Assurance Bachelor of Science & Quality Assurance Bachelor of Science with Measurement Science Option

The Program

Quality Assurance is an interdisciplinary profession practiced by management and technical personnel responsible for planning and assuring the quality of products and services. The BSQA program blends studies of the basic sciences, technologies, management principles, quality concepts and statistical tools needed to prepare professionals for careers in Quality Assurance, and enhance the careers of working Quality Assurance professionals. For those students more interested in the technical areas of Quality, there is a Measurement Science option.

Online

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.

Who Should Attend

The BSQA program is conducted online through Cal State Online using a course management platform.

The BSQA Cal State 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
- Affordable degree in convenient format for working adults
- Advising and support throughout the program
- Scheduled courses year-round making possible timely completion of upper division coursework
- Enrollment in courses permitted to qualified students before admission.

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

BSQA Scheduled Internet Classes - Spring 2014 - Session 1

Start date: Jan 6 • Last day to register: Jan 3 • Last day of class: Mar 2, 2014

| Course | Title | Units | Date | Prerequisite | Fee | Instructor | Reg. No. |
|------------|---|-------|----------|-------------------------------------|-------|-----------------|----------|
| QAS 200.45 | Fundamentals of Quality | 3 | 9/3-12/3 | | \$798 | Denis Leonard | 22486 |
| QAS 312.45 | Interpretation of Technical Documentation | 3 | 9/3-12/3 | QAS 200 and QAS 220 | \$798 | Craig Carpenter | 22496 |
| QAS 340.45 | Measurement Uncertainty | 3 | 9/3-12/3 | MAT 131, QAS 200 and QAS 220 | \$798 | Emil Hazarian | 22494 |
| QAS 498.45 | Directed Research | 3 | 9/3-12/3 | Completion of all 300 level courses | \$798 | Robert Spencer | 22495 |

BSQA Scheduled Internet Classes - Spring 2014 - Session 2

Start date: Mar 3 • Last day to register: Feb 28 • Last day of class: Apr 27, 2014

| Course | Title | Units | Date | Prerequisite | Fee | Instructor | Reg. No. |
|------------|-----------------------------|-------|----------|----------------------------|-------|----------------|----------|
| QAS 220.45 | Fundamentals of Measurement | 3 | 9/3-12/3 | MAT 131 | \$798 | Emil Hazarian | 22497 |
| QAS 332.45 | Electrical Metrology | 3 | 9/3-12/3 | PHY 120, 122, QAS 200, 220 | \$798 | Emil Hazarian | 22498 |
| QAS 355.45 | Safety and Reliability | 3 | 9/3-12/3 | QAS 312 | \$798 | Dan Dunahay | 22499 |
| QAS 360.45 | Lean Manufacturing | 3 | 9/3-12/3 | QAS 200 | \$798 | Gerald VerDuft | 22500 |

Subject to Occasional Changes

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

Quality Assurance Bachelor of Science

(Continued)

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.

Admission as a Transfer Student

The best way to prepare to transfer to CSUDH and be admitted as an upper division student in the BSQA 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 admissions website for information about qualifying for admission. <http://www3.csudh.edu/student-affairs/ois/transfer-students/admissions-criteria/default.html>

For CAL STATE Online application coaching, phone 800-247-5168.

To reach the Extended Education Registration office please call (310) 243-3741, fax (310) 516-3971, or by email at eeereg@csudh.edu. Please call for information about current fees.

* Fees are subject to change.

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

Certificate in Service Quality Assurance

Students who complete the four required courses for the Master of Quality Assurance -- Service with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education. Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement. Exceptions to this requirement can be approved by the MSQA program coordinator, at (310) 243-3352.

Courses required for the Certificate in Service Quality Assurance

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

ASQ Exam Preparation Quality Capstone

The Program

California State University, Dominguez Hills, in cooperation with the American Society for Quality in Los Angeles, can help you prepare for ASQ exams. This certification is a recognized professional accomplishment bound to enhance your career and personal marketability. Capstone courses provide a complete overview of the Body of Knowledge prescribed by ASQ and CSU Dominguez Hills for each discipline. These courses prepare a student for certification by ASQ or registration as a Professional Quality Engineer, PE, by the state of California. These courses also serve as a final review for a series of four courses that result in a certificate of competence in a specialized area of Quality. Each student will receive a certificate of completion following successful completion

**ASQ Exam
Preparation
Quality Capstone**

(Continued)

of a capstone course. ASQLA will award 0.1 Re-certification Units (RU's) per hour of classroom instruction to those students who successfully complete each course. Cost of each course is \$350.

Online Classes

NBQA 701 Certified Quality Management / Organizational Excellence Exam Prep.

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

NBQA 705 Certified Software Quality Engineer Exam Prep

NBQA 709 Certified Calibration Technician Engineer Exam Prep

For information on scheduling for 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.



**Find us on
Facebook**

**TECHNICAL
WRITING**

**Certificate
Online**

See Page 17



Get your
PMI Certificate
with the

**Project
Management
Certificate
Program**

See Page 61

Winter Session 2014

Enrollment begins October 28, 2013

Session I: Dec 18, 2013 – Jan 17, 2014

Session II: Jan 2–17, 2014



Catch up or get ahead on your classes
For further information about Winter schedule::
www.csudh.edu/winter
eeinfo@csudh.edu
877-GO-HILLS
310-243-3741

Sports & Recreation

M.A. Physical Education
 Administration30
 Personal Fitness Trainer
 Certificate of Completion76
 Sport & fitness Psychology
 Certificate (Online)76

**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. W.I.T.S. is an approved CEU provider for

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 19, 2014
 Time: Wed 6:30pm
 Location: EE 1213
 Course No.: NHEX 100 Sec 01
 Reg. No.: 22107

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

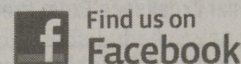
Fitness Certification

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 1 - May 5
 Time: Sat 9am-2pm

Meetings: 9 (no class 4/19)
 Location: EE 1209 & Fitness Center
 Fee: \$524
 Instructor: WITS Staff
 Course No.: NHEX 110 Sec 01
 Reg. No.: 22108

Date: Mar 2 - May 4
 Time: Sun 9am-2pm
 Meetings: 9 (no class 4/20)
 Location: EE 1209 & Fitness Center
 Fee: \$524
 Instructor: WITS Staff
 Course No.: NHEX 110 Sec 02
 Reg. No.: 22109



www.facebook.com/pages/Virginia-Beach-VA/World-Instructor-Training-Schools/17839057941

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

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.

Online!

**Sport & Fitness
Psychology Online
Certificate Program**

(Continued)

Location

Courses are offered online using the Blackboard course management system and can be taken anytime, anywhere.

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.

"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

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 2014

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 the 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 18 - Mar 17
Location: online ☑
Fee: \$798
Instructor: Mark Cartiglia, PhD
Course No: PSY 480 Sec 41
Reg. No: 22208

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 7 - May 16
Location: online ☑
Fee: \$798
Instructor: Beverly Palmer, PhD
Course No: PSY 482 Sec 41
Reg No. 22231

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 21 - May 14
Location: on site & online
Fee: \$798
Instructor: Beverly Palmer, PhD
Course No: PSY 486 Sec 41
Reg. No.: 22232

For more information:
Contact Dianne Davila at
ddavila@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)

Let our outstanding teachers give you the edge to pass this very important California state teacher's exam! Our credentialed instructors provide you with expert in-class instruction, successful test-taking strategies, computer-assisted information, and practice testing by topic area. Test areas covered are: Mathematics, Reading Comprehension and Essay Writing. Class instruction includes a review of problem solving skills and math concepts, as well as approaches to help you improve your reading comprehension and essay writing skills. The book included in the course fee is CliffsTestPrep CBEST® preparation guide revised by authors of BTPS Testing.

Date: Jun 21-28
 Time: Sat & Sun 9am-3pm
 Meetings: 3
 Location: SAC 1106
 Fee: \$315
 Course No.: NXCB 101 Sec 01
 Reg. No.: 30028

CSET Multiple Subjects Exam

(California Subjects Exam for Teachers)

Get the edge in preparing for the computer-

based CSET! The CSET preparation workshop will cover a five-point learning advantage developed by the authors of CliffsTest Prep CSET®. (1) expert instruction—benefit from in-class instruction with credentialed teachers and specialists in the field of test preparation; (2) assessment—learn to identify your strengths and target your weaknesses; (3) review—receive instruction about the domain areas, question types, test-taking strategies, and scoring; (4) class materials—receive a comprehensive textbook with three full-length practice tests; and (5) free-repeat policy—repeat the prep class as often as necessary for extra subject-area review.

Strategies and techniques for answering the multiple-choice and constructed-response questions will be discussed and selected areas will be reviewed. This workshop is designed to help students apply their knowledge to meet exam requirements in each of the exam subtests, but is not a substitute for formal academic course work. CSET test areas include: Subtest I – History/Social Science and Reading, Language & Literature; Subtest II – Science and Math; Subtest III – Visual and Performing Arts, Physical Education and Human Development. The book included in the course is written by the faculty of BTPS Testing, CliffsTestPrep CSET® with CD/ROM (2012) including three full-length practice tests for enhanced home study.

Date: Jun 21-29
 Time: Sat & Sun 9am-5pm
 Meetings: 3
 Location: EE 1206
 Fee: \$415
 Course No.: NXCS 101 Sec 01
 Reg. No.: 30029

GMAT

(Graduate Management Admission Test)

Learn key skills and strategies to get the competitive edge on the GMAT. Workshops include a five-point learning advantage developed by the authors of CliffsNotes GMAT®: (1) expert instruction—benefit from over 22-hours of in-class instruction with leading specialists in the field of test preparation; (2) assessment—learn to identify your strengths and target your weaknesses; (3) review—receive instruction about the GMAT content, subject areas, question types, test-taking strategies, scoring and computer-adaptive testing; (4) class materials—receive a comprehensive textbook with four practice tests, important in-class practice by topic, and online integrated reasoning practice; and (5) free-

repeat policy—repeat the prep class as often as necessary for extra subject-area review.

Topic areas covered on the GMAT are: Math Ability (Problem Solving and Data Sufficiency), Reading Comprehension, Sentence Correction, Critical Reasoning, Integrated Reasoning, and Analytical Essay Writing Assessment. The book included in the course fee is written by the faculty of BTPS Testing CliffsTestPrep GMAT® with CD/ROM (2013).

Date: Jun 14 - Jul 12
 Time: Sat 9am-3pm
 Meetings: 4
 Location: SAC 1108
 Fee: \$425
 Course No.: NXGM 101 Sec 01
 Reg. No.: 30027

GRE Review

(Graduate Record Exam – General Test.)

Maximize your test-taking potential on the GRE. Classes provide you with over 20-hours of instruction including important in-class practice, take-home online computer practice testing and a free-repeat policy. Leading experts in the field of test preparation help you to review concepts and skills in the three subject areas on the GRE: (1) Quantitative Reasoning (arithmetic, algebra, geometry, data analysis, data interpretation, and word problems); (2) Verbal Reasoning (reading comprehension, text completion, and sentence equivalence); and (3) Analytical Writing Essay Tasks (analyze an issue and analyze an argument). The book included in the course fee is written by the faculty of BTPS Testing, CliffsTestPrep GRE General Test® with CD/ROM including four full-length practice tests for enhanced home study.

Date: Feb 1 - Mar 1
 Time: Sat 9am-1pm
 Meetings: 4
 Location: SAC 1108
 Fee: \$425
 Course No.: NXGR 101 Sec 01
 Reg. No.: 22258

Date: Jun 21 - Jul 19
 Time: Sat 9am-1pm
 Meetings: 4
 Location: EE 1210
 Fee: \$425
 Course No.: NXGR 101 Sec 01
 Reg. No.: 30030

Test Preparation Courses

(Continued)

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: Jun 1 & 8
 Time: Sat 9am-3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$100 (Must be current CSUDH student)
 Course No.: TEX 922 Sec 01
 Reg. No.: 30025

Fee: \$199 (for non-CSUDH students)
 Course No.: TEX 922 Sec 02
 Reg. No.: 30026

CSUDH Extended Education offers numerous courses to prepare for academic and professional exams.

Academic Test Preparation Courses

- California Basic Educational Skills Test (CBEST)
- California Subjects Exams for Teachers (CSET)
- Graduate Management Admission Test (GMAT)
- Graduate Record Examination (GRE)
- Reading Instruction Competence Assessment (RICA)

Healthcare Certification Training

- Advanced Hospital Coding and CCS Preparation (online)
- American Society of Phlebotomy Technician (ASPT)— Electrocardiograph (EKG) Technician Exam Prep
- Pharmacy Technician Certification Board (PTCB) Exam Prep

Meeting and Event Planning Certification Training

Professional Meeting Planner (PMP)

Project Management Certification Training

Project Manager Professional (PMP) Certification

American Society for Quality (ASQ) Certification Training

- ASQ Certified Calibration Technican Engineer (CCTE)
- ASQ Certified Quality Auditor (CQA)
- ASQ Certified Quality Engineer (CQE)
- ASQ Certified Quality Manager (CQM)
- ASQ Certified Reliability Engineer (CRE)
- ASQ Certified Software Quality Engineer (CSQE)

Society for Human Resource Management (SRHM) Certification

Society for Human Resource Management (SHRM) Certification Prep

See website for scheduled classes
www.csudh.edu/ee/testprep.html

For more information call 310-243-3741
 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>

You can take
University classes
RIGHT NOW!
 through
Open University

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

Winter Session



2014

Registration Begins in November
Catch up or get ahead on your classes
 For further information:
www.csudh.edu/winter
eeinfo@csudh.edu
 310-243-3741

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. If a student wishes to withdraw at any time during the course, they may do so for serious and compelling reasons only. A student may request to withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

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. After the first day of the week of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

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. After the first three days of the first week, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

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. After the first week, and prior to the last two days of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal. During the last two days of the session, a student may withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

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: <http://www3.csudh.edu/student-affairs/admissions-and-records/records/add-drop/default.html>

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. A student may withdraw with a "w" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

A student who does not officially withdraw shall receive "F" or "WU" grades for all courses on his/her official record.

Instructions for Withdrawal for Serious and Compelling Reasons

Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar
College of Extended and International Education
California State University, Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747
310-243-3741
ceereg@csudh.edu

Packet should include:

- Add/Drop form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf>
- Petition for exception form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf>
- Letter or e-mail explaining serious and compelling reason for requesting withdrawal, including documentation
- Instructor approval memo or email
- \$10 petition fee payment (check payable to CSUDH, or pay via credit card by calling or walking into Extended Education registration)

Instructions for Withdrawal for Medical Emergency

Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar
College of Extended and International Education
California State University, Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747
310-243-3741
ceereg@csudh.edu

Packet should include:

- Add/Drop form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf>
- Petition for exception form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf>
- Letter or e-mail explaining serious and compelling reason for requesting withdrawal
- Documentation of illness or accident
- Instructor approval memo or email
- \$10 petition fee payment (check payable to

CSUDH, or pay via credit card by calling or walking into Extended Education registration)

Note. Students are limited in the amount of times they can withdraw from courses. See <http://www.csudh.edu/schedules/Sp13/dropsandwith.shtml> for more information.

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 (mmddyy)
 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.

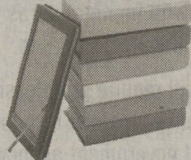
Parking Fees

- Per Summer Session \$35.50
- Entire Summer auto decal . . . \$60.00
- 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



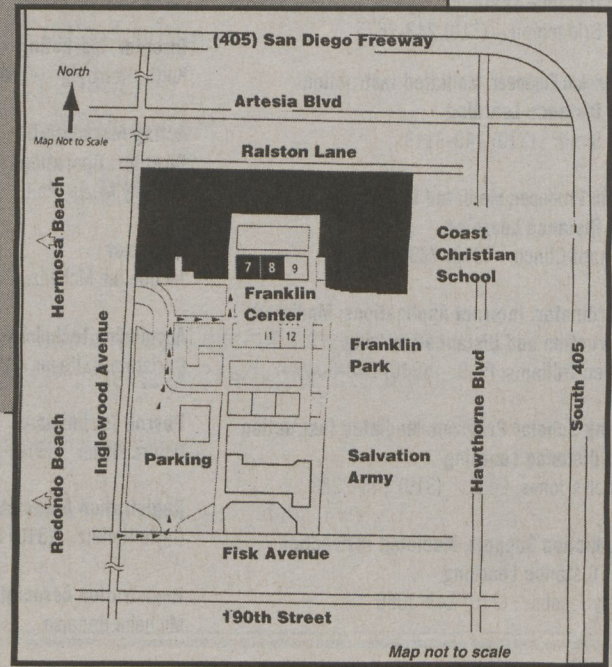
VICTORIA STREET

TAMCLIFF

AVALON BLVD.

Home Depot Center
Sports Complex

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



North
Map Not to Scale

Map not to scale

Acting Dean, Extended & International Education
Joanne Zitelli, Ph.D. (310) 243-3737

Facilities Coordinator & Executive Assistant
Teresa J. Stevens (310) 243-3737/2012

Academic Resource Manager
Brenda Blow (310) 243-2422

Secretary to the Dean
Dianne Davila (310) 243-3737

Receptionist
Connie Pimental (310) 243-3737

Applied Studies Undergraduate Preadmissions Advisor
(310) 243-2870

Military Program Advisor
(310) 243-2189

Director, American Language & Culture Program
Edward R. Milecki, Ph.D. (310) 243-3830

Academic Coordinator, American Language and Culture Program
Tony J. Costanzo (310) 243-3830

Program Assistant, American Language and Culture Program
Tajauta Ortega (310) 243-3830

Program Assistant, International Education
Racheal Wangui (310) 243-3919

Director, Mediated Instruction and Distance Learning
Warren Ashley, Ph.D. (310) 243-2288

Assistant Director, Mediated Instruction and Distance Learning
Van Bridgeman (310) 243-2675

Television Engineer, Mediated Instruction and Distance Learning
Bob Smith (310) 243-3113

Senior Producer, Mediated Instruction and Distance Learning
Bernard Clinch (310) 243-2674

Coordinator, Internet Applications, Mediated Instruction and Distance Learning
Steven Williams, Ph.D. (310) 243-3049

Young Scholar Program, Mediated Instruction and Distance Learning
Joycelyn Jones, Ed.D. (310) 243-2288

Production Support, Mediated Instruction and Distance Learning
Garry Jacobs (310) 243-3066

Staff Producer, Mediated Instruction and Distance Learning
Mario Congreve (310) 243-2053

Director, OSHA Training Institute Education Center
Raul A. Guzman (310) 243-3355

Program Coordinator, OSHA Training Institute Education Center
Elizabeth Legge (310) 243-2425

Center for Training & Development
Vacant (310) 243-3747

Director, Special Sessions Programs
Guadalupe G. Montaña, Ed.D. (310) 243-2284

Director, International Training Programs
Michael Casner, Ed.D. (310) 243-3972

Program Coordinator, International Training Programs
Hong Alyce Van (310) 243-3774

Director, Extension Programs
Babette Wald (310) 243-3730

Senior Program Development Specialist
Jim Bouchard (310) 243-3729

Senior Program Development Specialist
Charles Hunt (310) 243-2336

Coordinator, M.S. Quality Assurance Program
Milt Krivokuca, DBA (310) 243-3352

Student Services Professional, Quality Assurance Programs
Rodger Hamrick (310) 243-3880

Director, Marketing
Keith Otterberg (310) 243-3069

Acting Associate Dean, Director, Operations
Timothy Mozia, Ph.D. (310) 243-2190

Registrar
Jacqueline McKenzie (310) 243-3741

Accounting Technician
Christina Baltazar (310) 243-3741

Payroll Technician
Deidre Fisher (310) 243-3741

Registration Associate
Gayle Heifetz (310) 243-3741

Registration Associate
Michelle Bacalso (310) 243-3741

Registration Associate
Danica Arunson (310) 243-3741

Registration Associate
Shirley Tisdale (310) 243-3741

Night & Weekend Registration Associate
Dionne Rollins (310) 243-3741

Program Associate
Gabrielle M. McKeney (310) 243-3782

Program Associate
Diana Ulloa (310) 243-2781

Coordinator, Humanities External Degree Program
Emily Magruder, Ph.D. (310) 243-3191

Program Associate, Humanities External Degree Program
Nicole Ballard (310) 243-3744

Program Associate, Humanities External Degree Program
Mayra T. Aguilera (310) 243-3743

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 degree programs
at

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 (VEAP)

* Ch. 31 recipients may use their VA benefits towards certificate programs offered at CSUDH - CEIE, must be approved by Vocational Rehabilitation Counselor

Degree Programs

- M.A. Humanities External Degree (HUX)
- M.A. Education, Physical Education Administration
- M.A. Negotiation, Conflict Resolution and Peacekeeping (NCRP)
- Master of Business Administration (MBA online)
- Master of Public Administration (MPA online)
 - Masters in Social Work (MSW)
 - M.S. Nursing (MSN online)
- M.S. Quality Assurance (MSQA online)
 - B.S. Nursing (BSN online)
- B.S. Quality Assurance (BSQA online)
- B.S. Applied Studies (tv/online)

For active duty personnel CSUDH College of Extended and International Education also accepts Military Tuition Assistance (TA) and for military spouses, CEIE accepts MyCAA Tuition Assistance.

For further information contact our Military Advisor:

ceemilitary@csudh.edu • (310) 243-2189 • Visit our website: www.csudh.edu/military

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California State University, Dominguez Hills
University Extension Registration Form

EXTENDED EDUCATION PROGRAMS

Date of Application _____ Student ID: _____ Birthdate _____ month/day/year

Social Security Number _____ Declined to State Reason _____

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Cell Phone

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

Employer _____ Email _____
Company Name

What level of education have you completed?

Some High School High School Graduate Some College AA/AS Degree BA/BA Degree Graduate Degree

Course Information

| Reg. No. | Course No. | Section | Term (Spring 2014) | Course Title | Units | Fee |
|----------|------------|---------|-----------------------|--------------|-------|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total Fee Submitted \$ _____

Payment Method

- Check/Money Order. Make check payable to CSUDH Extension
- I authorize the use of my VISA/MC/Discover (circle one)

Account Number _____ Exp Date _____ 3 Digit Security No. _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify Extended Education between the hours of 8:00am and 8:00pm Monday through Thursday, from 8:00am to 5pm on Fridays and from 8:00am to 1:30pm on Saturdays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

4 WAYS TO REGISTER



Stop by the College of Extended & International Education on Campus
1000 East Victoria Street, Carson, CA.



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



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



Online: my.csudh.edu



California State University
Dominguez Hills

COLLEGE OF EXTENDED & INTERNATIONAL EDUCATION
1000 EAST VICTORIA STREET
CARSON, CA 90747



Spring at CSUDH!

You don't need to be a student at CSUDH
to take credit classes this Spring.

Take classes through Open University

Registration starts January 18, 2014

For further information:

877-GO-HILLS

310-243-3741

www.csudh.edu/open