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File

business  
computers  
art  
travel

✓ internet certificates

health  
education



'96

Extended Education **Summer**

## What is Extended Education?

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our goal is to extend the educational resources of the University to the community. Courses are open to all adults. You do not have to be enrolled at California State University, Dominguez Hills to attend.

Extended Education offers dozens of courses a year covering a variety of topics. The majority focus on career oriented information in a specific field. These professional development classes emphasize a practical, real-world approach. Other courses explore cultural and personal interests. These courses offer another learning experience, giving an appreciation of the world around and within us.

## How can I find out more?

By simply calling (310) 516-3741 during business hours. We will be glad to answer any questions you may have about our programs. If you do not receive our bulletin in the mail already, you may request to have your name put on our mailing list.

### **Note:**

**To serve you better, our telephone service will be changing over the summer. Our telephone number (310) 516-3741 will change to (310) 243-3741. Please try the second number if you are unable to reach us.**

*This Bulletin is printed by the Division of Extended Education at no expense to taxpayers. Every effort is made to ensure the accuracy of this Bulletin. However, this Bulletin is subject to change without notice.*

*Cover : Radius Graphic Design, Long Beach.*

## Internet

Exciting new courses and certificate programs to help you find your way on this vital new form of communication, research and expression. See pages 10-14.

## CPR

Have you ever wished you knew what to do in an emergency before medical help arrived? Since you may be faced with an emergency in your lifetime, it's important to know how to recognize an emergency and how to respond. Classes for Adult, Infant and Child CPR are offered this summer. See page 22.



## Horsebackriding

It's yoicks and tally-ho or just plain "happy trails" when you sign up for one of these sessions. See page 4.

## Business

Is the world of international trade beckoning to you? Would you like to become self-employed running your own medical billing service? Ideas abound for entrepreneurs on pages 8-9.



## Early Childhood

Whether your interest is as a teacher or a parent, the Early Childhood Education program awards upper-division, degree applicable academic credit. Courses can also be taken individually. See page 21.



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### Beginning Guitar Workshop MUX 122

1 ext unit CRN 30379

Learn the rudiments of guitar playing including chords, strums, finger picking and reading music. Popular styles as well as classical technique will be presented. Entertain family and friends at home or parties.

**William Davila, MA**, host, Noon Concert, KPFK-FM, recording artist and music award winner.

10 mtgs: Tue Jun 11-Aug 13  
7-8:50pm  
CSUDH campus LCH A204  
\$128

### Contemporary Guitar Workshop MUX 322

1 ext unit CRN 30378

**Prerequisite:** Previous Experience or consent of instructor

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord constructions emphasizing altered tones will be covered. The entire fingerboard will be included.

**William Davila**

10 mtgs: Tue Jun 11-Aug 13  
7-8:50pm  
CSUDH campus LCH A204  
\$128

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### Wine Appreciation AFD 101

Noncredit

This course takes the snobbery and mysticism out of wine appreciation.

Course includes:

- Common-sense guide to the sensory evaluation of wines-- white and red wines of California and the Pacific Northwest
- French wines--geographic origins and flavor profiles
- Italian wines -- the land, the tradition and the food
- New World wines-- Chile and Australia
- Dessert wines of the World

Participants are asked to bring 3 glasses.

**Thomas J. Dunn** has worked in wine sales for distributors and wineries for 20 years, has planted and managed his own vineyard and has taught for 10 years.

6 mtgs: Tue Jun 11 - Jul 16  
7-9:30pm  
FCC rm 7  
\$70 (plus a \$30 wine fee payable to instructor in class)

### Shopping Secrets of Southern California AMS 102

Noncredit

Your retail dollar can go three, four, even five times as far, if you know where to shop and how. Get more bang for your buck by learning how to spot the thousands of opportunities for legitimate discounts all around us. Bargain columnist Mindy Glazer will teach you how to buy almost anything, at any time, at savings of up to 95%! **Mindy Glazer**, "The Queen of the Deal," has appeared on many radio and TV programs, hosted her own radio program, and writes "Shopping with Mindy" syndicated in Thomson-LA newspapers.

1 mtg: Sat Jul 20  
9-11am  
RBCC rm 7  
\$25 (optional book purchase, \$10)

## Omnilore Society



### Over 50? ("seasoned") Like to stretch your mind? Enjoy intellectual discussions?

Omnilore Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you. Groups meet mornings and afternoons every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

#### Summer Discussions Include:

- *Pick Your President*
- *The Writer's Workshop*
- *Humor*
- *The Industrial Revolution*
- *Living Well and Dying Well*
- *Understanding the Stock market*
- *Around the World in 120 Days*
- *The Buying of the President*
- *Natural & Cultural History of Palos Verdes Peninsula*
- *Studies in Atheism*
- *American Short Stories*
- *Historical Fiction and History*

#### Interested?

Summer discussion groups begin in June at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Room 7.  
For information phone (310) 540-6011 or write to: Omnilore, PO Box 7000-23, Redondo Beach, CA 90277

**Write a Screenplay in One Semester AFL 201**

**Noncredit**

From story idea, to format and outline, you will create the appropriate characters and plot-method (or blueprint) to achieve the greatest suspense and emotional impact possible for the overall story. When the script is ready it will be submitted to appropriate agents and producers. This is a special workshop for highly motivated students committed to writing a complete rough draft script of feature length.

You will learn how to:

- create memorable stories
- write in screen format
- adapt professional techniques
- develop successful step outlines
- \* develop comedy writing talent
- write low budget movies
- write clear, succinct synopses
- "pitch" stories
- learn advanced writing techniques and how to apply them

Textbook req: *Magic Methods of Screenwriting*, by the instructor.

**Donna Lee**, director/owner of the Hollywood Scriptwriting Institute, brings over 35 years of successful screenwriting and teaching to this course. She has written 7 feature films and 37 teleplays which have been produced, as well as her book and 3 stage plays.

**11 mtgs: Wed Jun 5-Aug 14**  
**6:30-9:30pm**  
**FCC rm 7**  
**\$150 (plus \$64 materials fee, payable to instructor in class)**



**THEATRE CONSERVATORY**

California State University Dominguez Hills and The Odyssey Theatre

Participants can gain valuable experience in stagecraft while working alongside professionals in productions at the Odyssey Theatre.

The Odyssey Theatre, with a 27-year history in Los Angeles, is located at 2055 Sepulveda Blvd., near the 405 and Olympic Blvd. Three 99-seat theaters are housed under the same roof, so at any given time there are three plays in production, three in rehearsal and one children's show in production. The Odyssey Theatre emphasizes cultural and intellectual diversity, and a great many of the plays are originals, presented to audiences for the first time.

Be a part of it. Find out how to earn university credit or just gain valuable theatre experience in the CSUDH/Odyssey Theatre Collaboration. Participants need not be enrolled at CSUDH.

For more information, contact Karen Blank at CSUDH Extended Education (310) 516-3998.

**Canoeing the Russian River RCO 101**

**Noncredit**

Spend four days on the beautiful Russian River along the northern California coast near San Francisco and the Napa-Sonoma wine country.

Designed for beginners as well as experienced canoers, this trip will cover approximately 32-36 miles of the Russian River from Asti (near the Italian Swiss Colony Winery) to Guerneville-Monte Rio. The Russian River includes several sections with "riffles" (which can be walked around, if desired) rolling hills, giant redwoods along the riverbanks, and morning fog.

Instruction provided in basic paddling strokes, maneuvering techniques, and safety procedures. Participants provide own foods, camping equipment, transportation and camping expenses.

**Prerequisites: participants must be in good physical condition and have basic swimming skills. There will be no pre-trip meeting: participants will receive an information sheet with registration fees. No refunds 28 days prior to trip.**

**Chuck Reynolds** has been leading trips such as these for 20 years.

**Session 1**  
**Sun-Wed Jul 14-17**  
**RCO 101-04**

**Session 2:**  
**Sun-Wed Aug 11-14**  
**RCO 101-05**

**\$90 per session (plus \$80 payable to instructor on site for canoe rental, etc.)**

## HORSEBACK RIDING RHR 101

Have you ever wanted to try your hand at this invigorating sport? Six weeks of instruction and fun with a certified instructor will give you an understanding of the horse and rider relationship. Only six to a class, ages nine and up. Wear comfortable clothes (pants and boots). No one to weigh in excess of 185 lbs. Sessions will include untacking and proper grooming before dismissal.

### COURSE LOCATION

River's Edge Stables  
1003 West Carson St.  
Long Beach, CA 90810

You'll learn: proper grooming and tacking up to ride, mounting and proper balance and position on the horse; practice at the walk, untacking and proper grooming to put up the horse; starting, stopping, turning, circling, reverse directions at the walk; trotting and warming up at the walk to trot; trotting through a start, adding stops, turns, circles and reverse directions.

#### Session I RHR 101-01

6 mtgs: Tue Jun 4 - Jul 9

6-8pm

#### Session II RHR 101-02

6 mtgs: Thu Jun 6 - Jul 18 (no class July 4)

6-8pm

#### Session III RHR 101-03

6 mtgs: Sat Jun 8 - Jul 13

9-11am

#### Session IV RHR 101-04

6 mtgs: Tue Jul 16 - Aug 20

6-8 pm

#### Session V RHR 101-05

6 mtgs: Sat Jul 20 - Aug 24

9-11am

#### Session VI RHR 101-06

6 Mtgs: Thu Jul 25 - Aug 29

6-8pm

Fee per session: \$175

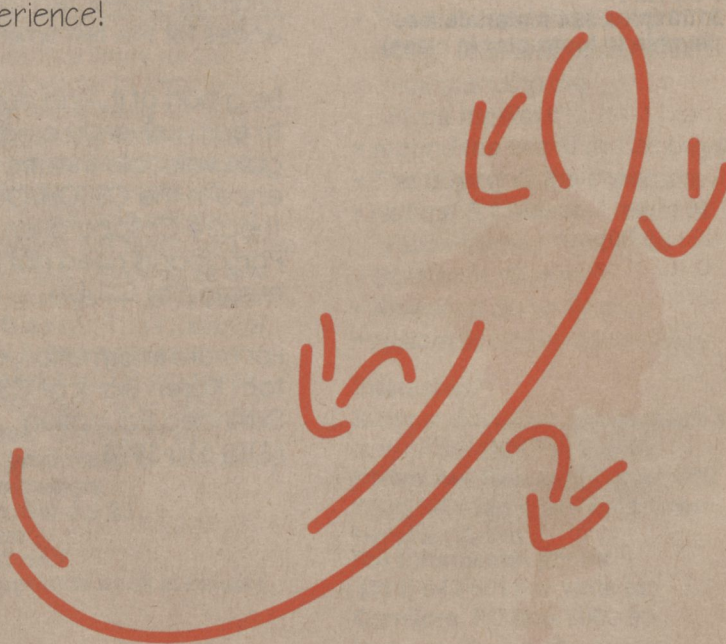
# Plan Your Getaway!

Longing to see  
the Galapagos?  
Make this the year  
you seek out the  
places you've just  
dreamed about!

Join a Summer or Fall Travel Study Program and discover ancient, modern and unexpected places! College faculty escorts and in-country specialists share their insights about the contemporary, natural and historical aspects of the destinations you've waited all your life to experience!

Visit  
MOROCCO • EGYPT  
COSTA RICA  
BERMUDA  
AUSTRALIA  
BELIZE  
TURKEY • GREECE  
NOVA SCOTIA  
INDONESIA  
IRELAND • ALASKA  
KENYA • CHINA  
GALAPAGOS  
ISLANDS

Call (310) 516-3741 for complete itineraries of the tours we're taking this summer and fall!



REGISTER BY PHONE: (310) 516-3741 • REGISTER BY FAX (310) 516-3971

## Certificate Award in Construction Management

### The Program

Construction professionals gain practical knowledge and expertise through the Certificate program in Construction Management. This innovative and timely series of courses is designed for construction personnel, owners and developers, and those wishing to enter the field of construction management.

You participate with others who face the same kind of professional problems. At the same time you will obtain the skills

necessary to successfully manage in the field of construction practices.

### Certificate Requirements

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

### Survey of Construction Practices CMX 972

3.0 CEUs CRN 30368

Basic principles and responsibilities of construction management, including construction process and operating environment, functions of the manager, staffing, planning, organizing, marketing, public relations, sub-contractors, suppliers, sureties, and financial institutions will be covered.

**Ernest Orchard**, (Program Coordinator), President, Orchard Roofing Consultants.

10 mtgs: Mon Jun 3 - Aug 5  
6:30-9:30pm  
CSUDH campus SCC E173  
\$185

### Estimating and Bidding CMX 976

3.0 CEUs CRN 30369

Conceptual estimating, quality surveying, pricing skills (materials and labor), quantity survey methods, bidding strategies and mark-up, computer-based estimates and statistical methods are covered.

**Jan Brussel** is a consultant with over 12 years experience as a California State licensed General Contractor. He has extensive hands-on experience in residential, commercial and multi-family construction.

10 mtgs: Wed Jun 5 - Aug 7  
6:30-9:30pm  
CSUDH campus SCC E167  
\$185

### Core Courses

Survey of Construction Practice

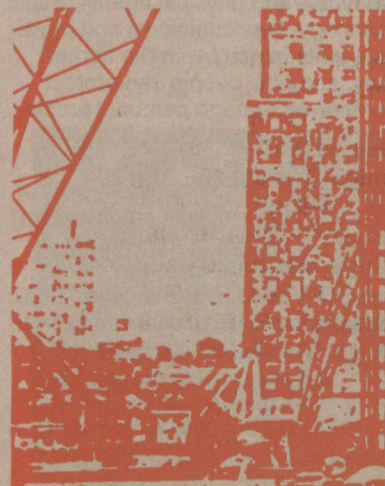
Legal Aspects of Construction Management

Accounting for the Construction Industry

Estimating & Bidding

Construction Project Management I

Construction Project Management II



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## Certificate Award in Environmental & Occupational Health & Safety

### **The Certificate**

Designed for individuals both in the field and those planning to enter it, the program will enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department and to administer health & safety programs in an industrial setting. Six core courses plus two elective courses are required. Elective courses are offered to suit the needs within various industries. Each core course offers 3 Continuing Education Units (CEUs).

### **Who Should Attend**

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

Courses are endorsed by the Long Beach Chapter of the American Society of Safety Engineers and the National Safety Council.

### **The Schedule**

Students may attend classes in any order according to their needs. Courses are offered in the evenings and or on weekends. The Program can be completed in one year depending on scheduling.

### **The Location**

All classes are held on campus on the CSUDH campus in Carson, or at the Redondo Beach Community Center or the Franklin Community Center in Redondo Beach.

### **Core Courses**

**Foundations of Safety & Health Programs**  
-- HEX 900

**Occupational Health & Safety Program Administration** --HEX 902

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

**Industrial Accident Investigation**-- HEX 930  
**Introduction to Worker's Compensation**  
--HEX 931

**Fundamentals of Industrial Hygiene**  
--HEX 934

SEE SCHEDULE BELOW AND ON NEXT PAGE

### **Fundamentals of Industrial Hygiene HEX 934**

**3 CEUs CRN 30383**

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

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

**Kelly Howard, MS, CSUN,**  
Environmental & Occupational Health, Cal/OSHA Consultant and Trainer.

**10 mtgs: Mon Jun 3 - Aug 5**  
**6:30-9:30pm**  
**CSUDH campus SCC E153**  
**\$350 (Plus \$25 materials fee payable to instructor in class)**

### **Occupational Health & Safety Program Administration HEX 902**

**3 CEUs CRN 30477**

Overview of health and safety programs in all industrial settings. Role of the professional, resources, typical health and safety problems, major program components such as program administration, program responsibility, employee compliance, communications to employees, hazard inspections, injury/illness investigations, correction of unsafe or unhealthful conditions, employee training and recordkeeping.

**Bob Middo, BA, Biology, Cal/OSHA**  
Consultation.

**10 mtgs: Tue Jun 4 - Aug 6**  
**6:30-9:30pm**  
**CSUDH campus SBS B215**  
**\$350 (plus \$25 materials fee payable to the instructor in class)**

### **Occupational Respiratory Protection HEX 938**

**Elective 1.5 CEUs CRN 30385**

Includes a brief history of respiratory hazards and terminology. Respirator selection based on air contaminants, exposure levels and NIOSH certification criteria. Respirator care and maintenance, including inspection for defects or faults. Respiratory protection program management as well as qualitative & quantitative fit testing protocols & medical limitations.

**Bob Middo**

**5 mtgs: Wed Jul 24-Aug 21**  
**6:30 - 9:30pm**  
**CSUDH campus SBS A144**  
**\$175 (plus \$35 materials fee payable to instructor in class)**

**REGISTER BY PHONE: (310) 516-3741 • REGISTER BY FAX (310) 516-3971**



**Industrial Hygiene  
Instrumentation & Sampling  
HEX 955**

Elective 1.5 CEUs CRN 30386

**new!**

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

**Dan Leiner, MS, CSUN, Health Science, Environmental & Occupational Health option.**  
Associate Industrial Hygienist, Cal/OSHA.

**5 mtgs: Thu Jul 25-Aug 22  
6:30-9:30pm  
CSUDH campus SCC E153  
\$175 (plus \$25 materials fee  
payable to instructor in class)**



**Certificate Award in Technical Writing**

**Who Should Attend**

Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of contemporary technical writing practice and to help them develop the skills that lead to effective technical communication.

Career opportunities are found in the aerospace, construction, electronics, nuclear, automotive, medical, computer, agricultural, financial and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing abilities.

**The Certificate**

The program consists of three courses designed to provide a broad introduction to the skills required in the contemporary professional workplace. Continuing Education Units (CEUs) are awarded to those who complete each course. Courses may be taken on an individual basis without formal registration in the certificate program, and students may enter the program at the beginning of any session--classes need not be taken in order.

**The Location**

Classes are offered on campus in Carson, and at the Redondo Beach Community Resource Center or at the Franklin Community Center, depending upon the session schedule.

**Advanced Technical  
Writing Topics BUX 907**

3 CEUs CRN 30367

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Supports (CALS) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

**Michael McCandless, BA, CSUDH,** has been a technical writer/editor with McDonnell Douglas and TRW.

**10 mtgs: Tue Jun 4-Aug 6  
6:30-9:30pm  
CSUDH campus SCC K144  
\$130**

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## Certificate of Completion in Medical Billing

The Field of Medical Billing is ideally suited to the person who wants to start a home business or perform medical billing services for doctors, hospitals or clinics.

### Medical Billing I BMB 101 Noncredit

Medical insurance billing is a stable, lucrative field within the medical industry. Insurance billers can work in a variety of settings (physicians' offices, clinics, hospitals, medical supply companies, etc.). The basis of building a firm foundation for a career in medical insurance billing and reimbursement is a thorough knowledge of ICD-9 CM and 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 each coding system and how it relates to others to help formulate an accurate insurance claim that will maximize reimbursement.

#### Tuany Reid/Sandra Collins

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

**Sandra Collins** is a medical consultant, a medical billing service owner and a graduate of UC Riverside.

4 mtgs: Mon & Wed Jun 3, 5, 10, & 12

6-9pm

FCC rm 8

\$110 (plus \$5 materials fee payable to instructor in class)

Required text: *Physician's 1996 Current Procedural Terminology, CPT*

### Medical Billing II BMB 201 Noncredit

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic coding with these topics:

- Insurance verification: interpreting the information on patient benefits
- Constructing a "clean" claim for Medicare, Medicaid and other private insurance companies
- Managed Care Plans: unraveling the HMO, PPO, & IPA mysteries
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- Interpreting explanation of benefits (EOB's)

In addition, "insiders' insurance billing information" will be shared.

#### Tuany Reid/Sandra Collins

4 mtgs: Mon & Wed Jul 8, 10, 15, & 17

6-9pm

FCC rm 8

\$110 (plus \$5 materials fee payable to instructor in class)

Required text: *ICD-9CM*

### Medical Insurance Computer Billing BMB 301 Noncredit

Medical Insurance Billing I suggested as a prerequisite.

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, how to input patient and insurance information, and the ins and outs of electronic claims submissions that will produce third-party insurance claim forms and patient billing statements. A review of the information

needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

#### Tuany Reid

1 mtg: Sat Jul 20

9am-3pm

CSUDH campus SBS A110

\$100

### How to Start & Run Your Own Medical Billing Service BMB 402

Noncredit

Medical insurance billing knowledge required

Overhead costs are steadily increasing for physicians in private practice. Doctors are avidly searching for cost-effective measures to cut their operating expenses. One trend is to use independent contractors who work from their homes instead of incurring the cost of hiring and maintaining full-time employees. In response to this trend, starting a medical billing service can be an extremely lucrative business. Students will learn: how to obtain clients, negotiate fees, market their services and select appropriate computer software, as well as a number of start-up requirements to enable them to work at home.

#### Sandra Collins

1 mtg: Sat Aug 10

9-5pm

FCC rm 7

\$80 (plus \$5 materials fee payable to instructor in class)

new

**International Business: The New Era of Trade Pacts BIT 101**

**Noncredit**

With the endless changes in developing and expanding Trade Blocks in Europe and North America, International companies must be constantly in touch with how the new trade laws affect their operations. This program will provide you with the information to understand what to expect and how to stay on top of changes that impact your business. Even if your company is currently operating internationally or you are just interested in the developments occurring and about to occur, this course will interest you. Learn about NAFTA, the European Community, and the upcoming developments within these trade pacts. Also included will be the ISO 9000 standards and how they may affect how you do business internationally.

**Terrisa L. Nelson, BS, USC,** International Finance, is Accountant/Financial Analyst with Imperial Bank.

**4 mtgs: Wed Jul 24 - Aug 14**  
**6:30-8:30pm**  
**FCC rm 8**  
**\$80**

**Importing and Exporting Your Guide to Fortune and Fulfillment BIX 101**

**Noncredit**

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on experience with specific information about importing as a business and a career. This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house. Topics include:

- Selecting a product to import
- International market research
- Negotiating foreign suppliers

- Samples, prices, discounts
  - Terms of payment, including the Letter of Credit
  - Shipping and insurance
  - Foreign exchange
  - US Customs rules & procedures
- Expert guest speakers will provide additional information. Importing represents a substantial portion of the nation's business, and is especially important to California. **Dr. Sinclair D. Rimmon** is president of S. Rimmon and Co., Inc., an importing company, and is author of *Importing: Your Guide to Fortune and Fulfillment*.

**1 mtg: Sat Jun 15**  
**10am - 3pm**  
**FCC rm 8**  
**\$38 (plus \$15 materials fee payable to instructor)**

new

**Successful Money Management BPF 301**

**Noncredit**

To achieve financial success you need to first educate yourself about investment basics and then use that knowledge to develop a solid plan of action; this course achieves just that. The class will first explore the structure and components of a well-balanced portfolio, including cash reserve accounts, liquid investments (stocks, bonds, mutual funds, etc.) tax-advantaged programs as well as insurance and estate planning. Students then have the opportunity to use this information in the development and implementation of their own personal financial plan. Taught in down-to-earth language, the three information-packed sessions are ideal for anyone trying to manage money, from the pre-retiree to the retiree concerned about maintaining a particular standard of living.

**Emerson Fersch, Lee King and Stephen Smith** are partners of Fersch King Financial Services. Their experience in Financial, Banking and Training services in Southern California is well-known in southern California since 1975.

**Session I - BPF 301-01**  
**3 mtgs: Tue Jul 16, 23, 30**  
**6:30-10pm**  
**FCC rm 8**  
**\$69 (Advance registration)**  
**\$79 (Late registration in class)**  
**(Text included in registration fee)**

**Session II - BPF 301-02**  
**3 mtgs: Thu Jul 18, 25, Aug 1**  
**6:30-10pm**  
**FCC rm 7**  
**\$69 (Advance registration)**  
**\$79 (Late registration in class)**  
**(Text included in registration fee)**

**Session III - BPF 301-03**  
**3 mtgs: Sat Jul 20, 27, Aug 3**  
**9am-12:30pm**  
**FCC rm 7**  
**\$69 (Advance registration)**  
**\$79 (Late registration in class)**  
**(Text included in registration fee)**

**Investing in the Stock Market BIN 101-03, 04, 05, 06**

**Noncredit**

Learn how to become a better stock investor in this fast-paced, informative class. Discover proven research techniques and trading strategies, including a simple set of rules which can be used to avoid making the most common investment mistakes. Find out how you can analyze stocks using the latest software for your personal computer.

**Steven J. Scerra, BBA,** is 2nd VP and Financial Consultant at Smith Barney in Torrance.

**Session I:**  
**1 mtg: Wed Jun 19**  
**6:30-8pm**  
**FCC rm 8**  
**\$20 individual BIN 101-03,**  
**\$30 spousal couple, BIN 101-04**

**Session II:**  
**1 mtg: Tue Aug 6**  
**6:30-8pm**  
**FCC rm 8**  
**\$20 individual, BIN 101-05,**  
**\$30 spousal couple, BIN 101-06**

new

**Home Inspections BRE 201**

**Noncredit**

Home Inspections represents an important new field within the real estate industry. Students will learn how to inspect a home for structural, mechanical, environmental factors which can affect the value of the property. Professionals in Real Estate Marketing, Appraisal, or in positions such as loan agents will benefit greatly from this course. **Michael Gardner, BA,** Morehead State University, is a certified residential appraiser.

**12 mtgs: Tue Jun 4 - Aug 20**  
**6:30-9:30pm**  
**FCC rm 7**  
**\$250**

### How to Choose and Buy a Personal Computer CCB 101

#### Noncredit

Apple or IBM? This class will take the mystery out of computers. Facts are presented in a simple, straightforward, comprehensive manner for the beginner. One MB or 4MB of RAM? You will learn computer lingo. The best way to purchase a computer, including questions to ask salespeople when shopping, is discussed. You will walk away from this seminar COMPUTER SAVVY! This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of *Microcomputers: Shop with Savvy*.

1 mtg: Sat Jun 22

9am-noon

RBCC rm 8

\$30 (plus \$10 materials fee payable to instructor in class)

### Introduction to PageMaker CCB 105

#### Noncredit Limited to 25 Students

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use the new and powerful PageMaker 5.0 on Macintosh computers to introduce the fundamentals of this page layout software. You will learn the skills in PageMaker needed to create virtually any single ink color-printed graphic material, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and many others. This hands-on workshop will introduce you to page setup, basic menu functions: text editor, and text manipulation, working with columns, placing (importing) text and graphics, captions, text wrap, reverse text, drop shadows, and much more.

Bernard W. Baker, Professor of Art, CSUDH.

1 mtg: Sat Aug 10

9am-4pm

CSUDH campus SCC E-139

\$50 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)

### Introduction to QuarkXPress CCB 103

#### Noncredit Limited to 15 students

Learn QuarkXpress 3.3, the most popular and powerful page layout software available. Designers, illustrators, writers, publishers, public relations and marketing people-- anyone working with graphic layout will benefit from this workshop. In this two-day workshop you will work with real print media graphic projects such as an ad and a brochure. You will learn the fundamentals of page setup, tool functions, use of type, graphic and photo images, working with master pages, page editing, and much more. Each session will consist of demonstration and hands-on activities, so that you can put your experience to use immediately on any graphic project you need. In order to save your computer work, please come with a 3 1/2" high density diskette, or purchase one in class. Macintosh experience is not necessary.

Bernard Baker

2 mtgs: Fri & Sat Jun 28 & 29

1-6pm Friday

9am-4pm Saturday

CSUDH campus SCC E139

\$100 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)

### Introduction to Adobe Illustrator CCB 104

#### Noncredit Limited to 10 students

This illustration software is one of the most popular today. Illustrators, designers, artists, and many others in the art area use this powerful illustration software to create art work and commercial illustrations. Learn the fundamentals of Illustrator to create your own art work or either business or pleasure. This workshop will cover the basic tools, the unique drawing rules, the tools used for transformation, color application, and the fundamental structure and process to actually create an illustration. Workshop projects will be realistic. The workshop will use Macintosh computers. No computer experience is necessary.

Bernard Baker

2 mtgs: Fri & Sat Aug 2 & 3

1-6pm Friday

9am-4pm Saturday

CSUDH campus SCC E139

\$100 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)

### How to "Sell" on the Internet Though it is NOT a SELLING Medium CCB 106

#### Noncredit

You can "sell" on the Internet, but not by using selling techniques of the old Industrial Society. The Internet is not an information super-highway for broadcasting a stream of selling information. NO, it's a network, where each individual is seeking his own knowledge. It's not a selling medium, but a learning medium.

In this course you will learn:

- How to focus (not surf) your activities around your personal visions
- How to do prospect research (but not market research)
- How to design a commercial site that prospects will be eager to visit, exchange information and buy from
- How to get other "netizens" to help you

Paul Siegl

1 mtg: Sat Jun 29

9am-noon

RBCC rm 8

\$45



## Certificate Award in Internet Business & Marketing

### The Certificate

The Certificate Award in Internet Business and Marketing can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this huge and new communications and marketing medium. The Internet is the Super Information Highway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

### Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet works, how to find and access information, and how to communicate with people from all over the world. People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small businessmen, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their message and increase sales.

### Internet Fundamentals - Lecture CIX 907

.3 CEUs Enrollment limited

**Prerequisite:** CIX 901 "Before Fundamentals" or computer literacy including using a mouse. If you have questions as to your qualifications to start at this course please contact the instructor Ron Servine at (310) 214-1023.

An introduction to the concepts, vocabulary, and intricacies of the Internet including the World Wide Web. Discover how the system works while learning how to get started, Learn how to gain access, what software to use, how much to pay, and who to see when you have problems. Includes a tour of the most popular World Wide Web sites and the most frequently use resources available on the Internet. Demonstrations include how to chat, how to access free graphics, how to tap libraries, and even how to earn a college degree on-line! Free access software!

#### Choose one:

**Section 1 CRN 30484**  
Tue, Jun 4  
6:30-9:30pm  
CSUDH campus SAC 1107

**Section 2 CRN 30485**  
Tue, Jul 9  
6:30-9:30pm  
CSUDH campus SAC 1107

**Section 3 CRN 42831**  
Tue, Sep 10  
6:30-9:30pm  
CSUDH campus SAC 1102

\$50 (\$10 materials fee payable to instructor in class)

### Surfing The Internet - Lab CIX 908

.3 CEUs Enrollment limited

**Prerequisite:** CIX 907 or instructor approval. **Instructor:** Ron Servine at (310) 214-1023

In Internet Fundamentals (CIX 907) you learned what the Internet is and how it is designed. This course provides thorough instruction on how to use Netscape, how to search for and easily find valuable resources on all types of sites including FTP, Gopher, Veronica, and Jughead. It provides hands-on instruction on how to download software, use e-mail, and how to chat with other surfers anywhere in the world. Visit and interact with numerous commercial sites.

#### Choose one:

**Section 1 CRN 30486**  
Thu Jun 6 6:30-9:30pm

**Section 2 CRN 30487**  
Fri Jun 7 6:30-9:30pm

**Section 3 CRN 30489**  
Thu Jul 11 6:30-9:30pm

**Section 4 CRN 30490**  
Fri Jul 12 6:30-9:30pm

**Section 5 CRN 42835**  
Thu Sep 12 6:30-9:30pm

**Section 6 CRN 42837**  
Wed Sep 18 6:30-9:30pm

**Location**  
CSUDH campus ERC A 115 (Lab)

**Cost:** \$50 (\$10 materials fee payable to instructor in class, unless participant already has identical materials from CIX 907)

### How to Conduct Business on the Internet - Lecture CIX 909

.3 CEUs Enrollment limited

**Prerequisite:** CIX 908 or instructor approval **Instructor:** Ron Servine at (310) 214-1023

Learn strategies and tactics for selling your products and services to 55 million well educated, affluent people via low cost automated systems. Discover how two people are grossing \$20 million a year by using the Internet to drop ship retail products. Find out who's using the Internet, what they are buying and why. Plan and develop an Internet Resource Site with the instructor and your classmates. Learn how to register your domain name and how to be included on the most popular search engines. Find out how to post advertising without being offensive. Includes a tour of the hottest selling sites. Over 100,000 new customers are going on-line each month.

#### Choose one:

**Section 1 CRN 30492**  
Tue Jun 11 6:30-9:30pm  
CSUDH campus SCC J 146

**Section 2 CRN 30494**  
Tue Jul 16 6:30-9:30pm  
CSUDH campus SAC 1107

**Section 3 CRN 42848**  
Tue Sep 17 6:30-9:30pm  
CSUDH campus SAC 1102

**Cost:** \$50 (\$10 materials fee payable to instructor in class)

### Basic Internet Home Page Design - Lab CIX 910

.6 CEUs Enrollment limited

**Prerequisite:** CIX 908 and CIX 909 or instructor approval

**Instructor:** Ron Servine (310) 214-1023

Discover how to build your own home page and how to place your valuable resources on the Internet using an HTML editor. Learn how to create hot links that take your prospects to wherever you want them to go. Learn formatting commands, how to place graphics into your page, how to have your customers automatically send you important e-mail. Where to find and how to place dramatic backgrounds that will make every page interesting and fun to read. Find out about the short-cuts to complex programming. Students actually build a home page in each course!

#### Choose one:

**Section 1 CRN 30495**  
Thu & Fri Jun 13 & 14  
6:30-9:30pm

**Section 2 CRN 30496**  
Sat Jun 15  
9am-4pm (one hour lunch)

**Section 3 CRN 30498**  
Thu & Fri Jul 18 & 19 6:30-9:30pm

**Section 4 CRN 30499**  
Sat Jul 20  
9am-4pm (one hour lunch)

**Section 5 CRN 42852**  
Thu & Fri Sep 19 & 20  
6:30-9:30pm

**Section 6 CRN 42853**  
Sat Sep 21  
9am-4pm (one hour lunch)

#### Location:

CSUDH campus ERC A-115 (Lab)

#### Cost:

\$100 (\$10 materials payable to instructor in class)

## Certificate Award in HTML Publishing

The Certificate Award in HTML Publishing includes 9 Hours of Hands-On Computer Experience.

### Who Should Attend

Anyone interested in learning how to create or enhance their own Web page/site will benefit from participation in this certificate award program. Employment opportunities are rapidly expanding for those skilled in HTML publishing.

### The Certificate

Those participants who successfully complete this program (9 hours of training) will be awarded a certificate of completion in Internet HTML Publishing.

### The Instructor

Anissa Barton-Thompson: In addition to her position as a faculty member with the CSUDH-Internet Certificate Program, Anissa is employed full-time as the ON-LINE PROGRAM ANALYST with the CSUDH HUMANITIES EXTERNAL DEGREE PROGRAM. She is also responsible for the design and implementation of a variety of informative and innovative web sites. Visit Anissa at her own web site at <http://orca.csudh.edu/~anissa/index.html>

### HTML Publishing - Lab CIX 911

.9 CEUs Limited to 10 Students

**Prerequisite:** CIX 910 or instructor approval:

Learn the tips and tricks of the fastest growing part of the computer industry today! Participants will have their own computer in the state-of-the-art On-Line/Multi-Media Computer Lab. Learn to:

- create your own Web page/sites using all of the latest HTML structure and tags
- create and select the best graphics and layout for your Web pages, and incorporate scanned images, background images and imagemaps, as well as video, animation, and sound
- build and use Netscape-specific tables and frames, and other advanced HTML features like forms, access counters and security passwords

Both Macintosh and Windows platforms will be taught. Students should bring at least two high density 3.5" diskettes to store files and graphics

**Instructor:** Anissa Barton-Thompson (310) 516-3743 or at [abarton@dhvx20.csudh.edu](mailto:abarton@dhvx20.csudh.edu)

#### Choose One:

**Section 1 CRN 30500**  
Wed Jul 17 6:30-9:30pm  
and  
Sun Jul 21 9am-4pm

**Section 2 CRN 30501**  
Fri Jul 26 6:30-9:30pm  
and  
Sat Jul 28 9am-4pm

**Location:**  
CSUDH campus ERC A-115 (Lab)

**Cost:** \$169

#### Note:

To serve you better, our telephone service will be changing over the summer. Out telephone number (310) 516-3741 will change to (310) 243-3741. Please try the second number if you are unable to reach us.

## Certificate Award in Internet Business Productivity Improvement

The Certificate Award in Internet Business Productivity Improvement is an Intermediate Level Certificate Program. Please see each course for prerequisite requirements. Participation in this program will make you an important resource in your companies' marketing, support, and research capacities'. It will give you the tools necessary to improve your companies efficiency using one of the most revolutionary technologies of our century. With the Internet's exponential growth, new opportunities abound for visionaries who apply Internet technology to the business process. Companies in all industries are using the Internet to remain competitive in this rapidly changing environment. Keep your business in the forefront by becoming proficient with the capabilities of the Internet.

### Who Should Attend

Individuals or businesses looking to increase corporate productivity using the Internet. Or, those seeking to take advantage of career opportunities for Internet proficient individuals.

### The Certificate

Upon successful completion of the following four courses (CIX 915, CIX 916, CIX 917, and CIX 918), students will be awarded the certificate of completion in Internet Business Productivity.

### The Instructors

**Lynda H. Palmer**, MBA, Pepperdine University, is a marketing and strategic planning consultant and Adjunct Professor in Marketing at Pepperdine University.

**Gary T. Palmer**, MA Psychology, Pepperdine University, Bachelors of Technology in Computer Systems, Rochester Institute of Technology, is an experienced corporate trainer, course developer, programmer, and Internet consultant. He has been involved with the Internet for over 10 years.

### Developing Your Internet Marketing Plan--Lecture CIX 915

.3 CEUs Enrollment limited

**Prerequisite:** CIX 909 or instructor approval  
**Instructor:** Lynda Palmer (310) 798-4372

There are over 10,000 commercial sites on the World Wide Web and the number is increasing exponentially. With such a plethora of sites, how do you attract your target audience? Developing an Internet specific marketing plan will help you maximize your web sites potential. This course covers a step-by-step process enabling you to develop your Internet marketing plan which focuses on most effectively reaching your target market.

CRN 30502

Tue Jul 23

6:30-9:30pm

CSUDH campus SAC 1107

Cost: \$50

### Focusing Your Internet Marketing Plan--Lecture CIX 916

.3 CEUs Limited to 10

**Prerequisite:** CIX 915 (no exceptions)  
**Instructor:** Lynda Palmer (310) 798-4372

This course fine tunes and focuses your Internet Marketing plan developed in CIX 915. Each student will present his or her marketing plan and receive an in-depth evaluation centered around expanding opportunities and avoiding potential pitfalls.

Participants will leave the class with a refined plan ready for implementation. Come to class ready to present your Internet Marketing Plan. Details will be arranged in CIX 915.

**Choose one:**

**Section 1** CRN 30505

Mon & Tue Aug 5 & 6

6:30-9:30pm

**Section 2** CRN 30506

Wed & Thu Aug 7 & 8

6:30-9:30pm

**Location:**

CSUDH campus SAC 1107

Cost: \$169

### Supporting Customers Through the Internet - Lab CIX 917

.3 CEUs Enrollment limited

**Prerequisites:** CIX 908 & 909 (or instructor approval)  
**instructor:** Gary Palmer (310) 798-4372

As companies struggle to utilize Internet based methods to support additional customers, opportunities present themselves for people who can help deliver advanced support techniques that work. The Internet provides the customer 24 hour a day service, access to other experienced user's, on-line brochures, product information and more. This course shows how you can utilize a "Frequently Asked Questions" list, mail lists, customer only web pages, and e-mail to most effectively serve your customer base. You will produce a plan to incorporate all these capabilities into a comprehensive Internet based support service strategy.

**Choose One:**

**Section 1** CRN 30507

Wed Jul 24

6:30-9:30pm

**Section 2** CRN 30508

Wed Jul 31

6:30-9:30pm

**Location:** ERC A-115 (Lab)

Cost: \$50

### Internet Search and Research-- Lab CIX 918

.3 CEUs Enrollment limited

**Prerequisite:** CIX 908 & CIX 909 or instructor approval.  
**Instructor:** Gary Palmer at (310) 798-4372

The quantity of information on the Internet is overwhelming & increasing dramatically every day. It becomes a challenge to locate pertinent information quickly and filter the static.

Some companies hire consultants able to navigate the wealth of information and produce quality research on given topics. This hands-on course will teach you how to operate the most powerful information search tools. Some search tools locate results in multiple areas of the Internet (such as FTP). This course produces a research plan for the search, retrieval and organization of results.

**Choose One:**

**Section 1** CRN 30509

Mon Jul 22 6:30-9:30pm

**Section 2** CRN 30510

Thu Jul 25 6:30-9:30pm

**Location:** ERC A115 (Lab)

Cost: \$50

## Non-Certificate Internet Courses

### Before Fundamentals: Internet Workshop for Computer Novices

#### Lecture/Lab CIX 901

.3 CEUs Limited to 20

**Prerequisites:** little or no computer experience. Instructor: Anne-Marie Boyer

A user-friendly, beginning-level workshop designed for those with little to no computer experience. Though just about everyone has heard of the Internet, most lack a clear understanding of what it is and how to use it. The goal of this workshop is to equip the true beginner with a solid base of knowledge on how computer and communications technology make it possible to access people, information, and resources all over the world. This workshop will be especially beneficial for anyone who feels intimidated by a lack of basic knowledge and experience with computers and/or the Internet. No previous experience is assumed or required. Workshop is held in the new CSUDH On-Line/Multimedia computer lab.

#### Choose One:

**Section 1 CRN 30511**  
Mon Jun 3  
6:30-9:30pm

**Section 2 CRN 30512**  
Mon Jul 8  
6:30-9:30pm

**Section 3 CRN 42830**  
Mon Sep 9  
6:30-9:30pm

**Location:**  
CSUDH campus ERC A-115 (Lab)

**Cost:** \$50

#### About the Instructor:

Anne-Marie Boyer works as an instructional technology consultant and trainer at Rio Hondo College and as an instructor for the Distance Learning Department at CSUDH. She has multiple years of experience designing and teaching computer and Internet classes for a wide variety of student groups and instructional media.

### Sunday at the Net

#### Surfin'Sunday-Lab CCB 301

(Limited to 10 couples/friends or individuals)

**Prerequisite:** Individual participants or one of the couples/friends will have completed CIX 908 "Surfing the Internet" or obtain instructor approval from Gary or Lynda Palmer at (310)798-4372

Under the guidance of Internet Instructors Gary or Lynda Palmer, participants will have an unstructured opportunity to investigate the Internet on our state-of-the-art high-speed systems. Look up your genealogical roots, check out the latest hot lists, investigate the Internet shopping malls, review popular travel destinations, research companies and products, download the latest shareware and freeware. Bring several 3.5 inch HD disks.

**Choose One Session:**  
(may be repeated)

**Sess 1 (Individual\*) CCB 301-01**  
Sun Jun 23  
1-4pm  
Cost: \$50

**Sess 1 (Cpls/Frnds\*\*) CCB 301-02**  
Sun Jun 23  
14pm  
Cost: \$75

**Sess 2 (Individual\*) CCB 301-03**  
Sun Jul 28  
1-4pm  
Cost: \$50

**Sess 2 (Cpls/Frnds\*\*) CCB 301-04**  
Sun Jul 28  
1-4pm  
Cost: \$75

**Location:** ERC A-115 (Lab)

**\*\*Couple/Friends**  
= (one computer--two people)  
**\* Individual**  
= (one computer per person)

When registering please indicate if you are an individual or couple

### Beginning PowerPoint: Powerful Presentations with Microsoft PowerPoint - Lab CCB 300

(Limited to ten Couple/Friends or individuals)

**Prerequisite:** Any previous course in the CSUDH On-Line Multimedia Computer Lab in ERC A-115 or instructor approval: Instructor: Gary Palmer at (310) 798-4372

Learn the basics of dynamic and effective presentations by using the fastest growing presentation software. Incorporating powerful background templates for high impact special effects presentations is the goal. The student will learn to add clip art and impressive business graphics such as bar and pie charts. Also covered will be handout creation and notes pages.

**Choose One Session**  
(may be repeated):

**Sess 1 (Individual\*) CCB 300-01**  
Sun Jun 23  
9am-noon  
Cost: \$90

**Sess 1 (Cpls/Frnds\*\*) CCB 300-02**  
Sun Jun 23  
9am-noon  
Cost: \$135

**Sess 2 (Individual\*) CCB 300-03**  
Sun Jul 28  
9am-noon  
Cost: \$90

**Sess 2 (Cpls/Frnds\*\*) CCB 300-04**  
Sun Jul 28  
9am-noon  
Cost: \$135

**Location:**  
CSUDH campus ERC A-115

For further information contact  
Scott MacKay at (310) 516-3355  
or by e-mail at  
smackay@dhvx20.csudh.edu.

Visit Us On the World Wide Web  
CSUDH-Internet Program Page at:

<http://orca.csudh.edu/~internet/>

REGISTER BY PHONE: (310) 516-3741 • REGISTER BY FAX (310) 516-3971



**INTERNET AND  
WORLD WIDE  
WEB  
BUSINESS  
SUPPORT  
SERVICES:  
PUTTING THE  
BUSINESS  
COMMUNITY  
ON-LINE**

The Center for Training and Development at CSUDH provides Internet and World Wide Web support for a broad range of commercial activities. Services include Web site development, marketing and promotion, on-line sales and customer support systems, secure transactions, Electronic data interchange (EDI), "Intranet" development, and comprehensive, company-specific design plans for Internet integration.

**For more information please contact Scott MacKay at (310) 516-3355 or e-mail ctd@dhev20.csudh.edu**

**NEW--Coming This Fall**

**Introduction to  
JAVA PROGRAMMING**

Start learning the latest, hottest, most revolutionary Internet interactive content development language -and

**Advanced POWERPOINT**

Watch for our Fall 1996 Extended Education Bulletin for details or call Scott at (310) 516-3355 after July 1.

*The Division of Extended Education is proud to announce the opening of its new*

**On-Line  
Multimedia  
Computer Lab**

Students participating in the Internet Certificate Series and selected other courses will receive in-depth training thanks to the Division's commitment to excellence both in equipment and its instructional staff. The on-line/multimedia computer lab is equipped with eleven Macintosh 8100 AV Power PC workstations, 21" monitors, Syquest 200 MB tape drives, a digital camera, an art tablet, two scanners, one of which can scan 35 mm slides, two laser printers, one of which is color, a SVHS videocassette recorder and a CD ROM

Press. In addition, each workstation has an ethernet connection which makes it possible to access all of the graphics on the Internet. The software in the lab includes MS Office, WordPerfect, Pagemaker, Filemaker, Quark Express, Fractal Painter, Macromedia Director, Macromedia Sound, Supercard, Strata Vision, Aldus Persuasion, Opcode Audioshop, Avid Videoshop, Adobe Photoshop, Adobe Premier and Adobe Illustrator. Specialized company workshop training is available.

**Contact Scott MacKay  
Director of the Center for  
Training and Development for  
details: (310) 516-3355  
or by e-mail:  
ctd@dhev20.csudh.edu.**

## THE AMERICAN LANGUAGE & CULTURE PROGRAM

### ENGLISH LANGUAGE COURSES FOR BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

The American Language and Culture Program at California State University, Dominguez Hills has courses for international students, business people and new residents who wish to improve their English language skills. Maximum enrollment in most classes is 15 students to ensure sufficient student practice and attention from the teacher.

### Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an American work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon,

company-specific terminology and jargon, writing skills (forms, memos, reports), oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts.

### Intensive English Program (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

#### Conversation

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions, and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone. 24 meetings per session.

#### Writing

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process. The class teaches such organizational patterns as generalizing, describing, defining, talking about differences and similarities, and expressing cause and result. Although the focus is on content-based writing, other language skills are integrated, and practice writing is combined with speaking and listening activities. In order to gather data for their writing, students share ideas, opinions, and suggestions in pair, small group, and whole-class discussions. These brainstorming activities lead to teacher and peer analyses of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences. 24 meetings per session.

#### Pronunciation

The Pronunciation class helps develop clear pronunciation and American English intonation patterns for increased spoken comprehension. Students learn acceptable pronunciation of single vowel and consonant sounds, groups of sounds, stress patterns in words, and intonation patterns in sentences. Students have the opportunity to listen and practice with tapes and to express their own views and opinions under the teacher's guidance. Students receive personal attention and special homework assignments focused on their specific pronunciation and intonation problems. Further pronunciation work can be done in the University's learning laboratory. 24 meetings per session.

## Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students. Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done. 16 meetings per session.

## Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

## Listening Skills

The Listening Skills class allows students to develop their aural skills in a supportive, active environment. Each student is given the opportunity to participate in a variety of in-class activities using tapes, videos and guest speakers. Students listen to and learn how to appropriately respond to questions presented in meaningful language contexts. Each listening exercise allows students to progress from controlled listening activities to more complex

ones. Each student will be expected to strengthen his listening skills outside the classroom through assignments involving TV, radio and community service projects that require interaction with American speakers. Additional practice is available through tapes in the University's Learning Labs. 16 meetings per session.

## Optional Afternoon Classes

- TOEFL Preparation
- Computer, e-mail, WWW and Internet
- Video: American Films
- Conversation Partners

## Short-Term Programs

Programs in a wide variety of language studies are given in January and June-August for students visiting the U.S. from abroad. Customized programs are available at any time of the year.

## ADULT PROGRAMS

### Aviation English

with Flight Training available at local flight schools: helicopter and fixed-wing training.

### Business English

Conversation and American Culture

## YOUNG STUDENTS PROGRAMS

Children's Conversation  
Program: Ages 8 - 12

Youth Conversation  
Program: Ages 13 - 17

## ESL TEACHERS' PROGRAMS

Speaking/Pronunciation  
Development  
for ESL Teachers

TESL Methodology, Theory &  
Textbooks (Summer  
1996)

### Note:

To serve you better, our telephone service will be changing over the summer. Our telephone number (310) 516-3741 will change to (310) 243-3741. Please try the second number if you are unable to reach us.

## 1996 SUMMER SESSION: TWO- TO EIGHT-WEEK PROGRAMS

**Adult Programs: 18 Years or Older**

Aviation English	A) June 10 - July 5	4 weeks\$360
Mon/Wed/Fri 9 hours weekly	B) July 8 - Aug. 2	4 weeks\$360
Beginning & Intermediate Levels	Sessions A + B	\$690
(Can be combined with 8-week Intensive Program June 10-August 4)		
Business English	July 22 - Aug. 16	4 weeks\$720
Mon-Fri 20 hours weekly		
Intermediate & Advanced Levels		
Conversation & American Culture	A) July 8 - 26	3 weeks\$430
Mon-Thurs 16 hours weekly	B) July 29-Aug.16	3 weeks\$430
Beginning & Intermediate	Sessions A + B	\$795

**Young Students Programs: 8 - 17 Years Old**

Children's Conversation Program	A) July 1 - 12	2 weeks\$360
(ages 8-12)Mon-Fri 20 hours weekly	B) July 15 - 26	2 weeks\$360
Beginning & Intermediate	C) July 29 - Aug. 9	2 weeks\$360
Chaperons required	Sessions A + B + C	\$995
Youth Conversation Program	A) July 1 - 12	2 weeks\$360
(ages 13-17)Mon-Fri 20 hours weekly	B) July 15 - 26	2 weeks\$360
Beginning & Intermediate	C) July 29 - Aug. 9	2 weeks\$360
Chaperons required	Sessions A + B + C	\$995

**ESL Teachers' Programs**

Speaking/Pronunciation for ESL Teachers	July 1 - July 12	2 weeks\$450
Mon-Fri 25 hours weekly		
Intermediate & Advanced English Levels		
TESL Training:		
Methodology, Theory and Texts	A) July 15 - July 26	2 weeks\$450
	B) July 29 - Aug 9	2 weeks\$450
Speaking/Pronunciation + TESL		
Mon-Fri 25 hours weekly Intermediate & Advanced English Levels		\$900

**For more information:**

Tel: (310) 516-3830  
 Fax: (310) 516-4418  
 E-mail: [alcp@DHVX20.csudh.edu](mailto:alcp@DHVX20.csudh.edu)

WORLD WIDE WEB:  
<http://dolphin.csudh.edu/~alcp/index.html>

To register: Tel. (310) 516-3830

## Certificate in Alcohol and Drug Counseling

### Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass each class with a "C" or maintain a 2.5 GPA or better.

### The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. In addition to academic credit, all courses provide Continuing Education Units (CEUs) and a provider number for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or

Spring Semester. Upon satisfactory completion of all nine courses, with a 2.5 grade point average and 300 hours of internship, the student will receive a certificate of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

### Location

Classes are held from 6:30-9:30pm weeknights on the CSU Dominguez Hills campus in Carson. Schedule may change during Summer Session.

### The Cost

The fee is \$128 per unit; a three unit course is \$384. Tuition fees must be paid upon admission into program.

### The Courses

Students must successfully complete all nine courses in the program. No course waivers or substitutions are allowed. Up to seven courses may be applied toward a bachelor's degree in the Human Services degree program.

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

3 ext units      CRN 30372

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.

**Michael La Bleu, PhD, MFCC**, has served in counseling programs and has led workshops throughout Southern California.

12 mtgs: Tue May 28-Aug 13  
6-10pm  
CSUDH campus SAC 1106  
\$384

### Introductory Practicum ADX 305

2 ext units      CRN 30371

This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn

documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

**Jacqueline McDaniel, MA**, counseling psychology, MFCC intern, Program Therapist for Counseling Center in Bellflower.

12 mtgs: Tue May 28-Aug 13  
6-10pm  
CSUDH campus SAC 1104  
\$256

### Group Counseling Techniques ADX 304

3 ext units      CRN 30375

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

**Mary Cook-Lund, MA**, clinical psy

chology, has been treating chemical dependency since 1976.

12 mtgs: Thu May 30-Aug 22  
(no class July 4)  
6-10pm  
CSUDH campus SAC 1106  
\$384

### Individual Counseling Techniques ADX 302

3 ext units      CRN 30374

This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined & practiced including assessment, perception and communication skills required for various stages of treatment, prognosis & termination.

**Mary Cook-Lund**  
12 mtgs: Wed Jun 5-Aug 21  
6-10pm  
CSUDH campus SAC 1106  
\$384

new!

### Treatment Protocols for Managed Care Practice HSX 959

.7 CEUs CRN 30478

The managed care marketplace has become the new arena for mental health practitioners to earn their living...but if you are unfamiliar with it or already negative towards it, you may be sabotaging your own professional success. Learn how managed care functions, its purpose, and its etiology. Gain new understanding of how case management works including the appeals process, the new "alphabet soup" terminology, and what is essential to include in a managed care treatment plan so it passes muster. Participants will also gain confidence in their ability to make a good living in mental health care despite the real and perceived obstacles posed by managed care.

**Steven Degelsmith, PhD, Ca.** Graduate Institute, Psychology, is a Psychotherapy /Communication Training Organizational Consultant in private practice.

1 mtg: Sat Jun 29  
9am-5pm  
FCC rm 7  
\$60

### Feel Better, Increase Energy Through Herbs & Nutrition HGH 103

Noncredit

Because of the nature of their effects, herbs are particularly beneficial in increasing energy levels, releasing stress and pain, and in nurturing peace of mind. From this class, participants will gain understanding and insight into why people desire particular foods, just as different people enjoy different activities to balance their mind and body. Participants will receive personalized herbal formulas for their own constitutions. They will cook at home and discuss their experiences in class.

**Jamoon Song**, intern in oriental medicine and acupuncture, BA, CSULB, is a Tae Kwon Do Master and a herbalist. Currently owner of Body Mind Workout Studio, and a student in traditional Chinese medicine, he is proficient in Yoga, meditation techniques, Tai Chi and martial arts.

3 mtgs: Sat Aug 3, 10, 17  
10am-noon  
FCC rm 8  
\$25 (plus \$15 materials fee payable to instructor in class)

new!

## CPR for the Community

Have you ever wished you knew what to do in an emergency before medical help arrived? Since you may be faced with an emergency in your lifetime, it's important to know how to recognize an emergency and how to respond.

The intent of this course is to help you feel more confident in your ability to act appropriately in the event of an emergency.

The American Red Cross has designed this course for you to learn about respiratory and cardiac emergencies, and learn the life-saving skills to give first aid whether the victim is an adult, infant or child.

Instructor for the series of workshops is **Lisa Williams, MS**, Industrial/Organization Psychology, CSULB, a senior training representative for The Walt Disney Company in Burbank. She has taught Infant, Child and Adult CPR as well as First Aid in professional development workshops throughout southern California.

All participants will receive American Red Cross Certification Cards upon satisfactory completion of the course.

### Adult, Child, Infant CPR HEX 961

#### Session I

.5 CEUs HEX 961-01 CRN 30524

1 mtg: Mon & Wed Jun 10 & 12  
6:30-9pm  
RBCC rm 8  
\$35

#### Session II

.5 CEUs HEX 961-02 CRN 30525

1 mtg: Sat Jul 13  
8:30am-1:30pm  
RBCC rm 8  
\$35

#### Session III

.5 CEUs HEX 961-03 CRN 30526

1 mtg: Tue & Thu Jul 16 & 18  
6:30-9pm  
RBCC rm 8  
\$35

#### Session IV

.5 CEUs HEX 961-04 CRN 30527

1 mtg: Mon & Wed Aug 12 & 14  
6:30-9pm  
RBCC rm 8  
\$35

#### Session V

.5 CEUs HEX 961-05 CRN 30528

1 mtg: Sat Aug 10  
8:30am- 1:30pm  
RBCC rm 8  
\$35

## *Certificate in Early Childhood Education*

### **The Program**

The program is designed to meet the California State Department of Social Services requirement for Teachers or Directors of preschool or day care programs. It will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing.

The courses award upper-division, degree applicable academic credit. All of the program classes meet at the Redondo Beach Community Resource Center. Participants who complete the program receive a certificate in Teaching or in Administration. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed.

### **Who Should Attend Preschool Teachers**

Update knowledge of child development and curriculum, and receive child development units to comply with California State requirements

### **Family Day Care Providers**

Learn new programming ideas for children in the home

### **Teachers or Aides of Infants, Toddlers, or Preschool Children**

Specialize in infant or child care program development and curriculum.

### **Prospective Day Care Teachers**

Meet state teaching requirements

### **Persons Who Want to Be Administrators**

Specialize in administration of infant and child care facilities. Meet partial State requirements for a supervisory permit.

### **Parents**

Discover child development skills and activities to help your child learn.

### **Infant Program Development I TEX 351**

**3 ext units      CRN 30476**

Designed for the infant caregiver, teacher and administrator, this course focuses on the principles, guidelines, and processes for developing group programs for infants & toddlers  
**Doratheia Gillingham, MA,** California State University, Dominguez Hills. Head Start Specialist, Los Angeles County Office of Education.

**12 mtgs: Tue & Thu Jul 2 & Aug 8 (no class July 4)  
6-10pm  
RBCC rm 7  
\$384**

### **Early Childhood Administration & Supervision TEX 356**

**3 ext units      CRN 30475**

Designed for preschool /day care program directors and infant care centers, this course examines local and state regulations governing programs for young children. Program monitoring, fiscal management, personnel recruitment and selection, staff management, and program supervision are emphasized.

**Joanne Sato, MA, CSUDH,** director, Child Development Center.

**12 mtgs: Mon & Wed Jul 1-Aug 7  
6-10pm  
RBCC rm 7  
\$384**



## Speed Reading for Academic and Professional Materials

### Entering 11th Graders through Adult and Children's Reading Skills

#### Entering 1st Graders through Entering 10th Graders

In the adult program you will learn to increase your reading speed while improving comprehension: After completing this program you will read difficult material, such as textbooks, technical manuals and legal materials, two to three times faster. In most other materials, such as business and professional journals, books, marketing materials and correspondence, you will read three to four times faster. In addition, your comprehension and concentration will substantially improve and you will virtually eliminate wasteful re-reading.

Course includes: 6-7 different speed techniques

- Advanced comprehension strategies
- Concentration and recall techniques
- Lots of practice & individualized coaching
- Free 1-day follow up business & academic writing seminar
- Lifetime repeat privileges for speed reading and writing seminar

Instructors: Professional instructors from the Institute of Speed Reading Development, which has provided this course for most of the state universities in the west for 25 years, and has also assisted technical, financial, sales and management personnel in such corporations as IBM, Hewlett Packard and Autodesk to improve their reading skills.

In our series of enrichment reading skills programs for children the aim is to: Help your child develop the

reading skills needed to succeed in school and build confidence in a program designed for children by grade level. Programs for entering 1st & 2nd graders and 3rd & 4th graders emphasize word skills, fluency and comprehension. Programs for entering 5th-7th graders and 8th-10th graders stress speed reading, comprehension and study skills.

Tuition is \$199 per class.

For more information, or to register, call the Institute at 1-800-964-1020.

### Entering 1st or 2nd graders

KRD 101-01 Noncredit  
**5 mtgs: Fri Jun 21, 28, Jul 5, 12, 19**  
**8-11:30am**  
**CSUDH campus SBS A144**  
**\$199**

or  
KRD 101-02 Noncredit  
**5 mtgs: Mon Jul 29, Aug 5, 12, 19, 26**  
**8-11:30am**  
**CSUDH campus SBS A210**  
**\$199**

### Entering 3rd or 4th graders

KRD 102-01 Noncredit  
**5 mtgs: Mon Jun 24, Jul 1, 8, 15, 22**  
**12:30 -3:30pm**  
**CSUDH campus SBS B101**  
**\$199**

or  
KRD 102-02 Noncredit  
**5 mtgs: Tue Jul 30, Aug 6, 13, 20, 27**  
**CSUDH campus SBS A144**  
**NOTE: Class will meet in SBS E116 on Aug 27**  
**8-11:30am**  
**\$199**

### Entering 5th, 6th or 7th graders

KRD 103-01 Noncredit  
**5 mtgs: Fri Jun 21, 28, Jul 5, 12, 19**  
**12-4pm**  
**CSUDH campus SBS A144**  
**\$199**

or  
KRD 103-02 Noncredit  
**5 mtgs: Mon Jul 29, Aug 5, 12, 19, 26**  
**12:30-4:30pm**  
**CSUDH campus SBS B101**  
**NOTE: Class will meet in SBS E116 on Aug 26**  
**\$199**

### Entering 8th, 9th or 10th graders

KRD 104-01 Noncredit  
**5 mtgs: Wed Jun 26, Jul 3, 10, 17, 24**  
**1-5pm**  
**CSUDH campus SBS B110**  
**\$199**

or  
KRD 104-02 Noncredit  
**5 mtgs: Tue Jul 30, Aug 6, 13, 20, 27**  
**1-5pm**  
**CSUDH campus SBS A144**  
**NOTE: Class will meet in SBS B101 on Aug 27**  
**\$199**

### Entering 11th, 12th graders, college students or adults

KRD 105-01 Noncredit  
**5 mtgs: Wed Jun 26, Jul 3, 10, 17, 24**  
**6-10pm**  
**CSUDH campus SBS B110**  
**\$199**

or  
KRD 105-102 Noncredit  
**5 mtgs: Tues Jul 30, Aug 6, 13, 20, 27**  
**6-10pm**  
**CSUDH campus SBS A144**  
**\$199**



## How and When to Register

Enrollment is open now for all of the courses listed in this Bulletin. Because enrollments are taken in order received, we recommend that you register early.

## There are Four Convenient Ways to Register for Courses:



### BY MAIL :

Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to CSUDH Extension, or a credit card authorization to  
 CSUDH Extension  
 1000 E. Victoria St.  
 Carson, CA 90747-0005

**BY PHONE:** You may register by phone with your VISA or



MasterCard by calling (310) 516-3741, Monday through Thursday 8am - 6pm and

Friday 8am - 4pm.

**BY FAX:** You may register by



FAX with your VISA or MasterCard by completing the

registration form and FAXing it to (310) 516-3971.

**IN PERSON:** Come to the Extended Education office to register for a class in person. The office is located in the Small College Complex area on



the CSUDH campus, B141 (next to the Cashier). You may pay by check or money order, or use your VISA or MasterCard. Cash payments will be accepted for the exact amount only.

## Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter.

Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extended Education office at your earliest convenience.

## Fees

The fees for each course are listed in this Bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered until all payments have cleared the bank. Fees are subject to change.

## Tax Deduction

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. For specific information, please contact your local Internal Revenue Service Center.

## Refund of Fees

You must file appropriate forms in the Extension Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of Extended Education. The effective date of the refund is the day the forms are received by the Office of Extended Education. To receive a refund of fees for a noncredit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education office immediately. Refunds are granted in accordance with the State refund schedule.

- If an Extension course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings duration or less, no refund will be made

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$10 charge.

**The Division of Extended Education at CSUDH offers a variety of credit and non-credit courses.**

### Extension Courses

Academic credit is awarded for successful completion of formally recognized institutional extension courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval.

### Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see the University catalog.

### Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

### Official Withdrawal from an Extension Credit Course

#### Courses less than 1 week

Prior to the first class meeting a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

#### One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

#### Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

#### Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

#### Four and Five Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

#### Six, Seven and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W". During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

### Final Exams

Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

#### Note:

*To serve you better, our telephone service will be changing over the summer. Our telephone number (310) 516-3741 will change to (310) 243-3741. Please try the second number if you are unable to reach us.*

## 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 is as follows:

**A= Arts:** DA=Dance; DR=Drama; FL=Film; MS=Misc; MU=Music; PD=Painting & Drawing; PH=Photography.

**B=Business:** AC=Accounting; BK=Banking; BL=Business Law; FI=Finance; GB=General Business; IN=Investments; IX=Import Export; MB=Medical Business; MG=Management; MK=Marketing; PF=Personal Finance; PR=Personnel; RE=Real Estate; SB=Small Business; TX=Tax.

**C=Computers:** CB=Computer Basics; DB=Data Base; DP=Desktop Publishing; OS=Operating Systems; PG=Programming; SS=Spread Sheets; WR=Word Processing.

**E=Environmental:** ER=Ergonomics; HZ=Hazardous Waste; IH=Industrial Hygiene; OC=Occupational Therapy.

**F=Foreign Language:** SP=Spanish; JP=Japanese.

**H=Health:** GH=General Health.

**K=Kids:** EX=Exams; RD=Reading; VO=Vocabulary; WR=Writing

**L=Letters:** LT=Literature; SR=Speed Reading; WS=Writing Skills.

**P=Psychology:** FM=Family; GH=General Health; TH=Therapy; YO=Youth

**R=Recreation:** CO=Canoeing; FI=Fitness; FL=Flying;

MA=Martial Arts; SL=Sailing

**S=Seniors:** OM=Omnifore

**T=Travel**

**X=Exam Test Prep:** CB=CBEST;

GM=GMAT; LS=LSAT;

MS=MSAT; SA=SAT

## Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized 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.

## Extension Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades.

However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

## Grade Reports

Grade reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

## Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 516-3600.

## Class Cancellation

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled, and their fees will be refunded by check from the University. When you pre-enroll, therefore, please give us a day-time telephone number so that you will not be inconvenienced if the class must be cancelled.

## Change of Address

If you are receiving several copies of the Extended Education Bulletin, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the Bulletin at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Extended Education, CSU Dominguez Hills, Carson, CA 90747-0005.

## Nondiscrimination Policy

The Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities.

## Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 516-3737 or the Vice President of Student Affairs at (310) 516-3784.

## 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.

## Standards

Degree credit courses in Extended Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program.

It is our aim, through course review, planning and the selection of quality, experienced Extended Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

## Resources for Students Computer Labs

Student identification cards -- available at the Extended Education Office -- will entitle those enrolled to full use of the CSUDH Computer Labs.

## Library Services

Student identification cards will entitle those enrolled in credit courses to full use of the CSUDH Library.

## Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday. Breakfast is served from 8am -

10:30am. Other food areas open at 10am. There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 516-3814.

## Parking

Redondo Beach Community Center (RBCC): Ample free parking.  
Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.  
CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

## Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 516-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intercession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

## Open University

Extension students may enroll in regular CSUDH classes through a program called Open University in Spring and Fall terms. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$133 per semester unit (\$399 for a three-unit class--fees subject to change).

## To register for Open University classes, follow the instructions below:

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all payments have cleared the bank. Registration dates vary by semester. For a complete schedule of classes, please call (310) 516-3741.

## **Extended Education Staff**

**Dean,  
Extended Education**  
Margaret Gordon, Ph.D.  
(310) 516-3737

**Associate Dean**  
Gary R. Levine  
(310) 516-3737

**Assistant to the Dean**  
Teresa J. Stevens  
(310) 516-3737

**Director, American  
Language & Cultural  
Program**  
John Thaxton  
(310) 516-3830

**Program Assistant,  
American Language  
and Culture Program**  
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**Director of California  
Math/Science Teacher  
Corps Project**  
Robert T. DeVries  
(310) 516-3997

**Program Assistant  
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Register now for

# Summer Sessions 1996



First Session: June 3-July 12  
Second Session: June 24-August 2

Call (310) 516-3741 for more information or stop by the Office of Extended Education, SCC B141 for a free bulletin.



California State University  
**Dominguez Hills**

**DIVISION OF EXTENDED EDUCATION**

## Thinking About Going Back to School? Try **Open University**

at California State University, Dominguez Hills

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

**Open University is for you if you:**

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- Are not able to attend on a continuous basis
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**REGISTER BY PHONE: (310) 516-3741 • REGISTER BY FAX (310) 516-3971**



## SUMMER/FALL 1996 TRAVEL/STUDY PROGRAMS

Experience the joy of discovering ancient, modern, and unexpected places on special trips that are unlike conventional tours.

*Unique features of these travel/study programs include:*

- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries and small groups (average size is 14 participants) which allow flexibility for you to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

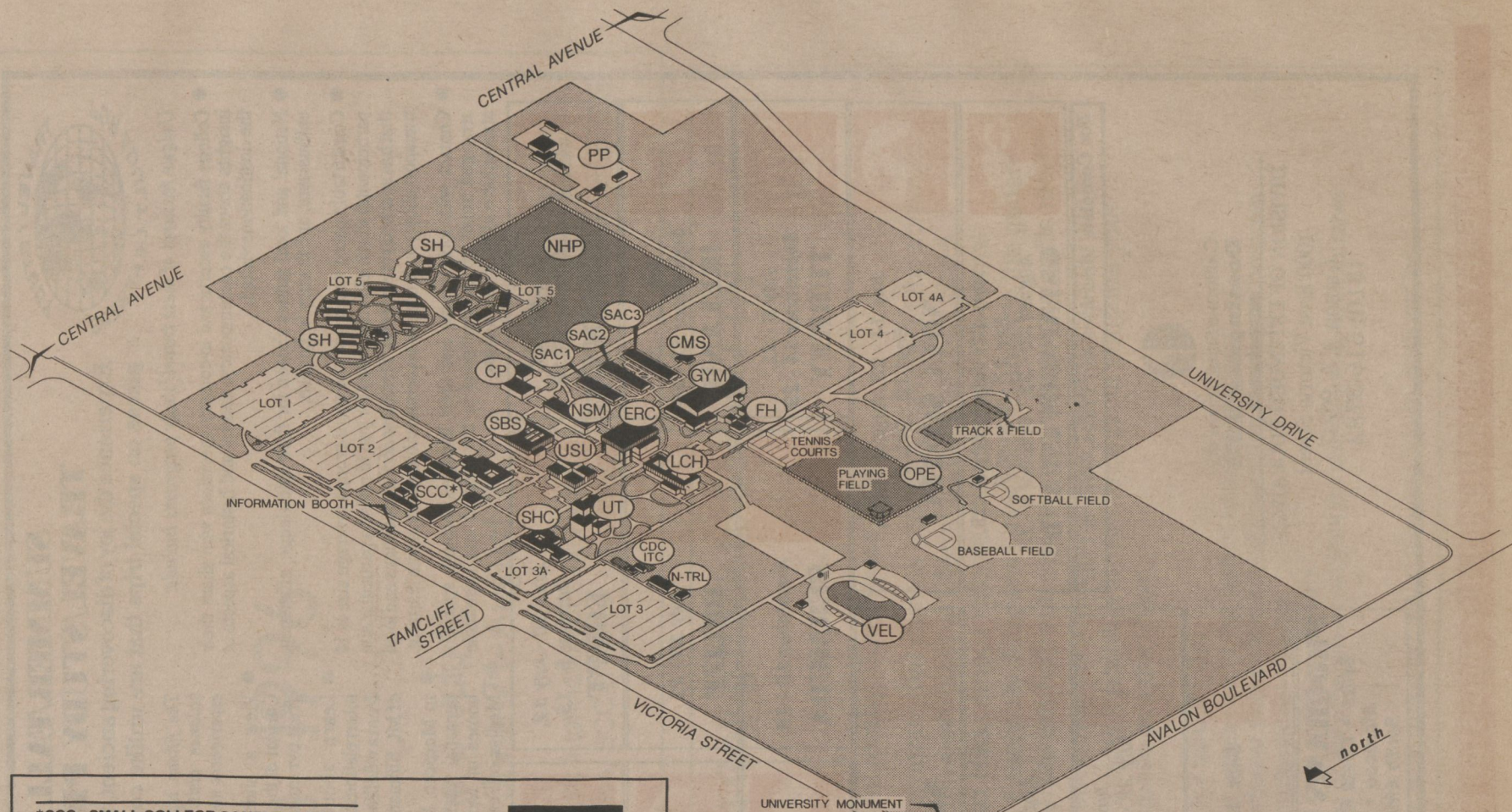
*The fifteen travel/study programs listed below balance visits to "shouldn't miss" sites with experiences not available on conventional tours.*

- View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- Learn about animal behavior and the interrelationship of "land, people, and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.
- In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Fez.

 MOROCCO	July 13 - 27, October 5 - 19 <b>MOROCCO</b>	 EGYPT	June 30 - July 12, October 6 - 18 <b>EGYPT</b>	 GREECE	June 27 - July 8, October 3 - 14 <b>GREECE</b>
 IRELAND	July 11 - 25, September 12 - 26 <b>IRELAND</b>	 BELIZE	July 13 - 21 <b>BELIZE</b>	 INDONESIA	August 7 - 21, October 16 - 30 <b>INDONESIA</b>
 TURKEY	July 6 - 21, September 14 - 29 <b>TURKEY</b>	 BERMUDA	November 10 - 19 <b>BERMUDA</b>	 AUSTRALIA	July 5 - 26, October 4 - 25 <b>AUSTRALIA</b>
 NOVA SCOTIA	July 14 - 28, August 4 - 18, Sept 22 - Oct. 6 <b>NOVA SCOTIA</b>	 SOUTH AFRICA	July 12 - 29, September 13 - 30 <b>SOUTH AFRICA</b>		
 GALAPAGOS	June 22 - July 5, July 6 - 19, July 27 - August 9, August 10 - 23, October 5 - 18 <b>GALAPAGOS ISLANDS</b>	 ALASKA	July 28 - August 13, August 11 - 27, August 25 - September 10 <b>ALASKA</b>		
For Complete Itineraries and Prices, Write or Call:					
					
California State University <b>Dominguez Hills</b>					
DIVISION OF EXTENDED EDUCATION 1000 East Victoria Street Carson, CA 90747 (310) 516-3782					
 KENYA	June 10 - 26, July 8 - 24, July 29 - August 14, October 7 - 23 <b>KENYA</b>	 CHINA	July 1 - 20, Sept. 16 - Oct. 5, October 7 - 26 <b>CHINA</b>		

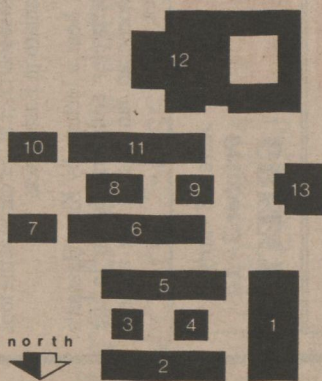
### PROGRAMS IN JAN/FEB 1997

Belize • Costa Rica • Galapagos Islands  
Morocco • Kenya • Indonesia  
South Africa • Egypt • Italy



**\*SCC - SMALL COLLEGE COMPLEX LEGEND**

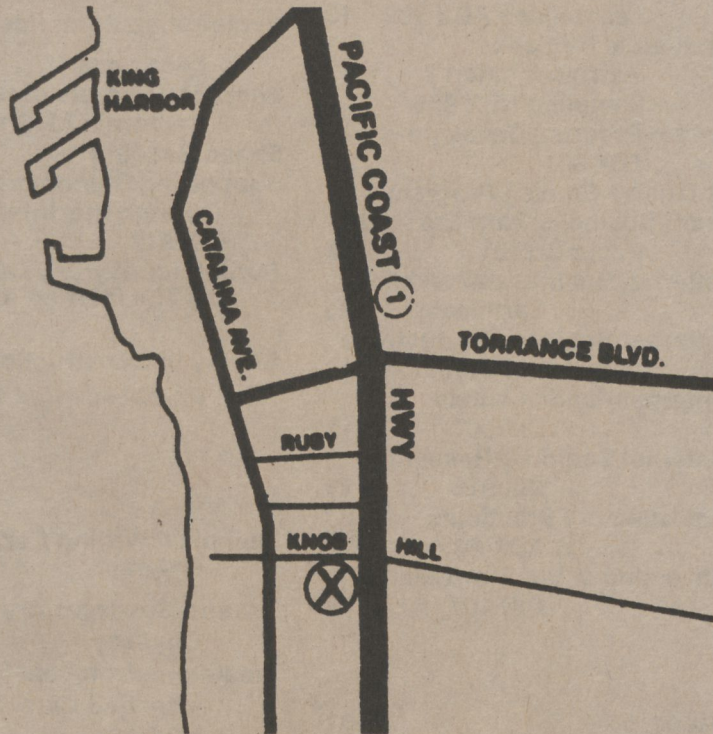
- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Enrollment Services, Financial Aid, International Students, Student Affirmative Action, Student Development (Career and Counseling Center), Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms
- 8 Classrooms
- 9 Classrooms
- 10 (Future Site 1994) Orthotics and Prosthetics Program
- 11 (Future Site 1994) Learning Assistance Center, Talent Search, Testing, Women's Center
- 12 (Future Site 1994) School of Education
- 13 Registrar, Records and Registration



**UNIVERSITY GENERAL LEGEND**

- CDC** - Child Development Center
- CMS** - The California Academy of Mathematics and Science Laboratories
- CP** - Central Utility Plant
- ERC** - Cain Educational Resources Center  
Central Administrative Offices, Instructional Media, TV Studios, University Library
- FH** - Field House (Athletics)
- GYM** - Gymnasium
- LCH** - LaCorte Hall (formerly Humanities and Fine Arts)  
School of Education
- ITC** - Infant Toddler Center
- NHP** - Natural History Preserve
- NSM** - Natural Sciences and Mathematics
- N-TRL** - Nursing Trailer (Temporary)  
School of Health, Statewide Nursing Program
- OPE** - Outdoor Physical Education
- PP** - Physical Plant  
Receiving Warehouse
- SAC1** - South Academic Complex 1  
Department and Faculty Offices
- SAC2** - South Academic Complex 2  
The California Academy of Mathematics and Science, Faculty Offices
- SAC3** - South Academic Complex 3  
The California Academy of Mathematics and Science, AlliedSignal Challenger Learning Center, Faculty Offices
- SBS** - Social and Behavioral Sciences  
School of Management, Shinwa Japanese Garden
- SCC** - Small College Complex (See legend at left)
- SH** - Student Housing
- SHC** - Student Health Center  
Disabled Students Center, Health Services and Psychological Counseling, Veterans Affairs
- USU** - Donald P. and Katherine B. Loker University Student Union  
Bookstore, Dining and Meeting Facilities, Recreation, Associated Students, Inc., Student Activities
- UT** - University Theatre
- VEL** - Olympic Velodrome





## The Redondo Beach Community Resource Center

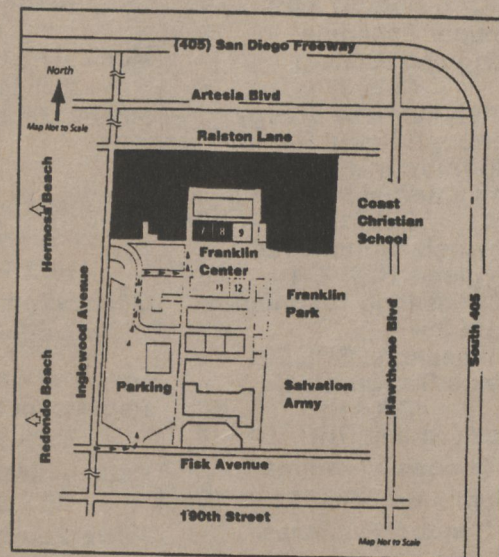
320 Knob Hill Avenue at Pacific Coast Highway.

Parking is Free in Lot

## The Franklin Community Center

850 Inglewood Avenue  
Redondo Beach

Parking is Free  
-- in Lot or in Street



## ABC

Adobe Illustrator Introduction		
CCB 104	10	
Adult, Child, Infant CPR		
HEX 961	20	
Adv Technical Writing Topics		
BUX 907	7	
Alcohol & Drug Counseling		
Certificate	19	
Before Fundamentals:Internet		
Workshop forComputer		
Novices CIX 901	14	
Beginning Guitar		
Workshop MUX 122	2	
Canoeing the Russian River		
RCO 101	3	
Construction Management		
Certificate Award	5	
Contemporary Guitar		
Workshop MUX 322	2	
CPR for the Community	20	

## DEFGH

Developing Internet		
Marketing CIX 915	13	
Early Childhood Admin &		
Supervision TEX 356	21	
Early Childhood Certificate	21	
Environmental&Occupational		
Health & Safety Cert.	6	
ESL Summer Schedule	18	
Estimating and Bidding		
CMX 976	5	
Feel Better, Increase Energy		
Through Herbs &		
Nutrition HGH 103	20	
Focusing Internet Marketing		
CIX 916	13	
Fundamentals of Industrial		
Hygiene HEX 934	6	
Group Counseling Techniques		
ADX 304	19	
Home Inspections BRE 201	9	
Home Page Design- Basic		
CIX 910	12	
Horseback Riding RHR 101	4	
How to Choose a Personal		
Computer CCB 101	10	
How to Conduct Business on		
the Internet CIX 909	11	
How to "Sell" on the Internet		
CCB 106	10	
HTML Publishing Certificate		
Award Program	12	
HTML Publishing CIX 911	12	

## IJKL

Individual Counseling		
Techniques ADX 302	19	
Industrial Hygiene		
Instrumentation &		
Sampling HEX 955	7	
Infant Program Development I		
TEX 351	21	
Intensive English Program	16	
Intl Business: New EraTrade		
Pacts BIT101	9	
Internet Business&Marketing		
Certificate	11	
Internet BusinessProductivity		
Improvmt Certificate	13	
Internet Fundamentals		
CIX 907	11	
Internet Search & Research		
CIX 918	13	
Introductory Practicum		
ADX 305	19	
Investing in the Stock Market		
BIN 101	9	

## MN

Maps	30-31	
Medical Billing Certificate	8	
Medical Billing I BMB 101	8	
Medical Billing II BMB 201	8	
Medical Billing Service--How		
to Start & Run Your		
Own BMB 402	8	
Medical Insurance Computer		
Billing BMB 301	8	
Money ManagementBPF301	9	

## OPQ

Occupational Health & Safety		
Program Administration		
HEX 902	6	
Occupational Respiratory		
Protection HEX 938	6	
Omnilore Society	2	
PageMaker Introduction		
CCB 105	10	
Perspectives on Drug Abuse		
ADX 303	19	
PowerPoint: Beginning		
CCB 300	14	
QuarkXPress Introduction		
CCB 103	10	

## RS

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California AMS 102	2	
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Through the Internet		
CIX 917	13	
Surfin' Sunday-Lab CCB 301	14	
Surfing The Internet CIX 908	11	
Survey of Construction		
Practices CMX 972	5	

## TUVW

Technical Writing Certificate		
Program	7	
Theatre Conservatory -		
Odyssey	3	
Treatment Protocols for		
Managed Care Practice		
HSX 959	20	
Travel -- Guided Tours	4	
Wine Appreciation AFD 101	2	
Write a Screenplay in 1		
Semester AFL 201	3	

**Note:**

To serve you better, our telephone service will be changing over the summer. Our telephone number (310) 516-3741 will change to (310) 243-3741. Please try the second number if you are unable to reach us.

**California State University, Dominguez Hills  
University Extension Registration Form  
EXTENSION PROGRAMS**

Date of Application \_\_\_\_\_ Social Security No: \_\_\_\_\_ Birthdate \_\_\_\_\_  
month/day/year

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Day Evening Fax

New address? yes  no  male  female

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

**Course Information**

CRN No	DEPT	SECTION	TERM (i.e. Sum 96)	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 (circle one)

Account Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

**Refund Policy**

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00am and 5:00pm Monday through Thursday, and from 8:00am to 4pm on Fridays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

**4 WAYS TO REGISTER**



**Mail to CSU Dominguez Hills**  
Extended Education SCC B141  
1000 East Victoria Street, Carson, CA 90747



**Phone (310) 516-3741**  
after June 1  
(310) 243-3741




**Stop by the Office of Extended Education on Campus in Carson, 1000 East Victoria, Carson.**  
For more information, call the Office of Extended Education  
(310) 516-3741 after June 1 (310) 243-3741



**FAX to (310) 516-3971**  
after June 1  
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## Certificate Programs



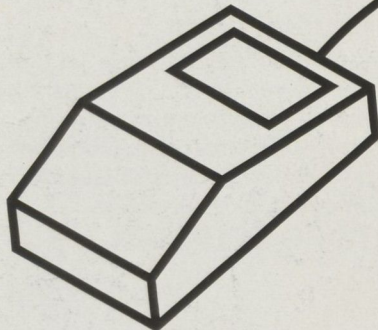
- Internet
- Technical Writing
- Alcohol/Drug Counseling
- Professional Supervision
- Community College Teaching
- Medical Billing
- Orthotics
- Prosthetics
- Purchasing
- Production & Inventory Control
- Quality Assurance
- Construction Management
- Environmental/Occupational Health & Safety
- Early Childhood Teaching/Administration

2-425



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