

extended education

Online

On Site

On Campus



SUMMER 2004 SCHEDULE

Includes Open University

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Division of Extended Education

Access

Quality

Innovation

PROGRAMS OF EXTENDED EDUCATION

Extension

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

American Language & Culture Program

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

Open Summer Academic Program

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

Center for Training & Development

Custom-designed training programs for business, industry, government and non-profit organizations are available through this unique service.

Distance Learning

Programs delivered to homes, schools, community and work sites using webcasting, cable, video-conferencing and online computer.

Special Sessions

Credential, certificate and degree programs offered throughout the year.

New for Summer 2004!

- 3D MAX
- Combustion 3
- Grant Writing
- Document Imaging
- Medical Transcription
- Advanced Coding for the Physicians Office
- Sports Turf Management

Open University

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



For more information see page 110

SUMMER 2004 TRAVEL STUDY PROGRAMS

See page 106.

division of extended education
california state university
dominguez hills
carson, ca 90747

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



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



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



Register by
Toros **TOUCHTONE**
(310) 516-3409
(310) 516-3416



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



FAX to
Extended Education,
(310) 516-3971



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

SUMMER 2004

QUICK REFERENCE

Questions?

GENERAL INFORMATION 1-877-GO-HILLS

SUMMER 2004

ORGANIC CHEMISTRY

Satisfy your Organic Chemistry
Requirement in Just 10 Weeks
this Summer!

with

Organic Chemistry Summer Courses at
Cal State Dominguez Hills Extended
Education

See page 93

(310) 243-3741 or 1-877-GO-HILLS
for information or
visit the website:
www.csudh.edu/extendeded/
email: eereg@csudh.edu

FREQUENTLY CALLED NUMBERS

	(310) 243-
American Language & Culture Program	3830
Business Administration Advisement	
Undergraduate	3561
Graduate	3465
Disabled Students Services	3360
Extended Education	3741
Financial Aid	3647
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SUMMER 2004

BUSINESS/ ORGANIZATIONAL TRAINING

SOLUTIONS CENTER

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

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

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

PROGRAMS

Strategic Initiatives

- Business Communications
- Business Planning & Management
- Ethics & Values
- Facilities Planning
- Homeland Security
- Organizational Reengineering
- Problem Solving &
Strategic Decision Making
- Process Improvement
- Risk Management

Human Resources

- Customized English as a Second Language
- Competency Analysis and
Performance Evaluation
- Generational & Diversity Training

- Health & Safety
- Leading Organizational Change
- Leadership and Team Building
- Management and Supervision
- Managing Communications
- Worker's Compensation Issues

Finance

- Automated Accounting/Financial Systems
- Banking
- Insurance
- IRS Regulations
- Regulatory Compliance

Information Technology Solutions

- e-Business Solutions
- Hardware & Software
- IT Strategies
- Systems Implementation and Support
- Systems Security
- Technology Management

Sales & Marketing

- Branding
- Market Analysis
- Production to Product Introduction

Manufacturing/Distribution

- Cargo Security
- Distribution Management
- ISO
- Lean Manufacturing
- Just in Time Delivery
- Production Inventory Control
- Quality Assurance
- Shipping & Receiving

Continuing Education

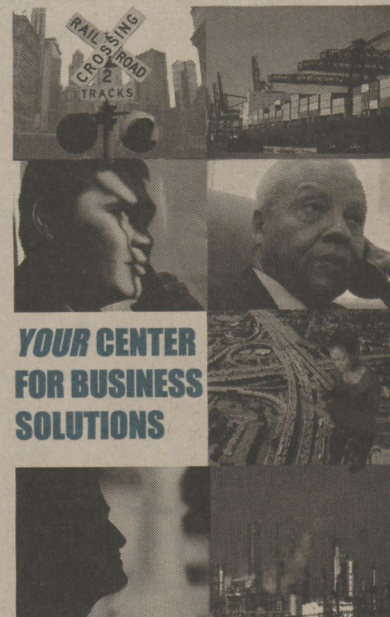
Extended Education offers a broad range of educational opportunities designed to reflect the changing needs of business and industry. Our programs can be customized to suit your specific business goals and objectives. We can provide convenient access to programs that will enhance your business initiatives. Through our ability and expertise to deliver programs in various locations and to utilize the Internet or televised programming, we can schedule to meet your specific needs. We also offer academic programs leading to baccalaureate and master's degrees as well as professional development certificate programs providing extension credit and/or continuing education units.

BUSINESS AND ORGANIZATIONAL TRAINING

Your Center for Business Solutions . . .	2
Custom Designed Training and Development	3
Business Communications	4
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Facilities Rental

The Extended Education complex is available for your next meeting, seminar, workshop or special event. Our modern facilities, equipped with state-of-the-art presentation tools, can accommodate small and large groups. See page 6 for further information.



**YOUR CENTER
FOR BUSINESS
SOLUTIONS**

For more information:
call Jerry Alston (310) 243-3355,
email jalston@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded>

CUSTOM DESIGNED TRAINING AND DEVELOPMENT

Custom-designed employee training programs for business, government and non profit organizations

BUSINESS
ORG
TRAINING

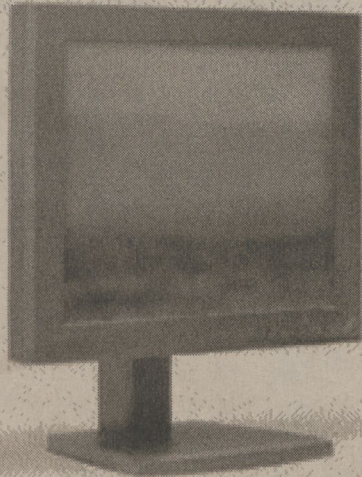
Contract Education delivers California State University and Extended Education courses to businesses, industry, government and non profit organizations throughout Southern California. Programs are designed to meet the unique needs of your organization and employees. Program components may include:

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

These programs are available on site, on campus or at other CSUDH locations. For more information or to schedule a free consultation, contact Jerry Alston at (310) 243-3355, email: jalston@csudh.edu or write

The Center for Training & Development

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



CYBER SECURITY

"Is your computer and communications network vulnerable to security breaches and criminal activity?"
Protect your investments NOW!

Learn what you need to know to get into this exciting field.
(See pg. 43)

(310) 243-3741 or
1-877-GO-HILLS

for information or
visit the website:
www.csudh.edu/extendeded/
email: eereg@csudh.edu

For more information:
call Jerry Alston (310) 243-3355,
email jalston@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded>

SUMMER 2004

BUSINESS/ ORGANIZATIONAL TRAINING

BUSINESS COMMUNICATIONS

Now available at your worksite:

A series of practical courses designed to lead managers, supervisors and administrators to being confident and effective writers and communicators in the professional world. The series builds and enhances skills in key areas of communications. Activities include a variety of in-class and out-of-class assignments to produce improved communication in the workplace—letters, memos, reports and summaries.

The business writing program consists of a fifteen-week overview of the foundations of business and administrative writing built on three separate modules and four workshops emphasizing specific skillsets.

Successful Communications at Work

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

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

Four workshops, each emphasizing specific skill sets that are critical for a manager's success at work:

Mastering Report and Complex Writing Situations

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

Mastering Oral Presentations

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

Listening and Communicating as a Professional

A five-week workshop that builds on the Successful Communications at Work course. Focuses on several types of verbal and nonverbal communication, including paralinguistic and kinesthetic communication, and communications in the context of corporate cultural and international audiences

Critical Thinking, Reading and Evaluation in Business Writing

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

Business Communications courses may be tailored to fit the needs of your corporation, public agency or non-for-profit organization.

DOCUMENT IMAGING



What You Will Learn

The Certificate of Completion in Document Imaging focuses on document imaging and management skills. It will cover standards that measure competency and professionalism in the document management industry. Those holding these critical skills will possess knowledge of technologies used to plan, design and specify a document imaging/management system.

See page 15

For more information:
call Jerry Alston (310) 243-3355,
email jalston@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded/>



EMPLOYMENT TRAINING PANEL (ETP)

Attention Employers!

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

BUSINESS
ORG
TRAINING

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

Extended Education at California State University, Dominguez Hills understands business and is committed to helping businesses achieve their training goals. Since 1998, we have worked with qualified employers to implement customized training programs funded by California's Employment Training Panel (ETP). Let us help you deliver training programs to improve your company's performance while also meeting your bottom line.

What is ETP?

The California Employment Training Panel (ETP) was founded in 1982 to stimulate the State's economy by funding programs to enable businesses to remain competitive, productive and profitable. The Panel funds programs to assist eligible employers train their workforce. Funding comes from a small diversion of employer contributions to unemployment funds into the Employment Training Fund (ETF). In general, companies engaged in manufacturing or facing out-of-state competition may qualify. Additional restrictions may apply.

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

"On-site computer, material planning, and leadership training classes provided through this program have helped increase our productivity significantly here at Hughes Electron Dynamics."
Tim Fong
General Manager
Hughes Electron Dynamics

"It's the most beneficial training we've had for our supervisors. Excellent teachers. We're continuing!"
Stephanie Wright
Vice President
The Queen Mary

"We gained a philosophy of learning the company will incorporate across the board through this great experience!"
Lulie Leonard
Human Resources
Juanita's Foods, Inc

For more information:
Call Angeli Logan (310) 243-3352,
Email alogan@csudh.edu or
Visit us online at
<http://www.csudh.edu/extendeded>

SUMMER 2004

BUSINESS/ ORGANIZATIONAL TRAINING

EXTENDED EDUCATION FACILITIES

California State University Dominguez Hills

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

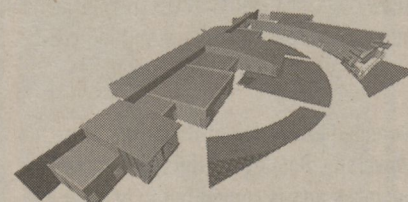
Design

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

evolution of educational technology as well as changing educational needs.

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

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



Facilities

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

Classroom Features

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



Conference Room Features

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



Lecture Hall/Theater Features

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



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

BUSINESS

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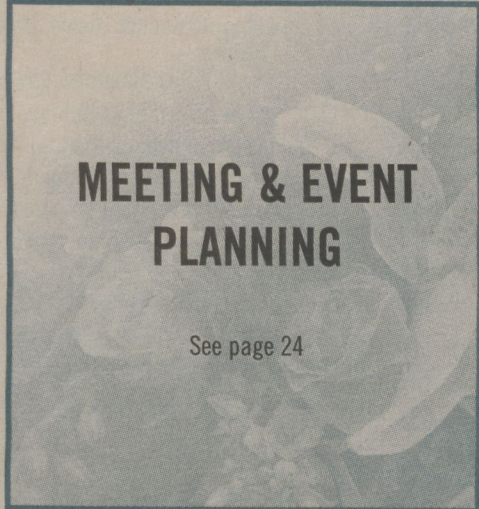
Certificate Programs and Courses

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Environmental/Occupational Health/Safety Certificate of Completion	16
Family Child Care Provider Certificate of Completion ..	20
Human Resource Management Certificate of Completion	21
Advanced Human Resource Mgmt. Certificate of Completion	23
Meeting and Event Planning Certificate of Completion ..	24
OSHA Training	18
Production and Inventory Control Certificate (online & campus)	29
Purchasing Certificate (online)	28
Project Management Certificate of Completion	30
Safety and Security Certificate of Completion	19
Sports Turf Maintenance Certificate	31

Online Business Certificates and Courses

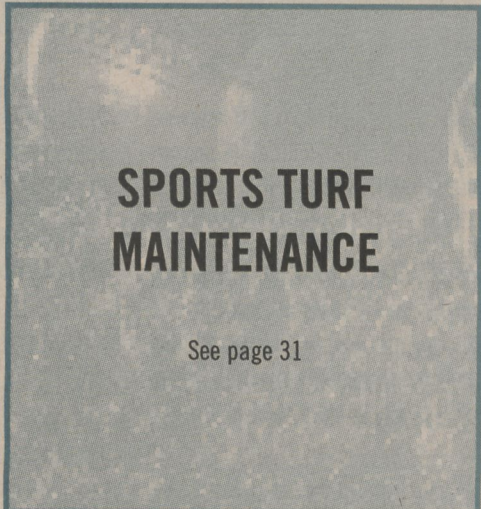
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BUSINESS



**MEETING & EVENT
PLANNING**

See page 24



**SPORTS TURF
MAINTENANCE**

See page 31

MASTER OF BUSINESS ADMINISTRATION MBA ONLINE

The MBA at CSUDH provides a solid qualification in business management with courses that are wide-ranging in content, covering the essential areas of knowledge and skills required in today's competitive business environment. The curriculum is focused on providing students with the tools for solving business problems and making decisions within the framework of a strategic plan. The MBA is designed not only to impart the knowledge of accounting, economics, finance, management, and marketing but also to equip graduates with the foundation for effective team building, quantitative and qualitative decision making, and creative problem solving.

The MBA can be completed entirely online through the MBA Online Program. Courses feature a high level of interaction between faculty and students and between students. Each class combines text materials, lecture videos, case studies, group interaction among students, threaded discussions, interactive netmeetings and video conferencing.

In 1997, Forbes magazine identified CSUDH as one of the top 20 Cyber Universities in the United States, recognizing its leadership in distance learning.

The 30 unit MBA curriculum can be completed online within 15 months through the CSUDH MBA Online Program. All MBA courses are three (3) credit units each and are offered on a twelve (12) week schedule.

The program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms.

The curriculum consists of the following components:

Prerequisite Coursework

Required Core Courses 21 Units

Electives 9 Units

Prerequisite coursework covers nine business core competency areas that provide the necessary background for advanced graduate study. Competency areas consist of the disciplines listed below:

- Financial Accounting
- Marketing
- Business Law
- Economics
- Management
- Operations Research
- Finance
- Information Systems
- Business Statistics

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

Students who hold an undergraduate degree in a field other than business administration or a related area will be required to demonstrate competency in the business core areas. Competency can be demonstrated by completing necessary coursework at an accredited institution prior to beginning graduate studies at CSUDH or by completing appropriate bridge courses offered through the MBA Online Program.

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

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

SPECIAL MAJOR BACHELOR OF ARTS DEGREE

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

The Program

Students who have completed the Production and Inventory Control program at California State University, Dominguez Hills, are invited to apply the credits earned to a bachelor's degree program as part of a unique program entitled Special Major. Through this program, students can integrate their studies in Production and Inventory Control with at least two other disciplines to obtain the degree. Working with an advisory committee, participants design a path that best suits their individual and career objectives. Working adults and their employers will appreciate the career-specific approach of this innovative course of study.

Getting Started

Students should contact the Director of University Advisement approximately six months prior to the beginning of the semester they wish to enter California State University, Dominguez Hills. The Director will assist the student in contacting an appropriate program advisor, who will help the student apply for admittance, prepare the required program proposal and assemble the student's program advisory committee. Contact: David Heifetz, University Advisement Center, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747, (310) 243-3640. email: dheifetz@csudh.edu

University Admission

Formal admittance to the University is not required for participation in the LAPICS Certificate program, but is required for participation in the balance of the Bachelor's Degree Program. All students are required to pay extension tuition for LAPICS courses. Students desiring to enter the University to earn a Special Major BA must follow standard University application procedures as outlined in the University Catalog

Special Major

Bachelor of Arts

The Special Major Bachelor of Arts degree requires the completion of 124 semester hours including both lower and upper division course work. Participating students must complete all general studies program

requirements (52-59 semester units) and integrate at least one other discipline outside of the School of Management with the LAPICS units to achieve a total of 24 units of upper division credit to complete the Special Major. Students must also complete an acceptable University minor. Other graduation requirements are listed in the general University Catalog.

Important Academic Information

A student working towards the Special Major LAPICS degree is subject to university-wide policy relative to admission, scholastic standards and graduation requirements (please refer to the University Catalog). A maximum of 24 semester units through extension, correspondence and the United States Armed Forces Institute may be accepted toward a bachelor's degree. Each LAPICS course successfully completed counts as 3 of the 24 acceptable units.

Residence Requirements

A minimum of 30 semester units (of which 24 must be upper division units) must be completed in residence at CSU Dominguez Hills. This does not include the credits earned as part of the LAPICS certificate program because credits earned through extension are not considered residence credit. Please see the University Catalog for other residence and transfer credit requirements.

The Advisory Committee

Each Special Major student has a specially-appointed Faculty advisory Committee. The committee works with and gives special attention to the student. In addition to the LAPICS advisor, each student has faculty advisors over each area of concentration and in their minor.

The Special Major

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

one other department outside the School of Management. Although not limited to these fields, possible areas of upper division course work might include:

Labor studies, computer science, communication, health care/medical technology, Chicano/a studies, Spanish, sociology/anthropology, adult education, applied studies, and public relations (communications).

Students should remember that proposed upper division course work may have prerequisites that must be met prior to enrolling in class. Please check the University Catalog for further information.

The Minor

In addition to the Special Major, participating students are required to complete a regular academic minor. Examples of minors that might be of interest, and the number of units required to complete each include:

- Accounting (15 units)
- Business Administration (30 units)
- Business Information Systems (15-16 units)
- Communications (12 units)
- Computer science (34 units)
- Health Science (15 units)
- Labor Studies (15 units)
- Chicano/a Studies (18 units)
- Public Administration (15 units)
- Sociology (15 units)
- Spanish (12 - 24 units)

Sample Programs

For complete requirements, please consult the University Catalog and program advisor. Additional prerequisite units may be required in the major and minor.

For further information on the Bachelor of Arts Special Major degree program or the LAPICS certificate, please contact David Heifetz, University Advisement Center, (310) 243-3640. email: dheifetz@csudh.edu

For a listing of Quality Assurance courses and programs refer to page 10.

SUMMER 2004

BUSINESS

ONLINE COURSES

WEB-BASED PROFESSIONAL DEVELOPMENT

5 courses for only \$199!

(When paid in full in advance)

CSUDH presents a unique opportunity to create a personalized training program specific to your professional needs. Build your own PROFESSIONAL DEVELOPMENT CERTIFICATE from one of the following nine options:

1. ADMINISTRATIVE SUPPORT
2. BUDGET AND FINANCE
3. COMMUNICATIONS
4. CUSTOMER SERVICE
5. e-BUSINESS
6. HUMAN RESOURCES
7. LEADERSHIP AND TEAM BUILDING
8. MANAGEMENT
9. MARKETING AND SALES
10. PROJECT MANAGEMENT
11. STRATEGIC PLANNING

These self-paced web-based training courses target essential core competencies and provide viable options for working professionals. To build your own certificate, select FIVE courses from any of the above areas and pay only \$199 for the five course package. See the individual listings on the following pages for total hours per course. You may register at any time between July 1 and December 15 for these self-paced courses. They must be completed by December 15. **Hundreds of courses are available with the above options.**

TECHNICAL REQUIREMENTS

- Pentium 133 MHz or higher CPU and sound card
- Windows (95/98/NT/2000/ME)
- Macintosh is not supported
- 16 MB RAM (32 MB recommended)
- 640x480 or greater resolution, 256 colors (at least 800x600, 16-bit color recommended)
- Web browser: Internet Explorer or Netscape Navigator, version 4.0 or greater

1. Administrative Support *New!***The Effective Administrative Support Professional**

Getting Started-Administrative Support	42050
Overview to Effective Business Communications	42051
Using Effective Business Communications	42068
Administrative Functions	42073
Advancing Your Administrative Career	42074
Effective Administrative Support Professional Simulation	42076

Advance Skills for Administrative Support Professional

Behavior: Putting Your Best Foot Forward	42077
Managing Yourself and Those Around You	42079
Partnering With Your Boss	42081
Communicating with Power and Confidence	42082

2. BUDGETING AND FINANCE

Business Finance for Managers

Introduction to Finance	42083
Making Budgets Work	42141
Cash Management	42143
Financial Statement and Analysis	42169
Sources of Funding	42170
The Manager's Performance Guide - Business Finance	42171

Advance Business Finance

Introduction to Advanced Finance	42172
Investment Project Analysis and Selection	42173
Raising Capital and Financing Decisions	42175
Managing Working Capital	42176
Corporate Restructuring	42180
Financial Risk Management	42185
International Finance	42187

Using Financial Statements (Co-Developed with Wharton)

Principles of Financial Statement	42190
Components of Financial Statement	42192
Analyzing the Income Statement and Balance Sheet	42196
The Income Statement and Balance Sheet Connection	42204
Analyzing Cash Flow	42207
Ratio Analysis for Financial Statements	42211
Credibility and Disclosure in an Annual Report	42215
Analyzing an Annual Report	42220

Practical Budgeting for Managers

The Basics of Budgeting	42235
Building an Operating Budget	42262
Capital Budgeting	42278
Managing Budgets Effectively	42281

ONLINE COURSES

WEB-BASED PROFESSIONAL DEVELOPMENT

Auditing: A Practical Approach

Introduction to Auditing	42284
Introduction to Internal Auditing	42285
Principles of Internal Auditing	42288
Introduction to External Auditing	42290
Principles of External Auditing	42292

3. COMMUNICATIONS

Dealing with Conflict and Confrontation

Understanding Conflict	42294
Contentions Tactics and Conflict Escalation	42296
Resolving Conflict through Problem Solving	42298

The Successful Facilitator

The Role of the Facilitator	42452
Facilitative Fundamentals: Techniques and Tools	42454
Facilitative Work Groups and Meetings	42456
Facilitating Challenging Situations	42457
Facilitative Formats and Tools: Offering Options	42459
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The Successful Facilitator Simulation	42459

Negotiating to Win: Getting the Results You Want

Crafting a Deal	42640
Connect and Communicate	42641
The Negotiation Process	42642
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When the Going Gets Tough	42646
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Effective Presentation Delivery	42302
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Beginning Electronic Customer Relationships	42312
Sustaining Excellent Customer Service	42313

Measuring Customer Satisfaction

Discovering What Your Customers Want	42314
Developing Customer Satisfaction Surveys	42315
Customer Satisfaction: Analysis and Implementation	42316

Managing a Customer Service-Oriented Culture

Establishing Your Team's Desired Performance	42317
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BUSINESS

ONLINE COURSES

WEB-BASED PROFESSIONAL DEVELOPMENT

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Effective Management: Performance-based Appraisal	42490
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Strategic Management

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Strategic Management- Analysis and Choice	42729
Strategic Management- Corporate Implementation	42730

	Cost
Individual Courses (except Simulations as noted)	\$ 75
5 Course Package	\$199
NDSS 100-01	CRN 42717
NDSS 100-02	CRN 42718

Global Business Strategy

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The Fundamentals of Globalization

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Value-Chain Analysis to Create Competitive Advantage

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Taking Systems Thinking Into Your Personal Life	42750

To register:

Obtain the number of the course from these pages or call (310) 243-3741. Then include the number on the registration form on the inside back cover of this bulletin, and send it with credit card payment or check (payable to CSUDH) to:

EXTENDED EDUCATION EE 1100

CSU Dominguez Hills

1000 East Victoria Street

Carson, CA 90747-0005

or FAX it to: (310) 516-3971

You may also register by phone with credit card:

(310) 243-3741

BUSINESS

CERTIFICATE OF COMPLETION IN CONSTRUCTION PROJECT MANAGEMENT

The Program

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

Certificate Award

A Certificate is awarded at the successful completion of all eight courses. A certificate can be earned in a five-month period. A certificate will be awarded upon successful completion of the program. Those who do not wish to pursue a certificate may take individual classes. The curriculum has been revised. Provider number is available upon completion of Law for Construction.

Schedule of Courses

Summer courses are offered evenings on the CSUDH campus at the Extended Education Complex.

Textbooks

Textbooks may be purchased at the bookstore on campus (310) 243-3789.

Advisory Committee

Mike Gugert, VP, Project Management, Ambling Construction Company. 30 years experience with international and domestic projects.

W. John Irwin, II, PE, Mechanical Engineer, and Claims Consultant, URS Corporation, Inc.

I. Lawrence Kaltman, architect and general contractor, has over 40 years of experience in design and building.

Arthur W. Robitaille, BS, MS, University of Southern California, Construction Management and Safety Consultant

William Stinde, PhD, MBA, CFM, CMA, General Contractor, Real Estate Broker, Management Accountant, licensed to practice before the Internal Revenue Service.

The Courses

CMX 902 Estimating

1.8 CEUs

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

CMX 903 Plan Reading

1.2 CEUs

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

CMX 904 Construction Accounting

.9 CEUs

This course reviews accounting theory, offering an understanding of the terminology of accounting. Payroll accounting will focus on workers compensation insurance, cost allocation and control. Other subjects include types of businesses and organizations, lien law, construction cost control, progress payments and subcontractor invoices, back charges, cash flow and cost of sales.

CMX 905 Financing Real Estate Acquisitions

.6 CEUs

This course will focus on the nature of development projects, sources of funds, mortgages, permanent and construction loan processing and administration for both portfolio and for sale projects.

CMX 920 Field Project Management

1.8 CEUs

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

CMX 921 Law for Construction

1.8 CEUs

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

CMX 925 Bidding & Scheduling

1.8 CEUs

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

CMX 926 Construction Safety

1.8 CEUs

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

Class Date Planner Summer 2004

CMX 920-01 Field Project Management

Wednesday, June 2 - July 7

Summer Schedule 2004

CMX 920-01 Field Project Management

1.8 CEUs

CRN 38058

M. Gugert

6 mtgs: Wed Jun 2-Jul 7

6:30-9:30pm

CSUDH EE 1209

\$160

For more information:

call (310) 243-3741,

email eereg@csudh.edu or

visit the web site

<http://www.csudh.edu/extension/cmxt.htm>

CERTIFICATE OF COMPLETION IN DOCUMENT IMAGING

The Program

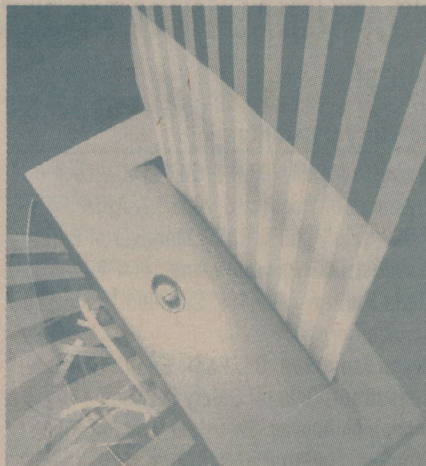
There exist over a trillion paper documents in the world and the quantity is doubled every three years. Businesses today rely on computers to enhance workplace productivity. However, the ease of creating new documents also contributes to the increasing amount of paper documents produced and reproduced each year. Aside from the cost of generating, processing, and duplicating paper, companies must face the rising cost associated with lower productivity as a result of time wasted searching, archiving and retrieving misfiled paper.

Document Imaging refers to the management of paper documents, records, and forms by capturing, indexing, archiving, retrieving, and distributing them electronically. Document Imaging attempts to stop (or at least slow down) the growth of the paper piles and overcome the problems associated with paper-based document management systems. Document Imaging provides easy access to electronic documents and lowers storage costs.

Document images are exact digitized replicas of the original documents. Document Imaging provides companies with the ability to preserve the integrity of the original document—all alternations to the original document leave an electronic footprint. They are superior to paper documents because they can be economically stored, efficiently searched and browsed, quickly transmitted, and coherently linked together. The documents can be remotely retrieved by multiple users and manipulated using existing information technology. Moreover, hard copy printouts can be made for the convenience of the users.

What You Will Learn

The Certificate of Completion in Document Imaging focuses on document imaging and management skills. It will cover standards that measure competency and professionalism in the document management industry. Those holding these critical skills will possess knowledge of technologies used to plan, design and specify a document imaging/management system.



Students will learn how to create, modify and annotate Printable Document Format (PDF) files using Adobe Acrobat. Adobe Acrobat is the leading application adopted as a standard by many government agencies and businesses around the world for sharing, preserving, and viewing files on a variety of platforms.

Students will gain the knowledge and skills needed to design, create and use interactive electronic forms, index and secure PDF files, create a document collection, prepare files for prepress as well as optimize and distribute PDF files. The curriculum will also cover database management principles and interface systems including:

- Database Design
- Transaction Management and Concurrency Control
- Distributed Database Management Systems
- Object-Oriented Databases
- Client/Server Systems
- The Data Warehouse
- Internet Databases

Who Should Attend

Businesses continue to seek effective cost cutting solutions to enhance productivity. Moving towards a digital paper trail will allow companies to save time and reduce costs, enabling employees to respond more efficiently to customer needs. Employers in every industry would benefit from this program, especially healthcare, logistics, legal and financial services,

manufacturing and a host of other document intensive industries. Users of all levels from administrators, engineers, managers to directors will learn new skills that can be implemented immediately to begin realizing bottom line results.

About the Instructor

D'Sunte Wilson, M.S., Training Consultant. With extensive training experience under his belt, D'Sunte Wilson has taught a variety of classes in the information technology field as well as classes that involved small business matters. He is a member of IEEE, a Brown University fellow, and a NASA fellow. He is also a member of the American Society of Engineering Education. D'Sunte Wilson is president of Okiedo Educational Technologies, which helps people prosper by learning different technologies as well as the leadership skills needed for the development of their businesses or careers.

Register today! Call (310) 243-3741.

NCDI 100-01 Document Imaging

Noncredit

CRN 30547

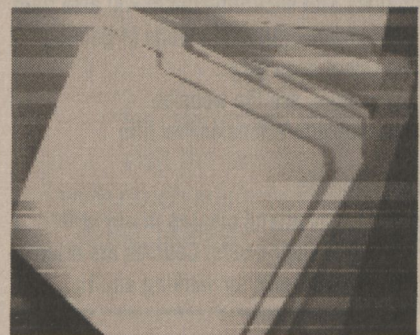
Wilson, D.

3 mtgs.: Fri. Jul 9, 16 & 23

9am-4pm

CSUDH EE 1209

\$330



For more information:
Call Angeli Logan (310) 243-3352,
Email alogan@csudh.edu or
Visit us online at
<http://www.csudh.edu/extendeded>

SUMMER 2004

BUSINESS

CERTIFICATE OF COMPLETION IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

Learn how to fulfill OSHA requirements!

The Certificate of Completion in Environmental & Occupational Health & Safety is endorsed by the National Safety Council. An MCLE Provider (#3897) for HEX 946.

The Certificate

Designed for Health & Safety officers and those planning to enter the field, this 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 one elective course are required. Elective courses are offered to suit the needs within various industries. Students not pursuing the certificate may take individual courses.

Who Should Enroll

The program will meet and satisfy ongoing CEU requirements for the safety officer, registered environmental assessors, certified safety professionals, certified industrial hygienist, 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 means of gaining professional knowledge.

To learn more, see the website:
www.csudh.edu/extension/hex.htm

The Schedule

Students may attend classes in any order according to their needs. Courses are offered at convenient times for working adults.

The Location

All classes are held on the CSUDH campus in Carson.

Advisory Committee

- Joanette Alpert**, MS, PT, CIE, CPE, Vice President of Woodward, Alpert & Assoc.
D.M. "Skip" Clark, RSSP, Manager of Safety & Industrial Hygiene, Boeing.
Linda Hunter, AA, RSSP, Certified Trainer, Zee Service Corp.
Bryon Jamerson, BS, RSSP, Health & Safety Consultant, General Safety Services
Joseph M. Kaplan, President, Los Angeles Chapter, National Safety Council.
Jeffrey L. Malek, BA, JD
 Attorney at Law, Malek & Malek Law firm.
Michael Nicolas, REA, RSSP,
 Safety Consultant, California Loss Control.
John A. O'Toole, Ph.D, RSSP, Health & Safety Consultant, General Safety Services.
James L. Unmack, CSP, CIH, PE, Vice President, Unmack Corporation.

Certificate Program

Core Courses Six Required

- HEX 946 Industrial Accident Investigation
- HEX 947 Introduction to Workers' Compensation
- HEX 950 Introduction to Industrial Hygiene
- HEX 960 OSHA Law
- HEX 979 Recognition and Control of Workplace Hazards
- HEX 981 Foundations of Safety and Health Program Administration
- HEX 987 Mold Assessment & Remediation

Elective Courses Choose One

- HEX 910 Safety and Health for the Construction Industry Part A
- HEX 911 Safety and Health for the Construction Industry Part B
- HEX 920 Ergonomics
- HEX 936 Industrial Machine Guarding
- HEX 955 Industrial Hygiene Instrumentation and Sampling
- HEX 956 Bloodborne Pathogens
- HEX 966 Basic Adult First Aid and CPR
- HEX 978 OSHA Appeals Procedures
- HEX 982 Introduction to Security
- HEX 983 Terrorist Violence in the Workplace

Core Courses Offered Summer 2004

HEX 946 Industrial Accident Investigation

2.0 CEUs

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

HEX 947 Introduction to Workers' Compensation

2.0 CEUs

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

Elective Courses Offered Summer 2004

HEX 983 Terrorist Violence in the Workplace

2.0 CEUs

In the wake of the international terrorist acts against the United States, it is important to fully understand the fundamental aspects of terrorism and violence. The following topics will be covered:

- Basic Principals of Workplace terrorist violence assessment and management
- Behavior & Risk indicators/assessment & psychological factors
- Corporate Terrorist Violence Prevention Plans & Threat Assessment Teams
- Stalking & Domestic Violence in the Workplace
- Crisis Management & Legal Ramifications
- News Media Relations During & After a Crisis
- Police Response & Security Reaction

SUMMER 2004

BUSINESS

CERTIFICATE OF COMPLETION IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

HEX 988 Terrorist Acts and Natural Disasters

2.0 CEUs

The course will examine case studies of terrorist acts and natural disasters. Students will learn how to prepare, coordinate, and implement plans in dealing with terrorist acts, plan responses, develop incident action plans, and utilize incident command systems and health and safety issues.

Elective Courses

HEX 983-1 Terrorist Violence in the Workplace

2.0 CEUs CRN 42546

B. Jamerson
Th Jul 29-Sep 9
6-9pm
CSUDH SAC 1102
\$250

HEX 988-1 Terrorist Acts & Natural Disaster

1.5 CEUs CRN 30546

E. Ojeda
Wed Jun 9-Jul 21
(no class mtg. 6/23)
6-9pm
CSUDH SAC 1102
\$180

Class Date Planner Summer 2004

HEX 946 Industrial Accident Investigation

Tuesday, June 8-July 20

HEX 947 Introduction to Workers' Compensation

Tuesday, July 27- September 7

HEX 983 Terrorist Violence in the Workplace

Thursday, July 29 - Sept. 9

HEX 988 Terrorist Acts & Natural Disasters

Wednesday, June 9- July 21

Summer 2004 Schedule

Core Courses

HEX 946-1 OSHA Laws & Accident Investigation

2.0 CEUs CRN 30543

J. O'Toole

Tu Jun 8-Jul 20

6-9pm

CSUDH SAC 1106

\$250

HEX 947-1 Introduction to Workers' Compensation

2.0 CEUs CRN 42547

M. Nicholas

Tu Jul 27-Sep 7

6-9pm

CSUDH SAC 1106

\$250

See the related certificate of completion program Safety & Security on page 19

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

CYBER SECURITY

"Is your computer and communications network vulnerable to security breaches and criminal activity?" Protect your investments NOW!

Learn what you need to know to get into this exciting field. See pg. 43

(310) 243-3741 or 1-877-GO-HILLS

for information or visit the website: www.csudh.edu/extendeded/ email: eereg@csudh.edu

BUSINESS

WESTEC OSHA TRAINING INSTITUTE & EDUCATION CENTER

The Location

NKTC-North Kern Training Center

5801 E. Lerdo Hwy
Shafter, CA 93269

CSUDH-CSU Dominguez Hills

1000 E. Victoria St.
Carson, CA 90747

Course Registration

Call (661) 763-5161, toll free (866) 493-7832
or online at www.WESTEC.org

Course Outlines

Questions or to Request a Catalog: (661)
587-3637 or richardm@i-prll.com

WESTEC is a federally authorized OSHA Training Institute serving region IX. Courses concentrate on Federal and State OSHA rules and regulations. Call about our on-site and customized training. Classes also available in Spanish.

www.WESTEC.org

Summer 2004 Schedule

2250 Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders

CEUs 1.9

This course covers the use of ergonomic principles to prevent musculoskeletal disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and transfers in health care. Course features industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies.

Dates: 8/17/04-8/19/04

Fee: \$595

501 Trainer Course OSHA Standards for General Industry

CEUs 2.5

This course, designed for private sector personnel, presents detailed information on how the provisions of the OSHA Act may be implemented in the workplace. Rights and responsibilities under the OSHA Act, the appeals process, and recordkeeping are covered. The course also includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10 and 30 hour general industry course and issue cards to participants verifying course completion.

Dates: 6/8/04-6/11/04

7/26/04-7/29/04

Fee: \$595

510 OSHA Standards for the Construction Industry

CEUs 2.5

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 30 hour course completion card.

Dates: 7/5/04-7/8/04

Fee: \$595

511 OSHA Standards for General Industry (Prerequisite for OSHA 501)

CEUs 2.5

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA general industry safety and health 30-hour course completion card.

Dates: 6/1/04-6/4/04

Fee: \$595

For more information:
call Letty Rodriguez (310) 243-2425,
email lmrodriguez@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded>

CERTIFICATE OF COMPLETION IN SAFETY AND SECURITY

The Program

Provides safety and security personnel with practical, hands-on training in how to implement and maintain a safe and secure work environment according to the Peace Officers Standard of Training (POST) regulatory requirements.

Recognized and approved by the California Society of Safety & Security Professionals (CSSSP)

Certificate Award

A certificate is awarded upon successful completion of five core courses and one elective. Students not pursuing the certificate may take individual courses. Recognized and approved by the California Society of Safety and Security Professionals.

Who Should Attend

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

The Location

Classes are held evenings on the CSU Dominguez Hills campus in Carson, CA.

Advisory Committee

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

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

Jeffrey L. Malek, BA, JD, Attorney at law, Malek & Malek Law Firm.

Joseph M. Kaplan, President, Los Angeles Chapter, National Safety Council.

Michael Nicolas, REA, RSSP, Safety Consultant, California Loss Control.

John A. O'Toole, PhD, RSSP, Health & Safety Consultant, General Safety Services.

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

Bryon Jamerson, BS, RSSP, Health & Safety Consultant, General Safety Services

Linda Hunter, RSSP, Certified Phlebotomy Technician, Certified Trainer for Zee Medical Service

The Courses

Core Courses

HEX 946 Industrial Accident Investigation

HEX 960 OSHA Law

HEX 979 Recognition & Control of Workplace Hazards

HEX 982 Introduction to Security

HEX 983 Terrorist Violence in the Workplace

Elective Courses - Choose One

HEX 910 Safety & Health for the Construction Industry Part A

HEX 911 Safety & Health for the Construction Industry Part B

HEX 920 Ergonomics

HEX 936 Industrial Machine Guarding

HEX 955 Industrial Hygiene Instrumentation and Sampling

HEX 956 Bloodborne Pathogens

HEX 978 OSHA Appeals Procedures

HEX 988 Terrorist Acts and Natural Disasters

Courses Offered Summer 2004

HEX 946 Industrial Accident Investigation

2.0 CEUs

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

HEX 983 Terrorist Violence in the Workplace

2.0 CEUs

In the wake of the international terrorist acts against the United States, it is important to fully understand the fundamental aspects of terrorism and violence. The following topics will be covered:

- Basic Principals of Workplace terrorist violence assessment and management
- Behavior & Risk indicators/assessment & psychological factors
- Corporate Terrorist Violence Prevention Plans & Threat Assessment Teams
- Stalking & Domestic Violence in the Workplace
- Crisis Management & Legal Ramifications
- News Media Relations During & After a Crisis

- Police Response & Security Reaction

HEX 988 Terrorist Acts and Natural Disasters

1.5 CEUs

The course will examine case studies of terrorist acts and natural disasters. Students will learn how to prepare, coordinate, and implement plans in dealing with terrorist acts, plan responses, develop incident action plans, and utilize incident command systems and health and safety issues.

Class Date Planner Summer 2004

HEX 946 Industrial Accident Investigation

Tuesday, June 8-July 20

HEX 988 Terrorist Violence in the Workplace

Tuesday & Wednesday, June 9-July 21

Summer 2004 Schedule

HEX 946 Industrial Accident Investigation

2.0 CEUs

CRN 30543

J. O'Toole

Tu Jun 8 - Jul 20

6-9pm

CSUDH SAC 1106

\$250

HEX 988 Terrorist Acts and Natural Disasters

1.5 CEUs

CRN 30546

E. Ojeda

Tu Wed Jun 9-Jul 21 (no class mtg. 6/23)

6-9pm

CSUDH SAC 1102

\$180

For more information:

call (310) 243-3782,

email eereg@csudh.edu or

visit the web site

<http://www.csudh.edu/extension/safand-sec.htm>

CERTIFICATE OF COMPLETION IN FAMILY CHILD CARE

Family Childcare Providers learn how to provide quality care and professionalize their home business. CSU Dominguez Hills Extended Education offers a comprehensive training program designed for family child care providers. Students who attend all six sessions will receive a certificate awarding 1.8 Continuing Education Units (CEUs). Those not pursuing the certificate may attend individual classes.

Credit: 1.8 Continuing Education Units (CEUs) for all six classes

Who should attend

Family child care providers already in business or individuals interested in starting their own family child care business will learn how to provide high-quality programs for children in their care and how to "professionalize" their business. Participants will learn through active, hands-on activities, videos and discussions. Experts in various areas will be included as guest speakers.

The Courses

TEX 906-01 Your Family Child Care Business

An outline of setting up a Family Child Care Home, where non-medical care and supervision to 14 or fewer children is provided in a home-like environment.

TEX 907-01 Setting Up Your Home Environment

Information provided on how to obtain a state license, and how to set up your home according to California Code of Regulation Title 22 for family and childcare homes.

TEX 908-01 Preparing Nutritious Meals & Snacks

Nutritional information on diet for children from newborns to 12 years of age, including guidelines for preparation.

TEX 909-01 Curriculum, Observation & Assessment

Guidelines for appropriate toys for newborns to children of 12 years of age, setting up classrooms effectively, and appropriate curriculum programming and assessment techniques.

TEX 910-01 Working with Parents/Positive Discipline

Learn to work together with parents to help parents get involved in every aspect of childcare.

TEX 911-01 Networking & Professional Development

Information and suggestions for getting licensed, how to receive reimbursement for meals and snacks served, and information on how to deduct expenses at tax time.



FAMILY CHILD CARE CERTIFICATE AWARD PROGRAM CLASSES MEET ON SATURDAYS

Dates	Times	Cost	Classes	Course No	CRN No
Jun 5	9am-12pm	\$25	Networking & Professional Development	TEX 911-01	38057

Other classes will begin in late August.

Classes are held on Saturday at the Inglewood One-Stop Center, 110 S. LaBrea, 5th Floor, Room 501, Inglewood, 90301. Cost: \$150 for all six courses and the certificate awarding 1.8 CEUs. Courses may be taken on an individual basis for \$25 each, however, all six courses are required to receive a certificate. Each course awards .3 CEUs. For further information, call (310) 243-3782.

To register: (310) 243-3741 • Fax: (310) 243-3971 • Visit the website: <http://www.csudh.edu/extension/famchcare.htm>

CERTIFICATE OF COMPLETION IN HUMAN RESOURCE MANAGEMENT

Candidates Explore the Practical Application of Human Resource Tools

Certificate Program

To learn more, visit us on the web:
www.csudh.edu/extension/hr.htm

Program Emphasis is on:

- Development of practical HR systems and their administration
- Measurement and benchmarking of HR success
- Avoiding costly mistakes in hiring and dealing with HR issues
- Developing strategies for reducing corporate risk and liability through effective HR practices

Certificate of Completion

A certificate is awarded upon completion of all four modules. Upon completion of the Certificate Program 4.5 Continuing Education Units (CEUs) are awarded. The Certificate can be earned in 15 weeks.

Who should attend

- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Those considering entering the field of Human Resource Management
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

The Schedule

Students may attend classes in any order according to their needs. Courses are offered at times convenient for working adults. The program can be completed in one semester.

The Location

All classes are offered at the Franklin Community Center, 850 Inglewood Avenue, in Redondo Beach.

Advisory Committee

James D. Vigneau, SPHR, Human Resources Executive for Fish/King Processor, B.S., USF, is a lecturer, consultant and executive with over 25 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

Patricia Doherty, CCP, Principal, Doherty & Associates, is a Human Resource consultant with expertise in compensation and benefits administration, and Human Resource Management systems.

Carol Jaramillo, Personnel Director, SPHR, Casio PhoneMate, Inc. Ms. Jaramillo is a corporate Human Resource officer with considerable experience and expertise in HR Management.

BUSINESS



CERTIFICATE OF COMPLETION IN HUMAN RESOURCE MANAGEMENT

The Courses

BUX 971 Compensation & Benefits

1.2 CEUs

How do I build an entire compensation program for my company? What benefits are right for my company's employees, and how do I manage them? This class will develop the tools necessary for accomplishing these tasks through an intensive "Hands-on" skills development approach. Students will actually build a compensation plan from scratch and implement that plan under the parameters established by law and corporate policy. Students will also build benefits tracking and measurements systems they can take back to their own workplaces.

BUX 980 Communication Dynamics

.9 CEUs

Change that "No" to a "Yes" when you meet resistance. Learn to "speak the other person's language" to communicate more effectively. Avoid the pitfalls of group communications. Learn to listen actively. This highly participative class will provide you with the tools for better communication and understanding in the workplace, and in any other communication situation.

BUX 982 Labor & Employment Law

1.2 CEUs

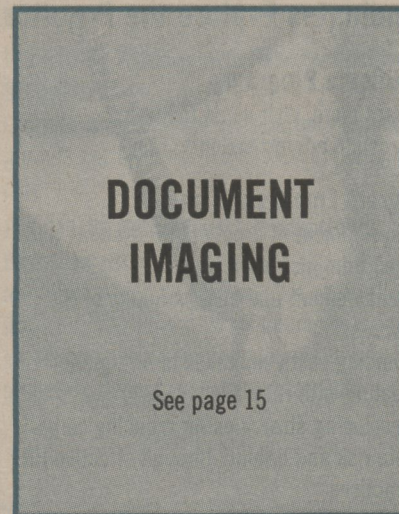
Corporate and company success is more and more dependent on the ability of the organization to effectively manage its employees in an environment of dramatic change, increasing legal constraints, and workplace conflict. This class will examine the increasingly important role Human Resources plays in managing the workplace, and provide you with the tools and knowledge necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today's workplace.

BUX 998 Establishing Human Resource Systems

1.2 CEUs

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

OFFERED FALL 2004



For more information:
call (310) 243-3782,
email eereg@csudh.edu or
visit the web site
[http:// www.csudh.edu/extension/hr.htm](http://www.csudh.edu/extension/hr.htm)

CERTIFICATE OF COMPLETION IN ADVANCED HUMAN RESOURCE MANAGEMENT

Intended for the seasoned Human Resource Professional, the Certificate of Completion in Advanced Human Resource Management is a series of classes in specific topic areas that focus on the important HR management issues of today. Rather than focus on a basic understanding of employment wage, and hour, and labor laws, the Advanced Certificate curriculum places emphasis on a detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions as part of the company management team in today's competitive business environment. The Certificate can be earned in one semester (8 weeks), and awards 2.4 CEUs (Continuing Education Units)

Program Emphasis is on:

- Development of practical HR systems and their administration
- Measurement and benchmarking of HR success
- Avoiding costly mistakes in hiring and dealing with HR issues
- Developing strategies for reducing corporate risk and liability through effective HR practices

The Location

All classes are held at the Franklin Community Center 850 Inglewood Ave, Redondo Beach.

Summer 2004 Schedule

BUX 929-1 Advanced Human Resources Management

2.4 CEUs CRN 30579

James D. Vigneau, SPHR

8 mtgs: Wed Jun 2-Jul 21

6:30-9:30pm

FCC Rm 8

\$498

Analyzing HR

June 2

The first class will examine specific models for establishing benchmarks and measuring department effectiveness.

Enhancing the Value of HR

June 9

This session will focus on specific internal marketing and integration techniques to develop HR as a strategic partner in business operations.

Behavioral Interviewing

June 16

The class will help the participants to develop specific interviewing skills to identify the right candidate for hire.

Union Organizing in the Workplace

June 23

This session will focus on union organizing and effective company responses to maintaining a union-free environment.

Understanding Workers' Compensation & Employee Leaves

June 30

The class will simplify and clarify the confusion that surrounds the administration of Workers' Compensation administration. Students will examine the legal and practical aspects of developing and administering company leaves, vacation programs, and other company paid-time-off programs.

Ethical Issues in Human Resources Management

July 7

Students will examine the Seven Questions of Ethics, the Ten Critical Components of a Successful Ethics Program, the qualities required for making ethical decisions, and the application of ethics in personnel decision-making. The class will examine several challenging case studies in applying ethical standards and principles.

Conducting Workplace Investigations

July 14

This class will focus on proper and effective processes to conduct discrimination, harassment and employee malfeasance investigations.

Employee Discipline and Termination

July 21

This session will examine the systems, methods and communication techniques necessary to effectively discipline and terminate an employee.

The Instructor

James D. Vigneau, SPHR, Human Resources Executive, for Fisk/King Processor B.S., U.S.F. is a lecture, consultant and executive with over 25 years of experience in the Human Resources field.

Class Date Planner Summer 2004

BUX 929-1 Advanced Human Resources Management

Wednesday, June 2 - July 21

For more information:
call (310) 243-3782,
email eereg@csudh.edu or
visit the web site
www.csudh.edu/extension/advanhr.htm

CERTIFICATE OF COMPLETION IN MEETING AND EVENT PLANNING

The Certificate

Meeting and Event Planning is a multi-billion dollar industry, and corporations are recognizing the need for meeting planners to hone their skills and to become more proficient at what they do. Too much money is at stake! Associations raise much of their yearly operating funds from their annual meeting, and many non-profit organizations raise a high percentage of their funds from special events.

There are several associations of Meeting Professionals with memberships exceeding 25,000 that are dedicated to the education of meeting and event planners. More and more colleges and universities are offering certificate programs as well as degree programs in Meeting and Event Planning. Participants of this certificate program will learn about career opportunities, and mingle with experts in all areas of meeting and event planning such as convention service managers, hotel sales managers, audio visual equipment providers and production company representatives. Participants will also work together on a project to be presented at the completion of the program.

About the Instructors...

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

Certificate Requirements

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

Course Schedule

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

Certificate Prerequisites

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

Location

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

Who should attend?

- Those whose responsibilities include coordinating conferences, fairs, weddings, fundraisers, sport programs, social functions, or other types of events.
- Those individuals considering making a career change and seeking a comprehensive introduction to the field of Meeting and Event Planning
- Those working in related fields such as entertainment, lighting, audio/visual, sound, and catering who are looking for additional knowledge to further their skills and enhance their competitive edge.
- Those in the hospitality industry who work with meeting and event planners such as hotel sales and convention service managers.

What positions might this certificate lead to?

- Meeting Manager
- Meeting Coordinator
- Event Manager
- Event Coordinator
- Wedding Planner
- Training Director
- Trade Show Manager
- Incentive Travel Manager
- Corporate Travel Manager
- Marketing Manager
- Public Relations Manager
- Executive Assistant
- Administrative Assistant
- National Sales Manager
- Executive Director

The Advisory Board

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

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

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

Linda Hilton, Director of Sales, Hilton Sales Worldwide

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

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

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

CERTIFICATE OF COMPLETION IN MEETING AND EVENT PLANNING

Course Listings

Required Courses

- Introduction and Fundamentals of Meeting Planning
- Special Event Management
- Negotiations and Contracts
- Site Selection and Inspections
- Marketing and Promotion/ Financial Management
- Food & Beverage Management/Room Set Ups for Extended Education
- Audio Visual and Technology Today

Elective Course

(Offered Alternate Semesters)

- Wedding Planning,
- or
- Planning Global and Incentive Meetings

MEX 901-01 Introduction and Fundamentals of Meeting Planning

.6 CEUs CRN 30503

This course will answer the following questions: How can I become a meeting professional and what are my opportunities? What types of jobs are available? Should I work for myself or someone else? What salary can I expect to make?

This course will also provide an overview of the industry, and information regarding resources, professional organizations, and career possibilities.

Learn the step-by-step plans to assure that your meeting fits the needs of the audience, creates an environment for learning, stays within budget, and remains on time. This class will not only explain the process, but will provide quick tips for success with identifying goals and objectives, developing timelines and budgets, and establishing a meeting design. You will learn to write specifications for the venue, establish registration procedures, and manage and evaluate the event.

Instructor: Marjorie Y Risinger, CMP.

Risinger is a Partner in the firm of Rosenberg & Risinger, The Meeting Professionals. She has been a meeting planner for the past 25 years, planning meetings and trade shows for both corporations and associations. She has been an instructor for Meeting Professionals International (on the local and international level), IAEM, PCMA, HSMIA, LABTA and other associations.

1 mtg: Sat Jun 12
9am-4pm (1 hour lunch)
CSUDH EE 1210
\$90

MEX 902-01 Special Event Management

.6 CEUs CRN 30502

This course will provide you with tools to improve the effectiveness of your special events. Develop your skills as an Event Manager as you identify the potential challenges to a successful event and select appropriate solutions.

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

Instructor: Charmaine Wilkerson is the owner of "And Here's Lilly", a full event production company specializing in corporate and social events. She has been in the event management industry for over 10 years and has had major contracts with fortune 100 companies. She has been on the management team of the last three Presidential Inaugurations, the Opening of the Reagan Library, and the Oscars and Emmy's Governor's Ball to name a few.

1 mtg: Sat Jun 19
9am-4pm (1 hour lunch)
CSUDH EE 1210
\$90

MEX 903-01 Negotiations and Contracts

.6 CEUs CRN 30504

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

Specifically, contract clauses and liability issues will be discussed.

Instructor: Gary Rosenberg, CMP, is a partner in the firm of Rosenberg & Risinger, The Meeting Professionals and has 20 years of meeting industry experience. He has taught meeting and convention management courses for universities and meeting associations. He is on the Board of Directors of the Southwest & Pacific Chapter of the Professional Convention Mgmt. Assoc., is a past president of the Southern California Chapter of Meeting Professionals International, and received the "Planner of the Year" award from the chapter.

1 mtg: Sat Jun 26
9am-4pm (1 hour lunch)
CSUDH EE 1206
\$90

MEX 904-01 Site Selection and Inspections

.6 CEUs CRN 30505

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

Instructor: Marjorie Y. Risinger, CMP
(Note: This course will be off campus.)

1 mtg: Sat Jul 10
9am-4 pm (1 hour lunch)
Off-campus
\$90

MEX 905-01 Marketing and Promotion/Financial Management

.6 CEUs CRN 30506

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

Instructor: Carroll Reuben is a Certified Meeting Professional and holds the Certification in Meeting Management designation (C.M.M.). She has been a corporate event director for more than 25 years, and has produced highly complex events in most destination cities in the U. S. and Europe. Specializing in high technology events and trade shows, she received the MPI Global Paragon Award for the Best Meetings in 2000. Currently, Carroll presents training sessions and consulting services for event professionals in the corporate, hotel and association industries.

1 mtg: Sat Jul 17
9am-4pm (1 hour lunch)
CSUDH EE 1210
\$90

BUSINESS

CERTIFICATE OF COMPLETION IN MEETING AND EVENT PLANNING

MEX 906-01 Food and Beverage Management/Room Set Ups

.6 CEUs CRN 30507
Food and beverages are essential to making an event a success, as is an appropriate room set up. In this course you will learn to work with the catering department to develop exciting and healthy menus, and how to determine the appropriate set up of a room. Tips and tricks for staying within the budget, and the importance of record keeping will be discussed.

Instructor: Marjorie Y. Risinger, CMP

1 mtg: Sat Jul 24

9am-4pm (1 hour lunch)

CSUDH EE 1210

\$90

MEX 907-01 Audio Visual and Technology Today

.6 CEUs CRN 30508
Knowledge of audio visual technology has become more critical in this age of computers and electronics. You will learn about the technology which is available, and how to use the equipment effectively. Topics such as

teleconferencing, multimedia, and the planning of successful productions will be discussed.

Instructor: Michael Herman has managed the audiovisual departments of some of the finest hotels in Los Angeles and Santa Monica. He has many years of experience supporting the audiovisual requirements of meetings and events.

1 mtg: Sat Jul 31

9am-4pm (1 hour lunch)

CSUDH EE 1210

\$90

MEX 908-01 Planning Global and Incentive Meetings

.6 CEUs CRN 30509
• How to deal with the languages & money issues
• How to find suppliers
• How to make incentive different from a "typical tour"

This course provides insights into implications of planning global & incentive meetings, including: politics, culture, current affairs, etiquette & protocol; recognizing differences in language &

communication, legal & financial matters, culinary choices, shipping & customs, risk assessment & managing travel; valuing the benefits of vendor & supplier partnerships; & accessing available resources through references and checklists. Understanding or previous background in basic meeting planning is preferred.

Instructor: David Finch

David W. Finch, CMP is a meeting specialist for Amgen Inc. in Thousand Oaks, CA. He is a certified meeting professional (CMP) and has over 15 years of association, non-profit and corporate experience in the pharmaceutical, digital telecommunications and television industries. He has published articles and been quoted in industry magazines such as Meeting News, Corporate & Incentive Travel, and Event Solutions. David holds BA degrees in international relations & French, and has traveled and planned meetings in over 25 countries in North and South America, Europe, Asia and the Middle East.

1 mtg: Sat, Aug 7

9am-4 pm (1 hour lunch)

CSUDH EE-1210

\$90

Try one of our 3 hour seminars to expand your knowledge of Meeting & Event Planning!

NMEP 101-01 Basic Dining Etiquette

Non-credit CRN 30510

How to dine & entertain without collapsing (yourself and your budget)!

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

Are you attending company banquets, dining with prospective employers, going on a date, or hosting friends and family at home?

Learn from one of the premier party planners in Los Angeles the valuable secrets of how your first impression can be a success. Topic covered:

- Table Manners
- Proper ways to eat certain foods
- Blunders to avoid in restaurants
- International Protocol
- Guidelines for entertaining at home
- Dining on a Budget

Mastering the Art of Dining and Entertaining will enhance your social and business skills while giving you the confidence of becoming "Fork Literate."

Instructor: Liliana Wilkerson is the Founder and Owner of And Here's Lilly Event Management, which has earned the highest pinnacles of corporate fine dining, private and off-site entertaining. Liliana earned the respect and privilege to plan and manage events for heads of state and dignitaries, including U.S. Presidents Bush, Sr. and Reagan, Lady Margaret Thatcher, Mikhail Gorbachev, and Prince Andrew, Duke of York. Lilly earned her Bachelor's in Hotel and Restaurant Management from Cal Poly Pomona. She also teaches Event Management at CSUN's College of Extended Learning.

1 mtg: Sat Aug 14

9am - 12pm

CSUDH EE 1210

\$50

NMEP 102 Event Planning for Non-Profit Organizations

Non-credit CRN 30511

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

Are you in development, marketing, a volunteer or a staff member for a non-profit organization?

This course will describe the basic elements in coordinating successful fundraisers. The topics covered include:

- Logistics
- Budget & Goals
- Ideas for Fundraisers
- Managing Volunteers
- Food & Beverage Concepts

Event Planning for Non-Profit Organizations will expand your knowledge of non-profit organizations in a quick, 3 hour seminar.

Instructor: Charmaine Wilkerson

1 mtg. Sat Aug 14

1-4 pm

CSUDH EE 1206

\$50

TWO CERTIFICATE PROGRAMS IN SUPPLY CHAIN MANAGEMENT:

- PURCHASING
- PRODUCTION & INVENTORY CONTROL

Who Should Attend

The Certificate programs are designed for those who wish to gain a broad education in the principles of supply chain management. Those already in this growing field as well as those anticipating a career change will benefit from this practical training taught by leading professionals currently employed in production and inventory control and/or purchasing. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to help students prepare for the APICS CPIM Certification Exams or ISM (NAPM) Purchasing CPM Certification Exams.

The Cost

The tuition fee for a class taken on the CSUDH campus is \$405. The fee for courses taken over the Internet is \$450 per class.

Books and Materials

Students taking classes on campus should arrange to purchase textbooks and other materials directly from the CSUDH Bookstore. Books for the LAPICS Internet classes must be ordered through APICS at www.apics.org or for the Purchasing Internet classes through ISM at www.ism.ws

Location

Classes meet on the CSUDH campus in Carson. The classrooms are located in the Extended Education Building. A parking fee of \$2/day is charged on campus. Students taking Internet classes do not need to come to campus.

Employment Opportunities

Production & Inventory Control and Purchasing Certificate holders find employment in aerospace, electronics, military, hospitals, retail, and warehousing.

Requirements

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit. Students must complete 5 courses and achieve an over-all grade point average of 2.5 (C+) or better to receive the certificate. The certificate must be completed within 3 years once the student has started the program.

Taking Online Classes from CSUDH

Classes offered via the World Wide Web provide the same curriculum as those offered on campus and at local business and industry sites. Students who feel comfortable sending e-mail and "surfing the web" are prepared to participate in CSUDH Online coursework.

Minimum Computer Requirements

In order to participate, you need an e-mail account and access to the World Wide Web. The minimum computer requirements are a Pentium 2, 32mg RAM, Windows 95, 98 or NT, 56K modem, Netscape 4.0 or Internet Explorer 4.0.

For a listing of Quality Assurance courses and programs refer to page 87.



For more information:
 call (310) 243-3741 or
 email hall.joan@verizon.net
 or visit the website:
www.csudh.edu/lapiconline
www.csudh.edu/purchasingsonline

BUSINESS

SUMMER 2004

BUSINESS

PURCHASING CERTIFICATE PROGRAM

Courses

PRX 200 Purchasing Fundamentals

Course examines the fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental concepts, methods and techniques used to evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.

PRX 200-41 must be taken first before taking the other courses.

PRX 310 Cost/Price Analysis and Negotiation

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

PRX 330 Public Sector Procurement

Course examines the relative aspects unique to Public Sector Purchasing as well as comparing and contrasting the legal and regulatory consideration inherent to this environment with those of Private Sector Procurement.

PRX 340 Advanced Purchasing Concepts

Through the detailed examination of case studies, students explore the real-world application of purchasing concepts including specification, standardization, supply, legal and ethical issues, partnering, total quality procurement and logistics.

PIX 319 Basics of Supply Chain Management

Course provides a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The fundamental concepts and specialized vocabulary of this field are covered.

Summer 2004 Schedule

(13 weeks)

ON CAMPUS Schedule

PIX 319-01 Basics of Supply Chain Management

3 units CRN 38029

G. Monterroso

13 mtgs: Tu Apr 6-Jun 29

6-9pm

CSUDH EE 1209

\$405

INTERNET Schedule

PIX 319-41 Basics of Supply Chain Management

3 units CRN 38031

J. Hall

Tu Apr 6-Jun 29

\$450

PRX 200-41 Purchasing Fundamentals

3 units CRN 38033

F. Putz

Tu Apr 6-Jun 29

\$450

PRX 330-41 Public Sector Procurement

3 Units CRN 38034

F. Putz

Tu Apr 6-Jun 29

\$450

Fall 2004 Schedule

(13 weeks)

ON CAMPUS Schedule

PIX 319-01 Basics of Supply Chain Management

3 units CRN 42047

G. Monterroso

Tu Sep 7-Nov 30

6-9pm

CSUDH EE 1209

\$405

INTERNET Schedule

PIX 319-41, Basics of Supply Chain Management

3 units CRN 42048

J. Hall

Tu Sep 7-Nov 30

\$450

PRX 200-41, Purchasing Fundamentals

3 units CRN 42044

F. Putz

Tu Sep 7-Nov 30

\$450

PRX 340-41, Advanced Purchasing Concepts

3 units CRN 42045

F. Putz

Tu Sep 7-Nov 30

\$450

Visit us on the Web!

www.csudh.edu/purchasingonline

PRODUCTION & INVENTORY CONTROL CERTIFICATE PROGRAM

In Cooperation with the Los Angeles Chapter, APICS (LAPICS)

Courses

PIX 319 Basics of Supply Chain Management

Course provides a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The fundamental concepts and specialized vocabulary of this field are covered.

PIX 319 must be taken first before taking the other courses.

PIX 331 Detailed Scheduling/Planning

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

PIX 332 Operations Execution/Control

Students focus on prioritizing work, executing work plans and implementing controls, reporting activity results and providing evaluation feedback on performance. The course explains techniques for scheduling and controlling production processes, execution of quality initiatives and control of inventories.

PIX 333 Master Planning of Resources

Students explore processes to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules consistent with business policies, objectives, and resource constraints.

PIX 340 Strategic Management of Resources

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

Summer 2004 Schedule ON CAMPUS Schedule

PIX 319-01 Basics of Supply Chain Management

3 units CRN 38029
G. Monterroso
 Tu Apr 6-Jun 29
 6-9pm
 CSUDH EE 1209
 \$405

PIX 332-01 Operations Execution & Control

3 Units CRN 38030
S. Buchwald
 Tu Apr 6-Jun 29
 6-9pm
 CSUDH EE 1218
 \$405

INTERNET SCHEDULE

PIX 319-41 Basics of Supply Chain Management

3 units CRN 38031
J. Hall
 Tu Apr 6-Jun 29
 \$450

PIX 333-41 Master Planning of Resources

3 Units CRN 38032
J. Hall
 Tu Apr 6-Jun 29
 \$450

Fall 2004 Schedule ON CAMPUS Schedule

PIX 319-01 Basics of Supply Chain Management

3 units CRN 42047
G. Monterroso
 Tu Sep 7-Nov 30
 6-9pm
 CSUDH EE 1209
 \$405

PIX 340-01 Strategic Management of Resources

3 units CRN 42049
S. Buchwald
 Tu Sep 7-Nov 30
 6-9pm
 CSUDH EE 1218
 \$405

INTERNET SCHEDULE

PIX 319-41 Basics of Supply Chain Management

3 units CRN 42048
J. Hall
 Tu Sep 7-Nov 30
 \$450

PIX 332-41 Operations Execution & Control

3 units CRN 42046
J. Hall
 Tu Sep 7-Nov 30
 \$450

Visit us on the Web!
www.csudh.edu/lapiconline

Please see page 9, **Special Major Bachelor of Arts Degree**, for those who have completed the Production and Inventory Control Certificate Program

For a listing of Quality Assurance courses and programs refer to page 87.

PROJECT MANAGEMENT CERTIFICATE *Back For 2004!*

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

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

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

For more information
Please contact Jerry Alston at
jalston@csudh.edu

Who Should Attend

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

Program Benefits

- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Prepares those qualified to sit for the Project Management Professional exam.
- Learn techniques for effectively coordinating and managing all aspects of a project including team leadership, project risk and financial analysis, evaluation and control techniques, project planning and decision-making.
- Explore the international dimensions of project management

Certificate Requirements

A certificate is awarded upon successful completion of five required courses. After you have completed all requirements, you may request to receive your official certificate by completing the [Request for Certificate Form](#) available on the website and return it to our offices.

Summer 2004

Introduction & Overview of Project Management—PMX 900

1.6 CEUs CRN 30481

Th 6-9pm
Jun 24 & Jul 1
CSUDH EE 1206
\$96

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

Project Scope & Risk Analysis—PMX 903

1.5 CEUs CRN 30482

Th 6-9pm
Jul 8 - Aug 5
CSUDH EE 1206
\$240

Students gain an understanding of the discipline involved in utilizing individuals involved with the project. In addition this class focuses on the processes required to acquire goods and services from outside the performing organization. This class emphasizes the project quality and project communications management knowledge areas in the "Project Management Body of Knowledge," (PMPOK).

Project Time and Cost Management—PMX 904

1.5 CEUs CRN 42052

Th 6-9pm
Aug 12 - Sep 9
CSUDH EE 1206
\$240

Students gain an understanding of how to ensure the project will satisfy the needs for

which it was undertaken. This class will focus on generation, collection, dissemination, storage, and ultimate disposition of project information. This class emphasizes the project quality and project communications management knowledge areas in the "Project Management Body of Knowledge" (PMBOK).

Project Human Procurement Management—PMX 901

1.5 CEUs CRN 42053

Th 6-9pm
Sep 16 - Oct 14
CSUDH EE 1206
\$240

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

Project Quality and Communication Management—PMX 902

1.5 CEUs CRN 42054

Th 6-9pm
Oct 21-Nov 18
CSUDH EE 1206
\$240

Students gain an understanding of and an appreciation for the discipline involved in ensuring timely completion of projects within the approved budget. This class emphasizes the project time and project cost management knowledge areas as discussed in the "Project Management Body of Knowledge" (PMPOK).

Instructor

Steve Buchwald, MA, CIRM, PMP; instructor for the APICS program, has over 20 years of industry experience as a manager and consultant, and is certified as a professional project manager.

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

For a listing of Quality Assurance courses and programs refer to page 87.

CERTIFICATE OF COMPLETION IN SPORTS TURF MAINTENANCE

Population growth has led to a corresponding increase in the demand for sports facilities. Not only are there more individuals involved in sports activities, but participation and attendance in sporting events is also on the rise. The ongoing popularity of sports played on turfgrass such as soccer, football, baseball, and golf continues to attract new audiences. While media attention draws fans across the country, companies that align their products and services with sporting events and athletes further heightens the popularity of these sports.

New construction and renovation of athletic fields have increased in response to the demand for sports fields. New fields are being constructed or renovated for all levels of play including youth sports, club sports, city parks, schools, colleges/universities, and professional teams. These facilities require a significant investment in equipment and the type of turfgrass installed on the fields. As a result, there is a growing demand for individuals who possess the knowledge and ability to maintain high quality turf that looks good and is safe for play.

Launching your career in the turfgrass industry can lead to a variety of exciting job opportunities that blend your love for sports with science and technical skills. Sports turf managers can be involved in a variety of tasks including managing sporting and non-sporting events on and off the field, sport-specific preparation and maintenance in addition to game setup. If you love sports and enjoy the outdoors, explore career opportunities in sports turf management.

What You Will Learn

This course will prepare students for entry-level employment in sports turf maintenance and related occupations. Through lectures and assignments, students gain basic knowledge and skills needed to support sports turf managers in maintaining sports fields found in schools, universities, public parks and sports stadiums. By participating in an internship program, students gain hands-on experience, learn the terminology used in the industry, and gain confidence in their skills. Students unable to participate in the internship program have the option of completing a field project.

Who Should Attend

- Individuals interested in pursuing entry-level employment in sports turf management
- Individuals who enjoy working outdoors and/or have an interest in sports related employment
- Individuals possessing the enthusiasm to learn more about the sports turf industry

Certificate Requirements

A certificate of completion will be awarded upon successful completion of seven required courses and an approved, supervised internship or project.

After you have completed all requirements, you may request to receive your official certificate by completing a Request for Certificate Form and returning it to our office.

Advisory Board Members

Steve Dugas, Manager/Landscape Services, CSU Fullerton

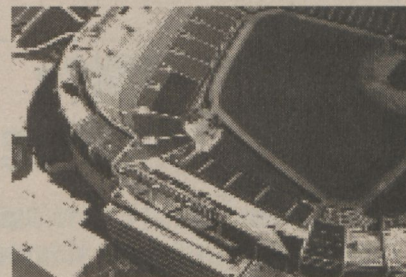
Dr. Kent Kurtz, Professor, Horticulture/Plant & Soil Science, CSU Pomona

Terry Lortz, Superintendent of Golf, City of Long Beach

Theresa Maceyka, Park Maintenance Supervisor, Maintenance Operations Bureau, City of Long Beach

Lee Miller, Superintendent, Maintenance Operations, City of Long Beach

Kyle Waters, Director of Sports Turf & Grounds, Home Depot Center



BUSINESS

Required Courses

NMST 100-01 Exploring Career Opportunities in Sports Turf Management
Noncredit CRN 30598

K. Parkins

1 mtg.: Mon Jun 21

9am-4pm

CSUDH EE1206

Cost: \$75

This course provides a broad overview of the sports turf industry. Students will learn about the responsibilities involved in proper field maintenance as well as explore career opportunities in sports turf management and related occupations. Students will learn basic terminology used in the field. Industry organizations for professional development will be discussed.

NMST 101-01 Turf Grass Science Basics
Noncredit CRN 30599

Staff

1 mtg.: Mon Jun 28

9am-4pm

CSUDH EE1206

Cost: \$75

Students will be introduced to the names and types of turf grasses and learn about the factors that influence its growth. Topics will include a discussion of regional climatic zones in the United States and the types of turf grass that can best adapt to each region.

CERTIFICATE OF COMPLETION IN SPORTS TURF MAINTENANCE

NMST 102-01 Soils and its Impact on Sports Turf

Noncredit CRN 30600

Staff

1 mtg.: Mon Jul 12

9am-4pm

CSUDH EE1206

Costs: \$75

The practical aspects of soils as they relate to sports fields will be covered. Students will learn about soil types and how the physical properties of soils affects turf grass growth.

NMST 103-01 Fertilizers

Noncredit CRN 30601

K. Parkins

1 mtg.: Mon Jul 19

9am-4pm

CSUDH EE1206

Cost: \$75

This course will cover the main components of fertilizers, basic requirements for plant growth and development, and basic application techniques. Students will also learn how to perform basic calculations needed for mixing and applying fertilizers on the field.

NMST 104-01 Pest Management Practices for Sports Fields

Noncredit CRN 30602

K. Parkins

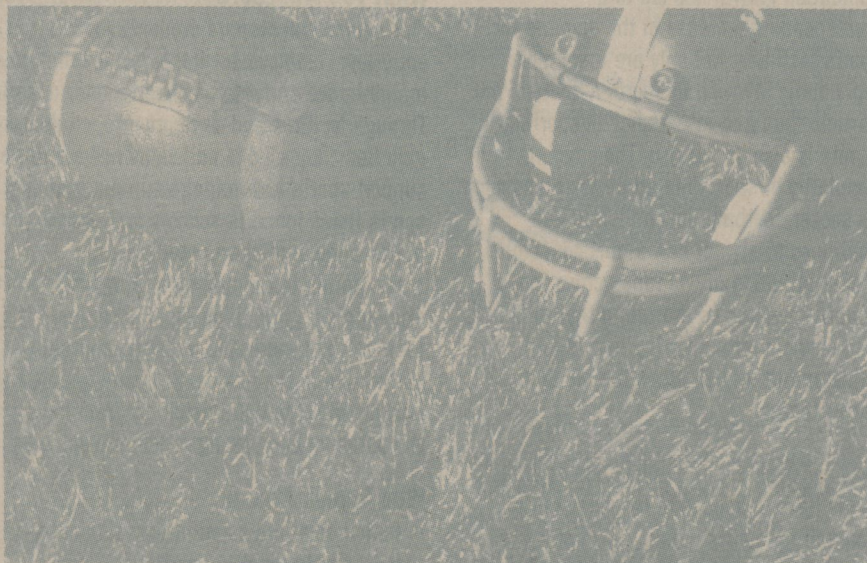
1 mtg.: Mon Jul 26

9am-4pm

CSUDH EE1206

Cost: \$75

The practical strategies and safety practices for controlling and/or preventing weeds, disease, and insects in turfgrass will be introduced. Students will learn about environmental and safety considerations including regulatory agencies governing pesticide usage, licensing requirements for applicators, and labeling.



NMST 105-01 Sports Turf Irrigation

Noncredit CRN 30603

Staff

1 mtg.: Mon Aug 2

9am-4pm

CSUDH EE1206

Cost: \$75.00

This course teaches the basics of sports turf irrigation systems and the basic relationship between soil, water and turfgrass. It will also introduce basic system components employed for efficient operation.

NMST 106-01 Sports Turf Management

Noncredit CRN 30604

Staff

1 mtg.: Mon Aug 9

9am-4pm

Location: TBA

Cost: \$75

This course will provide a broad overview of the basic management principles and practices required for establishing and maintaining specific turfgrass systems used in a variety of sports fields.

NMST 107-01 Career Planning

Noncredit CRN 30605

K. Parkins

CSUDH EE1206

Cost: \$75

An approved, supervised work experience to provide hands on application of the knowledge and skills learned in the classroom. Students unable to participate in an internship program have the option of completing a field project which will include research and identification of employment opportunities, employer expectations and career planning.

All students will be required to attend two class meetings-Tuesday, June 22, 2004 from 9 a.m. to 12 p.m. and Monday, August 16, 2004 from 9 a.m. to 12 p.m. in addition to required fieldwork.

For more information:
call Angeli Logan at (310) 243-3352
email alogan@csudh

visit us online at
<http://www.csudh.edu/extendeded>

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CYBER SECURITY

**"Is your computer and communications network vulnerable to security breaches and criminal activity?"
 Protect your investments NOW!**

Learn what you need to know to get into this exciting field. (See pg. 43)

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 email: eereg@csudh.edu

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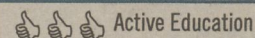
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MICROSOFT® EXCHANGE SERVER

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INDIVIDUAL I.T. CLASSES ONLINE

Active Education Classes



LEARN "IT" ONLINE!

Online Information Technology Courses

Sharpen your skills!

Prepare for certification!

An extensive offering of IT courses...

CSUDH Extended Education has teamed with ActiveEducation to offer a variety of online courses to expand your knowledge of Information Technology ... without driving to class!

We offer a variety of courses that include Microsoft Office 2000 applications such as Word, Excel, PowerPoint, and Access. We also offer programming courses for e-business in HTML, XML, C#, ASP, and Java. Plus we offer additional IT courses!

You can register for Mini Courses for as little as \$19 to see if e-learning is for you. Or, you can take individual courses that cost \$75 - \$200, and that require 6 to 8 hours to complete - and you will have 3 months to complete the course! Plus, CSUDH offers "package deals" that will save you 100s of dollars!

And, you won't have to waste valuable time studying topics you already know since our pre-tests will determine what YOU need to learn!

What are the requirements?

Courses can be accessed via a 28.2 k modem.

A Flash plug-in so download times are minimal and there are no firewall issues.

Are printed guidebooks available?

Yes! Printed guidebooks are not necessary to take these courses, but you can order them if you like. Check our website to see how to order guidebooks directly from the publisher! (Go to www.activeeducation.com/csudh, and click on the "Buy Guidebooks" tab.)

Can I e-mail the instructor!

Yes! If you need help with the course content, you will be able to e-mail a Virtual Instructor for assistance. Virtual Instructors respond usually by e-mail within 24 business hours.

Why did CSUDH partner with ActiveEducation?

The courses contain quality content, and are technically accurate, comprehensive and rigorous.

ActiveEducation has won three medals from the Society for Technical Content, and it's courses are consistently ranked as "4-star" or "5-star" (out of a possible 5 stars) by Lguide.com and VirtualLearn.com!

Prepare for Certification!

Save hundreds of dollars by signing up for package deals that prepare you to take certification tests. Certifications will set you apart by providing proof of your skills to your employer, or help you get that promotion or new job you want.

Here are two packages that will prepare you to take certification tests:

- Microsoft Office 2000 Passport - \$149
- Java 2 Series - \$499

See the pages that follow for more information regarding these exciting packages!

(Note: Certification tests must be taken at certified testing centers in Southern California such as Prometrics.)

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

SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE

Active Education Classes



Active Education

COMPUT
TECHNO**\$149!****NGMS 100 MICROSOFT OFFICE 2000 PASSPORT**

Noncredit

CRN 42144

Do you want to prove to your employer that you are an expert in Microsoft Office 2000 applications? Then take all 15 courses that prepare you for MOUS certification... and pay only \$149! If you were to take all 15 courses individually, the cost would be \$1050.00. You save \$901 by registering for the series!

And remember...you won't have to waste valuable time studying topics you already know since our pre-tests will determine what YOU need to learn!

Here are the courses you will have access to for one full year!

- Introduction to PCs
- Word 2000 Introduction
- Word 2000 Intermediate
- Word 2000 Advanced
- Excel 2000 Introduction
- Excel 2000 Intermediate
- Excel 2000 Advanced
- PowerPoint 2000 Introduction
- PowerPoint 2000 Intermediate
- PowerPoint 2000 Advanced
- Access 2000 Introduction
- Access 2000 Intermediate
- Access 2000 Advanced
- Outlook 2000 Introduction
- Outlook 2000 Intermediate

Testing Centers
To locate authorized testing centers
for MOUS Certification go to
<http://www.MOUS.net>
(note: Price of online course does not include
the cost of the certification test.)

ONLINE: ONE-YEAR ACCESS FROM DATE OF REGISTRATION. \$149

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

SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE

Active Education Classes



Prepare for Java Certification!
\$499 (save \$301!)



NGJA 110 Java 2 Series

Noncredit CRN 42093

Sun Microsystems, BEA Systems, Hewlett-Packard, IBM, Oracle, and Sybase joined together in 1999 to create a common skills roadmap for training on the Java platform. The jCert program has been defined to include common exams recognized by all participating companies as well as including vendor-specific exams meeting the jCert specification. Programmers and developers can prepare for the Sun Certified Programmer for the Java™ Platform 1.2 certification (exam number cx-310-025) by taking our Java courses.

More information about jCert may be found at www.jcert.org.

Here are the courses you will take:

Java 2 Introduction

Java is a general purpose programming language with a number of features that make the language well suited for use on the World Wide Web. This online course teaches fundamental concepts of object-oriented programming using Java 2. It teaches the building blocks of Java including classes, objects, methods, variables, comments, arrays, conditional statements, loops, constructors, overloading, and overriding.

Java 2 Intermediate I

This online course covers Java concepts involving graphics and more complex programming structures. Coverage includes applets; painting and basic drawing; different uses of fonts, fontmetrics, color and multimedia; simple threads and animation; and inner classes, interfaces, and events used to create complex programs.

Java 2 Intermediate II

This online course covers Java concepts involving graphics and complex programming structures. Coverage includes adding objects and controlling layout; functions of the AWT; applets and applications use; and basic Swing.

Java 2 Advanced

This online course covers the advanced concepts necessary to make full use of Java across platforms and organizations: Users will learn the Java I/O; how to use Readers and Writers; how to implement Java networking; multithreads; and how to bring it all together.

Online Six months access from date of registration.

\$499

Learn XML!

\$459 (save \$141)

NGXM 110 XML Series

Noncredit CRN 42193

Here are the courses you will take:

XML Introduction

This online course teaches the basic knowledge necessary to create simple XML documents. Topics include creating simple XML documents, expressing hierarchies, creating attributes, using CDATA sections, DTDs, and style sheets.

XML Intermediate

This online course teaches intermediate skills necessary for using XML as a platform-independent method of exchanging data. Topics include namespaces, Data Islands, Schemas, and metadata characteristics.

XML Advanced

This online course teaches advanced skills that allow the XML professional to access, format, and manipulate XML data. Topics include XSLT, XSL, XLink and XPointer, and working with multiple XSL templates

Online Six months access from date of registration.

\$459

Testing Centers

To locate authorized Testing Centers for Java programming Certification, go to www.jcert.org

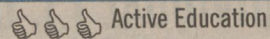


SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE

Active Education Classes



Save on Course Series!

NGDC 113 Microsoft Windows 2000 Series
Noncredit CRN 42097
Estimated hours to complete - 18-25.

Microsoft Windows 2000 Professional: Introduction

This engaging, online course will teach you how to move, use, and resize windows; use menus, icons, and dialog boxes; start and use WordPad, Paint, and the Help system; manage files and folders; access and search the Internet; use Windows with a network; use Outlook Express; and customize Windows on your computer.

Microsoft Windows 2000 Professional: Advanced

You'll learn more about customizing Windows, installing and uninstalling software and hardware, and monitoring computer performance.
Online Six months access from date of registration.

\$99 (save \$61!)

NGMS 113 Microsoft Access 2000 Series
Noncredit CRN 42148
Estimated hours to complete - 18-25.

Microsoft Access 2000:

You'll learn how to create tables; design data entry forms; find, replace and sort data; query a database; and design reports. This course can be personalized according to what you need to learn based on pre-assessment test results.

Microsoft Access 2000: Intermediate

This online course will teach you how to manipulate database objects, create queries, customize forms, use Access on the Web or intranets, and repair databases, all essential skills for database creators.

Microsoft Access 2000: Advanced

Master advanced database skills in this online course! You'll learn advanced macro creation; working with tables, forms, and graphs; customizing Access; working with hyperlinks; importing, exporting and replicating data; and working with queries.
Online Six months access from registration date.

\$99 (save \$126)

NGMS 123 Microsoft Excel 2000 Series
Noncredit CRN 42152
Estimated hours to complete - 18-25.

Microsoft Excel 2000: Introduction

In this engaging online course you'll learn introductory techniques for creating, formatting, and printing worksheets, creating charts, and performing functions to produce numeric calculations.

Microsoft Excel 2000: Intermediate

Learn how to work with functions and formats and work with workbook windows, perform advanced chart operations, create and manage databases, create macros, and share files.

Microsoft Excel 2000: Advanced

Learn expert Excel techniques with this online course including how to protect and audit workbooks, analyze workbook data, customize the Excel environment, use collaboration tools, standardize workbooks with templates, and use advanced list techniques.

Online Six months access from date of registration.

\$99 (save \$126!)

NGMS 142 Microsoft Outlook 2000 Series
Noncredit CRN 42156
Estimated hours to complete - 15-20.

Microsoft Outlook 2000: Introduction

Maintain a clear outlook by mastering how to send and receive e-mail, create appointments and reminders, record information about tasks to be completed, and keep track of address, phone, and personal information with this interactive online course.

Microsoft Outlook 2000: Intermediate

This engaging online course teaches you how to categorize and filter items, set permissions, importing and exporting files, and create a Web page.

Online Six months access from registration date.

\$99 (save \$51!)

NGMS 163 Microsoft PowerPoint 2000 Series
Noncredit CRN 42161
Estimated hours to complete - 18-25.

Microsoft PowerPoint 2000: Introduction
You'll quickly learn the basics of creating and producing exciting presentations.

Microsoft PowerPoint 2000: Intermediate
Learn how to format text, use bullets and lists, format paragraphs and slides, manipulate graphics and objects and prepare a presentation for viewing in this interactive online course.

Microsoft PowerPoint 2000: Advanced

Learn how to use the textwrap feature, edit clip art, convert slides to other formats, add sound to a presentation, use PowerPoint with other applications, and dazzle your audience!
Online Six months access from registration date.

\$99 (save \$126!)

NGMS 173 Microsoft Word 2000 Series
Noncredit CRN 42165
Estimated hours to complete - 18-25.

Microsoft Word 2000: Introduction

In this hands-on, online course you'll learn how to create, edit, format, and print documents, as well as set tabs, add headers and footers, work with graphics, and check your spelling and grammar.

Microsoft Word 2000: Intermediate

Master intermediate Word skills including how to use styles, templates, wizards, columns, tables, various formatting techniques, macros, and watermarks. You'll also learn how to create documents for the Web in this interactive online course.

Microsoft Word 2000: Advanced

Anyone who uses Word should take this online course to become an expert. You'll learn how to organize documents; create mass mailings and mailing labels with mail merge; work collaboratively, and create table of contents; footnotes and endnotes; and master documents.

Online Six months access from date of registration.

\$99 (save \$126!)

COMPUTER TECHNOLOGY

SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE



Active Education Classes

NGPR 102 Visual Basic Series
 Noncredit CRN 42168
 Estimated hours to complete - 25-30

Visual Basic Fundamentals 6 Part 1
 This online course teaches the basic concepts and language structure of Visual Basic

Visual Basic Fundamental 6 Part II
 Learn how to make your program make decisions, use functions, operators, arrays, and records, create MIDI files, and debug and distribute your programs.
 Online Six months access from date of registration.
\$299 (save \$99!)

NGPR 123 C# Series
 Noncredit CRN 42181
 Estimated hours to complete 25-30.

Introduction to C#
 Derived from C, C++, and Visual Basic, C# ("C sharp") is Microsoft's newest object-oriented programming language used with COM+ and XML based Web services on the .NET platform. This online course is a hands-on introduction to programming with C# and includes identifying the basic components of C#; writing, compiling, and running simple C# programs;

C# Intermediate
 This online course covers intermediate topics for programming in C# including handling exceptions, constructing events and event handlers, creating interfaces and delegates, creating and declaring attributes, creating custom attributes, versioning errors, creating pointers in unsafe code, creating interfaces and combining multiple interfaces.

C# Advanced
 This online course covers advanced topics in C# programming including using the Stream class;
 Online Six months access from date of registration.
\$459 (save \$141!)

NGRT 102 Crystal Reports 7 Series
 Noncredit CRN 42186
 Estimated hours to complete: 25-30.

Crystal Reports 7 Introduction
 This interactive online course teaches you how to create presentation-quality reports and analyze and format information from virtually any database.

Crystal Reports 7 Advanced
 Use this online courses to learn to create complex formulas, create and use parameter fields and advanced sections; create, link and format subreports; create formulas in cross-tab reports; create and use SQL within Crystal Reports; and use the Crystal Query Designer and Report Distribution Expert.
Online Six months access from date of registration.
\$299 (save \$99!)

**Want to test the "online" waters?
 Take a Mini Course! Only \$19 each!**

You will have access for three months from date of registration!
 Estimated hours to complete: 3.00 hrs.

NGMI 140 Outlook 2000 Intermediate: Modify Mail \$19 CRN 42112	NGMI 171 Word 2000 Introduction: Editing a Document \$19 CRN 42138
NGMI 141 Outlook 2000 Intermediate: Calendar \$19 CRN 42113	NGMI 172 Word 2000 Introduction: Working with Graphics \$19 CRN 42139
NGMI 142 Outlook 2000 Intermediate: Contacts Folder \$19 CRN 42627	NGMI 173 Word 2000 Intermediate: Autotext, Macros and Watermarks \$19 CRN 42140
NGMI 143 Outlook 2000 Intermediate: Tasks \$19 CRN 42132	NGMI 174 Word 2000 Advanced: Mail Merge \$19 CRN 42142
NGMI 160 PowerPoint 2000 Intermediate: Preparing Presentations \$19 CRN 42134	
NGMI 161 PowerPoint 2000 Intermediate: Graphics and Objects \$19 CRN 42133	
NGMI 162 PowerPoint 2000 Intermediate: Text Formats \$19 CRN 42136	
NGMI 170 Word 2000 Introduction: Document Layout \$19 CRN 42137	

SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE



Active Education Classes

Complete List of Online IT Courses

(NOTE: THE COURSES THAT DO NOT APPEAR ON PREVIOUS PAGES ARE IN *ITALIC. BOLD* TEXT INDICATES A SERIES.)

Course	CRN	TITLE/NAME	HOURS	PRICE	ACCESS TIME
NGDC 110	42095	Microsoft Project 98: Introduction	6-8	\$75	3 months
NGMS 100	42144	Microsoft Office 2000 Passport	90-120	\$149	1 year
NGMS 110	42145	Microsoft Access 2000: Introduction	6-8	\$75	3 months
NGMS 111	42146	Microsoft Access 2000: Intermediate	6-8	\$75	3 months
NGMS 112	42147	Microsoft Access 2000: Advanced	6-8	\$75	3 months
NGMS 113	42148	Microsoft Access 2000 Series	18-25	\$99	6 months
NGMS 120	42149	Microsoft Excel 2000: Introduction	6-8	\$75	3 months
NGMS 121	42150	Microsoft Excel 2000: Intermediate	6-8	\$75	3 months
NGMS 122	42151	Microsoft Excel 2000: Advanced	6-8	\$75	3 months
NGMS 123	42152	Microsoft Excel 2000 Series	18-25	\$99	6 months
NGMS 130	42153	Microsoft FrontPage 2000: Intro	6-8	\$75	3 months
NGMS 140	42154	Microsoft Outlook 2000: Introduction	6-8	\$75	3 months
NGMS 141	42155	Microsoft Outlook 2000: Intermediate	6-8	\$75	3 months
NGMS 142	42156	Microsoft Outlook 2000 Series	15-20	\$99	6 months
NGMS 143	42157	Microsoft PhotoDraw 2000: Intro	6-8	\$75	3 months
NGMS 160	42158	Microsoft PowerPoint 2000: Intro	6-8	\$75	3 months
NGMS 161	42159	Microsoft PowerPoint 2000: Inter	6-8	\$75	3 months
NGMS 162	42160	Microsoft PowerPoint 2000: Advan	6-8	\$75	3 months
NGMS 163	42161	Microsoft PowerPoint 2000: Series	18-25	\$99	6 months
NGMS 170	42162	Microsoft Word 2000: Introduction	6-8	\$75	3 months
NGMS 171	42163	Microsoft Word 2000: Intermediate	6-8	\$75	3 months
NGMS 172	42164	Microsoft Word 2000: Advanced	6-8	\$75	3 months
NGMS 173	42165	Microsoft Word 2000 Series	18-25	\$99	6 months
NGMC 100	42098	Microsoft Office 97 Passport	90-120	\$149	1 year
NGMC 110	42099	Microsoft Access 97 Introduction	6-8	\$75	3 months
NGMC 111	42100	Microsoft Access 97: Intermediate	6-8	\$75	3 months
NGMC 112	42101	Microsoft Access 97: Advanced	6-8	\$75	3 months
NGMC 113	42102	Microsoft Access 97 Series	18-25	\$99	6 months
NGMC 120	42107	Microsoft Excel 97: Introduction	6-8	\$75	3 months
NGMC 121	42108	Microsoft Excel 97: Intermediate	6-8	\$75	3 months
NGMC 122	42109	Microsoft Excel 97: Advanced	6-8	\$75	3 months
NGMC 123	42110	Microsoft Excel 97 Series	18-25	\$99	6 months
NGMC 160	42111	Microsoft PowerPoint 97: Intro	6-8	\$75	3 months
NGMC 170	42078	Microsoft Word 97: Introduction	6-8	\$75	3 months
NGMC 171	42084	Microsoft Word 97: Intermediate	6-8	\$75	3 months
NGMC 172	42085	Microsoft Word 97: Advanced	6-8	\$75	3 months
NGMC 173	42086	Microsoft Word 97 Series	18-25	\$99	6 months
NGDC 100	42094	Intro to PCs w/ Windows 98 & Office 2000	6-8	\$75	3 months
NGDC 111	42096	MS Windows 2000 Professional: Introduction	6-8	\$75	3 months
NGDC 112	42626	MS Windows 2000 Professional: Advanced	6-8	\$75	3 months
NGDC 113	42097	MS Windows 2000 Series	18-25	\$99	6 months
NGPR 100	42166	Visual Basic Fundamentals 6 Part 1	8-10	\$199	3 months
NGPR 101	42167	Visual Basic Fundamental 6 Part II	8-10	\$199	3 months
NGPR 102	42168	Visual Basic Series	25-30	\$299	6 months
NGRT 100	42183	Crystal Reports 7 Introduction	8-10	\$199	3 months
NGRT 101	42184	Crystal Reports 7 Advanced	8-10	\$199	3 months
NGRT 102	42186	Crystal Reports 7 Series	25-30	\$299	6 months

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INDIVIDUAL I.T. CLASSES ONLINE

Active Education Classes

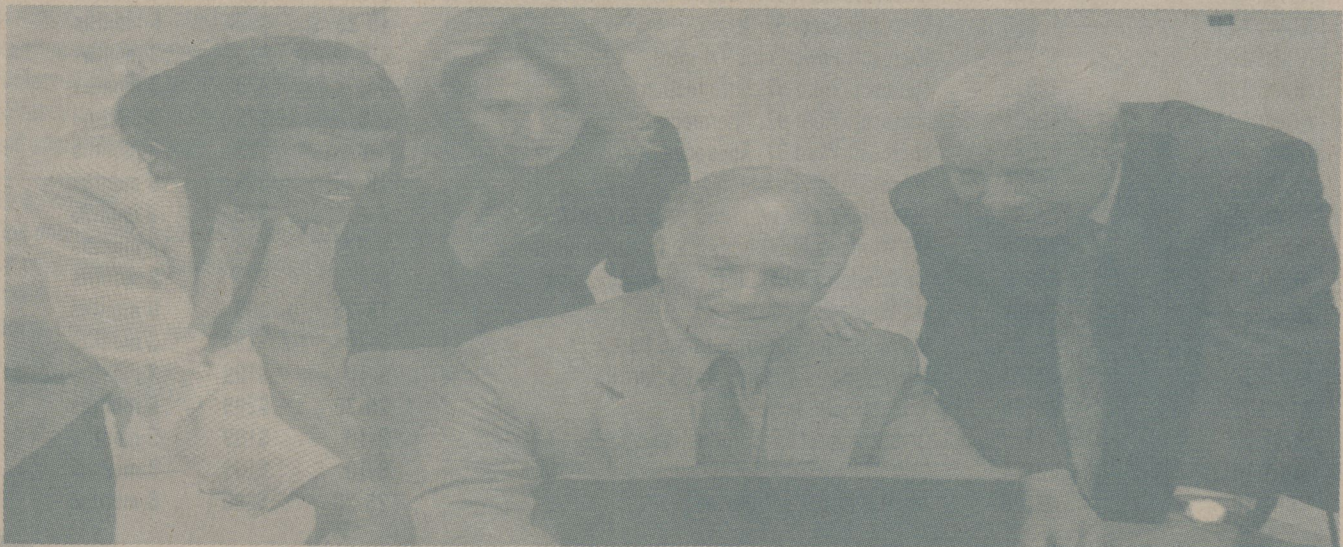


Online IT Courses

Course	CRN	TITLE/NAME	HOURS	PRICE	ACCESS TIME
NGPR 110	42174	Introduction to ASP	8-10	\$200	3 months
NGPR 120	42177	Introduction to C#	8-10	\$200	3 months
NGPR 121	42178	C# Intermediate	8-10	\$200	3 months
NGPR 122	42179	C# Advanced	8-10	\$200	3 months
NGPR 123	42181	C# Series	25-30	\$459	6 months
NGPR 130	42182	Introduction to HTML	8-10	\$75	3 months
NGJA 100	42087	Introduction to Java 2	8-10	\$200	3 months
NGJA 101	42088	Java 2 Intermediate Part I	8-10	\$200	3 months
NGJA 102	42089	Java 2 Intermediate Part II	8-10	\$200	3 months
NGJA 103	42092	Java 2 Advanced Part 1	8-10	\$200	3 months
NGJA 110	42093	Java 2 Series	25-30	\$499	6 months
NGXM 101	42188	XML Introduction	8-10	\$200	3 months
NGXM 102	42189	XML Intermediate	8-10	\$200	3 months
NGXM 103	42191	XML Advanced	8-10	\$200	3 months
NGXM 110	42193	XML Series	25-30	\$459	6 months

MINI COURSES

NGMI 140	42112	Outlook 2000 Intermediate: Modify Mail	\$19	3 months
NGMI 141	42113	Outlook 2000 Intermediate: Calendar	\$19	3 months
NGMI 142	42627	Outlook 2000 Intermediate: Contacts Folder	\$19	3 months
NGMI 143	42132	Outlook 2000 Intermediate: Tasks	\$19	3 months
NGMI 160	42134	PowerPoint 2000 Inter: Preparing Presentations	\$19	3 months
NGMI 161	42133	PowerPoint 2000 Inter: Graphics and Objects	\$19	3 months
NGMI 162	42136	PowerPoint 2000 Inter: Text Formats	\$19	3 months
NGMI 170	42137	Word 2000 Introduction: Document Layout	\$19	3 months
NGMI 171	42138	Word 2000 Introduction: Editing a Document	\$19	3 months
NGMI 172	42139	Word 2000 Introduction: Working with Graphics	\$19	3 months
NGMI 173	42140	Word 2000 Inter: Autotext, Macros & Watermarks	\$19	3 months
NGMI 174	42142	Word 2000 Advanced: Mail Merge	\$19	3 months



SUMMER 2004

COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE

Online Workshops and Certificates

If you want to learn quickly, at your own pace, and in the comfort of either your home or office, try one of these online workshops or certificates. You can choose to learn a variety of skills or knowledge, whether it's how to use your Palm Pilot, how to become a telecommuter, or how to make your home computer secure.

Some courses are instructor-led, while others are self-directed. And, in most cases, you can start your class at any time. Check our website for more details, or call simply call us to register for an interesting e-learning experience.

(Note: Online courses are subject to change throughout the semester. Please check our website for current courses.)

NOAC 3488 A+ 2003 Complete Bundle (90 Days of Online Training for PC Technicians)

Noncredit CRN 30683
\$399
Self-paced

This On-Line training provides a comprehensive study package designed to prepare a computer technician for CompTIA's A+ Certification exam.

NOAT 2991 Learn Authorware In 45 Days

Noncredit CRN 42195
\$89
Instructor-led

This is a fast paced course for learning the basics of Authorware. For someone who wants to learn about an authoring software in a short time this is the course for you. Authorware is an authoring tool used for computer-based training. The textbook guides you step by step through the development of several Authorware projects. You will need to purchase a textbook, which includes time limited Authorware software. This course is a fast paced due to the time constraints of the software. An instructor is available by e-mail to answer questions about the projects.

NOCP 101A So You Wanna Be A Telecommuter

Noncredit CRN 42197
\$69
Instructor-led

Learn from an expert how to analyze and evaluate the possibilities of working from home.

NOCT 201A Learn How to Write the Kind of Cover Letter That Gets Results

Noncredit CRN 42198
\$45
Instructor-led

A highly effective writing approach that increases the chances of getting your resume reviewed.

NOEB 2198 How to Find Legitimate Home Employment

Noncredit CRN 42199
\$19
Instructor-led

A complete guide to making your search for work at home jobs easier, including a list of companies already hiring homeworkers.

Palm Pilot

NOPC 3290 Palm OS 4.0 Introduction

Noncredit CRN 42214
\$29
Self-directed

This course is designed to familiarize users with the basic features of the Palm handheld, as well as the functionalities that come with Palm OS 4.0. Also, the Palm Desktop and HotSyncing are explored.

NOCP 3291 Palm OS 4.0 Tips And Tricks

Noncredit CRN 42218
\$29
Self-directed

This course offers tips to help students take full advantage of the many features the Palm Organizer offers them, and they will gain a better understanding of how they can use the Palm to organize their schedules.

NOPC 3293 Pocket PC Tips And Tricks

Noncredit CRN 42221
\$25
Self-directed

This course teaches students the basic features and functions of the Pocket PC and also provides tips to help students take full advantage of the many features the Pocket PC offers them.

QuickBooks

NOPC 3308 QuickBooks Pro 2001 Level 1

Noncredit CRN 42227
\$45
Self-directed

After completing this course, even students with limited accounting knowledge will be at ease using QuickBooks Pro 2001 to create and manage the financial information of a small business. Specific features of interest include the Customer Detail Center and the Vendor Detail Center.

NOPC 3309 QuickBooks Pro 2001 Level 2

Noncredit CRN 42232
\$29
Self-directed

This course will introduce students to the more advanced features of QuickBooks Pro 2001, such as generating balance sheets, creating customized reports and invoices, and amending payroll information.

NOQB 510A A Fast Track Course to Using QuickBooks Accounts Receivable

Noncredit CRN 42293
\$139
Instructor-led

The first in a series--teaches all aspects of the accounts receivable module for QuickBooks in a concentrated 5-day format.

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COMPUTERS & TECHNOLOGY

INDIVIDUAL I.T. CLASSES ONLINE

Online Workshops and Certificates

Quicken**NOPC 3310 Quicken 2000 Level 1**

Noncredit CRN 42236

\$29

Self-directed

Mastery of the topics introduced in this course will enable students to utilize Quicken 2000's automated personal financial planning features. The importance of securing files with passwords and backing up data is stressed.

NOPC 3311 Quicken 2002 Level 1

Noncredit CRN 42239

\$49

Self-directed

This course establishes a basic understanding of the essential features of Quicken Deluxe 2002, familiarizing students with the concept of financial management and the use of financial software.

NOPS 407 PC Security

How to Setup & Secure Your Home Computer

Noncredit CRN 42291

\$69

Self-directed

Having a secure computer at home is just as important today as is securing computers at work. This course will teach you how to and what steps to make sure your computer is safe.

NOPC 3313 Time Management Using Microsoft Outlook 2002

Noncredit CRN 42241

\$29

Self-directed

The course is designed to show students how to use Microsoft Outlook 2002 to plan their time. The scope of the course includes understanding time management theory/philosophy, handling stress, developing a system of organization, identifying priorities, creative problem solving, and timing teamwork.

NOPC 3331 Working With Digital Pictures

Noncredit CRN 42244

\$25

Self-directed

This course is designed to introduce amateur photographers and interested business users to the basics of digital imaging. Students will work with basic Adobe Photoshop Elements features, learning skills such as selecting areas of the images and sharing images online.

Microsoft Works**NOPC 3332 Works 2000 Level 1**

Noncredit CRN 42247

\$25

Self-directed

This course will introduce students to the basic functionalities of Microsoft Works 2000. Students will learn about databases and spreadsheets, as well as learn to create, modify, and save text documents using Microsoft Word.

NOPC 3274 Microsoft Works Suite 2002 Level 1

Noncredit CRN 42200

\$25

Self-directed

Students will learn how to organize their schedules and manage their time and money by using and editing spreadsheets and databases in this introductory course. Microsoft Works 2002 will also teach students how to create, modify, and save documents using Microsoft Word.

RoboHelp**NOTW 286 RoboHelp**

Mastering RoboHelp Office 2002

Noncredit CRN 42295

\$19

Self-directed

Why pay hundreds of dollars for basic/intermediate RoboHelp training? Learn the basics of WinHelp, WebHelp and HTML Help development--plus real world tricks and tips--with this 200-page tutorial manual.

NOTW 287 A Workshop Approach to Mastering RoboHelp Office 2002

Noncredit CRN 42297

\$385

Instructor -led

Learn from an expert and save hundreds of training dollars.



SUMMER 2004

COMPUTERS & TECHNOLOGY

CYBER SECURITY CRITICAL INFRASTRUCTURE PROTECTION IN THE INFORMATION AGE:

AN EDUCATION AND TRAINING PROGRAM

"The United States will forge an unprecedented level of cooperation throughout all levels of government, with private industry and [higher education] institutions, and with the American people to protect our critical infrastructure and key assets from terrorist attacks."

-The National Strategy for Homeland Security-

As the world becomes more and more dependent on networks of computers, it also becomes increasingly and dangerously more vulnerable to cyber intrusion and cyber terrorism. According to the United States Department of State, the creation of ease of use automated computer systems and devices that have stimulated prosperity, competitive advantages and efficiency have at the same time generated unintentional security gaps. Hardware and computer products are so easy to use that people with little technical knowledge or skill can install complex software and run it on their desktop computers.

The gap between the knowledge needed to operate a system and that needed to keep it secure results in increasing numbers of vulnerable systems. Similarly, as technology evolves more rapidly, vendors concentrate on reducing the time it takes to bring a new product to market. Frequently, those same vendors overlook security matters. Computer users depend on their systems working properly when they need them, assuming erroneously that their information technology departments are operating all systems securely. Real threats do exist and range from the corrupting of a single home-based personal computer to that of shutting down a company, a power communications system, a military operation, a law enforcement agency, and even an entire government.

THE FEDERAL INFORMATION ASSURANCE AWARENESS CAMPAIGN

The Extended Education Division at California State University Dominguez Hills

created and designed its information security management program, in accordance with the curriculum created by the Critical Infrastructure Assurance Office, to ensure that all information technology systems users are aware of current and developing security threats, and to create awareness, through training, of the security practices that will help safeguard critical information. The Extended Education awareness and training program will likewise address the shortage of skills in, and the lack of awareness of, information security among both information and communication technology and business professionals. The CSUDH program is called the Information Security Management Program.

Among the truly important objectives of this course of study are those related to the importance of understanding the need for security in an organization; identifying security problems; understanding ethical issues involved in the use of information systems security; identifying major areas of security management; ensuring physical security requirements; controlling software security; using backup procedures; managing recovery techniques, and encrypting data and controlling access to data.

The purpose of this curriculum is to engage and empower Americans to secure the portions of cyberspace that they own, operate, control, or with which they interact.

For information on this vital program, please contact: Jerry G. Alston at CSUDH at telephone number (310) 243-3355 or e-mail him at jalston@csudh.edu

Cyber Security Certificate Information Security Management Program

Program Description: The Information Security Management Program develops and validates skills for information security professionals. The ISMP is a vendor neutral Cyber Security Certificate program that enables individuals who want to achieve and acquire skills as Information Security Management Professionals.

Students will acquire an understanding of various technologies such as Networking, Operating Systems, the Internet, Firewalls, Intrusion Detection and Virtual Private Networks.

Students will also be exposed to concepts such as trusted communication and emerging security technologies like Public Key Infrastructure (PKI), biometrics, and other relevant technologies and tools.

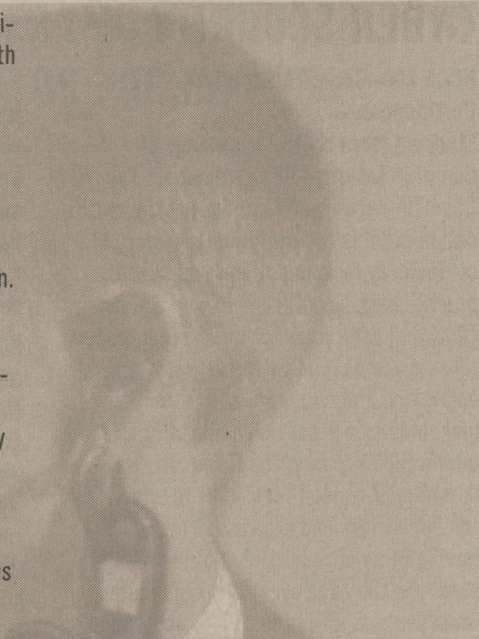
The program supplements the core components in the area of business and organizational security management by focusing on issues of current and special interest. The demand for skilled security professionals is growing significantly. The technology community identifies Security+ as the perfect way to validate your knowledge of information security.

ISMP will present varying levels of detail on critical security topics. It is expected that technology students will be more familiar with computers and networks and other security concepts, but less familiar with the legal aspects.

Students must possess basic skills in computer technology and productivity software. Although not required, some familiarity with computer networking and the Internet would be helpful. Part of the classroom experiences and exercises will be the blending of student expertise in the formation of teams. This is intended to be a general, informative and effective learning experience.

These courses are designed to examine and address critical contemporary issues in security management. All courses, prices, and materials are subject to change with/without prior notice.

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CYBER SECURITY

NCCS 200- CompTIA Security+ Certification—

Students learn critical knowledge of CompTIA Security+™ Certification. The CompTIA Security+™ vendor-neutral certification exam is the worldwide standard of competency for foundation-level security practitioners. Security+ and your Career. Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and corporate edicts. Neither technologies nor policies alone offer effective information security. The IT industry must have a well-trained work force to effectively combat hackers and decrease financial losses. Having proof of your skills and knowledge gives you the edge over other candidates when you're applying for a job, and providing proof of professional achievement. This course lays out other foundational knowledge for additional certifications and later classes in the other modules.

NCCS 201- Fundamentals of TCP/IP and the OSI Model—

Students will learn to identify and describe the functions of the seven layers of the ISO/OSI model, define and explain the five conversion steps of data encapsulation. Also covered will be an introduction to the different classes of IP addresses and subnetting; students also will learn to identify the functions of the TCP/IP network-layer protocols.

NCCS 202- Hardening The Infrastructure (HTI)—

Hardening the Infrastructure (HTI), begins with an in-depth look at TCP/IP, performing volumes of packet captures and performing analysis. Students will learn general security concepts, contingency planning, tools and techniques, security on the internet and the WWW, Router Security and ACL's, TCP/IP packet structure and security and operating system security.

NCCS 203- Network Defense and Countermeasures (NDC)—

Network Defense and Countermeasures begins with an introduction to the fundamentals of defending networks, such as the layered defense and defense in-depth strategies. The course then moves to design and implementation of firewalls, including Checkpoint Firewall, Microsoft ISA Server,

and Linux IPChains. A discussion on the implementation of VPNs follows. Students will learn the skills required by all security professionals as well as participate in a discussion of theory, with many tasks and hands-on exercises to use and become comfortable with the technologies required to defend a network.

NCCS 204- Advanced Security Implementation (ASI)—

The Advanced Security Implementation (ASI) exam has 6 Domains. The six domains covered in this course are, cryptography, digital signatures, certificates, advanced topics, such as Wireless Security, application and threats, PKI Technology, Strong Authentication, PKI Policy and Architecture. This course also examines Law and Legislation, Intellectual Property, Categories and Types of Law, Process of Handling Evidence Information Security Related Laws and Acts, and organizational Security management & communications.

NCCS 205- Biometrics Concepts and Planning (PBC)—

PKI and Biometric Concepts and Planning tackles one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Technology (PKI). The course starts with an introduction of PKI and then moves into a detailed look into Cryptography, both private and public key exchangesystems. A lesson on HIPAA discusses the requirements of this industry standard that can be applied to virtually every big industry worldwide. From this point, the course moves onto a detailed look at Digital Signatures, Digital Certificates and Biometric solutions. Strong Authentication will be experienced, followed by PKI Planning, Certificate Authorities and Pretty Good Privacy (PGP).

NCCS 206- PKI and Biometrics Implementation (PBI)—

PKI and Biometrics Implementation (PBI) continue the discussion and implementation of the Public Key Infrastructure technologies to create a trusted network environment. A detailed look at the creation of a PKI Policy and the implementation of a PKI Pilot follow the introduction of the CA and PKI Architecture. The implementation of Smart

Cards precedes an examination and implementation of technologies to secure the Windows 2000 desktop. The course then moves into Wireless Security, and a discussion of law and legislation related to computers and networks. The course concludes with a detailed look at Computer Forensics.

PROGRAM COST

The course tuition for each module is \$730.00; the total package will cost the participant \$5,110.00.

Program completers will be awarded Professional Development Certificates by the Division of Extended Education, and will be eligible to sit for the Comp TIA Security + Certification and the Security Certified Program examinations.

**Coming FALL
2004**

For more information:
call Jerry Alston (310) 243-3355,
email jalston@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded>

GET MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE) PLUS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA) PLUS SECURITY CERTIFICATIONS!

both for one price!

Back for Summer 2004!!

Microsoft training brings you closer to meeting the real-world job specifications demanded by employers in the industry. There are many reasons to pursue Microsoft Certifications:

The MCS Certifications for Windows are Microsoft's PREMIER CERTIFICATIONS. These certifications have the recognition of the industry for entry-level qualification, promotion, and rapid career growth. Attaining MSE Certification permits the technical professional to compete for high paying jobs as network engineers or system professionals in the fastest growing job market in California and the United States. According to the Bureau of Labor Statistics, computer support professionals administer and manage computer networks in corporations as they assist

- Other computer users to utilize resources efficiently; and they
- Assign permissions, control access and system security as well as:
- Troubleshoot networks and optimize performance and system managements.

California State University, Dominguez Hills will help you acquire the valid and reliable measures of technical proficiency and expertise required to pass the five core examinations and three elective examinations required for Microsoft Certified Systems Engineer (MCSE/SA) Security Plus.

The CSUDH MCS professional program prepares individuals as network managers of local and wide area networks (LAN and WAN). Achieving MCS Certification assures that an individual can install, configure, troubleshoot, and maintain daily operations of several computer workstations and servers. Regular functions of the MCS professional include installing software applications, setting up preparation of worksta-

tions, adding and removing network users, troubleshooting workstations and servers, and overall management and maintenance of LANS and WANS. The MCS professional may also analyze, design, forecast, plan and implement business and networking systems.

Prerequisites: This MCSP course work is designed for individuals who have a working knowledge of Windows applications or for those individuals just interested in starting a new career in technology. Unlike on-line programs that may take more than a year to complete, our program is a concurrent face-to-face, lecture-laboratory combination employing the best instructional training strategies available. It is expected that the MCSP will have excellent analytical, communication and interpersonal skills. The current requirement by MICROSOFT CORPORATION is that candidates must pass four core and three electives in order to be certified as MCSPs. The industry requirements can be viewed at www.microsoft.com/certification/mcse.

Compensation Expectations: Salary surveys show that new MCSEs earn starting salaries

of \$35-40K annually, and reach \$60-70K within two years.

TUITION AND COURSE MATERIALS **

The full tuition for the eight modules series is \$6,056.00. Students pay for the classes one at a time at the prices indicated. The cost of the course does not include books and testing vouchers for Microsoft exams.

Important Note:

- 1) All instruction is subject to change in order to accommodate Microsoft and existing IT industry modifications.
- 2) All labs sessions are subject to candidate participation.
- 3) The hours of instruction as projected are subject to change. There may be more or fewer hours depending on the group level of ability.

Enrollment limited to 18. Seating assignments based on presentation of receipt for fee payment.

Back for Summer 2004!!

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MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE & MCSA) AND SECURITY PLUS

Summer 2004 Schedule

NCDB 210-01 Installing, Configuring and Administering Windows Professional

32 Hours CRN 30485

A. Laique

Mon & Wed Jun 7-Jun 30

6-10pm

CSUDH EE 1202

\$757

NCDB 215-01 Installing, Configuring and Administering Windows Server

24 Hours CRN 30486

A. Laique

Mon & Wed Jul 7 - 26

6-10pm

CSUDH EE 1202

\$757

NCDB 216-01 Implementing & Administering a Microsoft Windows Network Infrastructure

24 Hours CRN 30487

A. Laique

Mon & Wed Jul 28-Aug 16

6-10pm

CSUDH EE 1202

\$757

NCDB 217-01 Implementing and Administering a Microsoft Windows Active Directory Infrastructure

24 Hours CRN 42056

A. Laique

Mon & Wed Aug 18-Sep 8

(no class mtg. Sep 6)

6-10pm

CSUDH EE 1202

\$757

NCDB 220-01 Designing Security for a Microsoft Windows Network

24 Hours CRN 42057

Mon & Wed Sep 13-Sep 29

6-10pm

CSUDH EE 1202

\$757

NCDB 214-01 Designing Security Enhanced Microsoft Windows Network

24 Hours CRN 42058

Mon & Wed Oct 4-Oct 20

6-10pm

CSUDH EE 1202

\$757

NCDB (SYO) 102-01 Fundamentals of Network Security

24 Hours CRN 42059

Mon & Wed Oct 25-Nov 10

6-10pm

CSUDH EE 1202

\$757

NCDB 218-01 Managing a Microsoft Windows Network Environment

24 Hours CRN 42060

Mon & Wed Nov 15- Dec 1

(no class mtg. Nov 24)

6-10pm

CSUDH EE 1202

\$757

Course Descriptions

NCDB 210 Installing, Configuring and Administering Windows Professional

The first two weeks of this course emphasizes basic computer education with additional emphasis on Microsoft DOS. Microcomputer concepts, Windows 95 and computer hardware are also covered. Fundamentals of networking are introduced as well as other key concepts of computer technology. In the remaining weeks of the course, students are taught the important aspects and details of Windows Professional computer networks; installing, configuring and troubleshooting Windows Professional Networks and enhancements over the older version of Windows NT 4.0. Student also will learn how to administer access to shared files, folders, and printers. They will be taught the important concepts of configuring and managing devices, drivers, network adapters and troubleshooting Windows Professional. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate.

NCDB 215 Installing, Configuring and Administering Windows Server

In this course students are taught the important aspects and details of Windows Server computer networks. They also learn to design, implement DNS; install, configure, and administer Active Directory. They will be taught the important concepts of system design, computer networks, security policies, terminal services, configuring remote access, DHCP, DNS, WINS, disk management, disaster protection, and managing and securing files and resources. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate.

NCDB 216 Implementing and Administering a Microsoft Windows Network Infrastructure

In this course students are taught the important aspects and details of Windows infrastructure and computer networks. Student will also learn how to design, plan and deploy Windows. They are also taught the important concepts of system design, computer networks, security policies, terminal services, configuring remote access and other important aspects of Windows network administration. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate.

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE & MCSA) AND SECURITY PLUS

Course Descriptions

MCSE/SA Security

NCDB 217 Implementing and Administering a Microsoft Windows Active Directory Infrastructure

Students are taught the important concepts of Active Directory Infrastructure. They will be taught to deploy Windows operating system remotely using Remote Installation Service. Students will learn to administer the Active Directory. They are also taught to implement and troubleshoot security in a directory services infrastructure, monitor and optimize Active Directory performance. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate.

NCDB 220 Designing Security for a Microsoft Windows Network

This elective teaches students to plan and identify security risks and requirements and define a baseline, plan security key infrastructure, control access to resources using policies and other methodologies, design terminal services, DNS, Remote Installation Services, SNMP, encryption scheme, IPsec, VPN's, extranet and intranets. This course covers all the important aspects of designing infrastructure in a Microsoft environment. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate.

NCDB 214-01 Designing a Security Enhanced Microsoft Windows Network

At the end of this course the student will be able to identify the security risks associated with managing resource access and data flow on the network, describe how key technologies within Windows are used to help protect a network and its resources, plan a Windows administrative structure so that permissions are granted only to appropriate users, plan an Active Directory™ directory service structure that facilitates security-enhanced and verifiable user account creation and administration. The course covers strategy to help protect local resources accessed by remote offices within a wide area network (WAN) environment, provide network resources, plan for an e-commerce

implementation between your organization and external business partners that facilitates business communication and a structured methodology for securing a Windows network.

NCDB 101-01 (SYO Comp TIA)

Fundamentals of Network Security

After completing this course students will be able to explain common attacks against network assets, the associated threats and vulnerabilities, and what network security personnel do to secure assets, explain how to use cryptography to help protect information and how to choose an appropriate encryption method for an organization. Students will learn how to implement security-enhanced computing baselines in an organization, help protect information in an organization by using authentication and access control, deploy and manage certificates, help protect transmission of data by identifying threats to network devices and implementing security for common data transmission, remote access, and wireless network traffic, help protect Web servers against common attacks and configure security for Web browsers, e-mail messages and instant messaging from common security threats.

NCDB 218 Managing a Microsoft Windows Network Environment (for MCSA)

This course measures student ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows. The course covers such areas as Creating, Configuring, Managing, Securing, and Troubleshooting File, Print, and Web Resources, creating shared resources and configuring access rights. It also emphasizes how to monitor and manage network security. Actions including auditing and detecting security breaches as well as Configuring, Administering, and Troubleshooting the Network Infrastructure. In addition, students will learn to configure, administer, and troubleshoot DHCP on servers and client computers. The course also covers the details of troubleshoot-starting servers and client computers. Tools and methodologies taught will include safe mode recovery, troubleshooting active directory organizational units and group policy, con-

figuring, securing, and troubleshooting remote access, virtual private network and terminal services.

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COMPUTERS & TECHNOLOGY

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) SEMINAR PROGRAM

The CISSP is clearly emerging as a foundation certification for security systems professionals. The CISSP program is designed for individuals who want to prepare to become certified information systems security professionals. Governments, corporations, centers of higher learning and organizations worldwide demand a common verification platform for and proficiency in mastering the dynamic nature of information security. The CISSP Certification can enhance a professional's career and provide added credibility to one's credentials. The CISSP credential indicates that certified individuals have experience in the field of information security, have passed a rigorous examination, subscribe to a Code of Ethics and maintain certification with continuing education.

CISSP certification program was designed by International Information Systems Security Certifications Consortium (ISC) 2 Inc., to recognize mastery of an international standard for information security, and to demonstrate understanding of a Common Body of Knowledge (CBK). ISC 2 works to ensure that accomplished and experienced IS professionals with CISSP certification program have a working knowledge of ten domains of the CBK, shown below.

1. Security Management Practices
2. Security Architecture and Models
3. Access Control Systems & Methodology
4. Application Development Security
5. Operations Security
6. Physical Security
7. Cryptography
8. Telecommunications, Network, & Internet Security
9. Business Continuity Planning
10. Law, Investigations, & Ethics

About CISSP Seminar CISSP CBK Review Seminar Structure

The California State University Dominguez Hills' review program is a complete, comprehensive class discussing the entire information system security common body of knowledge (CBK). The benefit of the review program is the help and preparation it provides for individuals planning to sit for the com-

prehensive CISSP examination. This seminar program is a 40 clock hour hands-on classroom/laboratory offering an exhaustive survey of and exposure to CISSP information, test taking techniques and preparation materials indigenous to the IT industry.

Ask for NCCS-210-01 when registering. The seminar will meet Saturday and Sunday, July 17, 18, July 24, 25, and July 31. Seminar times are from 9 am until 5 pm each session.

The cost for the CISSP Seminar is \$625.00, with book included.

Enrollment is limited to 18.

Examination & Certification

The eligibility requirements to sit for the CISSP examination and certification are established by the (ISC)2 = International Information Systems Security Certifications Consortium, Inc, <http://www.isc2.org>.

For more information on this review program, please contact: Jerry G. Alston at CSUDH, at telephone number (310) 243-3355 or e-mail him at jalston@csudh.edu

NCCS 210-1 CISSP Review Seminar Program

0.0 units

CRN 30488

A. Laique

S Su 8am-5pm

Jul 17-31

TBA

\$625

For more information:
contact Jerry G. Alston at CSUDH,
(310) 243-3355
e-mail jalston@csudh.edu

MICROSOFT EXCHANGE 2000 SERVER

70-225 Design and Deployment and 70-224 Server Implementation and Administration

Exchange 2000

Our accelerated (FOUR WEEKENDS) Exchange 2000 certifications course are designed to meet the career objectives of today's busy engineers. These classes will prepare engineers to work in sophisticated Exchange 2000 environments.

Prerequisites:

Students attending the Exchange 2000 program should have at least 6 months experience working with messaging systems administration and the equivalent certification educational background.

70-225 Microsoft® Exchange 2000 Server Design and Deployment

This course covers how to develop a high-performance messaging and collaboration system and prepare individuals for the Microsoft Certified Professional (MCP) exam. The courseware is designed to work through the scenarios and tutorials to gain practical experience designing and deploying a messaging infrastructure using Exchange 2000 Server. As you build these real-world systems engineering skills, you're also preparing for MCP Exam 70-225—a key elective on the MCSE track.

HERE'S WHAT YOU'LL LEARN.

- Analyzing business requirements
- Assessing existing and planned network resources
- Planning an Exchange 2000 Server upgrade or migration
- Designing your messaging solution—routing group topology, public folders, servers, traffic flow, mail access, and real-time collaboration
- Developing an administrative model and security plan
- Creating backup, data-recovery, and fault-tolerance strategies
- Resolving critical deployment issues, such as system compatibility, e-mail, and security problems

70-224 Microsoft® Exchange 2000 Server Implementation and Administration

This course teaches individuals how to deliver next-generation messaging and collaboration and prepare students for the Microsoft Certified Professional (MCP) exam. The course covers modular system lessons and hands-on exercises to gain practical experience installing, managing, and troubleshooting Microsoft Exchange 2000 Server. As you build these real-world system support skills, you're also preparing for MCP Exam 70-224—a key elective on the MCSE/MCSA tracks.

The Key course objectives are as follows:

- Installing or upgrading to Exchange 2000 Server
- Configuring Active Directory™ services, administrative groups, and Public Folder solutions
- Deploying clients such as Microsoft Outlook® and Outlook Web Access and configuring recipient objects for e-mail, Instant Messaging, and Chat
- Troubleshooting messaging connectivity and resolving problems with clients, routing, foreign mail systems, and links between servers
- Strengthening server security using v.3 certificates, virtual servers, and Key Management Server
- Optimizing messaging, collaboration, and calendaring services, including managing the Microsoft Web Storage System
- Developing a backup and recovery plan for system and user data

Summer Schedule 2003

NCDB 70-225-01 MS Exchange 2000 Server Design and Deployment

32 Hours (Two weekends) CRN 30483

A. Laique

4 mtgs: S Su Aug 21-22, 28, 29

9-5pm

CSUDH EE 1202

\$800

NCDB 70-224-01 Microsoft Exchange

32 hours (Two weekends) CRN 30484

A. Laique

4 mtgs: S Su Aug 7-8, Aug 14-15

9-5pm

CSUDH EE 1202

\$800

Fast Track:

32 Hours of accelerated, intensive instruction with labs, hands-on practice and skill development in user-friendly environment

CERTIFICATE OF COMPLETION IN WEB ADMINISTRATION

The Certificate

The world of web technology is growing more complex each day. Computer users are demanding greater functionality from their web-based activities, and a range of individuals in business must increasingly understand these capabilities.

As a result of training in web administration, you will be exposed to concepts that will separate you from others in the workplace.

The certificate not only gives you the big picture, but it also offers the ability to get into the technical details. You will accomplish the following:

- Understand client-side and serverside web technologies
- Learn and apply XML-based technologies
- Understand web production
- Create websites with dynamic functionality
- Manage and integrate components in a web-based project

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 one semester.

Course Schedule

The courses have been scheduled for Tuesday and Thursday evenings for the convenience of working professionals.

Certificate Prerequisites

A familiarity with and knowledge of HTML is required for this certificate. (A Certificate of Completion in Web Design would satisfy this requirement).

Location

All classes are offered on the CSUDH campus in Carson

Who Should Attend

Business professionals and students who want an intensive and thorough knowledge of web administration in a short period of time should attend these classes.

Career Opportunities

Courses are designed for the following positions:

- Web Master
- Assistant Web Administrator
- Web Programmer
- Web Integration Specialist

About the Instructor

D'Sunte Wilson is the owner of Okiedo Technologies (www.okiedo.com), a web design consulting company. He has developed high-profile web environments, and has taught web administration and related courses for several years.

Courses

Required Courses

- CIX 940-01 Web Design and Architecture
- CIX 941-01 Introduction to Active Server Pages
- CIX 942-01 Web Server Technologies for Web Professionals
- CIX 943-01 Web Development with XHTML and XML
- CIX 944-01 Microsoft.NET Planning and Migration
- CIX 945-01 Introduction to Database Management Systems

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

SUMMER 2004

COMPUTERS & TECHNOLOGY

CERTIFICATE OF COMPLETION IN WEB ADMINISTRATION

Summer 2004 Schedule

CIX 940-01 Web Design and Architecture
1.2 CEUs CRN 30512

This introductory course exposes you to the essentials of Web design and architecture. You will learn about Web hardware, software, and telecommunications components. A wide variety of issues will be covered, including: website style, themes, layouts and user-interface design. You will be exposed to all tiers of next-generation web architecture, including user, business and data tiers.

4 mtgs: Tu Jun 8; Thu Jun 10
Tu Jun 15; Thu Jun 17

6-9pm
CSUDH EE 1209
\$220

CIX 941-01 Introduction to Active Server Pages
.6 CEUs CRN 30513

This course provides an overview of ASP and introduces students to the role that ASP plays in the context of related Microsoft web technologies including Internet Information Server (IIS) and such scripting languages as VBScript, JScript, and Perl. Students will learn how to write simple ASP scripts, execute those scripts on various servers (demonstrating platform-independence), and complete an integration project that demonstrates the concepts covered in the course.

2 mtgs: Tu Jun 22; Thu Jun 24
6-9pm
CSUDH EE 1209
\$110

CIX 942-01 Web Server Technologies for Web Professionals
.6 CEUs CRN 30514

In this course you will learn about the main features of the two most popular web server environments: Microsoft Internet Information Server (IIS) version 5 running on a Windows platform and Apache web Server running on a Linux platform. This course will explore the set up and management of web sites, in addition to intranets, network protocols, and security. You'll also learn about server configuration, deployment, and maintenance, and gain an overview of Common Gateway Interface (CGI)/ASP.NET database integration, server-side programming basics, and secure eCommerce basics.

2 mtgs: Tu Jul 6; Thu Jul 8
6-9pm
CSUDH EE 1209
\$110

CIX 943-01 Web Development with XHTML and XML
.9 CEUs CRN 30515

XHTML unifies HTML's capability to format information with XML's ability to mark up information. In this course, you'll learn the basics of XHTML, which brings the old workhorse, HTML, and the new rising star, XML, together in building state-of-the-art, next-generation, Web applications.

3 mtgs: Tu Jul 13; Thu Jul 15; Tu Jul 20
6-9pm
CSUDH EE 1209
\$165

CIX 944-01 MS Net Platform Planning and Migration
.9 CEUs CRN 30516

This course is designed for business executives, IT and e-Business managers, and other technical planners interested in migration from their existing platforms to Microsoft's next-generation .NET platform. The emphasis will be on both technical and business issues that executives and managers will face--migration scenarios, cost, reliability, and backward compatibility, as well as understanding key technical components of the .NET platform.

3 mtgs: Tu Jul 27; Thu Jul 29; Tu Aug 3
6pm-9pm
CSUDH EE 1209
\$165

CIX 945-01 Introduction to Database Management Systems
.6 CEUs CRN 30517

This course will explore the relational database as a powerful decision-making and record-keeping tool essential to almost any business enterprise. Topics include the fundamental structure of a relational database; tables, entities, and relationships; data queries; fundamentals of database application development; and simple report generation with structured query language.

2 mtgs: Tu Aug 10; Thu Aug 12
6pm-9pm
CSUDH EE 1209
\$110

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

SUMMER 2004

COMPUTERS & TECHNOLOGY

WEB DESIGN CERTIFICATE OF COMPLETION

The Certificate of Completion will prepare an individual with the fundamental knowledge and skills necessary for web design. In this series of courses you will learn the fundamentals of HTML website creation. You will also have experience with a web design application, and a web animation application.

Certificate Requirements

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

Course Schedule

The courses have been scheduled for Fridays (evening) and Saturdays for the convenience of working professionals.

Certificate Prerequisites

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

The Location

All classes are offered on the CSUDH campus in Carson.

Who Should Attend

Business professionals and students who want an intensive and thorough knowledge of web design in a short period of time should attend these classes.

Career Opportunities

Courses are designed to prepare you for the following positions:

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

About the Instructor

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

Courses

Required Courses

- CIX 902-01 Using Dreamweaver
- CIX 912-01 Introduction to HTML Publishing (Building a Better Web Site)
- CIX 913-01 Intermediate HTML Publishing
- CIX 914-01 Advanced HTML Publishing

Elective courses (one of the following)

- CIX 935-01 Using Flash, or
- CIX 936-01 Using Fireworks

Summer 2004 Schedule

CIX 912-01 Beginning HTML (Building a Better Web Site)

.9 CEUs CRN 30519

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

2 mtgs: Fri & Sat, Jun 11 & 12
6:30-9:30 pm Fri; 9am-4pm Sat
(1 hour lunch)
CSUDH EE 1201
\$160

CIX 913-01 Intermediate HTML Publishing

.9 CEUs CRN 30520

This course builds on the skills gained in the Building a Better Web Site class. Topics covered include: a quick review of basic HTML structure, advanced tags, images, using tables to control layout, and more.

2 mtgs: Fri & Sat, Jun 18 & 19
6:30-9:30pm Fri; 9am-4pm Sat
(1 hour lunch)
CSUDH EE 1201
\$160

CIX 914-01 Advanced HTML Publishing

.9 CEUs CRN 30521

This course builds on the skills gained in the Intermediate class and adds forms, frames, image maps, access counters, sound, video & animation, java applets and more.

2 mtgs: Fri & Sat Jun 25 & 26
6:30-9:30pm Fri; 9am-4pm Sat
(1 hour lunch)
CSUDH EE 1201
\$160

CIX 902-01 Using Dreamweaver

1.8 CEUs CRN 30684

Prerequisite: Basic knowledge of HTML

Learn to use this popular web design tool! Topics covered include: working with text and

graphics, visual page design, tools for creating tables and forms, site management, implementing style sheets, and adding JavaScript or behaviors.

Topics by session:

- Creating Basic HTML with Dreamweaver
- Extending Your Web Page Design with CSS and JavaScript
- Site Management and Dreamweaver Tools
4 mtgs: Fri & Sat, Jul 9, 10, 16 & 17
6:30-9:30pm Fri; 9am-4pm Sat
(1 hour lunch)
CSUDH EE 1201
\$320

CIX 936-01 Using Fireworks

1.2 CEUs CRN 30523

Prerequisite: Basic knowledge of HTML

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

2 mtgs: Sat Jul 24 & 31
9am-4pm (1 hour lunch)
CSUDH EE 1205
\$215

CIX 935-01 Using Flash

1.2 CEUs CRN 30522

Prerequisite: Basic knowledge of HTML

Flash is the web standard for vector graphics and animation. Designed for the web, Flash is used to create beautiful and compact animations, navigation, interfaces, ad banners, logos, technical illustrations, and full-length cartoons. Using Flash, web designers can create interactive vector graphics and animations without scripting.

2 mtgs: Sat Aug 7 & 14
9am-4pm (1 hour lunch)
CSUDH EE 1201
\$215

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

VIDEO GAME DESIGN CERTIFICATE OF COMPLETION

The Certificate of Completion in Videogame Design will provide an overview of game design and the industry that has developed. Courses will cover everything from theory of game design, to practical information for finding a position at one of the thirty-plus game companies in the Los Angeles area.

Requirements

A Certificate of Completion will be awarded upon the completion of all five 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 one semester.

Prerequisites

The only pre-requisite for this certificate is an open mind that is needed for game design. As game designers, you will be drawing upon your prior knowledge and experience to create worlds for players to inhabit.

The Location

All classes are offered on the CSUDH campus in Carson.

Who Should Attend

Business professionals and students who want to make a transition into the field of game design.

Career Opportunities

The following positions are available in the game design industry:

- Programmers
- Game Designers
- Producers
- Graphic Designers
- Audio Specialists
- Marketing Staff
- Licensing & New Business Specialists
- Hardware engineers
- Executives
- Writers

The Instructor

Tom Sloper has worked in the design and production of videogames and electronic toys for 22 years at Atari, Sega, and Activision. An award-winning designer/producer, he produced 78 unique game titles, designed 25 published games. He made games for platforms from the Atari 2600 and Vectrex on up through the Nintendo Entertainment System, Sega Saturn, Game Boy, and PlayStation, as well as Windows and Macintosh computers.

Learn more about Tom Sloper at www.sloperama.com

Courses

Required Courses

- CGX 901-01 Life Cycle of a Video Game
- CGX 902-01 Basic Principles of Game Design
- CGX 903-01 Careers in the Game Business
- CGX 904-01 The Business Side of the Game Business
- CGX 905-01 Trends: Where are Games Headed?

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

SUMMER 2004

COMPUTERS & TECHNOLOGY

VIDEO GAME DESIGN CERTIFICATE OF COMPLETION

Summer 2004 Schedule

CGX 901-01 Life Cycle of a Video Game

.3 CEUs CRN 30494

What is it like in the studios where games are made? Find out how a game is created, from conception through development, production, manufacture, and distribution.

1 mtg: Sat Jun 26

9am-12pm

CSUDH EE 1209

\$50

CGX 902-01 Basic Principles of Game Design

.9 CEUs CRN 30495

What are the basic philosophies of good game design? Learn how to write game concepts, treatments, and design documents. Learn how gameplay, user interfaces, characters, and worlds are developed. Learn how to design with the capabilities or limitations of the platform in mind.

2 mtgs: Fri & Sat Jul 9 & 10

6:30-9:30pm Fri; 9am-4pm Sat

(1 hour lunch)

CSUDH EE-1209

\$150

CGX 903-01 Careers in the Game Business

.9 CEUs CRN 30496

This course is an in-depth look at game design and related jobs in the game industry. Learn not only how to prepare, but what to expect, including pay scales and job descriptions.

2 mtgs: Fri & Sat Jul 23 & 24

6:30-9:30pm Fri; Sat, 9am-4pm

(1 hour lunch)

CSUDH EE 1209

\$150

CGX 904-01 The Business Side of the Game Business

.9 CEUs CRN 30497

Look behind the scenes into the executive boardrooms of the game industry. Learn "the business" of game design, including:

- decision process (pre-production)
- production process (managing programmers, designers, artists, and acting talent)
- creating budgets and schedules;
- coordination between studio, marketing, sales, licensing, and quality assurance
- various distribution models (post-production)

2 mtgs: Fri & Sat Aug 6 & 7

6:30-9:30pm Fri; 9am-4pm Sat

(1 hour lunch)

CSUDH EE 1209

\$150

CGX 905-01 Trends: Where are Games Headed?

.3 CEUs CRN 30501

Where are games really headed? Are we at the forefront of MMOGs (massively multi-player online games) and wireless games? A speculative look at future technologies.

1 mtg: Sat Aug 14

9am-12pm

CSUDH EE 1209

\$50

MUSIC

Inside The Music Business. "Get Signed And Get Paid"

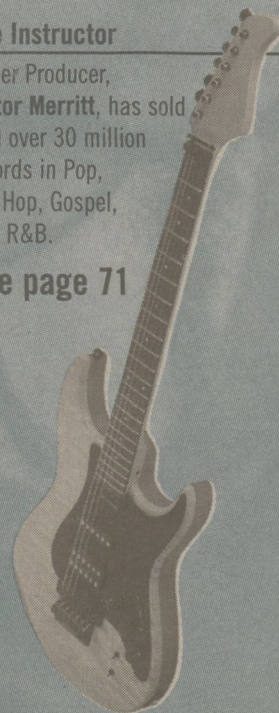
Students will learn

- How to get started in the music industry;
- How to transition from your present career to music management;
- How to read a music contract;
- How to make money with your music;
- How your songs make money;
- How A&R and talent show executives choose who they want;
- How to protect your money;
- Why so many artists end up bankrupt; and
- How to establish long-term careers.

The Instructor

Super Producer, **Victor Merritt**, has sold well over 30 million records in Pop, Hip Hop, Gospel, and R&B.

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EDUCATION

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EDUCATION

PROFESSIONAL DEVELOPMENT COURSES ONLINE

Online Courses to Assist You on Your Teaching Career Path!

These fifteen courses are computer-based training which you can complete at your own pace. The instructor is accessed by a toll-free number or via email for technical or professional questions. You will receive the course materials via mail after you register. These computer-based courses are designed to be run from the compact disk (CD) and only saves user data on the hard drive of a Macintosh or Windows computer. To run it on a Macintosh computer, you need the following:

System 7.5 or higher, at least 32 MB of RAM, at least 5 MB of available hard drive space, access to a printer.

To run it on a PC, you need the following:

Windows 98 or later, at 32 MB of RAM, at least 5 MB of RAM, at least 5 MB of available hard drive space, access to a printer

All work must be completed by August 20, 2004. Be advised that the units earned in these classes are not applicable to the baccalaureate degree at CSUDH. **There are no refunds.** This is a computer-based training course offered cooperatively by California State University, Dominguez Hills and Virtual Education Software.

TEX 495-41 Behavior is Language Part I: Strategies for Managing Disruptive Behavior

1 ext unit CRN 30450

Learn behavioral techniques and intervention strategies that remediate disruptive behavior, reduce power struggles, increase classroom control, reduce burn-out and feelings of ineffectiveness, without increasing your work load. Gain a new perspective on students' behavior and learn effective tools to facilitate positive student changes. Then practice your new skills with the simulated classroom scenarios presented in the program. Learn all this at home or work, on your own computer, on your own time, at your own pace.

M. Jackson

\$140

TEX 495-42 Behavior is Language Part II: More Strategies for Managing Disruptive Behavior

1 ext unit CRN 30451

Prerequisite: Behavior is Language Part I.

This sequential course presents new behavioral techniques and intervention strategies to help you gain more control in the classroom with less time and effort. It expands on the concepts learned in Behavior Is Language 1 and then presents ten new intervention strategies to help deal with disruptive students both in and out of the classroom. You will have the chance to practice your new skills in the same simulated classroom setting with the same students as in BIL 1. This is another computer based training course completed on a home or school computer (there is no schedule meeting place or times) where you set your own study times.

M. Jackson

\$140

TEX 495-44 Violence in Schools: Identification, Prevention, and Intervention Strategies

2 ext units CRN 30453

Violence in the Schools provides a foundational understanding of violence and motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence will be investigated. The course teaches identification and intervention approaches to working with out of control behaviors. In addition, each student will receive information on national resources available for both parents and teachers. This course will help each person to increase their understanding of violence, the motivations behind the use of violence and specific strategies to minimize the occurrence of violence in a school and community.

M. Sedler

\$280

TEX 495-43 Attention Deficit Disorder: Information and Interventions for Effective Teaching

2 ext units CRN 30452

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

M. Jackson

\$280

PROFESSIONAL DEVELOPMENT COURSES ONLINE

Online Courses to assist you on your teaching career path!

TEX 495-45 Drugs & Alcohol in School: Understanding Substance Use & Abuse©

2 ext units

CRN 30454

Welcome to Drugs & Alcohol in Schools, an instructional computer-based instruction (CBI) course designed to give you a more comprehensive understanding of alcohol, drugs, and their influences in your classroom. Drugs & Alcohol in Schools provides a contextual framework for understanding what students may be experiencing through their own substance use or the impact of substance use around them. The course provides a basic historical perspective of substance use along with biological, psychological, and social factors that comprise the disease of addiction. This program will help you better understand a multitude of complex dynamics that contribute to this biological and social phenomenon.

C. Jackson

\$280

TEX 495-46 Learning Disabilities: Practical Information for Classroom Teachers©

3 ext units

CRN 30455

Welcome to Learning Disabilities. This computer-based instruction (CBI) course will cover diverse theoretical approaches, lay the foundations for sensitive and appropriate assessment and evaluation of students, provide directions for program planning and implementation, indicate the importance of and the need for a close and positive partnership with parents (or alternative care givers) and consider ways for ensuring that the home-school axis is effective and meaningful. This program will also consider some major trends and unresolved issues in the field of Learning Disabilities.

A. Pillay

\$420

TEX 495-47 Harassment in Schools: Guidelines & Policies for Prevention©

1 ext unit

CRN 30456

Welcome to the Sexual & Other Forms of Harassment interactive computer-based instruction (CBI) course designed to help you to achieve a better understanding of the issues surrounding harassment in the schools and the intervention strategies you can access to assist you or those you care about in protecting themselves from harassment. This course will provide you with the relationship between discrimination and harassment, legal and operational definitions of the forms of harassment, the impact of sexual harassment on victims and the workplace, methods for stopping harassment, and guidelines for creating and implementing policies to prevent harassment.

M. Jackson

\$140

TEX 495-48 Sexually Transmitted Infections: Information for Education Faculty & Personnel

1 ext unit

CRN 30457

This class was created to give an in-depth understanding of sexually transmitted infections. It is not a medical text. It has been written so that teachers, aides, counselors, administrators and other education professionals can understand and learn about the sexually transmitted infection epidemic that affects so many students each year. Pictures have been included for a visual reference and to aid in the detection process. Many of the pictures in this course are a graphic representation of the diseases they represent. If you do not wish to view these pictures during the completion of the course you will have the option to close the link to the pictures. if you choose to do so this will in no way affect your mastery, learning outcome, or final grade. Again, the pictures have been provided as an aid for understanding the specific sexually transmitted infection and visual awareness is considered a necessity for this subject matter.

F. Cadwallier

\$140

TEX 495-49 Autism & Asperger's Disorder: Information & Effective Intervention Strategies

2 ext units

CRN 30458

This course is designed to help you achieve a better understanding of Autism and Asperger's Disorder and intervention strategies to enhance communication and learning and to teach more conventional behaviors. Introduction to Autism and Asperger's Disorder provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses, and various intervention strategies that have proven to be successful when working with students with autism spectral disorders. The course helps you make sense out of why individuals with autism spectral disorders act the way they do and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel, and parents who would like more help or information on autism and Asperger's Disorder.

Dr. M. Winnega

\$280

SUMMER 2004

EDUCATION

CREDENTIAL IN DESIGNATED SUBJECT—ADULT EDUCATION

Who should enroll

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

Program Requirements for a Five-Year Preliminary Credential

Academic subjects:

- Adult Basic Education English
- Humanities
- Foreign Language
- Mathematics
- Science
- Social Science

and a Bachelor's degree with 20 semester units or 10 upper division semester units in the subject to be taught or 5 years related work experience*

+successful passing of the California Basic Educational Skills Test (CBEST)

+completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

Non-Academic Subjects:

- Arts & Crafts
- Business Education Communications
- Foreign Language (conversational)
- Gerontology
- Handicapped
- Health & Safety
- Health Occupations
- Home Economics
- Parent Education
- Public Administration

High school diploma also required.

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

Career Opportunities

Graduates find employment in public and private schools, community agencies, private industry, health services, government

agencies, military settings, correctional and religious institutions, volunteer agencies and centers for older or exceptional adults.

Program Requirements and Courses for a Clear Credential

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

Students are also required to complete

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

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

Level I

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

Level II

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

Students are also required to complete

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

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

The Location

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

The Cost

Each unit is \$155. A two-unit course is \$310.

See Summer 2004 offerings on next page

For more information or to make an appointment for advisement call the Adult Education Office at: (310) 243-2887 or (310) 243-2781 or visit the website: www.csudh.edu/extendeded/adulted.htm

CREDENTIAL IN DESIGNATED SUBJECT—ADULT EDUCATION

The Courses

TED 417 Seminar: Adult Education Credential Interns

1 unit

Must be taken concurrently with TED 423S. Addresses beginning adult education intern needs for working in ethnically, culturally, and language diverse adult school settings. Emphasis is on problem solving, discussion of competency checklists used in fieldwork.

TED 418 Methods & Materials of Adult Education, Part I

2 units

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

TED 419 Methods & Materials of Adult Education, Part II

2 units

Prerequisite: TED 418

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

TED 420 Computer Literacy for Teachers

1 unit

Identifies issues in the use of computer technology; provides on-line microcomputer experience in using and evaluating coursework and incorporating instructional computer use into a specific lesson; gives practice in the use of teacher utilities and application programs. CR/NC grading.

TED 421 Principles of Adult Education

2 units

Course is designed to meet the requirements for the Designated Subject Credential Topics include scope and function of adult education, knowledge of cultural differences in students and communities, curriculum, media and community relationships.

TED 423S Supervised Field Exp in Adult Education

2 units

Prerequisite: TED 418, 419 & 421; must be taken concurrently w/ TED 417.

Practical experience in teaching adults, including classroom, school, community, and individualized assignments to fulfill the particular needs of each intern.

TED 424 Counseling & Guidance for Teachers in Adult Education

2 units

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

HEA 300 Health in Public Education

3 units

Prerequisite: HEA 100 or equiv. is recommended

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

HEA 395 Special Topics: Health for Educators

1 unit

This class fulfills the coursework portion of the California Health Education requirement for the Designated Subjects Adult & Vocational Credentials.

Summer 2004 Schedule

TED 421 Principles of Adult Education

2 units

CRN 30669

R. Ross

4 mtgs: Fri Jun 4 & 11, Sat Jun 5 & 12

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC I-1108

\$310

TED 418 Materials & Methods Part 1

2 units

CRN 30670

R. Ceja

4 mtgs: Fri. Jun 18 & 25, Sat Jun 19 & 26

4:30-9pm Fri; 9am-6pm Sat

(no class mtg. on 4th of July weekend)

CSUDH SAC I-1106

\$310

TED 419 Materials & Methods Part 11

2 units

CRN 30671

J. Meuret & G. Hayes

4 mtgs: Fri Jul 9 & 16, Sat Jul 10 & 17

4:30-9pm Fri; Sat 9am-6pm Sat

CSUDH SAC I-1106

\$310

TED 424 Counseling & Guidance

2 units

CRN 30672

R. Ross

4 mtgs: Fri Jun 18 & 25, Sat Jun 19 & 26

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC I-1104

\$310

TED 417 Seminar in Adult Education

1 unit

CRN 30673

T. Johnson

2 mtgs: Sat Jun 5 & 12

9am-5:30pm

CSUDH SAC I-1106

\$155

Co-req with TED 423S

TED 423S Fieldwork

2 units

CRN 30674

T. Johnson

2 mtgs: Fri Jun 11, Sat Aug 14

6pm-9pm Fri Mandatory Meeting

9am-12pm Sat Final Meeting

CSUDH SAC I-1102

\$310

Co-req with TED 417

TED 420 Computer Literacy

1 unit

CRN 30675

T. Johnson

2 mtgs: Sat. July 24 & 31

9am-5:30pm

CSUDH WH C155

\$155

HEA 395 Health for Educators

1 unit

CRN 30676

G. Hayes

2 mtgs: Fri Aug 6, Sat Aug 7

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC I-1102

\$310

For more information or to make an appointment for advisement call the Adult Education Office at: (310) 243-2887 or (310) 243-2781

ASSISTIVE TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM *Online!*

A certificate program to prepare special education personnel for state & federal mandates in Assistive Technology

The Program

California State University Dominguez Hills and the Orange County Department of Education offer a Certificate Program in the area of Assistive Technology. Federal and state laws require that school personnel be prepared to offer a full range of services to disabled persons in the area of assistive technology. This Certificate Program will prepare individuals to fully understand and implement these state and federal mandates. All of the courses offered meet the professional development hours for licensure renewal as required by the California Speech-Language Pathology and Audiology Board.

Who Should Attend

Educational administrators, teachers, and anyone who has the desire or professional need to learn the federal and state requirements for serving the disabled within their organizations, including:

- Special Education Teachers
- Occupational & Physical Therapists
- Speech and Language Specialists
- Rehabilitation Specialists
- Program Specialists
- Resource Specialists
- Psychologists
- Administrators

In addition, the first course, SPE 530 Introduction to Assistive Technology, is an overview which will be of interest to a greater audience including parents of disabled students as well as other interested members of the community.

COURSES

All courses carry 3 semester units of graduate-level education credit.

SPE 530 Introduction to Assistive Technology

3 Units
Reviews the use of Assistive Technology as it relates to education, communication, vocation, recreation, and mobility for individuals with disabilities. Explores types of assistive technologies, functional assessments, resources, and district responsibilities.

SPE 531 Basic Assistive Technology

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

SPE 532 Advanced Assistive Technology

3 Units
Teaches students to use and adapt a variety of assistive technology devices and software and apply these technologies in a wide range of integrated educational settings.

SPE 533 Administration of Assistive Technology Services

3 Units
Provides students with information on a variety of administrative issues, including the role of the Transdisciplinary Team, identification of funding and other resources, specialized computer adaptations, legal and ethical issues, and effective solutions.

SPE 537 Capstone Course in Assistive Technology

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

Summer 2004 Schedule

SPE 530-41 Intro to Assistive Technology

3 units CRN 38007

L. Belkin/ P. Richard
Apr 5-Jun 14
\$465

SPE 532-41 Advanced Assistive Technology

3 units CRN 38008

L. Belkin/ P. Richard
Apr 5-Jun 14
\$465

SPE 533-41 Administration of Assistive Technology Services

3 units CRN 38009

L. Belkin/ P. Richard
Apr 5-Jun 14
\$465

SPE 537-42 Capstone in Assistive Technology

3 units CRN 38010

L. Belkin/ P. Richard
Apr 5-Jun 14
\$465

Fall 2004 Schedule

SPE 530-41 Intro to Assistive Technology

3 units CRN 41912

L. Belkin/ P. Richard
Jul 12 - Sep 20
\$465

SPE 531-41 Basic Assistive Technology

3 units CRN 41914

L. Belkin/ P. Richard
Jul 12 - Sep 20
\$465

SPE 537-41 Capstone in Assistive Technology

3 units CRN 41919

L. Belkin/ P. Richard
Jul 12 - Sep 20
\$465

SPE 530-42 Intro to Assistive Technology

3 units CRN 41913

L. Belkin/ P. Richard
Oct 04 - Dec 13
\$465

SPE 532-41 Advanced Assistive Technology

3 units CRN 41915

L. Belkin/ P. Richard
Oct 04 - Dec 13
\$465

SPE 533-41 Administration Assistive Technology Services

3 units CRN 41918

L. Belkin/ P. Richard
Oct 04 - Dec 13
\$75

SPE 537-42 Capstone in Assistive Technology

3 units CRN 41920

L. Belkin/ P. Richard
Oct 04 - Dec 13
\$465

CERTIFICATE IN COMMUNITY COLLEGE TEACHING

Who Should Attend

CSUDH offers a three-course Certificate in Community College Teaching for those who would like to explore the option of a career teaching in a community college.

The Certificate

The certificate program is designed to enhance the skills, and thereby the employability, of the potential community college instructor. Students must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college.

Location

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

The Courses

GED 548 Effective College Teaching

3 units

Online Each Spring

Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, and instructional technology.

GED 549 The Community College

2 units

Online Each Spring

An overview of the history, mission and function of the community college. Topics include the history of higher education, the role of the community college, student characteristics, curriculum, finance, governance and the California Master Plan.

GED 594S College Teaching Internship

3 units

A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

Fall 2004 Schedule

GED 549-71 The Community College

2 units

CRN 42685

R. Hudson

4 mtgs: Sat Sep 11, 18, 25, & Oct 2

9am-4pm

LCH-A228

\$310

GED 548-71 Effective College Teaching

3 units

CRN 42683

R. McGinness

6 mtgs: Sat Oct 16, 23, & 30 Nov 6, 13, & 20

9am-4pm

LCH-A228

\$465

GED 594S-71 Independent Study

3 units

CRN 42686

Staff

Aug 22 - Dec 11

\$465

Join those who have successfully completed the program and are putting the knowledge gained to use:

"The course work provided me with a basic understanding of the goals and objectives of the California Community College system, and how the system operates. In addition, I was given the opportunity to intern at Harbor College which lead directly to my obtaining a teaching position there.

I highly recommend the Community College Teaching Certificate Program at California State University Dominguez Hills to anyone who is interested in pursuing a career in teaching at the community college level.

Ron Maricich

For more information:

call (310) 243-2781,

email eeprograms@csudh.edu or

visit the web site

www.csudh.edu/extension/comcol.htm

THAILAND SUMMER PROGRAM

June 12 - 25, 2004

- Two week session
- Three credit units for Soc 395/595
- Approximate cost \$2000.00 (Includes round trip airfare, transportation, lodging, academic fees and most meals)
- Faculty sponsor: **Dr. John C. Quicker**, Sociology

This is a two-week learning experience in Chiang Mai, Thailand under the leadership of Dr. John C. Quicker, Sociology Department, who has been carrying out field research in Thailand over the last seven years. Students will receive three units of Sociology credit from CSU Dominguez Hills, studying social and cultural issues related to a developing democracy. The program will involve lecture, discussion, and slide presentations, as well as numerous field trips. Classroom information will include materials on Thai customs and courtesies, the importance of Buddhism within the culture, and the status of ethnic minorities within the Thai society. Field trips will include visits to Doi Sutep Temple, the Provincial Administrative Centers, and hilltribe village. Free time is allotted for optional side trips and/or self-exploration.

For more information contact:

Dr. JC Quicker, Sociology Department
CSUDH

310/243-3509

jquicker@csudh.edu

See page 106

CERTIFICATE OF COMPLETION IN GRANT WRITING AND ADMINISTRATION

Certificate Award

A certificate of completion will be awarded upon completion of the three courses. All courses provide Continuing Education Units.

Courses

TEX 914 Proposal Writing: Budget, Resources and Fund Raising

2.0 CEUs CRN 30594

Participants will be introduced to relevant information needed for a successful grant proposal. In addition, the workshop will provide understanding of the application process, requirements and general guidelines for each funding entity. Visionary and futuristic models will be presented.

Tu Th Sat Jun 1-Jun 12
6-9pm Tu & Th; 9am-1pm Sat
CSUDH SAC 1104
\$145

TEX 917 Grant Implementation & Operations, Evaluations and Performance Reporting

2.0 CEUs CRN 30596

Participants will learn the methodology, evaluating/assessment, and how to meet programmatic expectations. Participants will learn how to develop an evaluation plan during this session. Timelines and performance reporting are key in carrying out the grant project. In addition, during this session, participants will learn how to leverage resources for maximum financial impact: direct funding and in-kind contributions.

Tu Th Sat Jun 15-Jun 26
6-9pm Tu & Th; 9am-1pm Sat
CSUDH EE 1221
\$145

TEX 919 Grant Proposals & Foundations for Non-Profit Organizations for Managing Conferences

2.0 CEUs CRN 30597

During this session, participants will learn the roles of the principal investigator and leadership development officer. How to identify and develop high potential colleagues to lead through conceptual thinking and drive. High power networking and creative an in-depth skill development organization in key in this area of globalization.

Tu Th Sat Jun 29-Jul 13
6-9pm Tu&Th; 9am-1pm Sat
CSUDH SAC 1104
\$145

Instructor

Tami Foy, Grants Manager, Compton Unified School District

Open University

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



Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have. Open University is for you if you

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

For more information see page 110

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

CHILDREN'S PROGRAMS

Reading Readiness Program Level R: for 4-year-olds & Entering Kindergarteners

In this program your child will develop the reading readiness skills required to make learning to read easy, enjoyable, and successful. Our students are captivated by the beautiful instructional materials and musical audiotapes we use to teach alphabet skills and beginning phonics.

You and your child will both enjoy the stimulating classroom instruction, which features great children's literature and engaging reading readiness activities.

NWRD 100-01 Reading Program: R for 4-year-olds and entering Kindergarteners

Noncredit CRN 30532
5 mtgs: Mon Aug 2-Aug 30
9:30-10:45am
CSUDH EE 1210
\$199

These popular classes are taught by instructors from the Institute of Reading Development. For more information & to register call:

1-800-964-2030

Reading Programs for Entering 1st-5th Graders

In these programs your child will learn the essential phonetics and comprehension skills required to become a fluent reader, as well as the word-attack skills needed for multisyllable words. Our students also learn the advanced comprehension skills required for textbooks and literature.

Mastery of these skills will make reading much easier and more enjoyable, and will greatly increase your child's confidence in school.

NWRD 101-01 Program Level 1: For Entering 1st Graders

Noncredit CRN 30533
5 mtgs: Wed Jul 28-Aug 25
11:45am-1:45pm
CSUDH EE 1210
\$299

NWRD 102-01 Program Level 2: For Entering 2nd Graders

Noncredit CRN 30534
5 mtgs: Wed Jul 28-Aug 25
2:30 - 4:30pm
CSUDH EE 1210
\$299

NWRD 103-01 Program Level 3: For Entering 3rd Graders

Noncredit CRN 30535
5 mtgs: Wed Jul 28-Aug 25
9-11:00 am
CSUDH EE 1210
\$299

NWRD 104-01 Program Level 4: For Entering 4th & 5th Graders

Noncredit
5 mtgs: Mon Aug 2-30
2:45-4:45pm
CSUDH EE 1210
\$299

Speed Reading, Comprehension and Study Skills Programs

In these programs our average student improves reading comprehension one to two whole grade levels, while more than doubling reading speed. We'll teach your son or daughter the best way to improve vocabulary, study textbooks, take notes, and prepare for tests. Learning these skills will make it easier to complete assignments quickly and get better grades, and will help your child become a successful, motivated student. Our students become fully absorbed in books, and develop the lifelong habits of reading for pleasure. You will be extremely pleased with your child's highly-skilled, encouraging teachers and delighted with the extraordinary instructional materials.

NWRD 105-01 Program Level 5: For Students Entering 6th, 7th & 8th Grades

Noncredit CRN 30537
5 mtgs: Tu Aug 2-30
11:30am-2:00 pm
CSUDH EE 1210
\$299

NWRD 106-01 Reading Program 6 For Students Entering 9th-11th Grades

Noncredit CRN 30538
5 mtgs: Tu Jul 27-Aug 24
4-6:30pm
CSUDH SAC 1104
\$299

Speed Reading, for Work, School, and Recreation

When you complete our adult speed reading program, you will read 3 to 4 times faster in novels, newspapers and most business and school materials. In more difficult reading like technical journals or college textbooks, you'll read 2 or 3 times faster. In addition, the comprehension, concentration, and retention techniques you learn will enable you to remember more, even though you read much faster. You will virtually eliminate re-reading. As a special bonus, participants in our adult speed reading program receive lifetime repeat privileges, which means you may repeat the speed reading class at any time, for free.

NWRD 107-01 Reading Program for Adults, 12th graders and up

Noncredit CRN 30539
5 mtgs: Tu Jul 27-Aug 24
7-9pm
CSUDH SAC 1104
\$299

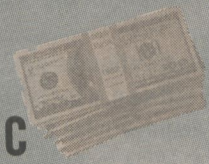


ENTERTAINMENT

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**3DS MAX
 COMBUSTION3**

see page 66



MUSIC

Inside The Music Business. "Get Signed And Get Paid"

Students will learn

- How to get started in the music industry;
- How to transition from your present career to music management;
- How to read a music contract;
- How to make money with your music;
- How your songs make money;
- How A&R and talent show executives choose who they want;
- How to protect your money;
- Why so many artists end up bankrupt; and
- How to establish long-term careers.

The Instructor

Super Producer, **Victor Merritt**, has sold well over 30 million records in Pop, Hip Hop, Gospel, and R&B.

See page 71



ENTERT

SUMMER 2004

ENTERTAINMENT

GAME CERTIFICATE COURSE USING 3DS MAX

Design Visualization Using 3ds max

3ds max 6 software is the latest version of Discreet's award-winning modeling, animation, and rendering solution used by the world's top 3D professional artists and designers to create eye-catching visual effects, cutting-edge games, and unique design visualizations.

By the end of the course, students will be comfortable enough with the interface, workflow and basic tools of 3ds max to begin being productive.

Areas covered include:

- modeling
- texturing
- setup
- animation
- rendering

About the Instructor

Pia Maffei is an authorized discreet Training Specialist and lead author, offering courses at various discreet Certified Training Centers, including in-house training for many of discreet's own staff. Other clients include high-end game and production companies, and speaking engagements at events such as the Game Developer Conference. More information is available at:

http://www.discreet.com/education/dts_profiles.html#Maffei

Summer 2004 Schedule

NAFL 106-41 Design Visualization Using 3Ds Max

Noncredit CRN 30668

Instructor: Pia Maffei

Online; Live

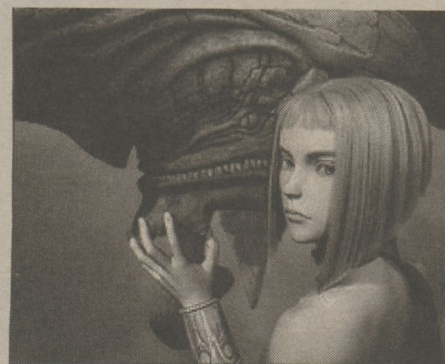
Th Jun 10-Aug 12

7-10pm

\$495

Students will be required to purchase a 1-year student software license for approximately \$100 (not included in course fee).

Students will receive information for purchasing software with confirmation letter.



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

VISUAL EFFECTS ONLINE

Introduction to Combustion 3

Using combustion 3

combustion 3 Online will teach you how to design, animate, composite and output your creative vision. You will learn to work seamlessly in a multi-dimensional environment allowing you to complete complex composites and finished shots.

Learn to use a sophisticated technology that includes:

- particle systems
- hierarchal composite layouts
- motion tracking
- keying
- color correction
- rotoscoping

By the conclusion of the course, the user will have a comprehensive foundation for combustion's interface and workflow, and a firm grasp of advanced features and output settings.

To view outtakes from professional film and video productions using combustion 3, visit our website at www.csudh.edu/extendeded.

About the Instructor

Sebastian Carillo is an authorized discreet Training Specialist, offering courses at various discreet Certified Training Centers, including training for many of discreet's own staff. Other clients include Broadcast production companies, and speaking engagements at events such as the Creative Cow, Entertainment Technology world-Show-biz Expo and Siggraph.

Client history includes:

Billworth Productions, Tri-Star Pictures, The Art Institutes, Clarity Station, C3D Television, Institute For Creative Technology, Discreet, Blue Flame, Equinox Digital Entertainment, Digital Ave. LLC

Summer 2004 Schedule

NAFL 105-41 Using combustion 3

Noncredit CRN 30666

Sebastian Carrillo

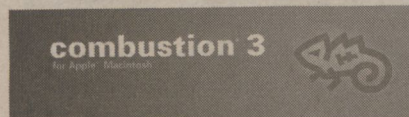
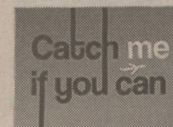
Online; Live

Wed Jun 11-Aug 27

7-10pm

\$495

Students will be required to purchase a 1-year student software license for approximately \$100 (not included in course fee). Students will receive information for purchasing software with confirmation letter.



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

ENTERT

SUMMER 2004

ENTERTAINMENT

CERTIFICATE OF COMPLETION IN ENTERTAINMENT TECHNOLOGY

Online Instruction in Entertainment and Media Business

Who Should Enroll?

Individuals working in the media and entertainment industries will benefit from this intensive update on key technology used in the business. Individuals interested in entering careers in media and entertainment will see how technology skills can be transferred. Anyone wishing an update on the current state of professional practices in media and entertainment will benefit from this series.

The Certificate

Executives, managers, and business owners continually deal with innovations in technology. To function effectively in the entertainment industry, as well as related careers, entertainment industry personnel must make crucial decisions about strategic planning, capital investment and new product development—decisions which involve understanding technological advancements. The 3 courses in this certificate provide an organized, clear and complete explanation of key media and technologies currently used in the entertainment industry. Background in math or science is not required. Guests from media industries will provide the latest insights.

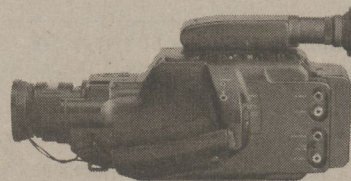
About the Instructor

David Belson, Ph.D., worked with Universal Studios for 12 years in management, and consults with media organizations and businesses. Dr. Belson teaches at UCLA and USC in Media and Entertainment and leading cinema schools in the US and Europe.

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

A note from the instructor, Dr. David Belson:

Our first semester of this online courses was a great success. Our guest lecturers were from Fox Television, Microsoft, Phillips, and Dolby, to name a few. Discussions included trends in movies, television and new media. The transition to digital TV, which was covered in detail, is significant because it is the first real change to television in 50 years. Students had a chance to interact with experts responsible for high definition technology at television stations and cable TV networks. Interactive television was also presented in terms of current and future iTV products. Regarding movies, digital cinema was explained regarding how it is changing the traditional theater as well as the movies themselves. Representatives from Boeing and Texas Instruments, who are very involved in creating the digital cinema systems, spoke to the class. Cinema technology such as digital compression and new projectors were shown to be changing movie exhibition. Regarding new media, we delved into how its business as well its technology is changing. The history of new media was reviewed and guest speakers talked about business opportunities as well as technical challenges. Students had a chance to ask questions of Dr. Belson. Additional materials to augment understanding were made available through the school's distance learning website. Students attending the class were from major movie studios (Warner Bros, Universal Studios and Disney) and internationally from Thailand and Singapore. During the Summer 2004 semester we will once more cover these media in terms of their future trends and how technology changes the entertainment arts.



Courses

A Certificate of Completion is awarded when these 3 online courses have been completed.

NAFL 110 The Technology of Television

Noncredit CRN 30524
Jun 17 - Jul 7
Online
\$125

The most common appliance in a home is the television set. What goes on behind the "magic box" is critical to understanding the business.

- Basic principles & terminology
- Digital and High Definition Television
- Interactive Television
- VOD (Video On Demand)
- Broadcasting, Cable, Satellite and recorded video
- Hollywood's TV business

NAFL 111 The Technology of Movies

Noncredit CRN 30525
Jul 8 - Jul 28
Online
\$125

For over 100 years the motion picture business has used analog technology to produce and distribute movies. This course presents the current and future tools used by filmmakers.

- Basic principles of film processes; production & distribution
- New Digital & Electronic Cinema
- Development of the Hollywood's value stream
- How our physiology and psychology influence the product

SUMMER 2004

ENTERTAINMENT

CERTIFICATE OF COMPLETION IN ENTERTAINMENT TECHNOLOGY

Online Instruction in Entertainment and Media Business

NAFL 112 The Technology of New Media

Noncredit

CRN 30526

Jul 29 - Aug 17

Online

\$125

Many individual technologies have recently converged to create new media opportunities. Businesses are finding ways to leverage these tools into profitable operations.

- Principles & terminology
- Basic methods of on-line media entertainment
- Security and legal principles
- Product types and how they really work

Online Course Activities

Students will complete courses by logging on to the course website, and actively participating in the following:

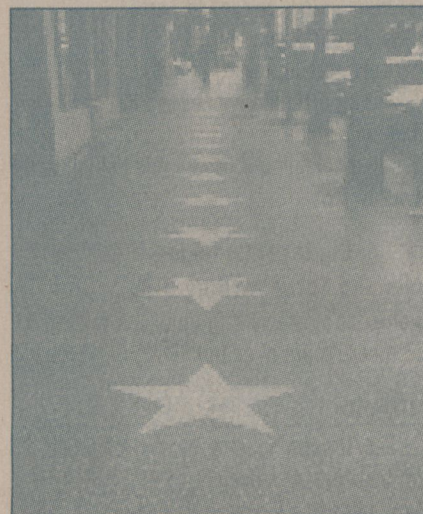
- View multimedia lectures from Dr. Belson at your convenience
- Watch interviews with guest speakers from leading Hollywood organizations will augment the program.
- Read online course materials posted on the Web.
- Access online threaded discussions throughout the week.
- Contribute to optional live chats hosted by the instructor which will occur at various times during the semester. Transcripts of chat sessions will be posted on the course website for review.



Technical Requirements

Students will need a computer, a modem (minimum 56 kbps) and an Internet provider with Netscape, Explorer 4.0 or higher. For more information see Computer Skills and Technical Requirements for Online Classes on the Distance Learning Web Page:

<http://dominguezonline.csudh.edu>



For more information:
email David Belson at david@belson.org
or
visit the web site
<http://www.csudh.edu/extendeded/>

ENTERT

SUMMER 2004

ENTERTAINMENT

INDEPENDENT FILMMAKING A-Z

Produce, Write, Direct, and Distribute Feature Films

This is the course that launched the careers of Quentin Tarantino, Spike Lee, Christopher Nolan (Memento), and Guy Ritchie (Snatch). In one weekend you learn how to take an idea, obtain the script, create a budget, finance the project, direct the shoot, edit the film, attend festivals, secure an agent, and then market, sell, and distribute around the world.

Saturday (Filmmaking) focuses step-by-step on the actual process of shooting the film, from scheduling to lighting to cinematography. Sunday (Film Business) is dedicated to the business of financing, distributing, and selling that film globally. The course applies to feature films with budgets ranging from as low as \$5,000 to as high as \$5 million.

You'll learn about

- Producing low-budget features
- Directing independent film
- Writing screenplays that sell
- Shooting artistically but cost-effectively
- Financing films
- Foreign sales, video and cable deals, festival awards

Bonus: Digital Filmmaking Nuts-and-Bolts and Screenwriting A-Z.

All enrollee's receive a filmmaker's workbook and a certificate of completion.

Instructor

Dov S-S Simens, founder of the Hollywood Film Institute, has been producing films for the past decade, and has taught in the film schools at USC, UCLA, and NYU in addition to his independent film workshops.

Enrollment is limited.

The class is one weekend in length. The class is offered on the following weekends.

Summer 2004 Schedule

NAFL 104-01 Independent Filmmaking A-Z

Noncredit CRN 30606

Sat Sun Jun 5 & 6
9am-9pm Sat; 9am-5pm Sun
Off campus
\$389

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

NAFL 104-02 Independent Filmmaking A-Z

Noncredit CRN 30613

Sat Sun Aug 7 & 8
9am-9pm Sat; 9am-5pm Sun
Off campus
\$389

The Reviews...

"Amazing... A massive amount of information."

LA Times

"Brilliant... It's a boot camp for filmmakers."

Wall St. Journal

"Spike Lee calls Simen's class 'the best two days of film education I ever had'."

Los Angeles Magazine, March 1998



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

SUMMER 2004

ENTERTAINMENT

MUSIC

Inside The Music Business. "Get Signed And Get Paid"

This course is for anyone who has dreamed of getting into the music business, or someone who needs advice on record deals, getting gigs, getting promoted, getting heard and getting signed. Learn how to present your material or artist to record companies. The course also explains a manager's duties and what's expected of them. Learn the inside secrets on how to break into the business and get paid. Boost your career, get to the next level and get your music heard.

Students will learn

- How to get started in the music industry;
- How to transition from your present career to music management;
- How to read a music contract;
- How to make money with your music;
- How your songs make money;
- How A&R and talent show executives choose who they want;
- How to protect your money;
- Why so many artists end up bankrupt; and
- How to establish long-term careers.

The Instructor

Super Producer, **Victor Merritt**, has sold well over 30 million records in *Pop*, *Hip Hop*, *Gospel*, and *R&B*. Victor Merritt has received two *Grammy nominations*, and numerous *Billboard* and *BMI awards*, including having the largest selling male R&B artist RCA has had in over 31 years and the largest selling gospel record ever. Victor has been involved in every conceivable aspect of the industry from discovering talent, making stars, knowing how to get into the music industry, how to get a recording deal, record producing, contract negotiations, royalties and distribution.

Summer 2004 Schedule**NAMU 106-01 Inside The Music Business.****"Get Signed And Get Paid"**

Noncredit

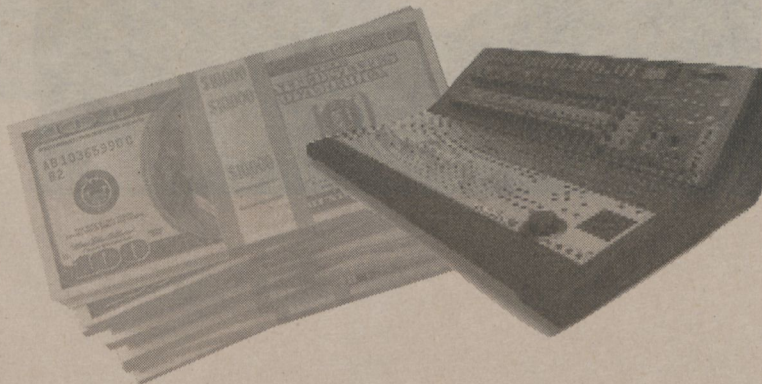
CRN 30527

Sat Jun 19 & 26

10am-4pm

CSUDH EE 1213 (Auditorium)

\$199



ENTERT

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

SUMMER 2004

ENTERTAINMENT

MUSIC ONLINE

You've Written A Song—Now What?

This 10 week online course is a guide to the business of songwriting. It has been designed for songwriters, musicians and recording artists who have written a song and want to know what to do next.

The course will present an overview of the marketplace for a song, from a song's creation and rewrite through demo production, negotiating the publishing contract and finally receiving royalties.

This revealing online course teaches how to establish a career in the exciting world of songwriting:

- Learn about intellectual property and copy right.
- Find out about collaboration and recording song demos.
- Get tips for pitching your song to music publishers.
- Understand a publishing contract and how royalties are earned.
- Discover ways to get your song heard by music industry professionals.
- Realize the importance that trade magazines make in getting your song to the marketplace and your career off the ground.

By the end of the course, you will be able to:

- Register your song with the Copyright Office
- Create a collaboration agreement
- Plan and produce a song demo
- Submit your song to music publishers and others
- Understand their publishing contract
- Be aware of the many uses for songs
- Apply their understanding of intellectual property rights as they develop their careers as songwriters

ONLINE COURSE ACTIVITIES

- Read assigned online articles and lectures
- Research online resources
- Participate in online discussion of session topics

Technical Requirements

Students will need a computer, a modem (minimum 56 kbps) and an Internet provider with Netscape, Explorer 4.0 or higher. For more information see Computer Skills and Technical

Requirements for Online Classes on the Distance Learning Web Page:

<http://dominguezonline.csudh.edu>

About the instructor:

Aaron Meza has been the western director for the "Songwriters Guild of America" since 1985 (www.songwriters.org), and has taught about the songwriting business for many years.

Summer 2004 Schedule

NAMU 107-01 You've Written A Song - Now What?

Noncredit CRN 30540
 Jun 21-Aug 17
 Online
 \$250



HEALTHCARE

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ORGANIC CHEMISTRY

Satisfy your Organic Chemistry Requirement in Just 10 Weeks this Summer!

with

Organic Chemistry Summer Courses at Cal State Dominguez Hills Extended Education

See page 93

(310) 243-3741 or 1-877-GO-HILLS
for information or
visit the website:
www.csudh.edu/extendeded/
email: eereg@csudh.edu

HEALTH CARE

MEDICAL CODING

Administrative Medical Specialist

Introduction to Medical Billing, Coding and Front Office Skills

see page 77

NURSING MASTER OF SCIENCE ONLINE

The MSN program prepares leaders for advanced practice in the roles of Nurse Educator or Gerontology Clinical Nurse Specialist (CNS). Coursework and clinical practice are based on advanced know-ledge and the critique and application of theory and research as a scientific foundation for advanced practice in nursing. Through personalized academic advisement, the students' programs of study are tailored to reflect their learning needs and professional goals.

Program Objectives

Upon completion of the MSN program, graduates should be able to:

1. Use epidemiological, social, environmental, and physiological data to draw inferences regarding the health status of individuals, families, groups, and communities, with a special emphasis on vulnerable, high risk and diverse populations;
2. Develop, monitor and evaluate comprehensive, holistic plans of care that address the health promotion, disease prevention and health deviation needs of client populations;
3. Incorporate theories and research in generating nursing interventions to promote, preserve and restore health and healthy lifestyles in client populations;
4. Foster multidisciplinary approaches to strategies and resources to empower client populations to attain and maintain maximal functional wellness;
5. Influence regulatory, legislative and public policy in private and public arenas to promote and preserve healthy communities; and
6. Practice in advanced leadership roles to influence professional and healthcare systems.

Admission Requirements

1. Completion of a BSN degree from an NLNAC- or CCNE-accredited program in a regionally accredited institution or its equivalent as determined by the CSUDH Nursing Student Affairs Committee.
2. Overall grade point average of 3.0 (on a 4-point scale) or higher in the last 60 semester (90 quarter) units taken.
3. Current and active RN license in the United States.
4. Satisfaction of the Graduation Writing Assessment Requirement (GWAR) achieved prior to or during the first semester of coursework.

Graduate Course Prerequisites

Some MSN courses require successful completion of prerequisites not offered as part of the MSN program, but available through the BSN program. The courses must be undergraduate upper division:

1. Statistics course (descriptive and inferential) or equivalent, prerequisite to MSN 530;
2. Nursing research course or equivalent, prerequisite to MSN 530;
3. Health assessment course with clinical lab or equivalent, within the last 5 years; and
4. Pathophysiology course or equivalent for Clinical Nurse Specialist role.

Nurses with Non Nursing Bachelor's Degrees

RNs who have earned a bachelor's degree in another field may be eligible for the B.A./B.S. Pathway Program leading to the MSN degree upon completion of designated courses. Contact the Division of Nursing for more information at eereg@csudh.edu or (310) 243-2162

Degree Requirements

Students complete 17 units of core courses and then begin specialty role courses as either a Nurse Educator or a Gerontology Clinical Nurse Specialist (CNS). Nurse Educators must also develop an advanced clinical focus by taking a course related to clinical practice in a specialty. Students complete 33-40 units of coursework and role performance, and additional units allocated to taking a comprehensive examination (registration for 3 elective units), or doing a directed project or thesis (3 units) to meet the MSN degree requirements. Students must also satisfy the GWAR.

Academic Policies

A cumulative grade point average (GPA) of 3.0 or higher is required in all courses taken to satisfy the requirements for the MSN degree. A student will be placed on probation if, in any term, he or she has failed to earn a GPA of 3.0 or higher for taken through that term. During the subsequent probationary term, the student must achieve a GPA sufficiently high to bring the cumulative GPA to 3.0 or higher. Failure to do so will result in dismissal from the program. Any student

receiving a grade of "C" or lower during any term must consult immediately with the graduate advisor as soon as the grade report is issued.

Curriculum

The curriculum consists of core courses, specialty theory and role performance courses, and electives, with a capstone experience of a comprehensive examination or directed project or thesis.



NURSING MASTER OF SCIENCE ONLINE

Core Courses – taken before enrollment in Role courses

- MSN 501 Nursing Informatics (1)
- MSN 504 Advanced Nursing Roles (2)
- MSN 510 Theories for Advanced Nursing Roles (3)
- MSN 513 Health Care Policy/Economics (3)
- MSN 514 Health Promotion/Disease Prevention (3)
- MSN 530 Research Utilization in Advanced Nursing Practice (3)
- MSN 535 Ethics in Advanced Nursing Roles (2)

Role Emphasis Courses

A. Nurse Educator Role

- MSN 521 Nurse Educator: Theory (4)
- MSN 551 Nurse Educator: Role Performance I (2)
- MSN 561 Nurse Educator: Role Performance II (2)
- MSN 571 Nurse Educator: Role Performance III (2)

Elective (Clinical practice focus) (3)

OR

B. Gerontology CNS Role

- MSN 524 CNS: Gerontology (6) MSN 526 Advanced Pharmacology (3)
- MSN 527 Advanced Health Assessment (3)
- MSN 554 Gerontology CNS: Role Performance (2)
- MSN 564 Therapeutic Interventions: Gerontology CNS Role Performance (2)
- MSN 574 Organizational Strategies: Gerontology CNS Role Performance (2)
- MSN 584 Culminating Role Performance: Gerontology CNS (2)

These courses must be taken concurrently with the Role Emphasis courses:

- MSN 591 Applied Research for Nursing Practice I (1)
- MSN 592 Applied Research for Nursing Practice II (2) Capstone Experience
- MSN 599 Directed Project or Thesis (3)

Comprehensive Examination (0) with Additional nursing elective (3)

Clinical Practice Experience

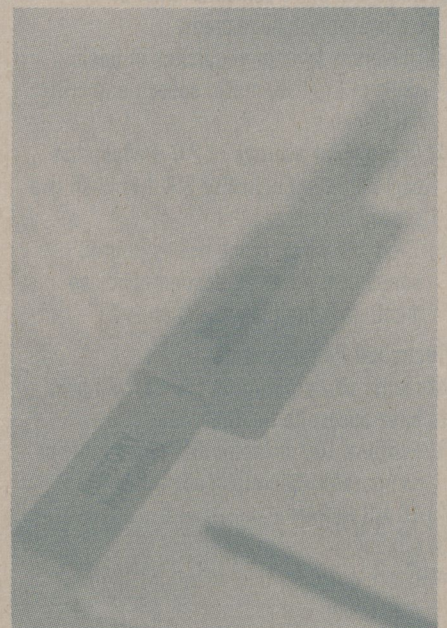
Advanced role and graduate-level clinical practice experience is offered through the role performance courses. These courses occur in the student's local field setting and involve a local preceptor, as well as the online course instructor. The required total number of hours of practice varies by role option; in general, one unit of credit equals 48 hours of clinical practice in the field. All students are responsible for maintaining an active RN license, and proof of necessary health exams, immunizations, CPR and universal precautions training, and personal professional liability insurance coverage during role emphasis coursework and role performance experiences.

For further information:
visit us at www.csudh.edu/msn
email at eereg@csudh.edu
(310) 243-2162

ADMINISTRATIVE MEDICAL SPECIALIST

**Introduction to Medical Billing,
Coding and Front Office Skills**

see page 77



NURSING BACHELOR OF SCIENCE ONLINE

Complete the B.S. degree in Nursing via World Wide Web at a time and place convenient to you!

B.S. Degree in Nursing

A bachelor's degree can help you achieve your goals, and now you can earn your degree at home via the World Wide Web, at times convenient to you. No need to quit your job to go back to school, or commute long distances to campus.

The Division of Nursing at California State University, Dominguez Hills offers a Web-based program to complete your Baccalaureate Degree in Nursing to English speaking nurses worldwide. Graduates are prepared to function in a rapidly changing health care system in a variety of roles and health settings.

A prestigious program that is individualized for the self-directed, working nurse... an ideal way for RNs to complete their B.S. Degree in Nursing via the World Wide Web. California State University, Dominguez Hills is fully accredited by the Western Association of Schools and Colleges (WASC), and the Division of Nursing is fully accredited by the National League for Nursing Accrediting Commission (NLNAC).

Admission Requirements

- 1) RN licensure in USA or its equivalent
- 2) Minimum of 56 semester units of transferable college credit
- 3) University level prerequisites in basic skills of English, math, speech and critical thinking
- 4) Grade point average of 2.0 if education completed in English or 2.4 if English is a second language
- 5) There are no entrance exams prior to admission. However, academic advisement via e-mail is recommended.

Technical Requirements

Students participating in courses will need to have access to the following:

- 1) Pentium 100 or faster IBM-compatible or comparable Macintosh computer
- 2) 16 MB of RAM
- 3) Minimum 28.8 modem
- 4) Internet access (including email and World Wide Web)
- 5) Netscape 3.01 or higher or Internet Explorer 4.0 or higher Web browser

INTRODUCTORY COURSES

- BSN 301 Technology for the Information Age (1)
BSN 310 Expanding Professional Nursing Horizons (2)

NURSING SUPPORT COURSES

- BSN 315 Life Cycle (3)
BSN 305 Human Diversity and Health Care (4)
BSN 345 Pathophysiology (4)
BSN 405 Statistics (3)

INTEGRATED NURSING COURSES

- BSN 340 Professional Collaboration (3)
BSN 380 Health Assessment* (4)
BSN 400 Health Promotion & Teaching (3)
BSN 410 Community Based Nursing I* (5)
BSN 420 Community Based Nursing II* (5)
BSN 430 Health Care Systems, Policy and Finance (3)
BSN 440 Professional Nursing Roles (3)
BSN 450 Principles of Leadership & Management in Nursing* (5)
BSN 460 Research Utilization (3)

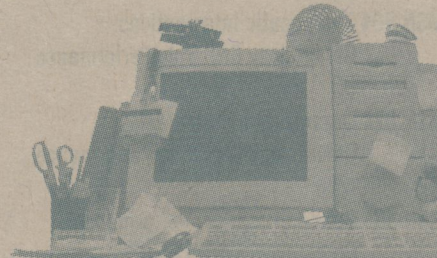
ELECTIVES (Choose 3 units)

- BSN 325 Complementary & Alternative Health Care Modalities (1)
BSN 335 Biochemistry (4)
BSN 416 Continuous Quality Improvement in Healthcare (1)
BSN 426 Nursing and Telehealth (2)
BSN 436 Principles of Healthcare Budgeting (2)
BSN 446 Introduction to Case Management (2)
BSN 456 Health and the Global Village (1)

* Performance Courses

Performance courses have a required clinical field experience component that can be completed under the guidance of an approved preceptor in your home locale. A variety of health care settings can be used, depending upon the course content and desired objectives.

The cost of each unit is \$225.



For further information contact:
www.csudh.edu/bsn
Phone: (310) 243-2162
Email: eereg@csudh.edu

ADMINISTRATIVE MEDICAL SPECIALIST CERTIFICATE OF COMPLETION

(Introduction to Medical Billing, Coding and Front Office Skills) Online

About the Program

The medical industry is experiencing tremendous demand for individuals with knowledge of medical office operations, billing and coding. The business office of every health care provider must submit proper documentation to a number of insurance companies for reimbursement. As a result, there are numerous opportunities for individuals trained in medical billing and coding—positions in medical offices, clinics, and hospitals, as well as home-based opportunities.

According to the 2002/2003 Occupational Outlook Handbook, Medical Billing/Coding is one of the ten fastest growing professions in the United States. This profession is listed as one of the fastest growing in allied health. This growth is driven by the health care needs of the aging population and the growing number of health care practitioners. As a result, the demand for qualified individuals able to handle the complexity of paper and electronic information is increasing.

What You Will Learn

This program provides students with basic working knowledge of medical billing and reimbursement as well as an introduction to the national diagnostic and procedural coding systems. An introduction to medical office computer software is also included along with basic medical terminology. Upon completion of the course, students will be able to:

- Perform valuable front office functions for a medical office
- Be proficient in communication, equipment and organizational skills
- Demonstrate knowledge of medical coding and medical billing
- Complete insurance forms
- Input patient information, schedule, and code using medical software

This is a unique opportunity to receive these comprehensive skills in a concise web-based training experience.

Who Should Attend

This certificate is valuable for anyone seeking an entry-level position in medical billing or coding. This includes:

- Individuals interested in learning job skills for medical office opportunities
- Individuals interested in changing job skills to become medical billers/coders
- Health care professionals with no prior billing and coding experience who are seeking career opportunities in medical billing and coding

Prerequisites

Students should be proficient in keyboarding, have basic understanding of a word processing computer program, and have command of English grammar and punctuation.

Books and Materials

All materials are included with the course fee: Medical Terminology Made Easy with audiotape, current CPT and ICD, Book of Medical Abbreviations, Medical Dictionary, MediSoft Patient Accounting demo CD.

The Cost

The cost for the entire program is \$1,470. All work must be completed within three months of your registration.

This is an online, self-paced training course offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at www.csudh.edu/extension/healthonline and clicking on the course demonstration button.

Certificate Requirements

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

Instructors

This online program is offered in partnership with Gatlin Education Services (GES). All instructors will be provided by GES. Each student is assigned an instructor for one-on-one assistance. Instructors are responsive to student questions and concerns and are actively involved in the students' online learning experience.

Summer 2004 Schedule

MDX 900-01 Administrative Medical Specialist

15 CEUs
Online
\$1,470

CRN 30001

This course is available for immediate registration. 150 hours.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Register today by calling (310) 243-3741!

For more information:
call Angeli Logan (310) 243-3352,
email alogan@csudh.edu or
visit the web site
www.csudh.edu/extension/healthonline/

SUMMER 2004

HEALTH CARE

CERTIFICATE OF COMPLETION

ADVANCED CODING FOR THE PHYSICIAN'S OFFICE—ONLINE

About the Program

Continuous changes in the coding and billing industry have created an incredible demand for individuals trained in advanced coding. This online program is designed to advance the coding skills of front desk personnel—those coding even the most extensive procedures. Complete details in CPT-4, ICD-9-CM (Volumes 1 & 2), and HCPCS coding are covered as well as information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, and E&M guidelines. Code by code details and tips are provided to ensure that in-depth knowledge is acquired.

This program offers complete and accurate instruction, which helps students improve their skills in compliance and reimbursement and acquire the skills necessary to maintain coding accuracy. For individuals seeking to advance in the coding industry, this course provides the knowledge needed to do so. Not only will individuals advance in their knowledge, but will also be more confident in their abilities. As a result, there will be increased accuracy in code selections causing a smoother billing process and timely reimbursement.

The American Academy of Professional Coders (AAPC) study guide for the Certified Procedural Coder (CPC) certification exam is included at the end of the course. This course prepares students for the CPC certification exam.

Who Should Attend

This course is valuable for experienced coding practitioners. This includes:

- Individuals who have completed the Administrative Medical Specialist course and want to advance their coding knowledge
- Individuals seeking to enhance their coding skills specifically for a physician's office setting
- Individuals seeking professional advancement opportunities by obtaining industry certification as a Certified Procedural Coder

Prerequisites

Administrative Medical Specialist course OR Medical Terminology and basic understanding of CPT-4 (CPT), ICD-9-CM (ICD-9) and HCPCS coding principles.

Books and Materials

All books and materials are included. Students are expected to have their own reference books.

The Cost

The cost for the entire program is \$1,270. All work must be completed within three months of your registration.

This is an online, self-paced training course offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at www.csudh.edu/extension/healthonline and clicking on the course demonstration button.

Certificate Requirements

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate. All work must be completed within three months of your registration.

Instructors

This online program is offered in partnership with Gatlin Education Services (GES). All instructors will be provided by GES. Each student is assigned an instructor for one-on-one assistance. Instructors are responsive to student questions and concerns and are actively involved in the students' online learning experience.

Summer 2004 Schedule

MDX 902-01 Advanced Coding for the Physician's Office

8 CEUs CRN 30003
Online
\$1,270.00

This course is available for immediate registration. 80 hours.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Register today by calling (310) 243-3741!

For more information:
call Angeli Logan (310) 243-3352,
email alogan@csudh.edu or
visit the web site
www.csudh.edu/extension/healthonline/

CERTIFICATE OF COMPLETION IN ADVANCED HOSPITAL CODING AND CCS PREP—ONLINE

About the Program

This interactive online course is for experienced coding practitioners who want to enhance their facility coding skills. Mastering these skills increases opportunities for advancement in the best paying sectors of the coding profession. For individuals who are currently working in a physician's office or billing service, this course offers insight into facility coding which is otherwise extremely difficult to obtain.

This course utilizes existing knowledge of medical terminology and health care science. Students will heighten their coding skills and be prepared for employment testing, job performance and successful completion of industry certification exam. This course prepares students for the American Health Information Management Association's (AHIMA) mastery level credentialing exam, the Certified Coding Specialist (CCS).

Online Features

This online course uses contemporary, time proven teaching techniques. Lessons are designed to be similar to classroom lectures, followed by homework exercises and readings from textbooks. The textbooks chosen are the most well respected teaching tools in coding education and will serve as reference books in the future. Scanned and electronic records combined with exercises help students learn to read the medical record, one of the most difficult aspects of coding for facilities.

What You Will learn

- This course provides an overview of the payment systems used by health care facilities enabling students to gain an understanding of the impact of their codes. This objective will be obtained by the use of DRG's and APC's.
- The format and content of medical records are discussed, enabling students to find and understand information in a medical record.

- The course provides the coding guidelines used in facility coding for inpatients, ambulatory surgery and outpatient diagnostic patients by reviewing the Official Coding Guidelines in detail.
- This course prepares students for the AHIMA CCS exam. This course provides study tips for the exam and includes the official study guide.

Who Should Attend

This course is valuable for experienced coding practitioners. This includes:

- Individuals currently coding for a physician's office or working for a billing service who want to learn and develop facility coding skills
- Individuals seeking professional advancement opportunities by obtaining AHIMA certification as a Certified Coding Specialist

Prerequisites

Administrative Medical Specialist course **OR** Medical Terminology, Anatomy, Physiology, Pathology as well as ICD-9-CM and CPT-4 coding.

This course focuses on facility specific coding guidelines. Students should be familiar with the use of coding books prior to taking this course.

Books and Materials Included

Faye Brown's ICD-9-CM Coding Handbook
AHIMA's Clinical Coding Workout: Practice Exercises for Skill Development

Required Books NOT Included

Current ICD-9-CM Volumes 1, 2 & 3
Current CPT-4 codebook
HCPCS codebook

The Cost

The cost for the entire program is \$1,570. All work must be completed within three months of your registration.

This is an online, self-paced training course offered cooperatively by California State

University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at www.csudh.edu/extension/healthonline and clicking on the course demonstration button.

Certificate Requirements

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

Summer 2004 Schedule

MDX 904-01 Advanced Hospital Coding and CCS Prep.

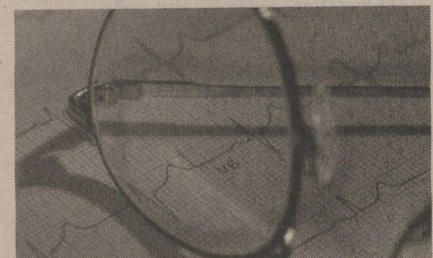
8 CEUs CRN 30004
Online
\$1,570

This course is available for immediate registration. 80 hours.

For student loan information for continuing education students, call The Education

Resources Institute (TERI) at
(800) 255-8374, extension 2.

Register today by calling (310) 243-3741!



For more information:
call Angeli Logan (310) 243-3352,
email alogan@csudh.edu or
visit the web site
www.csudh.edu/extension/healthonline/

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

CSUDH Extended Education is a Continuing Education PCE Provider (#1676)

The Program

The certificate program consists of 9 courses designed to prepare individuals for entry into the field at a professional level. Students may enter the program in either the Fall or Spring Semester. Students are required to pass each course with a grade of C or better and maintain a 2.5 G.P.A.

Entrance Requirements

Applicants should have completed at least two years of college or have at least two years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is recommended.

Certificate Award

Upon satisfactory completion of all nine courses with a 2.5 G.P.A. and 300 hours of field work, the student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Advisory Committee

Jean Hendricks, PhD, is in private practice in Manhattan Beach.

Mary Cook-Lund, MA Clinical Psychology, has been treating chemical dependency since 1976.

Jacqueline Sorenson-McDaniel Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor in private practice in Long Beach, Fountain Valley and Newport Beach.

James McDaniel, MA, Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor is Director of a Psychiatric Evaluation Team in Long Beach.

Courses

Students must successfully complete all nine courses in the program. Six courses are degree applicable. Courses transferable to the Human Services Program and their equivalencies are as follows:

ADX 301 is equivalent to PSY 367

ADX 303 is equivalent to SOC 363

ADX 304 is equivalent to PSY 342

ADX 305 + ADX 307 = PSY 396

ADX 306 is equivalent to SOC 320

For students who are majoring in Human Services at CSUDH and who wish to complete the requirements for the Certificate, the equivalences are as follows:

PSY 342 is equivalent to ADX 304

PSY 367 is equivalent to ADX 301

SOC 320 is equivalent to ADX 306

SOC 363 is equivalent to ADX 303

Students with the bachelor of arts degree in Human Services must complete the following for the Certificate: ADX 300, ADX 302, ADX 308, and ADX 305 and ADX 307. If enrolled in both programs at once, Human Services students may use ADX 300, 302, and 308 as electives for the major.

ADX 300 Introduction to Alcoholism

3 ext units

Prerequisite for program

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

ADX 301 Introduction to Counseling Techniques

Prerequisite for Program

3 ext units

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

ADX 300 and 301 must be taken before any other courses

ADX 302 Counseling the Individual

3 ext units

Prerequisite: ADX 300, 301

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

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

Prerequisite 300, 301

This course is an introduction to a 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.

ADX 304 Group Counseling Techniques

3 ext units

Prerequisite 300, 301

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

ADX 305 Introductory Practicum

2 ext units

Prerequisite 300, 301

This course introduces the students 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.

ADX 306 Family Dynamics

3 ext units

Prerequisite 300, 301

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

SUMMER 2004

HEALTH CARE

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

CSUDH Extended Education is a Continuing Education PCE Provider (#1676)

ADX 307 Advanced Practicum

2 ext units

Prerequisite 300, 301, 305

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

Electives: Choose One

ADX 308 Treatment of Eating Disorders

3 ext units

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity, biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives will be highlighted. The history of the interrelationship of alcohol and food as substances often abused is explored. Multidimensional treatment techniques will be explored for a comprehensive understanding of this illness.

ADX 309 Cognitive-Behavioral Treatment for Domestic Violence

3 ext units

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

Class Date Planner Summer 2004

ADX 302 Counseling The Individual

Wednesday, June 2-August 18

ADX 303 Perspectives on Drug Abuse

Tuesday, June 8 - August 24

ADX 304 Group Counseling Techniques

Thursday, June 3-August 19

ADX 305 Introductory Practicum

Tuesday, June 8-August 17

Summer 2004 Schedule

ADX 302-1 Counseling The Individual

3 ext units

CRN 30528

M. Cook

12 mtgs: Wed Jun 2-Aug 18

6-10pm

CSUDH EE 1206

\$405

ADX 303-1 Perspectives on Drug Abuse

3 ext units

CRN 30530

J. McDaniel

12 mtgs: Tu Jun 8-Aug 24

6-10pm

CSUDH EE 1206

\$405

ADX 304-1 Group Counseling Techniques

3 ext units

CRN 30529

M. Cook

12 mtgs: Th Jun 3-Aug 19

6-10pm

CSUDH EE 1210

\$405

ADX 305-1 Introductory Practicum

2 ext units

CRN 30531

J. McDaniel

11 mtgs: Tu Jun 8-Aug 17

6-10pm

CSUDH EE 1205

\$270

GRANT WRITING

see page 63

For more information:

see the website:

www.csudh.edu/extension/adx.htm

CERTIFICATE AWARD IN MEDICAL INSURANCE BILLING

Learn the skills to join one of the fastest growing industries

The Program

Provides instruction and hands-on training in how to decipher medical insurance coding and process insurance claims accurately to obtain the maximum reimbursement. A Certificate is awarded at the successful completion of each course.

Who Should Attend

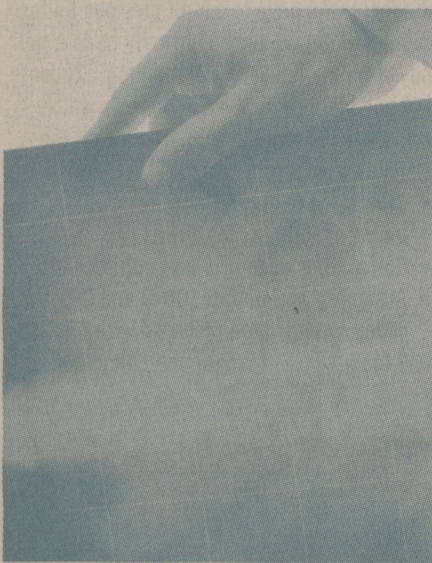
This program is best suited to the person with little or no experience who wants to start a home business or perform medical billing services for doctors, hospitals, clinics or medical supply companies.

The Schedule

Courses are offered on Saturdays on campus and at the Franklin Community Center.

The Location

Classes are held on the CSUDH campus in Carson and at the Franklin Community Center, 850 Inglewood Ave., in Redondo Beach. All courses are offered twice a year.



For more information:
call (310) 243-3782,
email eereg@csudh.edu or
visit the web site
<http://www.csudh.edu/extendeded>

Open University

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



Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have. Open University is for you if you

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

For more information see page 110

CERTIFICATE AWARD IN MEDICAL INSURANCE BILLING

Summer 2004 Schedule

NBMB 101-01 Medical Insurance Billing I

Noncredit CRN 30628

T. Reid

2mtgs: Tu Sat Jun 5-Jun 12
9am-3:30 pm
CSUDH SAC 1102
\$95

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.). Students will develop a firm foundation for medical insurance billing with a thorough knowledge of CPT coding. This course is specifically designed and taught for people with little or no experience in the medical field. Begin with the basics and develop a clear and concise understanding of the procedure coding systems to help formulate an accurate insurance claim that will maximize reimbursement.

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

Bring the required text to class: Physician's Procedural Terminology, CPT — latest edition

NBMB 102-01 Medical Insurance Billing II

Noncredit CRN 30629

T. Reid

2mtgs: Tu Sat Jun 19-Jun 29
9am-3:30 pm
CSUDH SAC 1102
\$95

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic procedure coding with these topics:

- ICD9 Coding
- Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
- Managed Care Plans: unravelling HMO, PPO, & IPA
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- Interpreting explanation of benefits (EOB's)

Bring required text to class: latest edition of the ICD-9-Co.

NBMB 103-01 Medical Insurance Computer Billing

Noncredit CRN 30631

T. Reid

1 mtg: Sat Jul 17
9am-3pm
CSUDH EE 1205
\$95

Limited to 20 students

Medical Insurance Billing I & II suggested as prerequisites.

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.

NBMB 104-01 How to Start & Run Your Own Medical Billing Service

Noncredit CRN 30630

T. Reid

1 mtg: Sat Jul 31
9am-3pm
CSUDH SAC 1102
\$90 (fee includes materials)

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, market their services and select appropriate computer software, as well as a number of start-up requirements to enable them to work at home.

NBMB 105-01 Medical Terminology

Noncredit CRN 21426

V. Morgan

2 mtgs: Sat May 1-May 8
9am-2:30pm
FCC Room 7

\$110 (fee includes materials)

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

Victoria Morgan, FHFMA, MS, CSU Northridge. Principal, Morgan & Associates Health Care Consulting Firm.

NBMB 106-01 Applied Billing Techniques

Noncredit CRN 30632

T. Reid

1 mtg: Sat Jul 24
9am-12pm
CSUDH EE 1201
\$50 (fee includes materials)

Students who have taken all previous billing courses will have the opportunity to do a half day of hands-on coding and billing. Students will complete several class projects which will allow them to put into practice all the skills an actual biller would use:

- Creating a billing database
- Inputting charges for offices
- Calculating write-offs and adjustments
- Assigning appropriate ICD-9 and CPT codes should come prepared with an ICD-9 Manual, CPT Manual and calculator.



CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the Commission for Accreditation of Allied Health Programs (CAAHEP), is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies. This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be submitted by December 31 of the preceding year. Enrollment is limited to four students. This program is on a school year 2003-2004 moratorium.

For more information, contact:

D. Clark
Rancho Los Amigos Orthotics Department
7450 Leeds St.
Downey, CA 90242
(562) 940-7655

In addition to this program offering, Extended Education also offers a certificate program in Prosthetics as part of Special Sessions.

The **CSUDH Orthotic and Prosthetic Certificate Program** is now located at :
24702 Aliso Viejo Parkway
Aliso Viejo, CA 92656



HEALTH CARE

For more information:
call Kerry Gilbert at the new phone number
for Certificate information:
(949) 643-5374
Scott Hornbeak can also be reached at this
number.

CERTIFICATE PROGRAMS IN ORTHOTICS - PROSTHETICS

The Orthotics and Prosthetics

Program in the Health Science Department at California State University, Dominguez Hills now offers two Certificate Programs consisting of a nine-month curriculum in Prosthetics, and a seven-month curriculum in Orthotics. These will fulfill the unmet need for practitioners who provide orthotic and prosthetic rehabilitations to individuals requiring custom made orthotic braces and artificial limbs.

Who May Attend

Up to fourteen students will be admitted to each Certificate class. Applicants must possess a bachelors degree, preferably in a health-related major, and must also meet the special criteria for admission established by the Admissions Review Committee. Prerequisites and course content for the Certificate Programs in Orthotics and Prosthetics will adhere to the Essentials and Guidelines for an Accredited Educational Program for the Orthotist and Prosthetist approved by the National Commission on Orthotic and Prosthetic Education (NCOP) in 1993.

Prerequisites

(Introductory College Level Acceptable)

Course	Minimum req.
Biology	3 units
Chemistry	3 units
Physics	3 units
Psychology	3 units
Algebra	
or Higher Math	3 units
Human Anatomy & Physiology w/lab	6 units

Certain prerequisites may be taken concurrently with Certificate courses, with consent from the Admissions Committee.

About the Program

The Orthotics and Prosthetics Program at California State University, Dominguez Hills offers the highest quality certificate level degree available in orthotics and prosthetics. The Program has developed and refined its teaching materials, attracted a highly-respected director and clinical faculty, matriculated eight classes of students, developed strong program, student and faculty evaluation procedures, and engaged in active recruitment of minorities, disabled individuals, and women.

The Program has continued a close clinical affiliation with Rancho Los Amigos Medical Center, and in 1994 entered into a clinical affiliation agreement with the Long Beach Veterans Medical Center.

Two Options

The Prosthetic Certificate is offered every Fall and the Orthotic Certificate is offered every other year. Each discipline will consist of one academic year credit. A successful applicant may pursue both Certificates sequentially, but applications are only accepted for one Certificate at a time.

The Cost

The tuition is \$455 per unit; subject to change. Scholarship assistance may be available. Books and course materials will cost up to \$300 per semester.

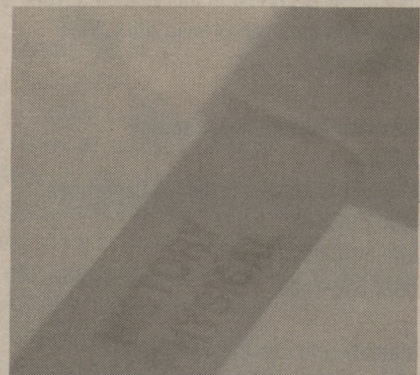
O&P Website

Learn more about the field of orthotics and prosthetics at www.csudh.edu/oandp

SUGGESTED COURSE SEQUENCE AND TIMES

PROSTHETICS CERTIFICATE PROGRAM

Course Title	Hours	Units
HEA 355 Materials Science & Anatomy	80	4
HEA 350 Below Knee, Symes, Partial Foot	144	3
HEA 352 Below Knee, Symes, Partial Foot	56	3
HEA 354 Above Knee, Hip Prosthetics	144	3
HEA 452 Above Knee, Hip Prosthetics	64	3
HEA 450 Upper Extremity Prosthetics	48	3
HEA 250 Normal & Pathological Gait	21	1
HEA 345 Biomechanics & Kinesiology	30	2
HEA 492 Research & Seminar in O&P	30	2
HEA 335 Practice Management	32	2
HSC 498 Directed Research in O&P	21	1
HEA493 Clinical Rotations (Local)	64	3
(Off-site)	186	
Total Hours and Units	920	30



For more information:

call Kerry Gilbert at the new phone number for Certificate information:

(949) 643-5374

Scott Hornbeak can also be reached at the above number.

Orthotics and Prosthetics Program CSUDH
(310) 243-2700

QUALITY

Leader in Quality Assurance Education

CSUDH offers a full range of educational opportunities in Quality ranging from degree programs and certificate programs to seminars on cutting edge topics. Learn how to apply Quality management methods to manufacturing and service enterprises from instructors who are professionals in Quality fields.

Online

On Site

On Campus

Degree Programs

Master of Science Quality Assurance
 Options in Manufacturing * Healthcare * Service88
 Bachelor of Science Quality Assurance90
 B.S. Quality Assurance Measurement Science Option90
 Special Major Bachelor of Arts Degree 9

Certificate Programs

Production and Inventory Control Certificate29
 Purchasing Certificate28
 Project Management Certificate of Completion30
 Quality Certificates of Completion and
 ASQ Certification Exam Preparation91

- Quality Management
- Quality Engineering
- Quality Auditing
- Reliability Engineering
- Software Quality Engineering

**SPECIAL TOPIC:
CHANGE
MANAGEMENT
QAS 595-41**

See page 88-89

QUALITY

**QUALITY
ASSURANCE
BACHELOR OF
SCIENCE**

see page 90

**SPECIAL TOPIC:
QUALITY FUNCTION
QAS 595-42**

See page 88-89

QUALITY ASSURANCE MASTER OF SCIENCE ONLINE

Who Should Attend

The Master of Science in Quality Assurance (MSQA) is designed to prepare professionals in manufacturing, service, government, and healthcare for career advancement.

Professionals in the following fields, among many others, will benefit: quality, manufacturing, engineering, science, management, health care, government, utilities, retail, insurance, telecommunications, banking, finance, education, entertainment, transportation and other service industries.

Quality Assurance is an interdisciplinary profession utilized in all areas of management. The career opportunities in this rapidly growing field are excellent, as the demand for graduate Quality Assurance professionals continues to increase.

Students can emphasize course work in manufacturing, healthcare or service.

Program Goals and Objectives

Participants in the Master of Science in Quality Assurance receive education in both the technical and administrative foundations of this dynamic field. Graduates will have been trained in current practices and methods required by management for implementing and improving operational performance and customer satisfaction.

In order to help manage and lead today's organization toward the objective of "total quality," an interdisciplinary approach is taken to blend study in management, quality concepts, and statistical tools. The curriculum is designed to meet the needs and interests of the working professional. Included are relevant theoretical and practical course work, independent study, interaction with fellow students and leading learning experience.

A unique feature of the MSQA program is the opportunity students have to customize their program of study to include areas of personal and professional interest.

Program Benefits

During the course of the program students will acquire knowledge and skills from among the following areas, chosen to appeal to professionals seeking a unique and satisfying interdisciplinary experience:

- Managing a quality organization.

- Planning and implementing a quality assurance program.
- Troubleshooting and solving quality problems both administrative and technical.
- Incorporating quality concepts and human factor techniques in the design of organizational operations.
- Creating and managing supplier control systems.
- Developing and analyzing statistical process control charts.
- Developing and analyzing acceptance sampling plans.
- Design of experiments (analysis of variance techniques).
- Performing quality cost analysis.
- Performing reliability maintainability, and safety systems reviews.
- Performing quality system audits.
- The ISO 9000 Series of Quality System Standards

The Program

An interdisciplinary approach blends study in management with quality concepts. Relevant theoretical and practical course work, independent study, interaction with fellow students, working Quality Assurance professionals and a final project are used to provide a well-rounded learning experience.

Admission Requirements

A candidate must meet CSUDH graduate admission requirements and hold a bachelors degree. The applicant should have completed courses in mathematical statistics, theory of probabilities and principles of computer technology. Students not meeting these requirements need to obtain special permission. Please call (310) 243-3880 for details. To graduate, thirty-three semester units of graduate work must be completed, with at least 24 units from CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a final project and/or thesis must be completed. In addition, the Graduate Writing Assessment and all other requirements as described in the current university catalog must be completed.

If this is your first internet class, please contact the MSQA office at (310) 243-3880 before registering. Call (310) 243-3741 to register for MSQA Internet classes. Make sure you give your correct e-mail address

when registering. To contact us on the web: <http://www.csudh.edu/MSQA>

After registering for an Online class, contact msqa@csudh.edu with your e-mail address. If you are interested in taking courses toward specialized Quality Assurance Certificates or Certification Exam Preparation Courses, please see pages 83-84.

See Quality Assurance Certificate Information on Pages 91-92

New this Summer!

Special Topic: Change Management QAS 595-41

3 units CRN 30146
Develop resilience in dealing with change. Understand the dynamics of change as they impact both individuals and the organization. Identify barriers to change and provide tools for overcoming them. Examine the science of change and its application. Learn from each other. Discuss practical "real world" as well as theoretical applications of our learning. See next page

Special Topic: Quality Function QAS 595-42

3 units CRN 21301
As a quality professional, you want the products and services you provide to make a difference for the customers you serve. You also want to contribute to your organization becoming a leader in the implementation of innovative strategies that produce the highest quality products and services available to your customers. By subscribing to such levels of accountability, you are making a commitment to continuous quality improvement and to measuring progress toward desired results. See next page

For more information:
visit the web site
<http://www.csudh.edu/msqa>

SUMMER 2004

QUALITY ASSURANCE

QUALITY ASSURANCE MASTER OF SCIENCE ONLINE

Summer 2004 Schedule

Start date: April 27, 2004
Last day to register: April 27, 2004
Last day of class: August 3, 2004

QAS 495-41 Selected Topics in QAS

1 unit CRN 30138
K. Fulton
Jun 15-Aug 3
\$155

QAS 510-41 Advanced Probability/Statistic

3 units CRN 30139
R. Spencer
Apr 27-Aug 3
\$465

QAS 511-41 Quality Function Mgt. & TQM

3 units CRN 30140
W. Trappen
Apr 27-Aug 3
\$465

QAS 512-41 Reliability

3 Units CRN 30141
D. Dunahay
Apr 27-Aug 3
\$465

QAS 515-41 Human Factors In QAS

3 units CRN 30142
J. Clauson
Apr 27-Aug 3
\$465

QAS 518-41 Quality Project Mgmt. & Prod.

3 units CRN 30143
W. Trappen
Apr 27-Aug 3
\$465

QAS 527-41 Quality Measurement

3 Units CRN 30144
W. Trappen
Apr 27-Aug 3
\$465

QAS 594S-41 Individual Study In Assurance Science

3 Units CRN 30145
Staff
Apr 27-Aug 3
\$465

QAS 595-41 Special Topic By Dir Study: Change Management

3 units CRN 30146
S. McFerran
Apr 27-Aug 3
\$465

QAS 595-42 Special Topic: Quality Function Deployment: Understanding Customer Requirements

3 units CRN 30147
R. Spencer
Apr 27-Aug 3
\$465

QAS 598S-41 Directed Research

3 Units CRN 30148
D. Dunahay
Apr 27-Aug 3
\$465

QAS 600S-41 Grad Continuation Course

3 units CRN 30149
Staff
Apr 27-Aug 3
\$465

QAS 595-41 Special Topic: Change Management

(3 units)

Any major advance in an organization creates a disruption in established processes and interpersonal relationships. If change is not implemented in a manner to increase organizational strength and flexibility and minimize dysfunctional behavior outcomes, it will cause a disruption that can cripple or defeat its intended beneficial outcomes. This course will focus on the nature, process and roles of change as well as provide methods of overcoming resistance and developing organizational synergy for the purpose of optimizing the new process's benefits.

QAS 595-42 Special Topic: Quality Function Deployment: Understanding Customer Requirements

(3 units)

This course will study the quality management system known as Quality Function Deployment (QFD) and its use to understand customer requirements in driving the design of products and services. The course will cover the tools of QFD and provide in-depth study of customer requirements analysis using the Kano Model of customer satisfaction.

QUALITY

On Site Programs

All MSQA programs available in-house at your site. Contact msqa@csudh.edu

QUALITY ASSURANCE BACHELOR OF SCIENCE

Quality Assurance Bachelor of Science with Measurement Science Option

Online On Campus On Site

The BSQA program blends studies of the basic sciences, technologies, management principles, quality concepts and statistical tools needed to prepare professionals for careers in Quality Assurance, and enhance the careers of working Quality Assurance professionals. For those students more interested in the technical areas of Quality there is a Measurement Science option.

Online/On Site

The online and on site BSQA programs are designed primarily as upper division transfer programs for students who have completed the majority of their lower division general education courses. The program requires no on-campus attendance. Courses are offered throughout the year on a trimester basis.

Online & On Site Admission Requirements

- Minimum of 56 units and completion of all general education requirements of the California State University system with a 2.0 GPA
- Completion of one semester of college-level calculus
- TOEFL score of 550 (for students whose primary language of instruction was not English)

On Campus Program

The on-campus BSQA is a four year college program, and general admission requirements for the BSQA at California State University, Dominguez Hills are stated in the current CSUDH catalog.

Benefits

- Prepares professionals in Quality Assurance for careers in the design, development, manufacture and support of products and service.
- Meets the needs and interests of the Quality Assurance professional through a combination of theoretical and practical course work, independent study, and interaction with fellow students and leading professionals.
- Provides an interdisciplinary approach that blends the basic sciences, technologies, management principles, quality concepts and statistical tools.

- Provides a well-rounded learning experience as well as preparation for advanced studies (e.g. Masters Degree) by means of a broad based curriculum that includes a culminating project and a practical off-campus internship.
- Enables students to customize their programs of study to include areas of personal and professional interest.
- Develops problem-solving skills with a customer-based focus leading to the continuous improvement of process, product and service.

Summer 2004 Schedule

Start date: April 27, 2004

Last day to register: April 30, 2004

Last day of class: August 3, 2004

QAS 220-41 Fundamentals Measurement Sci.

3 Units CRN 38341

D. Dunahay
Apr 27-Aug 3
\$465

QAS 331-41 The Manufacturing Process

3 Units CRN 38342

C. Carpenter
Apr 27-Aug 3
\$465

QAS 335-41 Quality Auditing

3 Units CRN 30682

T. Omar
Apr 27-Aug 3
\$465

QAS 350-41 Physical Metrology

3 Units CRN 38344

E. Hazarian
Apr 27-Aug 3
\$465

For more information:
www.csudh.edu/bsqa
bsqa@csudh.edu
(310) 243-3880

PRODUCTION AND INVENTORY CONTROL

See page 27

PURCHASING

See page 27

CERTIFICATES OF COMPLETION IN QUALITY

Courses

Need certification in Quality Assurance, but don't want to commit to the entire MSQA program? California State University, Dominguez Hills has Quality Assurance certificate programs available in specialized fields of study.

Certificates of Completion

Each student who satisfactorily completes three Master degree level courses and the associated capstone course from the MSQA program will be provided with the following certificate(s):

Certificate in Quality Management

QAS 511 Quality Function Management & TQM

QAS 518 Quality Project Management & Productivity

QAS 526 Supplier Quality Assurance

or

QAS 527 Quality Measurement

NBQA 701 Certified Quality Manager Preparation (capstone)

Certificate in Quality Engineering

QAS 510 Advanced Probability & Statistics

QAS 513 Statistical Quality Control & Sampling

QAS 514 Advanced Experimental Design

NBQA 702 Certified Quality Engineer Preparation (capstone)

Certificate in Quality Auditing

QAS 511 Quality Function Management & TQM

QAS 525 ISO 9000 and the Audit Function

QAS 526 Supplier Quality Assurance

or

QAS 527 Quality Measurement

NBQA 703 Certified Quality Auditor (capstone)

Certificate in Reliability Engineering

QAS 510 Advanced Probability & Statistics

QAS 512 Reliability

QAS 513 Statistical Quality Control & Sampling

NBQA 704 Certified Reliability Engineer Preparation (capstone)

Certificate in Software Quality Engineering

QAS 523 Software Reliability

QAS 510 Advanced Probability & Statistics

QAS 513 Statistical Quality Control & Sampling

NBQA 705 Certified Software Quality Engineer

Certificate in Service Quality Assurance

Students who complete the four required courses for the Master of Quality Assurance -- Service with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education. Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement. Exceptions to this requirement can be approved by the MSQA program coordinator, Dr. Eugene Watson at (310) 516-3880.

Courses required for the Certificate in Service Quality Assurance

QAS 511 Quality Function Management & TQM (3)

QAS 530 Statistical Quality for Service Professionals (3)

QAS 531 Customer Satisfaction & Quality Assurance (3)

QAS 532 Q A for the Service Delivery Process (3)

For more information:
www.csudh.edu/msqa
msqa@csudh.edu
(310) 243-3880

ASQ EXAM PREPARATION QUALITY CAPSTONE COURSES

California State University, Dominguez Hills, in cooperation with the American Society for Quality in Los Angeles, can help you prepare for ASQ exams. This certification is a recognized professional accomplishment bound to enhance your career and personal marketability. Capstone courses provide a complete overview of the body of knowledge prescribed by ASQ and CSU Dominguez Hills for each discipline. These courses prepare a student for certification by ASQ or registration as a Professional Quality Engineer, PE, by the state of California.

These courses also serve as a final review for a series of four courses that result in a certificate of competence in a specialized area of Quality.

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

NBQA 701 Certified Quality Manager (CQM) Exam Preparation

This course provides the student with an in-depth overview of the American Society for Quality (ASQ) Body of Knowledge surrounding the profession of Quality Manager. It is designed to address each aspect in the detail needed to refresh the memory of the Quality Manager aspiring to achieve certification.

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

This course serves as a review of the ten major elements of the American Society for Quality (ASQ) Certified Quality Engineer examination.

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

This course serves as a review of the five major elements of the American Society for Quality (ASQ) Certified Quality Auditor examination, including:

- General Knowledge, Conduct, Ethics & Audit Administration
- Audit Preparation
- Audit Performance
- Audit Reporting, Corrective Action, Follow-up & Closure
- Auditing Tools & Techniques

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

This course provides the student with all of the fundamental and some of the advanced theories of reliability engineering. The course is designed to assist the student in passing the ASQ Certified Reliability Engineer (CRE) examination.

NBQA 705 Certified Software Quality Engineer Preparation Capstone

The course provides the student with a nine week overview of the American Society for Quality (ASQ) Body of Knowledge (BOK) surrounding the profession of Software Quality Engineer. This course is not intended as primary instruction in this subject. It is designed to refresh the memory of the Software Quality Engineer aspiring to achieve ASQ Certified Software Quality Engineer (ASQ/CSQE) status. This is ultimately achieved by taking and successfully passing the certification exam offered by ASQ's examination schedule. The ninth and final unit of this class is scheduled for completion during the week of the ASQ certification exam.

Exam Prep Course Title	Start Date	Last Day to Register	End Date
NBQA 701-41 Certified Quality Manager Exam Prep CRN 42787	August 17	August 20	October 12
NBQA 702-41 Certified Quality Engineer Exam Prep CRN 42788	October 12	October 17	November 30
NBQA 703-41 Certified Quality Auditor Exam Prep CRN 42789	October 12	October 17	November 30
NBQA 704-41 Certified Reliability Engineer Exam Prep CRN 42790	August 17	August 20	October 12
NBQA 705-41 Certified Software Quality Engineer Exam CRN 42791	October 5	October 8	November 30

Capstone Courses are offered only on the Internet.

Further information may be located at www.csudh.edu/msqa

For further information regarding course descriptions, class schedules, registration, and other information, please call the MSQA office at (310) 243-3880 or e-mail us at msqa@csudh.edu. Visit our website at www.csudh.edu/msqa

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ORGANIC CHEMISTRY

Satisfy your Organic Chemistry Requirement in Just 10 Weeks this Summer!

Many pre-professional students need to take two semesters of organic chemistry with a lab. CSU Dominguez Hills Division of Extended Education offers a 10-week series of intensive summer classes that satisfy this requirement. Because students are focused on a single class, they often perform better than by taking the classes with a full course load.

Extended Education has offered this program since 1977. Students from colleges all over Southern California and the US have taken the course and transferred the credit into their university. In addition, the classes help prepare students for the MCAT and DAT exams.

Since 1977

(310) 243-3741 or 1-877-GO-HILLS
 for information or visit the website:
www.csudh.edu/extendeded/
 email: eereg@csudh.edu

Courses

CHE 300 Organic Chemistry I (3)

Prerequisite: CHE 112 or 1 year of general chemistry

A detailed study of organic molecular structure, reaction mechanisms stereochemistry, and synthesis with emphasis on aliphatic and aromatic systems.

CHE 301 Organic Chemistry Laboratory I (1)

Prerequisite: CHE 112 or 1 year of general chemistry; concurrent enrollment in CHE 300

Basic experimental techniques of organic chemistry. Three hours of laboratory per week.

CHE 302 Organic Chemistry II (3)

Prerequisites: CHE 300 and CHE 301; concurrent enrollment in CHE 303

Continuation of CHE 300 with emphasis on the chemistry of organic compounds containing oxygen and nitrogen.

CHE 303 Organic Chemistry Laboratory II (1)

Prerequisite: CHE 112 or 1 year of general chemistry; concurrent enrollment in CHE 302

Preparation of organic compounds and qualitative organic analysis. Three hours of laboratory per week.

Summer Schedule 2004

CHE 300-71 Organic Chemistry I

3 Units CRN 30704

N. Sturm

MTWTh Jun 1-Jul 2 (plus 2 Fridays 6/4 & 7/2)

10am-12:15pm

CSUDH NSM C221 or B252

\$465

CHE 301L-71 Organic Chemistry Lab I

1 Unit CRN 30705

N. Sturm

M W Jun 2-Jun 30 (plus one Friday 6/4)

1-5pm

CSUDH NSM C351

\$250

CHE 302-71 Organic Chemistry II

3 Units CRN 30706

T. Reilly

MTWTh Jul 6-Aug 6 (plus 2 Fridays 7/9 & 8/6)

10am-12:15pm

CSUDH NSM C221 or B252

\$465

CHE 303L-71 Organic Chemistry I

1 Unit CRN 30707

N. Sturm

Mon Wed Jul 7-Aug 4 (plus 1 Friday 7/9)

1-5pm

CSUDH NSM C351

\$250

DEGREE PROGRAMS

SUMMER 2004

ACADEMIC PROGRAMS

MASTER OF ARTS IN NEGOTIATION, CONFLICT RESOLUTION, AND PEACEBUILDING*—DISTANCE LEARNING

THE DEGREE

The Master of Arts in Negotiation Conflict Resolution and Peacebuilding Program (MA/NCRP 30 units) — **Effective Fall 2004** — Admission Application Deadline: May 1 for Fall.

The degree program involves a comprehensive study of the practical skills, methods, theory, and research required to be an effective negotiator, conflict resolver and peacebuilder. The degree addresses needs of beginning and mid-career professionals in government, business, and non-profit organizations, and those interested in a career change.

DISTANCE LEARNING WITH A DIFFERENCE

The degree can be completed without coming to the campus by anyone anywhere in the world who has Internet access. Any student with a PC Pentium II and reliable access to the Internet should be able to attend class online.

Classes are both synchronous and asynchronous. Current platform subject to change. Students will be notified. Synchronous involves a live, interactive lecture that is accessed through the internet. Students also have the option to review broadcast lectures at a later time by accessing them through the archive. Asynchronous involves completing assignments posted at the course website on or off line at your convenience. Communication with instructors during class is either by toll-free telephone lines (in the U.S. and Canada) or by Instant Messaging using the Internet.

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

Students can complete the course of study in two years or they have up to five years to complete the program. Students must maintain continuous enrollment in the NCRP program.

ADMISSION

Students are admitted on a cohort basis. Completed applications and supporting documentation must be received no later than May 1 for admission to the following Fall semester.

The requirements for admissions are as follows:

- GPA of 3.20 or above (using a 4-point scale) in any major during the last 60 semester units or 90 quarter units
- Degree from an accredited college or university
- Students whose primary language is not English must meet the University TOEFL requirement
- Each applicant must submit a 500 word personal statement describing:
 1. The applicant's background relative to the area of study
 2. Reason for seeking the degree
 3. How the applicant plans to use the degree once obtained
- Three letters of reference are also required, specifically addressing the applicant's suitability for a degree in the area of negotiation and conflict management

Applications should be requested from:
Division of Extended Education
California State University Dominguez Hills
1000 E. Victoria Street
Carson, CA 90747 USA
NCM Program EE1431

Or
 Send your mailing address to:
negotiation@csudh.edu

COST

Current fees are \$185 per unit, or \$5,500 for the entire degree (*subject to change*).

Additional expenses (at current rates, "*subject to change*"): \$35 examination fee, a \$35 diploma fee,

books estimated at \$750 total, and personal Internet Service Provider fees.

THE PROGRAM OF STUDY

Courses are broadcast via Internet webcast 6:00 pm to 9:00 pm Pacific Standard Time (PST) on specified days.

Courses are archived for later viewing for those out of the PST zone.

Currently, the program consists of the following courses:

A. Required Courses (15 units)

to be taken in the order listed (the sequence of NCR 504, 507, 508 may be altered by consent of the program coordinator)

1. Negotiation Area of Emphasis

NCR 504.Theories of Conflict (3)

NCR 507.Seminar: Research Design and Interpretation (3)

NCR 508.Communication and Conflict (3)

NCR 522.Negotiation Tactics (3)

NCR 544.Alternative Dispute Resolution Processes (3)**

2. Mediation Area of Emphasis

NCR 504. Theories of Conflict (3)

NCR 507. Seminar: Research Design and Interpretation (3)

NCR 508. Communication and Conflict (3)

NCR 522. Negotiation Tactics (3)

NCR 525. Mediation (3)**

3. Arbitration Area of Emphasis

NCR 504. Theories of Conflict (3)

NCR 507. Seminar: Research Design and Interpretation (3)

*Pending Formal Approval

Please be aware that, effective fall semester 2004, there will be a campus-wide reorganization. This program will be housed in the College of Liberal Arts under a new division (World Cultural Studies) that will be the first of its kind in the United States. It is expected that our program will undergo a name change (Negotiation, Conflict Resolution, and Peacebuilding) so that the degree granted to successful applicants will be a Master of Arts in Negotiation, Conflict Resolution, and Peacebuilding. Effective fall semester 2004, there will no longer be a Behavioral Science Graduate program as such. In addition to our program, the other members of the World Cultural Studies Division will be the Africana Studies Department, Anthropology Department, Asian Pacific Studies Program, Chicano/a Studies Department, Latin American Studies Program (proposed), and the Women's Studies Program. This will be an exciting opportunity to develop multicultural education in pursuit of the University's mission to become "... a learning community dedicated to excellence and committed to educating a student population of unprecedented diversity for leadership roles in the global community of the 21st century."

MASTER OF ARTS IN NEGOTIATION, CONFLICT RESOLUTION, AND PEACEBUILDING*—DISTANCE LEARNING

NCR 508. Communication and Conflict (3)

NCR 522. Negotiation Tactics (3)

NCR 527. Arbitration (3)**

B. Elective Courses (9-12 units,

depending on whether 6 or 3 units are completed for the Capstone requirement) to be taken from the following (as they become available) to bring the total to 30***

NCR 529. Internship in Conflict Resolution (3)

NCR 530. Online Dispute Resolution (3)

NCR 531. Divorce and Family Mediation (3)

NCR 532. Dispute Resolution Clinical Studies (3)

NCR 533. Labor Conflict (3)

NCR 535. Organizational Conflict (3)

NCR 536. Dispute Resolution for Sports (3)

NCR 537. International Conflict (3)

NCR 538. Seminar: Public Policy Conflict (3)

NCR 540. Seminar: Community Conflict (3)

NCR 541. Restorative Justice (3)

NCR 542. Collaborative Law (3)

NCR 543. Reducing School Violence through Conflict Resolution (3)

NCR 545. Intercultural Conflict Resolution (3)

MFT 580. Cross-cultural Family Values and Behavior (3)

MFT 584. Legal and Ethical Aspects of Counseling (3)

** (When this is not a required course for the designated area of emphasis it may be taken as an elective)

*** (NCR 525, 527, or 544, as applicable, may be added to this list of elective courses when not required for the respective area of emphasis)

C. Graduate Writing Assessment

Requirement (GWAR)

must be met upon admission through either (i) prior graduation from a California State University campus other than Dominguez Hills in 1984 or later, (ii) a score of eight (8) on the Graduate Writing Examination (GWE), or (iii) passing another examination (like our GWE) that is certified as meeting the requirement by the CSUDH GWAR Coordinator. Otherwise, students will be required to enroll in the Graduate Writing Course (presently NCR 595.01) as their first course and without credit toward the 30-unit minimum for the master's degree. A grade of "B" will be required to "pass" this course.

D. Capstone (Culminating Event) Requirement

1. NCR 591 (3 units) is the Capstone course for those electing to take the comprehensive examination as their culminating event. Students will be limited to two (2) attempts to pass the comprehensive examination. Once election of the comprehensive examination as the culminating event has been made, students will not be permitted to change their election to a thesis or project.
2. The revised degree required core curriculum consists of NCR 504, 507, 508, 522, and either 525, 527, or 544. If a thesis or project is elected as the culminating event, then NCR 598 and 599 will be required (but together may not exceed a total of 6 units). If the comprehensive examination is elected as the culminating event, NCR 598 and 599 will not be required but 591 will be substituted. (Once election of the thesis or project as the culminating event has been made, students will not be permitted to change their election to the thesis or project.)
3. After calculating these adjustments, any remaining units required to reach 30 may be satisfied by electives from the available courses set forth in section B above.

The Courses (Current)

Full course descriptions can be found on the website: <http://www.csudh.edu/negcon/>

NCR 544 Alternative Dispute Resolution Processes (3)

Prerequisites: NCR 504, NCR 507, NCR 508, and NCR 522

Surveys a variety of process choices in dispute resolution. Recognizing that litigation may not be appropriate in many cases.

Course examines alternatives such as negotiation, mini-trial, mediation, panel evaluation, summary, jury trial, private judging, arbitration, and use of special masters.

NCR 530 Online Dispute Resolution (ODR) (3)

Addresses emerging practice of conflict resolution in cyberspace. ODR utilizes online resources as the "fourth party" collaborating with the traditional third party in resolving conflicts more efficiently and less expensively. *Prerequisites:* NCR 504, NCR 507, NCR 508, NCR 522, NCR 525 and NCR 527

NCR 533 Labor Conflict (3)

Case and historical studies in selected industries. Past, present, and pending court decisions or national and state labor laws. Strategic planning for labor organizations. The process of negotiating a labor contract. Grievance and arbitration procedures. Three hours of seminar per week.

Prerequisite: GVAR

BEH 600S Graduate Continuation Course

0 Units

Before you enroll in the NCR Graduate Program call (310) 243-2162 or email negotiation@csudh.edu

Summer Schedule 2004

NCR 530-91 Online Dispute Resolution

3 Units CRN 30685

R. Wipple

Mon Jun 22-Aug 24

\$555

Co req. NCR 530A-91 CRN 30686 (no charge)

NCR 533-91 Labor Conflict

3 Units CRN 30687

J. Ellman

Wed Jun 2-Aug 4

\$555

NCR 544-91 Alternative Dispute Resolution Processes

3 Units CRN 30688

J. Ellman

Mon Jun 28-Aug 30

\$555

Co req. NCR 544A-91 CRN 30689 (no charge)

BEH 600S-71 Graduation Continuation Course

0 Units CRN 30040

Staff

Jun 2-Aug 17

\$155

PHYSICAL EDUCATION, ADMINISTRATION OPTION MASTER OF ARTS IN EDUCATION

This is a new graduate program for physical education teachers who are interested in furthering their education and professional development.

Graduates of this program will receive a Master of Arts in Education with an emphasis in Physical Education Administration. The Physical Education Administration option is designed to provide advanced studies in physical education, as well as knowledge and understanding of the basic foundations and theories of educational administration. The curriculum objectives promote a blending of theory and practice to assist students who seek advancement within their chosen field in education, public service, or the private sector. Graduates from this program will meet requirements necessary for teaching physical education at the community college level, as well as meeting requirements for various school administrative positions. The Master of Arts in Education, Physical Education Administration Option is structured as a differential tuition program, with graduates completing a total of 30 units. Students will complete 18 units (graduate education curriculum) under state support and 12 units (physical education courses) through Special Sessions. Students will be enrolled as regular university students for the extent of the program, but will pay the current Special Sessions fees for the 12 physical education units.

Degree Requirements

The following courses (A-C) constitute the program of study for the Master of Arts in Education: Physical Education Administration Option. Students enrolling in these courses must have a degree in Physical Education, Kinesiology, Exercise Science, or Human Performance or have completed the prerequisite courses (outlined in part II below). All students receiving this degree must successfully complete these courses.

A. Graduate Education Common Core Requirements. Classes taken under state support.

GED 500 Research Methods in Education
GED 501 Seminar in Learning & Development
GED 503 Socio-Cultural Issues in Education

B. Graduate Education Required Courses. Classes taken under state support.

GED 506 Law & Ethics in Public Education
GED 570 Supervision of Instruction
GED 571 School Management & Finance

C. Physical Education Required Courses. Classes taken through Special Sessions.

PED 500 Seminar in Contemporary Issues, Topics, and Trends in Physical Education
PED 514 Seminar in Curriculum Development in Physical Education
PED 516 Public Relations & Development in Physical Education & Athletics
PED 593S Field Work in Physical Education Administration

Program Prerequisites

Students who have not completed a degree in Physical Education, Kinesiology, Exercise Science or Human Performance must complete all of the following courses before enrolling in 500 level physical education courses.

BIO 250 Human Anatomy & Physiology
BIO 251 Human Anatomy & Physiology Lab
PED 300 Tests and Measurements
PED 301 Kinesiology
PED 303 Exercise Physiology
PED 425 Physical Education in the Elementary School
PED 448 Teaching Effectiveness in Secondary Physical Education

SPORTS TURF MAINTENANCE

This course will prepare students for entry-level employment in sports turf maintenance and related occupations. Through lectures and assignments, students gain basic knowledge and skills needed to support sports turf managers in maintaining sports fields found in schools, universities, public parks and sports stadiums.

See page 31

For more information:
contact Dr. Mike Ernst, Graduate Program
Coordinator, (310) 243-3659 or email
mernst@csudh.edu or visit the web site
<http://www.csudh.edu/extendeded>

HUMANITIES (HUX) MASTER OF ARTS

29 Years of Achievement in Distance learning through correspondence Study

This Master of Arts in Humanities program provides advanced disciplinary and interdisciplinary study of the Humanities: History, Literature, Music, Art History, and Philosophy. Correspondence courses, guided by expert faculty, engage distance learners around the world. Students compare major themes in literature, art, philosophy, history and music; evaluate key figures and their works; and research significant historical epochs in diverse cultures.

This 30-unit graduate degree program is fully regionally accredited. Students may take 5 years to complete the program. The cost is \$170.00 per unit.

The Program Design

- All course requirements completed off campus
- Year round course scheduling in three trimesters
- Most courses conducted via correspondence with online option for some courses
- Course guides designed by CSUDH professors.
- Opportunities for mentored independent research courses
- Disciplinary, Interdisciplinary, and Creative Study concentrations available

The Curriculum

- Phase I Core Courses: 3 to 5 Defining Courses focusing on individual disciplines and representative writers, approaches, and works
- Phase II Options: Single Discipline Concentration, Interdisciplinary Focus, or Creative Study Concentration for approved applicants
- Phase III Capstone Experience: Formal thesis or project

Learning Experience

- Practice in-depth critical appreciation of key works in the Humanities
- Skillfully apply research methods and analytical writing
- Use frameworks and theory to examine events and cultural products from western and non-western societies
- Engage in study that promotes reflection and exchange of ideas

According to Andrew Cox, HUX Graduate and winner of the CSUDH Outstanding Thesis of the Year, 2000:

"I feel that the Master's Degree in Humanities has broadened my perspective and my ability to make sense of information."

For more information or a HUX M.A. Catalog and application, contact:
Humanities External Master's Degree Program
California State University, Dominguez Hills
1000 East Victoria Street
SAC 2-2126
Carson, CA 90747
Voice:
(310) 243-3743
Monday-Friday 8am-5pm
(Pacific Time)
FAX:
(310) 516-4399
24 hours/day, 7 days/week

For more information:
email: HUXOnline@csudh.edu
website: <http://www.csudh.edu/hux/>

THAILAND SUMMER PROGRAM

June 12 - 25, 2004

- Two week session
- Three credit units for Soc 395/595
- Approximate cost \$2000.00
(Includes round trip airfare, transportation, lodging, academic fees and most meals)
- Faculty sponsor: **Dr. John C. Quicker**, Sociology

This is a two-week learning experience in Chiang Mai, Thailand under the leadership of Dr. John C. Quicker, Sociology Department, who has been carrying out field research in Thailand over the last seven years. Students will receive three units of Sociology credit from CSU Dominguez Hills, studying social and cultural issues related to a developing democracy.

The program will involve lecture, discussion, and slide presentations, as well as numerous field trips. Classroom information will include materials on Thai customs and courtesies, the importance of Buddhism within the culture, and the status of ethnic minorities within the Thai society. Field trips will include visits to Doi Sutep Temple, the Provincial Administrative Centers, and hilltribe village. Free time is allotted for optional side trips and/or self-exploration.

For more information contact:
Dr. JC Quicker, Sociology Department
CSUDH

310/243-3509
jquicker@csudh.edu

See page 106

DEGREE
PROGRAMS

MASTER OF PUBLIC ADMINISTRATION MPA ONLINE

The Online MPA Program is Designed to Meet the Needs of adult learners who work in the public, nonprofit and private sectors

California State University Dominguez Hills School of Business and Public Administration presents:

The Program

The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions. The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in a twelve (12) week schedule.

Accreditation

The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Public Administration.

Program Delivery System

All Online MPA courses are offered online through an Internet based delivery system. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking three (3) courses per session during a four session timeframe. A second alternative is for a student to take two (2) courses for six sessions.

Visit the Website:

<http://mpaonline.csudh.edu>

Admissions Requirements

Applicants for admission to the MPA Online Program must meet the California State University Dominguez Hills admission requirements for post-baccalaureate or graduate study and the graduate admission requirements of the Department of Public

Administration. Applicants will be considered for admission if they satisfy the following:

- Hold an acceptable baccalaureate degree from a regionally accredited college or university,
- Are in good standing at the last institution attended,
- Have achieved a minimum undergraduate grade point average of at least 3.0 in the last 60 semester (90 quarter) upper division units,
- Attain a minimum score of 550 on the test of English as a foreign language (TOEFL) (required only of students who have received all, or a significant portion, of their education in a language other than English).

Students admitted with classified status who do not have prior public administration related coursework or who have less than two years public agency administration experience may be required to complete from one to three undergraduate courses.

Tuition

Tuition for all MPA Online courses is \$900 (U.S.) per three unit course. Course fees are the same for both resident and international students. All fees are subject to change.

Applications for the MPA Online program are available on the MPA Online web-page www.mpaonline.csudh.edu. The website provides information on the application procedure, requirements, fees, and deadlines.

Application and Registration Deadlines

Contact the MPA Online Program Office at (310) 243-3917 or email mpaonline@csudh.edu

For more information:

call Ken Poertner

(310) 243-3165, or

Malaika Horne, Program Assistant

(310) 243-3917

email eereg@csudh.edu or

visit the web site

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

BACHELOR OF SCIENCE IN APPLIED STUDIES

In Partnership with Coastline Community College Department of Interdisciplinary Studies

The Bachelor of Science in Applied Studies provides a flexible baccalaureate completion program primarily designed for holders of community college associate degrees (A.A.) or certificates who are seeking to advance in their occupational fields.

Special Features

The curriculum enables students to receive upper division instruction leading to a baccalaureate degree from California State University without leaving the community college setting. CSU faculty will travel to the convenient Coastline Garden Grove Center to conduct evening courses for working adults. Applied Studies is designed to incorporate up to 18 units of coursework in applied skills from the technical associate degree into a flexible course of study to accommodate individual career paths toward occupational leadership. Through intensive advising and participation in APS 395 and 490, specially designed courses focused on occupational leadership theory and practice, students will be guided through an interdisciplinary curriculum that blends skills and perspectives from liberal arts, social sciences and technical fields.

Goals

- To provide majors with the foundation necessary to facilitate occupational achievement and leadership by bridging technical skills, knowledge and background with management, administration, and communication skills
- To assist majors in achieving leadership in their respective fields by providing focused studies in appropriate disciplines for occupational leadership and providing breadth of knowledge through social sciences, natural sciences, and humanities
- To enable majors to obtain key transferable skills for the workplace in the areas of critical reasoning, problem solving, and clear communication
- To provide a degree completion program that combines quality and efficiency by emphasizing flexible delivery, convenient scheduling and continuous faculty advising

Benefits

- Transfer up to 18 units of technical coursework not typically transferable in other bachelors programs
- Satisfy individual educational and career goals
- Enhance professional status by completing a bachelor's degree and preparing for leadership positions in chosen occupation
- Acquire problem-solving skills through a curriculum that emphasizes analytical thinking, effective communication skills, and application of management and leadership theories
- Attend courses in formats and at times and locations convenient to you
- Earn a quality degree in an affordable manner

Qualifications to apply

Applicants will qualify for admission to CSU, Dominguez Hills' Applied Studies Program if they have completed 56 transferable semester college units, have a grade point average of "C" (2.0) or better, and have completed the four (4) general education basic skills courses with grades of "C" or better: freshman composition, college math, critical reasoning/logic, and speech. Maximum number of units accepted from a community college is 70 semester units. (See the APS website for steps to apply at www.csudh.edu/apscoast or call for a fact sheet at 1-877-GOHILLS)

A. General Education

Remaining General Education requirements and the Graduation Writing Requirement

B. Liberal Arts Component (18 upper division units)

Upper division units from the College of Arts and Sciences, including the nine-unit upper division general education breadth requirements:

- HUM 310 Key Concepts: Success & Values in the United States (3 units)
- SMT 312 Natural Process and Human Welfare: Environmental Geology (3 units)
- SBS 318 Cultural Pluralism: Cultural Diversity in Southern California (3 units)

Three additional upper division liberal arts courses (9 units)

C. Introduction to Applied Studies (2 units)

APS 395 Special Topics in Leadership (2 units)

D. Applied Component (18 upper division units)

The following courses or other courses by advisement:

- MGT 310 Management Theory (3 units)
- MGT 312 Organizational Behavior (3 units)
- MGT 313 Human Resource Management (3 units)
- PUB 302 Administration of Financial Resources (3 units)
- PSY 372 Industrial and Organizational Psychology (3 units)
- LBR 411 Contracts and Negotiations (3 units)

E. Capstone Seminar (3 units)

APS 490 Seminar in Occupational Leadership (3 units)

F. Electives (to total 120 units for the B.S.)

DEGREE PROGRAMS

For more information: contact Dr. David Heifetz, Director & Chair of the Interdisciplinary Studies Department, at (310) 243.3640 or email: apscoast@csudh.edu fax: (310) 516.3753 <http://www.csudh.edu/apscoast> CSUDH Extended Education: 877-GO HILLS (877-464-4557)

SUMMER 2004

DISTANCE LEARNING

MEDIATED INSTRUCTION & DISTANCE LEARNING

Degree Programs

BS Nursing	76
BS Quality Assurance	90
MA Negotiation Conflict Mgmt.	94
MBA	8
MPA	98
MS Nursing	74
MS Quality Assurance	88

Certificate Programs

Assistive Technology	61
Community College Teaching	62
Production & Inventory Control	28
Purchasing	24

Anytime/Anywhere Courses

Business	10
Computers & Technology	34
Education	56
Entertainment	65
Healthcare	73
Paralegal	102
Productivity	41

TV Classes are broadcast live

from specially equipped classrooms on the campus to provide a truly interactive learning experiences. Students have an 800 number they can use to call in and speak to the instructor during the broadcast. The broadcasts can be seen on a variety of television systems.

TV classes can be seen on Time-Warner Cable Television in the South Bay (channel 6 in Torrance, Hawthorne, Lawndale, Gardena and El Segundo) on L@36, (the Los Angeles City Cable Television Education Interconnect Channel) and CityTV Channel 16 in Santa Monica.



Be sure to check your local cable listings for the location of DHTV in your area.

All of the classes are also broadcast on the Internet. For more information about viewing classes on the Internet, visit our website at <http://dominguezonline.csudh.edu> or call (310) 243-2288.

**What is DHTV?**

DHTV is the program delivery service of CSU Dominguez Hills. In addition to broadcasts of for-credit classes, DHTV provides several hours of live, informational programming to media outlets around the world.

TV Classes are broadcast live from specially equipped classrooms on the campus to provide a truly interactive learning experience. Students have an 800 number they can use to call in and speak to the instructor during the broadcast. The broadcasts can be seen on a variety of television systems.

TV classes can be seen on Time-Warner Cable Television in the South Bay (channel 6 in Torrance, Hawthorne, Lawndale, Gardena and El Segundo).

Cable television viewers in the city of Los Angeles can watch classes on L@36, the interconnected city-wide education network. Classes can also be seen on CityTV Channel 16 in Santa Monica.

All of the classes are also broadcast on the Internet. For more information about viewing classes on the Internet, visit our website at <http://dominguezonline.csudh.edu> or call (310) 243-2288.

**Internet Classes**

Internet classes are conducted entirely online, via the World Wide Web. Online activities include lectures, assignments, research, class discussions, student-instructor communication, online "field trips," and guest speakers.

Students will need a computer, a modem (minimum 56 kbps) and an Internet provider with Netscape, Explorer 4.0 or higher. For more information see Computer Skills and Technical Requirements for Online Classes on the Distance Learning Web Page:

<http://dominguezonline.csudh.edu>

Although students enrolled in Internet classes may be asked to find a proctor in their community to administer an examination, they will not have to come to campus to complete the course. Some of the Internet classes can be used as electives or to complete requirements for an undergraduate degree.

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

Blackboard software

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

D = DHTV-- South Bay, Harbor Cities, and Santa Monica

C = Statewide via CCCSAT

L = L@36-- Cable Channel 36 throughout the City of Los Angeles

I = Live Internet Broadcast

MEDIATED INSTRUCTION & DISTANCE LEARNING

One Call: 5 Universities

CALNET

Distance Learning Programming

CSU Dominguez Hills • CSU Fullerton • CSU Long Beach • CSU Los Angeles • Cal Poly Pomona

What is CALNET Distance Learning?

- You call one number to register, and gain information on the class
- You save commuting time and expenses by taking classes at home or at locations near home or work
- You can take a class you need at another CSU if it is not offered locally

Who can enroll?

If you are a registered student at any of the participating CSU campuses you may enroll in the classes offered. You will need to meet the prerequisites as described in your university catalog. You will receive credit on your home campus.

What kind of equipment do I need?

If you are taking online courses, you need access to a computer. If you are taking courses over TV, you need access to TeleTV. Call 887-4TeleTV for more information. In the future, there will be other forms of delivery.

What classes will be offered this Fall?

There will be a variety of upper-division classes available. Call the individual universities for their schedule.

CSUDH

Call for Schedule
(310) 243-3741

CSUF

Call for Schedule

Cal Poly Pomona

Call for Schedule

CSULA

Call for Schedule

CSULB

Call for Schedule

And there's room to grow!

Here's what's in your future when you take advantage of easy-access classes by CALNET:

- More ways to access classes
- More classes offered in this format
- Combinations of distance and on-campus programs

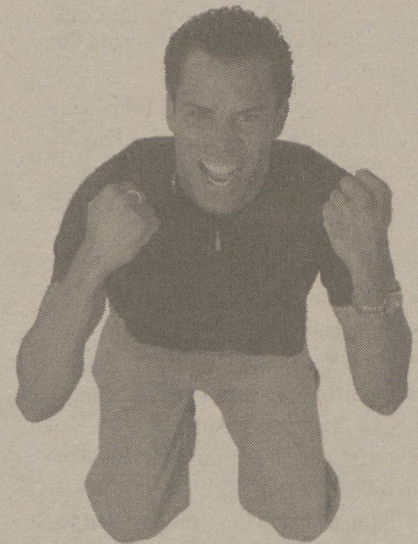
Where do I begin?

Call 1-888-5CALNET

Interested?

Answers are as close as your phone or internet connection:

www.calnet.edu • tel: 1-888-5calnet



DISTANCE
LEARN

LAW FOR LIFE: THE PARALEGAL CERTIFICATE COURSE®

An Intensive Two-Part Program for Professionals

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. There are no prerequisites, but students will be expected to complete a significant amount of homework for each weekend session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates of both Part I and II will be awarded a Certificate of Completion from CSU Dominguez Hills. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion of Part I and II of the course. **All classes are online.**

NBLG 201-41 Paralegal Certificate Course Part I

CRN 30479

Subject matter to be covered in Part I includes:

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

Online

Summer 2004

May 3 - Jun 18

128 hours

Part I: \$989

Course Fees and Materials

Textbooks: Part I: California Rules of Court: Introduction to Paralegalism, 5th edition, by William Statsky. Basics of Legal Document Preparation, by Robert Cummins, Paralegal Procedures and Practices, and A Paralegal Primer, 2nd edition, by Scott and Lisa Hatch, which are available for approximately \$200 from the Center for Legal Studies.

Part II: Students will use the same required texts from Part I and the following West Nutshell series books: Krause's Family Law in a Nutshell, 3rd edition, and Schaber and Rohwer's Contracts in a Nutshell, 4th edition, for an approximate cost of \$65.

Fees for this program include:

- Handouts and a voluntary internship for those students finishing in the top 25% of the class who desire legal experience
- Two weeks of WESTLAW access

NBLG 202-01 Paralegal Certificate Course Part II

CRN 30480

Subject matter to be covered in Part II includes:

- Advanced Legal Research
- Advanced WESTLAW Training
- Advanced Legal Writing
- Advanced Legal Document Preparation
- Constitutional Law and Civil Liberties
- Contracts and the Uniform Commercial Code
- Family Law
- Mediation and Other Forms of ADR
- Probate, Wills and Trusts
- Estate Planning
- Business Law Practice
- Bankruptcy Law Practice
- Entertainment Law and Paralegal Internships Online

Jun 28 - Aug 13

160 hours

Part II: \$1350

This Certificate provides an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450.

Financial Aid

Student loans may be available through TERL Continuing Education at 1-800-255-TERL or through Key Career Loan at 1-800-KEY-LEND.

For more information:

call (310) 243-3741,

email eereg@csudh.edu

visit the web sites

<http://www.csudh.edu/extendeded><http://www.legalstudies.com>

or call the Center for Legal Studies at

1-800-522-7737

THE AMERICAN LANGUAGE & CULTURE PROGRAM (ESL, ESP & VESL)

ENGLISH LANGUAGE COURSES FOR BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

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

Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for both native and non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an English-speaking work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, medical, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon, company-specific terminology and jargon, writing skills (forms, memos, reports), oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts. Classes can be offered on-line.

Intensive English Program (IEP)

ALCP offers an eight-week intensive English language program six times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-25-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken. A cer-

tificate of achievement is awarded after successful completion of at least one session.

Listening & Conversation

This class offers extensive individual student practice in both speaking and listening. Students learn to use authentic language in situations related to work, school, leisure and social life. Classroom assignments utilize pair work, small-group discussions and information-sharing activities. Face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact and accurate intonation. Furthermore, each student is given the opportunity to participate in a variety of in-class activities using tapes, videos, and guest speakers. Each listening exercise allows students to progress from controlled listening activities to more complex ones.

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

Writing

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

topic sentences, supporting facts, discourse markers, and concluding sentences.

Grammar

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

Reading & Vocabulary

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

- TOEFL Preparation
- Language Lab, Internet Café & e-mail
- WWW and Internet Access
- Pronunciation and Accent Reduction
- Sports, Activities, Field Trips, Movies & Music

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

ESL

SUMMER 2004**ENGLISH AS A SECOND LANGUAGE****THE AMERICAN LANGUAGE & CULTURE PROGRAM (ESL, ESP & VESL)****English Language Courses**

For beginning, intermediate and advanced international students, youth programs and on site work programs

Call (310) 243-3830 for more information or visit us on the web: www.csudh.edu/alcp

Intensive English and Work Site Programs

Intensive English language programs for individuals and industry to help them meet their professional goals. Programs are focused to address specific corporate needs including business communications, health and safety issues, and other important topics.

Programs are available for domestic and international groups, and a Certificate of Achievement is awarded upon completion of the program.

2004 Schedule

Session	Testing & Orientation	*Class Dates	**Tuition
Summer A 2004	May 3 - 4	May 5 - June 25	\$1,600 per session
Summer B 2004	June 28 - 29	June 28 - Aug 20	\$1,600 per session
Fall A 2004	Aug 23 - 24	Aug 25 - Oct 15	\$1,600 per session
Fall B 2004	Oct 18 - 19	Oct 20 - Dec 10	\$1,600 per session

Resident aliens, H-1b and green card holders: ask about our special discounted fees!

* Students may begin their studies on any of the testing and orientation days.

** \$100 An additional discount is given for pre-payment of two consecutive 8-week sessions (after the initial 2 session minimum)

TO APPLY SEND:

1. Completed Application Form. See ALCP brochure or Web-Site.
2. \$55 U.S. Application Fee written to: CSUDH. Non-refundable. Cash cannot be accepted.
3. Financial Verification. If you are requesting an I-20 in order to enter the U.S. on an F-1 Student Visa for full-time study only. The financial verification is usually a bank statement, which must verify a minimum of \$7,000 U.S. available for the student's studies.
4. Additional Costs: Health Insurance (required), textbooks, food, housing, transportation, miscellaneous.

For more information on ALCP/ESL classes:
call Tajauta Ortega (310) 243-3830,
Fax: (310) 516-4418
email alcp@csudh.edu or
visit the web site
<http://www.csudh.edu/alcp>
Registration: Tel. (310) 243-3830

LEARNING IN RETIREMENT

Courses of general interest, including fitness, workshops in fine arts & humanities, travel, and recreation are offered year round.



Travel with your Grandchildren!

New Family Travel Study Programs to Kenya, Greece, Alaska, Egypt and Costa Rica open up the world to you and your grandchildren!

See page 107



OMNILORE



Over 50? ("seasoned") Like to stretch your mind? Enjoy intellectual discussions? Omnilore, an affiliate of ALIROW and Elder Hostel Institutes, may be just the thing for you

Peer Learning Provides Intellectual Stimulation

Omnilore is a challenging, collegiate-level experience, where members make brief presentations, followed by engaging group discussions. There are no professors, tests or grades. The learning process is remarkable, especially since members often select topics about which they are curious, but have not explored in depth previously. Omnilore membership is open to all who can enjoy the

challenge of shared learning in an informal environment.

Meetings are held at the Franklin Community Center, and parking is easy and free. The Omnilore program consists of three trimesters. During each trimester 15 study/discussion subjects are offered.

Each group of 8-15 members focuses on a chosen subject, and meets for eight bi-weekly, two-hour sessions. Members can choose one or several study/discussion groups per semester.

Other optional activities include luncheon meetings, field trips and social events.

Summer Discussion Groups meet June-August, Monday-Friday either in the morning or afternoon in Room 7 & 8 of the Franklin Community Center.

Membership fee:

June-August, 2004

\$30 per individual CRN 30518

There are currently 212 enthusiastic Omnilore compatriots, mostly living in the South Bay. Omnilore is actively seeking new members from a diversity of backgrounds.

If you're interested in learning more, please call (310) 540-6011 and leave a message requesting more formation, or write to:

Omnilore

P.O. Box 7000-236

Redondo Beach, CA 90277

For more information:
visit the web site
<http://www.csudh.edu/omnilore.htm>

THAILAND SUMMER PROGRAM

3 Units

CRN 30708/ 30709

June 12-25, 2004

- Two week session
- Three credit units for Soc 395/595 available
- Approximate cost \$2,000.00 (Includes round trip airfare, transportation, lodging, academic fees and most meals)
- Faculty sponsor: **Dr. John C. Quicker**, Sociology

This is a two-week learning experience in Chiang Mai, Thailand under the leadership of Dr. John C. Quicker, Sociology Department, who has been carrying out field research in Thailand over the last seven years studying social and cultural issues related to a developing democracy.

The program will involve lecture, discussion, and slide presentations, as well as numerous field trips. Classroom information will include materials on Thai customs and courtesies, the importance of Buddhism within the culture, and the status of ethnic minorities within the Thai society. Field trips will include visits to Doi Sutep Temple, the Provincial Administrative Centers, and hilltribe village. Free time is allotted for optional side trips and/or self-exploration.

For more information contact:

Dr. JC Quicker, Sociology Department CSUDH

310/243-3509

jquicker@csudh.edu



LEARN, DON'T YEARN.... TO TRAVEL!

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

Unique features of these travel/study programs include:

- ☑ Escorts, local guides and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destination visited.
- ☑ National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- ☑ Comfortably-paced itineraries and small groups (average size is 14) which allow flexibility for you to revisit a particular site that has sparked your interest. First class accom-

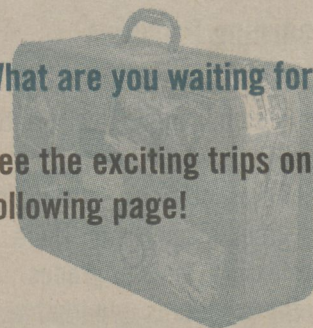
modations and local transport allow you to combine a comfortable vacation with learning.

- ☑ Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.
- ☑ View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- ☑ Learn about animal behavior and the interrelationship of "land, people and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.
- ☑ In Morocco, hear a lecture by King Hassan's personal interpreter and have

lunch in the homes of Moroccan families in the ancient Medina of Fez.

What are you waiting for?

See the exciting trips on the following page!



SUMMER 2004

PERSONAL DEVELOPMENT

SUMMER 2004 TRAVEL STUDY PROGRAMS

These Learning Vacations for Adults balance visits to "shouldn't miss" sites with experiences not available on conventional tours.



**SUMMER/FALL 2004 - WINTER 2005
LEARNING VACATIONS FOR ADULTS**

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

Unique features of these Learning Vacations for Adults include:

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

The Learning Vacations for Adults listed below balance visits to "shouldn't miss" sites with experiences not available on conventional tours.

- Enjoy an "Evening of Mozart" and learn about the "Architecture of Prague" while seeing Prague at the crossroads of Europe.
- 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 China, hear a lecture "Confucius's Life and his Philosophic Thought" as well as a lecture/demonstration "Calligraphy and Art."

 IRELAND	July 8 - 22, September 9 - 23 IRELAND	 ITALY	July 10 - 24, Oct 23 - Nov 6 ITALY	 MOROCCO	October 2 - 16, October 16 - 30 MOROCCO
 PERU	June 12 - 27, July 10 - 25, Aug 28 - Sept. 12 PERU	 CHINA	Monthly departures June through Oct CHINA	 ALASKA	Weekly departures June through Sept ALASKA
 SPAIN	June 4 - 17, October 1 - 14 SPAIN	 BELIZE	January 8 - 16, February 12 - 20, March 5 - 13 BELIZE	 TURKEY	June 26 - July 10, Sept 18 - Oct 2 TURKEY
 AUSTRALIA	October 3 - 20, Jan 23 - Feb 9 AUSTRALIA	 CENTRAL EUROPE	July 14 - 29, Sept 29 - Oct 14 C. EUROPE	 COSTA RICA	December 3 - 14, Jan 21 - Feb 1, Feb 25 - Mar 8 COSTA RICA
 GALAPAGOS	July 17 - 30, Sept 18 - Oct 1, January 8 - 21 GALAPAGOS ISLANDS	 EGYPT	June 20 - July 2, Oct 10 - 22, Nov 7 - 19, Jan 2 - 14, Feb 6 - 18 EGYPT		
For Complete Itineraries and Prices, Write or Call:					
 division of extended education california state university dominguez hills 1000 east victoria street carson, california 90747 (310) 243-3741		 GREECE	June 24 - July 7, Sept 2 - 13, Oct 7 - 18 GREECE		
		 KENYA	June 9 - 22, August 4 - 17, October 6 - 19, January 12 - 25 KENYA		
		 ANTARCTICA	Nov 23 - Dec 12, Dec 12 - 22, Dec 22 - Jan 2, Jan 2 - 12, Jan 12 - 24, Jan 24 - Feb 5 ANTARCTICA		

PERSONAL DEV

SUMMER 2004

PERSONAL DEVELOPMENT

OLLonline

Enjoy the benefits of lifelong learning. Use your time in retirement to broaden your knowledge, network with others, and enjoy your mind!

Learning in Retirement

Are you a retired person who has always liked learning? Have you always been fascinated by lectures from experts and discussing ideas? Would you like to belong to a learning community without leaving your home or local senior center? California State University Dominguez Hills will bring to you, in your home or senior center, an opportunity to participate in a learning community. The name of this program is OLLonline, and it is both a television series and an online Web community for like-minded retired people.

CSUDH Extended Education has supported learning in retirement since 1990 with its sponsorship of the South Bay Omnifore Society. Also, Extended Education brings its expertise in distance learning to the project.

THE FACTS ABOUT OLLIONLINE:**Who can participate?**

The program is designed for retired individuals over 50 years of age but everyone is welcome.

What does "OLLonline" stand for?

OLLonline stands for Osher Lifelong Learning Institute online, a lifelong learning experience involving television and Web-based programs.

Why is OLLonline being broadcast?

OLLonline is broadcast with a generous grant from the Osher Lifelong Learning Institute (OLLI) to promote lifelong learning among homebound seniors, and individuals who are seeking intellectual activities and engagement with like-minded adults.

**Where can I watch the OLLonline television series?**

You can watch OLLonline on the following channels:

- City of Los Angeles, Channel 36 (LA36)
- Santa Monica, Channel 16 (City TV)
- El Segundo, Gardena, Hawthorne, Lawndale, and Torrance, Channel 6

When can I watch OLLonline?

Wednesdays from 1 p.m. to 2 p.m. in the afternoon, starting September 2004.

How can I participate in OLLonline activities?

By Television—shows will be televised live, and you will be able to call in or email to ask the experts questions, and participate in our weekly quiz show!

By Computer—visit the website www.ollonline.tv for opportunities to chat, discuss topics and find additional information.

What are the benefits of OLLonline?

- Watch live televised programs from the comfort of your home, or in a group setting
- Share ideas with a community of like minded learners
- Continue your life long learning journey
- Keep your mind vital and engaged

Coming in Fall 2004... the OLLonline Lifelong Learning Series

A series of LIVE televised lectures will explore the issues pertaining to the fall 2004 election.

About OLLonline

OLLonline is a landmark project made possible from a grant from the Bernard Osher Foundation. Cable television and the Internet are used to bring programming to anyone interested in learning in retirement. While the project is geared towards seniors with limited mobility, we also encourage the active participation of any person 50 or over who is retired, whether they watch televised lectures in a group setting, or from home.

About the Osher Lifelong Learning Institute (OLLI) -

In March 2001, philanthropist Bernard Osher has awarded funding to universities in Maine, Vermont, and California to develop educational programs for retirees. The California universities funded by the Bernard Osher Foundation in 2003 include eight campuses of the California State University system and four in the UC system.

Acknowledgements

The Bernard Osher Foundation
The Omnifore Society

To contact us by phone

Call us at (310) 243-3782, and ask to be added to the OLLonline mailing list.

By Internet

Visit our website at www.OLLonline.tv, and send us an e-mail to be put on our mailing list.

SUMMER 2004 TEST & CERTIFICATION PREPARATION PROGRAMS

TEST PREPARATION

The Bobrow Test Preparation system originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools. The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams. Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

GRE (Graduate Record Examination) General Test Review--Computer-Based Testing

This program is geared to the latest format of the CBT with emphasis on quantitative ability: arithmetic, algebra, and geometry. Verbal ability: analogies, antonyms, reading comprehension, sentence completion, and analytical ability will all be carefully examined and reviewed. For information about test application call ETS at (800) 473-2255 or see their website at <http://www.gre.org>

NXGR 101-01 GRE Review

Noncredit CRN 38004
4 mtgs: Sat May 22-Jun 19
9am-1pm
CSUDH EE 1205
\$255

CSET--Multiple Subjects PREP SESSIONS

\$295 (all materials included)

Free Repeat Policy: students may repeat this class free-of-charge

Let us help you maximize your test-taking potential. This course is designed to familiarize potential teachers with the content areas of the CSET (formerly called MSAT) while introducing important insights into the types of questions, and offering timed practice testing. After January 2003, test preparation workshops will emphasize the new CSET Multi-Subjects Exam with a review of both test format and question types. This program is designed to help potential teach-

ers apply their knowledge to meet exam requirements in each of the exam areas, including Subtest I – Reading, Language & Literature, History & Social Science, Subtest II – Science and Math, and Subtest III – Physical Education, Visual & Performing Arts and Human Development. For information about test application contact National Evaluation Systems (NES) at 916-928-4003 or visit www.cset.nesinc.com. Books included in course: MSAT Preparation Guide by Cliffs Notes, Inc. and Everything You Need to Know by Scholastic, Inc.

NXCS 101-01 California Subjects Exam

Noncredit CRN 38003
3 mtgs: Sat Jun 5, Sun Jun 6 & 13
9am-4pm
CSUDH EE 1210
\$295

California Basic Education Skills Test CBEST PREP SESSIONS

The CBEST requires you to use some basic skills that you may not have used in many years. Let our experts in the field of test preparation help you use your study time effectively, giving you the edge you need to pass this very important exam. This class will focus on test-taking strategies particular to the CBEST question types. A special emphasis will be placed on a review of mathematics. This class will also review reading comprehension skills necessary to help potential teachers understand, interpret and analyze passages. A review of techniques to assist in writing clear, concise organized essays is also included. For information about test application contact National Evaluation Systems (NES) at 916-928-4001 or visit www.cbest.nesinc.com.

NXCB 101-01 CBEST Review

Noncredit CRN 38005
3 mtgs: Sat May 22 - Jun 12
9am-4pm
CSUDH EE 1209
\$235

NXCB 101-02 CBEST Review

Noncredit CRN 38006
3 mtgs: Sat July 10, 17, 24
9am-3pm
CSUDH SAC 1104
\$235

LBS 010-71 CBEST Preparation in Reading

1 Unit CRN 30694

A. Garrett

5 mtgs: Tu Jun 1-Jun 29

6-8:40pm

CSUDH SBS A210

\$155

Specifically designed to assist participants in developing skills and knowledge necessary for passing the reading section of the CBEST (California Basic Educational Skills Tet). Upon successful completion of the course competencies, the participant will be able to demonstrate ability in the reading areas to be tested as outlined th the CBEST Registration Bulletin. CR/NC grading.

LBS 020-71 CBEST Preparation in Writing

1 Unit CRN 30695

A. Garrett

5 mtgs: Tu Jun 1-Jun 29

3-5:40pm

CSUDH SBS A210

\$155

Specifically designed to assist participants in developing skills and knowledge necessary for passing the writing section of the CBEST (California Basic Educational Skills Tet). Upon successful completion of the course competencies, the participant will be able to demonstrate ability in the writing areas to be tested as outlined the CBEST Registration Bulletin. CR/NC grading.

LBS 030 CBEST Preparation in Math

1 Unit CRN TBA

Staff: TBA

Dates: TBA

Time: TBA

Location: TBA

\$155

Specifically designed to assist participants in developing skills and knowledge necessary for passing the mathematics section of the CBEST (California Basic Educational Skills Tet). Upon successful completion of the course competencies, the participant will be able to demonstrate ability in the writing areas to be tested as outlined in the CBEST Registration Bulletin. CR/NC grading.

For more information:
visit the web site
www.csudh.edu/extendeded/testprep.htm

TEST
PREP

SUMMER 2004

OPEN UNIVERSITY

OPEN UNIVERSITY

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

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

You will earn special sessions credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$155 per semester unit (\$465 for a three-unit class). Please note that there is an additional \$30 per unit charge for TV courses.

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

1. Pick up an Open University registration form from the Division of Extended Education Registration Office (located on the west side of the CSUDH campus, EE 1100, in the Extended Education Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Bring the completed registration form to the Extended Education office and pay the required fees. Payment may be by check, money order draft, payable to CSUDH in the exact amount required, or by VISA, Discover or MasterCard. Registration will not be complete until all fees are paid. For a complete schedule of classes, please call (310) 243-3741.

If you wish to request a catalogue please email eereg@csudh.edu, or call 1-877-GO HILLS.

Open Summer Academic Program

Calendar	111
Open Schedule of Classes	112



ORGANIC CHEMISTRY

Satisfy your Organic Chemistry Requirement in Just 10 Weeks this Summer!

with

Organic Chemistry Summer Courses at Cal State Dominguez Hills Extended Education

See page 93

(310) 243-3741 or 1-877-GO-HILLS for information or visit the website:
www.csudh.edu/extendeded/
 email: eereg@csudh.edu

OPEN SUMMER ACADEMIC PROGRAM CALENDAR

Through Open Summer Academic Program, students who have not been admitted to CSU Dominguez Hills may enroll in academic courses for which they are qualified.

IMPORTANT DATES:	SESSION I	SESSION II
Registration begins: non-matriculated students	April 12	April 12
Courses begin	June 1	July 12
Regular Registration deadline	June 1	July 12
Last day to return books	June 8	July 19
Late Registration (\$25 fee assessed)	June 1 - June 11	July 12 - 23
Last day to ADD a course	June 11	July 23
Last day to request CREDIT/NO CREDIT option	June 11	July 23
Last day to DROP/WITHDRAW without "W" on record	June 11	July 23
Holiday, campus closed	July 5	
Last Day to Drop/Withdraw	July 2	August 13

NOTE: INTENSIVE COURSE DATES VARY: Check listings

HOW TO READ THE CLASS SCHEDULE

CRN # Course Reference Number (you need this number to register for this particular course)

Department Abbreviation and course #

Course Title (refer to university catalog for course description), prerequisites & co-requisites

Instructor

Footnotes (see pg. 126)

Crn	Dept	Sec	COURSE TITLE	Units	Days	Hours	Room #	Instructor	Footnotes
30117	CHE	302 61	Organic Chemistry II	3.0	MTW	5:00-10:15pm	NSM C221	J Lyle	12, 31
		Co-req:	CHE 303L			07-JUL-00 thru 07-AUG-00			

(Note: some classes require co-requisites)

Session & Section # (1=Session I, 2=Session 2, 6=Intensive)

Class Dates

Location on campus (building abbreviation and room number)

OPEN
UNIVER

Open Summer Academic Program 2004

Fee Schedule

Non CSUDH Students pay

\$155 per unit

for Standard Lecture / Discussion Courses

All students may pay additional charges for labs, materials and for special circumstances as indicated next to class listings. Only units will be listed. See above for information to calculate unit fees. *Fees are subject to revision.*

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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Summer 2004 Course Offerings

At the printing of this class schedule, the following departments/programs will not be offering courses for summer. For any changes, including additions, please check the Class Schedule Addendum at website: <http://www.csudh.edu/acresmgt/classched/Su04/su04addum.htm>

African Studies (AFS)	Communications (COM)	Interdisciplinary Studies/ PACE Program (IDS)	Political Science (POL)
Anthropology (ANT)	Computer Sciences (CSC)	Japanese (JAP)	Psychology (PSY)
Art (ART)	Cooperative Education (CED)	Labor Studies (LBR)	Quality Assurance (QAS)
Asian-Pacific Studies (APS)	Dance (DAN)	Marital & Family Therapy (MFT)	Recreation & Leisure Studies (REC)
Behavioral Sciences (BEH)	Digital Media Arts (DMA)	Military Science (MIL)	Sociology (SOC)
Finance (FIN)	Earth Sciences (EAR)	Music (MUS)	Spanish (SPA)
Law (LAW)	Economics (ECO)	Philosophy (PHI)	Theatre Arts (THE)
Quantitative Methods (QMS)	French (FRE)	Pre-Engineering (EGR)	University Courses (UNV)
Chemistry (CHE)	Geography (GEO)		Women's Studies (WMS)
Clinical Science (CLS)	Honors Program		

ENTRY LEVEL SKILLS

English

SESSION 2										
30636	ENG	099	21	Basic Writing Workshop <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00-11:50 am	LCH A221	staff	15 73

Mathematics

SESSION 1										
30637	+ MAT	009	11	Intermediate Algebra <i>Meets: 6/1 - 7/10/04</i>	3.0	MWTH	8:00-10:30 am	NSM C213	staff	15 52

GENERAL EDUCATION

B. Area of the Natural Sciences

3. LIFE SCIENCE

SESSION 2										
30638	BJO	102	21	General Biology <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00-11:50 am	NSM C213	R Giacosis	

4. SCIENCE LABORATORY

SESSION 2										
30639	+ BIO	103L	21	General Biology Laboratory <i>Meets: 7/12 - 8/21/04</i>	1.0	MW	1:30- 4:00 pm	NSM B110	R Giacosis	

E. The Whole Person

SESSION 1										
30005	HEA	100	11	Health & Lifestyles <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	8:00-11:50 am	WH A117	staff	
30393	HSC	201	11	Health Systems & Perspectives <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	# 6:00- 9:50 pm	WH A118	staff	

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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F. Upper Division Integrative Studies

1. HUMANITIES

SESSION 1

30263	+ HUM	312	11	Key Movements Modernism <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	12:30 - 4:20 pm	LCH A228	staff	19
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SESSION 2

30262	+ HUM	310	21	Key Concepts Power of Masks <i>Meets: 7/12 - 8/21/04</i>	3.0	TTH	# 6:00 - 9:50 pm	LCH A324	W DeLuca	19
30264	+ HUM	312	21	Key Movements Promise of the West <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00 - 11:50 am	LCH A228	staff	19

2. NATURAL SCIENCES

SESSION 2

30240	SMT	416	21	Earth Science For Teacher <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30241 SMT 416L 21</i>	3.0	MW	# 4:00 - 5:55 pm	NSM B234	A Sinha	19 64
30241	SMT	416L	21	Earth Sci For Teacher-Lab <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30240 SMT 416 21</i>	0.0	MW	# 6:00 - 7:40 pm	NSM B234	A Sinha	19 64

INTENSIVE/NON-STANDARD COURSES

30238	+ SMT	310	61	Science And Technology <i>Meets: 6/1 - 6/21/04</i>	3.0	MTWTH	12:30 - 4:20 pm	SBS F125	H Martinez	19
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3. SOCIAL SCIENCES

SESSION 1

30313	SBS	318	11	Cultural Pluralism: Education, Society & Language <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00 - 9:50 pm	SBS B110	D Bryan	19
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SESSION 2

30314	SBS	318	21	Cultural Pluralism: Psychohistory of the Holocaust <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	12:30 - 4:20 pm	SBS B131	A Hass	19
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G. Cultural Pluralism

SESSION 1

30313	SBS	318	11	Cultural Pluralism: Education, Society & Language <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00 - 9:50 pm	SBS B110	D Bryan	19
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SESSION 2

30314	SBS	318	21	Cultural Pluralism: Psychohistory of the Holocaust <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	12:30 - 4:20 pm	SBS B131	A Hass	19
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WRITING COMPETENCY COURSES

SESSION 1

30192	+ ENG	350	11	Advanced Composition <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	8:00 - 11:50 am	LCH A219	staff	77 90
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SESSION 2

30212	+ ENG	350	21	Advanced Composition <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	# 5:00 - 8:50 pm	LCH A227	staff	77 90
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COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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Academic Program Course Offerings

Accounting (See Business Administration)

APPLIED STUDIES

SESSION 1

30410	+	CIS	370	11	Info Sys Theory and Practice <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	#	6:00- 9:50 pm	SAC 2101	M Eyadat	
30263	+	HUM	312	11	Key Movements Modernism <i>Meets: 6/1 - 7/10/04</i>	3.0	MW		12:30- 4:20 pm	LCH A228	staff	19
30313		SBS	318	11	Cultural Pluralism: Education, Society & Language <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	#	6:00- 9:50 pm	SBS B110	D Bryan	19

SESSION 2

30262	+	HUM	310	21	Key Concepts Power of Masks <i>Meets: 7/12 - 8/21/04</i>	3.0	TTH	#	6:00- 9:50 pm	LCH A324	W DeLuca	
30264	+	HUM	312	21	Key Movements Promise of the West <i>Meets: 7/12 - 8/21/04</i>	3.0	MW		8:00-11:50 am	LCH A228	staff	19
30416	+	MKT	350	21	Principles Of Marketing <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	#	6:00- 9:50 pm	SBS B109	staff	
30314		SBS	318	21	Cultural Pluralism: Psychohistory of the Holocaust <i>Meets: 7/12 - 8/21/04</i>	3.0	MW		12:30- 4:20 pm	SBS B131	A Hass	19
30240		SMT	416	21	Earth Science For Teacher <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30241 SMT 416L 21</i>	3.0	MW	#	4:00- 5:55 pm	NSM B234	A Sinha	19 64
30241		SMT	416L	21	Earth Sci For Teacher-Lab <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30240 SMT 416 21</i>	0.0	MW	#	6:00- 7:40 pm	NSM B234	A Sinha	19 64

INTENSIVE/NON-STANDARD COURSES

30238	+	SMT	310	61	Science And Technology <i>Meets: 6/1 - 6/21/04</i>	3.0	MTWTH		12:30- 4:20 pm	SBS F125	H Martinez	19
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BIOLOGY

SESSION 2

30638		BIO	102	21	General Biology <i>Meets: 7/12 - 8/21/04</i>	3.0	MW		8:00-11:50 am	NSM C213	R Giacosis	
30639	+	BIO	103L	21	General Biology Laboratory <i>Meets: 7/12 - 8/21/04</i>	1.0	MW		1:30- 4:00 pm	NSM B110	R Giacosis	

BUSINESS ADMINISTRATION

Accounting

SESSION 1

30404	+	ACC	337	11	Cost Accounting <i>Meets: 6/01 - 7/10/04</i>	3.0	TTH	#	6:00- 9:50 pm	SBS E126	D Barnett	
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COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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Business

SESSION 2

30424	+ BUS 445	21	International Business	3.0	TTH	# 6:00 - 9:50 pm	SBS B143	staff	
<i>Meets: 7/12 - 8/21/04</i>									

Computer Information Systems

SESSION 1

30410	+ CIS 370	11	Info Sys Theory and Practice	3.0	TTH	# 6:00 - 9:50 pm	SAC 2101	M Eyadat	
<i>Meets: 6/01 - 7/10/04</i>									

Management

SESSION 1

+ MGT 490	11	Strategic Management Seminar	3.0	TTH	# 6:00 - 9:50 pm	SBS G126	staff	11 12 13 20	
<i>Meets: 6/1 - 7/10/04</i>									
+ MGT 590	11	Strategic Management	3.0	MW	# 6:00 - 9:50 pm	SBS B140	staff	11 12 21	
<i>Meets: 6/1 - 7/10/04</i>									

Marketing

SESSION 2

30416	+ MKT 350	21	Principles Of Marketing	3.0	MW	# 6:00 - 9:50 pm	SBS B109	staff	
<i>Meets: 7/12 - 8/21/04</i>									

CHICANO/CHICANA STUDIES

SESSION 1

30318	HIS 341	11	California	3.0	TTH	# 6:00 - 9:50 pm	SBS D125	staff	
<i>Meets: 6/1 - 7/10/04</i>									

Computer Information Systems (See Business Administration)

EDUCATION

Graduate Education

SESSION 1

EAD 506	11	Law & Ethics In Public Ed Educ. Adm LAUSD Cohort	3.0	MW	# 4:25 - 8:15 pm	<i>off campus</i>	M Clark	12 21	
<i>Meets: 6/1-7/10/04</i>									
EAD 506	12	Law & Ethics In Public Ed Educ. Adm. LAUSD Cohort	3.0	TTH	# 4:25 - 8:15 pm	<i>off campus</i>	staff	12 21	
<i>Meets: 6/1-7/10/04</i>									
EAD 593S	13	Intern In Sch Adm Educ. Adm. LAUSD Cohort	3.0	TTH	# 4:25 - 8:15 pm	<i>off campus</i>	C Benton	12 21 31 52	
<i>Meets: 6/1-7/10/04</i>									
GED 501	11	Seminar In Learn & Dev Educ. Adm LAUSD Cohort	3.0	MW	# 4:25 - 8:15 pm	<i>off campus</i>	staff	12 21	
<i>Meets: 6/1-7/10/04</i>									
GED 501	12	Seminar In Learn & Dev Educ. Adm. LAUSD Cohort	3.0	TTH	# 4:25 - 8:15 pm	<i>off campus</i>	staff	12 21	
<i>Meets: 6/1-7/10/04</i>									
30126	GED 501	13	Seminar In Learn & Dev	3.0	MW	# 4:25 - 8:15 pm	SCC L149	L Furtado	21
<i>Meets: 6/1-7/10/04</i>									
30246	PPS 520	11	Princ Ed Psych Assessment	3.0	TTH	# 4:25 - 8:15 pm	SAC 2107	staff	21
<i>Meets: 6/1-7/10/04</i>									
+ PPS 575S	11	Fieldwork Counseling	3.0	MW	# 4:25 - 8:15 pm	SOE 1211	L Murdock	12 21 31 52	
<i>Meets: 6/1-7/10/04</i>									
+ PPS 585S	11	Fieldwork School Psych	3.0	MW	# 4:25 - 8:15 pm	SOE 1209	D Scherba	12 21 31 52	
<i>Meets: 6/1-7/10/04</i>									

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
+ PPS	585S 12	Fieldwork School Psych <i>Meets: 6/1-7/10/04</i>	3.0	TTH	# 4:25 - 8:15 pm	SOE 1207	A Richardson	12 21 31 52
30135	+ SPE 560 11	Lang/Spc Dev/Dis & Alt Com Sy <i>Meets: 6/1-7/10/04</i>	3.0	TTH	# 4:25 - 8:15 pm	SAC 3136	M Parker	21
30136	+ SPE 561 11	TypAtyp Dev Asmt Iss Sp Gen E <i>Meets: 6/1-7/10/04</i>	3.0	MW	# 4:25 - 8:15 pm	SCC E127	staff	21
30137	+ SPE 562 11	Adv Beh Emot Environ Supports <i>Meets: 6/1-7/10/04</i>	3.0	MW	# 4:25 - 8:15 pm	SAC 2105	K Beard	21

SESSION 2

	GED 500 21	Research Meth In Edu <i>Edu. Adm. LAUSD Cohort Meets: 7/12-8/21/04</i>	3.0	MW	# 4:25 - 8:15 pm	<i>off campus</i>	staff	12 21
	GED 500 22	Research Meth In Edu <i>Educ. Adm. LAUSD Cohort Meets: 7/12-8/21/04</i>	3.0	TTH	# 4:25 - 8:15 pm	<i>off campus</i>	staff	12 21
30125	GED 500 24	Research Meth In Edu <i>Meets: 7/12-8/21/04</i>	3.0	TTH	# 4:25 - 8:15 pm	SAC 2105	staff	21
+ PPS	575S 21	Fieldwork Counseling <i>Meets: 7/12-8/21/04</i>	3.0	MW	# 4:25 - 8:15 pm	SOE 1209	A Mancillas	12 21 31 52
30133	SPE 558 21	Mngng Lrn Envmnts Spec Gen Ed <i>Meets: 7/12-8/21/04</i>	3.0	MW	# 4:25 - 8:15 pm	SCC J146	D Berlin	21 64

INTENSIVE/NON-STANDARD COURSES

30128	GED 503 60	Soc-Cult In Educ <i>Meets: 6/1-6/18/04</i>	3.0	TWTH	# 5:00 - 9:55 pm	SAC 3135	M Contreras	21
30129	MUL 520 60	Tchgng Eng Spkrs Othr Lang <i>Meets: 6/1-6/18/04</i>	3.0	MTWTH	# 6:00 - 9:50 pm	SAC 3142	S Medina	21
30131	+ SPE 460 60	Intro to Special Education <i>Meets: 6/1-6/18/04</i>	3.0	TWTH	# 5:00 - 9:55 pm	SBS B238	C Blackaller	21
30132	SPE 545 60	Multi Ling Diff Excp Lrnrs <i>Meets: 6/14-6/18/04</i>	3.0	TTH	# 5:00 - 8:50 pm	SCC E167	staff	21
30178	+ SPE 560 60	Lang/Spc Dev/Dis & Alt Com Sy <i>Special Education PDS Meets: 6/1-6/17/04 R. Peary Middle School</i>	3.0	MTWTH	# 6:00 - 9:50 pm	<i>off campus</i>	T Lanphere	21
30179	+ SPE 560 61	Lang/Spc Dev/Dis & Alt Com Sy <i>Special Education PDS Meets: 6/21-7/8/04 District J Office</i>	3.0	MTWTH	# 6:00 - 9:50 pm	<i>off campus</i>	T Lanphere	21
30134	+ SPE 563 60	Trans Plan & Couns in Spec Ed <i>Meets: 6/21-7/9/04</i>	3.0	MW	# 5:00 - 8:50 pm	SBS B238	staff	21

Teacher Education

SESSION 1

30055	TED 400 11	Seminar: Intro to Ed <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	MW	# 6:00 - 8:40 pm	SCC E153	L Hutton	11
30056	TED 400 12	Seminar: Intro to Ed <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	TTH	# 6:00 - 8:40 pm	SCC E127	G Brockman	11
30080	TED 407 11	Language Learning <i>MS Student Teachers Meets: 6/1-7/10/04</i>	3.0	MTF	7:00 - 11:50 am	SAC 1103	staff	11
30071	+ TED 408 11	Elem Methods In Art/Music <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	S	9:00 - 3:00 pm	SCC E127	staff	11
30072	+ TED 408 12	Elem Methods In Art/Music <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	S	9:00 - 3:00 pm	SCC J146	staff	11
+ TED	411 11	Classroom Management <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	MW	# 6:00 - 8:40 pm	SCC D138	G Brockman	11 12
+ TED	411 12	Classroom Management <i>Multiple Subject Meets: 6/1-7/10/04</i>	2.0	TTH	# 6:00 - 8:40 pm	SAC 1103	staff	11 12

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
SESSION 2								
30063	+ TED 402	21 Educational Psychology <i>Meets: 7/12-8/21/04</i>	3.0	MW	# 5:00- 8:50 pm	SCC E153	J Miller	11
30064	+ TED 402	22 Educational Psychology <i>Meets: 7/12-8/21/04</i>	3.0	TTH	# 5:00- 8:50 pm	SCC D138	staff	11
30087	+ TED 415	21 Multicultural Education <i>Meets: 7/12-8/21/04</i>	3.0	MW	# 5:00- 8:50 pm	SCC D138	C McDermott	11 40
30088	+ TED 415	22 Multicultural Education <i>Meets: 7/12-8/21/04</i>	3.0	TTH	# 5:00- 8:50 pm	SAC 1103	R Gordon	11 40
INTENSIVE/NON-STANDARD COURSES								
	TED 407	60 Language Learning PDS J (SPED) Cohort <i>Meets: 6/1-6/17/04</i> District J Office	3.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	TED 407	61 Language Learning PDS K (SPED) Cohort <i>Meets: 6/21-7/8/04</i> R. Peary Middle School	3.0	MTWTH	TBA TBA	<i>off campus</i>	C Wright	11 12
	TED 407	62 Language Learning PDS G (SPED) Cohort <i>Meets: 6/1-6/17/04</i> 52nd Street Elementary School	3.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	TED 407	63 Language Learning PDS I (SPED) Cohort <i>Meets: 6/21-7/8/04</i> 66th Street Elementary School	3.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	60 Elem Methods In Art/Music PDS J (SPED) Cohort <i>Meets: 7/12-7/29/04</i> District J Office	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	61 Elem Methods In Art/Music PDS K (SPED) Cohort <i>Meets: 7/12-7/29/04</i> R. Peary Middle School	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	62 Elem Methods In Art/Music PDS G (MS) Cohort <i>Meets: 6/14-8/16/04</i> 52nd Street Elementary School	2.0	W	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	63 Elem Methods In Art/Music PDS K (MS) Cohort <i>Meets: 6/14-8/16/04</i> Taper Elementary School	2.0	M	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	64 Elem Methods In Art/Music PDS I (MS) Cohort <i>Meets: 6/14-8/16/04</i> 66th Street Elementary School	2.0	TH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	65 Elem Methods In Art/Music PDS G (SPED) Cohort <i>Meets: 7/12-7/29/04</i> 52nd Street Elementary School	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 408	66 Elem Methods In Art/Music PDS I (SPED) Cohort <i>Meets: 7/12-7/29/04</i> 66th Street Elementary School	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
	+ TED 412	60 El Soc Stud/Cont Readwrit PDS J (SPED) Cohort <i>Meets: 7/12-7/29/04</i> District J Office	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
30083	+ TED 412	61 El Soc Stud/Cont Readwrit PDS K (SPED) Cohort <i>Meets: 7/12-7/29/04</i> R. Peary Middle School	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11
	+ TED 412	62 El Soc Stud/Cont Readwrit PDS G (MS) Cohort <i>Meets: 6/14-8/16/04</i> 52nd Street Elementary School	2.0	M	TBA TBA	<i>off campus</i>	staff	11 12

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+ Consult current *University Catalog* for course prerequisite(s).

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
+ TED	412 63	El Soc Stud/Cont Readwrit <i>PDS K (MS) Cohort</i> <i>Meets: 6/14-8/16/04</i> <i>Taper Elementary School</i>	2.0	W	TBA TBA	<i>off campus</i>	staff	11 12
+ TED	412 64	El Soc Stud/Cont Readwrit <i>PDS I (MS) Cohort</i> <i>Meets: 6/14-8/16/04</i> <i>66th Street Elementary School</i>	2.0	TH	TBA TBA	<i>off campus</i>	staff	11 12
+ TED	412 65	El Soc Stud/Cont Readwrit <i>PDS G (SPED) Cohort</i> <i>Meets: 7/12-7/29/04</i> <i>52nd Street Elementary School</i>	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
+ TED	412 66	El Soc Stud/Cont Readwrit <i>PDS I (SPED) Cohort</i> <i>Meets: 7/12-7/29/04</i> <i>66th Street Elementary School</i>	2.0	MTWTH	TBA TBA	<i>off campus</i>	staff	11 12
30091	+ TED 420 60	Computer Lit For Teachers <i>This is not a Clear Course</i> <i>Meets: 6/5, 6/12, 6/19/04</i>	1.0	S	9:00- 2:00 pm	SOE 1117	staff	11 52 60
30092	+ TED 420 61	Computer Lit For Teachers <i>This is not a Clear Course</i> <i>Meets: 6/26, 7/10, 7/17/04</i>	1.0	S	9:00- 2:00 pm	WH F144	staff	11 52 60
+ TED	435S 60	Student Teaching Elem <i>Multiple Subject</i> <i>Meets: 6/1-8/21/04</i>	12.0	MTWTHF	8:00- 3:00 pm	<i>off campus</i>	staff	12 31 52
+ TED	436 60	Seminar In Elem Stu Teaching <i>Multiple Subject</i> <i>Meets: 6/1/04-8/21/04</i>	1.0	F	# 4:00- 5:30 pm	SCC J146	staff	12 52 64
30107	TED 444 61	Assessment Seminar <i>Multiple Subject Prerequisite</i> <i>Meets: 7/9, 7/30/04</i>	1.0	F	# 4:00- 5:40 pm	SAC 1103	S Lal	11
30108	TED 444 62	Assessment Seminar <i>Multiple Subject Prerequisite</i> <i>Meets: 7/9, 7/30/04</i>	1.0	F	# 4:00- 5:40 pm	SAC 1107	S Schaar	11
30109	TED 444 63	Assessment Seminar <i>Single Subject Prerequisite</i> <i>Meets: 7/9, 7/30/04</i>	1.0	F	# 4:00- 5:40 pm	SCC L149	C Brown	11
+ TED	455S 60	Student Teach-Secondary <i>Single Subject</i> <i>Meets: 6/1/04-8/21/04</i>	12.0	MTWTHF	TBA TBA	<i>off campus</i>	N Mach 64	11 12 31 52
+ TED	456 60	Sem: Second Student Teach <i>Single Subject</i> <i>Student Teacher Priority</i> <i>Meets: 6/01/04-8/21/04</i> <i>Co-req: TED 411 14</i> <i>TED 455S 60</i>	1.0	F	# 4:00- 5:30 pm	SBS D215	S Hollie	11 12 52 64
30105	TED 460 60	Supp. Environ For Sec Students <i>Meets: 6/5, 6/12, 6/19/04</i>	1.0	S	9:00- 5:00 pm	SCC E167	staff	11
+ TED	470 60	Critical Pers in Urb Ed <i>PDS G (MS) Cohort</i> <i>Meets: 6/14-8/16/04</i> <i>52nd Street Elementary School</i>	2.0	M	TBA TBA	<i>off campus</i>	staff	11 12
+ TED	470 61	Critical Pers in Urb Ed <i>PDS K (MS) Cohort</i> <i>Meets: 6/14-8/16/04</i> <i>Taper Elementary School</i>	2.0	W	TBA TBA	<i>off campus</i>	C Brown	11 12
+ TED	470 62	Critical Pers in Urb Ed <i>PDS I (MS) Cohort</i> <i>Meets: 6/14-8/16/04</i> <i>66th Street Elementary School</i>	2.0	W	TBA TBA	<i>off campus</i>	staff	11 12
+ TED	470 63	Critical Pers in Urb Ed <i>LATF SS Cohort</i> <i>Meets 7/12-8/21/04</i>	2.0	TTH	# 4:00- 6:29 pm	SBS B238	staff	11 12
TED	495 60	Select Topics In Ed: <i>Intern Assessment Seminar</i> <i>PDS G (MS) Cohort</i> <i>PDS K (MS) Cohort</i> <i>Meets: 6/1-8/21/04</i> <i>52nd Street Elementary School</i>	4.0	TWTHS	TBA TBA	<i>off campus</i>	E Mora-Flores	11 12

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
TED 495 61		Select Topics In Ed: <i>Intern Assessment Seminar PDS I (MS) Cohort PDS J (MS) Cohort Meets: 6/1-8/21/04 66th Street Elementary School</i>	4.0	MTWS	TBA TBA	<i>off campus</i>	staff	11 12
TED 495 62		Select Topics In Ed: <i>Intern Assessment Seminar Science/Math Cohort Meets: 6/1-8/21/04 52nd Street Elementary School</i>	4.0	MWS	TBA TBA	<i>off campus</i>	staff	11 12
TED 495 63		Select Topics In Ed: <i>Intern Assessment Seminary LATF (SS) Cohort Social Studies/English Cohort Meets: 6/1-8/21/04 R. Peary Middle School</i>	4.0	MWS	TBA TBA	<i>off campus</i>	K Hamdan	11 12

ENGLISH

SESSION 1

30190	+ ENG	308 11	Crit Approach Child Lit <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	12:30 - 4:20 pm	LCH A219	staff	40
30192	+ ENG	350 11	Advanced Composition <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	8:00 - 11:50 am	LCH A219	staff	77 90

SESSION 2

30636	ENG	099 21	Basic Writing Workshop <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00 - 11:50 am	LCH A221	staff	15 73
30212	+ ENG	350 21	Advanced Composition <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	# 5:00 - 8:50 pm	LCH A227	staff	77 90

Graduate Education (See Education)

HEALTH SCIENCE

SESSION 1

30005	HEA	100 11	Health & Lifestyles <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	8:00 - 11:50 am	WH A117	staff	25
30625	+ HEA	315 11	Interpers Skills Hea Com <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00 - 9:50 pm	SHC A145	E Wells	11 25

INTENSIVE/NON-STANDARD COURSES

30644	+ HEA	395 61	Spec Topics in Hlth Sciences Health Educators WTH - 6/2, 6/3; SSU - 6/5, 6/6; TWTH - 6/8 - 6/10 <i>Meets: 7/12 - 8/21/04</i>	2.0	SSU WTH & TWTH	9:30 - 5:30 pm 6:00 - 9:30 pm	WH A117 WH A117	staff	41
30645	+ HEA	395 62	Spec Topics in Hlth Sciences Health Educators MTWTH - 6/14 - 6/17, 6/21; SSU - 6/19, 6/20 <i>Meets: 7/12 - 8/21/04</i>	2.0	SSU MTWTH	9:00 - 6:00 pm 6:00 - 9:30 pm	WH A117 WH A117	staff	41
30646	+ HEA	395 63	Spec Topics in Hlth Sciences Health Educators WTH - 6/23, 6/24; SSU - 6/26, 6/27; MTW - 6/28 - 6/30 <i>Meets: 7/12 - 8/21/04</i>	2.0	SSU MTWTH	9:00 - 6:00 pm 6:00 - 9:30 pm	WH A117 WH A117	staff	41

HEALTH SCIENCES, DIVISION OF

SESSION 1

30393	HSC	201 11	Health Systems & Perspectives <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	# 6:00 - 9:50 pm	WH A118	staff	35
30394	+ HSC	492 11	Research Methods in Hlth Sci <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	# 6:00 - 9:50 pm	LCH A229	staff	30
	+ HSC	494S 11	Independent Study in Hlth Sci <i>Meets: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	TBA TBA	staff	12

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
30624	+ HSC 508 11	Ethical Issues in HC Mgt <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00- 9:50 pm	WH A118	staff	21
30397	+ HSC 598S 11	Directed Research <i>Meets: 6/1 - 7/10/04</i>	1.0	TBA	TBA TBA	TBA TBA	staff	11
SESSION 2								
30623	+ HSC 507 21	Meas & Assess in HP Educ <i>Meets: 7/12 - 8/21/04</i>	3.0	TTH	# 6:00- 9:50 pm	WH A118	staff	21
INTENSIVE/NON-STANDARD COURSES								
30436	+ HSC 495 61	Spec Topics in Hlth Sciences Qualitative Research <i>Meets: 7/12 - 8/21/04</i>	2.0	TTH	12:00- 1:40 pm	WH A139	C Peyton	40

HISTORY

SESSION 1								
30318	HIS 341 11	California <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00- 9:50 pm	SBS D125	staff	30

HUMANITIES

SESSION 1								
30263	+ HUM 312 11	Key Movements Modernism <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	12:30- 4:20 pm	LCH A228	staff	19
SESSION 2								
30262	+ HUM 310 21	Key Concepts Power of Masks <i>Meets: 7/12 - 8/21/04</i>	3.0	TTH	# 6:00- 9:50 pm	LCH A324	W DeLuca	19
30264	+ HUM 312 21	Key Movements Promise of the West <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00-11:50 am	LCH A228	staff	19

LIBERAL STUDIES

SESSION 1								
30190	+ ENG 308 11	Crit Approach Child Lit <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	12:30- 4:20 pm	LCH A219	staff	
30192	+ ENG 350 11	Advanced Composition <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	8:00-11:50 am	LCH A219	staff	77 90
30318	HIS 341 11	California <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00- 9:50 pm	SBS D125	staff	
30263	+ HUM 312 11	Key Movements Modernism <i>Meets: 6/1 - 7/10/04</i>	3.0	MW	12:30- 4:20 pm	LCH A228	staff	19
30278	LBS 200 11	Intro to Liberal Studies <i>Meets: 6/1/04-7/10/04</i>	1.0	M	12:30- 3:10 pm	SOE 1216	staff	11 52
30279	LBS 300 11	Service Learning <i>Meets 6/1/04-7/10/04</i>	1.0	W	12:30- 3:10 pm	SOE 1216	staff	13 52
30281	LBS 360 11	Blended Math Methods <i>Meets: 6/1/04-7/10/04</i>	4.0	TTH	2:00- 5:40 pm	SOE 1216	K Hamdan	11
30471	PED 425 12	Pe In The Elementary Sch <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30475 PED 425A 12</i>	3.0	TWTH	8:00-10:30 am	SAC 1101	M Ernst	64
30475	PED 425A 12	Pe In The Elem. Sch Activity <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30471 PED 425 12</i>	0.0	TBA	TBA TBA	TBA TBA	M Ernst	55 64 90
30243	+ PHY 300 11	Physical Science for Teachers <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: PHY 300L</i>	4.0	MTWTH	# 4:00- 5:40 pm	NSM C213	staff	11 64
30244	PHY 300L 11	Physical Science for Teachers <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: PHY 300</i>	0.0	MT	# 5:45-10:00 pm	NSM C243	staff	11 64

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
30245	PHY 300L 12	Physical Science for Teachers <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: PHY 300</i>	0.0	WTH	# 5:45-10:00 pm	NSM C243	staff	11 64
30313	SBS 318 11	Cultural Pluralism: Education, Society & Language <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00 - 9:50 pm	SBS B110	D Bryan	19
SESSION 2								
30638	BIO 102 21	General Biology <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00-11:50 am	NSM C213	R Giacosis	
30639	+ BIO 103L 21	General Biology Laboratory <i>Meets: 7/12 - 8/21/04</i>	1.0	MW	1:30 - 4:00 pm	NSM B110	R Giacosis	
30212	+ ENG 350 21	Advanced Composition <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	# 5:00 - 8:50 pm	LCH A227	staff	77 90
30262	+ HUM 310 21	Key Concepts Power of Masks <i>Meets: 7/12 - 8/21/04</i>	3.0	TTH	# 6:00 - 9:50 pm	LCH A324	W DeLuca	19
30264	+ HUM 312 21	Key Movements Promise of the West <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	8:00-11:50 am	LCH A228	staff	19
30314	SBS 318 21	Cultural Pluralism: Psychohistory of the Holocaust <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	12:30 - 4:20 pm	SBS B131	A Hass	19
30240	SMT 416 21	Earth Science For Teacher <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30241 SMT 416L 21</i>	3.0	MW	# 4:00 - 5:55 pm	NSM B234	A Sinha	19 64
30241	SMT 416L 21	Earth Sci For Teacher-Lab <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30240 SMT 416 21</i>	0.0	MW	# 6:00 - 7:40 pm	NSM B234	A Sinha	19 64
INTENSIVE/NON-STANDARD COURSES								
30282	+ LBS 400 60	Senior Seminar in Lib. Studie <i>Meets: 6/7/04-7/14/04</i>	3.0	MW	# 5:00- 8:50 pm	SOE 1216	L Inman	11 19 52
30238	+ SMT 310 61	Science And Technology <i>Meets: 6/1 - 6/21/04</i>	3.0	MTWTH	12:30 - 4:20 pm	SBS F125	H Martinez	19
INTERNET COURSES								
30470	PED 425 40	Pe In The Elementary Sch <i>Meets: 6/1-7/10/04</i> <i>Mandatory 1st meeting required</i> <i>6/01 from 6:30-8:30 p.m. in WH C155</i> <i>Co-req: 30474 PED 425A 40</i>	3.0	TBA	TBA TBA	internet	C Casten	64
30474	PED 425A 40	Pe In The Elem. Sch Activity <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30470 PED 425 40</i>	0.0	TBA	TBA TBA	internet	C Casten	55 64 90

Management (See Business Administration)

Marketing (See Business Administration)

MATHEMATICS

SESSION 1

30637	+ MAT 009 11	Intermediate Algebra <i>Meets: 6/1 - 7/10/04</i>	3.0	MWTH	8:00-10:30 am	NSM C213	staff	15 52
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NURSING (BSN)

30610	+ BSN 460 171	Nursing Research Utilization <i>Meets: 6/1-7/10/04</i>	3.0	TBA	TBA TBA	TBA TBA	S Melton	25 65 66 68
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Fullerton: St. Jude Hospital and Rehab. Center, 101 E. Valencia Mesa Drive, Fullerton, 92635 - CALL (310) 243-3597 for room location.

30489	+ BSN 380 70	Health Assessment <i>Meets: 6/3; 6/10; 6/17; 6/24;</i> <i>7/1; 7/8/04</i>	3.0	TH	# 5:00 - 9:00 pm	TBA TBA	staff	25 65 66 68
30490	+ BSN 381L 70	Hlth Assess Skills Seminar <i>Weekend TBA</i>	1.0	TH	TBA TBA	TBA TBA	staff	25 52 65 66 68

Footnote definitions can be found at the end of the course listing section.

+ Consult current *University Catalog* for course prerequisite(s).

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
Whittier: Presbyterian Intercommunity Hospital, 12401 E. Washington Blvd., Whittier, 90632 - CALL (310) 243-3597 for room location.								
30459	+ BSN 380 53	Health Assessment <i>Meets: 6/1; 6/08; 6/15; 6/22 6/29; 7/6/04</i>	3.0	T	# 5:00- 9:00 pm	TBA TBA	staff	25 65 66 68
30460	+ BSN 381L 53	Hlth Assess Skills Seminar <i>Weekend TBA</i>	1.0	T	# 5:00- 9:00 pm	TBA TBA	staff	25 52 65 66 68
TESTING COURSES								
30322	+ BSN 305 19	Human Diversity and Healthcare <i>Testing Option Only</i>	4.0	M	TBA TBA	TBA TBA	C Shea	25 65 66 68
30323	+ BSN 315 19	Life Cycle <i>Testing Option Only</i>	3.0	M	TBA TBA	TBA TBA	L Inouye	25
30324	+ BSN 345 19	Pathophysiology <i>Testing Option Only</i>	4.0	M	TBA TBA	TBA TBA	L Inouye	25 65 66 68
INTERNET COURSES								
30320	BSN 301 08	Tech. for the Information Age <i>Begins: 6/1 - 7/10/04</i>	1.0	TBA	TBA TBA	internet	W Whetstone	25 65 66 68
30321	BSN 301 18	Tech. for the Information Age <i>Begins: 7/10 - 8/21/04</i>	1.0	TBA	TBA TBA	internet	R Welch	25 65 66 68
30498	+ BSN 305 08	Human Diversity and Healthcare <i>Begins: 6/1 - 7/30/04</i>	4.0	TBA	TBA TBA	internet	staff	25 65 66 68
30325	+ BSN 310 08	Professional Nursing Horizons <i>Begins: 6/1 - 7/10/04</i>	2.0	TBA	TBA TBA	internet	S Roberts	25 65 66 68
30362	+ BSN 310 18	Professional Nursing Horizons <i>Begins: 7/12 - 8/21/04</i>	2.0	TBA	TBA TBA	internet	R Welch	25 65 66 68
30389	+ BSN 315 08	Life Cycle <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	T Christopherson	25
30326	+ BSN 340 08	Prof Collaboration Nrsg Pract <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	A Albright	25 65 66 68
30363	+ BSN 340 18	Prof Collaboration Nrsg Pract <i>Begins: 7/12 - 8/21/04</i>	3.0	TBA	TBA TBA	internet	P Harvard-Hinchberge	25 65 66 68
30390	+ BSN 345 08	Pathophysiology <i>Begins: 6/1 - 7/10/04</i>	4.0	TBA	TBA TBA	internet	S Roberts	25 65 66 68
30327	+ BSN 380 08	Health Assessment <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	G Goss	25 65 66 68
30329	+ BSN 380 18	Health Assessment <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	G Goss	25 65 66 68
30328	+ BSN 381L 08	Hlth Assess Skills Seminar <i>Weekend TBA</i>	1.0	TBA	TBA TBA	internet	C Chavez	25 52 65 66 68
30330	+ BSN 381L 18	Hlth Assess Skills Seminar <i>Weekend TBA</i>	1.0	TBA	TBA TBA	internet	C Chavez	25 52 65 66 68
30331	+ BSN 400 08	Health Promotion and Teaching <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	T Christopherson	25 65 66 68
30491	+ BSN 405 08	Statistics <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	staff	35
30593	+ BSN 405 18	Statistics <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	staff	35
30332	+ BSN 410 08	Community-Based Nursing I <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	staff	25 65 66 68
30333	+ BSN 411L 08	Home Health Role Performance <i>Begins: 6/1 - 8/21/04</i>	2.0	TBA	TBA TBA	internet	staff	25 52 65 66 68
30358	+ BSN 420 08	Community-Based Nursing II <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	W Whetstone	25 65 66 68
30359	+ BSN 421L 08	Public Health Role Performance <i>Begins: 6/1 - 8/21/04</i>	2.0	TBA	TBA TBA	internet	staff	25 52 65 66 68
30337	BSN 430 08	H/C Systems, Policy & Finance <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	K McClane	25 65 66 68
30595	BSN 430 18	H/C Systems, Policy & Finance <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	staff	25 65 66 68
30338	BSN 440 08	Professional Nursing Roles <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	S Melton	25 65 66 68
30339	+ BSN 450 08	Principles Ldsp/Mgt in Nursing <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	J Wegmann	25 65 66 68

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
30340	+ BSN 451L 08	LDSP/MGMT NSG Role Performance <i>Begins: 6/1 - 8/21/04</i>	2.0	TBA	TBA TBA	internet	K McClane	25 52 65 66 68
30341	+ BSN 460 08	Nursing Research Utilization <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	S Melton	25 65 66 68

NURSING (MSN)

INTERNET COURSES

30342	MSN 501 08	Nursing Informatics <i>Begins: 6/1 - 7/10/04</i>	1.0	TBA	TBA TBA	internet	K O'Connor	25 65 66 68
30364	MSN 501 18	Nursing Informatics <i>Begins: 7/12 - 8/21/04</i>	1.0	TBA	TBA TBA	internet	K McClane	25 65 66 68
30343	+ MSN 504 08	Advanced Nursing Roles <i>Begins: 6/1 - 7/10/04</i>	2.0	TBA	TBA TBA	internet	B Kennedy	25 65 66 68
30365	+ MSN 504 18	Advanced Nursing Roles <i>Begins: 7/12 - 8/21/04</i>	2.0	TBA	TBA TBA	internet	K O'Connor	25 65 66 68
30344	+ MSN 510 08	Theories for Adv Nursing Roles <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	C Bostick	25 65 66 68
30345	+ MSN 513 08	Healthcare Policy/Economics <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	B Kennedy	25 65 66 68
30346	+ MSN 514 08	Hlth Promotion & Disease Prev <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	J Wegmann	25 65 66 68
30366	+ MSN 514 18	Hlth Promotion & Disease Prev <i>Begins: 7/12 - 8/21/04</i>	3.0	TBA	TBA TBA	internet	P Harvard-Hinchberge	25 65 66 68
30348	+ MSN 526 08	Pharmacology <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	S Johnson	25 65 66 68
30391	+ MSN 527 08	Advance Health Assessment <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	L Goldman-Levine	25 65 66 68 90
30360	+ MSN 528 08	Advanced Pathophysiology <i>Begins: 6/1 - 7/10/04</i> <i>Co-req: MSN 528S</i>	3.0	TBA	TBA TBA	internet	L Goldman-Levine	25 64 65 66
30361	+ MSN 528S 08	Advanced Pathophysiology <i>Begins: 6/1 - 7/10/04</i> <i>Co-req: MSN 528</i>	0.0	TBA	TBA TBA	internet	L Goldman-Levine	64 65 66
30349	+ MSN 530 08	Rsrch Util in Adv Nursg Pract <i>Begins: 6/1 - 7/10/04</i>	3.0	TBA	TBA TBA	internet	A Albright	25 65 66 68
30350	+ MSN 535 08	Ethics in Adv Nursing Roles <i>Begins: 6/1 - 7/10/04</i>	2.0	TBA	TBA TBA	internet	K O'Connor	25 65 66 68

OCCUPATIONAL THERAPY

INTENSIVE/NON-STANDARD COURSES

30400	+ OTR 317 61	Neuroanatomy & Physiology <i>Meets: 6/8 - 8/10/04</i> <i>Co-req: OTR 317L</i>	3.0	T	12:00- 3:00 pm	WH D176	staff	64
30403	+ OTR 317L 61	Neuroanatomy & Physiology Lab <i>Meets: 6/8 - 8/10/04</i> <i>Co-req: OTR 317</i>	0.0	T	3:30- 6:30 pm	WH D176	staff	64
30449	+ OTR 480 61	Field Work II Experience I <i>Meets: 6/7 - 8/14/04</i> <i>Co-req: OTR 480S</i>	4.0	TBA	TBA TBA	TBA TBA	staff	64
30542	+ OTR 480S 61	Field Work II Experience I <i>Meets: 6/7 - 8/14/04</i> <i>Co-req: OTR 480</i>	0.0	TBA	TBA TBA	TBA TBA	staff	64
30406	+ OTR 497S 61	Directed Study in OT Spirituality <i>Meets: 6/9 - 8/11/04</i>	1.0	W	2:00- 3:30 pm	EAC 400	L Adobo	
30430	+ OTR 497S 62	Directed Study in OT <i>Meets: 6/7 - 8/14/04</i>	3.0	TWF	TBA TBA	TBA TBA	staff	
30448	+ OTR 497S 63	Directed Study in OT Health Care of the Prof <i>Meets: 6/7 - 8/9/04</i>	2.0	M	2:00- 5:15 pm	EAC 400	staff	

Footnote definitions can be found at the end of the course listing section.

+ Consult current *University Catalog* for course prerequisite(s).

COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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PHYSICAL EDUCATION

Session 1

30471	PED 425	12	Pe In The Elementary Sch <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30475 PED 425A 12</i>	3.0	TWTH	8:00-10:30 am	TBA TBA	M Ernst	64
30475	PED 425A	12	Pe In The Elem. Sch Activity <i>Meets: 6/1 - 07/10/04</i> <i>Co-req: 30471 PED 425 12</i>	0.0	TBA	TBA TBA	TBA TBA	M Ernst	55 64 90

INTERNET COURSES

30470	PED 425	40	Pe In The Elementary Sch <i>Meets: 6/1 - 07/10/04</i> <i>Mandatory 1st meeting required</i> <i>6/1 from 6:30-8:30 p.m. in WH C155</i> <i>Co-req: 30474 PED 425A 40</i>	3.0	TBA	TBA TBA	internet	C Casten	64
30474	PED 425A	40	Pe In The Elem. Sch Activity <i>Meets: 6/1 - 07/10/04</i> <i>Co-req: 30470 PED 425 40</i>	0.0	TBA	TBA TBA	internet	C Casten	55 64 90

PHYSICS

SESSION 1

30243	+ PHY 300	11	Physical Science for Teachers <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: PHY 300L</i>	4.0	MTWTH #	4:00 - 5:40 pm	NSM C213	staff	11 64
30244	+ PHY 300L	11	Phys Sci for Teachers Lab <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30243 PHY 300 11</i>	0.0	MT #	5:45 - 9:00 pm	NSM C243	staff	64
30245	+ PHY 300L	12	Phys Sci for Teachers Lab <i>Meets: 6/1 - 7/10/04</i> <i>Co-req: 30243 PHY 300 11</i>	0.0	WTH #	5:45 - 9:00 pm	NSM C243	staff	64

PUBLIC ADMINISTRATION

SESSION 2

30433	PUB 434	21	Administrative Planning <i>Meets: 7/12 - 8/21/04</i>	3.0	MW #	6:00 - 9:50 pm	SBS E104	F Smith	
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SCIENCE, MATHEMATICS AND TECHNOLOGY

SESSION 2

30240	SMT 416	21	Earth Science For Teacher <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30241 SMT 416L 21</i>	3.0	MW #	4:00 - 5:55 pm	NSM B234	A Sinha	19 64
30241	SMT 416L	21	Earth Sci For Teacher-Lab <i>Meets: 7/12 - 8/21/04</i> <i>Co-req: 30240 SMT 416 21</i>	0.0	MW #	6:00 - 7:40 pm	NSM B234	A Sinha	19 64

INTENSIVE/NON-STANDARD COURSES

30238	+ SMT 310	61	Science And Technology <i>Meets: 6/1 - 6/21/04</i>	3.0	MTWTH	12:30 - 4:20 pm	SBS F125	H Martinez	19 58
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COURSE REF. NR.	DEPARTMENT NR. & SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
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SOCIAL & BEHAVIORAL SCIENCES

SESSION 1

30313	SBS	318	11	Cultural Pluralism: Education, Society & Language <i>Meets: 6/1 - 7/10/04</i>	3.0	TTH	# 6:00 - 9:50 pm	SBS B110	D Bryan	19
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SESSION 2

30314	SBS	318	21	Cultural Pluralism: Psychohistory of the Holocaust <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	12:30 - 4:20 pm	SBS B131	A Hass	19
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Teacher Education (See Education)

TRAVEL & TOURISM

SESSION 2

30416	+ MKT	350	21	Principles Of Marketing <i>Meets: 7/12 - 8/21/04</i>	3.0	MW	# 6:00 - 9:50 pm	SBS B109	staff	
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FOOTNOTE DEFINITIONS

Program Acceptance or Specific Class Standing Requirements

- 11 This section is restricted to students with designated majors. Students with other majors will not be allowed to register for the section via T.O.R.O.S.
- 12 Contact the department for the course reference number.
- 13 Section is not available for registration via T.O.R.O.S. Contact the department for registration instructions.
- 15 Must have departmental approval in order to drop or withdraw from the class.
- 19 Junior or Senior standing required
- 20 Senior standing required.
- 21 Graduate standing required.
- 23 This section is restricted to Honors Program students. Students interested in the Honors Program should contact Dr. Joyce Johnson, Coordinator in the Honors Program Office, SAC 2135 or call 243-3974.
- 24 This section is restricted to PACE students. Other students may enroll if space is available after PACE students are registered.
- 25 This section is restricted to Nursing majors. Contact the Division of Nursing for registration information, Student Services Center, 1-800-344-5484.

Additional Class Meeting Time Requirements

- 30 Additional class time required.
- 31 Includes required off-campus meeting or fieldwork for which students must make their own transportation arrangements.
- 32 Course includes an optional field trip for which there will be a transportation charge.
- 33 Students must be available three (3) hours per week between 8 a.m. and 2 p.m. to observe in schools. Students must make their own transportation arrangements.
- 35 Class begin date does not coincide with regular semester begin date. Course must be added by change of program and add/drop deadline.

Fulfills Requirements

- 41 Meets state requirement in American History.
- 42 Meets state requirement for U.S. Constitution and California Government.
- 43 Meets state requirement for State and Local Government.

Special Course Conditions, Restrictions or Requirements

- 49 Students in this section may enroll in a maximum of 7 units of Cooperative Education courses (CED 310 and CED 320S) per semester.
- 50 Course meets in the gymnasium for the first class meeting.
- 51 This section meets at an off-campus site for PACE students.
- 52 This course is offered credit/no credit grading only.
- 54 Course is conducted in English.
- 55 Health requirement: students enrolling in Physical Education courses assume the responsibility for satisfactory health status appropriate for class activity.
- 56 Lab coat required.
- 57 Students enrolling in Chemistry 110 must take the General Chemistry Placement Examination given on the

first day of class.

- 58 Class ending date does not coincide with regular semester ending date.
- 60 This course meets the CTC computer requirement only for students who have completed the student teaching/intern program at CSU Dominguez Hills. All others must take GED 535.
- 61 Intensive Learning Experience (ILE) section: ELM score must be between 100 and 350 (inclusive).
- 62 Courses numbered 001-099 do not count for degree credit.
- 63 Crosslisted section: more than one section is taught in the same room at the same time. (Students should register in only one of the sections crosslisted.)
- 64 Co-requisite Course: courses with this footnote require enrollment in both the lecture section and associated activity, lab, production or supervision portion of the course or, in some cases, enrollment in another course. Co-reqs are listed below the course information in italics. If the co-requisite CRN is listed, you must register for that specific CRN. If only the department and course number is listed, you may register for any section of the co-requisite course for which you are eligible. Refer to the course description in the current University Catalog.

Special Division of Nursing Requirements

- 65 Class beginning and ending dates may not coincide with regular semester beginning and ending dates. See website: www.csudh.edu/soh/don/index.htm for dates or phone (800) 344-5484 - option 1 for information.
- 66 Class add and drop deadlines may not coincide with regular semester add and drop deadlines. See website: www.csudh.edu/soh/don/index.htm for deadlines or phone (800) 344-5484 - option 1.
- 67 This is a Nursing Role Performance course and requires proof of malpractice insurance, blood-borne pathogen training, and a TB test.
- 68 For room locations at this site see website: www.csudh.edu/soh/don/index.htm or call (310) 243-3597 one week prior to the beginning of this class.

Special English Department Requirements

- 71 Students must have taken the CSU English Placement Test. Students with EPT scores designated by the CSU Chancellor's Office as indicating eligibility in an Intensive Learning Experience Program (ILE) must enroll in ENG 088.
- 72 Special section for students in the Intensive Learning Experience Program (ILE). EPT scores must be between 120 and 141 inclusive.
- 73 Students must have taken the CSU English Placement Test (EPT).
- 74 All students must meet the following prerequisites: English 110 and 111 or their equivalents; passing score on the GWE, (competency in writing requirement); or English 350 or other courses listed in the University Catalog.
- 75 Prerequisite: All students must have taken the CSU English Placement Test (EPT) before they can enroll in English 110. In addition, students must score a T-151 or above on the EPT, meet one of the exceptions, or have successfully completed ENG 088 and/or 099.
- 76 Prerequisite: completion of ENG 110 or equivalent. Written verification (letter of notification, grade slip, transcript, evaluation form) must be presented to the instructor at the first class meeting.

- 77 Lower division composition requirement must be completed. Written verification (grade slip, transcript) must be presented to the instructor at the first class meeting.
- 78 Prerequisite: Completion of ENG 111 or equivalent.

Special Teacher Education Department Requirements

- 80 Advanced registration available only for interns.
- 81 BCLAD students only.

Additional Course Fee Requirements

NOTE: Any change in fees or new fees indicated in the following footnotes or which occur subsequent to the printing of these footnotes are subject to the policies and procedures as stated in Executive Order #661.

- 90 An additional course material/model fee of \$10 is required.
- 91 Students enrolling in English (ENG) 350; or History (HIS) 300; or Interdisciplinary Studies (IDS) 398 are required to pay a course material fee of \$4.
- 92 A \$5 course fee is required for students enrolled in Physical Education (PED) 116, 124, 140, 142, 156, 158, 162, 164, 170, 218, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 300, 301, 303, 360, 361, 425, 460, 461; and Recreation (REC) 260.
- 93 Students enrolling in Chemistry (CHE) 230L are required to pay an \$8 course laboratory fee.
- 94 Students enrolling in Chemistry (CHE) 311L are required to pay a \$17 course laboratory fee.
- 95 Students enrolling in either Chemistry (CHE) 317L or 451L are required to pay a course laboratory fee of \$18.
- 96 Students enrolling in Chemistry (CHE) 456L are required to pay a course laboratory fee of \$22.
- 97 Students enrolling in Chemistry (CHE) 313L are required to pay a course laboratory fee of \$36.
- 98 Students enrolling in Biology (BIO) 342L are required to pay an \$18.00 course laboratory fee.
- 99 A lab fee is associated with Orthotics and Prosthetics courses. For specific charges, please contact the program office at (310) 243-2700.

REGISTRATION



Register By Mail: Complete the Registration Form on the inside back cover of this Bulletin and mail it to:

**CSU Dominguez Hills
Registration Office, EE 1100
1000 East Victoria Street
Carson, CA 90747**

Include your check, money order or credit card information; do not send cash.



By Phone: You may register by phone with your VISA/ MasterCard/ Discover by calling (310) 243-3741, Monday through Thursday 8am - 8pm; Friday 8am - 5pm and 8am-1:30pm on Saturdays.



By Fax: FAX your completed Summer Registration Form (inside back cover) and your credit card information to (310) 516-3971.



In Person: You can register in person at the Division of Extended Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, MasterCard and Discover Card. Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.



ToroWeb: Extended Education students who have previously taken a class at Dominguez Hills can register via ToroWeb:
<https://toroweb.csudh.edu>
Click on "Extended Education" to register.



TOROS Touchtone: You may register by Toro Touchtone—see instructions on next page.

Fee Payment

Students are required to pay in full for their courses at the time of registration. The fees for courses are listed in this bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and non-residents. Payment may be made by check, money order, or Visa, Mastercard or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change by the Trustees of the California State University.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the confirmation is mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, **REPORT TO THE FIRST CLASS MEETING.** The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extended Education office at your earliest convenience.

Refund of Fees

You must file appropriate forms in the Extended Education Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of 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 any course, 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 a course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$10 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings or less, or four weeks or less, no refund will be made

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee; you will be assessed a \$25.00 dishonored check fee plus an additional \$25 late registration charge.

SUMMER 2004

REGISTRATION/ ADMINISTRATION

REGISTRATION

TOROS TOUCHTONE

11 STEPS TO REGISTER

- Step 1 ▶ Call **T.O.R.O.S. @** (310) 516-3409 through 3416.
- Step 2 ▶ Press 1 for registration information.
- Step 3 ▶ Press 1 to register for classes.
- Step 4 ▶ Enter your 9-digit Student I.D. Number (Social Security Number).
- Step 5 ▶ Enter PIN (personal I.D. number). Your PIN Number is your birth date (MMDDYY). Example: 041272 (April 12, 1972).
- Step 6 ▶ Press 1 to register or drop classes, or 2 to review your schedule or 9 to return to main menu.
- Step 7 ▶ If you entered 1 in Step 6, select one of the following options:
 - Press 1 to add (go to step 8) or,
 - Press 2 to drop.
 - Press 3 to make your entries permanent (REQUIRED FOR ALL REGISTRATIONS AND DROPS).
 - Press 4 to check course availability.
 - Press 5 to list (review) your current schedule.
 - Press 9 to return to main menu.
- Step 8 ▶ Enter Course Reference Numbers from your registration worksheet. T.O.R.O.S. will announce the course and section. T.O.R.O.S. will prompt you to enter additional course reference numbers, or enter * and # to end this option and return to the previous menu (1 to add, 2 to drop, 3 to make your entries permanent and pay by credit card, etc.).
- Step 9 ▶ If the course is full, Press 1 to Check for Open Sections or 2 to Waitlist.
- Step 10 ▶ When you have entered all your Course Reference Numbers, press the * key followed by the # key to return to step 7. Press 3 to make your entries permanent. Do not hang up without completing this step. Failure to make your entries permanent will result in the cancellation of your registration and in losing all your entries. Stay on the line until the system completes this step and confirms the courses you are enrolled in. Once completed, press 1.
- Step 11 ▶ If you have finished adding classes, press the * key and the number 6 to go back to the main menu.

YOU MUST NOW PAY FOR YOUR COURSES BY CREDIT CARD. FAILURE TO PAY IN FULL FOR YOUR COURSES WILL RESULT IN THE IMMEDIATE CANCELLATION OF ALL YOUR COURSE ENTRIES.

To proceed, press 2.

- To end this call at any time, press the * key followed by the 9 key.
- To return to the selections you heard at the beginning of the call, press the * followed by the 6 key.
- To have a prompt or selection repeated, press the * key followed by the 7 key.
- For menu help, press the * key followed by the 4 key at any time.

HELPLINE

If you need assistance, call (310) 243-3741 during the following hours:

Mon–Thu	8am–8pm
Friday	8am–5pm
Sat	8am–1:30pm

Open Summer Academic Program

Students may enroll in regular CSUDH classes through a program called Open University. You will earn academic credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$155 per semester unit (\$465 for a three-unit class).

ADDING COURSES

To add a course before the start of the session, submit your completed Registration form and the additional tuition to the registrar in the Extended Education Office.

To add a course after the start of the session, you must file a Change of Program form available in the Extended Education Office and have it signed by the professor for the class you want to add.

Six-week courses may be added during the first two weeks of the session. Students wishing to add an Intensive of one week or less may only add on the first day of class. For two to three-week courses they may only add during the first two days, and for four to five-week courses students may only add during the first week of the course.

The deadline for adding courses is June 11 for the First Session, July 23 for the Second Session. Provided that you are enrolled in an Open Summer course at the time you choose to add an additional course, you will not be charged a late fee.

Students may exchange one class for another within the same session without penalty, if the unit and fee value is the same.

If you will exceed a maximum unit load by adding courses, you must also submit a Petition to Exceed Maximum Units, available in the Division of Extended Education.

DROPPING / WITHDRAWING

Non-attendance in class, notifying the instructor, or stopping payment on a check does NOT officially constitute dropping or withdrawing from a course. The Division of Extended Education must be notified and the appropriate form must be filed.

DROPPING A COURSE

If you decide to drop a course, you must file a Change of Program form with the Division of Extended Education. (if you are dropping all courses you enrolled in, follow withdrawal procedures.) Refer also to Refund Policies.

Drop, prior to first day of session. To drop a six-week course before a session begins, file a Change of Program form and an application for Refund of Fees in the Division of Extended Education.

Drop, during the first two weeks of the session. Open Summer students may drop or withdraw from any six-week course prior to and during the first two weeks of a session without permanent record of enrollment or "W" on transcript, and without the instructor's signature.

Drop, third through fifth weeks of the session. During the third and until the final week of the six-week session, the signatures of the instructor and the Dean of Extended Education are required.

If a student drops or withdraws after the second week of a six-week session, a grade of "W" for the course(s) will appear on the student's permanent transcript.

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 first 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.

COMPLETE WITHDRAWAL FROM SESSION

To withdraw from all courses, complete and submit a Withdrawal form, and, if you are eligible for a refund, an application for a refund of fees. Withdrawal forms are available in the Division of Extended Education.

Complete withdrawal, prior to first day of session. If you find it necessary to drop all courses before a session begins, you must cancel your registration and you may be eligible to receive a full refund of fees, less a non-refundable processing fee. A completed Withdrawal form and a Refund Application must be received by the Division of Extended Education by June 1 for First Session, June 22 for Second Session and July 13 for the Third Session.

Complete withdrawal, during the first two weeks of the session. You may withdraw during the first two weeks without a record of enrollment and without the instructor's signature. Complete a Withdrawal form and a Refund Application and submit these forms to the Division of Extended Education by the end of the second week.

Complete withdrawal, third through fifth week of the session. A grade of "W" for each course appears on the permanent transcript if the student withdraws after the second week of the session and is doing passing work. To withdraw from all courses after the second week of instruction, complete a Withdrawal form, obtain the signatures of the instructor and school dean (or Dean of Extended Education, if you are not a regular student) on the Withdrawal form. Submit these completed forms to the Division of Extended Education.

SUMMER 2004

REGISTRATION/ ADMINISTRATION

Withdrawal from classes during final exam week (last week of session) is not permitted, except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student's control, and the assignment of a grade of Incomplete is not practical. Such requests require a Petition with the signature and approval of the instructor and Dean of Extended Education. The form is available in the Division of Extended Education and must be filed in the Division of Extended Education with documentation by the last day of the session in which the student was enrolled.

General Studies

The General Studies program is the nucleus of the undergraduate curriculum at CSUDH, deliberately structured to provide the intellectual and effective foundation required of a well-educated person. The philosophy underlying General Studies offerings is that they are courses for non-specialists, presenting subject matter related to wider context of knowledge and stimulating interest in lifelong learning. General Studies courses present breadth, deal with representative concepts, and provide some integration of concepts. Several of the courses which comprise this curriculum are offered in Summer Sessions. For an overview of the General Studies program consult the University Catalog, pages 83-89 available in the University Bookstore.

High School Students

Qualified high school students who will enter the junior or senior year in Fall 2004 can register for Summer Sessions lower division (100 level) courses with a letter of recommendation from the school principal or counselor and written authorization from the parents. Address letters to the Dean of Extended Education, California State University, Dominguez Hills. Students pay regular summer fees, and the course credit they earn may be applicable to a degree from CSUDH or another institution.

GRADE REPORTS AND TRANSCRIPTS

For Open Summer Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

The following grades are to be used for approved courses only:

- CR Credit (not counted in grade average, but units allowed). Undergraduate level only.
- SP Satisfactory Progress (credit is deferred until completion of course sequence).
- NC No Credit (not counted in GPA, no units allowed).

A report of final grades assigned in classes will be mailed to you about 3 weeks after the end of the session.

A student may obtain an official transcript of enrollment and grades upon completing a Request for Transcript available at the office of Records and Registration. This request should be filed no earlier than the last week of the session in which the student is enrolled. Allow at least three weeks after the end of the session for delivery of the transcript copy. A fee of \$4.00, payable at the Cashier's Office, is charged for the first transcript request. Transcripts are not issued to a student whose record indicates a financial obligation to the University.

Grades for nonstandard-date courses will be posted with standard course grades at end of session.

Summer students may audit a course on a space available basis with the permission of the instructor. Auditors pay regular course fees. To enroll as an auditor, the student

must submit a Request for Audit form with the instructor's signature to the Extended Education Office.

Students must officially change their status in a course from credit to audit by the end of the first week of instruction.

Students may learn their grades by calling the Grades Hotline: (310) 243-2308 or by using the kiosks on campus (see page 106).

Credit / No Credit Grading

In accordance with the current Credit / No Credit policies, the undergraduate Credit (CR) grade is the equivalent of an A, B or C letter grade, and the No Credit (NC) grade is the equivalent of a C-, D or F. CR / NC grades are recorded on student transcripts. An undergraduate may elect to be graded CR/NC in particular courses, subject to conditions which are described in the University Catalog. To receive a Credit / No Credit grade in an Open Summer course (except when the course is graded solely on Credit / No Credit basis), the student must complete the Credit / No Credit form, available in the Division of Extended Education. (See Open Summer Academic Program Calendar for deadlines.)

INDEPENDENT STUDY

Independent or directed study courses are intended for the regularly enrolled, matriculated students in order to enhance or supplement their curriculum. To enroll for independent or directed study, the student must obtain a contract from the Division of Extended Education. This contract must be completed, including the signature of the dean, and submitted with student's registration. A student will not be registered for independent or directed study unless a completed contract has been submitted. Only course numbers listed with departments may be used; be sure the correct session and number of units are on the contract. The same registration deadlines and policies apply to independent study.



REGISTRATION INFORMATION

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.

Class Cancellation

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

Change of Address

If you are receiving several copies of the 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) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L.104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Use of Social Security Number

Students are required to provide the University with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student and, if needed, to collect debts owed the University. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses,

and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

Important Tax Credit Information

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifetime Learning Tax Credit.

The Hope Scholarship Tax Credit

The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. Hope credits apply to fees paid after December 31, 1997.

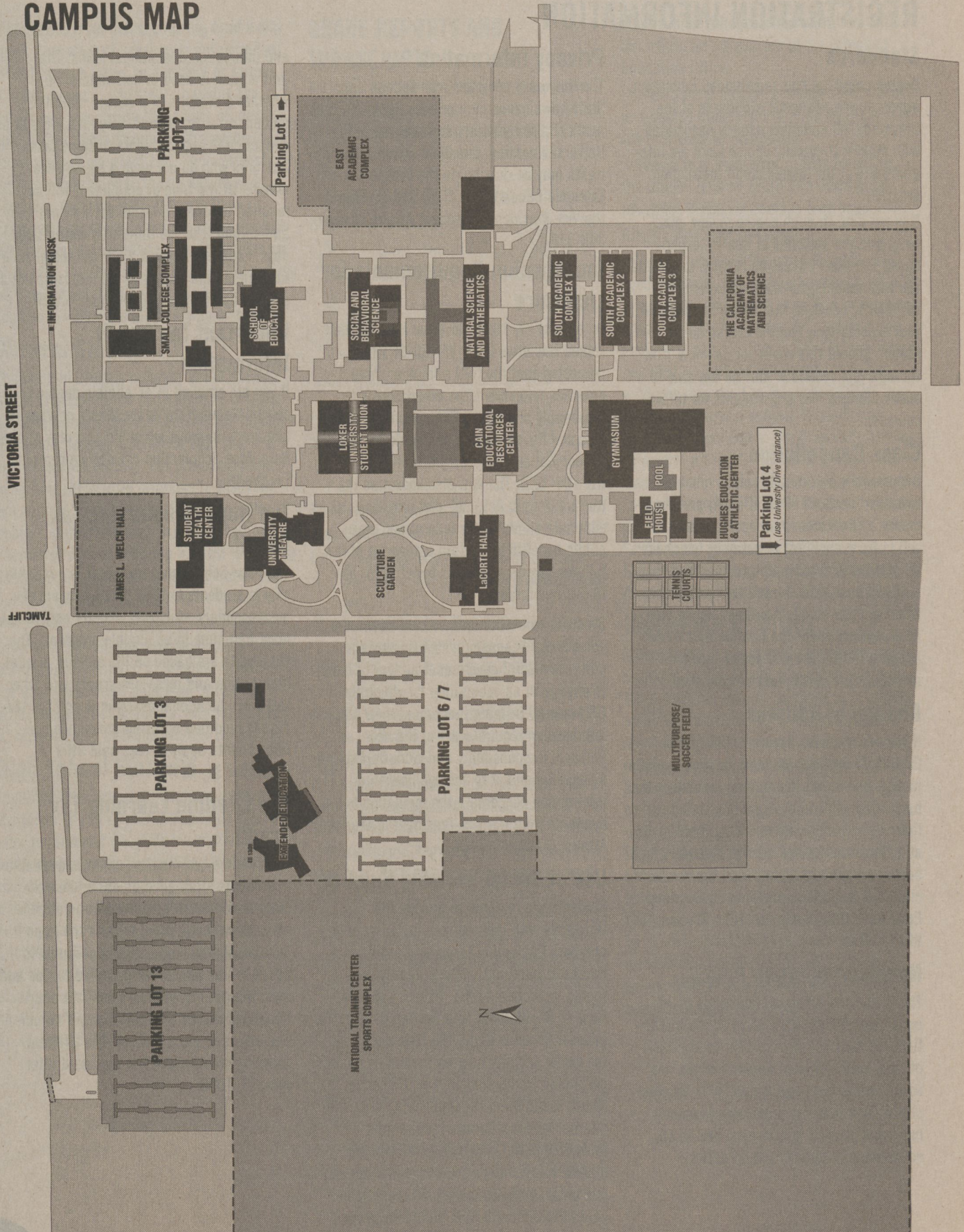
The Lifetime Learning Tax Credit

The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. The Lifetime Learning credit applies to fees paid after June 30, 1998.

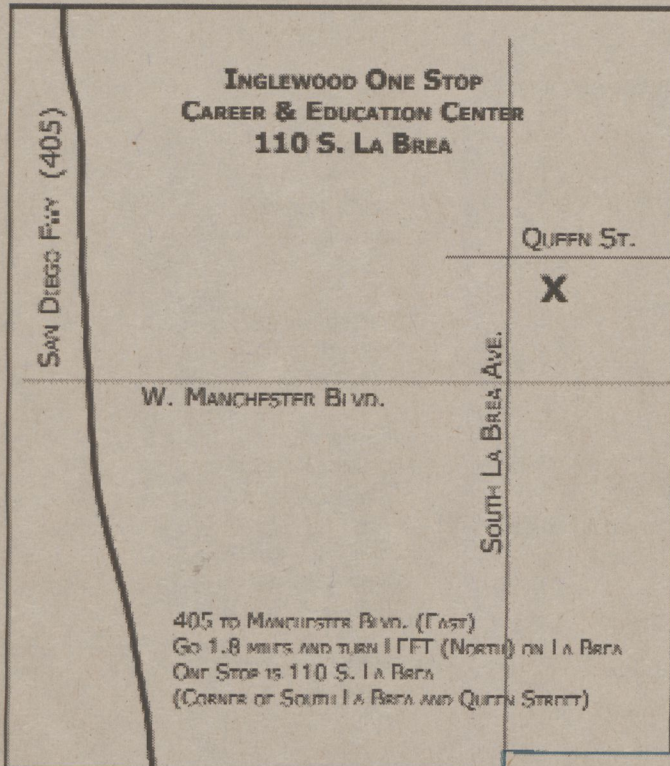
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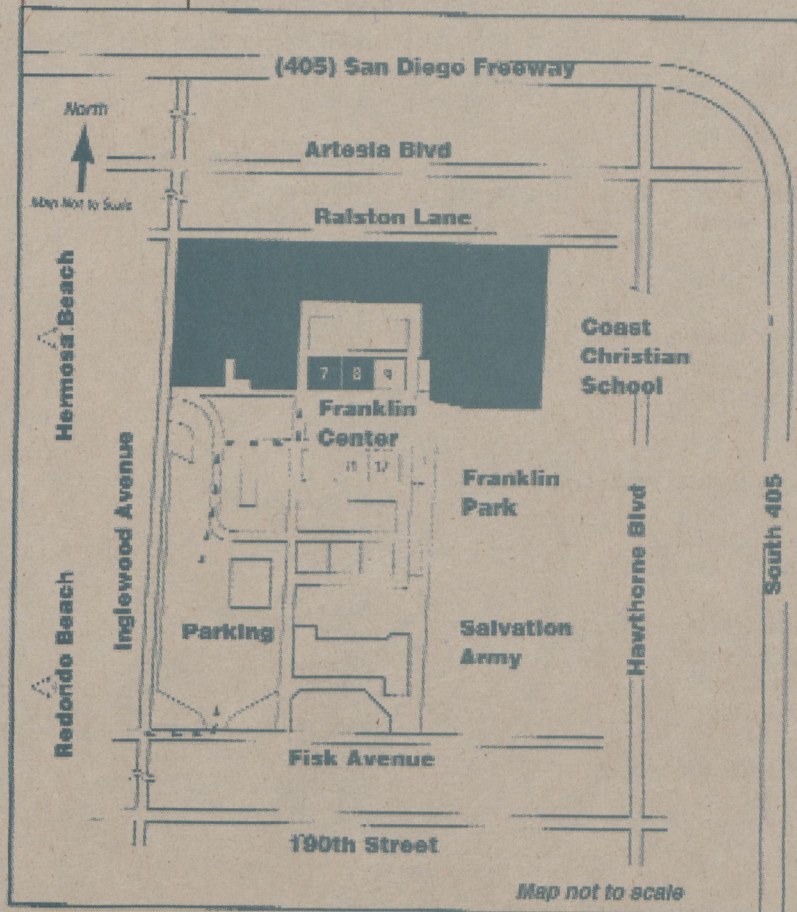


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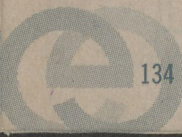
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EXTENSION PROGRAMS**

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

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Fax Email

New address? yes no male female

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

Employer _____
Company Name

Course Information

CRN No	DEPT	SECTION	TERM (i.e. Fall 03)	COURSE TITLE	UNITS	FEE

Total Fee Submitted \$ _____

Payment Method

- Check/Money Order. Make check payable to CSUDH Extension
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Account Number _____ Exp Date _____

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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 8:00pm Monday through Thursday, from 8:00am to 5pm on Fridays and from 8:00am to 1:30pm on Saturdays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

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