Head for the hills this summer... Dominguez Hills

Go Toros!

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

extended education

Your Resource for Education and Training in the South Bay and Los Angeles

SUMMER 2005

Quick Reference

Summer 2005

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.

See page 89

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 310-243-3741 • www.csudh.edu/open

FREQUENTLY CALLED NUMBERS

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American Language & Culture Program	3830
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Solutions Academy

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.

> Let CSUDH College of Extended & International Education be your solution center. We invite you to schedule your free consultation today by contacting Jerry Alston at (310) 243-3355 or at jalston@csudh.edu.

Strategic Initiatives Programs
- Skills Foundation for New Managers I
- Performance Management for Experienced Managers II
- Mastering Management III
- Effective Presentations for Professional Managers
- Linking Business Strategy to Financial Results

- Finance and Accounting for Non-Financial Managers

HUMAN RESOURCES
- Human Performance Improvement (HPI)
- Corporate Trainers Development Academy
- Strategic HR Planning
- Succession Management
- Organizational Development and Change Management

FINANCE
- Linking Business Strategy to Financial Results
- Finance and Accounting for Non-Financial Managers

HEALTH CARE LEADERSHIP
- Dynamic Leadership for Today's Health Care Managers

MANUFACTURING AND DISTRIBUTION
- Lean Enterprise Concepts

HOSPITALITY MANAGEMENT
- Performance Analysis in Hospitality Organizations
- Process and Quality Tools for the Hospitality Industry

SALES, MARKETING AND CUSTOMER SERVICE
- Creating a Customer-Centered Organization
- Creating Effective Sales Development Programs
- Marketing Research and Competitive Intelligence

LEARN HOW THE SOLUTIONS ACADEMY CAN SUPPORT YOUR CORPORATE LEARNING STRATEGY!

A growing number of companies have taken advantage of the Solutions Academy's Corporate Alliance to help them maximize intellectual assets, improve job performance and develop employees to take on increased responsibilities. The College's multiple learning models are designed to build upon the work experiences of corporate employees to deliver immediate outcomes and bottom-line results.

The College of Extended and International Education can deliver flexible corporate learning requirements on-site, on campus or on-line with competency training that meets the organization's most critical needs.

Through our Solutions Academy, we can help turn experienced managers into effective leaders. Experienced managers are too valuable to take out of action for prolonged

training programs. Our programs can help seasoned managers in your organization keep working while they grow in knowledge, skills and personal effectiveness to achieve results across your enterprise.

General business and basic functional courses do not necessarily translate into effectiveness on the job, but our wide range of specializations deliver up-to-date skills and encourage employees to apply knowledge and behaviors they learn in our Academy into work-driving results today.

The Solutions Academy will help your corporation stretch your training and development budget as it accelerates human assets development. You can guide your employees to courses designed to deliver the management and functional skills that really matter to your organization, and at the same time receive a Corporate Alliance group-fee discount when your shared-learning group numbers ten or more employee learners.

Choose the solution training component that best suits your organization's immediate needs and get quality training from the proven leader and workforce development partner.

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

BUS & ORG

Custom Designed Training and Development

Contract Education delivers California State University and Extended Education courses to businesses, industry, government and nonprofit organizations throughout Southern California.

Who Should Attend

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
- CISSP

Special Features

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

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?

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.

The College of International & 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.

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) 243-2425,
Email alogan@csudh.edu or
Visit us online at
http://www.csudh.edu/extendeded

New!

Sexual Harassment

Sexual Harassment Training
Date: Jun 8

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu
Visit the website
http://www.csudh.edu/extendeded/

See page 15

Business Communications

The Program
This program consists of a series of practical courses designed for employees to become confident and effective writers and communicators. The series builds and enhances skills in key areas of communication. Activities include a variety of in-class and out-of-class assignments to produce improved communication in the work place.

What You Will Learn
Students will learn how to determine the objectives for each writing task; follow conventional business formats to write memos, letters, reports, summaries and e-mails; write effective sentences and paragraphs; use proper punctuation; use appropriate diction and tone for verbal communication; plan and deliver presentations; determine strategies for composing various types of letters and memos, and collaborate on a writing task.

Who Should Attend
Managers, supervisors, administrators, administrative assistants, and support staff

Special Features
Business Communications courses may be tailored to fit the needs of your corporation, public agency or not-for-profit organization.

Certificate Requirements
A Certificate of Completion is awarded upon successful completion of each course. Continuing Education Units (CEUs) are available.

Courses
Successful Communications at Work
Mastering Report and Complex Writing Situations
Mastering Oral Presentations
Listening and Communicating as a Professional
Critical Thinking, Reading and Evaluation In Business Writing

Costs
Call Jerry Alston at 310-243-3355 for more information.

Workshops

Successful Communications at Work
3 CEUs

A 15-week course using a problem solving approach to writing. Standard and workplace-specific correspondence, reports, memos, electronic communications, collaborative models of writing and the basics of oral presentations are covered. The course has been designed as three separate five-week modules:
• Essential tools for communicating
• The language of business
• Crafting effective messages

Mastering Report and Complex Writing Situations
1.5 CEUs

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

Mastering Oral Presentations
1.5 CEUs

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

Listening and Communicating as a Professional
1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course focuses on several types of verbal and nonverbal communication including paralinguistic and kinesthetic communications as well as communications in the context of corporate culture and for international audiences.

Critical Thinking, Reading and Evaluation in Business Writing
1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course covers the 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.

For more information:
Call (310) 243-3730
Visit the website
www.csudh.edu/extendeded

Returning this Fall!

Business Communications

Required Courses
MODULES
Successful Communications at Work
Essential Tools
Language of Business
Effective Messages
Each module awards 1.5 CEUs.

NEW!

For more information:
Call Babette Wald at 310-243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/
businesscommunications.htm

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 noncredit 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.
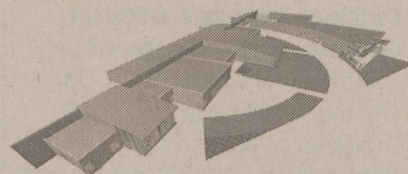
Facilities

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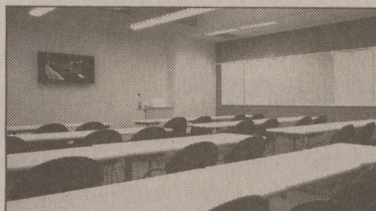
For more information:
call Teresa Stevens at (310) 243-2012
or (310) 243-3737
email: tstevens@csudh.edu
for pricing, scheduling and catering information.

BUSINESS

Master of Business Administration MBA Online

The Program

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

Special Features

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

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

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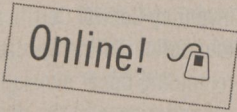
Students who hold an undergraduate degree in business administration, commerce, or a related field from an accredited institution may be deemed to have acquired competency in the core areas if the degree is not more than ten years old and if the core courses were completed with a grade of "C" (or equivalent)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

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

Program Requirements
The Special Major Bachelor of Arts degree requires the completion of 124 semester hours including both lower and upper division course work. Participating students must complete all general studies program requirements (52-59 semester units) and integrate at least one other discipline outside of the College of Business and Public Policy with the 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.

The minimum requirement for the Special Major is 24 semester units of approved upper division work. The credit hours earned while completing the Production and Inventory Control Certificate serve as the foundation for the Special Major. The remaining upper division credit hours, in consultation with the student's advisory committee, should be chosen from at least one other department outside the School of Management. Although not limited to these fields, possible areas of upper division course work might include:

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

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

Residence Requirements
A minimum of 30 semester units (of which 24 must be upper division units) must be completed in residence at CSU Dominguez Hills. This does not include the credits earned as part of the 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 Minor
In addition to the Special Major, participating students are required to complete a regular academic minor. Examples of minors that might be of interest, and the number of units required to complete each include:
- Accounting (15 units)
- Business Administration (30 units)
- Business Information Systems (15-16 units)
- Communications (12 units)
- Computer science (34 units)
- Health Science (15 units)
- Labor Studies (15 units)
- Chicano/a Studies (18 units)
- Public Administration (15 units)
- Sociology (15 units)
- Spanish (12 - 24 units)

University Requirements
A student working towards the Special Major 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.

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 Edd Whetmore, University Advisement Center, (310) 243-3822. email: ewhetmore @csudh.edu

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.

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: Edd Whetmore, University Advisement Center, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747, (310) 243-3822. email: ewhetmore@csudh.edu

Online courses

WEB-BASED PROFESSIONAL DEVELOPMENT

5 courses for only $199!

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 listings on the following pages for the course registration number for each course. You may register at any time between July 1 and December 1 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
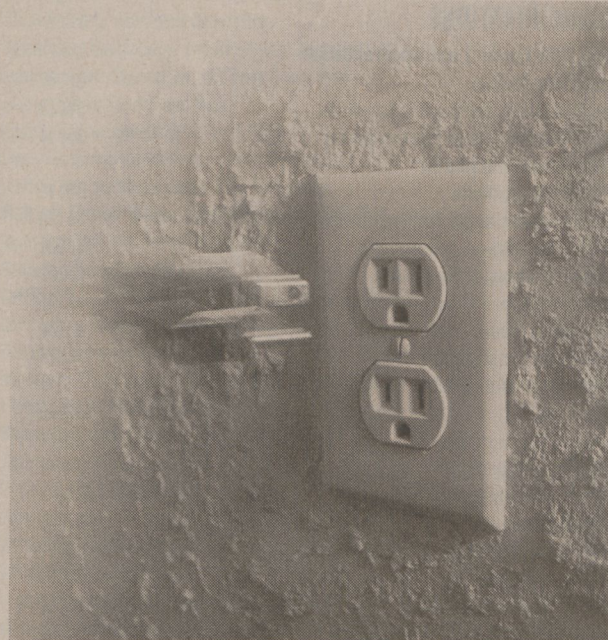
1. Administrative Support *New!*

The Effective Administrative Support Professional

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Using Effective Business Communications	35449
Administrative Functions	35450
Advancing Your Administrative Career	35451
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Advance Skills for Administrative Support Professional

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2. BUDGETING AND FINANCE

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Advance Business Finance

Introduction to Advanced Finance	35027
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Register by Phone (310) 243-3741 • Register by Fax (310) 516-3971 • eereg@csudh.edu • http://www.csudh.edu/extendeded/

Online courses
WEB-BASED PROFESSIONAL DEVELOPMENT

Auditing: A Practical Approach

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Register by Phone (310) 243-3741 • Register by Fax (310) 516-3971 • eereg@csudh.edu • http://www.csudh.edu/extendeded/

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WEB-BASED PROFESSIONAL DEVELOPMENT

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Cost	
5 Course Package	$199
NDSS 100-01	CRN 35273
NDSS 100-02	CRN 35274

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To register:

Obtain the registration 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:

College of Extended & International 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

Construction Project Management

Certificate of Completion

The Program
This course is designed to provide students with the knowledge and skill sets needed to successfully manage projects in today's construction industry.

What You Will Learn
Students will gain practical knowledge and skills needed to manage and/or supervise projects in today's construction industry. Students will learn how to successfully plan, manage and coordinate construction projects and activities including an understanding of project budgets, construction law and construction safety.

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

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

Special Features
All program instructors are experienced practitioners in their field of expertise. They bring practical application of project management practices to their classes. All classes are scheduled in the evenings on the CSUDH campus at the Extended Education complex to meet the needs of working adults.

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

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

Courses

Required Courses
Plan Reading	CMX 903
Estimating	CMX 902
Construction Safety	CMX 926
Law for Construction	CMX 921
Construction Accounting	CMX 904
Financing Real Estate Acquisitions	CMX 905
Bidding & Scheduling	CMX 925
Field Project Management	CMX 920

Program Instructors
Art Robitaille, MS. Licensed Contractor and Safety Consultant with over 40 years of experience in the construction industry

J. William Stinde, Ph.D., MBA, CFM, CMA, General Contractor, Real Estate Broker, Management Accountant, licensed to practice before the IRS

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

Mike Gugert, Director of Construction, Irvine Apartment Communities Inc., The Irvine Company; Investment Properties Group with 24 years of Domestic and International Construction experience

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

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/cmx.htm

SCHEDULED CLASSES

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

Date:	Jun 6 – Jun 27
Time:	Mon 6:30-9:30pm
Meetings:	4
Location:	EE 1206
Fee:	$157
Instructor:	**Larry Kaltman**
Course No.:	CMX 903 Sec 01
Reg. No.:	35965

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.

Date:	Jun 4 – Jun 25
Time:	Sat 8:30am - 3:30pm
Meetings:	3 (No class 6/11)
Location:	EE 1217
Fee:	$198
Instructor:	**Jack Irwin**
Course No.:	CMX 925 Sec 01
Reg. No.:	36062

BUSINESS

Returning this Fall!
Business Communications

MODULES

Successful Communications at Work
Essential Tools
Language of Business
Effective Messages
For more information:
Call Babette Wald at 310-243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/
businesscommunications.htm

Environmental & Occupational Health & Safety

Certificate of Completion

The Program

Designed for Health & Safety officers and those planning to enter the field, this program will provide skills and fulfill requirements necessary to function in a Health and Safety Department and to administer health and safety programs in an industrial setting.

All program instructors are experienced practitioners in their field of expertise. Courses are offered at convenient times to meet the needs of working adults.

On-site instruction is available.

Who Should Attend

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

Eligibility Requirements

This program is open to all students interested in learning more about environmental and occupational health & safety.

Special Features

The Certificate of Completion in Environmental & Occupational Health & Safety is endorsed by the National Safety Council. CSUDH is an MCLE Provider (#3897) for HEX 946. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of six required courses plus one elective course. Elective courses are offered to suit the needs of individuals from various industries. Classes may be taken in any order according to individual needs. **Students not pursuing the certificate may take individual courses.**

Courses

Required Courses

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

HEX 987 can be substituted for HEX 950.

Elective Courses (Choose One)

Safety and Health for the Construction Industry Part A	HEX 910
Safety and Health for the Construction Industry Part B	HEX 911
Ergonomics	HEX 920
Industrial Machine Guarding	HEX 936
Industrial Hygiene Instrumentation and Sampling	HEX 955
Bloodborne Pathogens	HEX 956
Basic Adult First Aid and CPR	HEX 966
OSHA Appeals Procedures	HEX 978
Introduction to Security	HEX 982
Terrorist Violence in the Workplace	HEX 983
Terrorist Acts and Natural Disasters	HEX 988
Security and Loss Prevention	HEX 989
Special Topics	HEX 995

Program instructors

Byron Jamerson, BS, RSSP, Vice President, IASP

Carl Cronin, BS, RSSP, Carl Cronin Co. Safety Training Services

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

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

Jeffrey L. Malek, JD, Malek & Malek

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

John A. O'Toole, Ph.D. RSSP, Safety Consultant, General Safety Services, Chairman of Advisory Committee.

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

Linda Hunter, RSSP, Certified Trainer, Zee Service Company

Michael Nicolas, President, California Loss Control

SCHEDULED CLASSES

Required Courses

Foundations of Safety and Health Program Administration

2.0 CEUs

This course covers implementation of injury and illness prevention programs, typical health and safety problems, program responsibility, employee compliance, communications to the employees, hazard evaluations, injury and illness investigations, correction of unsafe or unhealthful conditions, employee training and recordkeeping in an industrial setting. Materials included.

Date:	Jun 4 – Jul 9
Time:	Sat 8am - 12pm
Meetings:	5 (No Class 7/2)
Location:	CSUDH EE 1209
Fee:	$265
Instructor:	**Hassan Adan**
Course No.:	HEX 981 Sec 01
Reg. No.:	35972

Elective Courses

Industrial Hygiene Instrumentation and Sampling

1.5 CEUs

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

Date:	Jul 16 – Aug 6
Time:	Sat 8am - 12:30pm
Meetings:	4
Location:	CSUDH SAC 1106
Fee:	$195
Instructor:	**Carla Slepak**
Course No.:	HEX 955 Sec 01
Reg. No.:	36026

Environmental & Occupational Health & Safety

Certificate of Completion

(continued)

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 and Risk indicators/Assessment and
- Psychological factors
- Corporate Terrorist Violence Prevention Plans and Threat Assessment Teams
- Stalking & Domestic Violence in the Workplace
- Crisis Management & Legal Ramifications
- News Media Relations During & After a Crisis
- Police Response & Security Reaction

Materials included.

Date:	Aug 13 – Sep 17
Time:	Sat 8am-12pm
Meetings:	5 (No Class 9/3)
Location:	CSUDH SAC 1106
Fee:	$265
Instructor:	**Byron Jamerson**
Course No.:	HEX 983 Sec 01
Reg. No.:	46987

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/hex.htm
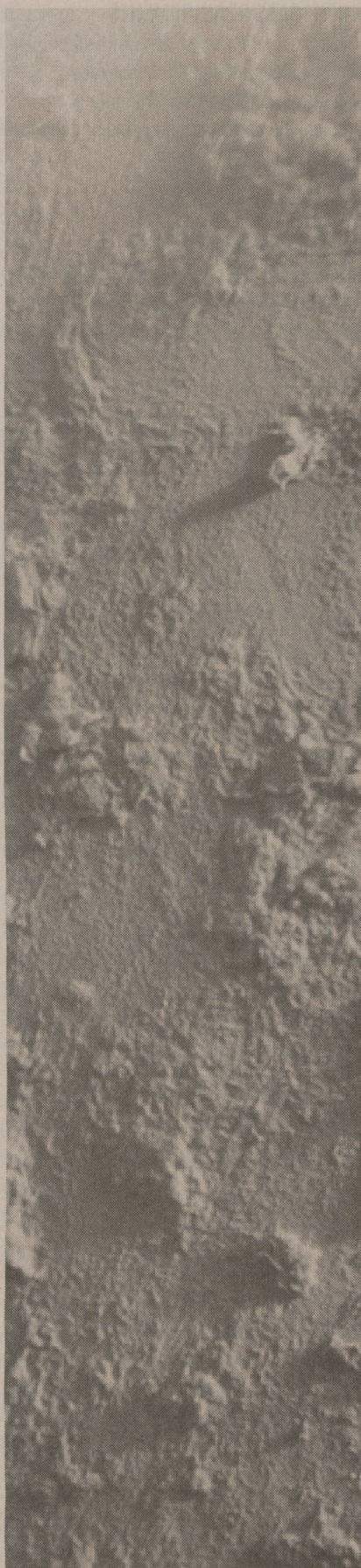
Sexual Harassment

Sexual Harassment Training

.3 CEUs

The recent enactment AB1825 mandates sexual harassment training requirements for all businesses in California with 50 or more employees. This interactive and timely workshop will cover what employers need to know about sexual harassment prevention and response. Participants will receive an overview of sexual harassment law and will learn how to design policies and procedures to prevent sexual misconduct within their organizations. In addition, OSHA standards and investigation issues will be discussed.

To receive the most benefit from this course, we recommend that you bring copies of your company's current sexual harassment policy and procedures. On-site training is available

Who Should Attend

This course is designed for business owners, managers, supervisors, and administrators. This course is not part of the Environmental & Occupational Health & Safety Certificate.

About the Instructors

Jeffrey L. Malek, JD, Attorney at Law, Malek & Malek Law Firm. He has over 20 years of experience in OSHA defense and Employment Practice litigation
John A. O'Toole, Ph.D. RSSP, Principal Safety Consultant, General Safety Services.

Date:	Jun 8
Time:	Wed 9am-12pm
Meetings:	1
Location:	CSUDH EE 1205
Fee:	$185
Instructor:	**Jeffrey Malek**, JD
	John O'Toole, Ph.D
Course No.:	HEX 995 Sec 01
Reg. No.:	36099

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu

Safety and Security

Certificate of Completion

THE PROGRAM

This 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.

All program instructors are experienced practitioners in their field of expertise. Classes are scheduled in the evenings and/or weekends to meet the needs of working adults.

WHAT YOU WILL LEARN

Course materials will provide security personnel, managers, and supervisors with a ready reference guide that outlines the authority and responsibilities of sworn peace officers and security officers in the following areas of responsibility:

- Professional Orientation
- Taking Suspects into Custody
- Introduction to California Constitutional Law
- Lawful Detention
- Basic Concepts of Criminal Law
- Major Penal Codes
- Laws of Arrest
- Use of Force

WHO SHOULD ATTEND

Individuals interested in learning how to implement and maintain a safe and secure work environment including:

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

ELIGIBILITY REQUIREMENTS

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

SPECIAL FEATURES

This program is recognized and approved by the California Society of Safety & Security Professional.

CERTIFICATE REQUIREMENTS

A Certificate of Completion is awarded upon successful completion of six required courses and one elective. Students not pursuing the certificate may take individual courses.

COURSES

Required Courses

OSHA Law	HEX 960
Industrial Accident Investigation	HEX 946
Recognition & Control of Workplace Hazards	HEX 979
Introduction to Security Mgt.	HEX 982A
Terrorist Violence in the Workplace	HEX 983
Security and Loss Prevention	HEX 989

Elective Courses

Safety & Health for the Construction Industry Part A	HEX 910
Safety & Health for the Construction Industry Part B	HEX 911
Ergonomics	HEX 920
Industrial Machine Guarding	HEX 936
Industrial Hygiene Instrumentation and Sampling	HEX 955
Bloodborne Pathogens	HEX 956
OSHA Appeals Procedures	HEX 978
Terrorist Acts and Natural Disasters	HEX 988
Special Topics Courses	HEX 995

PROGRAM INSTRUCTORS

Byron Jamerson, BS, RSSP, Vice President, IASP

Carl Cronin, BS, RSSP, Carl Cronin Co. Safety Training Services

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

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

Jeffrey L. Malek, JD, Malek & Malek

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

John A. O'Toole, Ph.D. RSSP, Safety Consultant, General Safety Services, Chairman of Advisory Committee.

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

Linda Hunter, RSSP, Certified Trainer, Zee Service Company

Michael Nicolas, President, California Loss Control

SCHEDULED CLASSES

Required Courses

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 and Risk indicators/Assessment and
- Psychological factors
- Corporate Terrorist Violence Prevention Plans and Threat Assessment Teams
- Stalking & Domestic Violence in the Workplace
- Crisis Management & Legal Ramifications
- News Media Relations During & After a Crisis
- Police Response & Security Reaction

Date:	Aug 13 – Sep 17
Time:	Sat 8am-12pm
Meetings:	5 (No Class 9/3)
Location:	CSUDH SAC 1106
Fee:	$265
Instructor:	**Byron Jamerson**
Course No.:	HEX 983 Sec 01
Reg. No.:	46987

Elective Course

Industrial Hygiene Instrumentation and Sampling
1.5 CEUs

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

Date:	Jul 16 – Aug 6
Time:	Sat 8am-12:30pm
Meetings:	4
Location:	CSUDH SAC 1106
Fee:	$195
Instructor:	**Carla Slepak**
Course No.:	HEX 955 Sec 01
Reg. No.:	36026

OSHA Training Institute Education Center at WESTEC

Serving Region IX: Arizona, California, Guam, Hawaii, Nevada & The Pacific Territories

ABOUT THE COURSES

OSHA courses are offered through an affiliation with the federally authorized OSHA Training Institute Education Center at WESTEC. Courses concentrate on federal and state standards and regulations.

TO REGISTER

Phone   866-493-7832
(toll free)   661-763-5161
Online   www.westec.org/osha

If you have any questions or would like to request copies of course outlines and/or a catalog, please call 661-763-5161 or email osha@westec.org.

LOCATION

Classes are held at the CSUDH campus located at 1000 E. Victoria Street, Carson, CA 90747

SCHEDULED CLASSES

500 Trainer Course in OSHA Standards for the Construction Industry
2.5 CEUs

Prerequisite: OSHA 510 or equivalent, and 5 years construction safety experience
This course is for those interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using state and federal standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Program, conduct both the 10- and 30-hour construction safety and health course, and to issue cards to participants verifying course completion.

Session I
Date: May 9 – May 12
Time: Mon-Wed 8am-4:30pm
            Thu 8am-3:30pm
Meetings: 4
Location: CSUDH EE 1210
Fee: $575

Session II
Date: Aug 15 – Aug 18
Time: Mon-Wed 8am-4:30pm
            Thu 8am-3:30pm
Meetings: 4
Location: CSUDH EE 1209
Fee: $575

501 Trainer Course in OSHA Standards for General Industry
2.5 CEUs

Prerequisite: OSHA 511 or equivalent, and 5 years general industry safety experience
This course is for those interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using state and federal standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. . This course allows the student to become a trainer in the Outreach Program, conduct both the 10- and 30-hour general industry course, and issue cards to participants verifying course completion.

Session I
Date: May 16 – May 19
Time: Mon-Wed 8am-4:30pm
            Thu 8am-3:30pm
Meetings: 4
Location: CSUDH EE1210
Fee: $575

Session II
Date: Aug 22 – Aug 25
Time: Mon-Wed 8am-4:30pm
            Thu 8am-3:30pm
Meetings: 4
Location: CSUDH EE 1209
Fee: $575

502 Update for Construction Industry Outreach Trainers
1.7 CEUs

This course is for those who have completed #500 Trainer Course in OSHA Standards for the Construction Industry and are active trainers in the outreach program. It provides an update on state and federal construction standards, policies, and regulations. Required every 4 years.

Date: Jul 25 – Jul 27
Time: Mon-Tue 8am-4:30pm
            Wed 8am-Noon
Meetings: 3
Location: CSUDH EE 1201
Fee: $495

503 Update for General Industry Outreach Trainers
1.7 CEUs

This course is for those who have completed course #501 Trainer Course in OSHA Standards for General Industry and are active trainers in the outreach program. It provides an update on state and federal general industry standards and policies. Required every 4 years.

Date: Jul 27 – Jul 29
Time: Wed 1pm-5pm
            Thu-Fri 8am-4:30pm
Meetings: 3
Location: CSUDH EE 1205
Fee: $495

510 OSHA Standards for the Construction Industry
2.5 CEUs

This course covers state and federal policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of 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 a 30-hour OSHA construction safety and health course completion card.

Session I
Date: Jun 6 – Jun 9
Time: Mon-Wed 8am-4:30pm
            Thu 8am-3:30pm
Meetings: 4
Location: EE1210
Fee: $575

Session II
Date: Sep 6 – Sep 9
Time: Tue-Thu 8am-4:30pm
            Fri 8am-3:30pm
Meetings: 4
Location: CSUDH EE 1209
Fee: $575

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OSHA Training Institute Education Center at WESTEC

511 OSHA Standards for General Industry
2.5 CEUs

This course for covers state and federal policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of 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 a 30-hour OSHA general industry safety and health course completion card.

Session II

Date:	Jun 4 – Jun 25
Time:	Sat 8am-4:30pm
Meetings:	4
Location:	CSUDH EE 1210
Fee:	$575

Session III

Date:	Sep 12 – Sep 15
Time:	Mon-Wed 8am-4:30pm
	Thu 8am-3:30pm
Meetings:	4
Location:	CSUDH EE 1209
Fee:	$575

521 OSHA Guide to Industrial Hygiene
2.5 CEUs

Permissible exposure limits, state and federal health standards, regulations and procedures, respiratory protection, engineering controls, hazard communication, sampling instrumentation, workplace health program elements, and other industrial hygiene topics. Workshops in health hazard recognition, OSHA health standards, and safety and health programs.

Upon completion of this course, each participant will be able to:

- Interpret requirements of OSHA health standards.
- Recognize potential health hazards in the workplace.
- Perform basic health hazard evaluation using OSHA sampling procedures.
- Recommend acceptable strategies for controlling hazardous conditions
- Describe the elements of an effective workplace health protection program.

Date:	Aug 2 – Aug 5
Time:	Tue-Thu 8am-4:30pm
	Fri 8am-3:30pm
Meetings:	4
Location:	CSUDH EE 1209
Fee:	$575

2015 HazMat
2.5 CEUs

Overview of OSHA general industry standards and other consensus and proprietary standards relating to hazardous materials. Topics include: flammable and combustible liquids; compressed gases; LP-Gas; cryogenic liquids; and related processes, such as spraying, dipping, and electrical equipment.

Students who successfully complete this course should be able to:

- Describe methods for detecting unsafe storage conditions for hazardous materials.
- Explain electrical factors that may contribute to the creation or abatement of hazardous conditions.
- Relate hazardous conditions and unsafe procedures to the appropriate standards for abatement action.
- Specify the necessary precautions for hazardous operations, such as the dispensing of flammable and combustible liquids.
- Describe proper abatement techniques for selected industrial hazards

Date:	Sep 19 – Sep 22
Time:	Mon-Wed 8am-4:30pm
	Thu 8am-3:30pm
Meetings:	4
Location:	CSUDH EE 1209
Fee:	$ 575

3095 Electrical Standards
2.5 CEUs

A hands-on, introductory overview of electrical standards and the hazards associated with electrical installations and equipment. Emphasis on controlling electrical hazards by the application of OSHA standards and the National Electrical Code.

- Relate the potential severity of electrical shock to amount of current flow, its path, and time.
- Improve your understanding of OSHA's electrical standards.
- Improve your ability to recognize actual and potential electrical hazards, the appropriate abatement, and which standard to cite.
- The proper use of safety electrical test equipment.
- Improve your understanding of the National Electrical Code and how it ties in to OSHA and OSHA's electrical standards.

Date:	Jul 12 – Jul 15
Time:	Tue-Thu 8am-4:30pm
	Fri 8am-3:30pm
Meetings:	4
Location:	CSUDH EE 1210
Fee:	$575

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extendeded/osha.htm

Finance and Accounting for Non-financial Managers

An intensive three-day program teaching the numbers side of business

About This Program

This program is an overview of the fundamentals of finance and accounting for non-financial managers. The overriding goal of the program is to present a number of "nuts and bolts" financial concepts, providing managers with useable information, including basic accounting principles, budgeting, and fundamental financial analysis tools. Participants will learn the language of finance; understand what accounting principles are generally accepted, interpret an organization's financial statements and annual report; review budgeting tools; calculate a break-even scenario; and evaluate returns on investments. This highly interactive workshop features case studies, a variety of planning exercises, and other activities designed with an action-learning focus.

Who Should Attend

This program is for managers in every functional area of responsibility who need to understand and speak the "numbers-side" of business. Whether one is in engineering, production, marketing, health care, project management, or human resources, it is necessary to understand the common financial language of business to succeed.

You Will Learn To

- Understand the terminology and processes used to set financial goals
- Grasp the numbers side of business
- Effectively utilize procedures required for developing budgets
- Apply key formulas when planning financial performance
- Practice and learn in a friendly environment
- Understand both short-term and longer-term financial planning
- Think and measure in financial terms

Outline

Basic Accounting Principles

- Important accounting concepts
- "T" Accounts
- Typical accounting systems
- Constructing financial statements
- The accounting period
- Three basic accounting principles
- Business and financial management

Financial Statements

- Three basic financial statements
- Balance sheet
- Income statement
- Cash flow statement

Financial Analysis

- Liquidity ratios
- Debt ratios
- Return on investment/profitability ratios
- Time value of cash flows
- Computers and financial statements

Budgeting Principles

- Financial management and budgeting
- An introduction to budgets
- Three uses of budgets
- Budgeting periods
- The budgeting process
- Planning for costs
- Projecting financial targets

Adding Financial Value

- Application exercises

SCHEDULED CLASSES

Section # 1

Finance & Accounting for Non-Financial Managers

2.1 CEUs

Date:	Jul 12-14
Time:	Tue-Thu 8:30am - 4:30pm
Meetings:	3 (7 hour days)
Location:	TBA
Fee:	$750
Instructor:	**Jeff Prinster, PhD**
Course No.:	MGX 917 Sec 01
Reg. No.:	35906

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

New!

Geographic Information Systems (GIS)

Certificate of Completion

Core Courses

Fundamentals of GIS I	GIX 901
July 8 & 9	
Fundamentals of GIS II	GIX 902
Aug 12 & 13	
GIS Data Acquisition	GIX 903
GIS Project Design	GIX 904

Elective Courses- Under Development
The Global Positioning System (GPS) and GIS
Remote Sensing and GIS
Introduction to GIS Programming (ArcObjects)
GIS in Local Government
GIS for Public Safety
GIS in Environmental Sciences
GIS for Facilities Management
GIS for Managers

Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/

Advanced Human Resource Management
Certificate of Completion

THE PROGRAM
Rather than focus on a basic understanding of employment wage and hours, and labor laws, this program emphasizes detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions on the company management team.

WHAT YOU WILL LEARN
Intended for the seasoned Human Resource Professional, the Certificate of Completion in Advanced Human Resource Management is a series of specific topic areas that focuses on today's important HR management issues.

WHO SHOULD ATTEND
- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Business owners and executives
- Business attorneys
- Business consultants
- MBA students

CERTIFICATE REQUIREMENTS
A Certificate of Completion is awarded upon successful completion required course. Students may attend classes in any order according to their needs.

REQUIRED COURSE
Advanced Human Resource Management
BUX 929

ADVISORY BOARD MEMBERS
James D. Vigneau, SPHR, HR Director for Fishking Processors, Inc.

Kent Perkins, PI, President, Allied Management Resources

Millicent Sanchez, Esq. Shareholder-Director, Swerdlow Florence Sanchez Swerdlow & Wimmer

PROGRAM INSTRUCTOR
James D. Vigneau, SPHR, Human Resource Director for Fishking Processors, Inc. He is a lecturer and consultant with over 25 years of experience in the Human Resource field.

For more information:

Call Angeli Logan (310) 243-2425

Email alogan@csudh.edu or

Visit the website

www.csudh.edu/extension/advanhr.htm

Returning this Fall!
Human Resource Management
Certificate of Completion

Required Courses

Establishing Human Resource Systems	BUX 998
Compensation & Benefits	BUX 971
Labor and Employment Law	BUX 982
Communication Dynamics	BUX 980

For more information:

Call Angeli Logan (310) 243-2425

Email alogan@csudh.edu or

Visit the website

www.csudh.edu/extension/hr.htm

SCHEDULED CLASSES

Advanced Human Resources Management

2.4 CEUs

This course covers the following series of HR topics:

Analyzing HR – Examines specific models for establishing benchmarks and measuring department effectiveness.

Enhancing the Value of HR – Focuses on specific internal marketing and integration techniques to develop HR as a strategic partner in business operations.

Behavioral Interviewing – Work on developing specific interviewing skills to identify the right candidate for the job.

Union Organizing in the Workplace – Focuses on union organizing and effective company responses to maintaining a union-free environment

Understanding Workers' Compensation – Simplify and clarify the confusion surrounding Workers' Compensation administration. Examine the legal and practical aspects of developing and administering company leaves, vacation, and other company paid-time-off programs.

Ethical Issues in HR Management – Examines 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. This session will examine several challenging case studies in applying ethical standards and principles.

Conducting Workplace Investigations – Focuses on proper and effective processes to conduct discrimination, harassment and employee malfeasance investigations.

Employee Discipline & Termination – Examines the systems, methods and communication techniques necessary to effectively discipline and terminate an employee.

Date:	Jun 1 - Jul 20
Time:	Wed 6:30-9:30pm
Meetings:	8
Location:	Franklin Center 8
Instructor:	**James D. Vigneau**, SPHR
Fee:	$498
Course No.:	BUX 929 Sec 01
Reg. No.:	35813

Lean Enterprise

An intensive two-day program to learn the fundamentals of implementing "Lean" Concepts

About This Program

This program has been designed as an overview of the fundamentals needed to implement "Lean" principles. The overriding program goal is to present a number of practical concepts, tools, and techniques including: 5 s; JIT; Cycle Reduction; Error Proofing (Poka Yoke); Total Productive Maintenance; Visual Management; and, Process-based Management. Participants will learn the language as well as review examples of how these tools have been successfully implemented in organizations. This highly interactive workshop features a variety of activities designed with an action-learning focus.

Who Should Attend

This program is for managers in every functional area of responsibility who need to understand the latest process improvement tools and techniques. Whether you are in engineering, production, finance, marketing, health care, project management, or human resources, you need to understand the common language associated with implementing a lean enterprise.

You Will Learn To

- Understand Lean terminology
- Relate the knowledge of Lean thinking to other disciplines
- Understand the processes components of a Lean program
- Effectively utilize Lean tools and techniques
- Apply Lean concepts and principles in your organization

Outline

Introduction to Lean
- What is Lean?
- What business and cultural changes need to be made to become "Lean?"
- Principles of Lean
- Value Stream Mapping

Identify and Elimination of Different Types of Waste
- Definitions
- Examples

- Causes

Lean Tools and Techniques Part I
- 5 S
- JIT
- Cycle Reduction

Lean Tools and Techniques Part II
- Error Proofing
- Total Productive Maintenance
- Visual Management
- Process-based Management

The Lean Process

The lean process is quite simply, a business initiative to reduce waste in manufactured products. The idea is to reduce costs systematically throughout the product and production process by means of a series of engineering reviews.

The key insight is that most costs are generated when a product is designed. Why? Because engineers generally specify familiar, safe materials and processes rather than inexpensive, efficient ones. Again, why? Because familiar and safe reduces project risks: yet safe and familiar increase financial risks and decrease profit potential.

Engineering team review begins with assessing materials, processes, and associated costs. Process adjustments may be eliminated at this review.

Tooling and machinery costs are estimated and compared to feasibility reflecting ROI.

Materials, time and form are evaluated for adjustment or substitution.

1. The **5 S Philosophy**
2. **Cycle Reduction**
3. **JIT** i
4. **Error Proofing**
5. **Total Productive Maintenance (TPM)**
6. **Visual Management**
7. **Process-Based Management**

Program Instructor
Emil Hazarian

SCHEDULED CLASS

Section 1

Lean Enterprise
14 Hrs

Date:	Jun 22 & 23
Time:	Wed Thu 8:30am - 4:30 pm
Meetings:	2 (two 7 hour days)
Location:	CSUDH EE 1209
Fee:	$500
Instructor:	**Emil Hazarian**
Course No.:	MGX 910 Sec 01
Reg. No.:	35910

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

Quality Programs
See page 66

Linking Business Strategy to Financial Results

An applied approach to strategic business planning and execution

About This Program
This interactive program is designed to link strategy to financial results. Even though financial results represent lagging indicators of performance, these results are a clear indicator of the success of an organization's strategy and/or its ability to execute. Examining the links between an organization's strategies and its financial results is the first step in actively managing its success. In this session participants will develop a process that links their organization's vision, mission, and strategy to logical and realistic actions that produce measurable results. Consequently, this session will also include a discussion about who should be involved in the transition from generating an organization's vision to setting appropriate objectives. This highly interactive workshop features case studies, planning templates, and other activities designed for an active-learning environment.

Who Should Attend
Business professionals, strategic planners, unit managers and leaders responsible for strategy development and accountable for the financial results of their business unit should attend this program. This program will also help those who want to gain a foundation for linking business strategy to financial results.

You Will Learn To
- Develop a vision and mission on which action can be taken
- Link strategy to objective measures
- Trace financial results back to actions and strategy
- Identify key personnel to involve in logical and realistic planning
- Share experiences and knowledge with other professionals

Outline
Organizational Planning and Execution
- Developing indicators of successful strategy
- Gaining commitment and ownership to strategy

Vision, Mission, and Strategy
- Understanding the difference between vision and mission
- Linking strategy to financial indicators

Action Plans
- Utilizing data to drive action planning
- Understanding the keys to successful action planning

Measurement and Metrics
- Leveraging data to evaluate strategy
- Establishing performance indicators and metrics

Assessing Strategic and Financial Performance
- Identifying and monitoring critical success factors
- Data driven decision making

SCHEDULED CLASS
Section 1

Linking Business Strategy to Financial Results
1.4 CEUs

Date:	Jul 26 & 27
Time:	Tue & Wed 8:30am-4:30pm
Meetings:	2 (7 hour days)
Location:	CSUDH EE 1209
Fees:	$500
Faculty:	**Jeff Prinster**, PhD
Course No.:	MGX 916 Sec 01
Reg. No.:	35908

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

New this Summer!

Effective Presentations

An intensive three-day program for those wishing to make effective presentations

Effective Presentations
Jul 23 - Jul 28

For more information:
Contact Jerry Alston at
jalston@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

Meeting and Event Planning

Certificate of Completion

The Program

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

There are several associations of Meeting Professionals with memberships exceeding 25,000 that are dedicated to the education of meeting and event planners. More and more colleges and universities are offering certificate programs as well as degree programs in Meeting and Event Planning.

What You Will Learn

Participants of this certificate program will learn about career opportunities, and mingle with experts in all areas of meeting and event planning such as convention service managers, hotel sales managers, audio visual equipment providers and production company representatives. Participants will also work together on a project to be presented at the completion of the program.

Employment Outlook

What positions might this certificate lead to?
• Meeting Manager
• Meeting Coordinator
• Event Manager
• Event Coordinator
• Wedding Planner
• Training Director
• Trade Show Manager
• Incentive Travel Manager
• Corporate Travel Manager
• Marketing Manager
• Public Relations Manager
• Executive Assistant
• Administrative Assistant
• National Sales Manager
• Executive Director

Who Should Attend

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

Elegibility Requirements

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

Special Features

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

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

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

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-360.

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).

Courses

REQUIRED COURSES

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

Elective Courses
(Offered Alternate Semesters)

Planning Global and Incentive Meetings	MEX 908
Wedding Planning	MEX 909

Advisory Board Members

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"

Program Instructors

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

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

Gary Rosenberg, CMP, is a partner in Rosenberg & Risinger, The Meeting Professionals and has 20 years of industry experience. He serves 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.

Meeting and Event Planning

Certificate of Completion

(continued)

Carroll Reuben, holds the Certificate in Meeting Management designation (CMM). She has been a corporate event director for more than 25 years, specializing in high technology events and trade shows. She received the MPI Global Paragon Award for the Best Meetings in 2000.

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

Marla Harr, CMP, was the winner of MPI's 2000 Global Paragon Award for excellence in meeting planning. She has over 10 years experience in wedding consulting, special events and meeting planning.

Liliana Wilkerson specializes in corporate fine dining, private and off-site entertaining. She has managed 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.

David W. Finch, CMP is a meeting specialist for Amgen Inc. in Thousand Oaks, CA. He is a certified meeting professional (CMP)

SCHEDULED CLASSES

Introduction and Fundamentals of Meeting Planning
.6 CEUs

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

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

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

specifications for the venue, establish registration procedures, and manage and evaluate the event.

Date:	Jun 4
Time:	Sat 9am–4pm
Meetings:	1
Location:	CSUDH EE 1205
Fee:	$90
Instructor:	**Carroll Reuben**
Course No.:	MEX 901 Sec 01
Reg. No.:	35891

Special Event Management
.6 CEUs

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

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

Date:	Jun 11
Time:	Sat 9am–4pm
Meetings:	1
Location:	CSUDH EE 1205
Fee:	$90
Instructor:	**Charmaine Wilkerson**
Course No.:	MEX 902 Sec 01
Reg. No.:	35894

Negotiations and Contracts
.6 CEUs

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

Date:	Jun 25
Time:	Sat 9am–4pm
Meetings:	1
Location:	CSUDH EE 1221
Fee:	$90
Instructor:	**Gary Rosenberg**, CMP
Course No.:	MEX 903 Sec 01
Reg. No.:	35893

Site Selection and Inspections
.6 CEUs

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

Date:	Jun 18
Time:	Sat 9am–4pm
Meetings:	1
Location:	(Note: This course will be off campus.)
Fee:	$90
Instructor:	**G. Rosenberg**
Course No.:	MEX 904 Sec 01
Reg. No.:	35892

Marketing and Promotion/Financial Management
.6 CEUs

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

Date:	Jul 9
Time:	Sat 9am–4pm
Meetings:	1
Location:	CSUDH EE 1205
Fee:	$90
Instructor:	**Carroll Reuben**, CMM
Course No.:	MEX 905 Sec 01
Reg. No.:	35895

Food and Beverage Management/Room Set Ups
.6 CEUs

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

Date:	Jul 16
Time:	Sat 9am–4pm
Meetings:	1
Location:	CSUDH EE 1205 ▶

Meeting and Event Planning

Certificate of Completion

(continued)

Fee: $90
Instructor: **Marjorie Y Risinger**, CMP
Course No.:   MEX 906 Sec 01
Reg. No.:   35896

Audio Visual and Technology Today
.6 CEUs

Knowledge of audio visual technology has become more critical in this age of computers and electronics. You will learn about the technology which is available, and how to use the equipment effectively. Topics such as teleconferencing, multimedia, and the planning of successful productions will be discussed.

Date: Jul 23
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1205
Fee: $90
Instructor: **Michael Herman**
Course No.:   MEX 907 Sec 01
Reg. No.:   35897

Wedding Planning
.6 CEUs

Planning a wedding can be a stressful time for brides, grooms and their families. This course is designed on five proven planning steps. It is the process, the smooth and timely completion of these steps that ensures a successful and perfect wedding day.

• Designing the wedding
• Develop a workable budget
• Guidelines for vendor selection
• Planning: creating a "to do list" and
  wedding   weekend agenda

Instructor: **Marla Harr**, CMP. Ms. Harr is the Senior Meeting Planner for Classroom Connect, Inc., winner of MPI's 2000 Global Paragon Award for excellence in meeting planning. She is a seasoned event professional with more than a decade of experience in wedding consulting, special events and meeting planning. Marla has led many seminars and workshops over the years. She is currently a member of MPI and serves as VP of Leadership Development for the Southern California Chapter.

Date: Jul 30
Time: Sat 9am-4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1205
Fee: $90

Instructor: **Marla Harr**
Course No.:   MEX 909 Sec 01
Reg. No.:   35898

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

Starting Your Own Business in Event Management

This course is for entrepreneur meeting planners who want to start their own business.

Points covered will include:

• Legal and accounting requirements
• Insurance, Marketing; Technology and Communications
• Services and Fees

A wealth of information and interaction will provide essential ingredients to a successful business.

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

Date: Aug 6
Time: Sat 9am-4pm
                (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1209
Fee: $90
Instructor: **Carroll Reuben**
Course No.:   NMEP 104 Sec 01
Reg. No.   36703

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

Returning this Fall!
Family Child Care

Certificate of Completion

Required Courses
Your Family Childcare Business
TEX 906
Setting Up Your Home Environment
TEX 907
Preparing Nutritious Meals and Snacks
TEX 908
Curriculum, Observation and Assessment
TEX 909
Working with Parents/Positive Discipline
TEX 910
Networking and Professional Development
TEX 911

For more information:
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extension/famchcare.htm

California Notary 1-Day Exam Preparation

Prepare for the California Notary exam with ease and confidence. All California Notaries must pass a comprehensive test of state Notary laws and procedures. In addition, all California Notaries appointed on or after July 1, 2005, must complete a six-hour Notary training course. This one-day seminar provides the practical training you need to sail through the exam and our program guarantees that you'll pass! The National Notary Association program will provide you with all you need to know about California Notary laws and procedures. You'll also learn tips and tricks to help you with your official duties, and notarize correctly, lawfully and safely.

The fee includes the seminar, program workbook, a certificate of completion and a one-year NNA Membership. A Notary exam is given at the end of the day for which you may register. You must pay the State commission fee on the day of the exam. This fee cannot be paid in advance. The commission fee is separate from the NNA seminar fee, and is payable by a separate check or money order made out to the Secretary of State. New and renewing Notaries (applicants applying for the first time and those currently holding a valid commission): $40.00; Retaking exam (applicants with a voucher to retake the exam): $20.00

Date:	Thu May 12
Time:	8:30am – 3:30pm
Meetings:	1
Location:	EE 1213
Fee:	$159
Date:	Tues June 28
Time:	8:30am – 3:30pm
Meetings:	1
Location:	EE1213
Fee:	$159
Date:	Thur July 14
Time:	8:30am – 3:30pm
Meetings:	1
Location:	EE 1213
Fee:	$159
Date:	Sat Aug 27
Time:	8:30am – 3:30pm
Meetings:	1
Location:	EE1213
Fee:	$159

Classes will be scheduled for:
- September
- October
- November
- December

Check-in begins at 8am
Notary Exam schedule: 4:30-5:30pm

To register for this course call National Notary Association: (800) 876-6827 go online: www.NationalNotary.org.

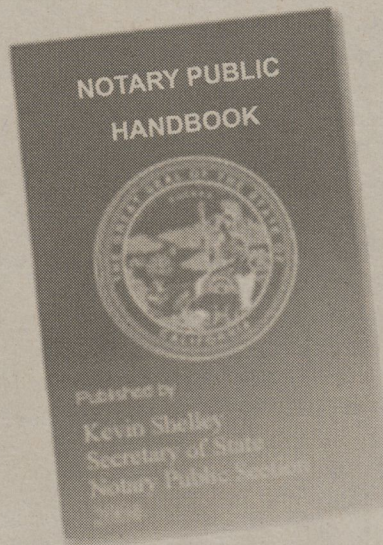For more information:
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/notary.htm

Two Certificate Programs in
Supply Chain Management:
• Production & Inventory Control
• Purchasing

Who Should Attend

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

Costs

The tuition fee for a class taken on the CSUDH campus is $420. 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.

Two Certificate Programs in
Supply Chain Management:

(continued)

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.
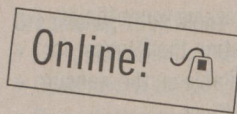
Production & Inventory Control

Certificate Program

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

Courses

Basics of Supply Chain Management   PIX 319
Detailed Scheduling/Planning   PIX 331
Operations Execution/Control   PIX 332
Master Planning of Resources   PIX 333
Strategic Management of Resources
PIX 340

Online!

Scheduled Classes

Fall Schedule

Operations Execution and Control
3 Units

Date:	Sep 6 - Nov 29
Time:	Tue 6-9pm
Location:	CSUDH EE 1210
Fee:	$420
Instructor:	**TBA**
Course No.:	PIX 332 Sec 01
Reg. No.:	46549

Master Planning of Resources
3 Units

Date:	Sep 6 - Nov 29
Location:	online
Fee:	$450
Instructor:	**Joan Hall**
Course No.:	PIX 333 Sec 41
Reg. No.:	46556

Basics of Supply Chain Management
3 Units

Date:	Sep 6 – Nov 29
Time:	Tue 6-9 pm
Location:	CSUDH EE 1209
Fee:	$420
Instructor:	TBA
Course No.:	PIX 319 Sec 01
Reg. No.:	46540

Basics of Supply Chain Management
3 Units

Date:	Sep 6 – Nov 29
Location:	Online
Fee:	$450
Instructor:	**Joan Hall**
Course No.:	PIX 319 Sec 41
Reg. No.:	46553

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

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

Purchasing

Certificate Program

Courses

Purchasing Fundamentals	PRX 200
Cost/Price Analysis and Negotiation	
	PRX 310
Basics of Supply Chain Management	
	PIX 319
Public Sector Procurement	PRX 330
Advanced Purchasing Concepts	PRX 340

SCHEDULED CLASSES

Fall Schedule

Basics of Supply Chain Management
3 Units

Date:	Sep 6 - Nov 29
Time:	Tue 6-9pm
Location:	TBA
Fee:	$420
Instructor:	TBA
Course No.:	PIX 319 Sec 01
Reg. No.:	46540

Basics of Supply Chain Management
3 Units

Date:	Sep 6 - Nov 29
Location:	online
Fee:	$450
Instructor:	**Joan Hall**
Course No.:	PIX 319 Sec 41
Reg. No.:	46553

Purchasing Fundamentals
3 Units

Date:	Sep 6 - Nov 29
Location:	online
Fee:	$450
Instructor:	**Frank Putz**
Course No.:	PRX 200 Sec 41
Reg. No.:	46560

Advanced Purchasing Concepts
3 Units

Date:	Sep 6 - Nov 29
Location:	online
Fee:	$450
Instructor:	**Frank Putz**
Course No.:	PRX 340 Sec 41
Reg. No.:	46562

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

Project Management
Certificate

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

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

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

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

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 coordinat-ing 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.

Program Instructor
Byung Hong, PhD

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

Courses
Introduction & Overview of Project
   Management   PMX 900
Project Human and Procurement
   Management   PMX 901
Project Quality and Communication
   Management   PMX 902
Project Scope & Risk Analysis   PMX 903
Project time and Cost Management PMX 904

SCHEDULED CLASSES

Introduction & Overview of Project Management
0.6 CEUs
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.

Date:	Jul 14 & Jul 21
Time:	Thu 6-9pm
Meetings:	2
Location:	CSUDH EE 1209
Fee:	$96
Instructor:	**Byung Hong**, PhD
Course No.:	PMX 900 Sec 01
Reg. No.:	35932

Project Quality and Communication Management

Date:	Nov 10, 17 Dec 1, 8, & 15
Time:	Thu 6-9pm
Meetings:	6
Location:	CSUDH EE 1209
Fee:	$240
Instructor:	**Byung Hong**, PhD
Course No.:	PMX 902 Sec
Reg. No.:	46935

Project Human Procurement Management
1.5 CEUs
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).

Date:	Oct 6, 13, 20, 27 & Nov 3
Time:	Thu 6-9pm
Meetings:	5
Location:	CSUDH SAC 1104
Fee:	$240
Instructor:	**Byung Hong**, PhD
Course No.:	PMX 901 Sec
Reg. No.:	46934

Project Time and Cost Management
1.5 CEUs
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).

Date:	Sep 1, 8, 15, 22, & 29
Time:	Thu 6-9pm
Meetings:	6
Location:	CSUDH EE 1209
Fee:	$240
Instructor:	**Byung Hong**, PhD
Course No.:	PMX 904 Sec
Reg. No.:	46933

Project Management

Date:	Jul 28, Aug 4, 11, 18, & 25
Time:	Thu 6-9pm
Meetings:	6
Location:	CSUDH EE 1209
Fee:	$240
Instructor:	**Byung Hong**, PhD
Course No.:	PMX 903 Sec
Reg. No.:	35933

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

Effective Presentations

An intensive three-day program for those wishing to make effective presentations

The Program

This program is designed to meet the needs of professionals who are routinely faced with the responsibility of developing and delivering oral presentations in small group meetings or in formal public speaking situations. Participants will learn and practice specific verbal and nonverbal communication skills that will enhance their abilities in a variety of speaking situations. This highly interactive workshop features activities designed with an action learning focus. Participants will have the opportunity to integrate the use of multimedia technology into their presentations and give two presentations in class.

Who Should Attend

Anyone who would like to make more effective presentations to peers, customers, clients, or senior management will benefit from this program. The skills developed will be helpful in a variety of situations: making points at meetings, speaking with vendors and customers, and making presentations in organizations or communities. This program will also help those who expect to assume such responsibilities in the future.

You Will Learn To

- Analyze a variety of speaking situations
- Develop a plan to meet the needs of your audience
- Develop skills to organize your ideas for maximum impact
- Integrate the use of multimedia technology into your presentations
- Practice techniques for presenting information in interesting ways

Outline

Getting Your Presentation Under Way

- Determining your purpose
- Analyzing the audience
- Analyzing the situation
- Examining what could go wrong

Organizing Your Ideas

- The preparation process
- Openings, middles, closings
- Presentation design
- Transitions

Supporting and Clarifying Main Ideas

- Criteria for supporting materials
- Using language effectively
- Visuals and presentation aids
- Multimedia
- Principles for effective delivery
- Handling questions
- Overcoming speech anxiety

Incorporating the Use of Technology and Multimedia

- PowerPoint usage
- Sources of digital multimedia
- Audio and video clips
- Projector and equipment basics

Special Challenges

- The hostile audience
- Interruptions
- The bad news messenger
- The unresponsive audience

Scheduled Class

Effective Presentations
2.1 CEUs

Date:	Jul 26 - Jul 28
Time:	Tue-Thu 8:30am-4:30pm
Meetings:	3
Location:	CSUDH EE 1210
Fee:	$700
Instructor:	Williams
Course No.:	MGX 915 Sec 01
Reg. No.:	35905

Returning this Fall!

Technical Writing

Certificate of Completion

COURSES

Fundamentals of Technical Communication
Advanced Technical Communication
Information Design

For more information:
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extension/famchcare.htm

The Voice of Experience Workshop

How to Use Your Voice to Enhance Your Message

A strong, clear and relaxed voice projects confidence and encourages your audience to be attentive and receptive of your message. Your voice can help to improve your professional relationships. In this workshop you will learn how to use your voice to enhance your message and project the powerful YOU. Topics include:

- Communicating a capable, positive image over the telephone or in person
- How to use your voice effectively and comfortably
- Project your voice to increase listener receptivity to your message
- Speak for hours without throat soreness or strain
- Create a presence that conveys confidence and experience

Who Should Attend

This program will benefit individuals who rely on their voices for their profession. This includes:

- Administrators
- Teachers
- Attorneys
- Sales people or
- Anyone engaged in public speaking

About the Instructor

Janet Steinberg, MA, CCC Speech Pathologist. She has over thirty years of experience providing a full spectrum of speech pathology services.

SCHEDULED CLASS

The Voice of Experience Workshop
Noncredit

Date:	Jul 27
Time:	Wed 6–10 pm
Meetings:	1
Location:	CSUDH EE 1210
Fee:	$75
Instructor:	**Janet Steinberg**, MA, CCC
Course No.:	NHSP 101 Sec 01
Reg. No.:	36084

COMMUN

COMPUTERS & TECHNOLOGY

Online Computer Courses

All Courses have a duration of 4-6 Hrs, except when stated otherwise

Office & Productivity

Microsoft Excel 2002: Basic

6 Hours

This eLearning title features interactive simulations, rich graphics, audio introductions, review questions, how-to guides, skills challenges exercises and productivity builders. The units in this course introduce you to the basic features of Excel and familiarize you with the Excel environment as you plan, create, modify, print and format worksheets, use templates, styles and AutoFormats.

Fees: $54
Course No.:   NCEL 181
Reg. No.:   35977

Microsoft Excel 2002: Intermediate

6 Hours

In this interactive web-based e-learning course, students use names, work with advanced functions, work with advanced formatting features, locate and update data, use special format and print options, protect worksheet data, manipulate the screen display, share worksheet data, and use templates and macros.

Fees: $54
Course No.:   NCEL 178
Reg. No.:   35993

Microsoft Excel 2002: Customization, Collaboration and Macros

6 Hours

This e-learning course presents the customization, collaboration and macro features of Excel Version 2002 (XP). You will be introduced to these features and then perform the steps required to use the features correctly. This course teaches you how to create custom toolbars and menus as well as templates. You will also learn to activate the tracked changes feature and how to accept and reject changes. This course will also teach you how to export Excel data as XML documents. You will learn how to record, run and edit macros. Then you will learn to assign macros to menus and toolbars. You will also learn to add ?If?Then?Else? statements to macros, and watch expressions to debug macros.

Fees: $54
Course No.:   NCEL 180
Reg. No.:   35994

Microsoft Excel 2002: Database Management and Analysis

6 Hours

This e-learning course presents the more advanced features of Excel 2002. You will be introduced to these features and then perform the steps required to use the features correctly. This course teaches you how create 3-dimensional formulas, display multiple workbooks, filter lists use AutoFilter and outline data. You will also learn to import data from other Office XP applications, create comments, and publish worksheets to the Web. This course also presents how to create and respond to discussion comments and how to create charts.

Fees: $54
Course No.:   NCEL 179
Reg. No.:   35976

Microsoft FrontPage 2002: Basic

6 Hours

This course teaches you how to create, modify and format Webs, create hyperlinks in Webs, insert and manipulate images in Webs, design tables in Webs, and publish and maintain Webs.

Fees: $54
Course No.:   NCEL 182
Reg. No.:   35995

Microsoft FrontPage 2002 : Intermediate

6 Hours

In this e-learning course, you will learn how to develop Web sites using sophisticated features such as frames, navigation bars, cascading style sheets, shared borders, files within files, time sensitive information, and page templates. You will also add more interest and animation to Web sites with the use of formatted tables, image maps, photo galleries, hit counters, banner ads, marquees, hover buttons, DHTML animation, page transitions, sounds, background pictures, and CSS positioning. And finally, you will learn how to use tasks and files to manage your FrontPage development workflow

Fees: $54
Course No.:   NCEL 183
Reg. No.:   35978

Microsoft FrontPage 2002: Creating Interactive Web Sites

6 Hours

This e-learning course teaches you how to use IIS localhost, work with subwebs, set publishing options, and coordinate Web files. You will also learn to publish Webs, administer a Server, set options for a Server and/or Web site, administer a Web site, and administer a virtual server. Additionally, you will learn to create forms, set up functionality and validate form field data, create selectable labels and use form handlers to save form data. Finally, you will master creating a hyperlink with parameters, querying a database, displaying database results, and inserting live content, Java applets and ActiveX controls.

Fees: $54
Course No.:   NCEL 190
Reg. No.:   35979

Microsoft Outlook 2002 Basic

6 Hours

This e-learning course teaches you how to work with Address Book, create Contacts, send e-mail messages and attachments, manage your Calendar, configure Tasks, use Journal, keep Notes, and print Outlook data. You also learn how to schedule meetings and how to find information stored in your Outlook folders.

Fees: $54
Course No.:   NCEL 191
Reg. No.:   35997

Microsoft Outlook 2002 intermediate

6 Hours
Fees: $54
Course No.:   NCEL 192
Reg. No.:   35980

Microsoft PowerPoint 2002: Basic

6 Hours

This e-learning course presents the basic concepts of PowerPoint 2002. You will be introduced to PowerPoint features and the steps required to use the features correctly. This course teaches you how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt, and graphic objects. You will learn about the PowerPoint toolbars, use Clipboard task pane, and create tables using tabs. You will also learn how to use the Slide Transition task pane.

Fees: $54
Course No.:   NCEL 193
Reg. No.:   35998

(continued)

Microsoft PowerPoint 2002: Intermediate

6 Hours

This course introduces PowerPoint features and the steps required to use the features correctly. Guided step-by-step exercises provide an opportunity for practicing new skills, such as:

- Using the outline pane
- Creating a chart and a table
- Inserting sound and motion clip files
- Working with design templates
- Inserting hyperlinks
- Inserting action buttons
- Routing a presentation

Fees: $54
Course No.: NCEL 194
Reg. No.: 35981

Microsoft Word 2002: Beginner

This eLearning title features interactive simulations, rich graphics, audio introductions, review questions, how-to guides, skills challenges exercises and productivity builders. The units in this course introduce you to the basic features of Word and familiarize you with the Word environment as you plan, create, modify, format, and save professional looking documents

Fees: $54
Course No.: NCEL 188
Reg. No.: 36102

Microsoft Word 2002: Intermediate

6 Hours

This eLearning title features interactive simulations, rich graphics, audio introductions, review questions, how-to guides, skills challenges exercises and productivity builders. The units in this course introduce you to more of Word's extensive features as you work with text and graphics, including clip art and AutoShapes; create Web pages; insert hyperlinks; perform mail merges; work with styles and templates; and share information with other Microsoft Office programs.

Fees: $54
Course No.: NCEL 197
Reg. No.: 36000

Microsoft Word 2002: Customization, Long Documents and Macros

8 Hours

This course presents the advanced concepts of Word Version 2002. You will be introduced to Word features and the steps required to use the features correctly. Guided step-by-step exercises provide an opportunity for practicing new skills, such as:

- Customizing toolbars and menus
- Creating and modifying worksheets
- Using the Document Map
- Creating tables of figures
- Creating and customizing footnotes and endnotes
- Creating an index
- Creating a table of contents
- Creating master documents and subdocuments
- Creating and editing macros

Fees: $54
Course No.: NCEL 196
Reg. No.: 35992

Microsoft Word 2002: Forms, Merges and Advanced Collaboration Features

8 Hours

This course teaches you how to design and format a form. You will also learn how to enter form data and to calculate field results. This course will teach you how to insert merge fields, filter a data source, and complete a Mail Merge to create envelopes. You will also insert hyperlinks and create document versions.

Fees: $54
Course No.: NCEL 195
Reg. No.: 35999

Microsoft Windows XP: Basic

6 Hours

This web-based training course features interactive simulations, rich graphics, audio introductions, review questions, how-to guides, skills challenges exercises and productivity builders.
The units in this course introduce you to the basic features of Microsoft Windows XP including how to use windows, menus, toolbars, scroll bars, and dialog boxes; work with Windows programs, such as WordPad and Paint; manage files and folders using both My Computer and Windows Explorer; and customize your Windows XP work environment using the Control Panel.

Fees: $54
Course No.: NCEL 174
Reg. No.: 35991

Microsoft Windows XP: Intermediate

6 Hours

This interactive e-learning course presents intermediate concepts of Windows XP. Students will be introduced to using Outlook Express including creating, sending and receiving messages. You will learn file management features, how to maintain Windows XP, and how to address performance and maintenance problems. You will also learn to use automation and remote features.

Interactive simulations allow students to practically apply their knowledge to real world situations.

Fees: $54
Course No.: NCEL 184
Reg. No.: 35996

Network Certification & Training

A+ Certification

6 Hours

Description : This course prepares A+ certification candidates for the CompTIA A+ exams (Core Hardware and OS Technologies). Students will learn about PC hardware, system maintenance procedures and learn installation procedures for Windows XP (Home and Professional editions)and Windows 9x, Me, 2000, dealing with legacy systems (DOS, Windows NT), creating and using emergency boot diskettes and managing printers and other devices. In hands-on exercises, students will assign configuration settings, upgrade systems, configure SCSI devices, install printers and monitors, remove and replace components, troubleshoot POST errors, install Windows operating systems, manage Windows devices, use the FDISK utility, perform backups, manage system files, configure networks, configure Internet access, and troubleshoot operating system errors.

Fees: $138
Course No.: NCEL 175
Reg. No.: 35974

Microsoft Windows 2000 Network Infrastructure MCSE - Administering DHCP

8 Hours

Welcome to the Microsoft Windows 2000 Network Infrastructure Implementation: Administering DHCP course. You can implement DHCP on a network to enable dynamic allocation of IP addresses to client computers. Colwitt International, Inc., a fictitious solution provider to Microsoft

(continued)

technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain the concept of DHCP Server service and to describe the process of the implementation of this service in a Windows 2000 network.

Fees:	$138
Course No.:	NCEL 204
Reg. No.:	35986

Microsoft Windows 2000 Network Infrastructure MCSE - Administering DNS

6 Hours

Welcome to Microsoft Windows 2000 Network Infrastructure Implementation MCSE: Administering DNS course. You can implement DNS on a network to enable computers to be identified by user-friendly names instead of IP addresses. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain the concept of DNS and how to implement this service in a Windows 2000 network environment.

Fees:	$138
Course No.:	NCEL 202
Reg. No.:	35985

Microsoft Windows 2000 Network Infrastructure MCSE - Administering RAS

8 Hours

Welcome to Microsoft Windows 2000 Network Infrastructure Implementation: Administering RAS course. You can implement Remote Access Service (RAS) on a network to enable remote users to access organizational resources from any location outside the organization. The first unit of this course introduces you to, and explains the benefits of, remote access. The unit describes the working of a RAS Server as a dial-up networking server and virtual private networking server. You will learn how to install and configure a RAS Server. You will also learn how to administer a RAS Server and manage remote access clients. The second unit of this course explains the elements of remote access policy and the procedure for creating a remote access policy. You will learn how to configure a remote access profile for authentication and encryption protocols. You will also learn how

to grant dial-in permissions to remote users and configure dial-up equipment. Finally, the unit explains the role of the Connection Manager in enhancing remote access performance.

Fees:	$138
Course No.:	NCEL 206
Reg. No.:	35987

Microsoft Windows 2000 Network Infrastructure MCSE - Administering WINS

Welcome to Microsoft Windows 2000 Network Infrastructure Implementation: Administering WINS course. WINS facilitates name resolution for NETBIOS names on a network. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain implementation of WINS in a Windows 2000 network environment. Certification helps demonstrate a level of expertise to employers, clients and colleagues. It proves that an individual has what it takes to meet the industry's demands. The Microsoft Certified Systems Engineer (MCSE) program provides a valid and reliable measure of technical proficiency and expertise with Microsoft desktop, server, and enterprise networking components. Completion of this course, along with the other Course CBT titles from this curriculum listed below, will prepare you for MCSE Exam 70-216: Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

8 Hours

Fees:	$138
Course No.:	NCEL 209
Reg. No.:	36006

Microsoft Windows 2000 Network Infrastructure MCSE - Configuring IP Routing Protocols

8 Hours

Welcome to Windows 2000 Network Infrastructure: Configuring IP Routing Protocols. You can configure IP Routing Service on a network to enable IP routing. This will enable users in different domains to exchange data and software. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain the concept of DHCP Server services and to describe the process of the implementation of the DHCP Server

services in a Windows 2000 network. This case scenario will also be used to explain how to configure IP routing protocols.

Fees:	$138
Course No.:	NCEL 207
Reg. No.:	36005

Microsoft Windows 2000 Network Infrastructure MCSE - Configuring Network Protocols

0 Hours

Welcome to Microsoft Windows 2000 Network Infrastructure Implementation: Configuring Network Protocols course. In an organization, users can access data and resources available on computers connected to each other in a network. However, they can communicate only if software called the communication protocol is installed on each computer. This title introduces you to some commonly used network protocols. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain the concept of DNS and to describe the process of the implementation of this service in a Windows 2000 network environment.

Fees:	$138
Course No.:	NCEL 205
Reg. No.:	36004

Microsoft Windows 2000 Network Infrastructure MCSE - Using Certificate Services

8 Hours

Welcome to Microsoft Windows 2000 Server: Using Certificate Service course. You can provide security and identification for users, computers, and services using the certificate service. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 network infrastructure. This course will build upon this scenario to explain implementation of Certificate Services in a Windows 2000 network.

Fees:	$138
Course No.:	NCEL 203
Reg. No.:	36003

Microsoft Windows 2000 Server MCSE - Configuring Network Services

8 Hours

This course introduces you to the procedure for installing and configuring networking services on a Windows 2000 Server. The first unit in this course, Introducing Networking Services, introduces you to the DHCP and the name resolution services: DNS and WINS. You will also learn to install these services. The Configuring the DHCP Service unit introduces you to the procedure of configuring a DHCP server. You will learn to create a reservation and authorize the DHCP server. You will also learn to troubleshoot problems related to the DHCP server. The third unit, Resolving NetBIOS Names, introduces you to the procedure of configuring a WINS server. You will also learn to configure the WINS replication and troubleshoot problems related to the WINS server. The Resolving Host Names unit in this course introduces you to the procedure of configuring a DNS server. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of configuring Windows 2000 networking services.

Fees: $138
Course No.: NCEL 208
Reg. No.: 35988

Microsoft Windows 2000 Server MCSE - Configuring Storage Use

8 Hours

This course introduces you to the procedure for installing and configuring networking services on a Windows 2000 Server. You will learn about and learn to install the DHCP and the name resolution services: DNS and WINS. This course will help you configure and troubleshoot disks using Windows 2000 Server. This course introduces you to two types of disks in Windows 2000: basic disks and dynamic disks. You will learn to set up a basic disk and a dynamic disk for storing data. You will learn to configure disk quotas for a single user or for multiple users. You will also learn to monitor disk quotas using Windows 2000 tools. You will learn to implement mirrored and RAID-5 volumes to provide fault tolerance. You will also learn how to repair disk errors and fix bad sectors on the disk to troubleshoot and repair partitions and volumes. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used

in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of configuring storage use with Windows 2000 Server.

Fees: $138
Course No.: NCEL 212
Reg. No.: 35990

Microsoft Windows 2000 Server MCSE - Implementing Local Security and Policies

8 Hours

This course explains the concept of security policies in a Windows 2000 environment. You will learn the process of implementing these policies using the Security Configuration Tool Set. You will also learn to monitor violations of security policies. This course explains the concept of managing local users and groups by using the Local Users and Groups snap-in, in Windows 2000 Server. You will learn to create new users and groups, add users to groups, remove users from groups, disable users, and assign passwords to users. This course explains how to manage user profiles and how to assign user profiles to user accounts. This unit also explains the concepts of logon scripts and home directories. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of implementing local security and policies with Windows 2000 Server.

Fees: $138
Course No.: NCEL 199
Reg. No.: 36001

Microsoft Windows 2000 Server MCSE - Installing and Upgrading

8 Hours

Welcome to Microsoft Windows 2000 Server MCSE: Installing Windows 2000 Server. Microsoft Windows 2000 is a powerful operating system with many advanced features. The first unit of this course introduces you to the key features and benefits of the Windows 2000 family of operating systems. It also describes the planning required to install and implement Windows 2000 Server. The second unit of this course explains how to perform an attended installation of Windows 2000 Server and how to troubleshoot errors that may arise during the installation. The third unit of this course describes the purpose of an answer file, which is used to perform an unattended installation of Windows 2000 Server. The unit

also explains how to create an answer file using Setup Manager and then describes how to run an unattended installation of Windows 2000 Server. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of installing Windows 2000 Server.

Fees: $138
Course No.: NCEL 198
Reg. No.: 35982

Microsoft Windows 2000 Server MCSE - Maintenance and Troubleshooting

8 Hours

This course introduces you to backing up and restoring data procedures. You will learn about the various types of media to which you can back up data. You will also be introduced you to the Emergency Repair Disk (ERD) and Boot disks, and how to maintain your system by creating and using the ERD and Boot disks. This course also introduces STOP Errors, and explains the procedures to configure your system to respond to STOP Errors. You will also learn about the various STOP Error messages ? their meaning and their causes. This course also introduces you to the various tools you use to troubleshoot STOP Errors and explains how to use these tools to troubleshoot the errors. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of maintaining and troubleshooting Windows 2000 Server

Fees: $138
Course No.: NCEL 201
Reg. No.: 36002

Microsoft Windows 2000 Server MCSE - Managing Terminal Services

Welcome to Microsoft Windows 2000 Server MCSE: Managing Terminal Services. Terminal Services is a built-in feature of Windows 2000 that deploys the Windows 2000 desktop and Windows-based applications to any of the computers on a network. The first unit in this course introduces the Terminal Services feature of Windows 2000 Server and discusses the two methods by which Terminal Services can be installed. This unit also describes the client hardware requirements, and server configuration for Terminal Services setup. The second unit in this course describes how to configure user accounts for a Terminal server. In addition, it

describes the procedure for configuring Terminal Services profiles and for managing Terminal Services users. The third unit in this course describes how to configure a Terminal Services connection and create a new connection using Terminal Services Configuration. In this unit, you will also learnhow to administer Terminal sessions and users using Terminal Services Manager. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of managing Windows 2000 Terminal Services

8 Hours

Fees: $138
Course No.: NCEL 213
Reg. No.: 36008

Microsoft Windows 2000 Server MCSE - Monitoring and Optimizing

0 Hours

This course introduces you to the concepts related to optimizing memory usage as well as the procedure for monitoring, detecting, and resolving memory bottlenecks in a system. It also explains processor-related counters, and the procedure for monitoring processor performance and detecting processor bottlenecks. You will learn the concepts related to disk bottlenecks and disk counters, including an explanation of the procedure for monitoring disk performance and detecting bottlenecks. This course explains the concepts related to network counters and the procedure for detecting and resolving network bottlenecks. This course uses Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of maintaining and troubleshooting Windows 2000 Server.

Fees: $138
Course No.: NCEL 200
Reg. No.: 35984

Microsoft Windows 2000 Server MCSE - Setting Up Remote Access Service

8 Hours

Welcome to Microsoft Windows 2000 Network Infrastructure Implementation: Setting Up Remote Access Server. Windows 2000 Server provides routing and remote access service (RRAS) that enables users at remote locations to connect to an organization?s network. Colwitt International, Inc., a fictitious solution provider to Microsoft technologies, is used in

this course to demonstrate the business applications of Windows 2000 server. This course will build upon this scenario to explain the process of setting up a routing and remote access server. ▶

Fees: $138
Course No.: NCEL 210
Reg. No.: 35989

Microsoft Windows 2000 Server MCSE - Sharing Resources over the Internet

Welcome to Microsoft Windows 2000 Server MCSE: Sharing Resources over the Internet. Colwitt International, Inc., a fictitious solution provider for Microsoft technologies, is used in this course to demonstrate the business applications of Windows 2000 Server. This course will build upon this case scenario to explain the process of sharing resources over the Internet with Windows 2000 Server.

8 Hours

Fees: $138
Course No.: NCEL 211
Reg. No.: 36007

Microsoft Windows 2000 Server Migration - Planning the Migration from NT4

6 Hours

Welcome to Migrating to Windows 2000 Server. Built on Windows NT 4.0 technology, Windows 2000 Server allows you to select from a vast new array of features, and customize how you will use them. Enhanced security, improved file management, greater scalability, and overall ease of administration are the underlying design concepts of Windows 2000 Server. The units in this course introduce you to the key new elements in Windows 2000 Server, including a close examination of Active Directory, and new network interfaces.

Fees: $138
Course No.: NCEL 176
Reg. No.: 35983

Microsoft Windows 2000 Server Migration - Upgrading the Server and Clients

6 Hours

Welcome to Migrating to Windows 2000 Server. Built on Windows NT 4.0 technology, Windows 2000 Server allows you to select from a vast new array of features, and customize how you will use them. Enhanced security, improved file management, greater scalability, and overall ease of administration are the underlying design concepts of Windows 2000 Server. The units

in this course introduce you to Windows 2000 Server installation methods, domain controller upgrading, Active Directory installation, and important concepts for upgrading your client computers to Windows 2000 Professional workstations.

Fees: $138
Course No.: NCEL 177
Reg. No.: 35975

Network+

8 Hours

This eLearning course presents the fundamentals of networking. Students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps to prepare students for the 2002 Network+ Certification exam.

Topics include:
- Unit 1: Overview of the Internet
- Unit 2: Introduction to Networking
- Unit 3: Networking Protocols
- Unit 4: Network Devices
- Unit 5: Connecting Your Network
- Unit 6: TCP/IP Architecture
- Unit 7: Internet Addressing
- Unit 8: Routing
- Unit 9: TCP/IP Utilities
- Unit 10: Internetworking Servers
- Unit 11: Name Resolution
- Unit 12: Address and Parameter Allocation for TCP/IP HOSTS
- Unit 13: Remote Connectivity
- Unit 14: User Management
- Unit 15: Network Printing
- Unit 16: Data Protection
- Unit 17: Network Security Essentials
- Unit 18: Enterprise Network Security- Encryption and Firewalls
- Unit 19: Maintaining Your Network
- Unit 20: Troubleshooting the Network and Diagnostic Tools

Fees: $138
Course No.: NCEL 172
Reg. No.: 35973

Certified Information Systems Security Professional (CISSP) Seminar Program

The Program

The CISSP is clearly emerging as a foundation certification for security systems professionals. 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.

What You Will Learn

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

Who Should Attend

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.

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 comprehensive 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. Seminar times are from 9 am until 5 pm each session.

Costs

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.

Scheduled Class

CISSP Seminar Program

Date:	Jul 9 - Jul 23
Time:	Sat Sun 8am-5pm
Meetings:	5
Location:	CSUDH TBA
Fees:	$625
Instructor:	**Al Laique**
Course No.:	NCCS 210 Sec 01
Reg. No.:	35931

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

Returning this Fall!

Cyber Security

Critical Infrastructure Protection in the Information Age:

Courses

NCCS 200 CompTIA Security+ Certification
Fundamentals of TCP/IP & the OSI Model
Hardening The Infrastructure (HTI)
Network Defense and Countermeasures (NDC)
Advanced Security Implementation (ASI)
Biometrics Concepts and Planning (PBC)
PKI and Biometrics Implementation (PBI)

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

New!

Geographic Information Systems (GIS)

Certificate of Completion

Courses
Fundamentals of GIS I	GIX 901

July 8 & 9
Fundamentals of GIS II	GIX 902

Aug 12 & 13
GIS Data Acquisition	GIX 903
GIS Project Design	GIX 904

Elective Courses- Under Development

Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/

Get Microsoft Certified Systems Engineer (MCSE) Plus Microsoft Certified Systems Administrator (MCSA) Plus Security Certifications!

both for one price!

The Program

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.

What You Will Learn

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 workstations, 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.

Who Should Attend

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.

Costs

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.

Courses

Course	Number
Installing, Configuring and Administering Windows Professional	NCDB 210
Installing, Configuring and Administering Windows Server	NCDB 215
Implementing and Administering a Microsoft Windows Network Infrastructure	NCDB 216
Implementing and Administering a Microsoft Windows Active Directory Infrastructure	NCDB 217
Designing Security for a Microsoft Windows Network	NCDB 220
Designing a Security Enhanced Microsoft Windows Network	NCDB 214
(SYO Comp TIA) Fundamentals of Network Security	NCDB 101
Managing a Microsoft Windows Network Environment (for MCSA)	NCDB 218

Scheduled Classes

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 low 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 stategy 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.

Date:	May 16 - Jun 01
Time:	Mon Wed 6-10pm
Meetings:	
Location:	CSUDH EE 1202
Fees:	$757
Instructor:	**Al Laique**
Course No.:	NCDB 214 Sec 01
Reg. No.:	35055

MCSE & MCSA

(continued)

(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.

Date: Jun 6 - Jun 22
Time: Mon Wed 6-10pm
Location: CSUDH EE 1202
Fees: $757
Instructor: **Al Laique**
Course No.:   NCDB 102 Sec 01
Reg. No.:   35056

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

Date: Jun 27 - Jul 18
Time: Mon Wed 6-10pm
Location: CSUDH EE 1202
Fees: $757
Instructor: **Al Laique**
Course No.:   NCDB Sec 218
Reg. No.:   35057

Microsoft Exchange 2000 Server

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

The Program

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.

Eligibility Requirements

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

Special Features

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

Scheduled Classes

Microsoft® Exchange 2000 Server Design and Deployment
32 Hours

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.

What You Will 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

Date: Jul 30 - Aug 7
Time: Sat Sun 9am-5pm
Meetings: 4 (all day seminars)
Location: CSUDH EE 1202
Fees: $800
Instructor: **Al Laique**
Course No.:   NCDB 225 Sec 01
Reg. No.:   35880

Microsoft® Exchange 2000 Server Implementation and Administration
32 Hours

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 o 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
▶

Microsoft Exchange 2000 Server

(continued)

- Optimizing messaging, collaboration, and calendaring services, including managing the Microsoft Web Storage System
- Developing a backup and recovery plan for system and user data

Date:	Aug 13 &14, Aug 20 & 21
Time:	Sat Sun 9am-5pm
Meetings:	4 (all day sessions)
Location:	CSUDH EE 1202
Fees:	$800
Instructor:	**Al Laique**
Course No.:	NCDB 224 Sec 01
Reg. No.:	35874

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

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Cyber Security

Critical Infrastructure Protection in the Information Age:

COURSES

NCCS 200 CompTIA Security+
Certification
Fundamentals of TCP/IP & the OSI Model
Hardening The Infrastructure (HTI)
Network Defense and Countermeasures
(NDC)
Advanced Security Implementation (ASI)
Biometrics Concepts and Planning (PBC)
PKI and Biometrics Implementation (PBI)

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visit the web site
http://www.csudh.edu/extendeded

Database-driven Websites

Certificate of Completion

The Program

As the world becomes more data-centric, the demand for the development of database driven-websites has increased. Therefore the need for programmers who can create and maintain these web environments has also increased.

As a result of training in database-driven websites, you will be exposed to concepts that will provide you with the ability to transform your static website into a dynamic website. The certificate not only gives you the big picture, but it also offers the ability to get into the technical details.

What You Will Learn

- Understand how databases interact with websites
- Understand the basics of structured query language (SQL)
- Learn and use web development tools with server-side web technologies
- Manage and integrate components in a database-driven web project

Employment Outlook

Courses are designed for the following positions:

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

Who Should Attend

Business professionals and students who want a thorough knowledge of database-drive websites in a short period of time should attend these classes.

Eligibility Requirements

A familiarity with and knowledge of HTML is required for this certificate, and also previous knowledge of web design and/or web programming. (A Certificate of Completion in Web Design would satisfy this requirement).

Special Features

The courses have been scheduled for weekday evenings, from 6 pm to 9 pm, for the convenience of working professionals. All classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson.

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

Certificate Requirements

To receive the Certificate, candidates must successfully complete four 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 1 semester.

REQUIRED COURSES:

ASP (for Database-driven Websites)
CIX 971
Dreamweaver/UltraDev (for Database-driven Websites)
CIX 972
Coldfusion (for Database-driven Websites)
CIX 973
CGI (for Database-driven Websites)
CIX 974

Program 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.

▸

Database-driven Websites

Certificate of Completion

(continued)

Scheduled Classes

ASP (for DATABASE-driven Websites)
.9 CEUs

This introductory course exposes you to the ASP scripting (server-generated pages) which directs other programs to access databases, and to serve pages to various browsers. As a result of this class, you will know why ASP is almost as efficient as writing code directly to the server's application program interface. You will also learn why ASP is more efficient than other languages such as CGI, and how it runs as a service and takes advantage of multithreaded architectures.

Date:	Jun 1 - 15
Time:	Wed 6–9pm
Meetings:	3
Location:	CSUDH EE 1202
Fee:	$165
Instructor:	**D'Sunte Wilson**
Course No.:	CIX 971 Sec 01
Reg. No.:	35886

Dreamweaver/ Ultradev (for Database-driven Sites)
.9 CEUs

This course provides an overview of Dreamweaver/ UltraDev, which is Macromedia's tool for building powerful, database-driven Web sites. UltraDev merges the easy-to-use interface of Dreamweaver with robust database integration features. Dreamweaver/UltraDev features built-in support for Active Server Pages (ASP), JavaServer Pages (JSP), and ColdFusion. As a result of this course, you will be able to determine which technology is the right one for your application.

Date:	Jun 22 - Jul 6
Time:	Wed 6–9pm
Meetings:	3
Location:	CSUDH EE 1202
Fee:	$165
Instructor:	**D'Sunte Wilson**
Course No.:	CIX 972-01
Reg. No.:	35887

Coldfusion (for Database-driven Websites)
.9 CEUs

This web programming language allows you to integrate databases into web sites. The class will provide an introduction to how CF works and the special ColdFusion Markup Language (CFML) used to produce CF pages. The main focus will be how the tags allow for simple retrieval from and input to a database. This course is not for beginners; it is designed for advanced web developers. Prerequisites: All students in the class should have a strong knowledge of HTML, including text layout, forms, and tables. Students should know how to use an FTP program.

Date:	Jul 13-27
Time:	Wed 6–9pm
Meetings:	3
Location:	CSUDH EE 1202
Fee:	$165
Instructor:	**D'Sunte Wilson**
Course No.:	CIX 973 Sec 01
Reg. No.:	35888

CGI (for Database-driven Websites)
.9 CEUs

The Common Gateway Interface (CGI) is a standard for interfacing external applications with information servers, such as HTTP or Web servers. A plain HTML document that the Web daemon retrieves is static, which means it is a text file that doesn't change. A CGI program, on the other hand, is executed in real-time, so that it can output dynamic information. This course will expose you to the world of CGI!

Date:	Aug 3 - 17
Time:	Wed 6pm–9pm
Meetings:	3
Location:	CSUDH EE 1202
Fee:	$165
Instructor:	**D'Sunte Wilson**
Course No.:	CIX 974 Sec 01
Reg. No.:	35890

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

Returning this Fall!
Web Administration
Certificate of Completion

Courses

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

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

Returning this Fall!
Web Design
Certificate of Completion

Courses

Required Courses
Using Dreamweaver   CIX 902
Introduction to HTML Publishing
(Building a Better Web Site)   CIX 912
Intermediate HTML Publishing CIX 913
Advanced HTML Publishing   CIX 914
Elective courses (one of the following)
Using Flash   CIX 935
Using Fireworks   CIX 936

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

EDUCATION

Professional Development Courses Online

The Program
These 17 distance learning courses are computer-based, and designed by experts who carefully and thoughtfully craft the courseware which allows you to complete them at your own pace. The instructors establish regular office hours and provide access by a toll-free number and/or by email for technical or professional questions.

Who Should Attend
Educators who need the flexibility of e-learning to advance their careers to the next step or compensation level. Learn at home or work, on your own computer, on your own time, at your own pace.

Special Features
All program instructors are experienced practitioners in their field of expertise. Students receive course materials by mail after registration. These computer-based courses are designed to run from a compact disk (CD) and saves user data on the hard drive.

The following requirements are needed: Macintosh: Courses run optimally in Mac OS 8.6 - 9.2. If you are running OS X and have a dual boot system, set OS as your start up disk and restart. This course will run in OS X classic mode but will not print. Contact VESi technical support for assistance. The course requires 128 MB of RAM and 5MB of free hard disk space.

PC: Windows 2000 or XP, 128MB of RAM and 5MB of free hard disk space. the VESi courses run on Windows 98 but problems may arise saving and retrieving information.

Credit Information
Credit varies depending on course.

Courses
Behavior is Language: Strategies for Managing Disruptive Behavior
TEX 495 Sec 41
Attention Deficit Disorder: Information & Interventions for Effective Teaching
TEX 495 Sec 43
Violence in Schools: Identification, Prevention & Intervention Strategies
TEX 495 Sec 44
Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
TEX 495 Sec 45
Learning Disabilities: Practical Information for Classroom Teachers
TEX 495 Sec 46
Harassment in Schools: Guidelines & Policies for Prevention
TEX 495 Sec 47
Sexually Transmitted Infections: Information for Education Faculty & Personnel
TEX 495 Sec 48
Autism & Asperger's Disorder: Information & Effective Intervention Strategies
TEX 495 Sec 49
Functional Analysis: Introduction in Completing Behavior Assessments
TEX 495 Sec 50
Inclusion: Working with Special Needs Students in Mainstream Classrooms
TEX 495 Sec 51
Talented & Gifted: Working with High Achievers   TEX 495 Sec 52
Understanding Aggression: Coping with Aggressive Behavior in the Classroom
TEX 495 Sec 53
HIV/AIDS Prevention & Education for the 21st Century   TEX 495 Sec 55
Child Abuse: Working with Abused & Neglected Children   TEX 495 Sec 56
Traumatized Children: The Effects of Stress, Trauma & Violence on Student Learning
TEX 495 Sec 57
Advanced Classroom Management: Children as Change Agents   TEX 495 Sec 59

Costs
Each class is priced individually. **There are no refunds.**

Instructors
Margie Arnzen, MS Ed. Counselor, Spokane Public Schools, Assistant Principal, Bancroft Center.

Fay Cadwaller, MSW, LICSW. Private practitioner, Youth Force, Spokane, Washington and social worker, Sacred Heart Medical Center, Spokane.

Jeff Driskell, MSW. Case Manager, Spokane AIDS Network and adjunct faculty, Eastern Washington University.

Joan Halverstadt, MS Ed. School counselor, Rochester (WA) Primary School.

Casey Jackson, MSW. Clinical reviewer and research associate, Washington Institute for Mental Illness Research and Training, Washington State University. Also in private practice.

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

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

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

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

Terrie Scott, MSW. Spokane Mesa Center Director, Washington State University. Adjunct Faculty, Eastern Washington University.

Michael Sedler, Ph.D., MSW, teaches distance learning courses throughout the northwest.

Marrea Winnega, Ph.D., in private practice and a consultant on autism and related disorders in Chicago.

Professional Development Courses Online

SCHEDULED CLASSES

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

Learn behavioral techniques and intervention strategies that remediate disruptive behavior, reduce power struggles, increase classroom control, reduce burn-out and the feeling of ineffectiveness, without increasing your work load. Gain a new perspective on students' behavior and learn effective tools to facilitate positive student change. Practice your new skills with simulated classroom scenarios.

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $450
Instructor: **Mick Jackson**
Course No.: TEX 495 Sec 41
Reg. No.: 35841

> For those who have recently completed Behavior is Language Part I: Strategies for Managing Disruptive Behavior for 1 Ext Unit, Behavior is Language Part II: More Strategies for Managing Disruptive Behavior for 1 Ext Unit will be offered. See page 45 for more information.

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

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

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $300
Instructor: **Mick Jackson**
Course No.: TEX 495 Sec 43
Reg. No.: 35843

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

This course provides a foundational understanding of violence and the motivation behind aggression and specific strategies to minimize the occurrence of violence in a school and community. Students will learn how to identify and intervene with "out of control" behaviors. The correlation and impact of the media, community and family upon violence will be explored. Students will also be provided with information on national resources available for both parents and teachers.

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $300
Instructor: **Michael Sedler**
Course No.: TEX 495 Sec 44
Reg. No.: 35846

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

Drugs and Alcohol in Schools provides a contextual framework for understanding what your students may be experiencing through their own substance use or substance use around them and how it may impact your classroom. The course provides a basic historical perspective of substance use along with biological, psychological and social factors that comprise the disease of addiction. Students will gain a better understanding of the complex dynamics that contribute to this biological and social phenomenon.

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $300
Instructor: **Casey Jackson**
Course No.: TEX 495 Sec 45
Reg. No.: 35847

Learning Disabilities: Practical Information for Classroom Teachers
3 Ext Units

This course will lay the foundation for sensitive and appropriate assessment and evaluation of students; provide directions for program planning and implementation; illustrate the importance and the need for a close and positive partnership with parents (or alternative caregivers); and consider ways for ensuring that the home-school axis is effective and meaningful. Major trends and unresolved issues in the field of learning disabilities will also be covered.

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $450
Instructor: **A.N. (Bob) Pillay**
Course No.: TEX 495 Sec 46
Reg. No.: 35848

Harassment in Schools: Guidelines & Policies for Prevention
1 Ext Unit

This course is designed to help you understand the issues surrounding harassment in schools and the intervention strategies to assist you or those you care about in protecting themselves from harassment. You will also learn the relationship between discrimination and harassment; legal and operational definitions 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.

Date: Jun 1–Aug 19
Meetings: n/a
Location: Online
Fee: $150
Instructor: **Terrie Scott**
Course No.: TEX 495 Sec 47
Reg. No.: 35851

43

Professional Development Courses Online

Sexually Transmitted Infections: Information for Education Faculty & Personnel
1 Ext Unit

This course was designed to provide an in-depth understanding of sexually transmitted infections and the epidemic that affects so many students each year. Pictures have been provided as an aid for understanding specific sexually transmitted infections. Students who choose not to view the pictures have the option to close the link to the pictures. This will in no way affect mastery, learning outcome or final grade.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$150
Instructor:	**Fay Cadwaller**
Course No.:	TEX 495 Sec 48
Reg. No.:	35852

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

An introduction to Autism and Asperger's Disorder provides information on the characteristics of the disorder; learning styles associated with the disorder; communication weakness; and the various intervention strategies to enhance communication and learning and to teach more conventional behaviors that have proven to be successful when working with students with autism spectral disorders. Also provided are resources for educators, related service personnel and parents who would like more information on Autism and Asperger's Disorder.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$300
Instructor:	**Marrea Winnega**
Course No.:	TEX 495 Sec 49
Reg. No.:	35853

Functional Analysis: Introduction in Completing Behavior Assessments
2 Ext Units

To facilitate positive student behavior, this course is designed to provide you with an understanding of Functional Behavior Assessment (FBAs) and Positive Behavior Support (PBS) strategies. It will include an overview of the hierarchy of assessment procedures used to conduct Functional Behavior Assessments. It will also cover an overview of functional analysis procedures and treatment packages that can be implemented based on the results of the functional analyses. Particular emphasis will be placed on reinforcement-based interventions and dimensions of reinforcements. This course is of particular interest to educators who work with children with disabilities because results often lead directly to proactive intervention.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$300
Instructor:	**Mick Jackson**
Course No.:	TEX 495 Sec 50
Reg. No.:	35856

Inclusion: Working with Special Needs Students in Mainstreaming Classrooms
1 Ext Unit

This course is designed to assist special and general educators gain a better understanding of inclusion, a current educational reform movement that advocates educating students with disabilities in to the general student population.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$150
Instructor:	**Florah Luseno**
Course No.:	TEX 495 Sec 51
Reg. No.:	35858

Talented & Gifted: Working with High Achievers
2 Ext Units

This course provides history, current law and accepted methods for referral, assessment and identification of talents and gifted students. It also covers major program models and methods of differentiating instruction to meet the rate and level of learning for students identified as well as ways to meet the affective needs of these students in a regular classroom. A list of resources is also provided for teachers and parents who would like more information.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$300
Instructor:	**Margie Arnzen**
Course No.:	TEX 495 Sec 52
Reg. No.:	35859

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

This class includes classroom aggressive behavior topics such as violence; youth gangs; aggression in sports and on television; drugs and alcohol; and "hot spots." This course is designed to assist school personnel become more aware of the causes of aggression and the various ways to evaluate aggression and how to intervene. It also addresses aggression which is a result of driving, dating, sports, television, music and how these issues affect our communities.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$450
Instructor:	**Mick Jackson**
Course No.:	TEX 495 Sec 53
Reg. No.:	35860

Professional Development Courses Online

HIV/AIDS Prevention & Education for the 21st Century

1 Ext Unit

The world has been actively participating in the fight against HIV/AIDS for more then two decades. Unfortunately, this disease is spreading rapidly throughout the world affecting men, women and children of all ethnicities. Students are likely to find that there are challenges involved in addressing sensitive issues with both adolescents and adults such as risky sexual health behaviors, condom use and intravenous drug use. This course is essential for increasing your knowledge and enhancing your skills to be able to discuss such topics.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$150
Instructor:	**Jeff Driskell**
Course No.:	TEX 495 Sec 55
Reg. No.:	35861

Child Abuse: Working with Abused & Neglected Children

2 Ext Units

This course is designed to help you identify and effectively teach students affected by child abuse and/or neglect. The course teachers you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also covered.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$300
Instructor:	**Joan Halverstadt**
Course No.:	TEX 495 Sec 56
Reg. No.:	35862

Traumatized Children: The Effects of Stress, Trauma & Violence on Student Learning

2 Ext Units

This course is designed to help you identify and effectively teach students affected by stress, trauma and/or violence. Learn to recognize the signs of stress, trauma and violence in students. It also covers the factors which exist in families and communities where stress and violence are common. Emphasis is on helping the participant understand the special learning needs of the student who is experiencing stress, trauma or violence in his/her life and how to meet their needs. Working with parents and community agencies is covered.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$300
Instructor:	**Joan Halverstadt**
Course No.:	TEX 495 Sec 57
Reg. No.:	35863

For more information:
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded

Advanced Classroom Management: Children as Change Agents

2 Ext Units

Prerequisite: any introductory behavior management course

This course is geared primarily for educational professionals who serve children and youths presenting behavior problems in the school or community. It focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior. Since previous knowledge and understanding of traditional behavioral (operant) concepts and strategies is required, it is strongly recommended that students take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this "advanced" course.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$450
Instructor:	**Joe Kaplan**
Course No.:	TEX 495 Sec 59
Reg. No.:	35864

Behavior is Language Part II: More Strategies for Managing Disruptive Behavior

1 Ext Unit

Prerequisite: Behavior is Language Part 1 for 1 Ext Unit

This sequential course presents new behavioral techniques and intervention strategies to help gain more control in the classroom in less time and with less effort. It expands the concepts learned in Behavior is Language Part I and then presents ten new intervention strategies to help deal with disruptive students both in and out of the classroom. Students will have an opportunity to practice new skills in the same simulated classroom setting with the same students as in Part 1.

Date:	Jun 1–Aug 19
Meetings:	n/a
Location:	Online
Fee:	$150
Instructor:	**Mick Jackson**
Course No.:	TEX 495 Sec 42
Reg. No.:	35842

Credential in Designated Subject—Adult Education

Employment Outlook

Graduates find employment in public and private schools, community agencies, private industry, health services, government agencies, military settings, correctional and religious institutions, volunteer agencies and centers for older or exceptional adults.

Who Should Attend

The 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
 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.

Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus

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

Students are also required to complete

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

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

Level I

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

Level II

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

Students are also required to complete

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

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

Costs

Each unit is $160. A two-unit course is $320.

The Location

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

The Courses

Seminar: Adult Education Credential Interns	TED 417
Methods & Materials of Adult Education, Part I	TED 418
Methods & Materials of Adult Education, Part II	TED 419
Computer Literacy for Teachers	TED 420
Principles of Adult Education	TED 421
Supervised Field Exp in Adult Education	TED 423S
Counseling & Guidance for Teachers in Adult Education	TED 424
Health in Public Education	HEA 300
Special Topics: Health for Educators	HEA 395

▸ ▸ ▸

Credential in Designated Subject—Adult Education

Scheduled Classes

Seminar In Adult Education
1 Unit

Corequisite: TED 423S-71 (27051), Consent of Instructor or Department
Addresses beginning adult education intern needs for working in ethnically, culturally, and language diverse adult school settings. Emphasis is on problem solving, discussion of competency checklists used in fieldwork.

Date:	Jun 4–Jun 18
Time:	Sat 9am–5:30pm
Meetings:	2 (Jun 4 & 18)
Location:	CSUDH SAC 1102
Fee:	$160
Instructor:	**Ted Johnson**
Course No.:	TED 417 Sec 71
Reg. No.:	35900

Fieldwork Experience: 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.

Date:	Jun 10–Aug 13
Time:	Fri 6–9pm, Sat 9am–12pm
Meetings:	2 (Jun 10 mandatory mtg. & Aug 13 final)
Location:	CSUDH SAC 1102
Fee:	$320
Instructor:	**Ted Johnson**
Course No.:	TED 423S Sec 71
Reg. No.:	35901

Materials & Methods Part I
2 Units

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

Date:	Jun 17–Jun 25
Time:	Fri 4:30–9pm, Sat 9am–6pm
Meetings:	4 (Jun 17 & 18, 24 & 25)
Location:	CSUDH SAC 1-1104
Fee:	$320
Instructor:	**Roberto Ceja**
Course No.:	TED 418 Sec 71
Reg. No.:	35903

Materials & Methods Part II
2 Units

Prerequisite: TED 418
Covers instructional techniques, instructional technology, strategies to address the needs of diverse learners and resources in the Adult Education community. Emphasis will be placed on three specific groups: ESL students, older adults and exceptional adults.

Date:	Jul 8–Jul 16
Time:	Fri 4:30–9pm, Sat 9am–6pm
Meetings:	4 (Jul 8 & 9, 15 & 16)
Location:	CSUDH SAC 1-1102
Fee:	$320
Instructor:	**Gina Hayes & Julie Meuret**
Course No.:	TED 419 Sec 71
Reg. No.:	35904

Principles of Adult Education
2 Units

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

Date:	Jun 3–Jun 11
Time:	Fri 4:30–9pm, Sat 9am–6pm
Meetings:	4 (Jun 3 & 10, Jun 4 & 11)
Location:	CSUDH SAC 1–1104
Fee:	$320
Instructor:	**Ron Ross**
Course No.:	TED 421 Sec 71
Reg. No.:	35899

Counseling & Guidance/ Adult Education
2 Units

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

Date:	Jul 8–Jul 16
Time:	Fri 4:30–9pm, Sat 9am–6pm
Meetings:	4 (Jul 8 & 9, 15 & 16)
Location:	CSUDH SAC 1-1104
Fee:	$320
Instructor:	**Ron Ross**
Course No.:	TED 424 Sec 71
Reg. No.:	35902

Health for Educators
1 Unit

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

Date:	Aug 12–Aug 13
Time:	Fri 4:30–9pm, Sat 9am–6pm
Meetings:	2 (Aug 12 & 13)
Location:	CSUDH SAC 1-1104
Fee:	$160
Instructor:	**Gina Hayes**
Course No.:	HEA 395 Sec 71
Reg. No.:	35909

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

Assistive Technology Specialist Certificate Program

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.

Introduction to Assistive Technology	SPE 530
Basic Assistive Technology	SPE 531
Advanced Assistive Technology	SPE 532
Administration of Assistive Technology Services	SPE 533
Capstone Course in Assistive Technology	SPE 537

Online!
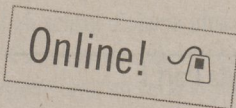
Scheduled Classes

Fall

Introduction to Assistive Technology
3 Units

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

Date:	Jul 11–Sep 19
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 530 Sec 41
Reg. No.:	45032

Introduction to Assistive Technology
3 Units

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

Date:	Oct 3–Dec 12
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 530 Sec 42
Reg. No.:	45035

Basic Assistive Technology
3 units

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

Date:	Jul 11–Sep 19
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 531 Sec 41
Reg. No.:	45033

Advanced Assistive Technology
3 Units

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

Date:	Oct 3–Dec 12
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 532 Sec 41
Reg. No.:	45036

Administration of Assistive Technology Services
3 Units

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

Date:	Oct 3–Dec 12
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 533 Sec 41
Reg. No.:	45037

Capstone Course in Assistive Technology
3 Units

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

Date:	Jul 11–Sep 19
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 537 Sec 41
Reg. No.:	45034

Capstone Course in Assistive Technology
3 Units

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

Date:	Oct 3–Dec 12
Location:	online
Fee:	$480
Instructor:	**Larry Belkin/Paul Richard**
Course No.:	SPE 537 Sec 42
Reg. No.:	45039

Certificate in Community College Teaching

The Program

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.

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.

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.

Courses

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

Scheduled Classes

Fall

Effective College Teaching

3 Units

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

Date:	Oct 15–Nov 19
Time:	Sat 9am–4:30pm
Meetings:	6
Location:	CSUDH LCH A228
Fee:	$495
Instructor:	**Rodger McGinness, PhD**
Course No.:	GED 548 Sec 71
Reg. No.:	47018

The Community College

2 Units

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

Date:	Sep 10–Oct 1
Time:	Sat 9am–4:30pm
Meetings:	4
Location:	CSUDH LCH A228
Fee:	$330
Instructor:	**Charles Bossler, PhD**
Course No.:	GED 549 Sec 71
Reg. No.:	47019

Independent Study - Community College Teaching Internship

3 units

Completion of GED 548 & 549 with "B" or better

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 Internship Coordinator.

Date:	Aug 26–Dec 21
Fee:	$495
Time:	TBA
Instructor:	**Martha Sklar, PhD**
Course No.:	GED 594S Sec 71
Reg. No.:	47020

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

New this Summer!
Effective Presentations

An intensive three-day program for those wishing to make effective presentations

Effective Presentations
Jul 23 - Jul 28

For more information:
Contact Jerry Alston at
jalston@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

New this Summer!
Voice of Experience Workshop

- Communicating a capable, positive image over the telephone or in person
- How to use your voice effectively and comfortably
- Project your voice to increase listener receptivity to your message
- Speak for hours without throat soreness or strain
- Create a presence that conveys confidence and experience

The Voice of Experience Workshop
Jul 27

For more information:
Contact Angeli Logan at
alogan@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

Grant Writing and Administration

Certificate of Completion

The Program
This program provides participants with a practical background to plan, write and manage successful grant proposals.

What You Will Learn
Students will gain practical knowledge needed to develop and strengthen funding proposals. Topics covered include:
- Strategic planning and program design
- Understanding the application process
- Managing projects and performance reporting

Who Should Attend
Individuals interested in learning how to write and manage winning grant proposals including educators, public administrators and nonprofit personnel.

Eligibility Requirements
This program is open to all individuals interested in learning about grant writing and administration.

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

Courses

Required Courses
Proposal Writing: Budget, Resources and Fund Raising   TEX 914
Grant Implementation & Operations, Evaluations and Performance Reporting
                TEX 917
Grant Proposals & Foundations   TEX 919

Program Instructor
Tami Foy, MPA, Executive Director, Compton Unified School District Education Foundation

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> **Register today!**
> Enrollment is limited

SCHEDULED CLASSES

Proposal Writing: Budget, Resources and Fund Raising
2.0 CEUs

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. Materials included.

Date:	May 12–May 21
Time:	Thu 6–9:30pm
	Sat 9am–4:30pm
Meetings:	4
Location:	CSUDH EE1202
Fee:	$150
Instructor:	**Tami Foy**, MPA
Course No.:	TEX 914 Sec 01
Reg. No.:	27556

Grant Implementation & Operations, Evaluations and Performance Reporting
2.0 CEUs

Participants will learn about methodology, evaluation and assessment as well as how to meet programmatic expectations. Participants will learn how to develop an evaluation plan during this session. Timelines and performance reporting are critical 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. Materials included.

Date:	Jun 2–Jun 11
Time:	Thu 6–9:30pm,
	Sat 9am–4:30pm
Meetings:	4
Location:	CSUDH EE1202
Fee:	$150
Instructor:	**Tami Foy**, MPA
Course No.:	TEX 917 Sec 01
Reg. No.:	35608

Grant Proposals & Foundations
2.0 CEUs

During this session, participants will learn the roles of the principal investigator and leadership development officer. Participants will also learn how to identify and develop high potential colleagues to lead through conceptual thinking and drive. High power networking and creativity in an in-depth skill development organization is vital in this area of globalization. Materials included.

Date:	Jun 16–Jun 25
Time:	Thu 6–9:30pm,
	Sat 9am–4:30pm
Meetings:	4
Location:	CSUDH EE1202
Fee:	$150
Instructor:	**Tami Foy**, MPA
Course No.:	TEX 919 Sec 01
Reg. No.:	35609

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extendeded/grantwriting.htm

New this Summer!
Effective Presentations

An intensive three-day program for those wishing to make effective presentations

Effective Presentations
Jul 23 - Jul 28

For more information:
Contact Jerry Alston at
jalston@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

Summer Reading Programs for Children & Adults

Reading for enjoyment lasts a lifetime. It profoundly affects your child's academic and professional success, and it also shapes your child's character. No matter what your child's age, level of reading skill, and current attitude toward books, it's never too late to develop a love of reading.

Eight reading skills and speed reading programs are offered. Each program in this series produces a significant boost in reading skill and comprehension, and also helps to stimulate a lifelong interest in reading for pleasure.

ABOUT THE INSTRUCTORS

These popular classes are taught by instructors from the Institute of Reading Development.

REGISTRATION INFORMATION

For more information and to register call 800-979-8980.

SCHEDULED CLASSES

Reading Readiness Program R: For 4-Year Olds & Entering Kindergarteners
Noncredit

Kindergarten reading instruction is enjoyable and successful for students with strong reading readiness skills. In this program, your son or daughter will learn and practice alphabet, beginning phonics, and comprehension skills, while having fun and building confidence.

Session I
Date: Jul 26–Aug 23
Time: Tue 9:30–10:45am
Meetings: 5
Location: CSUDH EE 1205
Fee: $199
Instructor: IRD
Course No.: NWRD 100 Sec 01
Reg. No.:   35781

Session II
Date: Jul 26–Aug 23
Time: Tue 9:30–10:45am
Meetings: 5
Location: CSUDH EE 1206
Fee: $199
Instructor: IRD
Course No.: NWRD 100 Sec 02
Reg. No.:   35782

Reading Program 1: Beginning Reading Skills for Entering 1st Graders
Noncredit

First grade requires a strong foundation of reading skills and a high level of confidence. In this program, your son or daughter will experience success, while learning and using the skills required for first grade reading, including beginning phonics, sight vocabulary, reading aloud, and comprehension skills.

Session I
Date: Aug 1–Aug 29
Time: Mon 11:45am–1:45pm
Meetings: 5
Location: CSUDH EE 1205
Fee: $299
Instructor: IRD
Course No.: NWRD 101 Sec 01
Reg. No.:   35783

Session II
Date: Aug 1–Aug 29
Time: Mon 11:45am–1:45pm
Meetings: 5
Location: CSUDH EE 1206
Fee: $299
Instructor: IRD
Course No.: NWRD 101 Sec 02
Reg. No.:   35784

Reading Program 2: Independent Reading Skills for Entering 2nd Graders
Noncredit

Success in second grade depends upon mastery of independent reading skills. In this program, your son or daughter will build confidence while learning and practicing these skills, including phonics, word-attack skills, multi-syllable words, sight vocabulary, reading aloud with expression, silent reading, and comprehension skills.

Session I
Date: Aug 1–Aug 29
Time: Mon 9–11am
Meetings: 5
Location: CSUDH EE 1206
Fee: $299
Instructor: IRD
Course No.: NWRD 102 Sec 01
Reg. No.:   35785

Session II
Date: Aug 1–Aug 29
Time: Mon 9–11am
Meetings: 5
Location: CSUDH EE 1205
Fee: $299 ▶

Instructor: IRD
Course No.: NWRD 102 Sec 02
Reg. No.:   35786

Reading Program 3: Reading Skills Program for Entering 3rd Graders
Noncredit

In third grade, students become fluent readers. In this program, your son or daughter will learn and practice the skills required to achieve fluent independent reading, including phonics, word-attack skills, multi-syllable words, sight vocabulary, silent reading, reading with expression, and comprehension skills.

Session I
Date: Aug 1–Aug 29
Time: Mon 2:30–4:30pm
Meetings: 5
Location: CSUDH EE 1205
Fee: $299
Instructor: IRD
Course No.: NWRD 103 Sec 01
Reg. No.:   35787

Session II
Date: Aug 1–Aug 29
Time: Mon 2:30–4:30pm
Meetings: 5
Location: CSUDH EE 1206
Fee: $299
Instructor: IRD
Course No.: NWRD 103 Sec 02
Reg. No.:   35794

▶

Summer Reading Programs for Children & Adults

(continued)

Reading Program 4: Reading Fluency and Comprehension Skills for Entering 4th & 5th Graders

Noncredit

In fourth and fifth grade, students must read complex text fluently, with strong comprehension. In this program, our average student gains more than one grade level in reading comprehension, while learning to read complex words and sentences more fluently. Your son or daughter will learn to identify main ideas, take notes for book reports, study for tests, and improve concentration and recall.

Session I

Date:	Jul 26–Aug 23
Time:	Tue 2:45–4:45pm
Meetings:	5
Location:	CSUDH EE 1206
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 104 Sec 01
Reg. No.:	35795

Session II

Date:	Jul 26–Aug 23
Time:	Tue 2:45–4:45pm
Meetings:	5
Location:	CSUDH EE 1205
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 104 Sec 02
Reg. No.:	35802

Reading Program 5: Comprehension Training and Speed Reading Skills for Entering 6th - 8th Graders

Noncredit

In this program, our average student improves reading comprehension one or two grade levels while more than doubling reading speed. Because reading becomes easier and more enjoyable, our students develop the habit of reading for pleasure. Your son or daughter will learn the best way to improve vocabulary, study textbooks, take notes, and prepare for tests. ▶

Session I

Date:	Jul 26–Aug 23
Time:	Tue 11:30am–2pm
Meetings:	5
Location:	CSUDH EE 1206
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 105 Sec 01
Reg. No.:	35803

Session II

Date:	Jul 26–Aug 23
Time:	Tue 11:30am–2pm
Meetings:	5
Location:	CSUDH EE 1205
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 105 Sec 02
Reg. No.:	35804

Reading Program 6: Speed Reading Skills and Comprehension Training for Entering 9th – 11th Grades

Noncredit

In this program, our average student improves reading comprehension one or two grade levels while more than doubling reading speed. Because reading becomes easier and more enjoyable, our students develop the habit of reading for pleasure. Your son or daughter will learn the best way to improve vocabulary, study textbooks, take notes, and prepare for tests. This program is an excellent way to prepare for the SAT and ACT!

Session I

Date:	Jul 27–Aug 24
Time:	Wed 4–6:30pm
Meetings:	5
Location:	CSUDH SAC 1104
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 106 Sec 01
Reg. No.:	35805

Session II

Date:	Jul 27–Aug 24
Time:	Wed 4–6:30pm
Meetings:	5
Location:	CSUDH SAC 1102
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 106 Sec 02
Reg. No.:	35806

Reading Program 7: Speed Reading for Work, School and Recreation for Adults, College Students and Entering High School Seniors

Noncredit

When you complete our adult speed reading program, you will read three to four times as fast in novels, newspapers, and most business and school materials. In more difficult reading, such as academic and professional journals or college textbooks, you will read two to three times as fast.

Session I

Date:	Jul 27–Aug 24
Time:	Wed 7–9:30pm
Meetings:	5
Location:	CSUDH SAC 1102
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 107 Sec 01
Reg. No.:	35807

Session II

Date:	Jul 27–Aug 24
Time:	Wed 7–9:30pm
Meetings:	5
Location:	CSUDH SAC 1104
Fee:	$299
Instructor:	IRD
Course No.:	NWRD 107 Sec 02
Reg. No.:	35808

Independent Filmmaking A-Z

Produce, Write, Direct, and Distribute Feature Films

The Program

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

What You Will Learn

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

- Producing low-budget features
- Directing independent film
- Writing screenplays that sell
- Shooting artistically but cost-effectively
- Financing films
- Foreign sales, video and cable deals, festival awards

Special Features

Bonus: Digital Filmmaking Nuts-and-Bolts and Screenwriting A-Z.

All enrollee's receive a filmmaker's workbook and a certificate of completion. **Enrollment is limited.** The class is one weekend in length.

Program Instructor

Dov S-S Simens, founder of the Hollywood Film Institute, has been producing films for the past decade, and has taught in the film schools at USC, UCLA, and NYU in addition to his independent film workshops.

Independent Filmmaking A-Z
Noncredit

Date:	Apr 2 - 3
Time:	Sat 9am-6pm, Sun 9am-6pm
Meetings:	2
Location:	Hollywood Film Institute 1223 Olympic Blvd. Santa Monica, CA 90404
Fee:	$389
Instructor:	**Dov S-S Simens**
Course No.:	NAFL 104 Sec 01
Reg. No.:	27060

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

Independent Filmmaking A-Z
Noncredit

Date:	Jun 4 - 5
Time:	Sat 9am-6pm, Sun 9am-6pm
Meetings:	2
Location:	Hollywood Film Institute 1223 Olympic Blvd. Santa Monica, CA 90404
Fee:	$389
Instructor:	**Dov S-S Simens**
Course No.:	NAFL 104 Sec 02
Reg. No.:	35912

Independent Filmmaking A-Z
Noncredit

Date:	Aug 6 - 7
Time:	Sat 9am-6pm, Sun 9am-6pm
Meetings:	2
Location:	Hollywood Film Institute 1223 Olympic Blvd. Santa Monica, CA 90404
Fee:	$389
Instructor:	**Dov S-S Simens**
Course No.:	NAFL 104 Sec 03
Reg. No.:	35913

ENT.

The Reviews…

"Amazing… A massive amount of information."
LA Times

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

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

Music

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

The Program

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.

What You 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.

Program 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.

Scheduled Class

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

Date:	Jul 16 & 23
Time:	Sat 10am-4pm
Meetings:	2
Location:	CSUDH EE 1210
Fee:	$199
Instructor:	Victor Merritt
Course No.:	NAMU 106 Sec 01
Reg. No.:	35911
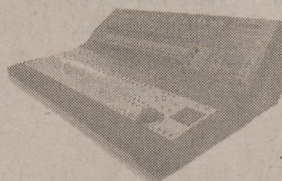
For more information:
call (310) 243-3741,
email eereg@csudh.edu or
visit the web site
http://www.csudh.edu/extendeded

Nursing Master of Science Online

The Program

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.

What You Will Learn

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.

Special Features

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 School of Nursing for more information at eereg@csudh.edu or (310) 243-3741

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.

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

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Nursing Master of Science Online

(continued)
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.

Courses

Core Courses – taken before enrollment in Role courses

Nursing Informatics (1)	MSN 501
Advanced Nursing Roles (2)	MSN 504
Theories for Advanced Nursing Roles (3)	MSN 510
Health Care Policy/Economics (3)	MSN 513
Health Promotion/Disease Prevention (3)	MSN 514
Research Utilization in Advanced Nursing Practice (3)	MSN 530
Ethics in Advanced Nursing Roles (2)	MSN 535

Role Emphasis Courses

A. Nurse Educator Role

Nurse Educator: Theory (4)	MSN 521
Nurse Educator: Role Performance I (2)	MSN 551
Nurse Educator: Role Performance II (2)	MSN 561
Nurse Educator: Role Performance III (2)	MSN 571

Elective (Clinical practice focus) (3)
OR

B. Gerontology CNS Role

CNS: Gerontology (6)	MSN 524
Advanced Pharmacology (3)	MSN 526
Advanced Health Assessment (3)	MSN 527
Gerontology CNS: Role Performance (2)	MSN 554
Therapeutic Interventions: Gerontology CNS Role Performance (2)	MSN 564
Organizational Strategies: Gerontology CNS Role Performance (2)	MSN 574
Culminating Role Performance: Gerontology CNS (2)	MSN 584

These courses must be taken concurrently with the Role Emphasis courses:

Applied Research for Nursing Practice I (1)	MSN 591
Applied Research for Nursing Practice II (2)	MSN 592
Capstone Experience Directed Project or Thesis (3)	MSN 599

Comprehensive Examination (0) with Additional nursing elective (3)

Nursing Bachelor of Science Online

Complete the B.S. degree in Nursing via World Wide Web at a time and place convenient to you!

Online!

The Program

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

Courses

Introductory Courses

Technology for the Information Age (1)	BSN 301
Expanding Professional Nursing Horizons (2)	BSN 310

Nursing Support Courses

Life Cycle (3)	BSN 315
Human Diversity and Health Care (4)	BSN 305
Pathophysiology (4)	BSN 345
Statistics (3)	BSN 405

Integrated Nursing Support Courses

Professional Collaboration (3)	BSN 340
Health Assessment* (4)	BSN 380
Health Promotion & Teaching (3)	BSN 400
Community Based Nursing I* (5)	BSN 410
Community Based Nursing II* (5)	BSN 420
Health Care Systems, Policy and Finance (3)	BSN 430
Professional Nursing Roles (3)	BSN 440
Principles of Leadership & Management in Nursing* (5)	BSN 450
Research Utilization (3)	BSN 460

Elective Courses (Choose 3 units)

Complementary & Alternative Health Care Modalities (1)	BSN 325
Biochemistry (4)	BSN 335
Continuous Quality Improvement in Healthcare (1)	BSN 416
Nursing and Telehealth (2)	BSN 426
Principles of Healthcare Budgeting (2)	BSN 436
Introduction to Case Management (2)	BSN 446
Health and the Global Village (1	BSN 456)

* 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.

Costs

The cost of each unit is $225

For further information contact:
(310) 243-3741
eereg@csudh.edu
www.csudh.edu/extendeded

Administrative Medical Specialist

Certificate of Completion

(Introduction to Medical Billing, Coding and Front Office Skills)

Online! 🏷️

About the Program

Through this self-paced, online program students will gain basic working knowledge of medical billing and reimbursement and will be introduced to national diagnostic and procedural coding systems. An introduction to medical office computer software is also included along with basic medical terminology. The program prepares students for the Certified Coding Associate (CCA) exam offered by the American Health Information and Management Association (AHIMA) as well as the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists Association (ATM).

What You Will Learn

Upon successful completion of the course, students should:

- Be able to perform valuable front office functions for a medical office
- Be prepared for the CCA and CMT national certification exams
- Be knowledgeable of medical coding and medical billing
- Know how to complete insurance claim forms
- Be able to input patient information, schedule, and code using medical software
- Be prepared to take an advanced coding course

Employment Outlook

There is a tremendous demand for individuals with knowledge of medical office operations, billing and coding. Every health care provider must submit proper documentation to a number of insurance companies for reimbursement, creating numerous opportunities for trained individuals in medical offices, clinics, and hospitals, as well as home-based employment.

Who Should Attend

This certificate is valuable for anyone seeking an entry-level position in medical billing or coding or those interested in changing job skills for opportunities in medical offices.

Eligibility Requirements

Students should be proficient in keyboarding, have a basic understanding of a word processing computer program (Microsoft Word recommended), and have command of English grammar and punctuation. No healthcare or medical office work experience is required.

PC Requirements

This online course must be taken from an IBM Compatible (PC) computer running Windows (98 or any later version) with a CD ROM drive for installing the MediSoft Patient Accounting Software demo. Students will need to have access to a word processing program like Microsoft Word or Works and a free version of Adobe Acrobat Reader. This course is not for Macintosh computer users.

Special Features

This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

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.

Courses

Administrative Medical Specialist MDX 905

The Cost

The cost for the entire program is $1,470. All work must be completed within six months of your registration.

This course is 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.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Books and Materials

All materials are included with the course fee: Medical Terminology Made Easy with audiotape, current ICD-9 and CPT-4 code books, Book of Medical Abbreviations, medical dictionary, and MediSoft Patient Accounting demo CD.

Instructors

All instructors will be provided by GES.

SCHEDULED CLASS

Administrative Medical Specialist

24 CEUs

Date:	Online
Time:	Self-paced
Meetings:	240 Hours
Location:	Online
Fee:	$1470
Instructor:	Gatlin Education Services
Course No.:	MDX 905 Sec 01
Reg. No.:	35420

For more information:

Call Angeli Logan (310) 243-2425

Email alogan@csudh.edu or

Visit the website www.csudh.edu/extension/healthonline

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Advanced Coding for the Physician's Office
Certificate of Completion

Online! 🖱

The Program
This online program is designed to advance the coding skills of front desk personnel— those coding even the most extensive procedures. 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.

What You Will Learn
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.

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.

Employment Outlook
Continuous changes in the coding and billing industry have created an incredible demand for individuals trained in advanced coding. 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.

Who Should Attend
This certificate 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 to enhance their coding skills to make themselves more marketable in the workplace
- Individuals seeking preparation for national industry certification as a Certified Procedural Coder

Eligibility Requirements
This course is not an entry level course and is designed specifically for students with previous coding experience, previous education, or those who have successfully completed the Administrative Medical Specialist course. Students should possess knowledge of Medical Terminology and basic understanding of CPT-4 (CPT), ICD-9-CM (ICD-9) and HCPCS coding principles.

Special Features
This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

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.

Courses
Advanced Coding for the Physician's
Office   MDX 902

The Cost
The cost for the entire program is $1,270. All work must be completed within three months of your registration.

This is 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.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Books and Materials
All books and materials are included. Students are expected to have their own reference books (Current year CPT, HCPCS, and ICD-9-CM coding books).

Instructors
All instructors will be provided by GES.

SCHEDULED CLASS

Advanced Coding for the Physician's Office
8 CEUs

Date:	Online
Time:	Self-paced
Meetings:	80 Hours
Location:	Online
Fee:	$1,270
Instructor:	Gatlin Education Services
Course No.:	MDX 902 Sec 01
Reg. No.:	35422

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/healthonline

Advanced Hospital Coding and CCS Prep
Certificate of Completion

Online! 🖱

The Program
This course prepares students for the Certified Coding Specialist (CCS) certification exam offered by American Health Information Management Association (AHIMA). This course utilizes existing knowledge of medical terminology and health care science and is designed for the experienced coding practitioner. Students will heighten their facility coding skills and be prepared for employment testing job performance and successful completion of industry certification exam.

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.

Employment Outlook
Coders of all levels must undergo continuing education to stay current with constantly changing regulations. Certification is increasingly becoming an industry standard, with most hospitals using coders with previous exposure to facility coding or those who are already certified.

Who Should Attend
This certificate 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 to enhance their coding skills to make themselves more marketable in the workplace
- Individuals seeking preparation for national industry certification as a Certified Coding Specialist

Eligibility Requirements
This course is not an entry level course and is designed specifically for students with previous coding experience, previous education, or those who have successfully completed the Administrative Specialist course. Students should have a high school diploma/GED and a minimum of 2 years experience with:

- Medical Terminology
- Anatomy, Physiology, & Pathology
- ICD-9-CM coding
- CPT-4 coding

Special Features
This course is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

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.

Courses
Advanced Coding for the
   Physician's Office   MDX 904

Cost
The cost for the entire program is $1,570. All work must be completed within three months of your registration.

This course is 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.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Books and Materials Included
Faye Brown's Coding Handbook and Workbook
AHIMA's Clinical Coding Workout: Practice Exercises for Skill Development

Required Books NOT Included
Current ICD-9-CM Volumes 1, 2 & 3
Current CPT codebook
HCPCS codebook

Instructors
All instructors will be provided by GES.

SCHEDULED CLASS

Advanced Hospital Coding and CCS Prep.
8 CEUs

Date:	Jan 3 - Jun 30
Time:	Self-paced
Meetings:	80 Hours
Location:	Online 🖱
Fee:	$1,570
Instructor:	Gatlin Education Services
Course No.:	MDX 904 Sec 01
Reg. No.:	35423

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/healthonline

HEALTHC

Medical Transcription

Certificate of Completion

Online! 🖱

The Program

This online program provides students with a working knowledge of medical terminology as well as the skills needed to transcribe medical reports. The program is designed to provide students with a beginning knowledge of the transcription of medical records and to provide students with the skills needed to obtain an entry-level position as a medical transcriptionist.

What You Will Learn

Upon successful completion of the course, the student will be able to accomplish the following.

- Describe the importance of the confidential nature of medical reports.
- Describe the content and purpose of the medical reports used.
- Transcribe medical reports using correct report format.
- Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbols, and metric measurement rules
- Spell correctly the English and medical terms in addition to the abbreviations, either by memory or by using a dictionary/reference book.
- Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
- Define the prefixes; combining forms and suffixes presented and use them to build medical terms.
- Identify and/or define the knowledge, skills, abilities, and responsibilities required of medical transcriptionists.
- Understand networking through the professional organization as well as career opportunities.

Employment Outlook

Healthcare is a rapidly growing field, and the demand for quality documentation is increasing.

Who Should Attend

This certificate if valuable for anyone interested in gaining the education and skills necessary to enter the Medical Transcription field or those interested in changing careers to become a medical transcriptionist.

Eligibility Requirements

No previous medical experience is required; however, students should have:

1. command of a word-processing computer program to include the ability to create documents, proficiency in keyboarding, sending email, printing, and browsing the Internet, and
2. knowledge of English grammar, punctuation and sentence structure
3. excellent editing and proofreading skills

System Requirements

- Windows 98 or later OR Mac OS 9.0 or later
- 32 MB RAM
- 25 MB hard disk space (additional space required to store voice files)
- Display mode set to 800x600 pixels with 256 colors or higher
- Double-speed CD-ROM
- USB port or Serial port

Not for Mac Users. The Hillcrest Beginning Medical Transcription textbook includes a floppy disk that includes templates you will use for transcribing. This diskette is only compatible with PC computers. GES has converted the templates to MS Word format for students who have compatibility issues with the disk, so you will need a word processing program that is compatible with MS Word.

Special Features

This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

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.

Courses

Medical Transcription   MDX 906

Costs

The cost for the entire program is $1,470. All work must be completed within six months of your registration.

This course is 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.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

Books and Materials

Digital transcription equipment and all textbooks are included. Students will receive: Medical Terminology Made Easy (with audio), Book of Medical Abbreviations, Hillcrest Medical Center: Beginning Medical Transcription (with audio), and Stedman's Medical Dictionary (with CD ROM).

Instructors

All instructors will be provided by GES.

SCHEDULED CLASS

Medical Transcription

24 CEUs
Date:	Online
Time:	Self-paced
Meetings:	240 Hours
Location:	Online 🖱
Fee:	$1,470
Instructor:	Gatlin Education Services
Course No.:	MDX 906 Sec 01
Reg. No.:	35421

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/healthonline

Certificate in Alcohol and Drug Counseling

The Program
The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. The Certificate is widely recognized by alcoholism treatment centers.

Eligibility Requirements
Students may enter the program in either the Fall or Spring Semester. Applicants should have completed at least two years of college or have at least two years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

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

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

ADX 301 is equivalent to PSY 367
ADX 303 is equivalent to SOC 363
ADX 304 is equivalent to PSY 342
ADX 305 + ADX 307 is equivalent to 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 equivalents 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, 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.

Certificate requirements
Upon satisfactory completion of all eight required courses plus one elective course with a 2.5 grade point average and 300 hours of field work, students will receive a Certificate as recognition of educational achievement and professional status. Students are required to pass each course with a grade of C or better and maintain a 2.5 GPA.

ADX 300, 308, and 309 may be taken on an individual basis without formal entrance into the Certificate Program.

Orientation
Attendance is required for newly admitted students and for those whose applications are being reviewed. The orientation is scheduled for **Thursday, August 25, 2005 from 6:30-9:30pm at CSUDH EE 1218**

Fall Application Submission Deadline
August 5, 2005.

Courses

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

Elective Courses (Choose One)
Treatment of Eating Disorders	ADX 308
Cognitive-Behavioral Treatment for Domestic Violence	ADX 309

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

Costs
Financial aid is available for qualified applicants who are enrolled in the certificate program. Please contact the Director of Financial Aid at (310) 243-3647 for additional information.

Program Instructors
Jacqueline McDaniel, MA. Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor in private practice.

James McDaniel, M.A. Counseling Psychology, Licensed Marriage and Family Therapist, Master Addictions Counselor and Director of a Psychiatric Evaluation Team in Long Beach.

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

Mary Cook Lund, MA, clinical psychology, has been treating chemical dependency since 1976.

SCHEDULED CLASSES
Required Courses

Perspectives on Drug Abuse: Counseling the Substance Abuser
3 Ext Units

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

Date:	May 31 – Aug 16
Time:	Tue 6–10pm
Meetings:	12
Location:	CSUDH EE 1205
Fee:	$420
Instructor:	**James McDaniel**
Course No.:	ADX 303 Sec 01
Reg. No.:	35810

Advanced Practicum
2 Ext units

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

Date:	May 31 – Aug 9
Time:	Tues 6–10pm
Meetings:	11
Location:	CSUDH EE 1206
Fee:	$280
Instructor:	**Jacqueline McDaniel**
Course No.:	ADX 307 Sec 01
Reg. No.:	35812

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Certificate in Alcohol and Drug Counseling

(continued)

Required Courses

Counseling the Individual

3 Ext Units

Prerequisites: ADX 300, ADX 301
This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

Date:	Jun 1 – Aug 17
Time:	Wed 6–10pm
Meetings:	12
Location:	CSUDH EE 1209
Fee:	$420
Instructor:	Mary Cook Lund
Course No.:	ADX 302 Sec 01
Reg. No.:	35809

Group Counseling Techniques

3 Ext Units

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

Date:	Jun 2 – Aug 18
Time:	Thu 6–10pm
Meetings:	12
Location:	CSUDH EE 1210
Fee:	$420
Instructor:	Mary Cook Lund
Course No.:	ADX 304 Sec 01
Reg. No.:	35811

For more information:
Call Angeli Logan at (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extension/adx.htm

Medical Insurance Billing

Certificate Award

The Program

This program provides instruction and hands-on training in how to decipher medical insurance coding and how to process insurance claims accurately to obtain maximum reimbursement.

Employment Outlook

Medical insurance billing is a stable and lucrative field within the medical industry. The business office of every healthcare provider must provide proper documentation to a number of insurance companies for reimbursement for services. Opportunities for employment of insurance billers include physicians' offices, clinics, hospitals, and medical supply companies. The demand is driven by the growing need for healthcare services of an aging population as well as the need for individuals able to handle the complexities of paper and electronic information.

Who Should Attend

This program is best suited to the person with little or no experience in medical insurance billing who wants to start a home business or perform medical billing services for doctors, hospitals, clinics or medical supply companies.

Eligibility Requirements

This course is open to all individuals interested in learning more about medical insurance billing. Please check prerequisites for individual courses.

Special Features

Classes are offered on Saturdays on campus and at the Franklin Community Center at 850 Inglewood Ave in Redondo Beach.

Certificate requirements

A certificate is awarded upon successful completion of each course.

Courses

Medical Terminology	NBMB 105
Medical Insurance Billing I	NBMB 101
Medical Insurance Billing II	NBMB 102
Medical Insurance Computer Billing	
	NBMB 103
Applied Billing Techniques	NBMB 109
How toHow to Start & Run Your Own Medical Billing Service	NBMB 108

Books & Materials

Books and materials are available in the student bookstore for purchase. Students will use the following textbooks for the program:
• Medical Terminology: A Short Course
• ICD-9-CM Coding Book
• CPT-4 Coding Book
• Insurance Handbook for the Medical Office with Student Workbook
Students should bring the required text to each class.

Program Instructor

Victoria Morgan FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 years of experience in healthcare financial management.

SCHEDULED CLASSES

Medical Terminology

Noncredit

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

Date:	Jun 4 – Jun 11
Time:	Sat 9am-3pm
Meetings:	2
Location:	Franklin Center 7
Fee:	$110
Instructor:	**Victoria Morgan**, FHFMA, MS
Course No.:	NBMB 105 Sec 01
Reg. No.:	35416

Medical Insurance Billing I

Noncredit

Prerequisite: Medical Terminology or equivalent course and/or experience.
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. ▸

Medical Insurance Billing

Certificate Award

(continued)

Date:	Jun 18 – Jul 16
Time:	Sat 9am-3pm
Meetings:	2 (No class 6/25, 7/2, 7/9)
Location:	Franklin Center 7
Fee:	$110
Instructor:	Victoria Morgan, FHFMA, MS
Course No.:	NBMB 101 Sec 01
Reg. No.:	35417

Medical Insurance Billing II
Noncredit

Prerequisite: Medical Terminology or equivalent course and/or experience.
Build upon your knowledge of basic procedure coding with these topics:

• ICD-9 Coding
• Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
• Managed Care Plans: unraveling HMO, PPO and 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)

Date:	Jul 23 – Jul 30
Time:	Sat 9am-3pm
Meetings:	2
Location:	Franklin Center 7
Fee:	$110
Instructor:	Victoria Morgan, FHFMA, MS
Course No.:	NBMB 102 Sec 01
Reg. No.:	35418

Medical Insurance Computer Billing
Noncredit

Medical Insurance Billing I & II are suggested prerequisites for the class.
Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, how to input patient and insurance information, and the ins and outs of electronic claims submissions that will produce third-party insurance claim forms and patient billing statements. A review of the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

Date:	Aug 6
Time:	Sat 9am-3pm
Meetings:	1
Location:	CSUDH EE1201
Fee:	$95
Instructor:	Victoria Morgan, FHFMA, MS
Course No.:	NBMB 103 Sec 01
Reg. No.:	35419

How to Start and Run Your Own Medical Billing Service
Noncredit

A discussion of Starting Your Own Business including development of a business and marketing plan, identifying possible clients and responding to request for proposals (RFP). Also covered will be topics relating to the "Pros" and "Cons" of trying to provide billing services in your home versus in a client's location. In addition, a review of how to set up the accounting system of your business, including expense reporting and income tax ramifications will be included.

Date:	Aug 13
Time:	Sat 9am-12pm
Meetings:	1
Location:	CSUDH EE1209
Fee:	$50
Instructor:	Victoria Morgan, FHFMA, MS
Course No.:	NBMB 108 Sec 01
Reg. No.:	35425

Applied Billing Techniques
Noncredit

This class will provide hands on practice of the concepts taught in previous classes. Students will be given the opportunity to simulate common activities in a "day in the life" of a Medical Office Biller. Focus will include collecting data, charges, and codes necessary to create Medical Claims.

Date:	Aug 13
Time:	Sat 1-6pm
Meetings:	1
Location:	CSUDH EE1209
Fee:	$95
Instructor:	Victoria Morgan, FHFMA, MS
Course No.:	NBMB 109 Sec 01
Reg. No.:	35426

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extendeded

Grant Writing and Administration

Certificate of Completion

Proposal Writing   TEX 914
Grant Implementation & Operations, Evaluations and Performance Reporting   TEX 917
Grant Proposals & Foundations   TEX 919

Classes beginning May 12
For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
Visit the website
www.csudh.edu/extendeded/grantwriting.htm

Open University

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

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

Advanced Medical Insurance Billing

Certificate of Completion

The Program
This program is designed to give the student with previous experience and/or training in medical billing a more in-depth understanding of complex issues involved in the medical insurance billing industry.

What You Will Learn
Students will gain practical knowledge to enhance their understanding of medical insurance billing practices as well as learn skills required to operate efficiently in today's medical offices, hospitals and clinics.

Who Should Attend
This program is best suited to the individual with previous experience and/or training in medical insurance billing including:

- Individuals who have completed the Medical Insurance Billing Certificate Program or similar program
- Experienced healthcare personnel seeking to augment and improve their skills in this field

Eligibility Requirements
Individuals who have completed the Medical Insurance Billing I & II classes or similar coursework as well as individuals with at least one year of experience in healthcare financial management.

Certificate requirements
A Certificate of Completion is awarded upon successful completion of three required courses plus one elective course. Those who do not wish to pursue a certificate may take individual courses.

Courses

Required Courses

Adv. Medical Office Billing	NBMB 201
Medical Office Operations & Management	NBMB 202
Regulatory Requirements – HIPPA Compliance & Ethics	NBMB 203

Elective Courses

Facility Billing	NBMB 204
Billing for Skilled Nursing Facilities	NBMB 205

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

- ICD-9-CM Coding Book
- CPT-4 Coding Book
- Insurance Handbook for the Medical Office with Student Workbook

Program Instructors
Victoria Morgan FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 year of experience in healthcare financial management.

Scheduled Class

Billing for Skilled Nursing Facilities
Noncredit

Prerequisites: For students not presently working in healthcare, completion of Medical Insurance Billing I & II and Advanced Medical Office Billing is required.
This course will cover billing requirements for Skilled Nursing Consolidated Billing and Exclusion Billing. Reimbursement system based on RUG Codes will be discussed.

Date:	Aug 20
Time:	Sat 9am – 3pm
Meetings:	1
Location:	Franklin Center 7
Fee:	$95
Instructor:	**Victoria Morgan**, FHFMA, MS
Course No.:	NBMB 205 Sec 01
Reg. No.:	36087

Certificate Program in Orthotics

The Program
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.

Eligibility Requirements
This program 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.

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

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.

Prosthetics Certificate Program

School of Health

FACT SHEET

California State fulfills the unmet need for O&P practitioners. The U.S. Department of Education identifies O&P training as a national priority with a practitioner deficit. While only eight institutions nationwide currently offer O&P education, the demand for provider services is expected to increase by 25% for orthotic care and 47% for prosthetic care by 2020.

Who Should Attend

Students who wish to obtain post baccalaureate training in the field of prosthetics.

This program benefits health care professionals, practitioner assistants, O&P technicians, and other professionals seeking to enhance their knowledge of prosthetic evaluation and provision of prosthetic services.

Program Benefits

Evaluation of patients who are in need of artificial limbs (prostheses).

Development of designs appropriate to prosthetic patients.

Fit, fabrication, and follow-up of prosthetic devices.

Understanding of current O&P business and practice management models.

Promotion of professional competency and enhancement of professional practice.

Why California State University?

CSUDH offers a comprehensive clinical and didactic Prosthetics Certificate Program which was reaccredited by NCOPE/CAAHEP in 1999.

CSUDH utilizes experience, faculty, curriculum, and teaching materials developed over a 20 year period of successful training.

Qualifies the student to sit for the American Board for Certification (ABC) Examinations in Prosthetics after completion of the certificate program and completion of one year working in an accredited residency program.

Three nationally recognized faculty members who have been selected by the industry as "Educator of the Year".

Small class size allowing for individualized learning with one-on-one interaction.

Financial aid available.

Excellent professional skills development and team building opportunities with a diverse group of health care professionals.

Advancement of the profession through scholarship, research, and leadership.

Frequently Asked Questions

What are the prerequisites?

Bachelors Degree, preferably in a health related major.

Completion of pre-requisite courses with a grade of "C" or better:

Biology	minimum 3 units
Chemistry	minimum 3 units
Physics	minimum 3 units
Psychology	minimum 3 units
Algebra or higher math	minimum 3 units
Human Anatomy & Physiology (with lab)	minimum 6 units

Note: Prior working or volunteer experience in the Orthotics and Prosthetics field is an additional selection criterion.

Is enrollment in the program limited?

Yes. Due to the limited laboratory space, only 16 students can be accommodated in each certificate class.

Where is the program located?

The program is located in a new, state of the art laboratory housed by OSSUR, North America, a world leader in prosthetic design and manufacturing.

The clinical laboratory is located in Aliso Viejo, CA, in the center of Orange County.

Do I need to fill out a separate California State University application for the Certificate Program?

No, you apply directly to the O&P program. Applications are available online every January and July.

How long does it take to complete the program?

The Prosthetic Certificate can be completed in 6 months, which includes a required 250 hour clinical rotation.

When are courses offered?

Certificate courses are offered twice a year at our off site clinical laboratory.

Each class of 16 starts in late August and late January every year.

Financial Aid

There are Federal loan programs available.

"At the forefront of health careers."
For more information, Call, 949-643-5374
www.csudh.edu/oandp

For more information:
call Kerry Gilbert for Certificate information:
(949) 643-5374
Scott Hornbeak can also be reached at the above number.
Orthotics and Prosthetics Program CSUDH
(310) 243-2700

HEALTHC

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Leader in Quality Assurance Education

Online   On Site   On Campus

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.

Quality Assurance Master of Science Online

The Program

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.

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.

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.

What You Will Learn

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

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.

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.

For more information:
visit the web site
http://www.csudh.edu/msqa

SCHEDULED CLASSES

Start date: Apr 26, 2005
Last day to register: Apr 29, 2005
Last day of class: Aug 2, 2005

Advanced Probability/Statistics
3 Units
Requires Graduate Standing
Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Victor Nunez, PhD**
Course No.:	QAS 510 Sec 41
Reg. No.:	35837

Quality Function Management & TQM
3 Units
Requires Graduate Standing
Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**William Trappen**
Course No.:	QAS 511 Sec 41
Reg. No.:	35836

Statistical Quality Control & Sampling
3 Units
Requires completion of QAS 510
Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Dan Dunahay**
Course No.:	QAS 513 Sec 41
Reg. No.:	35835

QUALITY

Quality Assurance Master of Science Online

Advanced Experimental Design
3 Units

Requires completion of QAS 510

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Dan Dunahay**
Course No.:	QAS 514 Sec 41
Reg. No.:	35834

Human Factors In Quality Assurance
3 Units

Requires Graduate Standing

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Jim Clauson**
Course No.:	QAS 515 Sec 41
Reg. No.:	35829

Quality Project Management
3 Units

Requires Graduate Standing

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Jerry VerDuft**
Course No.:	QAS 518 Sec 41
Reg. No.:	36010

Quality Measurement
3 Units

Requires completion of QAS 511

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**William Trappen**
Course No.:	QAS 527 Sec 41
Reg. No.:	35828

Statistic Quality Control for Service
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Emil Hazarian**
Course No.:	QAS 530 Sec 41
Reg. No.:	35827

Special Topics: Change Management
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Keith Fulton**
Course No.:	QAS 595 Sec 41
Reg. No.:	35819

Special Topics: Quality Function Deployment: Understanding Customer Requirements
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Robert Spencer**
Course No.:	QAS 595 Sec 42
Reg. No.:	35818

Directed Research
3 Units

Must have 18 units of QAS course work completed and the GWAR before enrolling in this course

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**William Trappen**
Course No.:	QAS 598S Sec 41
Reg. No.:	35826

Mathematics for Quality Assurance
1 Units

Date:	Jun 14 - Aug 2
Location:	online
Fee:	$160
Instructor:	**Keith Fulton**
Course No.:	QAS 495 Sec 41
Reg. No.:	35824

On Site Programs
All MSQA programs available in-house at your site. Contact msqa@csudh.edu

On Campus Schedule
Start date: Jun 9, 2005
Last day to register: Jun 10, 2005
Last day of class: Aug 25, 2005

Statistical Quality Control & Sampling
3 Units

Prerequisite: QAS 510 or permission of MSQA Coordinator

Date:	Jun 9 - Aug 25
Time:	Thu 6-10pm
Location:	CSUDH TBA
Fee:	$480
Instructor:	**Zia Khwaja**
Course No.:	QAS 513 Sec 71
Reg. No.:	35816

Advanced Experimental Design
3 Units

Prerequisite: QAS 510 or permission of MSQA Coordinator

Date:	Jun 7 - Aug 23
Time:	Tue 6-10pm
Location:	CSUDH TBA
Fee:	$480
Instructor:	**Zia Khwaja**
Course No.:	QAS 514 Sec 71
Reg. No.:	35817

Quality Assurance
Bachelor of Science

Quality Assurance Bachelor of Science with Measurement Science Option

The Program
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.

What You Will Learn
- 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.

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.

Spring 2005 Schedule
Start date: April 26, 2005
Last day to register: April 29, 2005
Last day of class: August 2, 2005

Fundamentals of Quality
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Keith Fulton**
Course No.:	QAS 200 Sec 41
Reg. No.:	35822

Introduction to Measurement Science
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Emil Hazarian**
Course No.:	QAS 220 Sec 41
Reg. No.:	35823

Physical Metrology
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Emil Hazarian**
Course No.:	QAS 350 Sec 41
Reg. No.:	35821

Lean Manufacturing
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Gerald VerDuft**
Course No.:	QAS 360 Sec 41
Reg. No.:	35820

Special Topics: Electrical Circuits
3 Units

Date:	Apr 26 - Aug 2
Location:	online
Fee:	$480
Instructor:	**Emil Hazarian**
Course No.:	PHY 395 Sec 41
Reg. No.:	36088

For more information:
www.csudh.edu/bsqa
bsqa@csudh.edu
(310) 243-3880

QUALITY

Returning this Fall!
Certificates of Completion in Quality

Certificate in Quality Management
Certificate in Quality Engineering
Certificate in Quality Auditing
Certificate in Reliability Engineering
Certificate in Software Quality Engineering
Certificate in Service Quality Assurance

For more information:
www.csudh.edu/msqa
msqa@csudh.edu
(310) 243-3880

Physical Education, Administration Option Master of Arts in Education

The Program
This is a graduate program for physical education teachers who are interested in furthering their education and professional development.

What You Will Learn
Graduates of this program will receive a Master of Arts in Education with an emphasis in Physical Education Administration. The Physical Education Administration option is designed to provide advanced studies in physical education, as well as knowledge and understanding of the basic foundations and theories of educational administration. The curriculum objectives promote a blending of theory and practice to assist students who seek advancement within their chosen field in education, public service, or the private sector. Graduates from this program will meet requirements necessary for teaching physical education at the community college level, as well as meeting requirements for various school administrative positions.

The Master of Arts in Education, Physical Education Administration Option is structured as a differential tuition program, with graduates completing a total of 30 units. Students will complete 18 units (graduate education curriculum) under state support and 12 units (physical education courses) through Special Sessions. Students will be enrolled as regular university students for the extent of the program, but will pay the current Special Sessions fees for the 12 physical education units.

Degree Requirements
The following courses (A-C) constitute the program of study for the Master of Arts in Education: Physical Education Administration Option. Students enrolling in these courses must have a degree in Physical Education, Kinesiology, Exercise Science, or Human Performance or have completed the prerequisite courses (outlined in part II below). All students receiving this degree must successfully complete these courses.

Courses

A. Graduate Education Common Core Requirements. Classes taken under state support.
Research Methods in Education   GED 500
Seminar in Learning & Development
                                GED 501
Socio-Cultural Issues in Education
                                GED 503

B. Graduate Education Required Courses. Classes taken under state support.
Law & Ethics in Public Education EAD 506
Supervision of Instruction   EAD 570
School Management & Finance   EAD 571

C. Physical Education Required Courses. Classes taken through Special Sessions.
Seminar in Contemporary Issues, Topics, and
    Trends in Physical Education   KIN 500
Seminar in Curriculum Development in
    Physical Education   KIN 514
Public Relations & Development in Physical
    Education & Athletics   KIN 516
Field Work in Physical Education
    Administration   KIN 593S

Program Prerequisites
Students who have not completed a degree in Physical Education, Kinesiology, Exercise Science or Human Performance must complete all of the following courses before enrolling in 500 level physical education courses.
Human Anatomy & Physiology   BIO 250
Human Anatomy & Physiology Lab
                                BIO 251
Tests and Measurements   KIN 300
Kinesiology   KIN 301
Exercise Physiology   KIN 303
Physical Education in the Elementary School
                                KIN 425
Teaching Effectiveness in Secondary Physical
    Education   KIN 448

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

Sports & Recreation

Grant Writing and Administration

Certificate of Completion
Proposal Writing   TEX 914
Grant Implementation & Operations
                            TEX 917
Grant Proposals & Foundations
                            TEX 919
Classes beginning May 12
For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu or
www.csudh.edu/extendeded/
grantwriting.htm

Returning this Fall!
Sport & Fitness Psychology
Certificate

Courses
Sport Psychology   PSY 480
Applied Sport and Fitness
    Psychology   PSY 481
Psychology of Coaching and
    Team-Building   PSY 482
Contemporary Issues in Sport
    & Fitness Psychology   PSY 483
Internship in Sport and Fitness
    Psychology   PSY 484

For more information:
Contact Beverly Palmer at
bpalmer@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/
sportpsychology.htm

Sports Turf Maintenance

Certificate of Completion

The Program
This program provides participants with foundational knowledge and skills needed for employment or advancement in sports turf maintenance and related industries. Students will receive an overview of key areas needed for proper sports field maintenance.

What You Will Learn
Through lectures and activities students gain practical knowledge and skills needed to support sports turf managers in maintaining sports fields found in schools, universities, public parks and sports stadiums.

Employment Outlook
The growing popularity of sports played on turf grass such as soccer, football, baseball and golf continues to attract new audiences. As a result, participation and attendance is also on the rise for all levels of play at schools, parks, universities and athletic stadiums. As a result, there is a growing job market for individuals who are able to maintain high quality turf that looks good and is safe for play.

Who Should Attend
- Individuals interested in pursuing employment and/or advancement in sports turf management
- Landscape maintenance workers groundskeepers, and greenskeepers
- Youth sports coordinators and coaches

Certificate Requirements
A certificate of completion will be awarded upon successful completion of six required courses.

COURSES

Required Courses
Turf Grass Science Basics	NMST 101
Soils and its Impact on Sports Turf NMST 102	
Fertilizers	NMST 103
Pest Management Practices for Sports Fields	NMST 104
Sports Turf Irrigation	NMST 105
Sports Turf Management	NMST 106

Electives
Introduction to Sports Turf Management	NMST 108
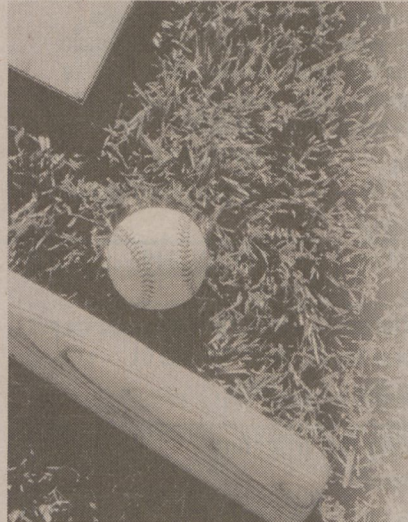
ADVISORY BOARD MEMBERS
Dan Wheeler, Landscape and Sports Turf Instructor, Long Beach ROP Program

Kent Kurtz PhD, Professor Emeritus, Plant Science, CSU Pomona

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

Lee Miller, Public Works Superintendent, City of Long Beach

Ron Prettyman, Athletics Director, CSU Dominguez Hills

Steve Dugas, Manager/Landscape Services

CSU Fullerton

Terry Lortz, Superintendent of Golf, City of Long Beach

Theresa Maceyka, Park Maintenance Supervisor, City of Long Beach

ABOUT THE INSTRUCTORS
Kelly Parkins, MS, Parkins & Associates Consulting. She is a California State Certified Pesticide Trainer, Qualified Applicator and Pest Control Advisor. Her expertise includes developing and assessing sports turf maintenance practices, serving as a horticultural and pest management advisor, and conducting training.

Kent Kurtz, Ph.D., Professor Emeritus, CSU Pomona, has served the turfgrass industry both nationally and internationally as a sports field and golf course specialist. He has prepared stadiums for the Super Bowl, Rose Bowl, Fiesta Bowl, Freedom Bowl and has been involved with tow major league All Star Games. He was the first Executive Director for the Sports Turf Managers Association.

Kyle Waters, BS, Superintendent of Sports Turf & Grounds, Home Depot Center. He has managed fields for Oklahoma State University baseball, soccer and football as well as for the AAA Buffalo Bisons Baseball Team.

Steve Dugas, BS, Landscape Services Manager, CSU Fullerton, is a California State Certified Arborist, Qualified Applicator and Pest Control Advisor. He is also the past president and founding member of the Greater Los Angeles basin Chapter of the Sports Turf Managers Association.

SCHEDULED CLASSES

Turf Grass Science Basics
Noncredit

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.

Date:	Jul 5 – Jul 7
Time:	Tue & Thu 4:30-7:30pm
Meetings:	2
Location:	CSUDH EE 1209
Fee:	$60
Instructor:	**Kelly Parkins**
Course No.:	NMST 101 Sec 01
Reg. No.:	35966

Sports Turf Maintenance

Certificate of Completion
(continued)

Soils and its Impact on Sports Turf
Noncredit

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.

Date: Jul 12 – Jul 14
Time: Tue & Thu 4:30-7:30pm
Meetings: 2
Location: CSUDH EE 1217
Fee: $60
Instructor: **Kelly Parkins**
Course No.:   NMST 102 Sec 01
Reg. No.:   35967

Fertilizers
Noncredit

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.

Date: Jul 19 – Jul 21
Time: Tue & Thu 4:30-7:30pm
Meetings: 2
Location: CSUDH SAC 1102
Fee: $60
Instructor: **Kelly Parkins**
Course No.:   NMST 103 Sec 01
Reg. No.:   35968

Pest Management Practices for Sports Fields
Noncredit

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.

Date: Jul 26 – Jul 28
Time: Tue & Thu 4:30-7:30pm
Meetings: 2
Location: CSUDH SAC 1102
Fee: $60
Instructor: **Kelly Parkins**
Course No.:   NMST 104 Sec 01
Reg. No.:   35969

Sports Turf Irrigation
Noncredit

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.

Date: Aug 2 – Aug 4
Time: Tue & Thu 4:30-7:30pm
Meetings: 2
Location: CSUDH SAC 1102
Fee: $60
Instructor: **Kelly Parkins**
Course No.:   NMST 105 Sec 01
Reg. No.:   35970

Sports Turf Management
Noncredit

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.

Date: Aug 9 – Aug 11
Time: Tue & Thu 4:30-7:30pm
Meetings: 2
Location: CSUDH SAC 1102
Fee: $60
Instructor: **Kelly Parkins**
Course No.:   NMST 106 Sec 01
Reg. No.:   35971
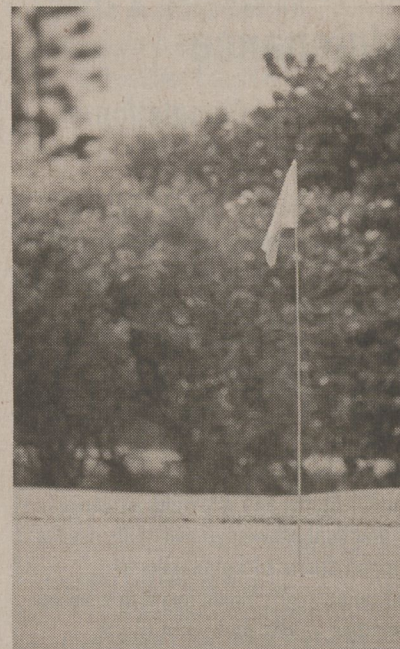
For more information:

Call Angeli Logan and 310-243-2425

Email alogan@csudh.edu or

Visit the website

www.csudh.edu/extendeded/sportsturf.htm

Academic Programs

Masters Degree Programs

Bachelors Degree Programs

Certificate Programs

Credential Program

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.

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

Scheduled Classes

Organic Chemistry I
3 units

Prerequisite: CHE 112 or 1 year of general chemistry; concurrent enrollment in 301L
A detailed study of organic molecular structure, reaction mechanisms stereochemistry, and synthesis with emphasis on aliphatic and aromatic systems.

Date: Jun 1 - Jul 1
Time: Mon - Thu 10am-12:15pm
(plus 3 Fri 6/3, 6/17 & 7/2)
Meetings:
Location: CSUDH NSM C221
Fee: $480
Instructor: **Noel Sturm**
Course No.: CHE 300 Sec 61
Reg. No.: 35694

Organic Chemistry I Lab
1 unit

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.

Date: Jun 2 - Jun 30
Time: Tue & Thu 1-5pm
(plus 1 Fri 6/24)
Meetings:
Location: CSUDH NSM C221 (1-2pm)
CSUDH NSM C351 (2-5pm)
Fee: $250
Instructor: **Noel Sturm**
Course No.: CHE 301L Sec 61
Reg. No.: 35695

Organic Chemistry II
3 units

Prerequisites: CHE 300 and CHE 301; concurrent enrollment in CHE 303L
Continuation of CHE 300 with emphasis on the chemistry of organic compounds containing oxygen and nitrogen.

Date: Jul 6 - Aug 8
Time: Mon - Thu 10am - 12:15pm
(plus 2 Fri 7/15 & 8/5)
Meetings:
Location: CSUDH NSM C221
Fee: $480
Instructor: **T. Reilly**
Course No.: CHE 302 Sec61
Reg. No.: 35696

Organic Chemistry II Lab
1 unit

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.

Date: Jul 5 - Aug 4
Time: Tue & Thu 1-5pm
(plus 1 Fri 6/24)
Meetings:
Location: CSUDH NSM C221 (1-2pm)
CSUDH NSM C351 (2-5pm)
Fee: $250
Instructor: **T. Reilly**
Course No.: CHE 303L Sec 61
Reg. No.: 35697

DEGREE PROG

Humanities (HUX)
Master of Arts hux

30 Years of Achievement in Distance Learning through Correspondence Study

The Program
This Master of Arts in Humanities program provides advanced disciplinary and interdisciplinary study of the Humanities: History, Literature, Music, Art History, and Philosophy. Correspondence courses, guided by expert faculty, engage distance learners around the world. Students compare major themes in literature, art, philosophy, history and music; evaluate key figures and their works; and research significant historical epochs in diverse cultures.
This 30-unit graduate degree program is fully accredited. Students may take 5 years to complete the program. The cost is $175.00 per unit.

What You Will Learn
- Practice in-depth critical appreciation of key works in the Humanities
- Skillfully apply research methods and analytical writing
- Use frameworks and theory to examine events and cultural products from western and nonwestern societies
- Engage in study that promotes reflection and exchange of ideas

Special Features – The Program Design
- All course requirements completed off campus
- Year-round course scheduling in three trimesters
- 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

Degree Requirements
- Phase I Core Courses: 3 to 5 Defining

Courses focusing on individual disciplines and representative writers, approaches, and works
- Phase II Options: Single Discipline, Interdisciplinary, or Creative Study concentrations for approved applicants
- Phase III Capstone Experience: Formal thesis or project

"I feel that the Master's Degree in Humanities has broadened my perspective and my ability to make sense of information."
Andrew Cox, HUX Graduate and winner of the CSUDH Outstanding Thesis of the Year, 2000

For more information or a HUX M.A. information packet and application, contact:

Humanities External Master's Degree
California State University, Dominguez Hills
1000 East Victoria Street
SAC 2-2126
Carson, CA 90747

Email: huxonline@csudh.edu

Voice:
(310) 243-3743

Monday-Friday 8am-5pm
(Pacific Time)

FAX:
(310) 516-4399
24 hours/day, 7 days/week

All program information is available on the website.

For more information:
email: HUXOnline@csudh.edu
website: http://www.csudh.edu/hux/

Open University

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

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

See page 88

Certificate in
Community College Teaching

The Community College
Sep 10 – Oct 1
Independent Study - Community College Teaching Internship
Aug 26 – Dec 21

For more information:
call (310) 243-2781,
email eeprograms@csudh.edu or visit the web site
www.csudh.edu/extension/comcol.htm

See page 49

Master of Arts in Negotiation, Conflict Resolution and Peacebuilding* –Distance Learning

Online! 🔖
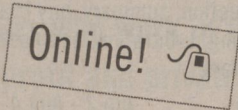
The Program

The Master of Arts in Negotiation Conflict Resolution and Peacebuilding Program (MA/NCRP 30 units) 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.

Admission

Admission Application Deadline: May 1 for Fall. 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

Special Features -- 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 NCR program.

Degree Requirements

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**
   Theories of Conflict (3)   NCR 504

   Seminar: Research Design and
   Interpretation (3)   NCR 507
   Communication and Conflict (3) NCR 508
   Negotiation Tactics (3)   NCR 522
   Alternative Dispute Resolution
   Processes (3)**   NCR 544

2. **Mediation Area of Emphasis**
   Theories of Conflict (3)   NCR 504
   Seminar: Research Design and
   Interpretation (3)   NCR 507
   Communication and Conflict (3) NCR 508
   Negotiation Tactics (3)   NCR 522
   Mediation (3)**   NCR 525

3. **Arbitration Area of Emphasis**
   Theories of Conflict (3)   NCR 504
   Seminar: Research Design
   and Interpretation (3)   NCR 507
   Communication and Conflict (3) NCR 508.
   Negotiation Tactics (3)   NCR 522.
   Arbitration (3)**   NCR 527.

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***

Internship in Conflict Resolution (3)
                                    NCR 529
Online Dispute Resolution (3)   NCR 530
Divorce and Family Mediation (3)
                                    NCR 531
Dispute Resolution Clinical Studies (3)
                                    NCR 532
Labor Conflict (3)   NCR 533
Organizational Conflict (3)   NCR 535
Dispute Resolution for Sports (3) NCR 536
International Conflict (3)   NCR 537
Seminar: Public Policy Conflict (3)
                                    NCR 538
Seminar: Community Conflict (3)
                                    NCR 540
Restorative Justice (3)   NCR 541
Collaborative Law (3)   NCR 542
Reducing School Violence through
Conflict Resolution (3)   NCR 543
Intercultural Conflict Resolution (3)
                                    NCR 545
Cross-cultural Family Values
and Behavior (3)   MFT 580

DEGREE PROG

Register by Phone (310) 243-3741 • Register by Fax (310) 516-3971 • eereg@csudh.edu • http://www.csudh.edu/extendeded/

Master of Arts in Negotiation, Conflict Resolution and Peacebuilding*
–Distance Learning

(continued)

Legal and Ethical Aspects of
Counseling (3)   MFT 584

**(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.

COST

Current fees are $225 per unit (*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.

Scheduled Classes

Graduate Continuation Course
0 Units
Before you enroll in the NCR Graduate Program call (310) 243-2162 or email negotiation@csudh.edu

Date:	May 31 - Aug 19
Fee:	$160
Course No.:	NCR 600S Sec 71
Reg. No.:	35442

Negotiation Tactics
3 Units
Prerequisite Graduate standing

Date:	Jun 1 - Aug 3
Location:	online
Fee:	$675
Instructor:	**Nancy Erbe**
Course No.:	NCR 522 Sec 41
Reg. No.:	36074

Dispute Resolution for Sports
3 Units
Prerequisite Graduate standing

Date:	Jun 4 - Aug 6
Location:	online
Fee:	$675
Instructor:	**Ali Wood**
Course No.:	NCR 536 Sec 41
Reg. No.:	36075

Alternative Dispute Resolution Processes
3 Units
Prerequisites: BEH 504, BEH 507, BEH 508, BEH 522, BEH 525 and BEH 527
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.

Date:	Jun 2 - Aug 4
Location:	online
Fee:	$675
Instructor:	**Nancy Erbe**
Course No.:	NCR 544 Sec 41
Reg. No.:	36076

Selected Topics: Conflict Resolution & Peacebuilding
3 Units

Date:	Jun 3 - Aug 5
Location:	online
Fee:	$675
Instructor:	**Nancy Erbe**
Course No.:	NCR 595 Sec 43
Reg. No.:	36077

New this Summer!
Voice of Experience Workshop

- Communicating a capable, positive image over the telephone or in person
- How to use your voice effectively and comfortably
- Project your voice to increase listener receptivity to your message
- Speak for hours without throat soreness or strain
- Create a presence that conveys confidence and experience

The Voice of Experience Workshop
Jul 27

For more information:
Contact Angeli Logan at
alogan@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

Master of Public Administration MPA Online
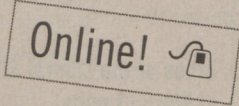
Online! 🖱

The Online MPA Program is Designed to Meet the Needs of adult learners who work in the public, nonprofit and private sectors

The Program
The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions.

What You Will Learn
The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in a twelve (12) week schedule.

Special Features
Program Delivery System
All Online MPA courses are offered online through an Internet based delivery system. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking three (3) courses per session during a four session timeframe. A second alternative is for a student to take two (2) courses for six sessions.

Eligibility Requirements
Applicants for admission to the MPA Online Program must meet the California State University Dominguez Hills admission requirements for post-baccalaureate or graduate study and the graduate admission requirements of the Department of Public Administration. Applicants will be considered for admission if they satisfy the following:

- Hold an acceptable baccalaureate degree from a regionally accredited college or university,
- 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.

Costs
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.

Accreditation
The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Public Administration.

Applications for the MPA Online program are available on the MPA Online web-page 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://mpaonline.csudh.edu/

New!
Geographic Information Systems (GIS)

Certificate of Completion

Core Courses
Fundamentals of GIS I   GIX 901
July 8 & 9
Fundamentals of GIS II   GIX 902
Aug 12 & 13
GIS Data Acquisition   GIX 903
GIS Project Design   GIX 904

Elective Courses- Under Development
The Global Positioning System
    (GPS) and GIS
Remote Sensing and GIS
Introduction to GIS Programming
    (ArcObjects)
GIS in Local Government
GIS for Public Safety
GIS in Environmental Sciences
GIS for Facilities Management
GIS for Managers

Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extendeded/

DEGREE PROG

Bachelor of Science in Applied Studies

In Partnership with Coastline Community College Department of Interdisciplinary Studies

The Program

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.

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

Admission Requirements

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)

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.

Degree Requirements

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:

Key Concepts: Success & Values in the United States (3 units)   HUM 310
Natural Process and Human Welfare: Environmental Geology

    (3 units)   SMT 312
Cultural Pluralism: Cultural Diversity in Southern California (3 units)   SBS 318
Three additional upper division liberal arts courses (9 units)

C. Ethos of the Liberal Studies and the Role of Work (3 units)   APS 395

D. Applied Component (18 upper division units)

The following courses or other courses by advisement:
Management Theory (3 units)   MGT 310
Organizational Behavior (3 units) MGT 312
Human Resource Management (3 units)
                                        MGT 313
Administration of Financial Resources
    (3 units)   PUB 302
Industrial and Organizational Psychology
    (3 units)   PSY 372
Contracts and Negotiations (3 units)
                                        LBR 411

E. Capstone Seminar (3 units)

Seminar in Occupational Leadership
    (3 units)   APS 490

F. Electives (to total 120 units for the B.S.)

For more information:
call Jeff Badrtalei
(310) 243-3575
email jbadrtalei@csudh.edu
http://www.csudh.edu/apscoast
CSUDH College of Extended & International Education:
877-GO HILLS (877-464-4557)

D = DHTV-- South Bay, Harbor Cities,
    and Santa Monica

C = Statewide via CCCSAT

L = L@36-- Cable Channel 36
    through out the City of
    Los Angeles

I = Live Internet Broadcast

Mediated Instruction
Mediated Instruction
& Distance Learning

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.
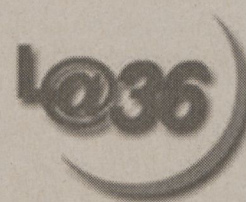
Internet Classes

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

Mediated Instruction & Distance Learning

Young Scholar Program

The Young Scholar Program provides high school and Community College students an opportunity to enroll in 2 distance learning courses and earn up to 6 units of college credit for $3.50. Credits will be recorded on a transcript at Cal State Dominguez Hills and are fully transferable to other colleges and universities.

Courses are taught using a combination of TV/Internet broadcasts and a course website. Students who cannot view the live class will have access to archived video files of the webcasts.

Classes can be seen on **L@36** which serves cable television subscribers in the City of Los Angeles, **Channel 6** in the South Bay, City View **Channel 16** in Santa Monica/Malibu, **Channel 64** in Pasadena and a number of other cable television systems in southern California. Television viewers will be given a toll-free number they can use to speak with the instructor during the live broadcast. Students will also be able to see the broadcast and send email to the instructor on the Internet. Internet viewers will need at least a PC Pentium II or a G4 Mac with 128 MGs of RAM and a robust, reliable connection to the Internet. Students can click here to download the software and preview the university's webcasting application.

Each student must also identify an adult at the school site who will serve as his or her sponsor. The sponsor will be asked to verify assignments and proctor examinations.

Courses will be offered in the fall. If you are interested in learning more about these courses or would like an application, call the Center for Mediated Instruction and Distance Learning at (310) 243-2288 and ask to speak with **Joy Jones** EdD, Administrator of the Young Scholar Program.

Returning this Fall!

Technical Writing

Certificate of Completion
COURSES
Fundamentals of Technical Communication
Advanced Technical Communication
Information Design
For more information:
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
www.csudh.edu/extension/famchcare.htm

New!

I.T. Courses Online

Office & Productivity
Network Certification & Training
For more information:
call Jerry Alston (310) 243-3355,
email jalston@csudh.edu or
http://www.csudh.edu/extendeded

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   One Call: 5 Universities

And there's room to grow!
Here's what's in your future when you take advantage of easy-access classes by CALNET:
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- 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

Law for Life: The Paralegal Certificate Course®

An Intensive Two-Part Program for Professionals

The Program
This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers.

What You Will Learn
Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. There are no prerequisites, but students will be expected to complete a significant amount of homework for each weekend session. This program will help students 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.**

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.

Costs
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

Financial Aid
Student loans may be available through TERI Continuing Education at 1-800-255-TERI or through Key Career Loan at 1-800-KEY-LEND.

Online! 🏷️

SCHEDULED CLASSES

Paralegal Certificate Course Part I
Noncredit
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

Date:	Jun 27 - Aug 12
Location:	Online
Fee:	$989
Instructor:	Center for Legal Studies
Course No.:	NBLG 201 Sec 01
Reg. No.:	35930

Paralegal Certificate Part II
Noncredit

Date:	Jun 27 - Aug 12
Location:	Online
Fees:	$1,350
Instructor:	Center for Legal Studies
Course No.:	NBLG 202 Sec 01
Reg. No.:	35929

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

New this Summer!

The Voice of Experience Workshop

- Communicating a capable, positive image over the telephone or in person
- How to use your voice effectively and comfortably
- Project your voice to increase listener receptivity to your message
- Speak for hours without throat soreness or strain
- Create a presence that conveys confidence and experience

Voice of Experience Workshop
Noncredit

Date:	Jul 27

For more information:
Contact Angeli Logan at alogan@csudh.edu or
Visit the website
http://www.csudh.edu/extendeded/

DISTANCE LEARN

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 certificate 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

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.

2005 Schedule

SESSION	TESTING & ORIENTATION	*CLASS DATES	**TUITION
Summer	Orientation	Class Dates	Tuition
A	May 2 - 3	May 4- Jun 24	$1,600 per session
B	Jun 27-28	Jun 29 - Aug19	$1,600 per session
Fall	Orientation	Class Dates	Tuition
A	Aug 22 - 23	Aug 24 - Oct 14	$1,600 per session
B	Oct 17 - 18	Oct 19 - Dec 9	$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.

ESL

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

Omnilore - Learning in Retirement

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.

Courses of general interest, including fitness, workshops in fine arts & humanities, travel, and recreation are offered year round.

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 about 15 study/discussion subjects are offered.

Each group of 8-16 members focuses on a chosen subject, and meets twice a month for eight two-hour sessions. Members can choose one or several study/discussion groups per trimester.

Other optional activities include luncheon meetings, field trips and social events.

Discussion groups meet year-round, Monday-Friday either in the morning or afternoon in Room 7 & 8 of the Franklin Community Center. The Franklin Center is located at 850 Inglewood Avenue in Redondo Beach.

Summer Membership Fee:
To register starting in June for the Summer Trimester, the fees are as follows:

$ 30 per individual   CRN 35429

$50 per couple   CRN 35430

A Note About Membership Fees:
The charge for an annual membership (September–August) is $90 for individuals or $150 per couple. However, fees are pro-rated so that those joining in January register for the spring and summer trimesters (January-August) pay $60 individual/$100 couple, and those joining in the June register for only the summer trimester (June-August) $30 individual/$50 couple.

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 are interested in learning more, please call (310) 540-6011 and leave a message requesting more information, or write to:

Omnilore
P.O. Box 7000-236
Redondo Beach, CA 90277
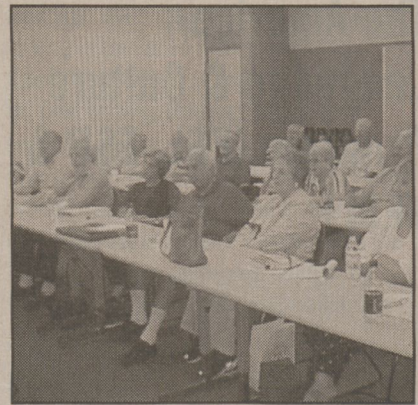
Visit the Omnilore website at **www.omnilore.org**

For more information:
visit the web site
http://www.csudh.edu/omnilore.htm

Discover lifelong learning.

Engage your mind, and network with others!

Osher Lifelong Learning Institute

OSHER
LIFELONG
LEARNING
INSTITUTE
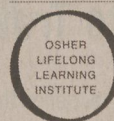
Participate in OLLIonline

What is "OLLIonline?" OLLIonline, an Osher Lifelong Learning Institute, is an adventure in learning involving television and web-based programs.

Who can participate? The programs are designed for retired individuals over 50 years of age but everyone is welcome.

Participate in the Fall 2005 OLLIonline Program
This fall we will continue the exploration of the history of film as an art form, cultural expression expresion and social force. We plan to cover the works of selected directors in American and World cinema.

Why is OLLIonline being broadcast? OLLIonline is supported by a generous grant from the Bernard Osher Foundation to promote lifelong learning among seniors and individuals who are seeking intellectual activities and engagement with like-minded adults.

Visit the OLLIonline website (www.ollionline.tv) for fall 2005 program details and schedule or complete the member form and a color brochure and schedule will be sent to you.

Now you can enjoy the 14 fall 2005 one-hour televised broadcasts from the "History of American Film" series on the OLLIonline website.

Where can I watch the OLLIonline television series?
- Los Angeles – Channel 36 (LA36)
- Carson and Gardena – Channel 27 (RCN Cable only)
- Southbay/Southern Los Angeles County – El Segundo, Gardena, Hawthorne, Lawndale, Lomita and Torrance – Channel 6
- Watch broadcasts on TV or online at www.OLLIonline.com

MEMBERSHIP REGISTRATION

Register today! As a member of OLLIonline you will:
- Receive a program schedule for each series
- Receive newsletters about lifelong learning
- Have access to activities on the OLLIonline website

There is **no charge** for membership. Please complete the form below and mail to:
OLLIonline
California State University Dominguez Hills
College of Extended and International Education
1000 E. Victoria Street • Carson, CA 90405

NAME:_____

ADDRESS:_____

CITY: _____ STATE: _____ ZIP:_____

PHONE:_____

EMAIL:_____

WHERE DID YOU LEARN ABOUT OLLIONLINE?_____

www.ollionline.tv   **(310) 243-3782**

PERSONAL
DEV

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 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.

🐾 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 in the following column!

Summer 2005 Travel Study Programs

These Learning Vacations for Adults balance visits to "shouldn't miss" sites with experiences not available on conventional tours.

SUMMER/FALL 2005 - WINTER 2006 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 allows 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.

December 2 - 13, January 20 - 31, Feb 24 - March 7 **COSTA RICA**	January 7 - 13, February 11 - 17 **BELIZE**	June 11 - 26, July 9 - 24, Aug 20 - Sept 4 **PERU**
July 9 - 23, Oct 22 - Nov 5 **ITALY**	October 2 - 19, Jan 22 - Feb 8 **AUSTRALIA**	June 7 - 22, August 2 - 17, October 4 - 19 **KENYA**
June 3 - 16, Sept 30 - Oct 13 **SPAIN**	July 13 - 28, Sept 28 - Oct 13 **C. EUROPE**	June 25 - July 9, Sept 17 - Oct 1 **TURKEY**
Departures May - September **ALASKA**	Departures March - October **CHINA**	Departures December - March **ANTARCTICA**
June 19 - July 1, Oct 9 - 21, Nov 6 - 18, Jan 15 - 27 **EGYPT**		October 1 - 15, October 15 - 29 **MOROCCO**
July 14 - 30, August 29 - September 14 **RUSSIA**		July 7 - 21, September 8 - 22 **IRELAND**
July 17 - 30, October 2 - 15, January 8 - 21 **GALAPAGOS ISLANDS**		June 23 - July 4, September 1 - 12, October 6 - 17 **GREECE**

For Complete Itineraries and Prices, Write or Call:

College of Extended & International Education
For more information
877-GO-HILLS
eereg@csudh.edu
www.csudh.edu/extendeded/travel.htm

Register by Phone (310) 243-3741 • Register by Fax (310) 516-3971 • eereg@csudh.edu • http://www.csudh.edu/extendeded/

Test Preparation Courses

The Program

The Bobrow Test Preparation system originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools. The programs are constantly updated for the most recent forms of the exams. Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

Program Instructors

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees.

SCHEDULED CLASSES

GMAT
(Graduate Management Admission Test)

Effective preparation for the GMAT is important! This course provides you with expert instruction, introduces test-taking strategies, and offers timed-practice testing. Areas covered are: Math Ability/Problem Solving (including a short review of algebra and geometry), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning, and the Analytical Writing Assessment. Call ETS for test application at (800) 462-8669 www.mba.com

Date:	Jun 25 – Jul 23
Time:	Sat 9am-3pm
Meetings:	4 (No class 7/2)
Location:	CSUDH EE1206
Fee:	$325
Course No.:	NXGM 101 Sec 01
Reg. No.:	35005

For more information
Visit the website
www.csudh.edu/extendeded/testprep.htm

CBEST
(California Basic Educational Skills Test)

Let our outstanding teachers give you the edge to pass this very important exam! A special emphasis will be placed on a review of mathematics and applying math skills to CBEST question types. The Essay Section will also be carefully reviewed followed by a short review of the Reading Comprehension Section including skills necessary to help potential teachers understand, interpret and analyze passages. For test application and information call NES (916) 928-4001 or www.cbest.nesinc.com.

Session I

Date:	May 21 – Jun 11
Time:	Sat 9am-3pm
Meetings:	3 (No Class 5/28)
Location:	CSUDH EE1206
Fee:	$255
Course No.:	NXCB 101 Sec 01
Reg. No.:	35006

Session II

Date:	Jul 16 – Jul 30
Time:	Sat 9am-3pm
Meetings:	3
Location:	CSUDH EE1209
Fee:	$255
Course No.:	NXCB 101 Sec 01
Reg. No.:	35012

CSET Multiple Subjects Exam
(California Subjects Exam for Teachers)

Get the edge in preparing for the CSET! The CSET: Multiple Subjects test preparation workshop will review the test format and analyze the question types. Strategies and techniques for the multiple-choice and constructed-response questions will be discussed with short reviews in selected areas. This program is designed to help students apply their knowledge to meet exam requirements in each of the exam subtests including: Subtest I-History/Social Science and Literature/Language Arts/Reading, Subtest II-Science and Math, Subtest III-Visual and Performing Arts, Physical Education and Human Development. This class is not meant as a substitute for course work in these areas. For information about test application and administration call (916) 928-4003 or visit www.cset.nesinc.com.

Date:	Jun 25 – Jul 10
Time:	Sat & Sun 9am-4pm
Meetings:	3 (No Class 7/2, 7/3 & 7/9)
Location:	CSUDH EE1205
Fee:	$325
Course No.:	NXCS 101 Sec 01
Reg. No.:	35013

CSU Dominguez Hills Test Preparation Courses

RICA
(Reading Instruction Competence Assessment)

1 CEU

The workshop is designed to help potential school teachers prepare for the RICA written examination. This workshop, designed and taught by CSUDH instructors, includes studying and test taking strategies, information about the test and a review of the content areas. Materials are included.

Fees paid for test preparation classes do not include fees for actual examination.

Session I

Date:	May 21 & Jun 4
Time:	Sat 9am – 3pm
Meetings:	2
Location:	CSUDH EE 1213
Fee:	$199
Instructor:	TBA
Course No.:	TEX 922 Sec 02
Reg. No.:	35002

Session II

Date:	TBD
Time:	9am – 3pm
Meetings:	2
Location:	CSUDH EE1213
Fee:	$199
Instructor:	TBA
Course No.:	TEX 922 Sec 04
	call (310) 243-3730 for date & details

For more information
Call Babette Wald (310) 243-3730
Email bwald@csudh.edu or
www.csudh.edu/extendeded/testprep.htm

TEST PREP

Geographic Information Systems (GIS)

Certificate of Completion

The Program

Geographic Information Systems (GIS) link geographic features on maps with descriptive information associated with those features. Map features and data are combined into map layers that can be analyzed for relationships and patterns that exist within a single layer or with other map layers. Spatial analysis can be combined with analysis of the tabular data to solve complex, multi-dimensional problems. GIS has enabled mapping to become more dynamic by linking current data to existing map features and allowing for the timely production of professional map products.

What You Will Learn

The certificate program at CSUDH is designed to expose students to the various skills and principles involved with the operation of GIS. Upon completion of the program, students will have the tools necessary for public and private sector employment involving the collection, input processing and analysis of spatial databases for research and management purposes.

Employment Outlook

GIS related jobs have been identified by the U.S. Department of Labor as one of the top ten high-tech employment areas in this decade. GIS is being use in private industry and the public sector.

Who Should Attend

This program is designed for technical professionals, managers, public sector employees and business professionals who desire to learn the power of GIS. It also provides the necessary skills for the technician who desires employment in entry level technical positions in the exciting field of GIS.

Eligibility Requirements

Familiarity with Windows operating systems is highly recommended.

Special Features

Subject areas to which GIS is relevant can range from Civil Engineering, Geology, International Relations, Environmental Studies, Economics, Business, Urban Planning, Biology, Public Health and more.

Certificate Requirements

Students must take the four core courses and four elective courses in order to receive the Certificate of Completion. Credits obtained from these courses can be counted toward CIS certification with the Urban and courses. To qualify for the certificate, candidates must demonstrate their competence in the use of geographic information systems technologies and their application to problem solving.

Courses

Core Courses

Fundamentals of GIS I	GIX 901
Fundamentals of GIS II	GIX 902
GIS Data Acquisition	GIX 903
GIS Project Design	GIX 904

Elective Courses-

Under Development

The Global Positioning System (GPS) and GIS
Remote Sensing and GIS
Introduction to GIS Programming (ArcObjects)
GIS in Local Government
GIS for Public Safety
GIS in Environmental Sciences
GIS for Facilities Management
GIS for Managers

Costs

Each class is priced individually. **Those who do not wish to pursue a certificate may take individual courses**. The total costs for all classes required for the certificate is $3,400.

All courses provide Continuing Education Units (CEUs).

Scheduled Classes

Fundamentals of GIS I
1.6 CEUs

Prerequisite: Familiarity with Windows operating system highly recommended.

Date:	July 8 & 9
Time:	8:30am - 5:30pm
Meetings:	2
Location:	ERC A-127
Fee:	$425
Instructor:	TBA
Course No.:	GIX 901 Sec 01
Reg. No.:	36095

Fundamentals of GIS II
1.6 CEUs

Prerequisite: Fundamentals of GIS I or similar course recommended.

Date:	Aug 12 & 13
Time:	8:30am - 5:30pm
Meetings:	2
Location:	ERC A-127
Fee:	$425
Instructor:	TBA
Course No.:	GIX 902 Sec 01
Reg. No.:	36096

Offered in the Fall
GIS Data Acquisition
GIS Project Design

For more information:
Michael Ferris (310) 243-3405
mferris@csudh.edu
or
Babette Wald (310) 243-3730
Email bwald@csudh.edu or
Visit the website
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 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 $160 per semester unit ($480 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 University

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	Apr 11	Apr 11
Courses begin	May 28	Jul 9
Regular Registration deadline	May 28	Jul 9
Last day to return books	Jun 8	Jul 18
Late Registration	May 28 - Jun 11	Jul 9 - 23
($25 fee assessed)		
Last day to ADD a course	Jun 11	Jul 23
Last day to request		
CREDIT/NO CREDIT option	Jun 10	Jul 22
Last day to DROP/WITHDRAW		
without "W" on record	Jun 10	Jul 22
Holiday, campus closed	Jul 4	
Last Day to Drop/Withdraw	Jun 30	Aug 11

NOTE: **INTENSIVE COURSE DATES VARY: Check listings**

Returning this Summer!
Organic Chemistry

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

Organic Chemistry I   CHE 300
Jun 1 - Jul 1
Organic Chemistry I Lab   CHE 301L
Jun 2 - Jun 30
Organic Chemistry II   CHE 302
Jul 6 - Aug 8
Organic Chemistry II Lab   CHE 303L
Jul 5 - Aug 4   **since 1977**

For more information:
(310) 243-3741 or 1-877-GO-HILLS
http://www.csudh.edu/extendeded/

See page 73

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

Location on campus (building abbreviation and room number)

Instructor

Footnotes (see pg. 120)

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

Open Summer Academic Program 2005 Fee Schedule

Non CSUDH Students pay
$160 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.*

Summer 2005 Course Offerings

ENTRY LEVEL SKILLS

English

SESSION 1								
35642	ENG 099 11	Basic Writing Workshop Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	SBS B115	Staff	15 73
SESSION 2								
35641	ENG 088 21	Developmental Reading Meets: 7/9 - 8/19/05	3.0	M W	8:00 - 11:50 am	LCH A224	Staff	15 71 73
35643	ENG 099 21	Basic Writing Workshop Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	LCH A219	Staff	15 73

Mathematics

SESSION 1								
35705	MAT 095 11	Selected Topics Intermediate Algebra Meets: 5/28 - 7/8/05	1.0	TTH	10:00 - 11:05 am	SBS B238	Staff	62
INTENSIVE/NON-STANDARD COURSES								
35704	MAT 003 61	Beginning Algebra Meets: 5/28 - 8/19/05	3.0	MWF	10:00 - 11:05 am	SBS B203	Staff	15 52 62

GENERAL EDUCATION

A. Basic Skills

1. Composition

SESSION 1								
35644	+ ENG 110 11	Freshman Composition I Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	LCH A228	Staff	75
SESSION 2								
35645	+ ENG 111 21	Freshman Composition II Meets: 7/9 - 8/19/05	3.0	M W	8:00 - 11:50 am	LCH A324	Staff	76

2. Quantitative Reasoning

INTENSIVE/NON-STANDARD COURSES								
35706	+ MAT 105 61	Finite Mathematics Meets: 5/28 - 8/19/05	3.0	MWF	8:30 - 9:45 am	SBS B238	Staff	
35708	+ MAT 131 61	Elem Stat Probability Meets: 5/28 - 8/19/05	3.0	MWF	10:00 - 11:15 am	SBS B143	Staff	
35709	**+ MAT 153 61**	**College Algebra Trigonometry** Meets: 5/28 - 8/19/05	**4.0**	**MTWTH**	**# 5:30 - 6:50 pm**	**SBS B203**	**Staff**	
35710	+ MAT 191 61	Calculus I Meets: 5/28 -8/19/05	5.0	MTW TH	# 5:30 - 6:50 pm # 5:30 - 6:50 pm	NSM D129 WH C155	S Raianu	
35711	+ MAT 193 61	Calculus II Meets: 5/28 - 8/19/05	5.0	MTW TH	# 7:00 - 8:20 pm # 7:00 - 8:20 pm	NSM D129 WH C155	R Freed	

3. Logic/Critical Reasoning

SESSION 1

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35683	PHI	120	11	**Critical Reasoning** Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SCC	11305	Staff	
35721	PSY	110	11	Crit Thinking Prob Solv Meets: 5/28 - 7/8/05	3.0	M W	12:30 - 4:20 pm	NSM	C121	L Carrier	

4. Oral Communication

SESSION 2

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35686	THE	120	21	**Fundamentals Of Speech** Meets: 7/9 - 8/19/05 Co-req: THE 120A	2.0	TTH	# 6:00 - 9:50 pm	WH	A139	D Leonard	64
35840	THE	120A	21	Fundamentals Of Speech Meets: 7/9 - 8/19/05 Co-req: 35686 THE 120 21	0.0	TBA	TBA TBA	TBA	TBA	Staff	64

B. Area of the Natural Sciences

1. Nature & Methodology of the Natural Sciences

no courses offered this term in this area.

2. Important Results of Scientific Inquiry

no courses offered this term in this area.

3. Life Science

SESSION 1

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35690	BIO	102	11	General Biology Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	NSM	B252	H Chun	

4. Science Laboratory

SESSION 1

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35691	+ BIO	103L	11	General Biology Laboratory Meets: 5/28 - 7/8/05	1.0	MW	12:30 - 3:00 pm	NSM	B110	H Chun	

C. Area of the Humanities

1. Required

SESSION 1

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35761	+ HUM	200	11	Intro To Humanities Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	LCH	A224	Staff	78

SESSION 2

COURSE REF.NR.	DEPARTMENT NR. & SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35765	+ HUM	200	21	Intro To Humanities Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	LCH	A224	Staff	78

2. Arts Courses

no courses offered this term in this area.

COURSE REF.NR.	DEPARTMENT NR. & SEC.		COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM		INSTRUCTOR	FOOTNOTES

3. Letters Courses

SESSION 1

| 35612 | AFS | 200 | 11 | Intro to Africana Studies
Meets: 5/28 - 7/8/05 | 3.0 | MWTH | 12:30 - 3:00 pm | LCH | A227 | Staff | |
| 35628 | CHS | 100 | 11 | Amer-Europe Cult/His Syn
Meets: 5/28 - 7/8/05 | 3.0 | M W | 12:30 - 4:20 pm | LCH | A224 | Staff | |

D. Area of the Social Sciences

1. Individual Perspectives

no courses offered this term in this area.

2. Groups & Society

SESSION 1

| 35613 | AFS | 212 | 11 | Intro To Comp Eth Global So
Meets: 5/28 - 7/8/05 | 3.0 | MWF | 1:00 - 2:50 pm | SBS | B143 | Staff | |
| **35627** | **ANT** | **100** | **11** | **Intro To Cultures**
Meets: 5/28 - 7/8/05 | **3.0** | **M W** | # **7:00 - 8:50 pm** | **SBS** | **B101** | **Staff** | |

SESSION 2

| 35741 | SOC | 102 | 21 | Understand Soc Relations
Meets: 7/9 - 8/19/05 | 3.0 | M W | 12:30 - 4:20 pm | SBS | B143 | Staff | |

3. Global Perspectives

SESSION 1

| 35500 | POL | 100 | 11 | Gen St:World Perspectives
Meets: 5/28 - 7/8/05 | 3.0 | MW | 8:00 - 11:50 am | SBS | B110 | Staff | |

4. Historical Perspectives

SESSION 1

| 35947 | HIS | 120 | 11 | World Civilizations I
Meets: 5/28 - 7/8/05 | 3.0 | TTH | 3:00 - 7:50 pm | SBS | B101 | Staff | |

E. The Whole Person

SESSION 1

35653	HEA	100	11	Health & Lifestyles Meets: 5/28 - 7/8/05	3.0	MW	9:00 - 12:00 pm	WH	A118	Staff	
35657	**HSC**	**201**	**11**	**Health Systems Perspectives** Meets: 5/28 - 7/8/05	**3.0**	**M W**	# **6:00 - 9:45 pm**	**W H**	**A118**	**Staff**	
35749	KIN	235	11	Lifetime Fitness Meets: 5/28-7/8/05	3.0	TWTH	8:30 - 12:00 pm	SAC	1103	B Zhou	55

SESSION 2

| **35658** | **HSC** | **201** | **21** | **Health Systems Perspectives**
Meets: 7/9 - 8/19/05 | **3.0** | **TTH** | # **6:00 - 9:45 pm** | **SAC** | **1107** | **Staff** | |

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

F. Upper Division Integrative Studies

1. Humanities

SESSION 1

COURSE REF.NR.	DEPARTMENT· NR.&SEC.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35762	+ HUM 310 11	**Key Concepts** Power of Masks Meets: 5/28 - 7/8/05	3.0	MW	# 6:00- 9:50 pm	LCH A324	Staff	
35763	+ HUM 312 11	Key Movements African Literature and Culture Meets: 5/28 - 7/8/05	3.0	M W	8:00-11:50 am	SBS B215	Staff	
35764	+ HUM 312 12	Key Movements Class and Ethnicity in the West Meets: 5/28 - 7/8/05	3.0	TTH	12:30- 4:20 pm	SBS B143	Staff	

SESSION 2

COURSE REF.NR.	DEPARTMENT· NR.&SEC.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35766	+ HUM 310 21	Key Concepts American Dream Meets: 7/9 - 8/19/05	3.0	TTH	8:00-11:50 am	LCH A228	Staff	
35767	+ HUM 310 22	Key Concepts Hero and Antihero Meets: 7/9 - 8/19/05	3.0	M W	12:30- 4:20 pm	LCH A228	Staff	
35768	+ HUM 310 23	**Key Concepts** Death and Dying Meets: 7/9 - 8/19/05	3.0	TWTH	# 6:00- 8:30 pm	SBS B215	Staff	

2. Natural Sciences

INTENSIVE/NON-STANDARD COURSES

COURSE REF.NR.	DEPARTMENT· NR.&SEC.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35715	+ SMT 310 61	Science And Technology Meets: 5/28 - 6/18/05	3.0	MTWTH	12:30- 4:20 pm	SCC D109A	H Martinez	
35716	SMT 416 61	Earth Science For Teacher Meets: 5/28 - 8/19/05 Co-req: SMT 416L	3.0	TWTH	9:00- 1:00 pm	NSM B234	B McNulty	64
35717	SMT 416L 61	Earth Sci For Teacher-Lab Meets: 5/28 - 8/19/05 Co-req: SMT 416	0.0	TWTH	1:01- 6:30 pm	NSM B234	B McNulty	64

3. Social Sciences

SESSION 1

COURSE REF.NR.	DEPARTMENT· NR.&SEC.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35734	SBS 318 11	Cultural Pluralism: Urban Youth Subculture - Gangs in Los Angeles Meets: 5/28 - 7/8/05	3.0	TTH	8:00 - 11:50 am	SBS B110	I Vasquez	63
35737	SBS 318 12	Cultural Pluralism: The Global Impact of Technology Meets: 5/28 - 7/8/05	3.0	TTH	8:00-11:50 am	SBS F125	L Rosen	

SESSION 2

COURSE REF.NR.	DEPARTMENT· NR.&SEC.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35736	SBS 318 21	Cultural Pluralism: The Human Environment - Methods of Knowledge Meets: 7/9 - 8/19/05	3.0	M W	8:00-11:50 am	SBS E104	Staff	
35738	SBS 318 23	**Cultural Pluralism:** African Diaspora in Latin America the Caribbean Meets: 7/9 - 8/19/05 Cr Listed: 35616 AFS 395 21	3.0	TTH	# 5:00- 8:50 pm	SBS B115	Staff	63
35739	SBS 318 24	**Cultural Pluralism:** African Diaspora in the U.S. Meets: 7/9 - 8/19/05 Cr Listed: 35617 AFS 395 22	3.0	MWF	# 6:00- 8:30 pm	SBS B115	Staff	63

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
35740	SBS	318	25	Cultural Pluralism: Education, Society Language Meets: 7/9 - 8/19/05	3.0	SSU		8:00 - 11:50 am		SBS	B110	D Bryan	
35889	SBS	318	26	Cultural Pluralism: African American Males - Cultural Analysis Meets: 7/9 - 8/19/05	3.0	MW		8:00 - 11:50 am		SBS	B101	S Squires	

INTENSIVE/NON-STANDARD   COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSE TITLE	UNITS	DAYS		HOURS		BLDG.RM		INSTRUCTOR	FOOTNOTES
35732	SBS	318	61	Cultural Pluralism: Emerging Gender and Race Issues in Africa Meets: 6/27 - 7/15/05	3.0	TBA		8:00 - 11:50 am		SBS	E104	Staff	
35733	SBS	318	62	Cultural Pluralism: U.S. Mexican/Latino Immigration Citizenship Meets: 5/28 - 6/16/05	3.0	MWF	#	5:00 - 9:55 pm		SBS	B131	J Lopez-Morin	
35735	SBS	318	63	Cultural Pluralism: Asian Pacific Art, Music, Literature Meets: 7/9 - 7/30/05 Cr Listed: 35750 APP 321 61	3.0	MTWTH		8:00 - 11:50 am		SBS	B110	Staff	63

G. Cultural Pluralism

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSE TITLE	UNITS	DAYS		HOURS		BLDG.RM		INSTRUCTOR	FOOTNOTES
35682	HIS	305	11	**World History for Teachers** Meets: 5/28 - 7/8/05	3.0	TTH	#	5:00 - 8:50 pm		NSM	B252	**Staff**	
35734	SBS	318	11	Cultural Pluralism: Urban Youth Subculture - Gangs in Los Angeles Meets: 5/28 - 7/8/05	3.0	TTH		8:00 - 11:50 am		SBS	B110	I Vasquez	63
35737	SBS	318	12	Cultural Pluralism: The Global Impact of Technology Meets: 5/28 - 7/8/05	3.0	TTH		8:00 - 11:50 am		SBS	F125	S Squires	
35746	SOC	383	11	Blk Comts:Class/Stat/Power Meets: 5/28 - 7/8/05	3.0	M W		12:30 - 4:20 pm		SBS	B140	S Squires	

SESSION 2

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSE TITLE	UNITS	DAYS		HOURS		BLDG.RM		INSTRUCTOR	FOOTNOTES
35625	ANT	312	21	**Language And Culture** Meets: 7/9 - 8/19/05	3.0	TTH	#	5:00 - 8:50 pm		SBS	A144	**Staff**	
35626	ANT	312	22	**Language And Culture** Meets: 7/9 -8/19/05	3.0	M W	#	5:00 - 8:50 pm		SBS	A144	**Staff**	
35736	SBS	318	21	Cultural Pluralism: The Human Environment - Methods of Knowledge Meets: 7/9 - 8/19/05	3.0	M W		8:00 - 11:50 am		SBS	E104	Staff	
35738	SBS	318	23	**Cultural Pluralism:** African Diaspora in Latin America the Caribbean Meets: 7/9 - 8/19/05 Cr Listed: 35616 AFS 395 21	3.0	TTH	#	5:00 - 8:50 pm		SBS	B115	**Staff**	63
35739	SBS	318	24	**Cultural Pluralism:** African Diaspora in the U.S. Meets: 7/9 - 8/19/05 Cr Listed: 35617 AFS 395 22	3.0	MWF	#	6:00 - 8:30 pm		SBS	B115	**Staff**	63
35740	SBS	318	25	Cultural Pluralism: Education, Society Language Meets: 7/9 - 8/19/05	3.0	SSU		8:00 - 11:50 am		SBS	B110	D Bryan	
35889	SBS	318	26	Cultural Pluralism: African American Males - Cultural Analysis Meets: 7/9 - 8/19/05	3.0	M W		8:00 - 11:50 am		SBS	B101	S Squires	
35743	SOC	331	21	Minority Racial Ethnc Rel Meets: 7/9 - 8/19/05	3.0	TTH		12:30 - 4:20 pm		SBS	B110	K Zugman	

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

INTENSIVE/NON-STANDARD COURSES											
35732	SBS	318	61	Cultural Pluralism: Emerging Gender and Race Issues in Africa Meets: 6/27 - 7/15/05	3.0	TBA	8:00 - 11:50 am	SBS	E104	Staff	
35733	SBS	318	62	**Cultural Pluralism:** U.S. Mexican/Latino Immigration Citizenship Meets: 5/28 - 6/16/05	3.0	M W F #		5:00 - 9:55 pm	SBS	B131	J Lopez-Morin	
35735	SBS	318	63	Cultural Pluralism: Asian Pacific Art, Music, Literature Meets: 7/9 - 7/30/05 Cr Listed: 35750 APP 321 61	3.0	M T W T H	8:00 - 11:50 am	SBS	B110	Staff	63

STATUTORY REQUIREMENTS

SESSION 1											
35501	POL	312	11	State Local Government Meets: 5/28 - 7/8/05	3.9	TTH	12:30 - 4:20 pm	SBS	B131	Staff	43
SESSION 2											
35681	**HIS**	101	21	**History Of United States** Meets: 7/9 - 8/19/05	3.0	M W #	6:00 - 9:50 pm	SBS	B131	**Staff**	41
35503	POL	101	21	American Institutions Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	SBS	B110	Staff	42

WRITING COMPETENCY COURSES

SESSION 1											
35665	+ ENG	350	11	Advanced Composition Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	SBS	A144	Staff	77 90
35666	+ ENG	350	12	**Advanced Composition** Meets: 5/28 - 7/8/05	3.0	M W #	5:00 - 8:50 pm	LCH	A224	**Staff**	77 90
35667	+ ENG	350	13	**Advanced Composition** Meets: 5/285 - 7/8/05	3.0	TTH #	6:00 - 9:50 pm	LCH	A224	**Staff**	77 90
SESSION 2											
35668	+ ENG	350	21	Advanced Composition Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	SBS	A144	Staff	77 90
35669	+ ENG	350	22	Advanced Composition Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	LCH	A219	Staff	77 90
35670	+ ENG	350	23	**Advanced Composition** Meets: 7/9 - 8/19/05	3.0	TTH #	5:00 - 8:50 pm	SBS	B131	**Staff**	77 90
35671	+ ENG	350	24	**Advanced Composition** Meets: 7/9 - 8/19/05	3.0	M W #	6:00 - 9:50 pm	LCH	A228	**Staff**	77 90

Footnote definitions can be found at the end of the course listing section.
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COURSE REF.NR.	DEPARTMENT NR.&SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM	INSTRUCTOR	FOOTNOTES

Academic Program Course Offerings

Accounting (See Business Administration)

AFRICANA STUDIES

SESSION 1

35612	AFS 200 11	Intro to Africana Studies Meets: 5/28 - 7/8/05	3.0	MWTH	12:30- 3:00 pm	LCH A227	Staff	
35613	AFS 212 11	Intro To Comp Eth & Global So Meets: 5/28 - 7/8/05	3.0	M W F	1:00- 2:50 p m	SBS B143	Staff	
35746	SOC 383 11	Blk Comts:Class/Stat/Power Meets: 5/28 - 7/8/05	3.0	M W	12:30- 4:20 pm	SBS B140	S Squires	

SESSION 2

| 35616 | + AFS 395 21 | **Spec Topics in Africana Stud**
African Diaspora in Latin
American The Carribean
Meets: 7/9 - 8/19/05
Cr Listed: 35738 SBS 318 23 | 3.0 | TBA | # 5:00- 8:50 pm | LCH A219 | Staff | 63 |
| 35617 | + AFS 395 22 | **Spec Topics in Africana Stud**
African Diaspora in America
Meets: 7/9 - 8/19/05
Cr Listed: 35739 SBS 318 24 | 3.0 | M W F | # 6:00- 8:30 pm | LCH A219 | Staff | 63 |

ANTHROPOLOGY

SESSION 1

| 35627 | ANT 100 11 | **Intro To Cultures**
Meets: 5/28 - 7/8/05 | 3.0 | MW | # 7:00- 8:50 pm | SBS B101 | Staff | |

SESSION 2

| 35625 | ANT 312 21 | **Language And Culture**
Meets: 7/9 - 8/19/05 | 3.0 | TTH | # 5:00- 8:50 pm | SBS A144 | Staff | |
| 35626 | ANT 312 22 | **Language And Culture**
Meets: 7/9 -8/19/05 | 3.0 | M W | # 5:00- 8:50 pm | SBS A144 | Staff | |

APPLIED STUDIES

SESSION 1

35476	+ CIS 370 11	**Info Sys Theory and Practice** Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00- 9:50 pm	SAC 2101	M Sheu	
35762	+ HUM 310 11	**Key Concepts** Power of Masks Meets: 5/28 - 7/8/05	3.0	M W	# 6:00- 9:50 pm	LCH A324	Staff	
35763	+ HUM 312 11	**Key Movements** African Literature and Culture Meets: 5/28 - 7/8/05	3.0	M W	8:00-11:50 am	SBS B215	Staff	
35764	+ HUM 312 12	**Key Movements** Class and Ethnicity in the West Meets: 5/28 - 7/8/05	3.0	TTH	12:30- 4:20 pm	SBS B143	Staff	
35468	+ MKT 350 11	**Principles Of Marketing** Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00- 9:50 pm	SBS E126	Staff	
35734	SBS 318 11	Cultural Pluralism: Urban Youth Subculture - Gangs in Los Angeles Meets: 5/28 - 7/8/05	3.0	TTH	8:00-11:50 am	SBS B110	I Vasquez	63
35737	SBS 318 12	Cultural Pluralism: The Global Impact of Technology Meets: 7/9 - 8/19/05	3.0	TTH	8:00-11:50 am	SBS F125	L Rosen	

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

COURSE REF.NR.	DEPT	NR.	SEC.	COURSE TITLE	UNITS	DAYS		HOURS	BLDG	RM	INSTRUCTOR	FOOTNOTES
35569	+ CIS	370	21	Info Sys Theory and Practice Meets: 7/9 - 8/19/05	3.0	MW	#	6:00- 9:50 pm	SAC	2101	Staff	
35766	+ HUM	310	21	Key Concepts American Dream Meets: 7/9 - 8/19/05	3.0	TTH		8:00-11:50 am	LCH	A228	Staff	
35767	+ HUM	310	22	Key Concepts Hero and Antihero Meets: 7/9 - 8/19/05	3.0	M W		12:30- 4:20 pm	LCH	A228	Staff	
35768	+ HUM	310	23	Key Concepts Death and Dying Meets: 7/9 - 8/19/05	3.0	TWTH	#	6:00- 8:30 pm	SBS	B215	Staff	
35483	MGT	310	21	Management Theory Meets: 7/9 - 8/19/05	3.0	TTH		8:00-11:50 am	SBS	B140	Staff	
35498	+ MKT	350	21	Principles Of Marketing Meets: 7/9 - 8/19/05	3.0	M W	#	6:00- 9:50 pm	SBS	E126	Staff	
35589	+ QMS	322	21	Production Management Meets: 7/9 - 8/19/05	3.0	M W	#	6:00- 9:50 pm	SBS	F225	E Chu	
35736	SBS	318	21	Cultural Pluralism: The Human Environment - Methods of Knowledge Meets: 7/9 - 8/19/05	3.0	M W		8:00-11:50 am	SBS	E104	Staff	
35738	SBS	318	23	Cultural Pluralism: African Diaspora in Latin America the Caribbean Meets: 7/9 - 8/19/05 Cr Listed: 35616 AFS 395 21	3.0	TTH	#	5:00- 8:50 pm	SBS	B115	Staff	63
35739	SBS	318	24	Cultural Pluralism: African Diaspora in the U.S. Meets: 7/9 - 8/19/05 Cr Listed: 35617 AFS 395 22	3.0	MWF	#	6:00- 8:30 pm	SBS	B115	Staff	
35740	SBS	318	25	Cultural Pluralism: Education, Society Language Meets: 7/9 - 8/19/05	3.0	SSU		8:00-11:50 am	SBS	B110	D Bryan	
35889	SBS	318	26	Cultural Pluralism: African American Males - Cultural Analysis Meets: 7/9 - 8/19/05	3.0	M W		8:00-11:50 am	SBS	B101	S Squires	

COURSE REF.NR.	DEPT	NR.	SEC.	COURSE TITLE	UNITS	DAYS		HOURS	BLDG	RM	INSTRUCTOR	FOOTNOTES
35467	MGT	310	61	Management Theory Meets: 5/30 -6/22, 7/11-7/20/05	3.0	TTH		1:00- 4:50 pm	SBS	G126	Staff	
35732	SBS	318	61	Cultural Pluralism: Emerging Gender and Race Issues in Africa Meets: 6/27 - 7/15/05	3.0	TBA		8:00-11:50 am	SBS	E104	Staff	
35733	SBS	318	62	Cultural Pluralism: U.S. Mexican/Latino Immigration Citizenship Meets: 5/28 - 6/16/05	3.0	MWF	#	5:00- 9:55 pm	SBS	B131	J Lopez-Morin	
35735	SBS	318	63	Cultural Pluralism: Asian Pacific Art, Music, & Literature Meets: 7/9 - 7/30/05 Cr Listed: 35750 APP 321 61	3.0	MTWTH		8:00-11:50 am	SBS	B110	Staff	63
35715	+ SMT	310	61	Science And Technology Meets: 5/28 - 6/18/05	3.0	MTWTH		12:30- 4:20 pm	SCC	D109A	H Martinez	
35716	SMT	416	61	Earth Science For Teacher Meets: 5/28 - 8/19/05 Co-req: SMT 416L	3.0	TWTH		9:00- 1:00 pm	NSM	B234	B McNulty	64
35717	SMT	416L	61	Earth Sci For Teacher-Lab Meets: 5/28 - 8/19/05 Co-req: SMT 416	0.0	TWTH		1:01- 6:30 pm	NSM	B234	B McNulty	64

Footnote definitions can be found at the end of the course listing section.
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COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM		INSTRUCTOR	FOOTNOTES

ART

no courses offered this term in this area.

ASIAN-PACIFIC STUDIES

			INTENSIVE/NON-STANDARD COURSES							
35750	APP	321	61	Asian-Pacific Art, Mus, Lit	3.0	MTWTH	8:00 - 11:50 am	SBS	B110	Staff	63
				Meets: 7/9 - 7/30/05						
				Cr Listed: 35735 SBS 318 63						

BEHAVIORAL SCIENCE (BS)

			SESSION 1							
35661	GRN	565	11	**Long-Term Care For Elder**	3.0	MW	# 6:00 - 9:45 pm	SBS	B109	**Staff**	21
				Meets: 5/28 - 7/8/05						
35725	PSY	363	11	**The Abnormal Personality**	3.0	M W	# 5:00 - 8:50 pm	SCC	11305	R Davis	
				Meets: 5/28 - 7/8/05						
35744	SOC	355	11	Modern Soc Theories	4.0	MTWTHF	10:00 - 11:45 am	SBS	B131	C Weber	11 64
				Meets: 5/28 - 7/8/05						
				Co-req: SOC 355A						

			SESSION 2							
35625	A N T	312	21	**Language And Culture**	3.0	T T H	# 5:00 - 8:50 pm	SBS	A144	**Staff**	
				Meets: 7/9 - 8/19/05						
35626	A N T	312	22	**Language And Culture**	3.0	M W	# 5:00 - 8:50 pm	SBS	A144	**Staff**	
				Meets: 7/9 -8/19/05						
35724	PSY	363	21	**The Abnormal Personality**	3.0	M W	# 5:00 - 8:50 pm	NSM	B252	A Hass	
				Meets: 7/9 - 8/19/05						
35478	+ PUB	508	21	**Sem: Pub Persnl Labor Rel**	3.0	M W	# 6:00 - 9:50 pm	SBS	E104	**Staff**	11 21
				Meets: 7/9 - 8/19/05						

			INTENSIVE/NON-STANDARD COURSES							
35708	+ M A T	131	61	Elem Stat Probability	3.0	M W F	10:00 - 11:15 am	SBS	B143	Staff	
				Meets: 5/28 - 8/19/05						
35722	PSY	340	61	Social Psych: Psych Persp	3.0	MTWTH	12:30 - 4:20 pm	SCC	11305	S Santos	
				Meets: 5/30 - 6/16/05						
35723	PSY	350	61	Child Psychology	3.0	MTWTH	12:30 - 4:20 pm	NSM	B252	M Hurtado-Ortiz	
				Meets: 5/28 - 8/19/05						

BEHAVIORAL SCIENCE (MA)

			SESSION 1							
35661	GRN	565	11	**Long-Term Care For Elder**	3.0	MW	# 6:00 - 9:45 pm	SBS	B109	**Staff**	21
				Meets: 5/28 - 7/8/05						

BIOLOGY

			SESSION 1							
35690	BIO	102	11	General Biology	3.0	MW	8:00 - 11:50 am	NSM	B252	H Chun	
				Meets: 5/28 - 7/8/05						
35691	+ BIO	103L	11	General Biology Laboratory	1.0	M W	12:30 - 3:00 pm	NSM	B110	H Chun	
				Meets: 5/28 - 7/8/05						
35692	+ BIO	254	11	**Human Biology**	3.0	M W	# 5:00 - 8:50 pm	NSM	B252	**Staff**	
				Meets: 5/28 - 7/8/05						
35788	+ BIO	324	11	Microbiology4.0		T T H	8:00 -11:50am	NSM	C213	D Soleymani	64
				Meets: 5/28 - 7/8/05						
				Co-req: BIO 324L						
35693	+ BIO	324L	11	Microbiology Laboratory	0.0	T T H	12:30 - 3:00 pm	NSM	C151	D Soleymani	56 64
				Meets: 5/28 - 7/8/05						

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

Co-req: BIO 324

BUSINESS ADMINISTRATION

Accounting

SESSION 1								
35469 + ACC	231 11	Managerial Accounting Meets: 5/28 - 7/8/05	3.0	MW	# 6:00 - 9:50 pm	SBS B140	M Auerbach	
35471 + ACC	330 11	Intermediate Accounting I Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SBS B143	R Mazhin	
35472 + ACC	337 11	Cost Accounting Meets: 5/28 - 7/8/05	3.0	M W	# 6:00 - 9:50 pm	SBS B143	M El-Badawi	
35473 + ACC	502 11	Advanced Topics in Accounting Meets: 5/28 - 7/8/05	3.0	M W	# 6:00 - 9:50 pm	SBS E122	C Chang	11 21

Business

SESSION 1								
35474 + BUS	300 11	Business Communications Meets: 5/28 - 7/8/05	3.0	TTH	8:00 - 11:50 am	SBS A144	Staff	
35492 + BUS	445 11	International Business Meets: 5/28 - 7/8/05	3.0	M W	# 6:00 - 9:50 pm	SBS D125	Staff	
SESSION 2								
35495 + BUS	445 21	International Business Meets: 7/9 - 8/19/05	3.0	TTH	# 6:00 - 9:50 pm	SBS B140	P Basseer	

Computer Information Systems

SESSION 1								
35475 CIS	270 11	Info Sys/Tech Fundamentals Meets: 5/28 - 7/8/05	3.0	MW	# 6:00 - 9:50 pm	SAC 2101	Staff	
35476 + CIS	370 11	Info Sys Theory and Practice Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SAC 2101	M Sheu	
SESSION 2								
35568 CIS	270 21	Info Sys/Tech Fundamentals Meets: 7/9 - 8/19/05	3.0	TTH	# 6:00 - 9:50 pm	SAC 2101	E Williams	
35569 + CIS	370 21	Info Sys Theory and Practice Meets: 7/9 - 8/19/05	3.0	M W	# 6:00 - 9:50 pm	SAC 2101	Staff	

Finance

SESSION 1								
35493 + FIN	503 11	Advan Topics in Multinatl Fin Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SBS F125	P Dheeriya	11 21
SESSION 2								
35496 + FIN	360 21	Business Finance Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	SBS B140	Staff	

Law

SESSION 2								
35470 LAW	240 21	Legal Environment of Business Meets: 7/9 - 8/19/05	3.0	MW	# 6:00 - 9:50 pm	SBS B109	F Strier	

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM		INSTRUCTOR	FOOTNOTES

Management

SESSION 2

| 35483 | MGT | 310 | 21 | Management Theory
Meets: 7/9 - 8/19/05 | 3.0 | TTH | 8:00 - 11:50 am | SBS | B140 | Staff | |

INTENSIVE/NON-STANDARD   COURSES

35467	MGT	310	61	Management Theory Meets: 5/30 -6/22, 7/11-7/20/05	3.0	TTH	1:00 - 4:50 pm	SBS	G126	Staff	
	+ MGT	490	61	**Strategic Management Seminar** Meets: 7/9 - 8/19/2005	3.0	TTH	# 6:00 - 9:50 pm	SBS	B109	**Staff**	11 12 13 20
	+ MGT	490	62	**Strategic Management Seminar** Meets: 5/28 - 7/15/05 Cr Listed: MGT 590 61	3.0	M W	# 6:00 - 9:50 pm	SBS	G126	D Bates	11 12 13 20 63
	+ MGT	590	61	**Strategic Management** Meets: 5/28 - 7/15/05 Cr Listed: MGT 490 62	3.0	M W	# 6:00 - 9:50 pm	SBS	G126	D Bates	11 12 21 63

Marketing

SESSION 1

35468	+ MKT	350	11	**Principles Of Marketing** Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SBS	E126	**Staff**	
35488	+ MKT	358	11	**International Marketing** Meets: 5/28 - 7/8/05 Cr Listed: 35490 MKT 503 11	3.0	TTH	# 6:00 - 9:50 pm	SBS	B140	M Zhao	63
35490	+ MKT	503	11	**Intrnatl Mktg:Cases/Cur Issues** Meets: 5/28 - 7/8/05 Cr Listed: 35488 MKT 358 11	3.0	TTH	# 6:00 - 9:50 pm	SBS	B140	M Zhao	11 21 63

SESSION 2

35498	+ MKT	350	21	**Principles Of Marketing** Meets: 7/9 - 8/19/05	3.0	M W	# 6:00 - 9:50 pm	SBS	E126	**Staff**	
35489	+ MKT	495	21	**Special Topics in Marketing** Meets: 7/9 - 8/19/05 Cr Listed: 35487 MKT 595 21	3.0	TTH	# 6:00 - 9:50 pm	SBS	G126	R Berry	63
35487	+ MKT	595	21	**Special Topics** Meets: 7/9 - 8/19/05 Cr Listed: 35489 MKT 495 21	3.0	TTH	# 6:00 - 9:50 pm	SBS	G126	R Berry	21 63

Quantitative Methods

SESSION 1

| 35494 | + QMS | 321 | 11 | **Intro To Bus Statistics**
Meets: 5/28 - 7/8/05 | 3.0 | TTH | # 6:00 - 9:50 pm | SBS | D125 | **Staff** | |

SESSION 2

| 35589 | + QMS | 322 | 21 | **Production Management**
Meets: 7/9 - 8/19/05 | 3.0 | M W | # 6:00 - 9:50 pm | SBS | F225 | E Chu | |

CHEMISTRY

INTENSIVE/NON-STANDARD

35694	+ CHE	300	61	Organic Chemistry I Meets: 6/1 - 7/1/05 Co-req: CHE 301L	3.0	MTWTH F	8:00 - 10:30 am 8:00 - 10:30 am	NSM NSM	C221 C221	N Sturm	
35695	+ CHE	301L	61	Organic Chemistry Lab I Meets: 6/2 - 6/30/05 Co-req: CHE 300	1.0	TTH F	12:30 - 4:20 pm 12:30 - 4:20 pm	NSM NSM	C351 C351	N Sturm	90
35696	+ CHE	302	61	Organic Chemistry II Meets: 7/6 - 8/5/05 Co-req: CHE 303L	3.0	MTWTH F	8:00 - 10:30 am 8:00 - 10:30 am	NSM NSM	C221 C221	T Reilly	
35697	+ CHE	303L	61	Organic Chemistry Lab II Meets: 7/5 - 8/4/05 Co-req: CHE 302	1.0	TTH	12:30 - 4:20 pm	NSM	C351	T Reilly	90

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

CHICANO/CHICANA STUDIES

SESSION 1

| 35628 | CHS 100 11 | Amer-Europe Cult/His Syn
Meets: 5/28 - 7/8/05 | 3.0 | MW | 12:30- 4:20 pm | LCH A224 | Staff | |

SESSION 2

| 35678 | + SPA 351 21 | Cnt Hisp Cult Spa Spk Am
Meets: 7/9 - 8/19/05 | 3.0 | TWTH | 12:30- 3:00 pm | LCH A224 | B Gomez | |

INTENSIVE/NON-STANDARD

| 35679 | SPA 435 61 | Socioling App Mex-Am Dial
Meets: 5/28 - 6/16/05 | 3.0 | MTWTH # | 6:00- 9:50 pm | SBS A210 | Staff | 54 |

CLINICAL SCIENCE

no courses offered this term in this subject.

Computer Information Systems (See Business Administration)

COMMUNICATIONS

SESSION 1

35635	COM 100 11	Mass Media Society Meets: 5/28 - 7/8/05	3.0	M W	12:30- 4:20 pm	SBS B110	Staff	
35636	COM 302 11	Law Of The Mass Media Meets: 5/28 - 7/8/05	3.0	TTH	12:30- 4:20 pm	SBS B110	Staff	
35631	COM 365 11	Intro To Public Relations Meets: 5/28 - 7/8/05	3.0	TTH #	6:00- 9:50 pm	LCH A228	D Silvis	

COMPUTER SCIENCE

SESSION 1

35698	CSC 101 11	Computr Appl For Scients Meets: 5/28 - 7/8/05 Co-req: CSC 101L	2.0	TTH #	5:00- 6:15 pm	WH F144	K Kowalski	64
35699	CSC 101L 11	Comptr Appl For Sci-Lab Meets: 5/28 -7/8/05 Co-req: CSC 101	0.0	TTH #	6:30- 8:50 pm	W H F144	K Kowalski	64
35700	+ CSC 301 11	Computers And Society Meets: 5/28 - 7/8/05	3.0	M W #	5:00- 8:50 pm	SBS A144	M Beheshti	

SESSION 2

35702	CSC 101 21	Computr Appl For Scients Meets: 7/9 - 8/19/05 Co-req: CSC 101L	2.0	M W #	5:00- 6:15 pm	W H F144	M Beheshti	64
35703	CSC 101L 21	Comptr Appl For Sci-Lab Meets: 7/9 -8/19/05 Co-req: CSC 101	0.0	M W #	6:30-10:15 pm	W H F144	M Beheshti	64
35701	+ CSC 195 21	Sel Topics in Computer Science Meets: 7/9 - 8/19/05	3.0	TTH #	5:00- 8:50 pm	W H A117	Staff	

DANCE

no courses offered this term in this subject.

DIGITAL MEDIA ARTS

no courses offered this term in this subject.

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

EARTH SCIENCES

no courses offered this term in this area.

ECONOMICS

SESSION 1

| 35499 | ECO 210 11 | Economic Theory 1A Micro
Meets: 5/28 - 7/8/05 | 3.0 | T TH | # 6:00 - 9:50 pm | SBS B110 | Staff | |

SESSION 2

| 35502 | ECO 211 21 | Economic Theory 1B Macro
Meets: 7/9 - 8/19/05 | 3.0 | T TH | # 6:00 - 9:50 pm | SBS B110 | Staff | |

EDUCATION

Graduate Education

SESSION 1

35594	GED 500 11	Research Meth In Edu Meets: 5/28 - 7/8/05	3.0	MW	# 4:25 - 8:15 pm	SCC E167	Staff	21
35592	GED 501 11	Seminar In Learn Dev Meets: 5/28 - 7/8/05	3.0	M W	# 4:25 - 8:15 pm	SCC E127	L Furtado	21
35601	PPS 520 11	Princ Ed Psyc Assessment Meets: 5/28 - 7/8/05	3.0	T TH	# 4:25 - 8:15 pm	SCC E167	Staff	21
	+ PPS 575S 11	Fieldwork Counseling Meets: 5/28 - 7/8/05	3.0	M W	# 4:25 - 8:15 pm	TBA TBA	Staff	12 21 31 52
	+ PPS 585S 11	Fieldwork School Psych Meets: 5/28 - 7/8/05	3.0	M W	# 4:25 - 8:15 pm	TBA TBA	Staff	12 21 31 52
	+ PPS 585S 12	Fieldwork School Psych Meets: 5/28 - 7/8/05	3.0	T TH	# 4:25 - 8:15 pm	TBA TBA	Staff	12 21 31 52

SESSION 2

35595	GED 500 21	Research Meth In Edu Meets: 7/9 - 8/19/05	3.0	T TH	# 4:25 - 8:15 pm	SCC L149	Staff	21
35593	GED 501 21	Seminar In Learn Dev Meets: 7/9 - 8/19/05	3.0	T TH	# 4:25 - 8:15 pm	SCC D138	Staff	21
	+ PPS 575S 21	Fieldwork Counseling Meets: 7/9 - 8/19/05	3.0	M W	# 4:25 - 8:15 pm	TBA TBA	Staff	12 21 31 52
35607	TBE 550 21	Computer-Managed Instruction Meets: 7/9 - 8/19/05	3.0	M W	# 5:00 - 8:50 pm	SOE 1117	Staff	21

INTENSIVE/NON-STANDARD COURSES

	GED 500 60	Research Meth In Edu Meets: 6/1, 6/6, 6/7, 6/13, 6/14, 6/20 6/21(4:00-9:00pm); 6/4 (8:00am-4:00pm); 7/9 (7:45am-12:15pm) EAD LAUSD Cohort Only	3.0	S S M T W	7:45 - 12:15 pm 8:00 - 4:00 pm # 4:00 - 9:00 pm # 4:00 - 9:00 pm	W H F145 W H F145 *Off campus* *Off campus*	R Henderson	12 21
	GED 501 60	Seminar In Learn Dev Meets: 6/2, 6/8, 6/9, 6/11, 6/15, 6/16, 6/22, 6/23 (4:00-9:00pm) 6/11 (8:00am - 4:00 pm) 7/9 (7:45am - 12:15 pm) EAD LAUSD Cohort Only	3.0	S S WTH T H	7:45 - 12:15 pm 8:00 - 4:00 pm # 4:00 - 9:00 pm # 4:00 - 9:00 pm	W H A139 W H A139 *Off campus* *Off campus*	E Negrete Jr.	12 21
35600	GED 503 60	Soc-Cult In Educ **Meets: 5/31 - 06/15 (4:00-9:40pm);** 6/4 (8:00am - 4:00pm)	3.0	S T W	8:00 - 4:00 pm # 4:00 - 9:45 pm	SCC J146 SCC J146	M Contreras	21
35606	MUL 520 60	Tchng Eng Spkrs Othr Lang Meets: 5/31 - 6/16/05	3.0	MTWTH	# 4:00 - 7:50 pm	SBS B238	S Medina	21

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

| | TBE | 550 | 40 | Computer-Managed Instruction
5/28 - 7/8/05
Meets 5/28; 4:00pm
Subsequent meetings online
EAD LAUSD Cohort Only | 3.0 | TBA | TBA TBA | internet | A Chlebicki | 12 21 |
| | TBE | 550 | 41 | Computer-Managed Instruction
5/28 - 7/8/05
Meets 5/28; 4:00pm
Subsequent meetings online
EAD LAUSD Cohort Only | 3.0 | TBA | TBA TBA | internet | M Clark | 12 21 |

Special Education

SESSION 1

| 35585 | SPE | 545 | 11 | Multi Ling Diff Excp Lrnrs
Meets: 5/28 - 7/8/05 | 3.0 | MW | # 5:00 - 8:50 pm | WH | A139 | M Esposito | 21 |
| 35584 + | SPE | 562 | 11 | Adv Beh Emot Environ Supports
Meets: 5/28 - 7/8/05 | 3.0 | TTH | # 5:00 - 8:50 pm | W H | A139 | K Beard | 21 |

INTENSIVE/NON-STANDARD COURSES

35581 +	SPE	460	61	Intro to Special Education Meets: 5/31 - 6/16/05	3.0	TWTH	# 5:00 - 8:50 pm	SBS	B215	C Blackaller	
35583	SPE	558	61	Mngng Lrn Envmts Spec Gen Ed Meets: 6/20 - 7/7/05 Co-req: SPE 460	3.0	MWTH	# 5:00 - 9:55 pm	SBS	B131	D Berlin	21 64
35582 +	SPE	560	61	Lang/Spc Dev/Dis Alt Com Sys Meets: 5/31 - 7/14/05 SPE PDS ONLY	3.0	MTWTH	# 4:00 - 7:50 pm	SAC	3135	M Parker	21
35586 +	SPE	561	61	TypAtyp Dev Asmt Iss Sp Gen Ed Meets: 7/11 - 7/28/05 SPE PDS ONLY	3.0	MTWTH	# 4:00 - 7:50 pm	SAC	2107	J Schofield	21

Teacher Education

SESSION 1

	TED	400	11	Seminar: Intro to Ed Meets: 5/28 - 7/8/05 Multiple Subject	2.0	MW	# 4:00 - 6:29 pm	SCC	L149	L Hutton	11 12
	TED	400	12	Seminar: Intro to Ed Meets: 5/28 - 7/8/05 Math/Science Cohort ONLY Single Subject	2.0	TTH	# 4:00 - 6:29 pm	SCC	L149	K Hamdan	11 12
	TED	400	13	Seminar: Intro to Ed Meets: 5/28 - 7/8/05 Single Subject	2.0	M W	# 4:00 - 6:29 pm	SCC	5130	I Osisioma	11 12
35571 +	TED	408	11	Elem Methods In Art/Music Meets: 5/28 - 7/8/05 Multiple Subject	2.0	TTH	# 4:00 - 6:29 pm	SCC	5130	Staff	
+	TED	411	11	Classroom Management Meets: 5/28 - 7/8/05 Multiple Subject	2.0	M W	# 6:30 - 9:00 pm	SCC	L149	Staff	12
+	TED	411	12	Classroom Management Meets: 5/28 - 7/8/05 Math/Science Cohort ONLY Single Subject	2.0	TTH	# 6:30 - 9:00 pm	SCC	L149	Staff	12
+	TED	411	13	Classroom Management Meets: 5/28 - 7/8/05 Single Subject	2.0	M W	# 6:30 - 9:00 pm	SCC	D138	G Brazzeller	12
35578 +	TED	470	11	Critical Pers in Urb Ed Meets: 5/28 - 7/8/05 University Interns ONLY	2.0	TTH	# 4:00 - 6:29 pm	SCC	D138	Staff	11
35579	TED	495	11	Select Topics In Ed: Meets: 5/28 - 7/8/05 University Interns ONLY Multiple Subject	4.0	M W	# 4:00 - 9:00 pm	SCC	D136	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

SESSION 2

35513	+ TED 402	21	**Educational Psychology** Meets: 7/9 - 8/19/05	3.0	MW	#	5:00- 8:50 pm	SCC	E167	J Miller	11
35515	+ TED 402	22	**Educational Psychology** Meets: 7/9 - 8/19/05	3.0	TTH	#	5:00- 8:50 pm	SCC	E167	Staff	11
35514	+ TED 415	21	**Multicultural Education** Meets: 7/9 - 8/19/05	3.0	MWTH	#	5:00- 8:50 pm	SCC	5130	G Aleman	11 40
35516	+ TED 415	22	**Multicultural Education** Meets: 7/9 - 8/19/05	3.0	MWTH	#	5:00- 8:50 pm	SCC	E127	R Gordon	11 40

INTENSIVE/NON-STANDARD COURSES

35517	+ TED 402	60	**Educational Psychology** Meets: 5/31 - 7/27/05 Former Pre-Teaching Students	3.0	M W	#	5:00- 8:50 pm	SAC	1107	Staff	11
35522	+ TED 404	60	**Elem.Reading/Language Arts II:** Meets: 5/31 - 7/8/05 SPE PDS Only	3.0	MTWF	#	5:00- 8:50 pm	SAC	2107	Staff	11
35523	TED 405	60	**Mainstream Ch/Spec Need** Meets: 7/12 - 8/18/05 Prof. Clear Ryan Credential	3.0	TWTH	#	5:00- 8:50 pm	SAC	2105	P Gallagher	
35518	+ TED 415	60	**Multicultural Education** Meets: 5/31 - 7/6/05 Former Pre-Teaching Students	3.0	M W	#	5:00- 8:50 pm	SAC	3136	Staff	11 40
35519	+ TED 420	61	Computer Lit For Teachers Meets: 6/11, 6/18, 6/25/05	1.0	S		9:00- 2:00 pm	W H	F144	Staff	11 52 60
35520	+ TED 420	62	Computer Lit For Teachers Meets: 7/9, 7/16, 7/23/05	1.0	S		9:00- 2:00 pm	W H	F144	Staff	11 52 60
35521	+ TED 420	63	Computer Lit For Teachers Meets: 7/30, 8/6, 8/13/05	1.0	S		9:00- 2:00 pm	W H	F144	Staff	11 52 60
	+ TED 435S	61	Student Teaching Elem Meets: 5/28 - 8/19/05 Multiple Subject	12.0	TBA		TBA TBA	TBA	TBA	Staff	12 31 52
	+ TED 436	61	**Seminar In Elem Stu Teaching** Meets: 6/03 - 8/19/05 Multiple Subject	1.0	F	#	4:00- 5:30 pm	SCC	5130	Staff	12 52
35510	TED 444	61	**Assessment Seminar** Meets: 7/8, 7/29, 8/12/05 Multiple Subject	1.0	F	#	4:00- 5:40 pm	SCC	E127	Staff	
35511	TED 444	62	**Assessment Seminar** Meets: 7/8, 7/29, 8/12/05 Multiple Subject	1.0	F	#	4:00- 5:40 pm	SCC	E167	D Newton	
35512	TED 444	63	**Assessment Seminar** Meets: 7/8, 7/29, 8/12/05 Single Subject	1.0	F	#	4:00- 5:40 pm	SCC	L149	S Hollie	
	+ TED 455S	61	Student Teach-Secondary Meets: 5/31 - 08/19/05 Single Subject	12.0	MTWTHF		TBA TBA	TBA	TBA	Staff	12 31 52 64
	+ TED 456	61	**Sem: Second Student Teach** Meets: 6/3 - 8/19/05 Single Subject Co-req: TED 411 TED 455S	1.0	F	#	4:00- 5:30 pm	SCC	D138	N Mach	12 52 64
35577	TED 460	61	Supp. Environ For Sec Students Meets: 6/11, 6/18, 6/25/05	1.0	S		9:00- 5:00 pm	SCC	E167	Staff	11

Graduate Education (See Education)

ENGLISH

SESSION 1

35642	ENG 099	11	Basic Writing Workshop Meets: 5/28 - 7/8/05	3.0	MW		8:00- 11:50 am	SBS	B115	Staff	15 73
35644	+ ENG 110	11	Freshman Composition I Meets: 5/28 - 7/8/05	3.0	M W		8:00-11:50 am	LCH	A228	Staff	75
35647	+ ENG 305	11	**Critical Reading of Literature** Meets: 5/28 - 7/8/05	3.0	M W	#	6:00- 9:50 pm	LCH	A219	T Giannotti	

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
35652	+ ENG 314	11	English Syntax: Trad Meets: 5/28 - 7/8/05	3.0	TTH	8:00 - 11:50 am	LCH A224	C Zoerner	
35665	+ ENG 350	11	Advanced Composition Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	SBS A144	Staff	77 90
35666	+ ENG 350	12	Advanced Composition Meets: 5/28 - 7/8/05	3.0	M W	# 5:00 - 8:50 pm	LCH A224	Staff	77 90
35667	+ ENG 350	13	Advanced Composition Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	LCH A224	Staff	77 90
35673	+ ENG 467	11	Shakespeare Meets: 5/28 - 7/8/05	3.0	TTH	# 5:00 - 8:50 pm	SBS A144	D Best	
35674	+ ENG 487	11	Intro to 2nd Lang Teaching Meets: 5/28 - 7/8/05	3.0	TTH	12:30 - 4:20 pm	SBS A144	C Zoerner	

SESSION 2

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM	INSTRUCTOR	FOOTNOTES
35641	ENG 088	21	Developmental Reading Meets: 7/9 - 8/19/05	3.0	M W	8:00 - 11:50 am	LCH A224	Staff	15 71 73
35643	ENG 099	21	Basic Writing Workshop Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	LCH A219	Staff	15 73
35645	+ ENG 111	21	Freshman Composition II Meets: 7/9 - 8/19/05	3.0	M W	8:00 - 11:50 am	LCH A324	Staff	76
35648	+ ENG 305	21	Critical Reading of Literature Meets: 7/9 - 8/19/05	3.0	TTH	# 5:00 - 8:50 pm	LCH A224	Staff	
35649	+ ENG 308	21	Crit Approach Child Lit Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	SBS A144	Staff	
35651	+ ENG 308	22	Crit Approach Child Lit Meets: 7/9 - 8/19/05	3.0	TTH	# 6:00 - 9:50 pm	LCH A228	Staff	
35664	+ ENG 314	21	English Syntax: Trad Meets: 7/9 - 8/19/05	3.0	M W	# 5:00 - 8:50 pm	LCH A224	Staff	
35668	+ ENG 350	21	Advanced Composition Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	SBS A144	Staff	77 90
35669	+ ENG 350	22	Advanced Composition Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	LCH A219	Staff	77 90
35670	+ ENG 350	23	Advanced Composition Meets: 7/9 - 8/19/05	3.0	TTH	# 5:00 - 8:50 pm	SBS B131	Staff	77 90
35671	+ ENG 350	24	Advanced Composition Meets: 7/9 - 8/19/05	3.0	M W	# 6:00 - 9:50 pm	LCH A228	Staff	77 90
35672	+ ENG 352	21	Writ Spkg Skills Mgmt Meets: 7/9 - 8/19/05	3.0	M W	# 5:00 - 8:50 pm	SBS B140	Staff	74 77

FOREIGN LANGUAGE

no courses offered this term in this area.

FRENCH

no courses offered this term in this area.

GEOGRAPHY

no courses offered this term in this area.

HEALTH SCIENCE

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM	INSTRUCTOR	FOOTNOTES
35653	HEA 100	11	Health & Lifestyles Meets: 5/28 - 7/8/05	3.0	MW	9:00 - 12:00 pm	WH A118	Staff	
35570	+ HEA 493S	11	Preceptorship in O &P Meets: 5/28 - 7/8/05	3.0	TBA	TBA TBA	TBA TBA	Staff	11 52

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.			COURSETITLE	UNITS	DAYS	HOURS		BLDG/RM		INSTRUCTOR	FOOTNOTES

INTENSIVE/NON-STANDARD COURSES

| 35654 | HEA | 300 | 61 | Health In Public Educ
Dates TBA | 2.0 | TBA | TBA | TBA | TBA | TBA | Staff | |
| 35655 | HEA | 300 | 62 | Health In Public Educ
Dates TBA | 2.0 | TBA | TBA | TBA | TBA | TBA | Staff | |

HEALTH SCIENCES

SESSION 1

35657	HSC	201	11	**Health Systems Perspectives** Meets: 5/28 - 7/8/05	3.0	MW	#	6:00- 9:45 pm	WH	A11	**Staff**	
35659	+ HSC	492	11	**Research Methods in Hlth Sci** Meets: 5/28 - 7/8/05	3.0	M W	#	5:00- 8:45 pm	LCH	A229	**Staff**	
35660	+ HSC	495	11	**Spec Topics in Hlth Sciences** Long Term Care of the Elderly Meets: 5/28-7/8/05	1.0	TTH	#	6:00- 9:45 pm	W H	A118	**Staff**	

SESSION 2

| 35658 | HSC | 201 | 21 | **Health Systems Perspectives**
Meets: 7/9 - 8/19/05 | 3.0 | TTH | # | 6:00- 9:45 pm | SAC | 110 | **Staff** | |

INTENSIVE/NON-STANDARD COURSES

| 35800 | HSC | 595 | 61 | Special Topics
Human Anatomy
Meets: 5/28 - 8/19/05 | 3.0 | W
W
T H | 3:00- 5:00 pm
3:00- 5:00 pm
3:00- 5:00 pm | EAC
EAC
EAC | 500
400
400 | Staff | 11 |
| 35801 | HSC | 595 | 62 | Special Topics
Professional Development Seminar
Meets: 5/28 - 8/19/05 | 1.0 | TBA | TBA | TBA | TBA | TBA | Staff | 11 |

HISTORY

SESSION 1

| 35947 | HIS | 120 | 11 | World Civilization 1
Meets: 5/28 - 7/8/05 | 3.0 | TTH | 3:00- 7:50 pm | SBS | B101 | Staff | |
| 35680 | HIS | 301 | 11 | Indiv Fam Com His Persp
Meets: 5/28 - 7/8/05 | 3.0 | TTH | 12:30- 4:20 pm | SBS | B140 | Staff | |

SESSION 2

| 35681 | HIS | 101 | 21 | **History Of United States**
Meets: 7/9 - 8/19/05 | 3.0 | M W | # | 6:00- 9:50 pm | SBS | B131 | **Staff** | 41 |

HONORS PROGRAM

no courses offered this term in this area.

HUMANITIES

SESSION 1

35761	+ HUM	200	11	Intro To Humanities Meets: 5/28 - 7/8/05	3.0	MW	8:00- 11:50 am	LCH	A224	Staff	78
35762	+ HUM	310	11	**Key Concepts** Power of Masks Meets: 5/28 - 7/8/05	3.0	M W	#	6:00- 9:50 pm	LCH	A324	**Staff**	
35763	+ HUM	312	11	Key Movements African Literature and Culture Meets: 5/28 - 7/8/05	3.0	M W	8:00-11:50 am	SBS	B215	Staff	
35764	+ HUM	312	12	Key Movements Class and Ethnicity in the West Meets: 5/28 - 7/8/05	3.0	TTH	12:30- 4:20 pm	SBS	B143	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

SESSION 2

35765	+ HUM 200	21	Intro To Humanities Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	LCH	A224	Staff	78
35766	+ H U M 310	21	Key Concepts American Dream Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	LCH	A228	Staff	
35767	+ H U M 310	22	Key Concepts Hero and Antihero Meets: 7/9 - 8/19/05	3.0	M W	12:30 - 4:20 pm	LCH	A228	Staff	
35768	+ H U M 310	23	**Key Concepts** Death and Dying Meets: 7/9 - 8/19/05	3.0	T W T H	# 6:00 - 8:30 pm	SBS	B215	**Staff**	

HUMAN SERVICES

SESSION 1

35692	+ BIO 254	11	**Human Biology** Meets: 5/28 - 7/8/05	3.0	MW	# 5:00 - 8:50 pm	NSM	B252	**Staff**	
35725	PSY 363	11	**The Abnormal Personality** Meets: 5/28 - 7/8/05	3.0	M W	# 5:00 - 8:50 pm	SCC	11305	R Davis	
35726	+ PSY 396	11	**Practicum In Psychology** Meets: 5/28 - 7/8/05 Co-req: PSY 396S	3.0	M W	8:00 - 11:50 am	SBS	D125	Staff	31 52 58 64
35727	+ PSY 396S	11	**Practicum In Psychology** Meets: 5/28 - 7/8/05 Co-req: PSY 396	0.0	TBA	TBA TBA	TBA	TBA	Staff	31 52 58 64
35742	SOC 320	11	The Family Meets: 5/28 - 7/8/05	3.0	SSU	8:00 - 11:50 am	SBS	B143	Staff	

SESSION 2

35724	PSY 363	21	**The Abnormal Personality** Meets: 7/9 - 8/19/05	3.0	M W	# 5:00 - 8:50 pm	NSM	B252	A Hass	
35728	+ PSY 464	21	**Intro To Clinical Psych** Meets: 7/9 - 8/19/05	3.0	TTH	# 6:00 - 9:50 pm	NSM	B252	**Staff**	
35743	SOC 331	21	Minority Racial Ethnc Rel Meets: 7/9 - 8/19/05	3.0	TTH	12:30 - 4:20 pm	SBS	B110	K Zugman	

INTENSIVE/NON-STANDARD COURSES

| 35722 | PSY 340 | 61 | Social Psych: Psych Persp
Meets: 5/30 - 6/16/05 | 3.0 | MTWTH | 12:30 - 4:20 pm | SCC | 11305 | S Santos | |
| 35723 | PSY 350 | 61 | Child Psychology
Meets: 5/28 - 8/19/05 | 3.0 | MTWTH | 12:30 - 4:20 pm | NSM | B252 | M Hurtado-Ortiz | |

INTERDISCIPLINARY STUDIES/PACE PROGRAM

SESSION 1

| 35790 | IDS 320 | 11 | **Inter Top In Hum Stud:**
Meets: 5/28 - 7/8/05 | 3.0 | MW | # 6:00 - 9:45 pm | SBS | F125 | Staff | |
| 35789 | + IDS 350 | 11 | **Interd Top Sci,Tech Env**
Meets: 5/28 - 7/8/05 | 3.0 | TTH | # 6:00 - 9:50 pm | SBS | A110 | C Jacobs | |

JAPANESE

no courses offered this term in this area.

KINESIOLOGY

SESSION 1

| 35461 | KIN 425 | 11 | Pe In The Elementary Sch
Meets: 5/28-7/8/05
Co-req: KIN 425A | 3.0 | TWTH
TWTH | 10:00 - 1:29 pm
10:00 - 1:29 pm | GYM
SAC | A104
1103 | M Ernst | 64 |
| 35465 | KIN 425A | 11 | Pe In The Elem. Sch Activity
Meets: 5/28-7/8/05
Co-req: KIN 425 | 0.0 | TBA | TBA TBA | TBA | TBA | M Ernst | 55 64 90 |

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
SESSION 2										
35749	KIN	235	21	Lifetime Fitness Meets: 7/9 - 8/19/05	3.0	TWTH	8:30 - 12:00 pm	SAC 1103	B Zhou	55
35462	**KIN**	**425**	**21**	**Pe In The Elementary Sch** **Meets: 7/9/- 8/19/05** Co-req:　KIN 425A	**3.0**	**TWTH** **TWTH**	**#** **#**	**4:30- 8:00 pm** **4:30- 8:00 pm**	**GYM A104** **SAC 1103**	**M Ernst**	**64**
35466	KIN	425A	21	Pe In The Elem. Sch Activity Meets: 7/9 - 8/19/05 Co-req:　KIN 425	0.0	TBA	TBA TBA	TBA TBA	M Ernst	55 64 90
INTERNET COURSES										
35459	KIN	425	41	Pe In The Elementary Sch E-mail address required. Call office for Information 310-243-3761 Meets: 5/28-7/8/05 Co-req:　KIN 425A	3.0	TBA	TBA TBA	*internet*	C Casten	64
35460	KIN	425	42	Pe In The Elementary Sch E-mail Address Required Call Office for Information 310-243-3761 Meets: 5/28-7/8/05 Co-req:　KIN 425A	3.0	TBA	TBA TBA	*internet*	C Casten	64
35464	KIN	425A	41	Pe In The Elem. Sch Activity Meets: 5/28-7/8/05 Co-req:　KIN 425	0.0	TBA	TBA TBA	TBA TBA	C Casten	55 64 90
35463	KIN	425A	42	Pe In The Elem. Sch Activity Meets: 5/28-7/8/05 Co-req:　KIN 425	0.0	TBA	TBA TBA	TBA TBA	C Casten	55 64 90

LABOR STUDIES

no courses offered this term in this area

LIBERAL STUDIES

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSE TITLE	UNITS	DAYS	HOURS	BLDG/RM	INSTRUCTOR	FOOTNOTES
SESSION 1										
35690	BIO	102	11	General Biology Meets: 5/28 - 7/8/05	3.0	MW	8:00 - 11:50 am	NSM B252	H Chun	
35691	+ BIO	103L	11	General Biology Laboratory Meets: 5/28 - 7/8/05	1.0	M W	12:30 - 3:00 pm	NSM B110	H Chun	
35475	**CIS**	**270**	**11**	**Info Sys/Tech Fundamentals** Meets: 5/28 - 7/8/05	**3.0**	**M W**	**#**	**6:00- 9:50 pm**	**SAC 2101**	**Staff**	
35647	**+ ENG**	**305**	**11**	**Critical Reading of Literatur** Meets: 5/28 - 7/8/05	**3.0**	**M W**	**#**	**6:00- 9:50 pm**	**LCH A219**	**T Giannotti**	
35652	+ ENG	314	11	English Syntax: Trad Meets: 5/28 - 7/8/05	3.0	TTH	8:00-11:50 am	LCH A224	C Zoerner	
35665	+ ENG	350	11	Advanced Composition Meets: 5/28 - 7/8/05	3.0	M W	8:00-11:50 am	SBS A144	Staff	77 90
35666	**+ ENG**	**350**	**12**	**Advanced Composition** Meets: 5/28 - 7/8/05	**3.0**	**M W**	**#**	**5:00- 8:50 pm**	**LCH A224**	**Staff**	**77 90**
35667	**+ ENG**	**350**	**13**	**Advanced Composition** Meets: 5/28 - 7/8/05	**3.0**	**TTH**	**#**	**6:00- 9:50 pm**	**LCH A224**	**Staff**	**77 90**
35947	HIS	120	11	World Civilization I Meets: 5/28 - 7/8/05	3.0	TTH	3:00- 7:50 pm	SBS B101	Staff	
35680	HIS	301	11	Indiv Fam Com His Persp Meets: 5/28 - 7/8/05	3.0	TTH	12:30- 4:20 pm	SBS B140	Staff	
35762	**+ HUM**	**310**	**11**	**Key Concepts** Power of Masks Meets: 5/28 - 7/8/05	**3.0**	**M W**	**#**	**6:00- 9:50 pm**	**LCH A324**	**Staff**	
35763	+ HUM	312	11	Key Movements African Literature and Culture Meets: 5/28 - 7/8/05	3.0	M W	8:00-11:50 am	SBS B215	Staff	

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

35461	KIN	425	11	Pe In The Elementary Sch Meets: 5/28-7/8/05 Co-req: KIN 425A	3.0	TWTH TWTH		10:00- 1:29 pm 10:00- 1:29 pm	GYM SAC	A104 1103	M Ernst	64
35465	KIN	425A	11	Pe In The Elem. Sch Activity Meets: 5/28-7/8/05 Co-req: KIN 425	0.0	TBA		TBA TBA	TBA	TBA	M Ernst	55 64 90
35590	**LBS**	**200**	**11**	**Intro to Liberal Studies** Meets: 5/28-7/8/05	**1.0**	**M**	#	6:00- 8:40 pm	**W H**	**F145**	**Staff**	
35587	+ LBS	300	11	Service Learning Meets: 5/28-7/8/05	1.0	T H		12:30- 3:10 pm	SOE	1216	Staff	13 31 33 52
35491	LBS	360	11	Blended Math Methods Meets: 5/28-7/8/05	4.0	TTH		10:00- 1:40 pm	SBS	B115	K Hamdan	11 52
35588	**+ LBS**	**400**	**11**	**Senior Seminar in Lib. Studie** Meets: 5/28-7/8/05	**3.0**	**M W**	#	6:00- 9:50 pm	**SOE**	**1216**	**Staff**	**13 20 52**
35718	**+ PHY**	**300**	**11**	**Physical Science for Teachers** Meets: 5/28 - 7/8/05 Co-req: PHY 300L	**4.0**	**MTWTH**	#	4:00- 5:40 pm	**SBS**	**B115**	**Staff**	**11 64**
35501	POL	312	11	State Local Government Meets: 5/28 - 7/8/05	3.0	TTH		12:30- 4:20 pm	SBS	B131	Staff	43
35734	SBS	318	11	Cultural Pluralism: Urban Youth Subculture - Gangs in Los Angeles Meets: 5/28 - 7/8/05	3.0	TTH		8:00-11:50 am	SBS	B110	I Vasquez	63
35737	SBS	318	12	Cultural Pluralism: The Global Impact of Technology Meets: 5/28 - 7/8/05	3.0	TTH		8:00-11:50 am	SBS	F125	S Squires	

SESSION 2

35625	**ANT**	**312**	**21**	**Language And Culture** Meets: 7/9 - 8/19/05	**3.0**	**T T H**	#	5:00- 8:50 pm	**SBS**	**A144**	**Staff**	
35626	**ANT**	**312**	**22**	**Language And Culture** Meets: 7/9 -8/19/05	**3.0**	**M W**	#	5:00- 8:50 pm	**SBS**	**A144**	**Staff**	
35568	CIS	270	21	Info Sys/Tech Fundamentals Meets: 7/9 - 8/19/05	3.0	TTH	#	6:00- 9:50 pm	SAC	2101	E Williams	
35649	+ ENG	308	21	Crit Approach Child Lit Meets: 7/9 - 8/19/05	3.0	M W		12:30- 4:20 pm	SBS	A144	Staff	
35651	**+ ENG**	**308**	**22**	**Crit Approach Child Lit** Meets: 7/9 - 8/19/05	**3.0**	**TTH**	#	6:00- 9:50 pm	**LCH**	**A228**	**Staff**	
35663	+ ENG	314	21	English Syntax: Trad Meets: 7/9 - 8/19/05	3.0	TTH		12:30- 4:20 pm	LCH	A219	Staff	
35664	**+ ENG**	**314**	**22**	**English Syntax: Trad** Meets: 7/9 - 8/19/05	**3.0**	**M W**	#	5:00- 8:50 pm	**LCH**	**A224**	**Staff**	
35668	+ ENG	350	21	Advanced Composition Meets: 7/9 - 8/19/05	3.0	TTH		8:00-11:50 am	SBS	A144	Staff	77 90
35669	+ ENG	350	22	Advanced Composition Meets: 7/9 - 8/19/05	3.0	M W		12:30- 4:20 pm	LCH	A219	Staff	77 90
35670	**+ ENG**	**350**	**23**	**Advanced Composition** Meets: 7/9 - 8/19/05	**3.0**	**TTH**	#	5:00- 8:50 pm	**SBS**	**B131**	**Staff**	**77 90**
35671	**+ ENG**	**350**	**24**	**Advanced Composition** Meets: 7/9 - 8/19/05	**3.0**	**M W**	#	6:00- 9:50 pm	**LCH**	**A228**	**Staff**	**77 90**
35766	+ HUM	310	21	Key Concepts American Dream Meets: 7/9 - 8/19/05	3.0	TTH		8:00-11:50 am	LCH	A228	Staff	
35767	+ HUM	310	22	Key Concepts Hero and Antihero Meets: 7/9 - 8/19/05	3.0	M W		12:30- 4:20 pm	LCH	A228	Staff	
35768	**+ HUM**	**310**	**23**	**Key Concepts** Death and Dying Meets: 7/9 - 8/19/05	**3.0**	**TWTH**	#	6:00- 8:30 pm	**SBS**	**B215**	**Staff**	
35462	**KIN**	**425**	**21**	**Pe In The Elementary Sch** **Meets: 7/9 - 8/19/05** Co-req: KIN 425A	**3.0**	**TWTH** **TWTH**	# #	4:30- 8:00 pm 4:30- 8:00 pm	**GYM** SAC	**A104** 1103	**M Ernst**	**64**
35466	KIN	425A	21	Pe In The Elem. Sch Activity Meets: 7/9 - 8/19/05 Co-req: KIN 425	0.0	TBA		TBA TBA	TBA	TBA	M Ernst	55 64 90

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.			COURSETITLE	UNITS	DAYS		HOURS	BLDGRM		INSTRUCTOR	FOOTNOTES
35736	SBS	318	21	Cultural Pluralism: The Human Environment - Methods of Knowledge Meets: 5/28 - 7/8/05	3.0	MW		8:00 - 11:50 am	SBS	E104	Staff	
35738	**SBS**	**318**	**23**	**Cultural Pluralism:** African Diaspora in Latin America & the Caribbean Meets: 7/9 - 8/19/05 Cr Listed: 35616 AFS 395 21	**3.0**	**TTH**	#	**5:00 - 8:50 pm**	**SBS**	**B115**	**Staff**	**63**
35739	**SBS**	**318**	**24**	**Cultural Pluralism:** African Diaspora in the U.S. Meets: 7/9 - 8/19/05 Cr Listed: 35617 AFS 395 22	**3.0**	**MWF**	#	**6:00 - 8:30 pm**	**SBS**	**B115**	**Staff**	**63**
35740	SBS	318	25	Cultural Pluralism: Education, Society Language Meets: 7/9 - 8/19/05	3.0	SSU		8:00 - 11:50 am	SBS	B110	D Bryan	
35889	SBS	318	26	Cultural Pluralism: African American Males - Cultural Analysis Meets: 7/9 - 8/19/05	3.0	M W		8:00 - 11:50 am	SBS	B101	S Squires	
35743	SOC	331	21	Minority Racial Ethnc Rel Meets: 7/9 - 8/19/05	3.0	TTH		12:30 - 4:20 pm	SBS	B110	K Zugman	

INTENSIVE/NON-STANDARD COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSETITLE	UNITS	DAYS		HOURS	BLDGRM		INSTRUCTOR	FOOTNOTES
35707	**+ MAT**	**107**	**61**	**Math For Elem Teach: Real Num** Meets: 5/28 - 8/19/05	**3.0**	**MTWTH**	#	**4:00 - 4:50 pm**	**SBS**	**B203**	**Staff**	
35712	**+ MAT**	**207**	**61**	**Math For Elem Teachrs: Geomtr** Meets: 5/28 - 8/19/05 Co-req: MAT 207A	**3.0**	**MTWTH**	#	**5:30 - 6:35 pm**	**SBS**	**B209**	**Staff**	**64**
35713	**+ MAT**	**207A**	**61**	**Math For Elem Tchrs:Geo Activ** Meets: 5/28 - 8/19/05 Co-req: MAT 207	**0.0**	**MTWTH**	#	**5:30 - 6:35 pm**	**SBS**	**D121**	**Staff**	**64**
35723	PSY	350	61	Child Psychology Meets: 5/28 - 8/19/05	3.0	MTWTH		12:30 - 4:20 pm	NSM	B252	M Hurtado-Ortiz	
35732	SBS	318	61	Cultural Pluralism: Emerging Gender and Race Issues in Africa Meets: 6/27 - 7/15/05	3.0	TBA		8:00 - 11:50 am	SBS	E104	Staff	
35733	**SBS**	**318**	**62**	**Cultural Pluralism:** U.S. Mexican/Latino Immigration Citizenship Meets: 5/28 - 6/16/05	**3.0**	**MWF**	#	**5:00 - 9:55 pm**	**SBS**	**B131**	**J Lopez-Morin**	
35735	SBS	318	63	Cultural Pluralism: Asian Pacific Art, Music, Literature Meets: 7/9 - 7/30/05 Cr Listed: 35750 APP 321 61	3.0	MTWTH		8:00 - 11:50 am	SBS	B110	Staff	63
35715	+ SMT	310	61	Science And Technology Meets: 5/28 - 6/18/05	3.0	MTWTH		12:30 - 4:20 pm	SCC	D109A	H Martinez	
35716	SMT	416	61	Earth Science For Teacher Meets: 5/28 - 8/19/05 Co-req: SMT 416L	3.0	TWTH		9:00 - 1:00 pm	NSM	B234	B McNulty	64
35717	SMT	416L	61	Earth Sci For Teacher-Lab Meets: 5/28 - 8/19/05 Co-req: SMT 416	0.0	TWTH		1:01 - 6:30 pm	NSM	B234	B McNulty	64
35679	**SPA**	**435**	**61**	**Socioling App Mex-Am Dial** Meets: 5/28 - 6/16/05	**3.0**	**MTWTH**	#	**6:00 - 9:50 pm**	**SBS**	**A210**	**Staff**	**54**

INTERNET COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.			COURSETITLE	UNITS	DAYS		HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES
35459	KIN	425	41	Pe In The Elementary Sch E-mail address required. Call office for Information 310-243-3761 Meets: 5/28-7/8/05 Co-req: KIN 425A	3.0	TBA		TBA TBA	*internet*	C Casten	64
35460	KIN	425	42	Pe In The Elementary Sch E-mail Address Required Call Office for Information 310-243-3761 Meets: 5/28-7/8/05 Co-req: KIN 425A	3.0	TBA		TBA TBA	*internet*	C Casten	64

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

| 35464 | KIN | 425A 41 | Pe In The Elem. Sch Activity
Meets: 5/28-7/8/05
Co-req: KIN 425 | 0.0 | TBA | TBA | TBA | TBA | TBA | C Casten | 55 64 90 |
| 35463 | KIN | 425A 42 | Pe In The Elem. Sch Activity
Meets: 5/28-7/8/05
Co-req: KIN 425 | 0.0 | TBA | TBA | TBA | TBA | TBA | C Casten | 55 64 90 |

Management (See Business Administration)

Marketing (See Business Administration)

MARITAL & FAMILY THERAPY

SESSION 1

	MFT	580 11	Cross-Cul Fam Val & Beh Meets: 5/28-7/8/05	3.0	MW	#	6:00- 9:45 pm	EAC 501		A Bohart	12 21

MATHEMATICS

SESSION 1

| 35705 | MAT | 095 11 | Selected Topics
Intermediate Algebra
Meets: 5/28 - 7/8/05 | 1.0 | TTH | | 10:00 - 11:05 am | SBS | B238 | Staff | 62 |

INTENSIVE/NON-STANDARD   COURSES

35704	MAT 003	61	Beginning Algebra Meets: 5/28 - 8/19/05	3.0	M W F		10:00-11:05 am	SBS	B203	Staff	15 52 62
35706	+ MAT 105	61	Finite Mathematics Meets: 5/28 - 8/19/05	3.0	M W F		8:30- 9:45 am	SBS	B238	Staff	
35707	+ MAT 107	61	Math For Elem Teach: Real Numb Meets: 5/28 - 8/19/05	3.0	M T W T H	#	4:00- 4:50 pm	SBS	B203	Staff	
35708	+ MAT 131	61	Elem Stat & Probability Meets: 5/28 - 8/19/05	3.0	M W F		10:00- 11 15 am	SBS	B143	Staff	
35709	+ MAT 153	61	College Algebra & Trigonometry Meets: 5/28 - 8/19/05	4.0	M T W T H	#	5:30- 6:50 pm	SBS	B203	Staff	
35710	+ MAT 191	61	Calculus I Meets: 5/28 -8/19/05	5.0	M T W T H	# #	5:30- 6:50 pm 5:30- 6:50 pm	NSM D129 W H C155		S Raianu	
35711	+ MAT 193	61	Calculus II Meets: 5/28 - 8/19/05	5.0	M T W T H	# #	7:00- 8:20 pm 7:00- 8:20 pm	NSM D129 W H C155		R Freed	
35712	+ MAT 207	61	Math For Elem Teachrs: Geomtry Meets: 5/28 - 8/19/05 Co-req: MAT 207A	3.0	M T W T H	#	5:30- 6:35 pm	SBS	B209	Staff	64
35713	+ MAT 207A	61	Math For Elem Tchrs:Geo Activy Meets: 5/28 - 8/19/05 Co-req: MAT 207	0.0	M T W T H	#	5:30- 6:35 pm	SBS	D121	Staff	64
35714	+ MAT 271	61	Foundations Of Higher Math Meets: 5/28 - 8/19/05	3.0	M W F	#	5:30- 6:35 pm	SBS	F101	F Brulois	

MILITARY SCIENCE

no courses offered this term in this area.

MUSIC

no courses offered this term in this area.

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.	COURSETITLE	UNITS	DAYS	HOURS	BLDGRM	INSTRUCTOR	FOOTNOTES

NURSING (BSN)

Apple Valley: St. Mary's Medical Center, 18300 Highway 18, Apple Valley, 92307 - CALL (310) 243-3597 for room location.

| 35751 | + BSN 450 75 | Principles Ldsp/Mgt in Nursing
Meets: 6/6/05; 6/20/05;
6/27/05; 7/18/05;
8/01/05; 8/8/05 | 3.0 | M | # 6:00-10:00 pm | TBA TBA | Staff | 25 65 66 68 |
| 35752 | + BSN 451L 75 | LDSP/MGMT NSG Role Performance
Meets: 6/13/05; 7/11/05;
7/25/05; 8/15/05 | 2.0 | M | # 6:00-10:00 pm | TBA TBA | Staff | 25 52 65 66 68 |

Fullerton: St. Jude Hospital and Rehab. Center, 101 E. Valencia Mesa Drive, Fullerton, 92635 -CALL (310) 243-3597 for room location.

35751	+ BSN 450 75	Principles Ldsp/Mgt in Nursing Meets: 6/6/05; 6/20/05; 6/27/05; 7/18/05; 8/01/05; 8/8/05	3.0	M	# 6:00-10:00 pm	TBA TBA	Staff	25 65 66 68
35752	+ BSN 451L 75	LDSP/MGMT NSG Role Performance Meets: 6/13/05; 7/11/05; 7/25/05; 8/15/05	2.0	M	# 6:00-10:00 pm	TBA TBA	Staff	25 52 65 66 68
35560	BSN 440 70	Professional Nursing Roles Meets: 6/2/05; 6/9/05; 6/16/05; 6/23/05; 6/30/05; 7/7/05	3.0	T H	# 5:00- 9:00 pm	TBA TBA	Staff	25 65 66 68

Palm Springs: Desert Regional Medical Center, N. Indiana Canyon Drive, Palm Springs, 92263 - CALL (310) 243-3597 for room location.

| 35753 | + BSN 450 65 | Principles Ldsp/Mgt in Nursing
Meets: 6/7/05; 6/21/05;
6/28/05; 7/19/05;
8/2/05; 8/9/05 | 3.0 | T | # 6:00-10:00 pm | TBA TBA | Staff | 25 65 66 68 |
| 35754 | + BSN 451L 65 | LDSP/MGMT NSG Role Performance
Meets: 6/14/05; 7/12/05;
7/26/05; 8/16/05 | 2.0 | T | # 6:00-10:00 pm | TBA TBA | Staff | 25 52 65 66 68 |

Riverside: Riverside Community Hospital , 4445 Magnolia Avenue, Riverside, 92506 - CALL (310) 243-3597 for room location.

| 35755 | + BSN 420 80 | Community-Based Nursing II
Meets: 6/8/05; 6/22/05;
6/29/05; 7/20/05;
8/3/05; 8/10/05 | 3.0 | W | # 5:00- 9:00 pm | TBA TBA | Staff | 25 65 66 68 |
| 35756 | + BSN 421L 80 | Public Health Role Performance
Meets: 6/15/05; 7/13/05;
7/27/05; 8/16/05 | 2.0 | W
T | # 5:00- 9:00 pm
5:00- 9:00 pm | TBA TBA | Staff | 25 52 65 66 68 |

Whittier: Presbyterian Intercommunity Hospital, 12401 E. Washington Blvd., Whittier, 90632 - CALL (310) 243-3597 for room location.

| 35561 | + BSN 450 53 | Principles Ldsp/Mgt in Nursing
Meets: 6/7/05, 6/21/05, 6/28/05;
7/19/05; 8/2/05, 8/9/05 | 3.0 | T | # 5:00- 9:00 pm | TBA TBA | Staff | 25 65 66 68 |
| 35562 | + BSN 451L 53 | LDSP/MGMT NSG Role Performance
Meets: 6/14/05; 7/12/05;
7/26/05; 8/16/05 | 2.0 | T | # 5:00- 9:00 pm | TBA TBA | Staff | 25 52 65 66 68 |

TESTING COURSES

35563	+ BSN 305 19	Human Diversity and Healthcare Meets: 5/28/05-8/19/05	4.0	TBA	TBA TBA	TBA TBA	Staff	25 65 66 68
35564	+ BSN 315 19	Life Cycle Meets: 5/28/05-8/19/05	3.0	TBA	TBA TBA	TBA TBA	Staff	
35565	+ BSN 345 19	Pathophysiology Meets: 5/28/05-8/19/05	4.0	TBA	TBA TBA	TBA TBA	Staff	25 65 66 68

INTERNET COURSES

35524	BSN 301 08	Tech. for the Information Age Begins: 5/28/05-7/8/05	1.0	TBA	TBA TBA	internet	R Welch	25 65 66 68
35525	+ BSN 305 08	Human Diversity and Healthcare Begins: 5/28/05-8/19/05	4.0	TBA	TBA TBA	internet	Staff	25 65 66 68
35526	+ BSN 310 08	Professional Nursing Horizons Begins: 5/28/05-7/8/05	2.0	TBA	TBA TBA	internet	S Roberts	25 65 66 68

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

35527	+ BSN	310 18	Professional Nursing Horizons Begins: 7/9/05-8/19/05	2.0	TBA	TBA	TBA	internet		R Welch	25 65 66 68
35528	+ BSN	315 08	Life Cycle Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Christoperson	25 65 66 68
35757	+ BSN	335 08	Biochemistry Begins: 5/28/05-8/19/05	4.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35529	+ BSN	340 08	Prof Collaboration Nrsg Pract Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		C Bostick	25 65 66 68
35530	+ BSN	345 08	Pathophysiology Begins: 5/28/05-8/19/05	4.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35531	+ BSN	380 08	Health Assessment Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35533	+ BSN	380 18	Health Assessment Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35532	+ BSN	381L 08	Hlth Assess Skills Seminar Begins: 7/2/05-7/3/05	1.0	TBA	TBA	TBA	internet		B Kennedy	25 52 65 66 68
35534	+ BSN	381L 18	Hlth Assess Skills Seminar Begins: 7/2/05-7/3/05	1.0	TBA	TBA	TBA	internet		B Kennedy	25 52 65 66 68
35535	+ BSN	400 08	Health Promotion and Teaching Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Christoperson	25 65 66 68
35537	+ BSN	405 08	Statistics Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35538	+ BSN	405 18	Statistics Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35539	+ BSN	410 08	Community-Based Nursing I Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		C Johnson	25 65 66 68
35540	+ BSN	411L 08	Home Health Role Performance Begins: 5/28/05-8/19/05	2.0	TBA	TBA	TBA	internet		Harvard-Hichbe	25 52 65 66 68
35541	+ BSN	420 08	Community-Based Nursing II Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35542	+ BSN	421L 08	Public Health Role Performance Begins: 5/28/05-8/19/05	2.0	TBA	TBA	TBA	internet		Staff	25 52 65 66 68
35543	BSN	430 08	H/C Systems, Policy & Finance Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		C Johnson	25 65 66 68
35544	BSN	430 18	H/C Systems, Policy & Finance Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		D Mueller	25 65 66 68
35545	BSN	440 08	Professional Nursing Roles Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		J Wegmann	25 65 66 68
35546	+ BSN	450 08	Principles Ldsp/Mgt in Nursing Begins: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		Staff	25 65 66 68
35547	+ BSN	451L 08	LDSP/MGMT NSG Role Performance Begins: 5/28/05-8/19/05	2.0	TBA	TBA	TBA	internet		Staff	25 52 65 66 68
35548	+ BSN	460 08	Nursing Research Utilization Meets: 5/28/05-7/8/05	3.0	TBA	TBA	TBA	internet		K McClane	25 65 66 68

NURSING (MSN)

Carson: CSU, Dominguez Hills, 1000 E. Victoria St., Carson, 90747 - CALL (310) 243-3597 for room location.											
35441	MSN	600S 71	Project Continuation Course Meets: 5/31/05-8/19/05	0.0	TBA	TBA	TBA	TBA	TBA	Staff	13 25 65 66 68
Palm Springs: Desert Regional Medical Center, N. Indiana Canyon Drive, Palm Springs, 92263 - CALL (310) 243-3597 for room location.											
35832	+ MSN	510 65	Theories for Adv Nursing Roles Meets: 5/28/05; 6/11/05, 6/25/05; 7/9/05, 7/23/05; 8/6/05	3.0	S	8:00-12:00 p m		TBA	TBA	Staff	25 65 66 68
35833	+ MSN	514 65	Hlth Promotion & Disease Pred Meets: 5/28/05; 6/11/05, 6/25/05; 7/9/05, 7/23/05; 8/6/05	3.0	S	1:00- 5:00 p m		TBA	TBA	Staff	25 65 66 68
INTERNET COURSES											
35549	MSN	501 08	Nursing Informatics Begins: 5/28/05-7/8/05	1.0	TBA	TBA	TBA	internet		D Mueller	25 65 66 68
35550	+ MSN	504 08	Advanced Nursing Roles Begins: 5/28/05-7/8/05	2.0	TBA	TBA	TBA	internet		J Wegmann	25 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		BLD GRM		INSTRUCTOR	FOOTNOTES
35551	+ MSN 510	08	Theories for Adv Nursing Roles Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		C Bostick	25 65 66 68
35552	+ MSN 513	08	Healthcare Policy/Economics Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		K McClane	25 65 66 68
35553	+ MSN 514	08	Hlth Promotion & Disease Prev Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		Harvard-Hinchbe	25 65 66 68
35554	+ MSN 526	08	Pharmacology Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		G Goss	25 65 66 68
35555	+ MSN 527	08	Advanced Health Assessment Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		G Goss	25 65 66 68 90
35556	+ MSN 528	08	Advanced Pathophysiology Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		Goldman-Levine	25 64 65 66
35557	+ MSN 528S	08	Advanced Pathophysiology Begins: 5/28/05-7/8/05	0.0	TBA	TBA	TBA	internet		Staff	64 65 66
35558	+ MSN 530	08	Rsrch Util in Adv Nursg Pract Begins: 5/28/05-8/19/05	3.0	TBA	TBA	TBA	internet		K O'Connor	25 65 66 68
35559	+ MSN 535	08	Ethics in Adv Nursing Roles Begins: 5/28/05-8/19/05	2.0	TBA	TBA	TBA	internet		K O'Connor	25 65 66 68
35830	+ MSN 591	08	Applied Resrch for Nsg Pract I Begins: 5/28/05-7/8/05	1.0	TBA	TBA	TBA	internet		Staff	25 64 65 66 68
35831	+ MSN 592	08	Applied Rsrch for Nsg Pract II Begins: 5/28/05-7/8/05	2.0	TBA	TBA	TBA	internet		Staff	25 64 65 66 68

OCCUPATIONAL THERAPY

INTENSIVE/NON-STANDARD COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS		BLD GRM		INSTRUCTOR	FOOTNOTES
35796	+ OTR 480	61	Field Work II Experience I Meets: 5/28 - 8/19/05 Co-req: 35814 OTR 480S 0	4.0	TBA	TBA	TBA	TBA	TBA	E Martin-Reichardt	64
35814	+ OTR 480S	61	Field Work II Experience I Meets: 5/28 - 8/19/05 Co-req: 35796 OTR 480 01	0.0	TBA	TBA	TBA	TBA	TBA	Staff	64
35797	+ OTR 482	61	Field Work II Experience II Meets: 5/28 - 8/19/05 Co-req: 35815 OTR 482S 01	4.0	TBA	TBA	TBA	TBA	TBA	E Martin-Reichardt	64 90
35815	+ OTR 482S	61	Field Work II Experience II Meets: 5/28 - 8/19/05 Co-req: 35797 OTR 482 01	0.0	TBA	TBA	TBA	TBA	TBA	Staff	64
35798	+ OTR 497S	61	Directed Study in OT Meets: 5/28 - 8/19/05	3.0	TBA	TBA	TBA	TBA	TBA	C Peyton	

PHILOSOPHY

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS		BLD GRM		INSTRUCTOR	FOOTNOTES
35683	PHI 120	11	**Critical Thinking** Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00- 9:50 pm		SCC	11305	Staff	

PHYSICS

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS	HOURS		BLD GRM		INSTRUCTOR	FOOTNOTES
35718	+ PHY 300	11	**Physical Science for Teachers** Meets: 5/28 - 7/8/05 Co-req: PHY 300L	4.0	MTWTH	# 4:00- 5:40 pm		SBS	B115	Staff	11 64
35719	+ PHY 300L	11	**Phys Sci for Teachers Lab** Meets: 5/28 - 7/8/05 Co-req: PHY 300	0.0	MTH	# 5:45- 9:00 pm		TBA	TBA	Staff	64
35720	+ PHY 300L	12	**Phys Sci for Teachers Lab** Meets: 5/28 - 7/8/05 Co-req: PHY 300	0.0	WTH	# 5:45- 9:00 pm		TBA	TBA	Staff	64

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

POLITICAL SCIENCE

SESSION 1

| 35500 | POL 100 11 | Gen St:World Perspectives
Meets: 5/28 - 7/8/05 | 3.0 | MW | 8:00 - 11:50 am | SBS B110 | Staff | |
| 35501 | POL 312 11 | State & Local Government
Meets: 5/28 - 7/8/05 | 3.0 | TTH | 12:30 - 4:20 pm | SBS B131 | Staff | 43 |

SESSION 2

| 35503 | POL 101 21 | American Institutions
Meets: 7/9 - 8/19/05 | 3.0 | M W | 12:30 - 4:20 pm | SBS B110 | Staff | 42 |

PRE-ENGINEERING

INTENSIVE/NON-STANDARD COURSES

| 35710 | + MAT 191 61 | Calculus I
Meets: 5/28 -8/19/05 | 5.0 | MTW
T H | # 5:30 - 6:50 pm
5:30 - 6:50 pm | NSM D129
W H C155 | S Raianu | |
| 35711 | + MAT 193 61 | Calculus II
Meets: 5/28 - 8/19/05 | 5.0 | MTW
T H | # 7:00 - 8:20 pm
7:00 - 8:20 pm | NSM D129
W H C155 | R Freed | |

PSYCHOLOGY

SESSION 1

35721	PSY 110 11	Crit Thinking Prob Solv Meets: 5/28 - 7/8/05	3.0	MW	12:30 - 4:20 pm	NSM C221	L Carrier	
35725	PSY 363 11	The Abnormal Personality Meets: 5/28 - 7/8/05	3.0	M W	# 5:00 - 8:50 pm	SCC 11305	R Davis	
35726	+ PSY 396 11	Practicum In Psychology Meets: 5/28 - 7/8/05 Co-req: PSY 396S	3.0	M W	8:00 - 11:50 am	SBS D125	Staff	31 52 58 64
35727	+ PSY 396S 11	Practicum In Psychology Meets: 5/28 - 7/8/05 Co-req: PSY 396	0.0	TBA	TBA TBA	TBA TBA	Staff	31 52 58 64
35729	+ PSY 490 11	Senior Seminar Psychology Meets: 5/28 - 7/8/05	3.0	TTH	12:30 - 4:20 pm	SBS D125	L Rosen	11 20
	+ PSY 566 11	Indv Intellectual Assess Meets: 5/28 - 7/8/05 Co-req: PSY 566A	3.0	T W	# 5:00 - 8:50 pm	NSM C213	Staff	11 12 21 64 90
	+ PSY 566A 11	Indv Intellectual Assess Meets: 5/28 - 7/8/05 Co-req: PSY 566	0.0	TBA	TBA TBA	TBA TBA	Staff	11 12 21 64

SESSION 2

| 35724 | PSY 363 21 | The Abnormal Personality
Meets: 7/9 - 8/19/05 | 3.0 | M W | # 5:00 - 8:50 pm | NSM B252 | A Hass | |
| 35728 | + PSY 464 21 | Intro To Clinical Psych
Meets: 7/9 - 8/19/05 | 3.0 | TTH | # 6:00 - 9:50 pm | NSM B252 | Staff | |

INTENSIVE/NON-STANDARD COURSES

| 35722 | PSY 340 61 | Social Psych: Psych Persp
Meets: 5/30 - 6/16/05 | 3.0 | MTWTH | 12:30 - 4:20 pm | SCC 11305 | S Santos | |
| 35723 | PSY 350 61 | Child Psychology
Meets: 5/28 - 8/19/05 | 3.0 | MTWTH | 12:30 - 4:20 pm | NSM B252 | M Hurtado-Ortiz | |

PUBLIC ADMINISTRATION

SESSION 1

35477	CJA 340 11	Crim Justice Community Meets: 5/28 - 7/8/05	3.0	TWTH	# 6:00 - 9:50 pm	SBS E104	Staff	
35479	+ PUB 305 11	Applied Stats In Pub Adm Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SBS B115	Staff	
35481	PUB 434 11	Administrative Planning Meets: 5/28 - 7/8/05	3.0	M W	# 6:00 - 9:50 pm	SBS B115	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.			COURSETITLE	UNITS	DAYS	HOURS		BLDG/RM		INSTRUCTOR	FOOTNOTES
	SESSION 2											
35482	PUB	301	21	Admin Leadership Beh Meets: 7/9 - 8/19/05	3.0	MW	#	6:00- 9:50 pm	SBS	B143	Staff	
35480	PUB	304	21	Admin Of Public Policy Meets: 7/9 - 8/19/05	3.0	TTH	#	6:00- 9:50 pm	SBS	B143	Staff	
35478	+ PUB	508	21	Sem: Pub Persnl Labor Rel Meets: 7/9 - 8/19/05	3.0	M W	#	6:00- 9:50 pm	SBS	E104	Staff	11 21

QUALITY ASSURANCE

no courses offered this term in this area.

Quantitative Methods (see Business Administration)

RECREATION & LEISURE STUDIES

no courses offered this term in this area.

SCIENCE, MATHEMATICS, & TECHNOLOGY

	INTENSIVE/NON-STANDARD COURSES											
35715	+ SMT	310	61	Science And Technology Meets: 5/28 - 6/18/05	3.0	MTWTH		12:30- 4:20 pm	SCC	D109A	H Martinez	
35716	SMT	416	61	Earth Science For Teacher Meets: 5/28 - 8/19/05 Co-req: SMT 416L	3.0	TWTH		9:00- 1:00 pm	NSM	B234	B McNulty	64
35717	SMT	416L	61	Earth Sci For Teacher-Lab Meets: 5/28 - 8/19/05 Co-req: SMT 416	0.0	TWTH		1:01- 6:30 pm	NSM	B234	B McNulty	64

SOCIAL & BEHAVIORAL SCIENCES

	SESSION 1											
35734	SBS	318	11	Cultural Pluralism: Urban Youth Subculture - Gangs in Los Angeles Meets: 5/28 - 7/8/05	3.0	TTH		8:00-11:50 am	SBS	B110	I Vasquez	63
35737	SBS	318	12	Cultural Pluralism: The Global Impact of Technology Meets: 5/28 - 7/8/05	3.0	TTH		8:00-11:50 am	SBS	F125	S Squires	
	SESSION 2											
35736	SBS	318	21	Cultural Pluralism: The Human Environment - Methods of Knowledge Meets: 5/28 - 7/8/05	3.0	M W		8:00-11:50 am	SBS	E104	Staff	
35738	SBS	318	23	Cultural Pluralism: African Diaspora in Latin America the Caribbean Meets: 7/9 - 8/19/05 Cr Listed: 35616 AFS 395 21	3.0	TTH	#	5:00- 8:50 pm	SBS	B115	Staff	63
35739	SBS	318	24	Cultural Pluralism: African Diaspora in the U.S. Meets: 7/9 - 8/19/05 Cr Listed: 35617 AFS 395 22	3.0	MWF	#	6:00- 8:30 pm	SBS	B115	Staff	63
35740	SBS	318	25	Cultural Pluralism: Education, Society, & Language Meets: 7/9 - 8/19/05	3.0	SSU		8:00-11:50 am	SBS	B110	D Bryan	
35889	SBS	318	26	Cultural Pluralism: African American Males - Cultural Analysis Meets: 7/9 - 8/19/05	3.0	M W		8:00-11:50 am	SBS	B101	S Squires	

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

iNTENSIVE/NON-STANDARD COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS		HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35732	SBS 318	61	Cultural Pluralism: Emerging Gender and Race Issues in Africa Meets: 6/27 - 7/15/05	3.0	TBA		8:00 - 11:50 am	SBS	E104	Staff	
35733	SBS 318	62	Cultural Pluralism: U.S. Mexican/Latino Immigration Citizenship Meets: 5/28 - 6/16/05	3.0	MWF	#	5:00 - 9:55 pm	SBS	B131	J Lopez-Morin	
35735	SBS 318	63	Cultural Pluralism: Asian Pacific Art, Music, & Literature Meets: 7/9 - 7/30/05 Cr Listed: 35750 APP 321 61	3.0	MTWTH		8:00 - 11:50 am	SBS	B110	Staff	63

SOCIOLOGY

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS		HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35742	SOC 320	11	The Family Meets: 5/28 - 7/8/05	3.0	SSU		8:00 - 11:50 am	SBS	B143	Staff	
35744	SOC 355	11	Modern Soc Theories Meets: 5/28 - 7/8/05 Co-req: SOC 355A	4.0	MTWTHF		10:00 - 11:45 am	SBS	B131	C Weber	11 64
35745	SOC 355A	11	Modern Soc Theories Meets: 5/28 - 7/8/05 Co-req: SOC 355	0.0	TBA		TBA TBA	TBA	TBA	Staff	11 64
35746	SOC 383	11	Blk Comts:Class/Stat/Power Meets: 5/28 - 7/8/05	3.0	M W		12:30 - 4:20 pm	SBS	B140	S Squires	
35748	SOC 563	11	Sem Drug Alcohol Use Meets: 5/28 - 7/8/05	3.0	M W	#	6:00 - 9:50 pm	SBS	B110	Staff	21

SESSION 2

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS		HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35741	SOC 102	21	Understand Soc Relations Meets: 7/9 - 8/19/05	3.0	M W		12:30 - 4:20 pm	SBS	B143	Staff	
35747	SOC 518	21	Sem Marriage And Family Meets: 7/9 - 8/19/05	3.0	TTH	#	6:00 - 9:50 pm	LCH	A324	F Hosokawa	21

SPANISH

SESSION 1

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS		HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35677	+ SPA 305	11	Adv Comp, Syntax, Stylistcs Meets: 5/28 - 7/8/05	3.0	MWTH		8:00 - 10:30 am	LCH	A227	I Heinze-Balcazar	

INTENSIVE/NON-STANDARD   COURSES

COURSE REF.NR.	DEPARTMENT NR.&SEC.		COURSE TITLE	UNITS	DAYS		HOURS	BLDG/RM		INSTRUCTOR	FOOTNOTES
35679	SPA 435	61	Socioling App Mex-Am Dial Meets: 5/28 - 6/16/05	3.0	MTWTH	#	6:00 - 9:50 pm	SBS	A210	Staff	54

Special Education (See Education)

Teacher Education (See Education)

TELEVISION ARTS

No courses offered this term in this subject.

COURSE REF.NR.	DEPARTMENT NR.&SEC.	COURSE TITLE	UNITS	DAYS	HOURS	BLDG RM	INSTRUCTOR	FOOTNOTES

THEATRE ARTS

SESSION 2

| 35686 | THE 120 21 | Fundamentals Of Speech
Meets: 7/9 - 8/19/05
Co-req: THE 120A | 2.0 | TTH | # 6:00 - 9:50 pm | WH A139 | D Leonard | 64 |
| 35840 | THE 120A 21 | Fundamentals Of Speech
Meets: 7/9 - 8/19/05
Co-req: 35686 THE 120 21 | 0.0 | TBA | TBA TBA | TBA TBA | Staff | 64 |

TRAVEL & TOURISM

SESSION 1

35474	+ BUS 300 11	Business Communications Meets: 5/28 - 7/8/05	3.0	TTH	8:00 - 11:50 am	SBS A144	Staff	
35475	CIS 270 11	Info Sys/Tech Fundamentals Meets: 5/28 - 7/8/05	3.0	M W	# 6:00 - 9:50 pm	SAC 2101	Staff	
35468	+ MKT 350 11	Principles Of Marketing Meets: 5/28 - 7/8/05	3.0	TTH	# 6:00 - 9:50 pm	SBS E126	Staff	
35488	+ MKT 358 11	International Marketing Meets: 5/28 - 7/8/05 Cr Listed: 35490 MKT 503 11	3.0	TTH	# 6:00 - 9:50 pm	SBS B140	M Zhao	63

SESSION 2

35568	CIS 270 21	Info Sys/Tech Fundamentals Meets: 7/9 - 8/19/05	3.0	TTH	# 6:00 - 9:50 pm	SAC 2101	E Williams	
35470	LAW 240 21	Legal Environment of Business Meets: 7/9 - 8/19/05	3.0	M W	# 6:00 - 9:50 pm	SBS B109	F Strier	
35483	MGT 310 21	Management Theory Meets: 7/9 - 8/19/05	3.0	TTH	8:00 - 11:50 am	SBS B140	Staff	
35498	+ MKT 350 21	Principles Of Marketing Meets: 7/9 - 8/19/05	3.0	M W	# 6:00 - 9:50 pm	SBS E126	Staff	

INTENSIVE/NON-STANDARD COURSES

| 35467 | MGT 310 61 | Management Theory
Meets: 5/30 -6/22, 7/11-7/20/05 | 3.0 | TTH | 1:00 - 4:50 pm | SBS G126 | Staff | |

UNIVERSITY COURSES

no courses offered this term in this area.

WOMEN'S STUDIES

SESSION 1

| 35790 | IDS 320 11 | Inter Top In Hum Stud:
Meets: 5/28 - 7/8/05 | 3.0 | MW | # 6:00 - 9:45 pm | SBS F125 | Staff | |
| 35742 | SOC 320 11 | The Family
Meets: 5/28 - 7/8/05 | 3.0 | SSU | 8:00 - 11:50 am | SBS B143 | Staff | |

Footnote definitions can be found at the end of the course listing section.
+ Consult current *University Catalog* for course prerequisite(s).

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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 EnglishPlacement 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 Information

Who May Register

Extension classes are open to the public. You do not need a college degree or to be registered in a degree program at the University. Please note, however, that registration in the College of Extended & International Education does not constitute admission to California State University, Dominguez Hills.

Six Ways to Register

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 College of Extended & International Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, MasterCard and Discover Card. Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.

ToroWeb: College of Extended & International 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 page 123.

Early Registration

Reasons to Enroll Early in Extension Courses
- It's a fact—all classes need a minimum number of students. Enroll early to make sure that classes you want can be held.
- Many of the most popular classes fill quickly. Be sure that you have a place in the class you want by enrolling early.
- There are several easy ways to enroll early; when you do, you will be mailed a confirmation receipt to take to the first class meeting.

Fee Payment

Students are required to pay in full for their courses at the time of registration. The fees for courses are listed in this bulletin. Please note that there is an additional $30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order, or Visa, Mastercard or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the confirmation is mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the College of Extended & International Education's office at your earliest convenience.

Returned Checks

There is a $25.00 service charge for checks returned for any reason.

Refund of Fees

You must file appropriate forms in the College of Extended & International Education Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of College of Extended & International Education. The effective date of the refund is the day the forms are received by the Office of the College of Extended & International Education . To receive a refund of fees for any course, you must notify College of Extended & International 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.

REGISTR/ ADMIN

Official Withdrawal from Credit Courses

Courses less than 1 week

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

One Week Courses

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

Two Week Courses

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

Three Week Courses

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

Four and Five Week Courses

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

Six, Seven, and Eight Week Courses

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

Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog.

Withdrawal from classes during final exam week (last week of session) is not permitted, except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student's control, and the assignment of a grade of Incomplete is not practical. Such requests require a Petition with the signature and approval of of the instructor and Dean of Extended Education. The form is available in the Extended Education Registration Office and must be filed in the Extended Education with documentation by the last day of the session in which the student was enrolled.

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

Schedule Changes

Although care is taken to ensure the accuracy of all information in this Bulletin, there may be unintended errors and changes or deletions without notification. In situations when our office has sufficient advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time, or location.

Class Cancellation

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

Change of Address

If you are receiving several copies of the College of Extended & International Education Bulletin, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the bulletin at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to:

College of Extended & International Education , CSU Dominguez Hills, Carson, CA 90747-0005.

Summer Open University

Students not admitted to the University may enroll in regular CSUDH classes through a program called Open University. 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 $160 per semester unit ($480 for a three-unit class). Please note that there is an additional $30 per unit charge for TV courses.

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

1. Pick up an Open University registration form from the College of Extended & International 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 College of Extended & International Education Registraton Office and pay the required fees. Payment may be by check, money order or VISA, Discover or MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all fees are paid.

For a complete schedule of classes, please call (310) 243-3741.

High School Students

Qualified high school students who will enter the junior or senior year in Fall 2005 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 the College of Extended & International 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.

Young Scholars

The Young Scholars program offers high school juniors and seniors with a "B" average or better the opportunity to take up to two distance learning fee-waiver courses from the University, earning 3 units of college credit for each class. At only $3.50 per class, the program is not focused on bringing in income as much as it is geared towards outreach efforts for potential future Toros.

Standards

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

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

TOROS Touchtone

11 Steps to Register

Step 1 ▶ Call **T.O.R.O.S.** @ (310) 243-2000

Step 2 ▶ Press 6 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 (MMD-DYY). 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

Register by Phone (310) 243-3741 • Register by Fax (310) 516-3971 • eereg@csudh.edu • http://www.csudh.edu/extendeded/

Academic Information

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Welch Hall, Suite 290). A fee of $4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are $2 each. (310) 243-3621.

Extended Education Grading Procedures

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

Grade Reports

Grade reports will be sent approximately three weeks after the class ends. Official transcripts with current grades will not be available for at least five weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, call (310) 243-2000.

Grades

For Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

GRADE	GRADE POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

The following grades are to be used for approved courses only:

I (Incomplete authorized--not counted in GPA)

IC (Incomplete charged)

WU (Withdrawal Unauthorized)

W (Withdrawal--not counted in GPA)

AU (Audit--not counted in GPA, no units allowed)

CR Credit (not counted in grade average, but units allowed).

CR* (Credit in sub-collegiate course, no units)

NC No Credit (not counted in GPA, no units allowed).

RP (Report in Progress-- credit is deferred until completion of course)

*** (Graduate Continuation Course)

RD (Report Delayed)

Extended Education Courses

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

Special Sessions

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

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to extension students upon written request. Attendance is required for credit.

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area.

Course Numbering System

The course numbering system for the University is based upon three-digit numbers as follows:

000-099 Sub-collegiate courses, not for baccalaureate credit.

100-199 Lower division courses, normally taken in the freshman year.

200-299 Lower division courses, normally taken in the sophomore year.

300-399 Upper division courses, normally taken in the junior year.

400-499 Upper division courses, normally taken in the senior year.

500-599 Graduate courses, normally limited to graduate students.

900-999 Courses taken for Continuing Education Units (CEUs).

Policies

Nondiscrimination Policy

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

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L.104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Use of Social Security Number

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.

Americans with Disabilities Act

It is the policy of California State University Dominguez Hills to comply with the Section 504 Regulations [now, Americans with Disabilities Act] adopted by the Department of Health, Education and Welfare. Accordingly, any student at California State University Dominguez Hills who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the Dean of University College* and the campus Handicapped Regulations Coordinator and/or the Handicapped Services Coordinator** and such persons as may be identified by the Handicapped Regulations Coordinator in order to resolve the matter in a prompt and equitable manner.

Sexual Harassment Policy

It is the policy of California State University, Dominguez Hills, that the campus maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All should be aware that California State University , Dominguez Hills is concerned and will take action to eliminate sexual harassment. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more o the following circumstances are present:

• Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation:

• Submission to rejection of such conduct is used as a basis for a personnel decision or an academic evaluation:

The conduct has the purpose of effect of interfering with an employee's work performance, or creating an intimidating,

▸ ▸ ▸

Sexual Harassment Policy
(continued)

hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. However, where the facts support the allegations, all appropriate measures including disciplinary action will be taken. For more detailed information on this policy see website at www.csudh.edu/pms/printable/99-02.htm.

Campus Smoking Policy

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

Smoking is prohibited in all campus buildings; including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g. patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety.

Smoking is prohibited in all State automobiles, vans and trucks.

Members of the campus community who willfully violate the University smoking policy will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement.

Appropriate signs designating no smoking and smoking areas shall be posted. At least one copy of this policy shall be posted in each campus building.

SERVICES

Computer Labs

Student identification cards are available at the Extended Education Office. These entitle enrolled students to full use of the CSUDH Computer Labs.

Library Services

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

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 243-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intersession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Grab & Go
Food Outlet in Welch Hall

In an effort to provide an additional food service venue on campus, a "grab-and-go" outlet is on the first floor of Welch Hall on the south side of the building. Offerings include: coffee, pastries, sandwiches, salads, snacks, soft drinks and similar items. The name of the venue is "Grab 'n GO TOROS." Hours of operation are expected to be 7:30 AM to 8 PM on Monday - Thursday; 8 AM to 2 PM on Friday and Saturday.

Parking

Redondo Beach Community Center (RBCC): Free parking.

Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

Inglewood One-Stop Center: Free Parking in City Hall lot.

CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot (see **Parking Fees,** next column). No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Parking Fees

Entire Summer auto decal (before 6/30/05)	$48.00
Entire Summer auto decal (after 7/1/05)	$54.00
Each Summer session (before 6/30/05)	$28.50
Each Summer session (after 7/1/05)	$32.00
Short term, per week (before 6/30/05)	$ 6.50
Short term, per week (after 7/1/05)	$ 8.00
Two-wheeled vehicle	$ 9.00
Single entry machines (until June 30, 2005)	$ 2.50
Single entry machines (beginning July, 2005)	$3.00

New!

Sexual Harassment

The recent enactment AB1825 mandates sexual harassment training requirements for all businesses in California with 50 or more employees. This interactive and timely workshop will cover what employers need to know about sexual harassment prevention and response.

Sexual Harassment Training
Jun 8

For more information:
Call Angeli Logan (310) 243-2425
Email alogan@csudh.edu

CAMPUS MAP

VICTORIA STREET

TAMCLIFF

■ INFORMATION KIOSK

PARKING LOT 2

Parking Lot 1

EAST ACADEMIC COMPLEX

SMALL COLLEGE COMPLEX

SCHOOL OF EDUCATION

SOCIAL AND BEHAVIORAL SCIENCE

NATURAL SCIENCE AND MATHEMATICS

SOUTH ACADEMIC COMPLEX 1

SOUTH ACADEMIC COMPLEX 2

SOUTH ACADEMIC COMPLEX 3

THE CALIFORNIA ACADEMY OF MATHEMATICS AND SCIENCE

LOWER UNIVERSITY STUDENT UNION

CAIN EDUCATIONAL RESOURCES CENTER

GYMNASIUM

POOL

FIELD HOUSE

HUGHES EDUCATION & ATHLETIC CENTER

Parking Lot 4
(use University Drive entrance)

JAMES L. WELCH HALL

STUDENT HEALTH CENTER

UNIVERSITY THEATRE

SCULPTURE GARDEN

LaCORTE HALL

TENNIS COURTS

PARKING LOT 3

EXTENDED EDUCATION

PARKING LOT 6 / 7

MULTIPURPOSE/ SOCCER FIELD

PARKING LOT 13

NATIONAL TRAINING CENTER SPORTS COMPLEX

N

REGISTR/ ADMIN

MAPS

INGLEWOOD ONE STOP CAREER & EDUCATION CENTER
110 S. LA BREA

SAN DIEGO FWY (405)

QUEEN ST.

X

SOUTH LA BREA AVE.

W. MANCHESTER BLVD.

405 TO MANCHESTER BLVD. (EAST)
GO 1.8 MILES AND TURN LEFT (NORTH) ON LA BREA
ONE STOP IS 110 S. LA BREA
(CORNER OF SOUTH LA BREA AND QUEEN STREET)

FALL
COLLEGE OF EXTENDED & INTERNATIONAL EDUCATION

AUGUST 2005

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

(405) San Diego Freeway

North

Map Not to Scale

Artesia Blvd

Ralston Lane

Hermosa Beach

Coast Christian School

7 8 9

Franklin Center

I1 12

Franklin Park

Inglewood Avenue

Redondo Beach

Parking

Salvation Army

Hawthorne Blvd

South 405

Franklin Community Center
850 Inglewood Avenue
Redondo Beach

(Parking is free in lot or on street)

Fisk Avenue

190th Street

Map not to scale
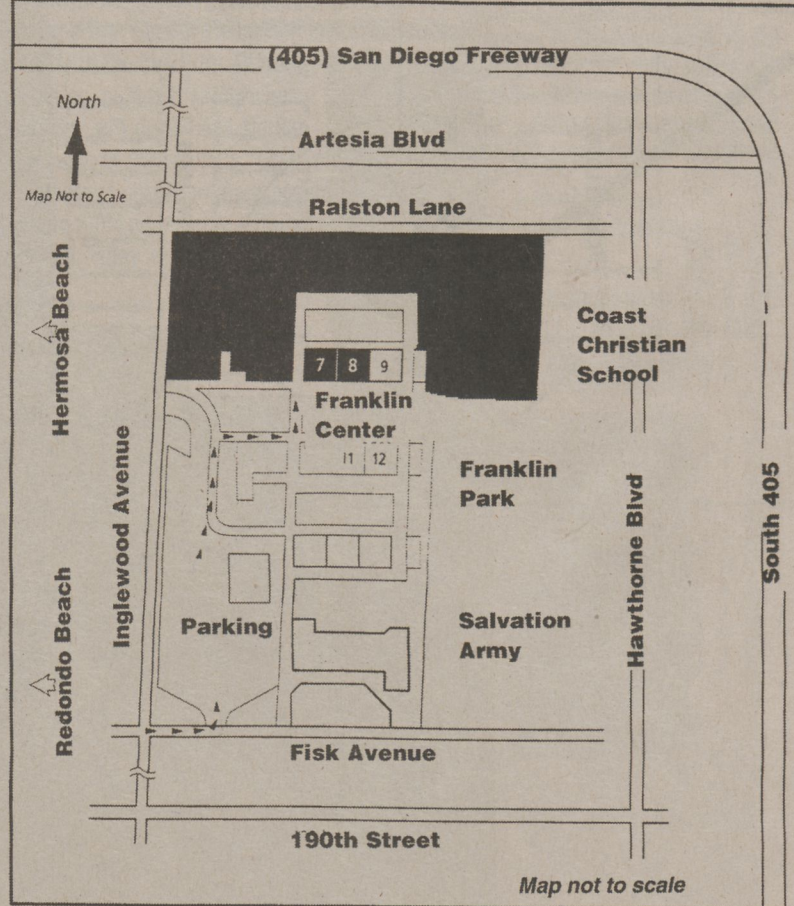
Extended Education Staff

Dean, Extended Education
Margaret Gordon, Ph.D.
(310) 243-3737

Associate Dean
Joanne Zitelli, Ph.D.
(310) 243-3737

Facilities Coordinator and Executve Assistant to the Dean
Teresa J. Stevens
(310) 243-3737/2012

Financial Manager
Brenda Blow
(310) 243-2422

Secretary to the Dean
Louisa DiBernardo
(310) 243-3737

Network Analyst
Curtis Carpenter
(310) 243-3018

Equipment Systems Specialist
Oladele Moore
(310) 243-3018

Director, American Language & Culture Program
Edward R. Milecki, MBA, MA Ed
(310) 243-3830

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

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

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

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

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

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

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

Instructional Design, Mediated Instruction and Distance Learning
Wendy Anson, Ph.D.
(310) 243-3098

Program Assistant, Mediated Instruction and Distance Learning
Joy Jones, Ed.D.
(310) 243-2288/2728

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

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

Director, Corporate Relations
Jerry Alston, Ph.D.
(310) 243-3355

Director, Extension Programs
Angeli Logan, MA
(310) 243-2425/3352

Senior Program Development Specialist
Jim Bouchard, MA Ed.
(310) 243-3729

Program Development Specialist
Babette Wald, MA
(310) 243-3730

Director, Special Sessions
Lynn Hutcheson, MBA, MA Ed
(310) 243-3972

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

Program Assistant
Jeanette Gimenez
(310) 243-2781

Program Assistant
Diana Ulloa
(310) 243-2781

Program Assistant, Quality Assurance Programs
Rodger Hamrick
(310) 243-3880

Graphic Designer
Sharon Moore
(310) 243-3998

Director, Marketing
Keith Otterberg
(310) 243-3069

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

Registrar
Jacqueline McKenzie
(310) 243-3741/5304

Accounting Technician
Christina Baltazar
(310) 243-3741/5305

Payroll Technician
Deidre Fisher
(310) 243-3741/3041

Registration Clerk
Gayle Heifetz
(310) 243-3741

Registration Clerk
Michelle Bacalso
(310) 243-3741

Coordinator, Humanities External Degree Program
James Jeffers, Ph.D.
(310) 243-3743

Program Assistant, Humanities External Degree Program
Loretta Edwards
(310) 243-3743

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

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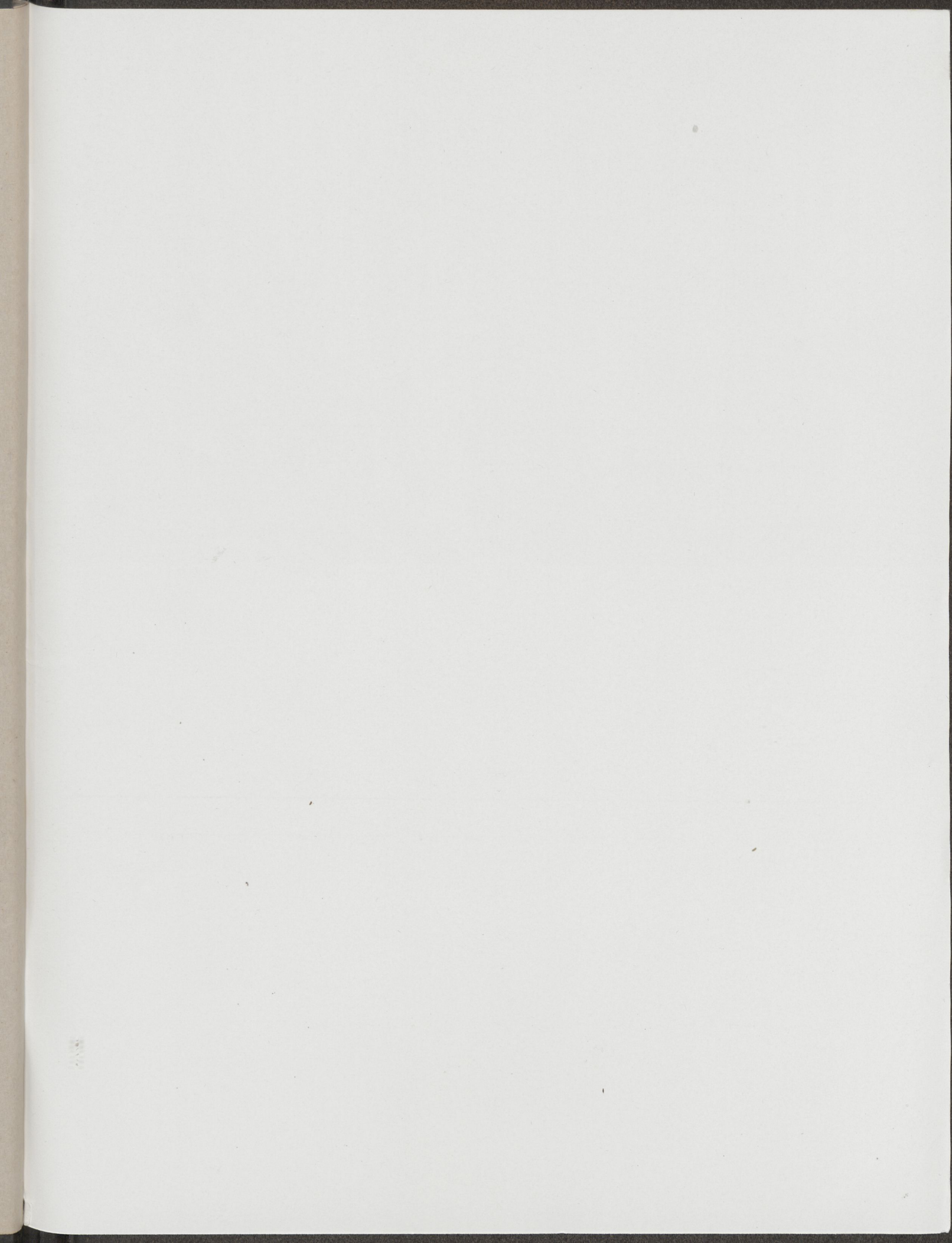**Effective Presentations** 2.1 CEUs
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