

California State University
Dominguez Hills

EXTENDED EDUCATION



Summer 2010

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

OSHA Training at Dominguez Hills!

CSU Dominguez Hills is the first-ever
OSHA Training Institute Education Center
in the Los Angeles area,
and one of more than 20 centers in the
United States.

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

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

REGISTER TODAY
Summer 2010

Cover Design by Rocio Cedillo

Open House Schedule - Summer 2010

CSUDH Extended Education offers free introductory sessions for several programs.

Attend a free session and see what the program has to offer.

Programs and information session dates for May through September 2010 are listed below.

Schedule subject to change.

Please call contact number listed to make your reservation and to confirm date.

Program	Day	Date	Time	Location	Contact
Adult Education Orientation*	Friday	Aug 20, 2010	4:00-5:00pm	EE-1217	310-243-3741
<i>* Requires Registration</i>					
Alcohol & Drug Counseling	Wednesday	Jul 7, 2010	6:00pm	EE-1217	310-243-3741
Cal-OSHA	Friday	May 28, 2010	1 - 3:00pm	EE-1213	310-243-3355
	Friday	Aug 13, 2010	1 - 3:00pm	EE-1213	310-243-3355
	Friday	Nov 12, 2010	1 - 3:00pm	EE-1213	310-243-3355
Community College Teaching Certificate	Saturday	Aug 14, 2010	10 - 11:30am	EE-1221	310-243-3741
EKG Technician Certificate of Completion	Wednesday	Jun 9, 2010	6:30pm	EE 1222	310-243-3741
Fitness Certification	Tuesday	Jul 6, 2010	6:30 - 8:00pm	EE-1205	888-330-9487
International Education Center - Study Abroad	Wednesday	Jun 9, 2010	11am - 12	EE-1210	310-243-3919
	Tuesday	Jul 20, 2010	11am - 12	EE-1210	310-243-3919
Lifelong Learning at CSUDH (OLLI)	Tuesday	Apr 20, 2010	1:30pm	EE-1213	310-243-3209
	Tuesday	Jun 15, 2010	1:30pm	Redondo Beach	310-243-3209
	Tuesday	Aug 17, 2010	1:30pm	EE-1213	310-243-3209
Pharmacy Technician Certificate of Completion	Wednesday	Jun 9, 2010	6:30pm	EE 1222	310-243-3741

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

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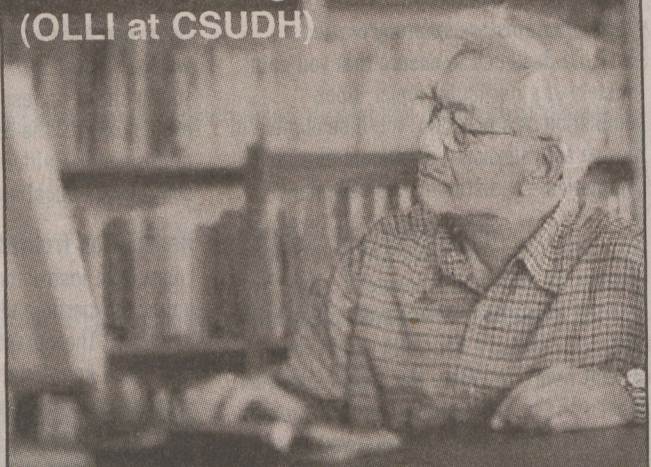
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Announcing the Osher Lifelong Learning Institute at CSU Dominguez Hills (OLLI at CSUDH)



You are invited to become a member of a learning community of adults age 50+ who are excited about learning for the sake of learning. See page 100

To find out more, attend an OLLI at CSUDH OPEN HOUSE on April 20, 1:30 pm for Reservations call: 310.243.3208

FREQUENTLY CALLED NUMBERS

	(310) 243-	
American Language & Culture Program		3830
Business Administration Advisement		
Undergraduate		3561
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Although this bulletin was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation including instructors, the class offerings and class descriptions, and statement of tuition and fees.

Increase Your Career Success

Increase your value to your employer, your clients and yourself. Enroll in a CSUDH professional Certificate of Completion Program.

These programs are carefully crafted curricula designed to ensure that you gain mastery of a particular topic. Upon completion of a program, you'll be eligible to receive a professional certificate of completion – a distinctive achievement.

Once completed, you'll see how your chances improve for career advancement. You may also find opportunities to transition to a new career or develop a specialty within your current field. The more you know about your chosen career, the more you can contribute and find satisfaction with what you do.

We offer over 30 certificate of completion programs. Because each certificate is developed in consultation with advisory committees made up of leaders in their respective fields, you can be sure the curriculum provides you with the latest in cutting-edge ideas, information, and practical skills that you can use immediately on the job.

Some certificates can be completed in a few weeks. Others take longer. Several enable you to sit for professional accreditation exams or meet the requirements for professional, California-mandated continuing education.

Instruction from the Best

Learn from instructors who are leading industry experts, and who are experienced teachers. Their practical, experienced and first-hand knowledge will help you excel.

Convenient and Flexible

For your convenience, CSUDH offers classes on the main campus in Carson, at satellite classrooms in Redondo Beach, online, and at your place of business by arrangement. Courses are offered at night and on weekends to accommodate your busy schedule.

Certificates are available in the following areas:

Arts & Culture
 Business
 Communications
 Education
 Healthcare
 Information Technology
 Legal Studies

Management & Leadership
 Environmental & Occupational
 Safety & Health
 Quality Assurance
 Sports and Recreation
 Supply Chain Management

Open University

Do you want to take University Classes **NOW?**

Open University is an easy way for anyone to participate in regular university classes at CSU Dominguez Hills.

Registration is easy – formal admission to CSUDH is not required.

Each class you take through Open University at CSUDH may apply toward your future degree while you enhance your professional skills and explore your personal interests.

Now you have access to hundreds of CSUDH courses each fall, spring and summer.

High school students who will have completed their junior year by June may register with the written support of their principal or counselor accompanying their registration form and fees.

For further information
 call 310-243-3741 or email eeinfo@csudh.edu

or go to: www.csudh.edu/open.

- Take CSUDH credit courses without being admitted to the university. No transcripts, applications, or other documentation are required. Apply credits you earn to a degree later, if you wish.
- Test a degree program to see if it suits your educational aspirations. You can find out if your passion for microbiology, archeology or gerontology is satisfied through academic study.
- Improve your grade point average if your first attempt at college courses was less than successful. If you have been disqualified from the university or denied admission because of a grade point deficiency, you can enroll through Open University and get a second chance to show your true potential.
- Start accumulating credits that can apply to your degree once you are admitted to the university. You can apply up to 24 undergraduate and up to 9 graduate units toward your degree.
- Complete requirements for a degree begun at another university.

FREE TRAINING for a New Career

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

Develop your professional skills

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

Get ahead without falling behind

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

Build a career pathway that makes sense

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

Take the first step!

Contact the Workforce Investment Board at 310-970-7700

Extended Education Facilities

California State University
Dominguez Hills

Spurred by the explosive growth in its programs, the College of Extended and International 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 College of Extended and International 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 event

Facilities

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



Classroom Features

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



Conference Room Features

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



Lecture Hall/Theater Features

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

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

Applied Archaeology Summer Field School

The Los Padres National Forest /
CSU Dominguez Hills

Applied Archaeology Field School
6 semester units of upper division
Anthropology credit

From the Santa Barbara coastline to Big Sur, the Los Padres National Forest includes some of the most spectacular scenery and fascinating archaeology in North America. Join Forest Archaeologist Joan Brandoff-Kerr and her staff for a four-week applied archaeology field school in the Transverse and Coastal Ranges of central California..



This four week program is designed for the beginning archaeologist who wants to explore a future career in cultural resource management and preservation. The field school will include archaeological survey in an area of both prehistoric and historic sites and excavation at prehistoric sites, artifact processing and analysis, workshops on heritage management and the challenges of preserving America's past.

Date: Jul 26 – Aug 20
Time: M-F 8am-5pm (weekends free)
Cost: \$1950 (includes university credit, food, camping fees)
Course No.: ANT 495 Sec 71
ANT 495 Sec 72
Reg. No.: 30414 (71) 30415 (72)

For More information contact:
Archaeologist Loreen Lomax, Los Padres
National Forest; llomax@fs.fed.us (805)
967-3481
Dr. Jerry Moore, Professor, CSU Dominguez
Hills jmoore@csudh.edu (310) 243-3845.

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 courses and transferred the credit into their university. In addition, the classes help prepare students for the MCAT and DAT exams.

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.

Dates: Jun 7 - Jul 9
Time: Mon-Thu; 10am-12:15pm
One Fri Meeting Jul 9
NOTE: Mon & Wed classes on
Campus
Tue & Thu classes Online

Location: CSUDH NSM C221
Fee: \$597
Instructor: Noel Sturm, Ph.D.
Course No.: CHE 300 Sec 35
Reg. No.: 30438

For first class meeting go to
<http://chemistry.gravitywaves.com>

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.

Dates: Jun 7 - Jul 9
Time: Mon, Wed, Fri 1-5pm
Location: CSUDH NSM C351
Fee: \$410
Instructor: Noel Sturm, Ph.D.
Course No.: CHE 301L Sec 61
Reg. No.: 30500

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.

Dates: Jul 12 - Aug 12
Time: Mon-Thu; 10am-12:15pm
NOTE: Mon & Wed classes on
Campus
Tue & Thu classes Online

Location: CSUDH NSM C221
Fee: \$597
Instructor: Noel Sturm, Ph.D.
Course No.: CHE 302 Sec 35
Reg. No.: 30439

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.

Dates: Jul 12 - Aug 11
Time: Mon, Wed, 1-5pm
Location: CSUDH NSM C351
Fee: \$410
Instructor: Noel Sturm, Ph.D.
Course No.: CHE 303L Sec 61
Reg. No.: 30501

For information: (310) 243-3741 or 1-877-
GO-HILLS
email: eeinfo@csudh.edu

ARTS and CULTURE

Degree Program

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Humanities (HUX)

Master of Arts

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 7 years to complete the program. The cost is \$225.00 per unit.

You Will Learn To:

- 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
- 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: <http://www.csudh.edu/hux/>

Web Design Certificate!

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Online Web & Multimedia Design Courses

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Summer Camps! Learn Videogame Design Cartooning



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Independent Filmmaking A - Z

Produce, Write, Direct, and Distribute Feature Films

The Program

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

What You Will Learn

Saturday (Filmmaking) focuses step-by-step on the actual process of shooting the film, from scheduling to lighting to cinematography. Sunday (Film Business) is dedicated to the business of financing, distributing, and selling that film globally. The course applies to feature films with budgets ranging from as low as \$5000 to as high as \$5 million.

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

Special Features

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

All enrollees receive a filmmaker's workbook and certificate of completion.

Enrollment is limited. The class is one weekend in length.

Program Instructor

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

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



Independent Filmmaking A-Z

Non-credit

Date: May 8 & 9
 Time: Sat 9am-6pm
 Sun 9am-6pm
 Meetings: 2
 Location: OFF-CAMPUS
 To be determined
 (Call registration at 310-243-3741 to verify location prior to attending)
 Fee: \$389
 Instructor: Dov S-S Simens
 Course No.: NAFL 104 Sec 02
 Reg. No.: 22237

Independent Filmmaking A-Z

Non-credit

Date: Jul 31 & Aug 1
 Time: Sat 9am-6pm
 Sun 9am-6pm
 Meetings: 2
 Location: OFF-CAMPUS
 To be determined
 (Call registration at 310-243-3741 to verify location prior to attending)
 Fee: \$389
 Instructor: Dov S-S Simens
 Course No.: NAFL 104 Sec 01
 Reg. No.: 30

The Reviews...

"Amazing....A Massive amount of information"
 -LA Times

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

For more information:
 jbouchard@csudh.edu
 310-243-3729

Arts and Culture Online

ONLINE, INSTRUCTOR-LED

Arts and Culture Courses Only \$99!

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. For more information go to: www.csudh/exed/ed2go.

COURSES OFFERED IN:

- Breaking Into Sitcom Writing
- Drawing for the Absolute Beginner
- Enjoying European Art Online
- Film Literacy
- Get Funny!
- Get Paid to Travel
- Introduction to the Game Industry
- Marketing Tools for Actors
- Music Made Easy
- Theme Park Engineering
- Your Screenwriting Career
- A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15,**
- The online courses are engaging and highly interactive – they're written in a conversational style – not a boring lecture or textbook online. Students use the discussion areas to regularly interact with their instructor and discover plenty of opportunities to interact with fellow students – each of whom shares a common interest in the course subject matter.

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu

BUSINESS

Degree Programs

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Bachelor of Science in Applied Studies

Your access to an affordable degree completion program

Bachelor of Science Applied Studies (APS) program is accessible

- on campus at CSUDH in Carson
- distance learning using a fusion of televised lectures and Internet technology

The Program

The Bachelor of Science in Applied Studies is a degree completion program designed to meet the needs of community college students with backgrounds or degrees in technical fields for which there is no apparent bachelor's program into which they may readily transfer and pursue upper division coursework. The Applied Studies major blends business and liberal arts courses and involves integration of transferable skills. Students with technical or vocational associate degrees are able to obtain a four-year degree and prepare to advance in their occupations.

Who Should Attend

APS TV/Online program is especially suited for

- ▶ Working adults who, because of location or schedule, are not able to attend University classes on a campus
- ▶ Individuals who wish to complete a four-year degree, particularly those with associates in technical or vocational fields
- ▶ Individuals interested in career advancement with a 4 year degree

Features of the APS Program

- ▶ Affordable degree in convenient format for working adults
- ▶ Alternative formats of delivery available
- ▶ Up to 18 units of applied or technical lower-division coursework may be incorporated into the program
- ▶ Advising relationships between students and faculty reinforced
- ▶ Interdisciplinary and integrative curriculum blending problem-solving skills and perspectives from liberal arts, social science, and technical fields
- ▶ Scheduled courses year-round making possible timely completion of upper division coursework
- ▶ Enrollment in courses permitted to qualified students before admission

Admission as a Transfer Student

The best way to prepare to transfer to CSUDH and be admitted as an upper division student in Applied Studies is to obtain an associate degree at a California Community College and a certification of completion of the California State University lower-division General Education requirements. Most students will enter the program with an associate's degree or equivalent completed.

Refer to the CSUDH University *Catalog* online at <http://www.csudh.edu/Catalog> for details about admission and program requirements or contact the APS TV Preadmission Services Desk (866) 278-6789.

Costs

- For CSUDH on campus degree students, refer to the Summer 2010 Course Schedules online at www.csudh.edu
- For Applied StudiesTV/online courses refer to the website www.appliedstudies.tv

Proposed APS TV / Online Summer 2010 Courses

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

HIS 348	Labor in American Society
SMT 312	Natural Disasters
PSY 372	Industrial & Organizational Psychology
PUB 300	Fundamentals of Public Administration

Online Only

APS 300	Ethos of the Liberal Arts & the Role of Work
APS 490	Seminar in Occupational Leadership
ENG 350	Advanced Composition / Comp Co-op GVAR

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

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

B.S. Applied Studies TV/Online

www.appliedstudies.tv

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

Green Programs

COURSES THAT START ANY TIME (Self-paced)

Alternative Energy Operations	\$455
Energy-Efficient Design for Architects	\$875
Fundamentals of Sustainable Buildings	\$745
Indoor Air Quality - Fundamentals of Standard 62.1	\$395
LEED Green Associate - Course	\$225
Green Building for Contractors	\$725
Green Sustainability - Green Purchasing Fundamentals	\$349
Carbon Strategies Sustainability 101	\$399
Smart Home Technology - Home System Automation and Integration	\$299
Smart Home Technology - Home Technology Tools, Products, and Services	\$395
Smart Home Technology - Lighting, Temperature, and Water Control Systems	\$395
Smart Home Technology - Security, Surveillance, and Access Control Systems	\$395
Smart Home Technology - Telecommunications Systems	\$395
Sustainability Professional Certificate	\$1,299
Energy Auditing Software Training	\$695
Fundamentals of Mold Inspection	\$425
Green Supply Chain Professional (GSCP)	\$1,499

Online Green Training courses are available directly from Pro-Train. To get started go to: <http://www.theknowledgebase.org/csudh>

For additional information regarding Green Programs contact Tony Davis at (866) 253-3884. To register call the Extended Education Registration at: 310-243-3741

Everyone's talking GREEN.

Make it your business!

Contractors, installers, business, and industry are doing their part to create healthy indoor and outdoor environments for everyone. These certificate programs will help you learn the skills you need to excel in the growing environmental compliance industry. Then, if you choose, you can take this knowledge and advance to professional certification by sitting for formal examinations through certifying agencies.

Home Inspection Certificate

Our home inspection training courses, developed in conjunction with American Home Inspectors Training Institute, will teach students step-by-step how to perform a comprehensive, professional home inspection and produce a professional home inspection report. Students can choose from two course formats – a three-day, instructor-led classroom course combined with online interactive lecture material and a complete online distance learning course. Both courses also include valuable information on how to successfully start up, market, and build a new home inspection business.

What You Will Learn

Home Inspection is a relatively new profession that has grown rapidly in the last decade. Both of our courses meet the established CREIA (California Real Estate Inspection Association) Standards of Practice for the industry. Students will learn how to execute a complete, thorough, professional home inspection from the moment of pulling into the driveway to writing up the report. Both courses cover all aspects of the inspection, including the examination of the home's structure, exterior, roofing, plumbing, electrical system, heating and cooling system, interior, and insulation and ventilation systems, with an emphasis on identifying the common defects that may be present when inspecting the home's structure, components, materials, and operating systems. The three-day classroom course includes two field inspections of actual homes. For a fee, students enrolled in the online course can also attend these field training days from the classroom course. In addition, both courses instruct students in how to prepare a professional home inspection report.

Who Should Attend

Individuals in the construction trades and in the contracting business are often interested

in the home inspection field as it offers a new career opportunity that utilizes these access to the online course content via the individuals' knowledge, skills, and

experience. The Home Inspection Profession is also attractive to individuals who work in occupations in which they may retire at a relatively early age and are consequently considering options for a second career, such as law enforcement officers, firefighters, teachers, and military personnel. Graduates may elect to start their own businesses or to seek employment with existing home inspection companies.

Eligibility Requirements

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

Special Features

The online course includes over 200 color photos from actual inspections in an online photo book as well as online audio and visual tutorial exercises and quizzes.

Certificate requirements

A Certificate of Completion is awarded upon successful completion of either course.

Courses

Three-Day Hands-On Master Course (classroom course) combined with online lecture material

Online Distance Learning Master Course

Costs

The cost of the three-day classroom course combined with the online interactive lecture material is \$1495.

The cost of the online course is \$995.

Course books and materials are included in the tuition cost for both courses. For the Online Distance Learning Master Course, e Internet is also included in the tuition cost.

Scheduled Classes

On Campus & Online

Date:	May 21-23
Time:	Fri - Sun, 8am-6 pm
Meetings:	3
Location:	CSUDH EE 1221
Fee:	\$1495
Instructor:	Staff



Home Inspection

Certificate


(Continued)

Course No.: NBRE 101 Sec 03
Reg. No.: 22194

Date: Jul 16-18
Time: Fri - Sun, 8am-6 pm
Meetings: 3
Location: CSUDH EE 1221
Fee: \$1595
Instructor: Staff
Course No.: NBRE 101 Sec 01
Reg. No.: 30282

Date: Sep 17-19
Time: Fri - Sun, 8am-6 pm
Meetings: 3
Location: CSUDH EE 1221
Fee: \$1595
Instructor: Staff
Course No.: NBRE 101 Sec 01
Reg. No.: 41425

Online Only

Date: Jan 1 - Jun 15
Jul 1 - Dec 15
Location: Online 
Fee: \$995
Instructor: tba
Course No.: NBRE 101 Sec 41
Reg. No.: TBA

For more information on enrolling in these courses, please call 1-800-441-9411 or visit www.ahit.com/affiliate/csudh or <http://www.csudh.edu/extendeded/homeinspection.htm>

Meeting and Event Planning

Certificate of Completion

The Program

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

meeting, and many non-profit organizations raise a high percentage of their funds from special events.

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

What You Will Learn

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

Employment Outlook

What positions might this certificate lead to?

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

Who Should Attend

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

hotel sales and convention service managers.

Eligibility Requirements

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

Special Features

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

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

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

Certificate Requirements

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

Required Courses

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

Elective Courses

(Offered Alternate Semesters)	
Planning Global and Incentive Meetings	MEX 908
Wedding Planning	MEX 909

Advisory Board Members

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

Meeting and Event Planning

Certificate of Completion

(Continued)

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

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, HSMIA, and LABTA.

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

Gary Rosenberg, CMP, Vice President of Conference Management for Rosenberg & Risinger a division of CMI Resources, and has over 25 years of Industry experience.

Carroll Reuben, CMM, has been a corporate event director for more than 25 years, specializing in high technology events and trade shows.

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

Marla Harr, CMP, has over 15 years experience in wedding consulting, special events and meeting planning.

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 5
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 901 Sec 01
Reg. No.: 30362

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 12
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 30363

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 19
Time: Sat 9am-4pm
Meetings: 1

Location: (Note: This course will be held off-campus. Ask for location when registering at 310-243-3741)

Fee: \$125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 904 Sec 01
Reg. No.: 30366

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 26
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 903 Sec 01
Reg. No.: 30364

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 17
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: \$125
Instructor: Michael Herman
Course No.: MEX 907 Sec 01
Reg. No.: 30369

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 24
Time: Sat 9am-4pm
Meetings: 1

Meeting and Event Planning

Certificate of Completion

(Continued)

Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Marjorie Y Risinger, CMP
 Course No.: MEX 906 Sec 01
 Reg. No.: 30368

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 31
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Carroll Reuben, CMM
 Course No.: MEX 905 Sec 01
 Reg. No.: 30367

Planning Global and Incentive Meetings

.6 CEUs

- How to deal with the languages & money issues
- How to find suppliers
- How to make incentive different from a "typical tour"

This course provides insights into implications of planning global & incentive meetings, including: politics, culture, current affairs, etiquette & protocol; recognizing differences in language & communication, legal & financial matters, culinary choices, shipping & customs, risk assessment & managing travel; valuing the benefits of vendor & supplier partnerships; & accessing available resources through references and checklists. Understanding or previous background in basic meeting plannings preferred.

Date: Aug 7
 Time: Sat 9am-4 pm (1 hour lunch)
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125

Instructor: Marla Harr
 Course No.: MEX 908 Sec 01
 Reg. No.: 30372

For more information:
 Call 310-243-3741
 email: eeinfo@csudh.edu
www.csudh.edu/extendeded/meeting.htm

Resume Writing and Self Promotion for Event Planners

While event planners are great at making other people the star attraction, many have a difficult time promoting themselves or communicating their extraordinary skills to employers. Writing a resume that highlights capabilities and accomplishments is not easy. This class will help define skills, attributes and achievements and present them in a way that is quick and easy to read—a must for the world of Internet communication.

Developing confidence and self-promotion is essential to the success of job hunting. Learn the steps to an interview when you can comfortably promote yourself as a professional event planner. Have the confidence to share your experiences and show how they result in a valued employee.

Date: Aug 14
 Time: Sat 9am-4pm (1 hr lunch)
 Meetings: 1
 Location: CSUDH EE 1222
 Fee: \$125
 Instructor: Carroll Reuben
 Course No.: NMEP 105 Sec 01
 Reg. No.: 30373

Business Courses

ONLINE, INSTRUCTOR-LED Business Courses Only \$99!

Personal Finance & Wealth Building

- Introduction to Stock Options
- Keys to Successful Money Management
- Stocks, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Real Estate Investing II: Financing Your Property
- Real Estate Investing

Sales & Marketing

- Business and Marketing Writing
- Effective Selling
- Managing Customer Service
- Marketing Your Business on the Internet
- Principles of Sales Management
- Professional Sales Skills

Start Your Own Business

- Beginning Braille Transcription
- Business Law for the Small Business Owner
- Creating a Successful Business Plan
- Growing Plants for Fun and Profit
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Secrets of the Caterer
- Start and Operate your own Home-Based Business (US)

Meeting and Event Planning			
	Course	Summer 2010	Fall 2010
MEX 901	Intro & Fundamentals of Meeting Planning	•	•
MEX 902	Special Event Management	•	•
MEX 903	Negotiations and Contracts	•	•
MEX 904	Site Selection and Inspection	•	•
MEX 905	Marketing & Promotion / Financial Management	•	•
MEX 906	Food & Beverage Management / Room Set Ups	•	•
MEX 907	Audio Visual and Technology Today	•	•
MEX 908	Planning Global Incentive Meetings	•	
MEX 909	Wedding Planning		•

Business Courses

ONLINE, INSTRUCTOR-LED

(Continued)

- Start Your Own Arts & Crafts Business
- Start Your Own eBay Drop Off Store
- Start Your Own Small Business
- Starting a Consulting Practice
- Wow, What a Great Event!

A new section of the courses will begin on
Jun 16, Jul 21, Aug 18, Sep 15,

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu

Work Force Training Courses

Online, Self Paced

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with California State University Dominguez Hills) offers the following online certificate

Business and Professional

Administrative Professional with Microsoft Certified Application Specialist (320 Hours)	\$2,295
Administrative Professional with Microsoft Office Specialist (240 Hours)	\$1,995
Bookkeeping the Easy Way with Quickbooks (140 Hours)	\$1,695
Building Analyst Quick Start Program (BPI BA Certification)	\$1,195
Certified Bookkeeper (120 Hours)	\$1,795
Certified Global Business Professional (400 Hours)	\$2,495
Certified Green Supply Chain Professional	\$1595
Certified Indoor Air Quality Manager	\$795

Certified Indoor Environmentalist	\$895
Certified Wedding Planner (300 Hours)	\$1,395
Chartered Tax Professional (180 Hours)	\$1,795
Chartered Tax Professional for California Residents (200 Hours)	\$1,895
CORE Mediation Certificate	\$1,595
eBusiness (200 Hours)	\$1,995
Entrepreneurship: Start-Up and Business Owner Management (360 Hours)	\$2,095
Event Management and Design	\$1,895
Fitness Business Management	\$2,395
Freight Broker/Agent Training (150 Hours)	\$1,695
Grant Writing	\$2,095
Help Desk Analyst: Tier 1 Support Specialist	\$1,495
Lean Mastery (60 Hours)	\$1,695
Management for IT Professionals (390 Hours)	\$2,095
Management Training (360 Hours)	\$2,095
Microsoft Access 2007	\$595
Microsoft Excel 2007	\$595
Microsoft MCAS: Office 2007 and Windows Vista	\$1,895
Microsoft Outlook 2007	\$595
Microsoft PowerPoint 2007	\$595
Microsoft Windows Vista	\$595
Microsoft Word 2007	\$595
Non-Profit Management (300 Hours)	\$2,095
Pay Per Click Marketing	\$1,495
Payroll Practice and Management (80 Hours)	\$1,595
Performing Comprehensive Building Assessments	\$695
Principles of Green Buildings	\$595
Project Management (40 Hours)	\$1,495
Purchasing & Supply Chain Management	\$2,095
Records Management (80 Hours)	\$1,395
Search Engine Marketing (250 Hours)	\$1,895
Search Engine Optimization (150 Hours)	\$1,495
Senior Certified Sustainability Professional	\$2,495
Six Sigma Black Belt	\$2,695
Six Sigma Green Belt	\$1,895
Travel Agent Training (200 Hours)	\$1,595
Understanding Earned Value Management	\$1,295

Hospitality and Gaming

3ds max (360 Hours)	\$1,695
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Advanced Personal Fitness Trainer (240 Hours)	\$2,795
Casino Baccarat Dealer (75 Hours)	\$1,195
Casino Blackjack Dealer (100 Hours)	\$1,395
Casino Poker Dealer (100 Hours)	\$1,395
Certified Global Business professional (400 Hours)	\$2,495
Certified Wedding Planner (300 Hours)	\$1,395
Fine Arts Certificate (200 Hours)	\$4,495
Fitness Business Management	\$2,395
Personal Fitness Trainer (150 Hours)	\$2,095
Personal Training and Group Exercise Training for Older Adults	\$2,395
Travel Agent Training (200 Hours)	\$1,595
Video Game Design and Development (500 Hours)	\$1,995
Women's Exercise Training and Wellness	\$2,395

Skilled Trades and Industrial

Building Analyst Quick Start Program (BPI BA Certification)	\$1195
Certified Green Supply Chain Professional	\$1595
Certified Indoor Air Quality Manager	\$795
Certified Indoor Environmentalist	\$895
Chemical Plant Operations (400 Hours)	\$2,595
Emergency Management Training for First Responders	\$1,995
Freight Broker/Agent Training (150 Hours)	\$1,695
HVAC Technician (320 Hours)	\$3,095
Modern Automotive service technician (380 Hours)	\$2,695
Natural Gas Plant Operations	\$2,595
Oil Refinery Operations (400 Hours)	\$2,595
Paper Mill Operations (400 Hours)	\$2,595
Performing Comprehensive Building Assessments	\$695
Power plant operations (400 Hours)	\$2,595
Principles of Green Buildings	\$695
Pulp Mill Operations (400 Hours)	\$2,595
Senior Certified Sustainability Professional	\$2,495

For more information please visit:
<http://gatlineducation.com/csudh>

Center for Training & Development

Your Resource for Education and Training in the South Bay!

The CTD utilizes the resources of California State University, Dominguez Hills to provide customized workforce training to the local business community, with the goal of keeping businesses in California productive and competitive. The center is housed in the College of Extended and International Education at California State University, Dominguez Hills.

We offer

- customized curriculum
- flexibility for clients to choose the dates & times that best meet their needs!
- Delivery Options:
 - On-site
 - On Campus
 - On-line
 - On T.V.

Businesses have access to all partners of CTD, which include, but are not limited, to:

- The Workforce Investment Board
- South Bay Economic Development Partnership
- Small Business Development Center
- One Stop Business and Career Centers
- Center for International Trade and Development
- California Manufacturing Technology Center
- City Economic Development Departments
- Chambers of Commerce

Clients Include:

- American Renolit
- ARMM, Inc
- Boeing
- City of Inglewood
- City of Torrance
- Dameron
- Hi-Shear Corp.
- Hollywood Park Casino
- Korean Airlines
- L. A. County Dept. of Probation
- LAX
- Los Angeles County
- Menzies Aviation
- Primary Freight
- Raytheon
- South Bay Workforce Investment Board
- Sit 'n' Sleep
- Urth Cafe
- Watts Labor Community Action Committee
- Yoplait

Workforce Development Training Examples:

- Computer/Technology
- Customer Service
- Federal & Cal-OSHA
- Human Resource Management
- Leadership Training
- Management & Supervision
- Project Management
- Quality Assurance
- Sexual Harassment
- Small Business Development
- Succession Training
- Bachelor Degree Programs
- Certificate Programs
- Master Degree Programs
- Test Preparation Programs

For more information:
 call Jason Vogel 310-243-3355
 Email jvogel@csudh.edu
 Visit the web site at
<http://www.csudh.edu/extended/training.htm>



Proud founding partner of the South Bay Business Resource Network!



Credit Partners

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

University Credit for the
training you already do

Credit is a **BIG** bonus

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

You could add a big value bonus: university credit

Credit Partners is a service that starts with three steps to review your planned or existing in-house training programs for award-winning university or professional credit:

- ✓ Call 310-243-3730, or email bwald@lists.csudh.edu.
- ✓ Package and send information about your in-house or conference training.
- ✓ Your training is reviewed by appropriate university departments for content and quality.

If your course, curriculum or conference is approved, participants receive a permanent California State University Dominguez Hills record of either extension academic credit or professional continuing education units (CEUs), depending on the nature of the training.

Employment Training Panel (ETP) Attention Employers!

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

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).

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

"Pentel of America, Ltd. has utilized the Employment Training Panel (ETP) for extensive hands on computer courses since 1999. From employee satisfaction, promoting continued learning in the workplace and making employees more valuable at the most reasonable cost you can possibly get, ETP through CSU, Dominguez Hills, College of Extended & International Education cannot be beat. Our company highly recommends it!"

Sue Harrison
Human Resource Manager
Pentel of America, Ltd.

Do you currently have funding from ETP?

If you currently have funding or would like to apply for funding we can assist you in achieving your training goals. We have over 20 years of experience in offering customized training programs.

"Korean Airlines has an ETP Grant and has subcontracted with the Center for Training and Development at California State University, Dominguez Hills in the College of Extended and International Education to develop and implement tailored programs. The training facility was state of the art. CTD went the extra mile to ensure our needs were met and exceeded our expectations."

Patrick S. Pak
Human Resource Analyst
Korean Airlines

For more information:
Call Teresa Stevens (310) 243-3747,
Email tstevens@csudh.edu or
Visit us online at
<http://www.csudh.edu/extendeded/etp>

FREE!

CalOSHA Update

What You Must Know in 2010!

May 28
Aug 13
Nov 12

1-3 PM

Seating is limited so register early!

Call 310-243-3355
Ask for Jason
or email jvogel@csudh.edu

Communications

Certificate Programs

- Grant Writing and Administration
Certificate of Completion . . . 17
- Technical Writing (online)
Certificate of Completion . . . 18

Online Communications Courses
.....19

**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.

Special Features

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

Certificate Requirements

A Certificate of Completion will be awarded upon completion of three required courses.

Register today!

Enrollment is limited

Required Courses

The program courses are designed to be taken in sequence

- Pre Award Grant Administration TEX 914
- Evaluation and Grant Implementation TEX 917
- Post Award Grant Administration TEX 919

Costs

All materials are included with the course fee.

Program Instructor

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

Sharon Martin, MPA, Associate Director, LA Biomedical Research Institute

"It was an interesting process that provided me with an abundance of interesting and useful information. I found exactly what I was looking for in the 3 courses. Was totally worth my while."

- Jennifer Hernandez
Asst. Grants Coordinator
City of Cudahy

Scheduled Classes

Pre Award Grant Administration

- 2.0 CEUs
- Date: Apr 10-24
- Time: Sat 8:30am - 12:30pm
- Meetings: 5
- Location: CSUDH EE 1209 & 1206
- Fee: \$155
- Instructor: Theresa Lu
- Course No.: TEX 914 Sec 02
- Reg. No.: 22164

Evaluation and Grant Implementation

- 2.0 CEUs
- Date: May 5-22
- Time: Sat 8:30am - 12:30pm
- Meetings: 5
- Location: CSUDH EE 1217
- Fee: \$155
- Instructor: Theresa Lu
- Course No.: TEX 917 Sec 02
- Reg. No. 22161

Post Award Grant Administration

- 2.0 CEUs
- Date: Jun 5-19

- Time: Sat 8:30am - 12:30pm
- Meetings: 5
- Location: CSUDH EE 1217
- Fee: \$155
- Instructor: Theresa Lu
- Course No.: TEX 919 Sec 01
- Reg. No.: 30028

Second Session

Pre Award Grant Administration

- 2.0 CEUs
- Date: Jul 6-27
- Time: Tues 6 - 10pm (4)
Sat 8:30am - 12:30pm (7/17)
- Meetings: 5
- Location: CSUDH EE 1210
- Fee: \$155
- Instructor: Sharon Martin
- Course No.: TEX 914 Sec 01
- Reg. No.: 30382

Evaluation and Grant Implementation

- 2.0 CEUs
- Date: Aug 3-24
- Time: Tues 6 - 10pm (4)
Sat 8:30am - 12:30pm (8/14)
- Meetings: 5
- Location: CSUDH EE 1210
- Fee: \$155
- Instructor: Sharon Martin
- Course No.: TEX 917 Sec 01
- Reg. No. 30383


Post Award Grant Administration

- 2.0 CEUs
- Date: Aug 31- Sep 21
- Time: Tues 6 - 10pm (4)
Sat 8:30am - 12:30pm (9/11)
- Meetings: 5
- Location: CSUDH EE 1210
- Fee: \$155
- Instructor: Sharon Martin
- Course No.: TEX 919 Sec 01
- Reg. No.: 41413

Another series will be offered in October.

For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/extendeded/grantwriting.htm

Technical Writing Certificate of Completion

Online! 

The Program

The Technical Writing Certificate of Completion Program introduces students to the many aspects of contemporary technical writing practices and helps them develop the skills and confidence to communicate complex technical concepts simply and effectively.

What You Will Learn

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

Who Should Attend

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

Eligibility Requirements

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

Special Features

The program is taught online.

Certificate Requirements

A Certificate of Completion is awarded upon

successful completion of the entire program.

"The classes were challenging and interesting and in some cases even fun. The homework got my creative juices flowing again.

I am surprised at how much of what I learned I am using every day. The program was time well spent."

- Georgia Lester
Technical Writer II
Panasonic Avionics Corporation

Courses

Fundamentals of Technical Communication
Advanced Technical Communication
Information Design

Costs

The cost of each course is \$450. Total cost for a certificate is \$1,350. There will be an additional cost for materials and/or textbooks.

Textbooks

"The program was great and I am still amazed at how comprehensive it was - I especially enjoyed Lu Kondor who is an incredible instructor- she has not only a wealth of knowledge about the subject but is also able to convey it effectively!"

-Nanette Peters
Michigan Surgical Quality Collaborative
Ann Arbor, Michigan

"This is an exceptional Program. As an experienced Technical Writer this program has been a great guide and has raised my standard of writing. For those new to documentation writing it provides a great foundation for a Technical writer. This is a well respected program. The teachers are excellent and have expertise in technical writing standards and requirements.

I looked long and hard for a program that did not just teach you how to write a research paper or a document. I looked for true technical writing program with real world instruction and projects. My books are still an excellent resource!"

- Lacy Lewis, Siemens

(The most current edition of each textbook)

Technical Communication, Markel
Handbook Technical Writing, Alred, Brusaw, Oliu
Document Design: A Guide for Technical Communicators, Kimball

Program Instructors


Lu Kondor, MA, Technical Writer and systems administrator for more than 15 years, is employed by Sony Pictures Imageworks. Member STC.


Kristy Nelson, Ph.D. has been teaching English and Technical Writing for more than seven years. She also has a Certificate of Completion in Technical Writing from this program.


Scheduled Classes

Fundamentals of Technical Communication

This 9-week course examines the basic requirements of technical style and organizational patterns used in a variety of business and technical documents. Students learn and practice how to condense extensive information into the fewest words possible without sacrificing content. The class also covers how to identify the audiences and apply various styles to each.


Date: Jun 7 - Aug 6
Location: Online 
Fee: \$450
Instructor: Kristy Nelson
Course No.: NWTW 101 Sec 42
Reg. No.: 30032

Date: Aug 16 - Oct 15
Location: Online 
Fee: \$450
Instructor: TBA
Course No.: NWTW 101 Sec 41
Reg. No.: 41583

Date: Oct 18 - Dec 17
Location: Online 
Fee: \$450
Instructor: TBA
Course No.: NWTW 101 Sec 42
Reg. No.: TBA

Advanced Technical Communications

This 9-week course further examines the concepts learned in the "Fundamentals" course. Students hone their skills by writing various types of proposals, informal and formal reports, procedures manuals and oral presentations.

Date: Jun 7 - Aug 6
Location: Online 
Fee: \$450
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 42
Reg. No.: 30033

Technical Writing Certificate of Completion

(Continued)

Date: Aug 16 - Oct 15
 Location: Online ✓
 Fee: \$450
 Instructor: Lu Kondor
 Course No.: NWTW 102 Sec 41
 Reg. No.: 41638

Date: Oct 18 - Dec 17
 Location: Online ✓
 Fee: \$450
 Instructor: Lu Kondor
 Course No.: NWTW 102 Sec 42
 Reg. No.: TBA

Information Design

The final 9-week course gives students a command of the design principals and production processes required for truly effective technical communications. Students will design manuals, procedures handbooks and instructional materials. Students will be required to complete a capstone project that incorporates every aspect of technical writing learned in the program.

Date: Jun 7 - Aug 6
 Location: Online ✓
 Fee: \$450
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 42
 Reg. No.: 30034

Date: Aug 16 - Oct 15
 Location: Online ✓
 Fee: \$450
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 41
 Reg. No.: 41639

Date: Oct 18 - Dec 17
 Location: Online ✓
 Fee: \$450
 Instructor: Lu Kondor
 Course No.: NWTW 103 Sec 42
 Reg. No.: TBA

Online Courses

ONLINE, INSTRUCTOR-LED

For more information:
 Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/extension/technicalwriting.htm

Communications Courses Only \$99!

COURSES

- A Writer's Guide to Descriptive Settings
- Advanced Fiction Writing
- Becoming a Grant Writing Consultant
- Beginner's Guide to Getting Published
- Beginning Writer's Workshop
- Breaking Into Sitcom Writing
- Business and Marketing Writing
- Effective Business Writing
- English Composition
- Forensic Science for Writers
- Fundamentals of Technical Writing
- Grammar Refresher (US)
- Introduction to Internet Writing Markets
- Introduction to Journaling
- Mystery Writing
- Pleasures of Poetry
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Research Methods for Writers
- Resume Writing Workshop
- Romance Writing Secrets
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Write Fiction Like a Pro
- Write Your Life Story
- Writeriffic 2: Advanced Creativity Training for Writers
- Writeriffic: Creativity Training for Writers
- Writing for Children
- Writing for ESL

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online Professional Development courses can be viewed at: www.csudh.edu/exed/ed2go.

- A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15,**

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu

Leader in Quality Assurance Education

Online On Site

CSUDH offers a full range of educational opportunities in Quality ranging from degree programs and certificate programs to seminars on cutting edge topics. Learn how to apply Quality management methods to manufacturing and service enterprises from instructors who are professionals in Quality fields.

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

TECHNICAL WRITING				
Course No.	Course Title	Sum 10	Fall 10	Spring 11
NWTW 101	Fundamentals of Technical Communications	•	•	•
NWTW 102	Advanced Technical Communications	•	•	•
NWTW 103	Information Design	•	•	•

Degree Programs

MA Negotiation, Conflict Resolution & Peacebuilding .64
 MBA65
 MPA65
 MS Nursing43
 MS Quality Assurance78
 BS Applied Studies9
 BS Nursing44
 BS Quality Assurance80

Credential Program

Tier II Education Administration 27

Certificate Programs

Assistive Technology30
 Community College Teaching ...31
 Production & Inventory Control .85
 Purchasing86

Certificate of Completion Programs

Admin. Medical Specialist45
 Advanced Coding for the Physician's Office46
 Adv. Hospital Coding /CCS Prep .46
 Green Programs10
 Home Inspection10
 Medical Billing & Coding50
 Paralegal62

Technical Writing26
 Quality Certificates81

Individual Courses

Arts & Culture8
 Business14
 Communications19
 Education35
 Healthcare55
 Information Technology58
 Languages60
 Management & Leadership74
 OSHA Training38
 Personal Development77

Distance Learning

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

A New Way to Learn

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

during the class, and students respond through the interactive features of the site. Students can also chat with each other during the broadcast.

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

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

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

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



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

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

Applied Studies Bachelor's Completion Program

APS TV / Online Proposed Summer 2010 Courses

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

- HIS 348 Labor in American Society
- MGT 310 Management Theory
- PSY 372 Industrial & Organizational Psychology
- PUB 300 Fundamentals of Public Administration or
- LBR 412 Labor Law

Online Only

- APS 300 Ethos of the Liberal Arts & the Role of Work
- APS 490 Seminar in Occupational Leadership
- ENG 350 Advanced Composition / Comp Co-op GWAR

For more information on **B.S. Applied Studies TV/Online**

www.appliedstudies.tv
appliedstudies@csudh.edu or call Lani Donnelly, Preadmission Services desk at 866-278-6789. email:ldonnelly@csudh.edu

Online OSHA and Cal-OSHA Training!

For further information:

310-243-2425

osha@csudh.edu

www.csudh.edu/oshaonline

OSHA authorized OSHA 500 (Construction) and 501 (General Industry) Trainer Outreach Courses are now available directly from 360 Training. To get started go to <http://www.csudh.edu/oshaonline>. Corporate discounts are available to companies enrolling 15 or more students. For information contact Customer Service at (800) 442-1149 or by e-mail at support@360training.com. Be certain to mention CSU Dominguez Hills to receive the best discount.

OSHA 10 Hour & 30 Hour Construction Outreach Courses
 OSHA 30 Hour Construction Industry Outreach Training Program
 OSHA 10 Hour Construction Industry Outreach Training Program
 OSHA 10 Hour General Industry Outreach Training Program
 OSHA-Beryllium and Cadmium Hazards in the Workplace
 OSHA-Bloodborne Pathogens
 OSHA-Building Security
 OSHA-Concrete & Masonry
 OSHA-Concrete and Masonry-OSHA
 OSHA-Confined Spaces for Construction
 OSHA-Confined Spaces for General Industry
 OSHA-Cranes & Rigging
 OSHA-Cranes and Rigging-Spanish
 OSHA-Cranes, Derricks & Hoists
 OSHA-Demolition
 OSHA-Drug and Alcohol Abuse in the Workplace
 OSHA-Electrical Safety for Construction
 OSHA-Electrical Safety for Construction- Spanish
 OSHA-Electrical Safety for General Industry
 OSHA-Ergonomics for Non-Office Workers
 OSHA-Ergonomics for Office Workers
 OSHA-Excavations
 OSHA-Excavations-Spanish
 OSHA-Explosives (Use of) in the Workplace
 OSHA-Fall Protection
 OSHA-Fall Protection-Spanish
 OSHA-Fire Protection
 OSHA-General Safety & Health Provisions
 OSHA-General Safety & Health Provisions-Spanish
 OSHA-Hand & Power Tools
 OSHA-Hand and Power Tools-Spanish
 OSHA-Hazard Communication
 OSHA-Hazardous Materials
 OSHA-Hazards of Asbestos in the Workplace
 OSHA-HAZWOPER
 OSHA-Hazwoper 24 Hour Course
 OSHA-Hazwoper 8 Hour Annual Refresher Course
 OSHA-Ionizing and Non-ionizing Radiation Safety
 OSHA-Industrial Emergency Response:

Hazardous Materials First Responder Operations - Level II
 OSHA-Industrial Emergency Response:
 Hazardous Materials First Responder Operations - Level I
 OSHA-Industrial Hygiene
 OSHA-introduction to OSHA & the OSHA Act
 OSHA-Introduction to OSHA and OSHA Act-Spanish
 OSHA-Lead Safety in the Workplace
 OSHA-Lockout/Tagout
 OSHA-Machinery and Machine Guarding
 OSHA-Materials Handling for Construction
 OSHA-Materials Handling and Storage for General Industry
 OSHA-Means of Egress and Fire Protection
 OSHA-Motor Vehicles
 OSHA-Occupational Health & Environmental Controls
 OSHA-OSHA 1926 STD 3-1.1
 OSHA-Personal Protective Equipment for Construction
 OSHA-Personal Protective Equipment for General Industry
 OSHA-Personal Response to Trauma
 OSHA-Professional Response to Trauma
 OSHA-Process Safety Management
 OSHA-Recordkeeping
 OSHA-Safety and Health Programs
 OSHA-Safety Orientation
 OSHA-Scaffolding
 OSHA-Scaffolding-Spanish
 OSHA-Stairways & Ladders
 OSHA-Stairways & Ladders-Spanish
 OSHA-Stormwater Management During Construction
 OSHA-Fire Protection-Spanish
 OSHA-Steel Erection
 OSHA-Trainer Course in Occupational Safety & Health Standards for Construction
 OSHA-Trainer Course in Occupational Safety & Health Standards for General Industry
 OSHA-Walking and Working Surfaces
 OSHA-Welding & Cutting for Construction
 OSHA-Welding, Cutting and Brazing for General Industry
 OSHA-Workplace Violence

Online Courses in Six Weeks!

Sharpen your work skills and increase your knowledge with online courses from the College of Extended & International Education in partnership with Education 2 Go. Classes begin each month and continue for six weeks. Chapters are released twice a week, and online discussion groups are accessible. After successful completion of the course, students may print out a certificate of completion from CSU Dominguez Hills.

Visit www.csudh.edu/ee/ed2go to sign-up for a course online. (Note: To register for a course by check, call the registration office at 310.243.3741.)

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

For further information, go to www.csudh.edu/extendeded/ed2go.htm or call 310-243-3741.

Courses include:

Accounting

Accounting Fundamentals
Accounting Fundamentals II
Advanced Microsoft Excel 2003
Creating a Successful Business Plan
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to QuickBooks 2007
Performing Payroll in QuickBooks 2007
Performing Payroll in QuickBooks 2009
QuickBooks 2007 for Contractors
QuickBooks 2009 for Contractors

Art, History, Psychology, & Literature

Drawing for the Absolute Beginner
Enjoying European Art Online
Music Made Easy
Pleasures of Poetry

Basic Computer Literacy

Advanced Microsoft Excel 2007
Computer Skills for the Workplace
Introduction to Linux
Introduction to the Internet
Introduction to Windows Vista
Introduction to Windows XP
Keyboarding
Navigating the Internet
What's New In Microsoft Office 2007

Business Administration

Administrative Assistant Applications
Administrative Assistant Fundamentals
Building Teams That Work
Distribution and Logistics Management
Employment Law Fundamentals
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Going Green at the Workplace
High Speed Project Management
Introduction to Business Analysis
Manufacturing Applications
Manufacturing Fundamentals
Mastery of Business Applications
Mastery of Business Fundamentals

PMP Certification Prep 1
PMP Certification Prep 2
Principles of Sales Management
Project Management Applications
Project Management Fundamentals
Purchasing Fundamentals
Six Sigma: Total Quality Applications
Six Sigma: Total Quality Fundamentals
Successful Construction Business Management
Supply Chain Management Fundamentals
Understanding the Human Resources

Computer Applications

Advanced Microsoft Excel 2007
Advanced Microsoft Word 2003
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Introduction to InDesign CS3
Introduction to Crystal Reports 10
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Office Accounting Professional 2008
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2003
Introduction to Microsoft Project 2007
Introduction to Microsoft Publisher 2003
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Visio 2003
Introduction to Microsoft Visio 2007
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Introduction to QuickBooks 2007
Introduction to QuickBooks 2009
Performing Payroll in QuickBooks 2007
Performing Payroll in QuickBooks 2009
QuickBooks 2007 for Contractors
QuickBooks 2009 for Contractors
What's New In Microsoft Office 2007

Courses for Teaching Professionals

An Introduction to Teaching ESL/EFL
Creating the Inclusive Classroom: Strategies for Success
Creating a Classroom Web Site
Creating Web Pages
Differentiated Instruction in the Classroom
Get Assertive!
Guided Reading: Strategies for the Differentiated Classroom
Guiding Kids on the Internet
Integrating Technology in the Classroom
Microsoft Excel 2007 in the Classroom
Microsoft PowerPoint 2007 in the Classroom
Microsoft Word 2007 in the Classroom
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Ready, Set, Read!
Response to Intervention: Reading Strategies That Work
Singapore Math: Number Sense and Computational Strategies
Spanish in the Classroom
Speed Spanish
Survival Kit for New Teachers
Teaching ESL/EFL Reading
Teaching Math: Grades 4-6

Database Management & Programming

Creating User Requirements Documents
High Speed Project Management
Intermediate C# Programming
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Oracle
Intermediate Visual Basic 2005
Intermediate Visual Basic 2008
Introduction to Alice 2.0 Programming
Introduction to ASP.NET
Introduction to C# Programming
Introduction to C++ Programming
Introduction to Crystal Reports 10
Introduction to Database Development
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Oracle
Introduction to Perl Programming
Introduction to SQL
Introduction to Visual Basic 2005

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

For further information, go to www.csudh.edu/extendeded/ed2go.htm or call 310-243-3741.

Introduction to Visual Basic 2008

Digital Photography & Digital Video

Intermediate Photoshop CS3
Intermediate Photoshop CS4
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Making Movies with Windows XP
Photographing People with your Digital Camera
Photoshop CS3 for the Digital Photographer
Photoshop CS3 for the Digital Photographer II
Photoshop CS4 for the Digital Photographer
Photoshop CS4 for the Digital Photographer II
Photoshop Elements 7 for the Digital Photographer

Entertainment Industry

Breaking Into Sitcom Writing
Get Funny!
Get Paid to Travel
Music Made Easy

Nonprofit Management

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

Graphic Design

Creating Web Graphics with Photoshop CS3
Design Projects for Adobe Illustrator CS2
Intermediate Photoshop CS3
Intermediate Photoshop CS4
Introduction to CorelDRAW X3
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Photoshop CS3 for the Digital Photographer
Photoshop CS4 for the Digital Photographer
Photoshop Elements 7 for the Digital Photographer

Health Care, Nutrition, & Fitness

Assisting Aging Parents
Human Anatomy and Physiology
Introduction to Natural Health and Healing
Medical Coding
Medical Terminology: A Word Association Approach
Medical Transcription

Languages

An Introduction to Teaching ESL/EFL
Beginning Conversational French
Conversational Japanese
Grammar for ESL
Instant Italian
Introduction to Braille Transcription (US)
Spanish in the Classroom
Speed Spanish II
Speed Spanish III
Writing for ESL

Speed Spanish II
Speed Spanish III
Writing for ESL

Law & Legal Careers

Business Law for the Small Business Owner
Constitutional Law: Bill of Rights
Employment Law Fundamentals
Evidence Law
Introduction to Criminal Law
Introduction to Criminal Law II
Legal Nurse Consulting
LSAT Preparation - Part 1 (US)
LSAT Preparation - Part 2 (US)
Paralegal Preparation 1 - 6
Real Estate Law
Winning Strategy for the Courtroom
Workers' Compensation

Math, Philosophy, & Science

Everyday Math
Introduction to Algebra

PC Troubleshooting, Networking, & Security

Advanced PC Security
Intermediate Networking
Introduction to Networking
Introduction to PC Security
Introduction to PC Troubleshooting
Wireless Networking

Personal Development

Achieving Success with Difficult People
Administrative Assistant Fundamentals
Building Teams That Work
Computer Skills for the Workplace
Effective Business Writing
Everyday Math
Get Assertive!
Get Funny!
Get Paid to Travel
Grammar Refresher
Individual Excellence
Interpersonal Communication
Introduction to Journaling
Keys to Effective Communication
Leadership
Listen to Your Heart, and Success Will Follow
Making Age an Asset in Your Job Search
Mastery of Business Fundamentals
Merrill Ream Speed Reading
Resume Writing Workshop
Skills for Making Great Decisions
Twelve Steps to a Successful Job Search

Personal Enrichment

Achieving Success with Difficult People
Assisting Aging Parents

Genealogy Basics

Goodbye to Shy
Handling Medical Emergencies
Healing Through Hypnosis
Interpersonal Communication
Keys to Effective Communication
Lose Weight and Keep It Off
Medical Coding
Medical Transcription
Merrill Ream Speed Reading
Skills for Making Great Decisions
Write Your Life Story

Personal Finance & Wealth Building

Analysis and Valuation of Stocks
Debt Elimination Techniques That Work
Introduction to Stock Options
Keys to Successful Money Management
Personal Finance
Real Estate Investing
Real Estate Investing II: Financing Your Property
Stocks, Bonds, and Investing: Oh, My!
Where Does All My Money Go?

Sales & Marketing

Business and Marketing Writing
Effective Selling
Managing Customer Service
Marketing Your Business on the Internet
Principles of Sales Management
Professional Sales Skills

Start Your Own Business

Beginning Braille Transcription
Business Law for the Small Business Owner
Creating a Successful Business Plan
Growing Plants for Fun and Profit
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Secrets of the Caterer
Start Your Own Arts and Crafts Business
Start and Operate your own Home-Based Business
Start Your Own eBay Drop Off Store
Start Your Own Small Business
Starting a Consulting Practice
Wow, What a Great Event!

Test Prep

GED Preparation
GRE Preparation - Course 1
GRE Preparation - Course 2
GMAT Preparation
LSAT Preparation - Course 1
LSAT Preparation - Part 2
Praxis I Preparation
Prepare for the GED Language Arts, Writing Test

Prepare for the GED Math Test
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

The Internet

Achieving Top Search Engine Positions
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Learn to Buy and Sell on eBay
Navigating the Internet
Start Your Own eBay Drop Off Store

Web & Computer Programming

Intermediate C# Programming
Intermediate Java Programming
Intermediate PHP and MySQL
Intermediate Visual Basic 2005
Intermediate Visual Basic 2008
Introduction to Alice 2.0 Programming
Introduction to ASP.NET
Introduction to C# Programming
Introduction to C++ Programming
Introduction to Java Programming
Introduction to Perl Programming
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to Ruby Programming
Introduction to Visual Basic 2005

Web Graphics & Multimedia

Creating Web Graphics with Photoshop CS3
Drawing for the Absolute Beginner
Introduction to CorelDRAW X3
Introduction to Flash 8
Introduction to Flash MX 2004

Web Page Design

Achieving Top Search Engine Positions
Creating Web Pages
Creating Web Pages II
Designing Effective Websites
Introduction to CSS and XHTML
Introduction to Dreamweaver 8
Introduction to Dreamweaver MX 2004
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003

Writing & Publishing

A Writer's Guide to Descriptive Settings
Advanced Fiction Writing
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Writer's Workshop
Breaking Into Sitcom Writing
Business and Marketing Writing
Effective Business Writing
Forensic Science for Writers
Grammar Refresher (US)
Introduction to Internet Writing Markets
Introduction to Journaling
Mystery Writing
Pleasures of Poetry

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Research Methods for Writers
Resume Writing Workshop
Romance Writing Secrets
The Craft of Magazine Writing
The Keys to Effective Editing
Travel Writing
Write Fiction Like a Pro
Write Your Life Story
Writerific 2: Advanced Creativity Training for Writers

Online Workforce Training Programs

Online, Self-paced

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with California State University Dominguez Hills offers the following online certificate programs:

Business and Professional

Administrative Professional with Microsoft Certified Application Specialist (MCAS) (320 Hours) \$2,295
Administrative Professional w/ Microsoft Office Specialist (240 Hours) \$1,995
Bookkeeping the Easy Way with Quickbooks (140 Hours) \$1,695
Building Analyst Quick Start Program (BPI BA Certification) \$1,195
Certified Bookkeeper (80 Hours) \$1,795
Certified Global Business Professional (400 Hours) \$2,495
Certified Green Supply Chain Professional \$1,595
Certified Indoor Air Quality Manager \$795
Certified Indoor Environmentalist \$895
Certified Wedding Planner (300 Hours) \$1,395
Chartered Tax Professional (180 Hours) \$1,795
Chartered Tax Professional for California Residents (200 Hours) \$1,895
CORE Mediation Certificate (60 Hours) \$1595
eBusiness Certificate(200 Hours) \$1,995
Emergency Management Training (300 Hours) \$1995
Entrepreneurship: Start-Up and Business

Owner Management (360 Hours) \$2,095
Event Management and Design \$1,895
Fitness Business Management \$2,395
Freight Broker/Agent Training \$1,695
Grant Writing (300 Hours) \$2095
Help Desk Analyst: Tier 1 Support Specialist (80 Hours) \$1,495
Lean Mastery (60 Hours) \$1,695
Management for IT Professionals (390 Hours)\$2,095
Management Training (300 Hours) \$2,095
Non-Profit Management Training (300 Hours) \$2,095
Nutrition for Optimal Health, Wellness, and Sports \$2,395
Pay Per Click Marketing \$1,495
Payroll Practice and Management (80 Hours) \$1,595
Performing Comprehensive Building Assessments \$695
Personal Training and Group Exercise Training for Older Adults \$2,395
Principles of Green Buildings \$595
Project Management (40 Hours) \$1,495
Purchasing & Supply Chain Management \$2,095
Records Management (80 Hours) \$1,395
Search Engine Marketing (250 Hours) \$1,895
Search Engine Optimization (150 Hours) \$1,495
Senior Certified Sustainability Professional \$2,495
Six Sigma Black Belt \$2,695
Six Sigma Green Belt \$1,895
Travel Agent Training (200 Hours) \$1,595
Understanding Earned Value Management \$1,295
Women's Exercise Training and Wellness \$2,395
Hospitality and Gaming
3ds max (650 Hours) \$1,695
Advanced Personal Fitness Trainer (240 Hours) \$2,795
Casino Baccarat Dealer (75 Hours) \$1,195
Casino Blackjack Dealer (100 Hours) \$1,395
Casino Poker Dealer (100 Hours) \$1,395
Certified Global Business Professional (400 Hours) \$2,495
Certified Wedding Planner (300 Hours) \$1,395
Fine Arts Certificate (420 Hours) \$4,495
Fitness Business Management \$2,395
Personal Fitness Trainer (250 Hours) \$2,095
Personal Training and Group Exercise Training for Older Adults \$2,395

Online Workforce Training Programs

(continued)

Travel Agent Training (200 Hours) \$1,595
 Video Game Design and Development (500 Hours) \$1,995
 Women's Exercise Training and Wellness \$2,395

Skilled Trades and Industrial

Building Analyst Quick Start Program (BPI BA Certification) \$1,195
 Certified Green Supply Chain Professional \$1,595
 Certified Indoor Air Quality Manager \$795
 Certified Indoor Environmentalist \$895
 Chemical Plant Operations (400 Hours) \$2,595
 Emergency Management Training for First Responders \$1,995
 Freight Broker/Agent Training (150 Hours) \$1,695
 Home Inspection Certificate (200 Hours) \$2,095
 HVAC Technician (320 Hours) \$3,095
 Modern Automotive Service Technician (380 Hours) \$2,695
 Natural Gas Plant Operations \$2,595
 Oil Refinery Operations (400 Hours) \$2,595
 Paper Mill Operations (400 Hours) \$2,595
 Performing Comprehensive Building Assessments \$695
 Power Plant Operations (400 Hours) \$2,595
 Principles of Green Buildings \$595
 Pulp Mill Operations (400 Hours) \$2,595
 Senior Certified Sustainability Professional \$2,495

Healthcare and Fitness

Administrative Dental Assistant (150 Hours) \$1,595
 Administrative Medical Specialist w/ Medical Billing and Coding (300 Hours) \$1,995
 Advanced Coding for the Physician's Office (80 Hours) \$1,395
 Advanced Hospital Coding and CCS Prep (80 Hours) \$1,695
 Advanced Personal Fitness Trainer (240 Hours) \$2,795
 Certified National Pharmaceutical Representative (120 Hours) \$1,595
 Clinical Dental Assistant \$1,995

Emergency Management Training for First Responders \$1,995
 Fitness Business Management (260 Hours) \$2,395
 HIPAA Compliance (4 user licenses) (12 Hours) \$599
 ICD-10 Medical Coding: Preparation & Instruction for Implementation (200 Hours) \$1,595
 Medical Billing and Coding (240 Hours) \$1,595
 Medical Billing and Coding + Medical Terminology \$1,895
 Medical Terminology (60 Hours) \$595
 Medical Transcription (240 Hours) \$1,595
 Nutrition for Optimal Health, Wellness, and Sports (200 Hours) \$2,395
 Personal Fitness Trainer (150 Hours) \$2,095
 Personal Training and Group Exercise Training for Older Adults (260 Hours) \$2,395
 Pharmacy Technician (300 Hours) \$1,995
 Veterinary Assistant (240 Hours) \$1,795
 Women's Exercise Training and Wellness (200 Hours) \$2,395

IT and Software Development

3ds max (580 Hours) \$4,095
 Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours) \$1,995
 Administrative Professional w/ Microsoft Office Specialist (240 Hours) \$1,995
 AutoCAD 2007 (150 Hours) \$1,795
 AutoCAD 2009 (150 Hours) \$1,995
 Cisco® CCNA® Certification Training (100 Hours) \$1,995
 CompTIA™ A+ Certification Training (150 Hours) \$1,695
 Comp TIA™ Network+/Server+ Certification Training (80 Hours) \$1,495
 Comp TIA™ Security+ Certification Training (120 Hours) \$1,695
 eBusiness (200 Hours) \$1,995
 Forensic Computer Examiner (150 Hours) \$3,095
 Help Desk Analyst: Tier 1 Support Specialist (80 Hours) \$1,495
 Microsoft Access 2007 (35 Hours) \$595
 Microsoft Certified Application Specialist (MCAS) (120 Hours) \$1,595
 Microsoft MCAS: Office 2007 and Windows Vista \$1,895
 Microsoft Certified Database Administrator (MCDBA) \$1,595
 Microsoft Certified Desktop Support Technician (MCDST) (200 Hours) \$1,795

Microsoft Certified Systems Administrator 2003 (MCSA) (440 Hours) \$2,495
 Microsoft Certified Systems Administrator Plus 2003 (MCSA+) (340 Hours) \$2,195
 Microsoft Certified System Engineer 2003 (MCSE) (700 Hours) \$3,295
 Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) (480 Hours) \$3,095
 Microsoft Excel 2007 (35 Hours) \$595
 Microsoft Office Specialist 2003 (MOS) (120 Hours) \$1,595
 Microsoft MCAS: Office 2007 and Windows Vista \$1,595
 Microsoft Outlook 2007 (35 Hours) \$595
 Microsoft PowerPoint 2007 (35 Hours) \$595
 Microsoft Vista Business (35 Hours) \$595
 Microsoft Windows Vista \$595
 Microsoft Word 2007 (35 Hours) \$595
 .NET Training \$1,995
 Pay Per Click Marketing (150 Hours) \$1,495
 RFID (Radio Frequency Identification) on the Web™ (70 Hours) \$2,945
 Search Engine Marketing (250 Hours) \$1,895
 Search Engine Optimization (150 Hours) \$1,495
 Web Database Developer (267 Hours) \$2,195
 Webmaster (150 Hours) \$1,795

Media and Design

3ds max (360 Hours) \$1,695
 Digital Arts Certificate (420 Hours) \$5,595
 Event Management and Design \$1,895
 Fine Arts Certificate (200 Hours) \$4,495
 Interior Design (350 Hours) \$2,295
 Video Game Design and Development (500 Hours) \$1,995
 Web Database Developer (200 Hours) \$2,195
 Webmaster (150 Hours) \$1,795

For more information please visit:
<http://gatlineducation.com/csudh>

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**Physical Education,
Administration Option
Master of Arts in
Education**

The Program

This is a graduate program for physical education teachers who are interested in furthering their education and professional development.

What You Will Learn

Graduates of this program will receive a Master of Arts in Education with an emphasis in Physical Education Administration. The Physical Education Administration option is designed to provide advanced studies in physical education, as well as knowledge and understanding of the basic foundations and theories of educational administration. The curriculum objectives promote a blending of theory and practice to assist students who seek advancement within their chosen field in education, public service, or the private sector. Graduates from this program will meet requirements necessary for teaching physical education at the community college level, as well as meeting requirements for various school administrative positions.

The Master of Arts in Education, Physical Education Administration Option is structured as a differential tuition program, with graduates completing a total of 30 units. Students will complete 18 units (graduate education curriculum) under state support and 12 units (physical education courses) through Special Sessions. Students will be

enrolled as regular university students for the extent of the program, but will pay the current Special Sessions fees for the 12 physical education units.

Degree Requirements

The following courses (A-C) constitute the program of study for the Master of Arts in Education: Physical Education Administration Option. Students enrolling in these courses must have a degree in Physical Education, Kinesiology, Exercise Science, or Human Performance or have completed the prerequisite courses (outlined in part II below). All students receiving this degree must successfully complete these courses.

Courses

A. Graduate Education Common Core Requirements. Classes taken under state support.

Research Methods in Education GED 500
Seminar in Learning & Dev. GED 501
Socio-Cultural Issues in Ed. GED 503

B. Graduate Education Required Courses. Classes taken under state support.

Law & Ethics in Public Education EAD 506
Supervision of Instruction EAD 570
School Management & Finance EAD 571

C. Physical Education Required Courses. Classes taken through Special Sessions.

Seminar in Contemporary Issues, Topics, and Trends in Physical Education KIN 500
Seminar in Curriculum Dev. in P.E. KIN 514
Public Relations & Development in Physical Education & Athletics KIN 516
Field Work in P. E. Administration KIN 593S

Program Prerequisites

Students who have not completed a degree in Physical Education, Kinesiology, Exercise Science or Human Performance must

complete all of the following courses before enrolling in 500 level physical education courses.

Human Anatomy Physiology BIO 250
Human Anatomy Physiology Lab BIO 251
Tests and Measurements KIN 300
Kinesiology KIN 301
Exercise Physiology KIN 303
P. E. in the Elementary School KIN 425
Teaching Effectiveness in Secondary Physical Education KIN 448

For more information
www.csudh.edu/extendeded/maedpe
lhancock@csudh.edu

**Sport & Fitness
Psychology
Online!**



Discover what it takes to improve athletic performance.

For more information:
jjitelli@csudh.edu
310-243-3727

www.csudh.edu/sportpsychology

See page 82

Adult Education Teaching Credential

Employment Outlook

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

Who Should Attend

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

Program Requirements for a Five-Year Preliminary Credential

- Academic subjects: Adult Basic Education English, Humanities, Foreign Language, Mathematics, Science, Social Science
- Non Academic Subjects: Arts & Crafts, Business Education, Foreign Language (conversational), Gerontology, Handicapped, Health & Safety, Health Occupations, Home Economics, Parent Education, Public Administration.
- Bachelor's degree with 20 semester units or 10 upper division semester units in the subject to be taught or 5 years related work experience.* High school diploma also required.
- Successful passing scores on the California Basic Educational Skills Test (CBEST)
- Completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

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

Program Requirements and Courses for a Clear Credential

- Possession of a valid preliminary Adult Credential, plus courses
- Level I and Level II Courses completed

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

Courses

Level I

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

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

Level II

LEVEL II CLEAR CREDENTIAL CANDIDATES MUST COMPLETE LEVEL II COURSES BEFORE THE END OF THE 6th YEAR OF THEIR PRELIMINARY CREDENTIAL

Seminar in Adult Education: Credential Interns (1)	TED 417
Supervised Field Experience/Adult Education (2)	TED 423
Counseling & Guidance for Teachers of Adult Education (2)	TED 424
Health in Public Education (3)	HEA 300
or	
Health for Educators (1)	HEA 395
Computer Literacy for Teachers (1)	TED 420

Note: Level I & II courses in this program do not support Ryan designated vocational education credential requirements.

Costs

Each unit is \$199. A two-unit course is \$398.

The Location

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

About the Instructors

Ted Johnson, M.Ed., Program Coordinator, Career Administrator and Educator; Academic Coordinator District Adult Education and Academic Intervention Program, Los Angeles Unified School District

Roberto Ceja, M.A. Education; 26 years of experience as an educator and administrator in vocational and community adult education

Gina Hayes, M.A. Anthropology; M.A. Educational Administration; Assistant Principal Gardena-Carson Adult School

Julie Meuret-Kalousek, M.Ed.; 17 years experience as an adult educator and mentor teacher

Ron Ross, Ph.D. History; California lifetime credentials in teaching, counseling and school administration; 30 years experience as an adult educator

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

Date: Aug 20
Time: Fri 4-5:00pm
Location: EE 1217
Fee: FREE
Reg. No.: 30440
Phone for reservation 310-243-3741

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

- First, attend a **free orientation** session on credential and program requirements on August 20. See box above for details.
- Schedule an advising appointment with Ted Johnson, academic coordinator. Email dulloa@csudh.edu to schedule appointments.

For Program Information:

On the web:
www.csudh.edu/extendeded/adulted.htm
Email eeinfo@csudh.edu
Phone 310 243-3741

Program Contact

Adult Education office 310 243-2887

Summer 2010

Scheduled Classes

Seminar In Adult Education

1 Unit

Prerequisites: Concurrent enrollment in TED 423 is required; TED 418, TED 419 & TED 421
Addresses beginning adult education intern needs for working in ethnically, culturally, and language diverse adult school settings. Emphasis is on problem solving, discussion of competency checklists used in fieldwork.

Date: Jun 5 & 12
Time: Sat 9am-5:30pm
Meetings: 2
Location: EE 1206
Fee: \$199
Instructor: Ted Johnson
Course No.: TED 417 Sec 71
Reg. No.: 30425

Adult Education Teaching Credential

(Continued)

Fieldwork Experience: Adult Education

2 Units

Prerequisites: Concurrent enrollment in TED 417 is required; TED 418, TED 419 & TED 421 Practical experience in teaching adults, including classroom, school, community, and individualized assignments to fulfill the particular needs of each intern.

Date: Jun 11 & Aug 20
 Time: Fri 6–9pm,
 Meetings: 2
 Location: EE 1210
 Fee: \$398
 Instructor: Ted Johnson
 Course No.: TED 423S Sec 71
 Reg. No.: 30432

Materials & Methods Part I

2 Units

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

Date: Jul 23, 24, 30 & 31
 Time: Fri 4:30–9pm, Sat 9am–6pm
 Meetings: 4
 Location: EE 1210
 Fee: \$398
 Instructor: Roberto Ceja
 Course No.: TED 418 Sec 71
 Reg. No.: 30428

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: Aug 13, 14, 20 & 21
 Time: Fri 5–9:30pm, Sat 9am–6pm
 Meetings: 4
 Location: EE 1206
 Fee: \$398
 Instructor: Gina Hayes & Julie Meuret Kalousek
 Course No.: TED 419 Sec 71
 Reg. No.: 30429

Computer Literacy for Teachers

1 Unit

Prerequisite: TED 417

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

Date: Jul 17 & 24
 Time: Sat 9am–5:30pm
 Meetings: 2
 Location: WH C155
 Fee: \$199
 Instructor: Ted Johnson
 Course No.: TED 420 Sec 71
 Reg. No.: 30427

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: Jul 9, 10, 16 & 17
 Time: Fri 4:30–9pm, Sat 9am–6pm
 Meetings: 4
 Location: EE 1217
 Fee: \$398
 Instructor: Ron Ross
 Course No.: TED 421 Sec 71
 Reg. No.: 30426

Counseling & Guidance/ Adult Education

2 Units

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

Date: Aug 13, 14, 20 & 21
 Time: Fri 4:30–9pm, Sat 9am–6pm
 Meetings: 4
 Location: EE 1209
 Fee: \$398
 Instructor: Ron Ross
 Course No.: TED 424 Sec 71
 Reg. No.: 30431

Health for Educators

1 Unit

This class fulfills the coursework portion of the California Health Education requirement for the Designated Subjects Adult & Vocational Credentials. It is designed for the adult education instructor.

Date: Aug 6 & 7

Time: Fri 5–9:30pm,
 Sat 9am–6pm
 Meetings: 2
 Location: EE 1206
 Fee: \$199
 Instructor: Gina Hayes
 Course No.: HEA 395 Sec 71
 Reg. No.: 30433

Tier II Educational Administration Program

Program Overview

The program prepares school leaders to confront issues of equity, achievement gaps, scarce resources, hard to staff schools, and underperforming teachers and staff. The candidates will learn to lead in ways that positively impact teaching and learning, school culture, and community involvement.

The program is designed on individual candidates' special needs. Candidates will develop their electronic Individual Induction Plan (IIP) via a battery of assessments based on six thematic areas (CPSELs). Candidates participate in field experiences, university and non-university sponsored activities, seminars, panel discussions, independent reading, reflective practice and on-line learning as specified in their IIP.

There are four major components to the Tier II, Professional Administrative Credential program:

1. Traditional classes based on the California Professional Standards for Educational Leaders. These classes will be in cohorts and include lecture, panel discussions, and seminars.
2. Online-learning that reinforces and enhances the traditional classes and extends professional preparation through case study analysis, on-line discussions and extensive professional reading.
3. Field-based leadership projects that integrates course work, readings, mentoring, and on-line components.
4. Mentoring, coaching, and advising provided by university cohort coordinator and instructor who have extensive field experience.

Tier II Educational Administration Program

(Continued)

Prerequisite to the Tier II Program and earning a Tier II Credential

- 1) Employed full-time in a position requiring an administrative credential.
- 2) Possess a valid Preliminary Administrative Services Credential.
- 3) Verify completion of a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status while holding the Preliminary Administrative Services Credential.

Costs

\$315/unit for the seven unit program (\$2,205)

Schedule

EAD 580 Professional Leadership Pre-Assessment, Induction Plan

2 units

The candidate, the university faculty member, and the site mentor together develop a professional credential induction plan for the support and professional development for the candidate based on the six themes of the 2004 CCTC Professional Standards.

Date: May 27 - Jun 16
 Time: Th 5-9:45pm
 Location: EE 1213
 Fee: \$630
 Instructor: Ann Chlebicki
 Course No.: EAD 580 Sec 35
 Reg. No. 30416

Date: May 27 - Jun 16
 Time: Th 5-9:45pm
 Location: EE 1213
 Fee: \$630
 Instructor: Joseph Scollo
 Course No.: EAD 580 Sec 36
 Reg. No. 30417

EAD 581 Principles of Professional Practice, 6 themes

3 units, repeatable*

This course has a strong conceptual base and is organized to address principles of

administrative practice per CCTC's six thematic areas. Specialization and individualization occur by determining specialized strands and individualized learning opportunities as specified in the candidate's induction plan.

Date: May 27 - Jun 16
 Time: Th 5-9:45pm
 Location: EE 1213
 Fee: \$945
 Instructor: Joseph Scollo
 Course No.: EAD 581 Sec 36
 Reg. No. 30419

Date: Jun 17 - Jul 8
 Time: Th 5-9:45pm
 Location: EE 1213
 Fee: \$945
 Instructor: Ann Chlebicki
 Course No.: EAD 581 Sec 35
 Reg. No. 30418

EAD 582 Professional Leadership Post-Assessment

2 units

The expectations developed in candidate's induction plan aligned are assessed to determine if the CCTC professional standards are satisfied. Candidate expectations will be different for each candidate, depending on past experiences, current job assignments, and future career development goals and plans.

Date: May 27 - Jun 16
 Time: Th 5-9:45pm
 (Varies - some online)

Location: EE 1213
 Fee: \$630
 Instructor: Joseph Scollo
 Course No.: EAD 582 Sec 36
 Reg. No. 30424

Date: Jul 8 - Sep 5
 Time: Th 5-9:45pm
 Location: EE 1213
 Fee: \$630
 Instructor: Ann Chlebicki
 Course No.: EAD 582 Sec 35
 Reg. No. 42100

Tier II, Professional Educational Administration Credential Courses (7 units*):
 EAD 580 Professional Leadership Pre-Assessment, Induction Plan (2 units), starts May 26, 2010
 EAD 581 Principles of Professional Practice, 6 themes (3 units, repeatable*), starts June 17,

2010**

EAD 582 Professional Leadership Post-Assessment (2 units), starts July 8, 2010
 *repeatable until all 6 themes are completed
 ** 2010 Seminar Dates: May 26, (CPSEs 1&2), June 10 (CPSEs 3&4), July 8(CPSEs 5&6) & July 22nd
 Orientation (Attendance required): May 6, 2010

Registration

To tentatively reserve a seat, please immediately email Dr. Ann Chlebicki at achlebicki@csudh.edu There is a limit of 40 seats.

By May 1, 2010, please go to the website: <http://www.csudh.edu/extended/tier2.htm> and fill out the Tier II Questionnaire and Registration Form and mail or bring the forms with payment (check, money order, Visa, Mastercard or Discover) to Extended Education Registration. Please note that for the Tier II Credential, you CANNOT REGISTER VIA PHONE, TOUCHTONE, or TOROWEB.

For More Information
 Go to the Web Site at
www.csudh.edu/coe/ead/programflyer2007.asp
 Or Contact
 Dr. Ann Chlebicki achlebicki@csudh.edu
 310-243-2517
 Dr. Robert Clark rclark@csudh.edu
 310-243-2178

Assistive Technology Specialist Certificate Program

This Online certificate program is designed to meet the needs of educators, administrators, professionals and others who want to learn federal and state requirements for serving the disabled.

Online! 

The Program

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

Who Should Attend

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

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

SPE 530 Introduction to Assistive Technology provides an overview for a broad audience including parents of disabled students and other interested members of the community.

COURSES

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

Introduction to Assistive Technology	SPE 530
Basic Assistive Technology	SPE 531
Advanced Assistive Technology	SPE 532
Admin. of Assistive Tech. Svcs	SPE 533
Capstone Course in Assistive Technology	SPE 537

About the Instructors

Larry Belkin, M.A. School Psychology; Chief, Special Education Services, Orange County Department of Education

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

Summer & Fall 2010 Scheduled Classes


Introduction to Assistive Technology

3 Units

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

Spring-Summer

Date: Apr 5 - Jun 14

Location: online 

Fee: \$597


Instructor: Larry Belkin & Paul Richard

Course No.: SPE 530 Sec 41

Reg. No.: 30045

Summer-Fall

Date: Jul 12 - Sep 20

Location: online 

Fee: TBD

Instructor: Larry Belkin & Paul Richard

Course No.: SPE 530 Sec 41

Reg. No.: 41674


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.

Summer-Fall

Date: Jul 12 - Sep 20

Location: online 

Fee: TBD

Instructor: Larry Belkin & Paul Richard

Course No.: SPE 531 Sec 41


Reg. No.: 41673

Advanced Assistive Technology

3 Units

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

Date: Apr 5 - Jun 14

Location: online 

Fee: \$597

Instructor: Larry Belkin & Paul Richard

Course No.: SPE 532 Sec 41


Reg. No.: 30046

Administration of Assistive Technology Services

3 Units

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

Date: Apr 5 - Jun 14

Location: online 

Fee: \$597

Instructor: Larry Belkin & Paul Richard

Course No.: SPE 533 Sec 41

Reg. No.: 30047


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.

Spring-Summer

Date: Apr 5 - Jun 14

Location: online 

Fee: \$597


Instructor: Larry Belkin & Paul Richard

Course No.: SPE 537 Sec 41

Reg. No.: 30048

Summer-Fall

Date: Jul 12 - Sep 20

Location: online 

Fee: TBD

Instructor: Larry Belkin & Paul Richard

Course No.: SPE 537 Sec 41

Reg. No.: 41672

For more information: contact Joanne Zitelli, Email: jzitelli@csudh.edu 310-243-3727 or

Paul Richard
email paul_richard@ocde.k12.ca.us
Orange County Department of Education
PO Box 9050, Costa Mesa, CA 92628-9050
(714)966-4140

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

Certificate in Community College Teaching

The Program

A three-course Certificate in Community College Teaching is designed for those who are ready to explore the option of a career in community college teaching. Courses are designed to enhance the skills and knowledge, and thereby employability, of potential community college instructors.

Who Should Attend

Participants should hold a master's degree in a subject area taught at the community college level, or be in the final phase of a graduate degree program, or be currently employed as an instructor in a community college.

Location

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

Courses

Graduate-level Education credit

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

Course outlines for GED 548 & 549 are available at www.csudh.edu/ccteaching

About the Instructors

Rodger McGinness, Ed.D. Educational Leadership, Vice President of Academic Affairs (ret.), Copper Mountain College, educator for 30 years with extensive experience as a community college instructor and administrator

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

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

Free orientation session

Find out more about our
**Community College Teaching
Certificate Program**

Saturday Aug 14, 2010
10-11:30am

Phone 310-243-3741 to register
For further information go to:
<http://www.csudh.edu/ccteaching>

Fall 2010 Scheduled Classes

*GED 548 & GED 549 taught Online only in
Spring term*

The Community College

2 Units

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

Date: Sep 11, 18, 25, Oct 2
Time: Sat 9:00am-4:30pm
Location: EE 1217
Fee: TBD
Instructor: Ramon Baltazar
Course No.: GED 549 Sec 71
Reg. No.: 41635

Effective College Teaching

3 Units

Prerequisite: Must have completed, or be completing MA/MS or be teaching at a Community College.

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

Date: Oct 16, 23, 30, Nov 6, 13, 20
Time: Sat 9:00am-4:30pm
Location: EE 1217
Fee: TBD
Instructor: Rodger McGinness
Course No.: GED 548 Sec 71
Reg. No.: 41636

Independent Study - Community College Teaching Internship

3 units

Completion of GED 548 & 549 with "B" or better. Student must apply and be approved for internship to receive permission to enroll.

Each eligible student will arrange discipline-specific internship through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH Internship Coordinator.

The coordinator will assist the student with materials and advice in obtaining the internship.

Date: Aug 30 - Dec 17
Time: tba
Fee: TBD
Instructor: Martha Sklar
Course No.: GED 594S Sec 71
Reg. No.: 41637

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

Join those who have successfully completed the Certificate in Community College Teaching

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Ron Maricich

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These 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 questions.

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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.

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All program instructors are experienced practitioners in their field of expertise. Courses are available either online or by CD. For CD option, student must have Mac OSX 10.x OR Windows XP Home, Professional or newer. Requires 512MB of RAM, 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800 x 600, CD drive 4x minimum speed and a printer connected to your computer.

Credit Information

Credit varies depending on course.

Costs

Each class is priced individually.
There are no refunds.

Instructors

- Melissa Bandy, MA.** Faculty Boise State University Early Childhood Studies
- Aumony Dahl, MA.** Instructor and curriculum developer, Vesi.
- Darcie Donegan, MA.** Instructor and coordinator, Early Childhood Education Dept.
- Joan Halverstadt, MS Ed.** School counselor, Rochester (WA) Primary School.
- Mick Jackson, MS Ed.** President and CEO for Virtual Education Software, Spokane, WA
- Florah Luseno, Ph.D.** Assistant Professor, Chicago State University, Special Education
- Karen Lea, Ph.D.** Director of Teacher education, Olivet Nazarene University

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

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

Peggy Rapp, MSW., Social Work Program director, Concordia College, New York. Instructor, Mercy College.

Candyce Reynolds, Ph. D. , Associate Professor and Director of Mentor Programs, Portland State University

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

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

Courses

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 6–Aug 15

Fee: \$477

Instructor: Mick Jackson

Course No.: TEX 495 Sec 41

Reg. No.: 30334

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 6–Aug 15

Fee: \$318

Instructor: Mick Jackson

Course No.: TEX 495 Sec 43

Reg. No.: 30345

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 6–Aug 15

Fee: \$318

Instructor: Michael Sedler

Course No.: TEX 495 Sec 44

Reg. No.: 30346

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 6–Aug 15

Fee: \$318

Instructor: Peggy Rapp

Course No.: TEX 495 Sec 45

Reg. No.: 30347

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 6–Aug 15

Fee: \$477

Instructor: A.N. (Bob) Pillay

**Professional
Development Courses
Distance Learning**

(Continued)

Course No.: TEX 495 Sec 46
Reg. No.: 30348

**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 6–Aug 15
Fee: \$318
Instructor: Marrea Winnega
Course No.: TEX 495 Sec 49
Reg. No.: 30349

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 6–Aug 15
Fee: \$318
Instructor: Karen Lea
Course No.: TEX 495 Sec 52
Reg. No.: 30351

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 6–Aug 15
Fee: \$477
Instructor: Michael Sedler
Course No.: TEX 495 Sec 53
Reg. No.: 30352

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 teaches 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 6–Aug 15
Fee: \$318
Instructor: Joan Halverstadt
Course No.: TEX 495 Sec 56
Reg. No.: 30353

Traumatized Child: 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 6–Aug 15
Fee: \$318
Instructor: Joan Halverstadt
Course No.: TEX 495 Sec 57
Reg. No.: 30354

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 6–Aug 15
Fee: \$318
Instructor: Joe Kaplan
Course No.: TEX 495 Sec 59
Reg. No.: 30355

Educational Assessment: Assessing Student Learning in the Classroom

2 Ext Units

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals, and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The use of a range of informal assessment measures in the academic and social skills areas will form the core of the content to be covered. The presentation of assessment information in an acceptable format to parents and teachers will also be addressed.

Date: Jun 6–Aug 15
Fee: \$318
Instructor: A.N. (Bob) Pillary
Course No.: TEX 495 Sec 61
Reg. No.: 30356

Inclusion: Working with Special Needs Students in Mainstream Classrooms

2 Ext Units

This course was written to help teachers understand concepts and terms related to educating students in inclusive classrooms, the continuum of placements school systems

Professional Development Courses

Distance Learning

(Continued)

can use in providing special education services to students with disabilities. The course helps you understand the federal definition of students entitled to special education services, as well as procedures you can use in determining whether these students can be educated in the regular classroom. The course also identifies and describes the roles and responsibilities of special and general educators in providing special education services to students educated in inclusive classrooms.

Date: Jun 6–Aug 15
 Fee: \$318
 Instructor: Florah Luseno
 Course No.: TEX 495 Sec 62
 Reg. No: 30357

Teaching Diversity: Influences & Issues in the Classroom

2 Ext Units

This course is an interactive computer-based instruction (CBI) course, designed to give you the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help you understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. You will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field.

Date: Jun 6–Aug 15
 Fee: \$318
 Instructor: Karen Lea
 Course No.: TEX 495 Sec 63
 Reg. No: 30358

Reading Fundamentals 1: An Introduction to Scientifically-based Research

2 Ext Units

The No Child Left Behind Act of 2001 mandates the use of scientifically-based research in programs receiving federal funding that deal with remedial readers

(Fleishman, Kohlmoos, & Rotherham, 2003). The concept of scientifically-validated methods is so prevalent in the legislation that it appears 110 times when referring to Reading First (Slavin, 2003) (i.e., to date, the largest, most focused early reading initiative in the U.S.). The purpose of this course is to help improve your knowledge of science and the scientific process. This knowledge will make you a more informed consumer and an even better advocate for students. This is the first course in a three-course series.

Date: Jun 6–Aug 15
 Fee: \$318
 Instructor: Mick Jackson
 Course No.: TEX 495 Sec 64
 Reg. No: 30359

Reading Fundamentals 2: Laying the Foundation for Effective Reading Instruction

2 Ext Units

The purpose of this second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, you will learn about the elements of effective instruction. It is important that all teachers have a firm understanding of effective instructional procedures. Teachers benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading.

Date: Jun 6–Aug 15
 Fee: \$318
 Instructor: Mick Jackson
 Course No.: TEX 495 sec 65
 Reg. No: 30360

Reading Fundamentals 3: The Elements of Effective Reading Instruction & Assessment

3 Ext Units

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Further, we discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer

technology into the classroom. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms.

Date: Jun 6–Aug 15
 Fee: \$477
 Instructor: Mick Jackson
 Course No.: TEX 495 Sec 66
 Reg. No: 30361

Infant and Toddler Mental Health: Issues & Information for Educators

2 Ext Units

Infant and Toddler Mental Health: Issues & Information for Educators is an interactive computer-based instruction (CBI) course designed to help you achieve a better understanding of infant and toddler mental health, child development, and strategies you can use to promote positive relationships with children and their families. This course provides information that will help you understand and identify your role as a child care provider, educator, and early childhood professional as well as provide you with research-based information on child development, attachment, temperament, and curriculum. Resources for both teachers and parents who would like more help or information about infant and toddler mental health will be provided.

Date: Jun 6–Aug 15
 Fee: \$318
 Instructor: Melissa Bandy
 Course No.: TEX 495 sec 67
 Reg. No: 30365

Early Childhood: Family-Centered Services

2 Ext Units

In this course you will learn what is meant by family-centered services as it applies to diverse systems of care, gain an understanding of family diversity, and explore the major stress factors facing families today. Theoretical basis for family-centered services, as well as reflect on current research and best practice will be discussed. Family-Centered Services will also examine the role of early childhood educators and explore ways to build partnerships with parents and create communities of care—for the benefit of children, and ultimately society as a whole.

Professional Development Courses Distance Learning

(Continued)

Date: Jun 6-Aug 15
 Fee: \$318
 Instructor: Aumony Dahl
 Course No.: TEX 495 Sec 68
 Reg. No.: 30370

Early Childhood: Program Planning

3 Ext Units

This course is an interactive distance learning course designed to give you a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age eight. In this course you will learn what is meant by curriculum, assessment, evaluation, and program planning as these terms apply to early childhood education. Historical perspectives and theories of child development, and best practices for early childhood education will be covered. Key concepts and specific activities for teaching various curricular content areas including language and literacy, mathematics and science, and the expressive arts will also be discussed.

Date: Jun 6-Aug 15
 Fee: \$477
 Instructor: Aumony Dahl
 Course No.: TEX 495 Sec 69
 Reg. No.: 30371

Early Childhood: Observation & Assessment

3 Ext Units

This is an interactive distance learning course which explores observation and assessment instruments, as well as recommended practices and available resources for infants, toddlers, and preschoolers. Content includes an emphasis on observing young children and assessing their early childhood learning environments.

Date: Jun 6-Aug 15
 Fee: \$477
 Instructor: Darie Donegan
 Course No.: TEX 495 Sec 70
 Reg. No.: 30374

Early Childhood: Typical & Atypical Development

3 Ext Units

This course is an interactive distance

learning course which explores contemporary best practice and perspectives on early childhood development. Content includes patterns and sequences of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability during infancy, toddlerhood, and the preschool years. Discussion will also include instructional technology (IT) and assistive technology (AT) applications for this population.

Date: Jun 6-Aug 15
 Fee: \$477
 Instructor: Darie Donegan
 Course No.: TEX 495 Sec 71
 Reg. No.: 30375

Harassment, Bullying & Cyber-Intimidation in Schools

2 Ext Units

Students will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course addresses what is known about these troubling areas. Students will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all.

Date: Jun 6-Aug 15
 Fee: \$318
 Instructor: Candyce Reynolds
 Course No.: TEX 495 Sec 72
 Reg. No.: 30376

For more info: eeinfo@csudh.edu
 or call 310-243-3741 or Visit the website
www.csudh.edu/extendeded/educatoronline.htm

Online Education Courses

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Education Courses Only \$99!

COURSES

- Creating a Classroom Web Site
- Creating the Inclusive Classroom: Strategies for Success
- Creating K-12 Learning Materials

- Differentiated Instruction in the Classroom
- Easy Classroom Podcasting
- Enhancing Language Development in Childhood
- Guiding Kids on the Internet
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading Strategies for the Differentiated
- Integrating Technology in the Classroom
- Leadership
- Microsoft Excel 2003 in the Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft Word 2003 in the Classroom
- Microsoft Word 2007 in the Classroom
- Microsoft PowerPoint 2003 in the Classroom
- Practical Ideas for the Adult ESL/EFL Classroom
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching ESL/EFL Reading
- Teaching Students With Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Classroom Computer
- The Creative Classroom
- Understanding Adolescents
- Using the Internet in the Classroom
- Working Successfully With Learning Disabled Students
- Writing for Children

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. For more information go to:

<http://www.csudh.edu/exed/ed2go>.

- A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15,**

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu



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

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

Don't have a group big enough....? Volume discounts are available for companies and organizations sending five or more participants to one of our regular classes. Contact Jason at the Center for Training and Development at (310) 243-3355 to register your group or to receive further information.

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

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

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

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

Where Military Service counts!

CSUDH has a proud tradition of serving America's military. The recognition of training taken at OTIECs across the nation and the world by service members is just one example! Learn more about our other military friendly policies by visiting www.csudh.edu/military

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

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

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

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

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

Trainer Programs offered on weekends in Carson, the Inland Empire and Orange County

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

Training Available online....

Through partnerships with 360 Training and the University of South Florida, the Dominguez Hills OSHA Education Center is pleased to offer the Construction and General Industry 30 Hour Standards and Trainer Courses completely online. Fully authorized by OSHA, these excellent online programs can provide potential Trainers the opportunity to receive their credentialing online. Information about this and all of the online Safety and Health programs available through CSUDH can be found at www.csudh.edu/osh

Apply your Training to a Bachelor's Degree

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

SPECIAL Introductory Discount for ASSE, AIHA and CSSSP Chapter Members in 2010!

Active dues paying members of Southern California Chapters of ASSE (American Society of Safety Engineers), AIHA (American Industrial Hygienists Association) and CSSSP (California Society for Safety and Security Professionals) earn a 10% discount on all CSUDH OTIEC courses taken in 2010. Details at www.csudh.edu/osh

2010 FEDERAL OSHA COURSES at CSUDH

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

To Register Call 888-4LA-OSHA

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

OSHA				
Course #	Course Title	Dates:	Location	CRN
500	Trainer Course for the Construction Industry	May 3 - 6 Aug 2-5	Orange County CSUDH	TBA TBA
501	Trainer Course for General Industry	Jul 24-25, 31, Aug 1	CSUDH	TBA
502	Update for Construction Industry Outreach Trainers	Jun 14-16	CSUDH	TBA
510	OSHA Standards for the Construction Industry	Jul 19-22	CSUDH	TBA
511	OSHA Standards For General Industry	May 10-13 Jul 10-11, 17-18	CSUDH	TBA
521	Industrial Hygiene	Jun 19-20, 26-27	CSUDH	TBA
2015	Hazardous Materials	May 17-20	CSUDH	TBA
2045	Machine Guarding Standards	May 8-9, 15-16 Aug 9-12	CSUDH San Bernardino	TBA TBA
2250	Principles of Musculoskeletal & Nerve Disorders	Aug 23-25	CSUDH	TBA
2264	Permit Required Confined Space Entry	Jun 14-16	CSUDH	TBA
3010	Excavation, Trenching and Soil Mechanics	Jul 26-28	Orange County	TBA
3110	Fall Arrest Systems	May 24-26 Aug 30-31, Sep 1	San Bernardino CSUDH	TBA TBA
5400	Trainer Course in Maritime Safety	Aug 16-19	CSUDH	TBA
5600	Trainer Course for Disaster Site Workers	Jul 26-29	CSUDH	TBA
6000	Collateral Duty for Federal Employees	Aug 23-26	CSUDH	TBA
7415	Construction Industry Requirements	Jul 29-30	Orange County	TBA
7505	Introduction to Accident Investigation	Jul 12-14	CSUDH	TBA
CSUDH				
Course #	Course Title	Dates:	Location	CRN
3096	OSHA 3096 Electrical High Voltage Standards Electrical Low Voltage Standards - State	May 8-9, 15-16	CSUDH	TBA
		Jun 7 - 8	CSUDH	TBA
		Jun 7 - 8	CSUDH	TBA
3099	NFPA 70E Electrical Safety Requirements Forklift Safety Trainer Course in Forklift Safety Cal-OSHA Standards for the Construction Industry Cal-OSHA Standards for General Industry	Jun 28-29	CSUDH	TBA
		Jun 7-8	CSUDH	TBA
		Jun 9-10	CSUDH	TBA
		Jun 21-24	CSUDH	TBA
		Jun 21-24 Aug 14-15, 21-22	CSUDH CSUDH	TBA TBA

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

ADVANCED SAFETY & HEALTH CERTIFICATE

Take Your OSHA Skills to a New Level

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

PARTICIPANTS WILL:

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

CERTIFICATE REQUIREMENTS

- Complete OSHA 510 or 511 and OSHA 521 and five eligible electives (see list inside).
- Complete at least three courses through the CSUDH OTI Education Center, including the final two courses taken.
- For complete requirements please go to

www.csudh.edu/osha

Special Features

- Courses taken through other official OSHA Training Institute Education Centers can be used to fulfill up to four of the courses required.
- Online OSHA courses taken through CSUDH may also be used to fulfill up to four of the courses required.
- Courses taken through the Dominguez Hills OSHA Education Center can be applied to an online Bachelor's Degree in Occupational Safety & Health offered by Columbia Southern University.

REQUIRED COURSES

(510 or 511 and 521)

OSHA 510 OSHA Standards for the Construction Industry

OSHA 511 OSHA Standards for General Industry

OSHA 521 OSHA Guide To Industrial Hygiene

CERTIFICATE ELECTIVES

OSHA 500 Trainer Course for the Construction Industry *Prerequisite 510*

OSHA 501 Trainer Course for General Industry *Prerequisite 511*

OSHA 2015 Hazardous Materials

OSHA 2045 Machinery and Machine Guarding Standards

OSHA 2225 Respiratory Protection

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

OSHA 2264 Permit-Required Confined Space

OSHA 3010 Excavation, Trenching and Soil Mechanics

OSHA 3095 Electrical Standards

OSHA 3110 Fall Arrest Systems

OSHA 5400 Trainer Course in Maritime Safety

OSHA 5600 Trainer Course for Disaster Site Worker

OSHA 7505 Introduction to Accident Investigation

OSHA 7415 Construction Industry Requirements

OSHA 6000 Collateral Duty for Federal Employees

Free Cal/OSHA Update offered every quarter...

Once a quarter the CSUDH OSHA Education Center, in partnership with Cal/OSHA, offers a free public seminar designed to keep safety professionals and local employers informed on what's new in safety and health compliance.

To be put on the contact list to receive information about the next Cal/OSHA update contact:

Jason Vogel jvogel@csudh.edu or call 888-4-LA-OSHA (888-452-6742)

To enroll: 888-4-LA-OSHA (888-452-6742)

OSHA Online

Online!

OSHA and CAL-OSHA Standards-based Training ONLINE – Many courses available in both English and Spanish!!!

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CSUDH, in partnership with 360 Training, is pleased to offer an extensive portfolio of online classes promoting awareness of best practices in occupational safety and health. In addition to receiving California state and federal standards based training, participants can receive their 10 and 30 hour Federal OSHA cards in both Construction and General Industry as well as their 8, 24 and 40 hour HAZWOPER certification.

OSHA Construction Courses Online

- **OSHA 510***
- Concrete & Masonry
- Spanish- Concrete and Masonry
- Confined Spaces
- Cranes & Rigging
- Spanish- Cranes and Rigging
- Cranes, Derricks & Hoists
- Demolition
- Electrical Safety

OSHA

Online



(continued)

- Spanish- Electrical Safety
- Excavations
- Spanish- Excavations
- Fall Protection
- Spanish- Fall Protection
- Fire Protection
- General Safety & Health Provisions
- Spanish- General Safety & Health Provisions
- Hand & Power Tools
- Spanish- Hand and Power Tools
- Introduction to OSHA & the OSHA Act
- Spanish- Introduction to OSHA and OSHA Act
- Materials Handling
- Motor Vehicles
- Occupational Health & Environmental Controls
- OSHA 1926 STD 3-1.1
- Personal Protective Equipment
- Process Safety Management
- Recordkeeping
- Scaffolding
- Spanish- Scaffolding
- Stairways & Ladders
- Spanish- Stairways & Ladders
- Spanish-Fire Protection
- Steel Erection
- Welding & Cutting

Online!

OSHA General Industry Courses Online

- **OSHA 511***
- **OSHA 501**
- Beryllium and Cadmium Hazards in the Workplace
- Bloodborne Pathogens
- Building Security
- Confined Spaces for General Industry
- Drug and Alcohol Abuse in the Workplace
- Electrical Safety for General Industry
- Ergonomics for Non-Office Workers
- Ergonomics for Office Workers
- Hazard Communication
- Hazardous Materials
- Hazards of Asbestos in the Workplace
- Ionizing and Non-ionizing Radiation Safety
- Industrial Hygiene
- Introduction to OSHA and the OSH Act

- Lead Safety in the Workplace
- Lockout/Tagout
- Machinery and Machine Guarding
- Materials Handling and Storage for General Industry
- Means of Egress and Fire Protection
- OSHA - HAZWOPER
- Personal Protective Equipment for General Industry
- Personal Response to Trauma
- Professional Response to Trauma
- Safety and Health Programs
- Safety Orientation
- Use of Explosives in the Workplace
- Walking and Working Surfaces
- Welding, Cutting and Brazing for General Industry
- Workplace Violence
- OSHA Outreach Training Courses Online
- OSHA - 10 Hour & 30 Hour Construction Outreach Program
- OSHA - 10 Hour Construction Outreach Program in Spanish
- OSHA - 10 Hour & 30 Hour General Industry Outreach Program
- OSHA Hazardous Waste Training Courses Online
- Hazwoper 40 Hour Course
- Hazwoper 24 Hour Course
- Industrial Emergency Response: Hazardous Materials First Responder Operations - Level II
- Industrial Emergency Response: Hazardous Materials First Responder Operations - Level I
- Walking and Working Surfaces
- Welding, Cutting and Brazing for General Industry
- Workplace Violence

OSHA Outreach Training Courses Online

- OSHA - 10 Hour & 30 Hour Construction Outreach Program
- OSHA - 10 Hour Construction Outreach Program in Spanish
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OSHA Hazardous Waste Training Courses Online

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- Industrial Emergency Response: Hazardous Materials First Responder Operations - Level I

To get started, go to <http://csudh.360training.com>. Corporate discounts are available to companies enrolling 15 or more students. For information contact Customer Service at (800) 442-1149 or by e-mail at support@360training.com. **Make certain you mention CSUDH to receive the best discount.**

OSHA TRAINING SERIES NOW ONLINE

Construction 510 and 500
General Industry 511 and 501
for information see www.CSUDH.edu/oshaonline

The *online 510 and 511 courses are offered in partnership with the University of South Florida. Go to www.csudh.edu/osha for information or to register.

FREE!
CalOSHA Update

What You Must Know in 2010!

May 28
Aug 13
Nov 12
1-3 PM

Seating is limited so register early!
Call 310-243-3355
Ask for Jason
or email jvogel@csudh.edu

California State University Dominguez Hills is pleased to offer the South Bay's most comprehensive occupational safety and health training programs. Training is offered in both Federal OSHA and Cal-OSHA standards with programs available on-campus, on-line and on-site through the Center for Training and Development.

1. California State University Dominguez Hills Certificate
 - a. Certificate Program in Environmental Occupational Health and Safety
 - b. Certificate Program in Safety and Security
2. Online Programs in OSHA, Cal-OSHA Includes OSHA 10 and 30 hour Construction and General Industry Outreach and Hazwoper Training.
3. Programs available at your company-site through the Center for Training and Development
4. Quarterly CAL-OSHA Updates

ENVIRONMENTAL HEALTH and SAFETY

Certificate Programs

- Advanced Safety & Health Certificate: 38
- Environmental & Occupational Health & Safety Certificate of Completion 40
- Safety and Security Certificate of Completion 41

Training

- Federal OSHA Training 37

Online OSHA & CalOSHA Courses 38

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

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

Certificate Requirements

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 classes.**

ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY						
Dept #	HEX		CEUs	Sum 10	Fall 10	Spr 11
HEX 981	Foundations of Safety & Health Prog. Adm.	R	2		•	
HEX 979	Recognition/Controls of Workplace Hazards	R	2			•
HEX 946	Industrial Accident investigation	R	2		•	
HEX 960	CAL OSHA Law	R	2			•
HEX 947	Intro to Workers' Compensation	R	2	•		
HEX 950	Intro. To Industrial Hygiene	R	2	•		
HEX 936	Industrial Machine Guarding	E	1.5			•
HEX 955	Industrial Hygiene Instrumentation	E	1.5			•
HEX 956	Bloodborne Pathogens	E	1.5			
HEX 920	Ergonomics	E	2	•		
HEX 978	CAL OSHA Appeals Procedures	E	1.5			
HEX 987	Mold Assessment & Remediation	E	3			
HEX 995	Special Topics	E	1.5	•		
Subject to change						

Environmental & Occupational Health & Safety

Certificate of Completion

(continued)

Courses

Required Courses

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

Elective Courses (Choose One)

Industrial Machine Guarding	HEX 936
Industrial Hygiene Instrumentation and Sampling	HEX 955
Ergonomics	HEX 920
CAL OSHA Appeals Procedures	HEX 978
Mold Assessment & Remediation (HEX 987 can be substituted for HEX 950)	HEX 987
Special Topics	HEX 995

Advisory Committee

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

Linda Hunter, RSSP, Certified Trainer, Zee Service Company

Joseph M. Kaplan, President Emeritus, Los Angeles Safety Council

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

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

Michael Nicolas, President, California Loss Control

Richard Sams, RSSP, Pricipal Risk Services Consultant, ASCIP Alliance of Schools for Cooperative Insurance Program

Richard Sams, RSSP, Pricipal Risk Services Consultant, ASCIP Alliance of Schools for Cooperative Insurance Program

Crist Wagner, MA, CPP, CFE, RSSP, CSP Senior Safety Consultant, General Safety Services



Required Courses

OSHA Laws & Accident Investigation / Industrial Accident Investigation

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

Date:	May 26 - Jun 23
Time:	Wed 6-10:00pm
Meetings:	5
Location:	SAC 1104
Fee:	\$295
Instructor:	Hal Lindsey
Course No.	HEX 946 Sec 01
Reg. No.	30405

Foundations of Safety and Health Program Administration

2.0 CEUs
Class 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.

Date:	Jul 17 - Aug 14
Time:	Sat 8:00am - Noon
Meetings:	7
Location:	SAC 1102
Fee:	\$295
Instructor:	Mark Pisani
Course No.	HEX 981 Sec 01
Reg. No.	30408

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

Safety and Security Certificate of Completion

The Program

The program provides managers and prospective managers who have both safety and security responsibilities within their organizations with practical, hands-on training in how to implement and maintain a safe and secure work environment. All program instructors are experienced practitioners in their field of expertise. Classes are scheduled in the evenings and/or weekends to meet the needs of working adults.

What You Will Learn

Course instruction and materials will provide participants with the tools and guidelines required to manage security issues in the workplace. Participants will learn to:

- Identify workplace security issues
- Manage security concerns
- Conduct accident/incident investigations
- Address issues related to terrorism, natural disasters and workplace violence
 - Understand privacy and ethics considerations

Who Should Attend

Individuals responsible or seeking responsibility for implementing and maintaining a safe and secure work environment including:

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

Eligibility Requirements

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

Special Features

This program is recognized by the California Society of Safety & Security Professionals (CSSSP), FEMA and the Department of Homeland Security. Courses are offered for Continuing Educational Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621

Safety and Security

Certificate of Completion

(continued)

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.

Courses

Required Courses

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

Elective Courses

Terrorist Acts & Natural Disasters Special Topics	HEX 978
	HEX 995

Advisory Committee

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

Linda Hunter, RSSP, Certified Trainer, Zee Service Company

Joseph M. Kaplan, President Emeritus, Los Angeles Safety Council

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Michael Nicolas, President, California Loss Control

Richard Sams, RSSP, Pricipal Risk Services Consultant, ASCIP Alliance of Schools for Cooperative Insurance Program

Crist Wagner, MA, CPP, CFE, RSSP, CSP Senior Safety Consultant, General Safety Services

REQUIRED COURSES

OSHA Laws & Accident Investigation / Industrial Accident Investigation

2.0 CEUs

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

Date: May 26 - Jun 23
 Time: Wed 6-10:00pm
 Meetings: 5
 Location: SAC 1104
 Fee: \$295
 Instructor: Hal Lindsey
 Course No. HEX 946 Sec 01
 Reg. No. 30405

Introduction to Security Management

2.0 CEUs

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

Date: Jun 5 - Jul 10
 Time: Sat 8:00am - Noon
 Meetings: 5
 Location: SAC1102
 Fee: \$295
 Instructor: Crist Wagner
 Course No. HEX 982A Sec 01
 Reg. No. 30407

Security and Loss Prevention

2 CEUs

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

Date: Jul 7 -28
 Time: Wed 6-10:00pm
 Meetings: 4
 Location: SAC1102
 Fee: \$295
 Instructor: Michael Nicholas
 Course No. HEX 989 Sec 01
 Reg. No. 30406

SAFETY AND SECURITY						
Dept #	HEX	*	CEUs	Sum 10	Fal 10	Spr 11
HEX 960	CAL OSHA Law.	R	2		•	
HEX 946	Industrial Accident Investigation	R	2	•	•	
HEX 979	Recog. & Cont'l of Workplace Hazards	R	2			
HEX 982A	Introduction to Security Mgt	R	2	•		
HEX 983	Terrorism & Violence in the Workplace	R	2		•	
HEX 989	Security and Loss Prevention	R	2	•		
HEX 995	Special Topics	E	1.5		•	
HEX 988	Terrorist Acts & Natural Disasters	E	1.5			
* R = Required; E = Elective						
Subject to change						

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

Nursing Master of Science Online

The Program

The MSN program prepares RNs as leaders for advanced practice in the roles of Nurse Educator, Nurse Administrator, Parent-Child Clinical Nurse Specialist, and Family Nurse Practitioner. Courses are based on advanced knowledge and the critique and application of theory and research as a scientific base for nursing.

What You Will Learn

Upon the completion of the Master of Science in Nursing Program, the graduate will be able to:

- Integrate knowledge, theory, research and skills in planning and evaluating comprehensive plans of care for individuals, families and populations.
- Design culturally sensitive programs and systems of care that meet the needs of diverse and vulnerable populations.
- Provide evidence-based, clinically proficient care using critical thinking skills in advanced nursing roles.
- Adapt oral, written and technological communication skills to be effective and appropriate in clinical, educational, and professional contexts and systems.
- Integrate ethical theory and principles into nursing theory, research and practice in advanced nursing roles.
- Advocate for healthcare policies and financing that promote, preserve and restore public health.
- Provide leadership in collaborative efforts with other disciplines to influence improvement in healthcare systems.
- Demonstrate commitment to lifelong learning to enhance the nursing profession.

Admission Requirements

- Completion of a baccalaureate degree from a regionally accredited institution with an upper division major in nursing (BSN) and a NLNAC or CCNE accredited nursing program or the equivalent as determined by the School of Nursing Student Affairs Committee.
- Overall grade point average of 3.0 (on a four-point scale) higher in the last 60

semester (90 quarter) units attempted. Students not meeting this requirement may be admitted to Conditionally Classified status on the recommendation of the faculty.

- Clear and active RN licensure in the United States.
- Completion of statistics (descriptive and inferential) and upper division research courses. Students who have not taken these courses in the undergraduate program may enroll in them concurrently with graduate coursework. They must be completed prior to MSN 530.
- The Graduate Writing Examination (GWE) requirement (or equivalent) must be met prior to admission OR during the first semester of coursework with a score of 8 or better.
- Submission of a professional resume and 100-200 word essay describing the congruence of the applicant's educational goals with the CSUDH MSN program.

Other Program Requirements

- Undergraduate transcripts must reflect completion of pathophysiology and health assessment courses.
- Students who have senior status in BSN programs may take up to two graduate courses if the following conditions are met. Undergraduate students who register for and complete graduate coursework to satisfy requirements for the undergraduate degree or without obtaining prior approval, will not receive course credit for the graduate program.
- Student has applied for BSN graduation
- Student's grade point average is 3.0 or higher
- Student has completed the GWE (or equivalent) with a score of 8 or better
- Student has submitted the "Graduate Course Credit for Seniors" form prior to registering in graduate coursework.
- A cumulative grade point average of 3.0 or better and a grade of B or better in each course is required. Any student receiving a grade of B- or lower during any term must consult with their graduate advisor. The CSUDH catalog outlines the policies concerning probation and disqualification.

Degree Requirements

The MSN program requires 33-51 semester units of approved graduate study that includes four role options. The curriculum

HEALTHCARE

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consists of core courses, role emphasis courses, role performance (clinical/practicum) courses, electives, and the culminating experience.

Role Options

The curriculum allows RN students to choose one of four role options: Nurse Administrator, Nurse Educator, Family Nurse Practitioner, or Parent-Child Clinical Nurse Specialist.

Graduate Course Prerequisites

Some MSN courses require the successful completion of prerequisites not offered as part of the graduate program. However, the prerequisite courses are available as undergraduate nursing courses.

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

Board of Registered Nursing
Provider Number
CEP# 10928

Nursing Bachelor of Science Online

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

The Program

The Bachelor of Science in Nursing curriculum is for registered nurses who are adult learners whose time, lifestyles or work schedules make it difficult to complete a traditional course of study in residence on a campus. All BSN courses, including clinical role performance courses, are offered online through the Internet to deliver the curriculum wherever and whenever the student is ready to learn. The courses must be completed within the semester, but students have the flexibility of accessing the courses at the time and place most convenient to them for completing assignments by the due dates. Some online courses may require students to take part in onsite class, either on campus or at selected sites throughout California.

What You Will Learn

Upon completion of the BSN program, graduates will be prepared to:

- Design competent, caring professional nursing care for individuals, families and populations across the health continuum in a variety of community based settings and institutions.
- Integrate knowledge from the physical and behavioral sciences, informatics, and the humanities into professional nursing practice.
- Demonstrate cultural competence in providing care and working with others.
- Implement health promotion and disease prevention plans for individuals, families and populations.
- Use theories and evidence-based research findings in professional nursing practice.
- Form collaborative relationships to improve professional nursing practice and the quality of healthcare for all.
- Demonstrate ethical and professional nursing values.
- Participate in political regulatory processes to influence healthcare systems and policy.
- Exhibit effective communication skills for professional nursing practice.
- Demonstrate commitment to a lifelong learning plan.

Admissions Requirements

- 60 or more transferable college units (70 semester units/105 quarter units maximum accepted from community colleges and 96 units from a four-year institution)
- Current RN licensure in the United States or an RN interim permit
- College GPA of at least 2.0
- Completion of basic General Education (G.E.) courses (12 units) (If is recommended that students obtain G.E. certification from a community college prior to admissions)
- English Composition (3 units)

- Critical Thinking/Logic (3 units)
- Oral Communications (3 units)
- GE Math/Quantitative Reasoning (3 units)

Degree Requirements

A total of a minimum of 120 semester units are required for the degree. In addition to the major, students must complete general education requirements. Students transferring from a community college can transfer a maximum of 70 units and students from a four year institution may transfer a maximum of 96 units. Electives are not required unless necessary to complete degree requirements.

A. Support Courses (12 units)

Course	Units	Number
Cultural Diversity and Health Care	3	BSN 306
Life Cycle	3	BSN 315
Human Pathophysiology	3	BSN 346
Statistics	3	BSN 405

B. Integrated Nursing Courses (37 units)

Professional Nursing Concepts	3	BSN 302
Professional Collaboration in Nursing Practice	3	BSN 340
Health Assessment	3	BSN 380
Health Assessment Skills Laboratory	1	BSN 381
Health Promotion and Teaching	3	BSN 400
Community Based Nursing I	3	BSN 410
Home Health Role Performance	2	BSN 411
Community Based Nursing II	3	BSN 420
Public Health Role Performance	2	BSN 421
Health Care Systems, Policy and Finance	3	BSN 430
Professional Nursing Roles	3	BSN 440
Nursing Leadership & Management	3	BSN 450
Leadership & Management Role Performance	2	BSN 451
Research in Nursing Practice	3	BSN 460


C. Electives (11-15 units)

Complementary and Alternative Health Care Modalities	1	BSN 325
Biochemistry	4	BSN 335
Continuous Quality Improvement in Health Care	1	BSN 416
Nursing and Telehealth	2	BSN 426
Health and the Global Village	1	BSN 456
Independent Study	1-3	BSN 494
Special Topics/Colloquia	1-3	BSN 495

For further information contact:
(310) 243-3741 or 877-GO-HILLS info@csudh.edu
or visit the website:
www.csudh.edu/bsn

Take Nursing courses without applying for the degree program through Open University. Go to www.csuch.edu/open for information.

Online Administrative Healthcare Certificates

Online! 

CSUDH, College of Extended & International, offers quality web-based career training programs in partnership with Gatlin Education Services (GES). These open enrollment programs are designed to provide the skills necessary to acquire professional career positions for a variety of in-demand occupations in the healthcare field.

- Many courses approved by Workforce Investment Board and Employment Development Department through I-Train.
- Register and start at any time. Up to 6 months to complete courses.
- Each student is assigned to an instructor for one-on-one assistance.
- Each program has a set of lessons and exams. Grades are a combination of computer-graded tests and the instructor's evaluation of the students' work.

Enjoy the flexibility and convenience of learning online—anytime and anywhere!

For more information, visit www.csudh.edu/extension/healthonline.

Administrative Medical Specialist with Medical Billing and Coding

30 CEUs

The online Administrative Medical Specialist with Medical Billing and Coding (AMC/MBC) program includes in-depth training on medical insurance billing and coding, and it also covers all of the other administrative tasks performed in a typical medical office, such as appointment scheduling; patient check-in, registration, and check-out; accounts receivable and payable management; bookkeeping; office management; and much more. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the dual CMAA/CBCS (Certified Medical Administrative Assistant/Certified Billing and Coding Specialist) certification credential

through the National Healthcareer Association (NHA).

Date: Online
 Time: Self-paced
 Meetings: 300 hours/ 6 months
 Location: Online
 Fee: \$1,995
 Instructor: Gatlin Education Services
 Course No: MDX 905 Sec 41
 Reg. No: 40114



Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

36 CEUs

The online Administrative Medical Specialist with Medical Billing and Coding (AMC/MBC) + Medical Terminology program includes in-depth medical insurance billing and coding modules, modules detailing all of the other administrative tasks performed in a typical medical office, and a comprehensive Medical Terminology course. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the dual CMAA/CBCS (Certified Medical Administrative Assistant/Certified Billing and Coding Specialist) certification credential through the National Healthcareer Association (NHA).

Date: Online
 Time: Self-paced
 Meetings: 360 hours/ 6 months
 Location: Online
 Fee: \$2,295
 Instructor: Gatlin Education Services
 Course No: MDX 915 Sec 41
 Reg. No: 40118

Medical Billing and Coding

24 CEUs

The online Medical Billing and Coding (MBC) program includes extensive training in medical insurance billing and coding that is designed to help students prepare for an entry-level job as a medical biller and/or coder. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the CBCS (Certified Medical Billing and Coding Specialist) certification credential through the National Healthcareer Association (NHA).

Date: Online
 Time: Self-paced
 Meetings: 240 hours/ 6 months
 Location: Online
 Fee: \$1,595
 Instructor: Gatlin Education Services
 Course No: MDX 915 Sec 41
 Reg. No: 40116

Medical Billing and Coding + Medical Terminology

30 CEUs

The online Medical Billing and Coding (MBC) + Medical Terminology program includes extensive training in medical insurance billing and coding that is designed to help students prepare for an entry-level job as a medical biller and/or coder. This program also includes 60 hours of Medical Terminology coursework. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the CBCS (Certified Medical Billing and Coding Specialist) certification credential through the National Healthcareer Association (NHA).

Date: Online
 Time: Self-paced
 Meetings: 300 hours/ 6 months
 Location: Online
 Fee: \$1,895
 Instructor: Gatlin Education Services
 Course No: MDX 917 Sec 41
 Reg. No: 40120

Medical Transcription

24 CEUs

This recently revised program provides students with basic knowledge of the transcription of medical records. Students learn to transcribe and format inpatient case studies, inpatient reports, and outpatient reports. Reports are taken from hospital medical records and include history and

Online Administrative Healthcare Certificates

(Continued)

physical examinations, radiology reports, operative procedures, pathology reports, consultations, discharge summaries, a death summary, an autopsy report, and correspondence. Different regional accents and background noises, which duplicate real-life situations, are used in the recorded dictation, the speed of which picks up as the student proceeds through the course. All textbooks and transcription equipment are included.

Date: Online
 Time: Self-paced
 Meetings: 240 hours/ 6 months
 Location: Online
 Fee: \$1,595
 Instructor: Gatlin Education Services
 Course No: MDX 906 Sec 41
 Reg. No: 40115

Medical Transcription + Medical Terminology

30 CEUs

This recently revised program provides students with basic knowledge of the transcription of medical records plus 60 hours of Medical Terminology coursework. Students learn to transcribe and format inpatient case studies, inpatient reports, and outpatient reports. Reports are taken from hospital medical records and include history and physical examinations, radiology reports, operative procedures, pathology reports, consultations, discharge summaries, a death summary, an autopsy report, and correspondence. Different regional accents and background noises, which duplicate real-life situations, are used in the recorded dictation, the speed of which picks up as the student proceeds through the course. All textbooks and transcription equipment are included.

Date: Online
 Time: Self-paced
 Meetings: 300 hours/ 6 months
 Location: Online
 Fee: \$1,895
 Instructor: Gatlin Education Services
 Course No: MDX 916 Sec 41
 Reg. No: 40119

Advanced Coding for Physicians Office

8 CEUs

The Advanced Coding for the Physician's Office program is designed for students who have previous coding experience, a basic coding education, or who have completed the Administrative Medical Specialist program. CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding are covered, along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines, and much more. Details and tips are provided to ensure that the most in-depth knowledge is acquired. This leads to increased accuracy in code selections and a smoother billing process with quicker and better reimbursement. This course prepares students for the Certified Professional Coder (CPC) certification exam offered by the American Academy of Professional Coders (AAPC).

Date: Online
 Time: Self-paced
 Meetings: 80 hours/ 6 months
 Location: Online
 Fee: \$1,395
 Instructor: Gatlin Education Services
 Course No: MDX 902 Sec 41
 Reg. No: 40112

Advanced Hospital Coding and CCS Prep

8 CEUs

The Advanced Hospital Medical Coding online course and CCS test prep training program prepares medical coding students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 medical coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills. The Advanced Hospital Coding and CCS Prep program will utilize your existing knowledge of medical terminology and healthcare sciences. Your coding skills will be heightened and focused - preparing you for employment testing, job performance, and successful completion of the CCS exam.

Date: Online
 Time: Self-paced
 Meetings: 80 hours/ 6 months
 Location: Online
 Fee: \$1,695
 Instructor: Gatlin Education Services
 Course No: MDX 904 Sec 41
 Reg. No: 40113

Medical Terminology

6 CEUs

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

Date: Online
 Time: Self-paced
 Meetings: 60 hours/ 6 months
 Location: Online
 Fee: \$595
 Instructor: Gatlin Education Services
 Course No: MDX 911 Sec 41
 Reg. No: 40117

For more information:
 Call (310) 243-3741
 Email jbouchard@csudh.edu or
 Visit the website
www.csudh.edu/extension/healthonline

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 classes
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 through
Open University
Online

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

Alcohol and Drug Counseling Certificate

The Program

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

Eligibility Requirements

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

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

CAADAC Approved Program

Special Features

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

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

- ADX 301 is equivalent to HUS 310
- ADX 304 is equivalent to HEA 315
- ADX 306 is equivalent to SOC 320 or HIS 379
- ADX 305 and ADX 307 are equivalent to HUS 380/381

Three additional ADX courses can be used as electives.

Students who are majoring in Human Services at CSUDH and who wish to complete the requirements of the Alcohol and Drug Counseling Certificate, the equivalents are as follows:

- PSY 367 or HUS 310 is equivalent to ADX 301
- PSY 342 or HEA 315 is equivalent to ADX 304
- SOC 320 or HIS 379 is equivalent to ADX 306

Students with the Bachelor of Arts degree in Human Services must complete the following for the Certificate: ADX 300, ADX 302, ADX 303, ADX 305 and ADX 307, and ADX 308 or 309. If enrolled in both programs at once, Human Services students may use any three of ADX 300, 302, 303, 308 and 309 as electives for the major.

Certificate requirements

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

Classes may be taken on an individual basis without formal entrance into the Certificate Program.

1-Hour Information Session

Free to the public

Come learn about the Alcohol & Drug Counseling Certificate Program. You get an overview of the industry and job opportunities.

Call (310) 243-3741 to make your reservation for this free information meeting.

Date: Jul 7, 2010
 Time: Wed 6:00pm
 Location: CSUDH EE 1217
 Course No: **NAOH 100 Sec01**
 Reg. No: 30430

Orientation

Attendance is required for newly admitted students and for those whose applications are being reviewed. The Fall orientation is scheduled for **Tuesday, August 10, 2010 at 6:00 in CSUDH EE 1217.**

Fall 2010 Application Submission Deadline: July 16, 2010

Spring 2011 Application Submission Deadline: Dec. 9, 2010

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

Veronica Bobekolmeyer, M.S. Marriage and Family Therapy, Addiction Specialist, Domestic Violence Counselor.

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

Robbin I. Gregson is a licensed psychotherapist specializing in the treatment of Eating Disorders in the South Bay over the past 15 years. She is currently in private practice.

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

Gisela Kunstler, MA, LMFT, CADCI, has been providing counseling services in the L.A. area for over 15 years. She is in private practice in Santa Monica.

Kathryn Tull is a licensed Marriage and Family Therapist in private practice and is a community mental health specialist in trauma-focused in-home therapy serving high-risk youth and their families.

Alcohol and Drug Counseling Certificate

(continued)

SCHEDULED CLASSES

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: May 26 - Aug 11
 Time: Wed 6-10:00pm
 Meetings: 12
 Location: CSUDH EE 1210
 Fee: \$477
 Instructor: Kathryn Tull
 Course No.: ADX 302 Sec 01
 Reg. No.: 30377

Group Counseling Techniques

3 Ext Units

Prerequisite ADX 300 and ADX 301

This course provides an understanding of group dynamics, defenses, problems, goals

and growth. The roles of the group facilitator and group members are examined and practiced in class.

Date: May 24- Aug 16
 Time: Mon 6-10:00pm
 Meetings: 11 (no class 5/31 & 7/5)
 Location: CSUDH EE1210
 Fee: \$477
 Instructor: Robbin Gregson
 Course No.: ADX 304 Sec 01
 Reg. No.: 30378

Introductory Practicum

2 Ext Units

Prerequisites: ADX 300, ADX 301

This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

Date: May 25 - Jul 27
 Time: Tue 6-10:00pm
 Meetings: 10
 Location: CSUDH EE 1209
 Fee: \$318
 Instructor: Toni Brinson
 Course No.: ADX 305 Sec 01
 Reg. No.: 30379

Treatment of Eating Disorders

3 Ext Units

An introduction to the treatment of eating disorders such as Anorexia Nervosa, Bulimia,

Compulsive Eating, and Obesity. Biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abuse is explored. The course will provide an overview of techniques necessary for counseling individuals with eating problems.

Date: Jun 3 - Aug 12
 Time: Thu 6-10:00pm
 Meetings: 11
 Location: CSUDH EE1210
 Fee: \$477
 Instructor: Robbin Gregson
 Course No.: ADX 308 Sec 01
 Reg. No.: 30380

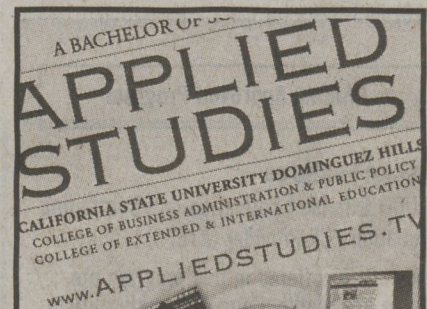
Board of Behavioral Science
 Provider #PCE 1676

For more information:
 Call 310-243-3782
 Email gmckeney@csudh.edu or
 Visit the website
www.csudh.edu/extension/adx.htm

ALCOHOL AND DRUG COUNSELING

COURSE	TITLE	CREDITS	SUM 10	FALL 10	SPR 11
ADX 300	Introduction to Alcoholism	3 Ext		•	•
ADX 301	Introduction to Counseling	3 Ext		•	•
ADX 302	Counseling the Individual	3 Ext	•		•
ADX 303	Perspectives on Drug Abuse: Counseling the Substance Abuser	3 Ext		•	
ADX 304	Group Counseling Techniques	3 Ext	•		•
ADX 305	Introductory Practicum	2 Ext	Rotates with ADX 307		
ADX 306	Family Dynamics & Treatment	3 Ext		•	
ADX 307	Advanced Practicum II	2 Ext	Rotates with ADX 305		
ADX 308	Treatment of Eating Disorders	3 Ext	•		•
ADX 309	Cognitive Behavior Treatment	3 Ext		•	

Applications accepted in the Spring and Fall Semesters.
 Orientation held prior to start of first class. Schedule subject to change.



B.S. Applied Studies Online/Television

For more information:
 call Dr. Jeff Badrtalei
 (310) 243-3575
 email jbadrtalei@csudh.edu
<http://www.csudh.edu/apscoast>
 or College of Extended & International
 Education Applied Studies
 Student Services Desk
 866-278-6789

See page 9

Communication Sciences and Disorders Certificate

The Program

The Certificate in Communication Sciences and Disorders is a pre-professional program offering students the prerequisite knowledge that is required for education leading to a career as a Speech-Language Pathologist. Students will be prepared to enter MA/MS programs in Communication Sciences and Disorders or meet the academic requirements for state licensure as a Speech-Language Pathology Assistant. Classes are offered only in the evening and on Saturdays to accommodate students who work full or part time. The program offers students the opportunity to observe certificated, licensed, and credentialed speech and language pathologists in clinical and school settings. Students are trained within a cohort model and are mentored throughout the certificate program.

Employment Outlook

Speech-Language Pathologists work in a variety of settings that offer year round, 1-month, full time, part time, and/or per diem employment. Therapists work in public and nonpublic schools, preschools, community colleges, colleges and universities. They also work in hospitals, individual and family services, out patient care centers, and child care centers. Others choose to work for corporations, in the offices of physicians or other allied health practitioners, or own a private practice. Many speech and language pathology practitioners opt to work in more than one setting.

Courses

Communication Sciences and Disorders	CSD 341
Phonetics	CSD 342
Speech & Language Development	CSD 343
Anatomy and Physiology of the speech and Swallowing Mechanism	CSD 354
Audiology and Audiometry	CSD 355
Clinical Methods and Procedures	CSD 356
Speech Science	CSD 441
Articulation and Phonologic Disorders	CSD 442

Neurology and Neurogenic Disorders	CSD 443
Childhood Language Disorders	CSD 454
Voice and Fluency Disorders	CSD 455
Aural Rehabilitation	CSD 456

Costs

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

Preparation

Students must hold a BA/BS in a subject area not related to Communication Sciences and Disorders from an accredited institution and have a minimum 3.0 GPA

For further information or to apply. Please contact:

Margaret Dee Parker, Ph.D.
 Program Coordinator
 Welch Hall A320 B
 (310)243-3075
 email: mparker@csudh.edu

EKG Technician Certificate of Completion

The Program

This comprehensive 50 hour EKG (Electrocardiograph) Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

What You Will Learn

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

Employment Outlook

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

Who Should Attend

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

Eligibility Requirements

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

Special Features

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

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

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

Free 1-Hour Information Session

Come learn about the EKG Technician field from an expert. You'll also get an overview of job opportunities in this growing field. Call 310-243-3741 to make your reservation.

Date:	Jun 9, 2010
Time:	Wed 6:30pm
Location:	CSUDH EE 1222
Course No.:	NMEK 100 Sec 01
Reg. No.:	30398

SCHEDULED CLASS

EKG Technician Certificate

Noncredit
 Course content includes medical terminology specific to the electrocardiography, care and safety of patients, anatomy of the heart; circulation of the heart and blood vessels, basic EKG interpretation, preparing a patient for an EKG, 12 lead placement, and other

EKG Technician Certificate of Completion

(Continued)

roles for the EKG technician.

Date: Jun 21-Aug 11
 Time: Mon & Wed 6:30pm-10pm
 Meetings: 15
 Location: EE1222
 Fee: \$999
 Instructor: Staff
 Course No.: NMEK.101 Sec 01
 Reg. No.: 30397

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

Medical Billing and Coding Certificate of Completion

The Program

This nationally recognized Medical Billing and Coding online training certificate program is designed to prepare students to fill positions for medical coding and billing professionals. Skilled medical billing and coding technicians are in high demand these days! In recent years, there has been a rapid increase in medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Also, patient information must be entered into computer databases to comply with new Federal legislation requiring the use of electronic patient records. Finally, health care facilities are having difficulty attracting qualified workers, mostly because of the lack of both formal training programs and sufficient resources to provide on-the-job training for coders.

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

What You Will Learn

Upon successful completion of the Medical Billing and Coding program, students will:

- Be proficient in skills such as medical terminology, communication, telephone techniques, organization and time management.
- Have knowledge of Medical Practice Settings and Specialties, as well as the differences in Traditional and Managed Care. Students also learn about Commercial, HMO/PPO, Federal and State insurance plans, including eligibility and coverage, as well as reimbursement methodologies.
- Have knowledge of the legal and ethical responsibilities of an administrative medical specialist, including the HIPAA mandates, the rules for maintaining privacy of medical records and protected health information, and the types of consents and disclosures that are required in a medical office environment.
- Be able to perform tasks associated with the entire Accounts Receivable and Revenue cycle, including registration of patients, posting of accounting transactions, completion of insurance claim forms, and collections.
- Be able to perform the day-to-day tasks associated with medical coding, medical billing and completing insurance forms.
- Be prepared to take an Advanced Coding course to prepare for more advanced national certifications.

Employment Outlook

There is a huge potential job market for qualified medical records technicians, and this course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers.

Who Should Attend

The target audience for this program is individuals interested in learning job skills for medical office opportunities, changing job skills to become medical office assistants, or changing job skills to become medical coders.

Eligibility Requirements

Students should be proficient in keyboarding, have a basic understanding of a word-processing computer program (Microsoft Word recommended), and have a command of English grammar and punctuation. No

healthcare or medical office work experience is required.

PC Requirements

The Administrative Medical Specialist with Medical Billing and Coding 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. Students need to have access to a word-processing program like Microsoft Word or Works. Students must have internet access. While the program will work from a dial-up connection, high-speed Internet access (like DSL or Cable) is recommended. A Macintosh computer will not work for this course.

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 Billing and Coding MDX 907

Costs

The cost for the entire program is \$1,795. All work must be completed within six months of your registration.

This course is offered cooperatively by California 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 & Materials

All materials are included with the course fee.

About the Instructors

All instructors will be provided by GES.

Medical Billing and Coding



Certificate of Completion

(Continued)

SCHEDULED CLASS

Medical Billing and Coding

24 CEUs

Date: Online 
 Time: Self-pace
 Meetings: 240 hours / 6 months
 Location: Online 
 Fee: \$1,595
 Instructor: Gatlin Education Services
 Course No.: MDX 907 Sec 41
 Reg. No: 40018

What is the difference between Medical Billing and Coding, and Administrative Medical Specialist with Medical Billing and Coding?

Medical Billing and Coding is designed as an entry-level course focusing exclusively on medical billing and coding. Administrative Medical Specialist with Medical Billing and Coding includes the entire Medical Billing

and Coding course, plus additional modules focusing on administrative duties. Administrative Medical Specialist with Medical Billing and Coding also includes an at-home version of Medisoft medical billing software, along with instructional training for using this software. Administrative Medical Specialist with Medical Billing and Coding will not only train you in medical billing and coding, but also prepare you for a wider variety of occupations, including medical front desk and administrative duties.

For more information:
 Call (310) 243-3741
 Email: jbouchard@csudh.edu or
 Visit the website
www.csudh.edu/extension/healthonline

Medical Insurance Billing

Certificate Award

The Program

This program is designed to give the students an in-depth understanding of complex issues involved in the medical insurance billing industry.

Employment Outlook

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

What You Will Learn

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

Who Should Attend

This program is designed to provide students with comprehensive training in medical insurance billing. Each course will provide building blocks for those seeking a career in a physician's office, hospital or clinic as well as for those who are seeking to augment and improve their skills.

Eligibility Requirements

There are NO special eligibility requirements for this program. Prerequisites are recommended to enhance the learning experience.

Certificate requirements

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

Special Features

Classes are offered on Saturdays and Sundays at the Franklin Community Center at

850 Inglewood Ave in Redondo Beach. Medical Insurance Computer Billing will be held at CSUDH campus.

Books & Materials

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

- Insurance Handbook for the Medical Office with Student Workbook
- Medical Terminology: A Short Course
- ICD-9-CM Coding Book
- CPT-4 Coding Book

Students should bring the required text to each class.

Program Instructors

Martina J. Esquivel, CPC Certified, Instructor for the AAPC and Medical Coding.

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

Courses

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

SCHEDULED CLASSES

Summer / Fall Sequence

Medical Insurance Computer Billing and Applied Billing Techniques

Noncredit

Medical Terminology, ICD-9 & CPT Coding are suggested prerequisites for the class.

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, how to input patient and insurance information, and the ins and outs of electronic claims submissions

Medical Insurance Billing Certificate Award

(continued)

that will produce third-party insurance claim forms and patient billing statements. A review of the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary. This course will also provide hands-on practice with the opportunity to simulate common activities in a "day in the life" of a Medical Office biller. Focus will include collecting data, charges and coding to create "clean" claims. Students should bring all required textbooks to class.

Date: May 8
Time: Sat 8am-1:30pm
Meetings: 1
Location: CSUDH EE 1202
Fee: \$85
Instructor: Victoria Morgan
Course No.: NBMB 118 Sec 01
Reg. No.: 22185

Inpatient / Outpatient Facility Billing

Noncredit

This course will focus on entities which bill for facility charges using the UB-92. Specialized billing requirements for Hospital Inpatients, Outpatients, Therapies, and Home Health will be covered. Reimbursement systems such as Diagnostic-Related Groups (DRGs) and Outpatient Prospective Payment System (OPPS or APCs) will be reviewed.

Date: May 15
Time: Sat 8:00am-1:30pm
Meetings: 1
Location: Franklin Center 7
Fee: \$85
Instructor: Victoria Morgan
Course No.: NBMB 114 Sec 01
Reg. No.: 22184

Office & Insurance Problem Solving

Noncredit

This course provides details concerning the Operations within a Medical Practice. This course will cover topics such as: Job Descriptions, Human Resources Office Operations, and Best Practices. Topics will also include follow-up procedures, collections and utilization of electronic media to improve

cash flow and minimize errors.

Date: May 22
Time: Sat 10am-3:30pm
Meetings: 1
Location: Franklin Center 7
Fee: \$85
Instructor: Victoria Morgan
Course No.: NBMB 112 Sec 01
Reg. No.: 22183

Medical Terminology

Noncredit

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

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

Date: Jun 10 & 17
Time: Sat 8am-1:30pm
Meetings: 2
Location: Franklin Center 7
Fee: \$120
Instructor: Martina J. Esquivel
Course No.: NBMB 115 Sec 01
Reg. No.: 30384

ICD-9 Diagnosis Coding

Noncredit

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

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

Date: Jul 24 & 31
Time: Sat 8am-1:30pm
Meetings: 2
Location: Franklin Center 7
Fee: \$120
Instructor: Martina J. Esquivel
Course No.: NBMB 116 Sec 01
Reg. No.: 30385

CPT Procedure Coding

Noncredit

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

Students will develop a firm foundation for

medical insurance billing with a thorough knowledge of CPT coding. This course is specifically designed and taught for people with little or no experience in the medical field. Begin with the basics and develop a clear and concise understanding of the procedure coding systems to help formulate an accurate insurance claim that will maximize reimbursement.

Students should bring the required text to class: CPT-4 Coding Book—latest edition & Insurance Handbook for the Medical Office with Student Workbook

Date: Aug 7 & 14
Time: Sat 8am-1:30pm
Meetings: 2
Location: Franklin Center 7
Fee: \$120
Instructor: Martina J. Esquivel
Course No.: NBMB 117 Sec 01
Reg. No.: 30386

Insurance and Third Party Payers

Noncredit

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

Date: Aug 21-Sep 11
Time: Sat 8am-1:30pm
Meetings: 3 (No class 9/4)
Location: Franklin Center 7
Fee: \$180
Instructor: Victoria Morgan
Course No.: NBMB 111 Sec 01
Reg. No.: 41640

Regulatory Requirements – HIPPA, Compliance & Ethics

Noncredit

This course will focus on the Regulatory Requirements impacting the operation of the Healthcare/Physician Practice. Major topics include:

- Regulatory Agencies
- Fraud & Abuse
- False Claims Act
- Medical Necessity Denials
- Compliance programs for Physician Offices
- Compliance Programs for 3rd party billing companies
- Healthcare Insurance Portability & Accountability Act (HIPPA)
- Ethics

Date: Oct 2 & 9

**Medical Insurance
Billing
Certificate Award**

(continued)

Time: Sat 8am-1:30pm
Meetings: 2
Location: Franklin Center 7
Fee: \$120
Instructor: Victoria Morgan
Course No.: NBMB 113 Sec 01
Reg.No.: 41689

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

**Orthotics
Certificate Program**

The Program

California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the Commission for Accreditation of Allied Health Programs (CAAHEP), is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations.

Eligibility Requirements

This program is designed for individuals who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment.

In addition to Orthotics, California State University, Dominguez Hills also offers a certificate program in Prosthetics as part of Special Sessions.

For more information:
Visit the website: www.csudh.edu/oandp
or call Mia Koknar for Certificate
information: (949) 643-5374
Scott Hornbeak is also at the above
number or email: shornbeak@csudh.edu
Orthotics and Prosthetics Program
CSUDH (310) 243-2700

**Pharmacy
Technician
Certificate**

The Program

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist.

What You Will Learn

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include checking inventories and ordering supplies, receiving and checking in supplies, and assisting customers

Employment Outlook

Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016. The increased number of middle-aged and elderly people—who use more prescription drugs—will spur demand for technicians. In addition, as scientific advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions. Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience.

Who Should Attend

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

Eligibility Requirements

Students should have a command of the English language.

Special Features

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. The program is offered in the evenings to accommodate working adults.

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

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

Free 1-Hour Information Session

Come learn about the pharmacy field from an expert. You'll also get an overview of job opportunities in this growing field. Call 310-243-3741 to make your reservation.

Date: Jun 9, 2010
Time: Tues 6:30pm
Location: CSUDH EE 1222
Course No.: NHEX 100 Sec 01
Reg. No.: 30228

Scheduled Classes

Pharmacy Technician Certificate

Noncredit

Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Date: Jun 22-Aug 10
Time: Tue & Thu 6:30pm-10pm
Meetings: 15
Location: EE1222
Fee: \$999
Instructor: Staff
Course No.: NMPH 101 Sec 01
Reg. No.: 30229

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

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 2005.
- CSUDH utilizes experience, faculty, curriculum, and teaching materials developed over a 20 year period of successful training.
- Qualifies the student to sit for the American Board for Certification (ABC) Examinations in Prosthetics after completion of the certificate program and completion of one year working in an accredited residency program.
- Three nationally recognized faculty

- members who have been selected by the industry as "Educator of the Year".
- Small class size allowing for individualized learning with one-on-one interaction.
- Financial aid available.
- Excellent professional skills development and team building opportunities with a diverse group of health care professionals.
- Advancement of the profession through scholarship, research, and leadership.

Frequently Asked Questions

What are the prerequisites?

Bachelors Degree, preferably in a health related major.

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

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

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

Is enrollment in the program limited?

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

Where is the program located?

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

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

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:

Visit the website:

www.csudh.edu/oandp

or call Mia Koknar for Certificate information: (949) 643-5374

Scott Hornbeak can also be reached at the above number or email:

shornbeak@csudh.edu

Orthotics and Prosthetics Program CSUDH
(310) 243-2700

The **CSUDH Orthotics and Prosthetics Certificate Programs** are located at 5901 E. 7th Street Building 149, Suite 130 Long Beach, CA 90822 Aliso Viejo, CA 92656

Prepare to implement
Federal and State
laws for disabled students

with the

**Assistive
Technology
Certificate
Online!**

See page 30

Online Courses

ONLINE, INSTRUCTOR-LED

Health Courses Only \$99!

COURSES ARE OFFERED IN:

- Assisting Aging Parents
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills
- Handling Medical Emergencies
- HIPAA Compliance
- Human Anatomy and Physiology
- Legal Nurse Consulting
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Coding
- Medical Information Management and Office Practice
- Medical Terminology: A Word Association Approach
- Medical Transcription
- (Introduction to) Natural Health and Healing

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. For more information go to: www.csudh.edu/exed/ed2go.

• A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15,**

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu

Work Force Training Courses

Online, Self-paced

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with California State University Dominguez Hills) offers the following online certificate programs:

Healthcare and Fitness

- Administrative Dental Assistant (150 Hours) \$4,095
- Administrative Medical Specialist w/ Medical Billing and Coding (300 Hours) \$1,995
- Advanced Coding for the Physician's Office (80 Hours) \$1,395
- Advanced Hospital Coding and CCS Prep (80 Hours) \$1,695
- Advanced Personal Fitness Trainer (240 Hours) \$2,795
- Certified National Pharmaceutical Representative (120 Hours) \$1,595
- Clinical Dental Assistant \$1,995
- Emergency Management Training for First Responders \$1,995
- English as a Second Language - Global English (Unlimited Hours) \$595
- Fitness Business Management \$2,395
- HIPAA Compliance (4 user licenses) (12 Hours) \$599
- Human Resources for Healthcare Professionals (80 Hours) \$1,995
- ICD-10 Medical Coding: Preparation & Instruction for Implementation (200 Hours) \$1,595
- Medical Billing and Coding (240 Hours) \$1,595
- Medical Terminology (60 Hours) \$595
- Medical Transcription (240 Hours) \$1,595
- Nutrition for Optimal Health, Wellness, and Sports \$2,395
- Personal Fitness Trainer (150 Hours) \$2,095
- Pharmacy Technician (240 Hours) \$1,795
- Revenue Cycle Management for Healthcare Providers (12 Hours) \$795
- Veterinary Assistant (240 Hours) \$1,795
- Women's Exercise Training and Wellness \$2,39

NEW
in
Healthcare

Communication Sciences and Disorders

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EKG Technician

Page 49

Pharmacy Technician

Page 53

Web Design Certificate of Completion

The Program

The Certificate of Completion will prepare an individual with the fundamental knowledge and skills necessary for web design.

What You Will Learn

In this series of courses you will learn the fundamentals of HTML website creation. You will also have experience with a web design application, and a web animation application.

Employment Outlook

Courses are designed to prepare you for the following positions:

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

Who Should Attend

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

Eligibility Requirements

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

Special Features

All classes are offered on the CSUDH campus in Carson. The courses have been scheduled for Fridays (evening) and Saturdays for the convenience of working professionals.

Certificate Requirements

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

Courses

Required Courses

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

Elective courses (one of the following)

Using Flash	CIX 935
Using Fireworks	CIX 936

Program Instructor

Anissa Barton-Thompson, a full-time web developer and graphic designer, has taught web site design at CSUDH since 1995. Learn more about her at

<http://webcert.anissat.com>.

Scheduled Classes

Beginning HTML Publishing (Building a Better Web Site)

.9 CEUs

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

Date:	Jun 11 & 12
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 912 Sec 01
Reg. No.:	30040

Intermediate HTML Publishing

.9 CEUs

This course builds on the skills gained in the Building a Better Web Site class. Topics covered include: a quick review of basic

HTML structure, advanced tags, images, using tables to control layout, and more.

Date:	Jun 25 & 26
Time:	Fri 6-9pm;
Date:	Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202

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Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 913 Sec 01
Reg. No.:	30041

Advanced HTML Publishing

.9 CEUs

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

Date:	Jul 9 & 10
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$185
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 914 Sec 01
Reg. No.:	30042

Using Dreamweaver

1.8 CEUs

Prerequisite: Basic Knowledge of HTML

Learn to use this popular web design tool! Topics covered include: working with text and graphics, visual page design, tools for creating tables and forms, site

Classes are held in the Extended Education PC lab using CS2 software. Students with later versions of software are encouraged to bring their laptops to class.

Web Design			
Course	Title	Summer 2010	Fall 2010
CIX 912	Beginning HTML (Building a Better Website)	•	•
CIX 913	Intermediate HTML Publishing	•	•
CIX 914	Advanced HTML Publishing	•	•
CIX 902	Using DreamWeaver	•	•
CIX 935	Using Flash	•	•
CIX 936	Using Fireworks	•	•

Web Design

Certificate of Completion

(continued)

management, implementing style sheets, and adding JavaScript or behaviors. Topics by session:

- Creating Basic HTML with Dreamweaver
- Extending your web page design with CSS and Java Script
- Site Management and Dreamweaver tools

Date: Jul 16, 17, 23 & 24
 Time: Fri 6-9pm;
 Sat 9am-4pm (1 hour lunch)
 Meetings: 4
 Location: CSUDH EE 1202
 Fee: \$350
 Instructor: Anissa Barton-Thompson
 Course No.: CIX 902 Sec 01
 Reg. No.: 30396

Using Fireworks

1.2 CEUs

Prerequisite: Basic knowledge of HTML

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

Date: Aug 14 & 21
 Time: Sat 9am- 4pm (1 hour lunch)
 Meetings: 2
 Location: CSUDH EE 1202
 Fee: \$245
 Instructor: Anissa Barton-Thompson
 Course No.: CIX 936 Sec 01
 Reg. No.: 30044

For further information: 310-243-3729
 jbouchard@csudh.edu
 To register, call 310-243-3741 or
 Visit the website
www.csudh.edu/extendeded/webdesign.htm

Adobe Photoshop

The Program

Two two-session classes taught by a working professional who explains both the how and the why of essential features of Adobe Photoshop.

What You Will Learn

After taking these courses a novice will start creating great, professional-looking results with their photos and designs. Learn how to apply type to an image, merge several photos together, remove unwanted elements from photos or add elements to the images. Learn about file formats, resolutions and color spaces and when to use them.

Who Should Attend

Anyone who works with photos, designs, publications or illustrations. People who would benefit from this class include:

- photographers
- designers
- newsletter editors
- advertising and marketing people
- teachers
- organizers
- real estate professionals

Eligibility Requirements

Only limited computer experience is needed to take these courses.

Special Features

This is a hands-on course taught in the computer lab. Students work with images provided by the instructor.

Courses

Introduction to Photoshop

Learn how to use this amazing program like a pro! Learn essential Photoshop tools, menus, palattes, layers, typography, file formats, color, image enhancement and basic retouching techniques, including many great Photoshop secrets!

Date: Jun 9 & 16
 Time: Wed 6-9pm
 Meetings: 2
 Location: EE 1202
 Fees: \$150
 Instructor: Chuck Behrman
 Course No.: NCWE 101 Sec 01
 Reg. No.: 30038

Advanced Photoshop

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

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

Date: Jun 23 & 30
 Time: Wed 6-9pm
 Meetings: 2
 Location: EE 1202
 Fees: \$150
 Instructor: Chuck Behrman
 Course No.: NCWE 102 Sec 01
 Reg. No.: 30039

Program Instructor

Chuck Behrman, a Los Angeles based advertising and fine art photographer, has been teaching classes in digital photography, Photoshop and Lightroom in the Los Angeles and Central Coast areas of California since 2004.

Classes are held in the Extended Education PC lab using CS2 software.

Students with later versions of software are encouraged to bring their laptops to class.

For further information:

Call 310-243-3729

Email jbouchard@csudh.edu

To register, call 310-243-3741 or

Visit the website

www.csudh.edu/extendeded/photoshop.htm

Computer Training Courses

Online, Instructor-Led

Most Courses only \$99!

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with California State University Dominguez Hills) offers the following online certificate programs:

For further information or to register go to:
<http://dominguesonline.edu/programs.php>

COURSES

Basic Computer Literacy

- 101 Tips and Tricks for the iMac and Macintosh
- Computer Skills for the Workplace
- Introduction to Linux
- Introduction to the Internet
- Introduction to Windows Vista
- Introduction to Windows XP
- Keyboarding
- What's New In Microsoft Office 2007

Certification Prep

- Advanced CompTIA A+ Certification Prep
- Basic CompTIA A+ Certification Prep
- CompTIA Network+ Certification Prep
- CompTIA Security+ Certification Prep
- Intermediate CompTIA A+ Certification Prep
- Microsoft Windows Certification Prep: Exam 70-270
- PMP Certification Prep 2
- PMP Certification Preparation 1

The Internet

- Achieving Top Search Engine Positions
- Introduction to Microsoft Outlook 2003
- Introduction to Microsoft Outlook 2007
- Introduction to the Internet
- Learn to Buy and Sell on eBay
- Start Your Own eBay Drop Off Store

Computer Applications

- Advanced Microsoft Excel 2003
- Advanced Microsoft Word 2003

- Intermediate Microsoft Access 2007
- Intermediate Microsoft Access 2003
- Intermediate Microsoft Excel 2003
- Intermediate Microsoft Excel 2007
- Intermediate Microsoft Word 2003
- Intermediate Microsoft Word 2007
- Introduction to Crystal Reports 10
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Microsoft Excel 2003
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Office Accounting Professional 2008
- Introduction to Microsoft Outlook 2003
- Introduction to Microsoft Outlook 2007
- Introduction to Microsoft PowerPoint 2003
- Introduction to Microsoft PowerPoint 2007
- Introduction to Microsoft Project 2003
- Introduction to Microsoft Project 2007
- Introduction to Microsoft Publisher 2003
- Introduction to Microsoft Publisher 2007
- Introduction to Microsoft Visio 2003
- Introduction to Microsoft Visio 2007
- Introduction to Microsoft Word 2003
- Introduction to Microsoft Word 2007
- Introduction to Peachtree Accounting 2009
- Introduction to QuickBooks 2007
- Introduction to QuickBooks 2008
- Introduction to QuickBooks 2009
- Performing Payroll in QuickBooks 2007
- Performing Payroll in QuickBooks 2009
- QuickBooks 2006 for Contractors
- QuickBooks 2007 for Contractors
- What's New In Microsoft Office 2007

Graphic Design

- Creating Web Graphics with Photoshop CS3
- Design Projects for Adobe Illustrator CS2
- Intermediate Photoshop CS2
- Intermediate Photoshop CS3
- Introduction to Adobe FrameMaker 7.1
- Introduction to CorelDRAW X3
- Introduction to Illustrator CS3
- Introduction to InDesign CS3
- Introduction to Microsoft Publisher 2003
- Introduction to Microsoft Publisher 2007
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Photoshop 7 for the Absolute Beginner
- Photoshop CS2 for the Digital Photographer
- Photoshop CS3 for the Digital Photographer
- Photoshop Elements 5.0 for the Digital Photographer

PC Troubleshooting, Networking, & Security

- Advanced PC Security
- Creating a Home Network
- Creating a Small Office Network
- Intermediate Networking
- Introduction to Networking
- Introduction to PC Security
- Introduction to PC Troubleshooting
- Wireless Networking

Web and Computer Programming

- Intermediate C# Programming
- Intermediate PHP and MySQL
- Intermediate Visual Basic .NET
- Intermediate Visual Basic 2005
- Introduction to Alice 2.0 Programming
- Introduction to ASP.NET
- Introduction to C# Programming
- Introduction to C++ Programming
- Introduction to Java Programming
- Introduction to JSP Programming
- Introduction to Perl Programming
- Introduction to PHP and MySQL
- Introduction to Python 2.5 Programming
- Introduction to Visual Basic .NET
- Introduction to Visual Basic 2005

Database Management & Programming

- Creating User Requirements Documents
- High Speed Project Management
- Intermediate C# Programming
- Intermediate Microsoft Access 2003
- Intermediate Microsoft Access 2007
- Intermediate Oracle
- Intermediate Visual Basic .NET
- Intermediate Visual Basic 2005
- Introduction to Alice 2.0 Programming
- Introduction to ASP.NET
- Introduction to C# Programming
- Introduction to C++ Programming
- Introduction to Crystal Reports 10
- Introduction to Database Development
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Oracle
- Introduction to Perl Programming
- Introduction to SQL
- Introduction to the Game Industry
- Introduction to Visual Basic .NET
- Introduction to Visual Basic 2005
- Introduction to Visual Basic 2008

Computer Training Courses

Online, Instructor-Led

(continued)

Digital Photography & Digital Video

- Discover Digital Photography
- Imaging for the Web Using Fireworks MX 2004
- Introduction to CorelDRAW X3
- Introduction to Flash 8
- Introduction to Flash MX 2004
- Intermediate Photoshop CS2
- Intermediate Photoshop CS3
- Introduction to Photoshop CS2
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Making Movies with Windows XP
- Photoshop CS2 for Digital Photographer
- Photoshop CS3 for Digital Photographer
- Photoshop Elements 3.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer
- Photoshop Elements 4.0 for the Digital Photographer II
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop Elements 6.0 for the Digital Photographer
- Photoshop Elements 6.0 for the Digital Photographer II

Web Graphics & Multimedia

- Creating Web Graphics with Photoshop CS3
- Drawing for the Absolute Beginner
- Imaging for the Web Using Fireworks MX 2004
- Introduction to CorelDRAW X3
- Introduction to Flash 8
- Introduction to Flash MX 2004

Web Page Design

- Achieving Top Search Engine Positions
- Creating Web Pages
- Creating Web Pages II
- Designing Effective Websites
- Intermediate CSS and XHTML
- Introduction to CSS and XHTML
- Introduction to Dreamweaver 8
- Introduction to Dreamweaver MX 2004
- Introduction to Flash 8

- Introduction to Microsoft FrontPage 2003

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online Professional

Courses can be viewed at:

www.csudh.edu/extendeded/itonline.htm

- A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15,**

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741.

Work Force Training Courses

Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with California State University Dominguez Hills) offers the following online certificate programs:

IT and Software Development

- 3ds max (650 Hours) \$4,095
- Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours) \$1,995
- Administrative Professional w/ Microsoft Office Specialist (240 Hours)
- ASP.NET (300 Hours) \$1,695
- AutoCAD 2007 (150 Hours) \$1,795
- AutoCAD 2009 (150 Hours) \$1,995
- Cisco® CCNA® Certification Training (80 Hours) \$1,995
- CompTIA™ A+ Certification Training (320 Hours) \$1,695
- Comp TIA™ Network+/Server+ Certification Training (80 Hours) \$1,495
- Comp TIA™ Security+ Certification Training (120 Hours) \$1,695
- eBusiness (200 Hours) \$1,995
- Forensic Computer Examiner (150 Hours) \$3,095
- Help Desk Analyst: Tier 1 Support Specialist

- (80 Hours) \$1,495
- Microsoft Access 2007 (35 Hours) \$ 595
- Microsoft Certified Application Specialist (MCAS) (120 Hours) \$1,595
- Microsoft Certified Database Administrator (MCDBA) (460 Hours) \$3,095
- Microsoft Certified Desktop Support Technician (MCSA) (200 Hours) \$ 1,795
- Microsoft Certified Systems Administrator 2003 (MCSA) (440 Hours) \$2,495
- Microsoft Certified System Engineer 2003 Server 2005 (MCTS) (480 Hours) \$3,095
- Microsoft Certified Technology Specialist: SQL Web Database Developer (200 Hours)

\$2,195

- Microsoft Excel 2007 (35 Hours) \$595
- Microsoft Office Specialist 2003 (MOS) (120 Hours) \$1,595
- Microsoft Outlook 2007 (35 Hours) \$595
- Microsoft PowerPoint 2007 (35 Hours) \$595
- Microsoft Vista Business (35 Hours) \$595
- Microsoft Word 2007 (35 Hours) \$595
- .NET Training
- Pay Per Click Marketing (150 Hours) \$1,393
- RFID (Radio Frequency Identification) on the Web™ (70 Hours) \$2,945
- Search Engine Optimization (150 Hours) \$1,395

Media and Design

- 3ds max (650 Hours) \$4,095
- Business Marketing Design (240 Hours) \$5,595
- Digital Arts Certificate (225 Hours) \$5,595
- Event Management and Design
- Fine Arts Training (200 Hours) \$4,495
- Graphic Design Certificate (80 Hours) \$1,495
- Interior Design (350 Hours) \$2,295
- Multimedia Design Certificate (225 Hours) \$5,595
- Video Game Art (300 Hours) \$5,595
- Video Game Design and Development (500 Hours) \$1,995
- Web Database Developer (267 Hours) \$2,195
- Webmaster (150 Hours) \$1,795
- Website Design (225 Hours) \$5,595

For further information: 310-243-3729
jbouchard@csudh.edu
 To register, call 310-243-3741 or
 Visit the website
<http://dominguezonline.csudh.edu/programs.php>

The American Language & Culture Program

(ESL, ESP & VESL)

English Language Courses for Beginning, Intermediate and Advanced International Students

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

Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for both native and non-native speakers of English.

Intensive English Program (IEP)

ALCP offers an eight-week intensive English language program six times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university.

Listening & Conversation

This class offers extensive individual, student practice in both speaking and listening.

The Writing Course

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process.

Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language.

Reading & Vocabulary

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



English Language Courses

For beginning, intermediate and advanced international students, youth programs and on site work programs

Call (310) 243-3830 for more information or visit us on the web: www.csudh.edu/alcp

Intensive English and Work Site Programs

Intensive English language programs for individuals and industry to help them meet their professional goals. Programs are focused to address specific corporate needs including business communications, health and safety issues, and other important topics.

Programs are available for domestic and international groups, and a Certificate of Achievement is awarded upon completion of the program.

For more information:
call Tajauta Ortega (310) 243-3830,
email alcp@csudh.edu or
visit the website
<http://www.csudh.edu/alcp>

Online Courses

ONLINE, INSTRUCTOR-LED Language Courses Only \$99!

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. For information go to: www.csudh.edu/exed/ed2go.

Online Language Courses Are offered in:

- French, Beginning Conversational
- Italian, Instant
- Spanish: Speed Spanish (online)
- Spanish: Speed Spanish II (online)
- Spanish: Speed Spanish III (online)

Online Travel-related courses include:

- Outdoor Survival Techniques
- Get Paid to Travel
- A new section of the courses will begin on **Jan 29, Feb 17, Mar 17, Apr 21, May 19**

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. For more information go to: www.csudh.edu/exed/ed2go.

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741.

Teach in Asia

Earn Academic Credit

This program sends American educators and students to Asia to help with English language programs in children's international summer camps. Experienced and qualified English language teachers may have the opportunity to share successful teaching strategies and methods with public school teachers who teach English as a second language.

Credentialed teachers who participate in the Experience Asia program also have the opportunity to earn 3 upper-division academic units approved by the College of Education at CSUDH. In addition to the approximately 150 hours of professional development that will be documented. There is a registration fee for academic credits.

Teaching To Teachers

Qualified EFL/ESL certified teachers with a minimum of one year of classroom experience can enjoy a trip to China at a substantially reduced cost – by serving as instructors of methodology classes for Chinese public school teachers. University English professors and college English instructors are especially welcome.

- EFL/ESL certificates are required
- 4 weeks of classes - about 20 hours of teaching time per week - in Tianjin, Ho Chi Minh City, Shanghai; workshops designed to train English teachers through a variety of methods and activities
- Single occupancy lodging
- Program fee (to be announced) includes international airfare, lodging, meals, one week of group travel (includes nonrefundable application fee), additional charge for travel insurance, visa fees, and certified mailings
- Program Fee & Refund Deadline: To be announced

Teaching International Summer Camps in ASIA

K-12 teachers with a minimum of 1 year of classroom experience can enjoy an exciting trip to Vietnam or China at a substantially reduced cost - by teaching English to young

students at summer camp. In addition, you will be part of a special community that help Chinese/Vietnamese youth better understand America's culture, language and people



Program

- Single occupancy lodging
- 4-5 weeks of classes - about 20 hours of teaching time per week
- 7 days of educational tours to major cities in Country.
- Program fee (to be announce) includes international airfare, lodging, meals, one week of group travel (includes nonrefundable application fee), additional charge for travel insurance, visa fees, and certified mailings
- Program Fee and Refund Deadline: To be announced

Participants in the teaching program will need to make their own arrangements for passport and immunizations.

International Training Programs

The College of Extended and International Education is one of the university's outreach tools to link California State University, Dominguez Hills to the diverse world communities. Our mission is to reach out to the world communities to share in their economic, cultural and social development. We believe such efforts benefit not only the communities we serve, but also the University.



In particular, our International Training Program provides a wide range of services and information for diverse audiences that include government officials, business executives, scholars and students. We can customize a variety of academic programs, including classroom instruction, field visitations, internships and professional appointments.




Short Term Training Programs from one week up to 3 months:

- Public and Business Administration Programs
 - Environment & Occupational Safety, Health & Security Programs
 - Quality Assurance Programs
 - Business Logistics
 - Business English and American Culture
 - Youth Sports Camp
 - Public Safety & Events Planning
- Long Term Training Programs of three months up to two year:
- On line degrees (Public and Business Administration, Quality Assurance, Nursing, etc.)
 - Certificate Programs in Public Administration for Government Officials
 - Certificate Programs in Business for Executives

For more information please contact:
 Michael Casner, Coordinator of
 International Training and Teaching
 Programs
 California State University, Dominguez
 Hills
 Call: 310.243.3972
 Email: mcasner@csudh.edu

Law for Life: The Paralegal Certificate Course®

An Intensive Two-Part Certificate of Completion for Professionals

Online! 

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.

Students will receive a certificate after successfully completing the Core; and another certificate for successfully completing the Advanced. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion of the Core and the Advanced portions of the course. All classes are online.

These Certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450.

Costs

Textbooks: Core: Federal Civil Rules Booklet: Introduction to Paralegalism, 6th edition, by William Statsky. Basics of Legal Document Preparation, by Robert Cummins, Paralegal Certificate Course © Workbook by Margaret J. Kirk, and Paralegal Career for Dummies, with CD of legal forms, by Scott and Lisa Hatch, which are available from the Center for Legal Studies. Students also need an online subscription to WestLaw.

For the most up-to-date list of texts needed go to www.legalstudies.com.

Advanced: Students will use the same required texts from Part I. Additional textbooks will vary depending on the topic(s) taken.

Advanced Legal Research: Cohen and Olsons' Legal Research in a Nutshell, 8th edition.

Constitutional Law: Barron and Dienes' Constitutional Law in a Nutshell, 5th edition.

Family Law: Krause's Family Law in a Nutshell, 4th edition.

Mediation: Nolan-Haley's Alternative Dispute Resolution in a Nutshell, 2nd edition.

Estate Planning: Lynn's Introduction to Estate Planning in a Nutshell, 5th edition.

Business Law: Basics of Legal Document Preparation, by Robert Cummins.

Bankruptcy Law: Basics of Legal Document Preparation, by Robert Cummins and A Paralegal Primer, 3rd edition, by Scott and Lisa Hatch.

Criminal Law: Loewy's Criminal Law in a Nutshell, 4th edition

Immigration Law: Immigration Law for Paralegals

Intellectual Property Law: The Law of Trademarks, Copyrights, Patents, and Trade Secrets, 2nd edition

Criminal Procedure: Constitutional Limitations, 7th edition

Water Law: Water Law in a Nutshell

Educational Law: The Law of Schools, Teachers, and Students in a Nutshell, 3rd edition

Victim Advocacy: No required textbook.

- There are **no refunds**

Financial Aid

Sallie Mae Career Training Loan:

1-888-2-SALLIE, www.salliemae.com

Keybank EdAchiever Loan: 1-800 KEY-LEND,

The complete Paralegal Certificate Course – (Core and Advanced) – can be completed in four seven-week sessions.

"I really enjoyed the CSUDH program and the online delivery format. Completing your program led to a promotion for me at work. Another benefit of the CSUDH program is that I was able to obtain a certificate which led to my promotion much faster than if I had completed the coursework via the traditional classroom delivery format. Thanks so much!"

- Rich Torix
Tulsa, Oklahoma
Former student

SCHEDULED CLASSES

Paralegal Certificate Core

Noncredit

Subject matter to be covered in Core includes:

- Legal Terminology, Documents, Ethics, and the Litigation Process
- Introduction to the Evidentiary Predicate
- Identifying Relevant Authority
- Introduction to Legal Research
- Legal Research Practice
- Legal Writing, Appellate Procedure, and Law Office Administration
- An Introduction to Domestic Relations, Wills and Trusts
- Introduction to Corporations, Partnerships, Contracts and Bankruptcy

Paralegal Certificate Core

Date: May 3 - Aug 13
(No classes - week of Jun 19)
Fees: \$1089
Instructor: Center for Legal Studies
Course No.: NBLG 201 Sec 42
Reg. No.: 30021

Paralegal Certificate Core

Date: Jun 28 - Oct 8
(No classes - week of Aug 13)
Fee: \$1089
Instructor: Center for Legal Studies
Course No.: NBLG 201 Sec 41
Reg. No.: 40953

Paralegal Certificate Core

Date: Aug 23 - Dec 3
(No classes - week of Oct 8)
Fee: \$1089
Instructor: Center for Legal Studies
Course No.: NBLG 201 Sec 42
Reg. No.: 41423

Law for Life: The Paralegal Certificate

Course®

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(continued)

Instructor: Center for Legal Studies
 Course No.: NBLG 202 Sec 42
 Reg. No.: 41424

For more information:
 call 310-243-3741 or
 Email: bwald@lists.csudh.edu or
 visit the website
<http://www.csudh.edu/extendeded/paralegal.htm>

Paralegal Certificate Advanced

Noncredit

To receive a certificate, students must complete at least 6 of the 10 substantive law topics. Students may choose any of the following topics:

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

Paralegal Certificate Advanced

Date: May 3 - Aug 13
 (No classes - week of Jun 19)

Fees: \$1,500
 Instructor: Center for Legal Studies
 Course No.: NBLG 202 Sec 42
 Reg. No.: 30018

Paralegal Certificate Advanced


Date: Jun 28 - Oct 8
 (No classes - week of Aug 13)

Fees: \$1,500
 Instructor: Center for Legal Studies
 Course No.: NBLG 202 Sec 41
 Reg.No.: 40936

Paralegal Certificate Advanced

Date: Aug 23 - Dec 3
 (No classes - week of Oct 8)

Fee: \$1500



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MANAGEMENT & LEADERSHIP

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Master of Arts in Negotiation, Conflict Resolution and Peacebuilding Online

The online Master's Degree program in Negotiation, Conflict Resolution and Peacebuilding at California University, Dominguez Hills teaches participants valuable conflict resolution and conflict management skills, techniques and knowledge that may be applied directly to police work, counseling, education administration, human resources management, labor relations, law, business negotiations, supervision and administration, government and the foreign service.

Other career applications include alternative dispute resolution (ADR) services such as mediation, negotiation, arbitration, as well as public policy advising, social work, teaching, non-profit organization management and resolution of inter-cultural and community conflicts, corporate contract and purchasing.

Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills. This is a 36-semester unit graduate program, which can be completed in two years without coming to the Dominguez Hills campus. Courses run 12 weeks each term. Students complete a portfolio as a culminating event (unless the program director approves a special topic for a thesis).

The program involves a comprehensive study of the practical skills, techniques, methods, theory, and research needed to be an effective mediator, negotiator and conflict manager. The degree addresses many needs of beginning and mid-career professionals in law enforcement, government, business, and non-profit organizations, and those interested in a career change.

Admission Requirements

1. A bachelor's degree with any major and a GPA of 3.2 or above (4-point scale) in the last 60 semester or 90 quarter units from any accredited college or university;
2. Three letters of recommendation; and
3. A 500-word biographical essay. The biographical essay and letters of recommendation must address:
 - what in the applicant's background indicates this subject matter is appropriate for the applicant,
 - why applicant desires this degree program, and
 - what does applicant plan to do with this degree once obtained.

Students are admitted only twice a year on a cohort basis. Applicants will be considered for Fall and Spring admission only. Completed applications and supporting documentation must be received no later than May 1st preceding the Fall semester of the academic year for which admission to the program is sought, and no later than November 1st preceding the Spring semester.

Special Features

The degree can be completed without ever coming to the campus by anyone anywhere in the world with access to the Internet. Any

student with a PC Pentium II and reliable access to the Internet should be able to attend class online. Classes are asynchronous (tasks completed on- or off-line at the student's convenience), with on demand video lectures for students to view.

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

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

Degree Requirements

- A. Required Courses (21 units)
 To be taken in the order listed in sequence NCR 500, 503, 504, 507, 508, 522, 525 and 544.
- B. Elective Courses: (9-12 units, depending on whether a thesis is the approved culminating event.)
- C. The Graduate Writing Assessment Requirement (GWAR) D. Capstone (Successful Culminating Event) Portfolio (3 units)/ Thesis (6 units but only available after the approval of program director.)

Cost

Current fees are \$275 per unit, or \$9,000 for the entire degree. Additional expenses (at current rates, subject to change) are a \$35 examination fee(for the Graduation Writing Exam if needed), a \$35 diploma fee, books estimated at \$1200 total, and whatever the student's personal Internet fees cost.

Information should be requested from:

Negotiation, Conflict Resolution & Peacebuilding Program
 CSU Dominguez Hills
 1000 E. Victoria Street LIB-E510
 Carson, CA 90747 USA
 Negotiation, Conflict Resolution & Peacebuilding Program
 Tel. 310-243-3237
 Fax 310-516-4268
 E-mail: negotiation@csudh.edu or visit the website:
<http://www.csudh.edu/negcon>

Master of Business Administration (MBA) Online

The Program

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

Special Features

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

The 30 unit MBA curriculum can be completed online within 15 months through the CSUDH MBA Online Program. All MBA courses are three (3) credit units each and are offered on a twelve (12) week schedule. The program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The curriculum consists of the following components:

Prerequisite Coursework

Required Core Courses	21 Units
Electives	9-12 Units

Prerequisite coursework covers nine business core competency areas that provide the necessary background for advanced graduate study. Competency areas consist of the disciplines: financial accounting, marketing, business law, economics, management, operations research, finance, information systems and business statistics.

Students who hold an undergraduate degree in business administration, commerce, or a

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

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

Concentrations

Students can choose from nine (9) areas of concentration available in the MBA program:

- General Business
- Finance
- Entrepreneurship
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology Management
- Logistics Management

Cost

The fee for the MBA online program is \$440 per unit or \$1,320 for a 3 unit course.

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

For more information:

visit the web site
<http://mbaonline.csudh.edu/>
or call

Kenneth Poertner, Program Director
kpoertner@csudh.edu
or Cathi Ryan, Program Coordinator
cryan@csudh.edu, (310) 243-2714
Fax: (310) 516-4178

Master of Public Administration (MPA) Online

The Online MPA Program is designed to meet the needs of adult learners who work in the public, nonprofit and private sectors

The Program

The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions.

What You Will Learn

The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in a twelve (12) week schedule.

Special Features

Program Delivery System

All Online MPA courses are offered online through an Internet based delivery system. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking three (3) courses per session during a four session timeframe. A second alternative is for a student to take two (2) courses for six sessions.

Eligibility Requirements

Applicants for admission to the MPA Online Program must meet the California State University Dominguez Hills admission requirements for post-baccalaureate or graduate study and the graduate admission requirements of the Department of Public Administration. Applicants will be considered for admission if they satisfy the following:

- Hold an acceptable baccalaureate degree from a regionally accredited college or university,

Master of Public Administration (MPA) Online

(continued)

- 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).
- The Graduate Record Exam (GRE) is required. Acceptable GRE scores must be in the 15th percentile or above in each of the following areas: verbal, quantitative, and analytical. You may refer to <http://GRE.com> for additional test information. The GMAT exam (minimum score of 450) may be accepted in lieu of the GRE.

Students admitted with classified status who do not have prior public administration related coursework or who have less than two years public agency administration experience may be required to complete from one to three undergraduate courses.

Costs

Tuition for all MPA Online courses is \$1320 (U.S.) per three unit course. Course fees are the same for both resident and international students. All fees are subject to change.

Accreditation

The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Public Administration.

Applications for the MPA Online program are available on the MPA Online web-page <http://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@online.csudh.edu

For more information visit the MPA Online website: <http://mpaonline.csudh.edu/> or call Ken Poertner (310) 243-3165, or Malaika Horne, Program Administrative Coordinator (310) 243-3917 email mhorne@csudh.edu

Construction Project Management Certificate of Completion

The Program

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

What You Will Learn

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

Who Should Attend

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

Eligibility Requirements

There are no prerequisites required for the program. A background in construction, architecture, engineering or real estate is desirable.

Special Features

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

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

Office at (310) 243-3621.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of eight required courses. Those who do not wish to pursue a certificate may take individual courses. *Plan Reading should be taken before Estimating. Bidding Scheduling & Field Project Management should be taken as the last two classes.*

Courses

Required Courses

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

The program is designed so students taking one course at a time can complete the program in eight months.

Attendance is required at all classes.

Program Instructors

Mike Gugert, Senior Project Manager, RMG Building Specialty, a general contractor in the health care field.

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

Garry A. Jones, Principal of Garry A. Jones & Associates, Certified Public Accountant with over 25 years experience, prior construction controller, continued client involvement.

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

Paul Makris, PE, PSP, JD, has over 30 years of experience in construction, engineering, construction management, forensic engineering, and claims analysis.

David Stern, PE, Founder and President, Westec Construction, Inc. David has over 30 years of experience in the construction industry.

Construction Project Management Certificate of Completion

(continued)

SCHEDULED CLASSES

Construction Accounting

.9 CEUs

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

Date: Jun 5-19
 Time: Sat 8:30 - 11:30am
 Meetings: 3
 Location: CSUDH EE 1213
 Fee: \$120
 Instructor: Garry Jones
 Course No.: CMX 904 Sec 01
 Reg. No.: 30010

Plan Reading

1.2 CEUs

This course provides a survey of the fundamentals of Construction Math and plan reading. This class should be taken before Estimation. Materials included. *This class should be taken before Estimation CMX 902.*

Date: Jun 1 - 22
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: CSUDH EE 1218
 Fee: \$198
 Instructor: Larry Kaltman
 Course No.: CMX 903 Sec 01
 Reg. No.: 30399

Law for Construction

1.8 CEUs

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

Date: Jun 2 - Jul 7
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: CSUDH EE 1218

"Just to let you know, I received a promotion to Facilities Project Manager - 1 with LAUSD in January 2009. I appreciate all of your quality teaching, experience & information. I have directly benefited from the CSUDH Construction Project Management Certificate Program."

Dan Crawford
 Facilities Project Manager - 1
 LAUSD Maintenance & Operations
 Projects Unit

Fee: \$230
 Instructor: Paul Makris
 Course No.: CMX 921 Sec 01
 Reg. No.: 30400

Estimation

1.8 CEUs

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

Date: Jul 6 - Aug 10
 Time: Tue 6:30-9:30pm
 Meetings: 6
 Location: CSUDH EE 1218
 Fee: \$230
 Instructor: Larry Kaltman
 Course No.: CMX 902 Sec 01
 Reg. No.: 30401

Field Project Management

1.8 CEUs

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

Date: Jul 14 - Aug 18
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: CSUDH EE 1218
 Fee: \$230
 Instructor: Michael Gugert
 Course No.: CMX 920 Sec 01
 Reg. No.: 30402

Construction Safety

1.8 CEUs

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

Date: Aug 25 - Sep 29
 Time: Wed 6:30-9:30pm
 Meetings: 6
 Location: CSUDH EE 1218
 Fee: \$230

Construction Project Management Eight Required Classes					
Course No.	Title	CEUs	Summer10	Fall 10	Spring 11
CMX 903	Plan Reading	1.2	•	•	•
CMX 902	Estimating	1.8	•	•	•
CMX 926	Construction Safety	1.8		•	•
CMX 904	Construction Accounting	0.9	•	•	
CMX 921	Law for Construction	1.8	•	•	•
CMX 905	Financing Real Estate Acquisitions	0.6		•	•
CMX 925	Bidding & Scheduling	1.8		•	•
CMX 920	Field Project Management	1.8	•	•	•
Construction Project Management Elective Courses					
CMX 931	Change Order	1.2		•	•
CMX 932	Intro to Green Building Constr.	1.8		•	•
(subject to change)					

Construction Project Management Certificate of Completion

(continued)

Instructor: Michael Gugert
 Course No.: CMX 926 Sec 01
 Reg. No.: 41492

For more information:
 Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/extension/cm.x.htm

Change Orders in Construction Contracts



The Course

This course will discuss why change orders are necessary in construction contracts, typical causes of change orders and the contract clauses that allow and control change orders to the construction contract. It will discuss how cost and time adjustments are computed for change orders. It will discuss the proper procedures to process and manage change orders on the construction project. It will also cover strategies for controlling changes and the resulting change orders and/or claims.

What You Will Learn

The student will learn the basics of contracts and modifications (or changes) to the contract and how that is accomplished through the means of change orders along with the benefits and the dangers of change orders.

The student will also learn how change orders are prepared, processed, and negotiated to reflect changes in contract scope of work, price and time as well as construction management procedures used to control change orders.

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

There are no prerequisites required for the course. 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.

This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Class

Change Orders in Construction Contracts

.6 CEUs

Change Order management is one of the most important aspects of construction project management. Once the contract is signed and work begins, changes are inevitable. Adjustments to the contract scope, price and time due to changes may be negotiated and executed to become part of the contract between the owner and the contractor. The student will learn what is a change order and why they are necessary, contract clauses on change orders, the typical causes of change orders, the procedures for managing change orders, how price and time adjustments are calculated for the change order, how changes may lead to claims and disputes, and strategies for controlling and managing change orders.

Will be offered in the Fall 2010

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

Introduction to Green Building Construction

The Course

Green building is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort. Green building is also known as a sustainable or high performance building.

By adopting green building strategies, we can maximize both economic and environmental performance. Green construction methods can be integrated into buildings at any stage, from design and construction, to renovation and deconstruction. However, the most significant benefits can be obtained if the design and construction team takes an integrated approach from the earliest stages of a building project. Potential benefits of green building can include:

Environmental benefits

- Enhance and protect biodiversity and ecosystems
- Improve air and water quality
- Reduce waste streams
- Conserve and restore natural resources

Economic benefits

- Reduce operating costs
- Create, expand, and shape markets for green product and services
- Improve occupant productivity
- Optimize life-cycle economic performance

Social benefits

- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public

Introduction to Green Building Construction

(Continued)

agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

There are no prerequisites required for the course. 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. This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Classes

Introduction to Green Building Construction

1.8 CEUs

Green Building certification, rating systems (e.g. LEED and other certification) and techniques and strategies for successfully achieving Green Building certification for construction projects will be covered in this course. Students will read and discuss case studies. Course discussions will include city requirements for green building codes, rebates and incentives for incorporating sustainable technologies. Students will tour a Green Building project.

By the end of the course students will be able to

- Evaluate a construction project's potential for LEED certification
- Interpret LEED submittal documentation
- Complete USGBC LEED Construction Templates using the methods and techniques learned in this class
- Demonstrate making informed design decisions based on sustainable building practices
- Explain how to avoid pitfalls and difficulties with constructing and documenting sustainable buildings

Introduction to Green Building

Construction will be offered in Fall 2010

For more information:

Email: bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/ee/construction.html

Human Resources Certificate Preparation SHRM Prep

will be offered in Fall 2010

Human Resource Management Certificate of Completion

The Program

This course provides the knowledge and practical skills for career enhancement and job advancement in human resource management. The focus is on current business and personnel management systems to teach how to successfully meet the challenges encountered in today's competitive business environments. The program also meets and exceeds the requirements for PHR (Professional in Human Resources) and SPHR (Senior Professional in Human Resources) recertification.

What You Will Learn

- How to develop and administer practical HR systems
- How to measure and benchmark HR success
- How to avoid costly mistakes when hiring and dealing with HR issues
- How to develop strategies for reducing corporate risk and liability through effective HR practices

Who Should Attend

- Human Resource specialists who need to expand their knowledge and expertise in all

aspects of HR management

- Those considering entering the field of human resource management
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

Eligibility Requirements

This course is open to all students interested in entering or learning more about the Human Resource field.

Special Features

All classes are scheduled in the evenings to meet the needs of working adults. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3821.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of four required courses.

Students may attend classes in any order according to their needs.

Required Courses

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

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

Costs

All materials are included with the course fee.

Advisory Board Members

Jesse Bosque, President, Professional Solutions

Fred B. Griffin, Partner, Dreier, Stein, Kahan, Browne, Woods & George LLP.

Human Resource Management Certificate of Completion

(Continued)

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

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

Program Instructors

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

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.



Scheduled Classes

Establishing Human Resource Systems 1.2 CEUs

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

Date: May 19 - Jun 9

Time: Wed 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 998 Sec 01
Reg. No.: 30320

"It was such a pleasure to participate in these classes. Thanks so much for structuring the courses to provide realtime information for the workplace. It was very interesting to learn that there are so many various approaches that I could be taking (and have already started to take) to get positive employee relations and business solutions. Thank you"

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

Compensation & Benefits

1.2 CEUs
How do I build an entire compensation program for my company? What benefits are right for my company's employees and how do I manage them? This class will develop the tools needed to accomplish these tasks through an intensive "hands-on" skills development approach. Students will build a compensation plan to be implemented under the parameters established by law and corporate policy. Students will also build a benefits tracking and measurements systems to take back to their workplaces.

Date: Jun 16 - Jul 7
Time: Wed 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 971 Sec 01
Reg. No.: 30321

Labor & Employment Law 1.2 CEU's

This course will satisfy the two hours of sexual harassment training required by the state.
Corporate and company success is more and more dependent on the ability of the organization to effectively manage employees in an environment of dramatic change, increasing legal constraints, and workplace conflict. This class will examine the increasingly important role Human Resources plays in managing the workplace, and

provide you with the tools and knowledge necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today's workplace.

Date: Jul 14 - Aug 4
Time: Wed 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 982 Sec 01
Reg. No.: 30322

Communications Dynamics

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

Date: Aug 11 - 25
Time: Wed 6:30-9:30pm
Meetings: 3
Location: Franklin Center 8
Fee: \$169
Course No.: BUX 980 Sec 01
Reg. No.: 30326

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

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

Advanced Human Resource Management Certificate of Completion

(Continued)

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.

- Analyzing Human Resources
- Enhancing the Value of Human Resources
- Behavioral Interviewing
- Union Organizing in the Workplace
- Understanding Worker's Compensation
- Ethical Issues in Human Resource Mgt.
- Conducting Workplace Investigations
- Employee Discipline & Termination

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

Special Features

All classes are scheduled in the evenings to meet the needs of working adults. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3821.

Costs

All materials are included with the course fee.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of the required course.

Required Course

Advanced Human Resource Management
BUX 929

Advisory Board Members

Jesse Bosque, President; Professional Solutions

Fred B. Griffin, Partner; Dreier, Stein, Kahan, Browne, Woods & George LLP

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

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

Program Instructor

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

SCHEDULED CLASS

Advanced Human Resources Management

2.4 CEUs

Date: Jun 7 - Aug 2
Time: Mon 6:30-9:30pm
Meetings: 8
Location: Franklin Center 8
Fee: \$508
Course No.: BUX 929 Sec 01
Reg. No.: 30324

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

Management & Supervision Certificate of Completion

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

What You Will Learn

Through this four course program, students will cover major topics of importance for the success of managers and supervisors in today's workplace. Each class session will focus on "real world" situations, developing participant skills and techniques to effectively address workplace issues and concerns.

Who Should Attend

Current leads, supervisors, line and middle managers, as well as individuals seeking to position themselves as viable candidates for promotion into management.

Eligibility Requirements

This course is open to all students currently working in a management or supervisory capacity or individuals seeking knowledge to advance into a management or supervisory position.

Special Features

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3821. Classes are offered at the Franklin Community Center at 850 Inglewood Ave in Redondo Beach.

Certificate Requirements

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

Required Courses

Management & Supervision:
Roles, Responsibilities and Functions
Legal Aspects of Management
Managing Performance and Change
Effective Communicating

Costs

All materials are included with the course fee.

About the Instructor

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

Management & Supervision Certificate of Completion

(continued)

Scheduled Classes

Management & Supervision: Roles, Responsibilities & Functions

.6 CEUs

This class will examine the varied functions of management and supervision. Student will learn and understand key management principles including the Hawthorne Effect, the Self-fulfilling Prophecy (Pygmalion Effect), and Three Key Principles of Management. Students will learn to use these and other approaches to effectively resolve conflict at an employee and organizational level, manage cultural and attitudinal diversity, and problem-solving approaches based upon the learned principles.

Date: Jun 1 & 8
Time: Tues 6:30-9:30pm
Meetings: 2
Location: Franklin Center 8
Fee: \$154
Course No.: MGX 911 Sec 01
Reg. No.: 30316

Legal Aspects of Management

.6 CEUs

This course will satisfy the two hours of sexual harassment training required by the state.

This class will examine the legal aspects, requirements, and liabilities associated with workplace management and supervision. Student will be exposed to numerous practical scenarios dealing with discrimination, sexual harassment, employee safety and security, and their ability to work under such regulatory controls. Capitalizing on this knowledge, students will learn specific approaches to the selection interview process that can support greater success in interviewing and selecting potential employees.

Date: Jun 15 & 22
Time: Tues 6:30-9:30pm
Meetings: 2
Location: Franklin Center 8
Fee: \$154
Course No.: MGX 912 Sec 01
Reg. No.: 30317

Managing Performance and Change

.6 CEUs

Students will examine and learn effective time management techniques, communicating and implementing workplace change, and effective approaches to employee performance feedback, coaching, counseling, and discipline.

Date: Jun 29 & Jul 6
Time: Tues 6:30-9:30pm
Meetings: 2
Location: Franklin Center 8
Fee: \$154
Course No.: MGX 913 Sec 01
Reg. No.: 30318

Effective Communications

.6 CEUs

Students will gain an understanding of the principles of communication. Students will examine and learn effective communication techniques, approaches and strategies for communicating effectively in a dynamic work environment.

Date: Jul 13 & 20
Time: Tues 6:30-9:30pm
Meetings: 2
Location: Franklin Center 8
Fee: \$154
Course No.: MGX 914 Sec 01
Reg. No.: 30319

For more information:

Email bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/extended/mgmtsup.htm

Project Management Certificate of Completion

The Program

Obtain the management skills required to bring projects in on time and within budget.



The results of successfully completing coursework in this program will be visible in your overall job performance, leadership effectiveness, risk analysis and decision-making capabilities, and improved management style.

CSUDH, College of Extended and International Education is an official Global Registered Education Provider by the Project Management Institute.

What You Will Learn

The curriculum is based on an organized sequence of courses that cover the Project Management Body of Knowledge (PMBOK), which serves as the fundamental knowledge base for project management. As a result, those who qualify will be better prepared to sit for the Project Management Professional Exam. Recognized domestically and internationally, the PMP Certification has a standard for excellence in project management. Obtaining use of the PMP designation distinguishes you as an expert in the profession.

Who Should Attend

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

Program Benefits

- Individual course certificates showing CEUs and PDUs are awarded to students who do not miss any of the class sessions.
- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Prepares those qualified to sit for the Project Management Professional exam.
- Learn techniques for effectively coordinating and managing all aspects of a project including team leadership, project risk and financial analysis, evaluation and control techniques, project planning and decision-making.
- Explore the international dimensions of project management

Certificate Requirements

A certificate is awarded upon successful completion of five required courses.

Instructors

Tammo T. Wilkens, P.E., PMP, has 28 years of experience in planning, scheduling and project management.

Kim Fields, Ed.D., PMP is an experienced IT project manager with over 20 years experience in a variety of industries, including automotive, business services, and health care.

**Project Management
Certificate of Completion**

(continued)

Courses

- Intro & Overview of Project Mgt PMX 900
- Project Human Resource & Procurement Management PMX 901
- Project Quality and Communications Management PMX 902
- Project Risk & Scope Management PMX 903
- Project Time and Cost Management PMX 904

PMX 900 is a prerequisite for PMX 901, 902, 903 & 904, which can be taken in any order.

Students must obtain textbooks prior to their first class.

SCHEDULED CLASSES

Introduction & Overview of Project Management

This course is a prerequisite for PMX 901, 902, 903 & 904

0.6 CEUs, 6 Seat-Time Hours, 6 PDUs
Students gain an understanding of project management as a scientific and professional business function. This is the first course in a five-course certification and will be the prerequisite for all other classes. The Course introduces detailed descriptions of projects, project life cycles, and project integration.

Date: Jul 8 & 15
Time: Thu 6pm-9pm
Meetings: 2
Location: EE 1218
Fee: \$125
Instructor: Tammo Wilkens
Course No. PMX 900 01
Reg. No. 30275

Date: Jul 10 & 17
Time: Sat 9am-Noon
Meetings: 2
Location: EE1218
Fee: \$125
Instructor: Kim Fields
Course No. PMX 900 02
Reg. No. 30276

Date: Sep 25
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1222

Fee: \$125
Instructor: Tammo Wilkens
Course No. PMX 900 01
Reg. No. 41339

Project Human Resource and Procurement Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project team members and managing contracts and purchase orders. Major human resource related topics include project team organizations, responsibilities, team building and leadership. Major procurement related topics include contract specification, solicitation, award and administration; contract types and billing/payment options.

Date: Jul 22 - Aug 19
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$270
Instructor: Tammo Wilkens
Course No. PMX 901 01
Reg. No. 30278

Date: Jul 24 - Aug 21
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$270
Instructor: Kim Fields
Course No. PMX 901 02
Reg. No. 30279

Project Quality and Communications Management

1.5 CEUs, 15 Seat-Hours, 15-PDUs
Students gain an understanding of the disciplines involved in managing project quality and communications. Major topics related to quality include establishing a quality assurance program, executing the appropriate quality control measures, and assuring that the customer's needs are met. Major topics related to communications include the principles of communication, how to improve the effectiveness of communications and what specific communications tools are used on projects.

Date: Aug 26 - Sep 23
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$270
Instructor: Tammo Wilkens
Course No.: PMX 902 Sec 01
Reg. No.: 41252

Date: Aug 28 - Sep 25
Time: Sat 9am-1pm
Meetings: 4
Location: EE 1218
Fee: \$270
Instructor: Kim Fields
Course No. PMX 902 02
Reg. No. 41338

Project Risk and Scope Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project risk and scope. Major risk related topics include the basic nature of project risk, as well as risk assessment, analysis and mitigation. Major scope related topics include defining the purpose and scope of the project, planning the execution of the project, establishing and using a work breakdown structure, controlling the scope and verifying that the delivered project matches the specified scope.

Date: Sep 30 - Oct 28
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$270
Instructor: Tammo Wilkens
Course No. PMX 903 01
Reg. No. 41340

Date: Oct 2 - 30
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$270
Instructor: Kim Fields
Course No. PMX 903 02
Reg. No. 41410

Project Time and Cost Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing the project schedule and expenditures. Major time related topics include using the work breakdown structure to establish the project schedule, optimizing the project execution plan, establishing the project schedule baseline, reporting actual progress and costs, and communicating project costs and forecasts to the stakeholders. This course addresses the benefits of a tight integration of the schedule and the cost tracking systems.

Date: Nov 4 - Dec 16
Time: Thu 6-9pm
Meetings: 5 (no class 11/11 & 11/25)

**Project Management
Certificate of Completion**

(continued)

Location: EE 1218
 Fee: \$270
 Instructor: Tammo T. Wilkens
 Course No. PMX 904 01
 Reg. No 41413

Date: Nov 6 - Dec 11
 Time: Sat 9am-Noon
 Meetings: 5 (no class 11/27)
 Location: EE 1218
 Fee: \$270
 Instructor: Kim Fields
 Course No. PMX 904 01
 Reg. No 41415

Books for the Certificate should be purchased in the CSUDH bookstore or the Project Management Institute (pmi.org) or other retailer.

Required Textbooks:

- "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide) - Fourth Edition, Paperback
- "Project Management - A Systems Approach to Planning, Scheduling and Controlling", 10th Edition by Harold Kerzner, PhD, John Wiley & Sons
- "Project Management Workbook to Accompany Project Management 10th Edition" by Harold Kerzner, PhD (not available from pmi.org) (Used in Kim Fields' classes.)

CSUDH PMX Courses are PMI Certified

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

For CSUDH PM Program information:
 Email: bwald@lists.csudh.edu
www.csudh.edu/extendeded/projectmanage.htm

**Introduction to Volunteer and
Nonprofit Organization**

**will return
in the Fall 2010**

For further information
 Email: jzitelli@csudh.edu
www.csudh.edu/extendeded/volunteer.htm

**Online Management
Courses**

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- (Managing) Customer Service
 - Distribution and Logistics Management
 - (Successful) Construction Business Management
 - High Speed Project Management
 - Introduction to Nonprofit Management
 - Marketing Your Nonprofit
 - Project Management Fundamentals
 - Project Management Applications
 - (Principles of) Sales Management
 - (Fundamentals of) Supervision and Management
 - (Fundamentals of) Supervision and Management II
 - Supply Chain Management Fundamentals
 - Supply Chain Management Applications
- Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online Professional Development courses can be viewed at:
www.csudh.edu/exed/ed2go
- A new section of the courses will begin on **Jun 16, Jul 21, Aug 18, Sep 15.**

New!

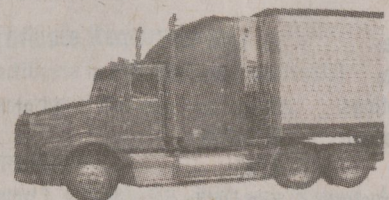
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STUDIES**

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CERTIFICATE PROGRAM
 will be offered in this
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 industry

For updates and
 information
 Contact:

CHARLES HUNT
chunt@csudh.edu,
 310.243.2336

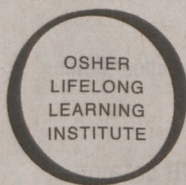


**Osher Lifelong Learning
Institute (OLLI)**

Osher Lifelong Learning Institute at CSUDH



Dr. Edd Whetmore, Professor of Communications, speaking with OLLI members.



You are invited to become a member of OLLI at CSUDH.

OLLI at CSUDH provides innovative educational programs for people over 50+ who are excited about learning for the sake of learning. OLLI at CSUDH offers a variety of

stimulating courses, lectures, activities and interest groups. Learning takes place in a relaxed and supportive environment where the only prerequisite is a desire to learn.

Become a member of OLLI at CSUDH and join a community of peers who are enthusiastic about learning. OLLI at CSUDH is a financially self-sustaining institute within a university setting. See our website for descriptions of courses and activities.

OLLI at CSUDH Benefactors

Support for CSUDH's Osher Lifelong Learning Institute comes from the Bernard Osher Foundation, CSUDH College of Extended & International Education, and OLLI at CSUDH members. More than 120 Osher Lifelong Learning Institutes exist in the United States.

OLLI at CSUDH Membership and Benefits

Annual membership fee is only \$30. Some courses and activities require additional nominal fees. Call (310) 243-3741 to register.

Benefits of CSUDH membership include

- Osher Lecture Series fall and spring
- Computer and technology training courses designed for lifelong learners
- CSUDH Student ID card
- Semester OLLI catalog and frequent updates on campus cultural events
- Reduced rates for auditing campus courses through Open University
- State-of-the-art classrooms and computer labs
- Bookstore discounts on computer products

Join us for OLLI at CSUDH

OPEN HOUSE

Tuesday, April 20, 1:30 pm

or

Tuesday, August 17, 1:30 pm

Come to our Learning-in-retirement open house on April 21 or June 23, 2009 to discover the opportunities the University makes available to learners who have at least 50 years of life experience. Find out about lectures, courses and activities designed for OLLI members.

CSUDH campus

College of Extended & International Education
Auditorium (EE-1213)

1000 East Victoria Street, Carson, CA

Refreshments will be served.

R.S.V.P. for parking and directions: 310-243-3209

Osher Lifelong Learning Institute (OLLI)

(continued)



OLLI at CSUDH Omnimore Program

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

Omnimore features a peer-led study discussion format. The Study/Discussion Group is the core of the peer-led program. Within the group, each member participates by choosing a topic related to the subject under study, researching it and then presenting the information to the group. Omnimore classes meet at the Franklin Center in Redondo Beach in either room 7 or room 8.

Call (310) 540-6011 to learn more about peer-led courses. Before registering in the peer-led program, a prospective member is required to attend an Omnimore orientation session. See website (www.omnimore.org) for orientation dates, or call 310.540.6011

OLLI at CSUDH presents a Travel & Study Tour for OLLI members



“Touring Virginia and Her Neighbors:
History, Homes and Hospitality”

September 9 – 20, 2010

Contact John or Lynn Taber
ledwards_92648@yahoo.com or 310-831-4768

OLLI at CSUDH MEMBERSHIP FORM

TO REGISTER: Make checks for \$30 payable to CSUDH. Or call our registration office at 310-243-3741 to register by credit card.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: (_____) _____

email: _____

Date of Birth: _____

MAIL CHECK AND REGISTRATION TO:

OLLI at CSUDH
California State University Dominguez Hills
College of Extended & International Education, EE-1300
1000 East Victoria Street
Carson, CA 90747

For more information:
Contact the OLLI at CSUDH office at 310-243-3208

OLLI@CSUDH Contact Information

Registration Office 310-243-3741

OLLI at CSUDH Office 310-243-3208 OLLIassist@csudh.edu

OLLI at CSUDH Coordinator Jim Bouchard 310-243-3729
jbouchard@csudh.edu

OLLI at CSUDH Website www.csudh.edu/extendeded/lifelong

To receive a 2010 OLLI at CSUDH catalog
Call: 310-243-3208

REDONDO BEACH OPEN HOUSE

BEACH CITIES HEALTH DISTRICT
514 N. PROSPECT AVE., 3RD FLOOR
REDONDO BEACH, CA 90277
1:30 PM – 3:30 PM TUESDAY, JUNE 15, 2010

Online Courses

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Creative Skills

- Digital Photography, Discover
- Drawing for the Absolute Beginner
- Music Made Easy
- Photographing People with your Digital Camera
- Photography, Secrets of Better
- Travel Photography for the Digital Photographer
- Write Your Life Story

Languages

- Conversational Japanese
- French, Beginning Conversational
- Italian, Instant
- Spanish in the Classroom
- Spanish: Speed Spanish (online)
- Spanish: Speed Spanish II (online)
- Spanish: Speed Spanish III (online)

Math, Philosophy, & Science

- Everyday Math
- Introduction to Algebra
- Singapore Math: Number Sense and Computational Strategies

Personal Development

- Achieving Success with Difficult People
- Administrative Assistant Fundamentals
- Assisting Aging Parents
- Become a Veterinary Assistant
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Building Teams That Work
- Computer Skills for the Workplace
- Effective Business Writing
- Enjoying European Art Online
- Everyday Math
- Genealogy Basics
- Get Assertive!
- Get Funny!
- Get Paid to Travel
- Goodbye to Shy
- Grammar Refresher
- Handling Medical Emergencies
- Healing Through Hypnosis
- Homeschool With Success
- Individual Excellence : Secrets of Career Success
- Interpersonal Communication
- Introduction to Biology
- Introduction to Journaling
- Keys to Effective Communication
- Listen to Your Heart, and Success Will Follow

- Luscious, Low-Fat, Lightning-Quick Meals
- Making Age an Asset in Your Job Search
- Mastery of Business Fundamentals
- Medical Coding
- Merrill Ream Speed Reading
- Resume Writing Workshop
- Skills for Making Great Decisions
- Twelve Steps to a Successful Job Search
- Write Your Life Story

Personal Finance & Wealth Building

- Debt Elimination Techniques That Work
- Introduction to Stock Options
- Keys to Successful Money Management
- Personal Finance
- Real Estate Investing
- Real Estate Investing II: Financing Your Property
- Stocks, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Where Does All My Money Go?

Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online Professional Development courses can be viewed at: www.csudh.edu/exed/ed2go.

- A new section of the courses will begin on
Jun 16, Jul 21, Aug 18, Sep 15, ,

TECHNICAL REQUIREMENTS

Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). Check "Requirements" under individual courses as some courses may have additional requirements.

To enroll: Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741 or email: eeinfo@csudh.edu

OPEN University

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

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

Quality Assurance Degree Programs

Master of Science Quality Assurance Options in Manufacturing Service and Healthcare (Online) 78

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Certificates of Completion & ASQ Exam Prep Courses Online


Mgmt/Organizational Excellence . 81

Quality Engineering 81

Quality Auditing 81

Reliability Engineering 81

Software Quality Engineer 81

Quality Assurance Master of Science Online 

The Program

Quality Assurance is an interdisciplinary profession practiced by management and technical personnel responsible for planning and assuring the quality of products and services. Participants in the Master of Science in Quality Assurance (MSQA) receive education in both the technical and administrative foundations of the field.

The curriculum prepares working professionals to lead organizations toward the objective of "total quality." The program's interdisciplinary approach blends study in management with quality concepts. Relevant theoretical and practical course work, independent study, interaction with

Leader in Quality Assurance Education

Online On Site

CSUDH offers a full range of educational opportunities in Quality ranging from degree programs and certificate programs to seminars on cutting edge topics. Learn how to apply Quality management methods to manufacturing and service enterprises from instructors who are professionals in Quality fields. All MSQA programs are available in-house at your site. Contact msqa@csudh.edu

fellow students and working quality professionals, and a thesis or final project provide a well-rounded learning experience. The MSQA requires thirty-three semester units and options are offered in Manufacturing, Service and Health Care. Students can customize their program of study to include areas of personal and professional interest.

What You Will Learn

Through the program, students acquire knowledge and skills in the following areas:

- Managing a quality organization
- Planning and implementing a quality assurance program
- Troubleshooting and solving quality problems, both administrative and technical
- Incorporating quality concepts and human factor techniques in the design of organizational operations
- Creating and managing supplier control systems
- Developing and analyzing statistical process control charts
- Developing and analyzing acceptance sampling plans
- Design of experiments (analysis of variance techniques)
- Performing quality cost analysis
- Performing reliability maintainability, and safety systems reviews
- Performing quality system audits.
- The ISO 9000 Series of Quality System Standards

Who Should Attend

The MSQA is ideal for creative thinkers who can apply technical and statistical principles and enjoy solving problems to increase safety and efficiency in crucial industries. The MSQA prepares professionals in manufacturing, service, government, and healthcare for career advancement. Professionals in the following fields, among many others, will benefit: quality, manufacturing, engineering, science, management, health care, government, utilities, retail, insurance, telecommunications, banking, finance, education, entertainment, transportation and other service industries.


The demand for individuals with industry-specific technical, management and team-based problem-solving skills is increasing as developments in science and technology advance. A degree in Quality Assurance is extremely versatile and provides graduates with many career options.

Admission Requirements

Candidates for the MSQA program must meet the CSUDH graduate admissions requirements and have a bachelor's degree. Applicants should have completed courses in mathematical statistics, theory of probabilities and principles of computer technology. Students who do not meet these requirements may be offered conditional admission to the program based upon review by the MSQA Admissions Committee. Information about graduate admissions is available at www.csudh.edu/graduatestudies.

Taking Courses Before Admission

Students can take up to three courses in the program before being admitted to the MSQA. This gives a student the opportunity to take courses while his/her admission application is being processed. Once admitted, a student can apply these courses toward the degree. In addition, the Quality Assurance Program offers Certificates of Completion in several topics. These certificate programs include core courses from the MSQA program. If a student completes a certificate program and is later admitted to the MSQA, courses may be applied toward the degree.

**Quality Assurance
Master of Science
Online** 

(continued)

Scheduled Classes - Summer 2010

Start date: May 11, 2010

Last day to register: May 7, 2010

Last day of class: August 17, 2010

MSQA Summer 2010 Internet Program Schedule

Course	Title	Units	Date	Location	Fee	Instructor	Reg. No.
QAS 511.41	Quality Function Management & TQM	3	5/11 - 8/17	Internet	\$675	William Trappen	30333
QAS 512.41	Reliability	3	5/11 - 8/17	Internet	\$675	Dan Dunahay	30334
QAS 515.41	Human Factors in Quality Assurance	3	5/11 - 8/17	Internet	\$675	Jim Clauson	30335
QAS 518.41	Quality Project Management	3	5/11 - 8/17	Internet	\$675	William Trappen	30336
QAS 527.41	Quality Measurement	3	5/11 - 8/17	Internet	\$675	Denis Bourcier	30337
QAS 530.41	Statistical Quality Control for Service	3	5/11 - 8/17	Internet	\$675	Dan Dunahay	30338
QAS 534.41	Change Management	3	5/11 - 8/17	Internet	\$675	Robert Spencer	30339
QAS 536.41	Six Sigma	3	5/11 - 8/17	Internet	\$675	Pam Dunahay	30340
QAS 537.41	Quality Function Deployment: Understanding Customer Requirements	3	5/11 - 8/17	Internet	\$675	Robert Spencer	30341
QAS 541.41	Biomedical Quality Control Methods	3	5/11 - 8/17	Internet	\$675	Kim Niles	30412
QAS 598S.41	Directed Research <i>Must have 18 units of QAS course work and the GVAR completed</i>	3	5/11 - 8/17	Internet	\$675	Robert Spencer	30342
QAS 600S.41	Graduate Continuation Course <i>Open to students working on a Thesis/Project for summer turn-in to the Graduate Studies Office and Library only. Thesis/Project Committees do not work during the Summer term.</i>	0	5/11 - 8/17	Internet	\$150	Staff	30343

Subject to Occasional Changes

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

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

The Program

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

Online/On Site

The online and on-site BSQA programs are designed primarily as upper division transfer programs for students who have completed the majority of their lower division general education courses. The online program

requires no on-campus attendance. Courses are offered throughout the year on a trimester basis.

Advantages of the Program

- Prepares professionals in Quality Assurance for careers in the design, development, manufacture and support of products and service.
- Meets the needs and interests of the Quality Assurance professional through a combination of theoretical and practical course work, independent study, and interaction with fellow students and leading professionals.
- Provides an interdisciplinary approach that blends the basic sciences, technologies, management principles, quality concepts and statistical tools.
- Provides a well-rounded learning experience as well as preparation for advanced studies (e.g. Masters Degree) through a broad curriculum that includes a culminating project.
- Enables students to customize their programs of study to include areas of personal and professional interest.
- Develops problem-solving skills with a customer-based focus leading to the continuous improvement of process, product and service.

Admission Requirements

The best way a student can prepare for transferring to the BSQA program is to complete an associate's degree with lower-division General Education requirements that meet both the CSUDH and BSQA requirements. Admission requirements include:

- Minimum of 60 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)

Students who do not meet these requirements can take courses in the BSQA program through Open University while completing the General Education units.

To reach the Extended Education Registration office please call (310) 243-3741, fax (310) 516-3971, or by email at eereg@csudh.edu. The telephone number for Extended Education touchtone registration is (310)243-2000.

QAS course fees are \$225.00* per unit or \$675.00 for a three (3) unit course.

* Fees are subject to change.

Scheduled Classes - Summer 2010

Start date: May 11, 2010

Last day to register: May 7, 2010

Last day of class: August 17, 2010

BSQA Summer 2010 Internet Program Schedule

Course	Title	Units	Date	Location	Fee	Instructor	Reg. No.
QAS 200.41	Fundamentals of Quality	3	5/11 - 8/17	Internet	\$675	David Vu	30386
QAS 325.41	Technical Communications	4	5/11 - 8/17	Internet	\$900	Keith Fulton	30326
QAS 350.41	Physical Metrology	3	5/11 - 8/17	Internet	\$675	Emil Hazarian	30332
QAS 445.41	System Failure Analysis	3	5/11 - 8/17	Internet	\$675	Craig Carpenter	30331
QAS 450.41	Value Based Quality	3	5/11 - 8/17	Internet	\$675	Kim Niles	30422

Subject to Occasional Changes

For More Information

(310) 243-3880

bsqa@csudh.edu

www.csudh.edu/bsqa

Quality Certificates

The Program

Need certification in Quality Assurance, but don't want to commit to the entire MSQA program? California State University, Dominguez Hills has Quality Assurance certificate programs available in specialized fields of study.

Certificates of Completion

To earn a certificate students should complete three graduate level courses and the associated capstone course from the MSQA program.

Certificate in Management Quality /Organizational Excellence

Quality Function Management & TQM	
	QAS 511
Quality Project Management & Productivity	
	QAS 518
Supplier Quality Assurance	QAS 526
Quality Measurement	QAS 527
Certified Quality Manager / Organizational Excellence Preparation (capstone)	
	NBQA 701

Certificate in Quality Engineering

Advanced Probability & Statistics	QAS 510
Statistical Quality Control & Sampling	
	QAS 513
Advanced Experimental Design	QAS 514
Certified Quality Engineer Preparation (capstone)	
	NBQA 702

Certificate in Quality Auditing

Quality Function Management & TQM	
	QAS 511
ISO 9000 and the Audit Function	QAS 525
Supplier Quality Assurance	QAS 526
or	
Quality Measurement	QAS 527
Certified Quality Auditor (capstone)	NBQA 703

Certificate in Reliability Engineering

Advanced Probability & Statistics	QAS 510
Reliability	QAS 512
Statistical Quality Control & Sampling	
	QAS 513
Certified Reliability Engineer Preparation (capstone)	
	NBQA 704

Certificate in Software Quality Engineering

Software Reliability	QAS 523
Advanced Probability & Statistics	QAS 510

Statistical Quality Control & Sampling QAS 513
 Certified Software Quality Engineer NBQA 705

ASQ Exam Preparation Quality Capstone

The Program

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

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

NBQA 701 Certificate in Management Quality /Organizational Excellence (CMQ/OE) Exam Preparation

This course provides the student with an in-depth overview of the American Society for Quality (ASQ) Body of Knowledge surrounding the profession of Quality Manager. It is designed to address each aspect in the detail needed to refresh the memory of the Quality Manager aspiring to achieve certification.

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

This course serves as a review of the ten major elements of the American Society for Quality (ASQ) Certified Quality Engineer examination.

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

This course serves as a review of the five major elements of the American Society for Quality (ASQ) Certified Quality Auditor

examination, including:

- General Knowledge, Conduct, Ethics & Audit Administration
- Audit Preparation
- Audit Performance
- Audit Reporting, Corrective Action, Follow-up & Closure
- Auditing Tools & Techniques

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

This course provides the student with all of the fundamental and some of the advanced theories of reliability engineering. The course is designed to assist the student in passing the ASQ Certified Reliability Engineer (CRE) examination.

NBQA 705 Certified Software Quality Engineer Preparation Capstone

The course provides the student with a nine week overview of the American Society for Quality (ASQ) Body of Knowledge (BOK) surrounding the profession of Software Quality Engineer. This course is not intended as primary instruction in this subject. It is designed to refresh the memory of the Software Quality Engineer aspiring to achieve ASQ Certified Software Quality Engineer (ASQ/CSQE) status. This is ultimately achieved by taking and successfully passing the certification exam offered by ASQ's examination schedule. The ninth and final unit of this class is scheduled for completion during the week of the ASQ certification exam.

Certificate in

Service Quality Assurance

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

Courses required for the Certificate in Service Quality Assurance

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

Sports & Recreation

M.A. Physical Education
 Administration26
 Personal Fitness Trainer
 Certificate of Completion82
 Sport & fitness Psychology,
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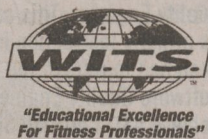
**Personal Fitness
 Trainer
 Certificate**

The Program

Whether you are looking to change careers or just want to enhance your knowledge, this course provides you with all the information you need to become a Certified Personal Trainer.

What You Will Learn

The course is taught over a six-week period consisting of 15 hours of lectures including the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. The program also includes 15 hours of "hands-on" practical training that prepares you to work individually with clients.



Employment Outlook

Top personal fitness trainers make \$60,000 or more a year while the median salary is nearly \$30,000 according to the Bureau of Labor Statistics. Employment in California for fitness trainers is due to increase over 50% from 2002 to 2012.

Who Should Attend

Fitness enthusiasts or anyone seeking a new career in the health and fitness industry.

Eligibility Requirements

There are no prerequisites required for the program. Proof of CPR is required before the certificate can be issued.

Special Features

A thirty-hour internship will help prepare you to work in the fitness field. W.I.T.S. is an approved CEU provider for International Association of Continuing

Education and Training (IACET), Board of Certification for Athletic Trainers (BOC) and the American Occupational Therapy Association (AOTA). College credits towards a degree can also be acquired through our affiliation with the American Council on Education.

Now approved by AOTA for Occupational Therapists!
 We are proud to announce that we have been approved by the American Occupational Therapy Association (AOTA) for Occupational Therapists in the U.S.

Certificate requirements

The National Exam is held on the 6th week. Proof of CPR/AED and internship is required before the certificate can be issued.

Costs, Books, & Materials

Students are also required to purchase a textbook, *Fitness Professional's Handbook*, 5th edition by Howley and Franks.

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

1-Hour Orientation

Free to the public. Come learn about the personal Fitness Training Certificate program from the experts. You'll also get an overview of the personal fitness training industry and trends. Call (888) 330-9487 to make your reservation for this free orientation meeting.

Date: Jul 6, 2010
 Time: Tue 6:30pm
 Location: CSUDH EE 1205
 Course No.: NHEX 100 Sec 01
 Reg. No.: 30281

Scheduled Classes

Fitness Certification

This course includes 15 hours of lectures that include the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. It also includes 15 hours of "hands-on" practical training covering evaluating clients, equipment usage, biomechanics or exercise and weight-training techniques and program design.

Date: Jul 17 - Aug 21
 Time: Sat 9:30am-4:30pm
 Meetings: 6
 Location: EE 1205 & Riviera Fitness Club

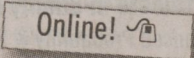
Fee: \$399
 Instructor: Janet Simpson
 Course No.: NHEX 110 Sec 01
 Reg. No.: 30280

For more information:
www.csudh.edu/extendeded/personalfitnesstrainer.htm
 (888)330-9487
 Patricia Jami: csdept@witseducation.com
 or visit www.witseducation.com

**Sport & Fitness
 Psychology Online
 Certificate Program**
 Achieve optimal performance
 & apply team-building
 techniques

Program Description

The online Sport & Fitness Psychology Certificate Program addresses a growing demand for techniques that contribute to optimal performance. Participants will acquire an understanding of psychological principals and knowledge that enhance sports performance, teamwork, fitness, and well-being. This is not a certificate in coaching. Courses focus on the psychological aspects of performance, teamwork and fitness.



This is an academic Certificate Program, consisting of five senior-level courses, each carrying three semester units. Take one course or complete the certificate.

Location

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

Who Should Attend

Anyone involved in sports, fitness, coaching, and team building, such as athletes, trainers, coaches, fitness instructors, health professionals, therapists, managers, and

Sport & Fitness Psychology Online Certificate Program

(Continued)

individuals interested in performance and psychology.

Parent coaches will learn how to build cooperative teams. High school coaches can use these courses towards a teaching credential. Fitness instructors can increase their employability. Athletes have an opportunity to advance their careers.

Faculty

Beverly B. Palmer, Ph.D. Professor, Department of Psychology, California State University, Dominguez Hills. Dr. Palmer is an expert in creating online instructional programs that are maximally interactive and engaging. Dr. Palmer has a private practice as a clinical psychologist.

Mark Cartiglia, Ph.D. Instructor, Department of Psychology, California State University, Fullerton. His areas of interest include psychological testing and sport psychology.

Courses

PSY 480 Sport Psychology

In-depth analysis and application of psychological principles and research in motivation, psychophysiology, personality, cognition, and emotion in sport settings.

PSY 481 Applied Sport and Fitness Psychology

Scientific research results in the field of psychology are used to illustrate how participation in sports and physical activity can facilitate psychological development and physical well-being.

PSY 482 Psychology of Coaching and Team Building

Group processes, team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of team sports performance and individual well-being.

PSY 483 Contemporary Issues in Sport and Fitness Psychology

Psychological theories will be applied to the identification and treatment of problems people who participate in sports may have as well as applied to the promotion of mental health.

PSY 486: Internship in Sport and Fitness Psychology

Supervised application of psychological principles applied to sports and fitness to promote performance and optimal well-being.

Summer 2010 Online Schedule

Sport Psychology

3 Units

Introductory course in the Sport & Fitness Psychology Certificate program. You will learn about the important role psychology is playing in the world of sports today. Topics include importance of personality, temperament and mood in sports setting; issues in youth sports including emotional abuse and exploitation; strategies to prevent excess stress and burn out in young athletes; strategies to facilitate character development in athletes of all ages; and psychological techniques that improve performance.

Date Jun 2 - Jul 26
 Location online 📺
 Fee \$597
 Instructor Mark Cartiglia, PhD
 Course No PSY 480 Sec 41
 Reg. No 30441

Psychology of Coaching and Team Building

3 Units

Group processes, team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of team sports performance and individual well-being. Learn to use effective coaching and team-building tools in sports, whether you are a professional coach, high school coach, parent coach, or athlete. This course shows you how these tools can be used in a variety of everyday situations--including in business and in family life. Learn new ways to manage a variety of challenges that come from working with people.

Date May 17 - Jun 25
 Location: online 📺
 Fee \$597
 Instructor Beverly Palmer, PhD
 Course No. PSY 482 Sec41
 Reg. No. 30443

Applied Sport & Fitness Psychology

3 Units

Natural ability and talent can take you only so far. Psychological factors are often the difference between an average athlete and a great one. This course will explore ways to manage stress, focus during the game, meet your performance goals and build your self-confidence. If you are an athlete, coach or fitness instructor, this course can help you win the "mind game" and you will enjoy learning techniques you can apply.

Date: Jun 21 - Aug 13
 Location: online 📺
 Fee: \$597
 Instructor: Mark Cartiglia, PhD
 Course No. Psy 481 Sec 41
 Reg No. 30442

Course outlines available on program website
www.csudh.edu/sportpsychology

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

**Master of Arts,
 Education**

**Physical
 Education
 Administration**

See Page 26

Supply Chain Management

Special Major BA, Production and Inventory Control 84
 Production & Inventory Control Certificate 85
 Purchasing Certificate 86

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 (www.csudh.edu/catalog/200507/index.htm) program advisor. Additional prerequisite units may be required in the major and minor.

Two Online Certificate

For more information: email bwald@lists.csudh.edu or visit the web site <http://www.csudh.edu/extendeded/BAProdInvCtl.htm>

"Frank, thank you very much for teaching this program. I've learned so much. My manager and the entire department has noticed the improvement in my work. And I now understand what everyone is talking about. I will recommend this program to others who are interested in the field of Purchasing."

-Jena Campion
 Purchasing Specialist
 Kubota Tractor Company
 Torrance, CA

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.

Books and Materials

Please purchase the most current edition: Introduction to Materials Managements, Arnold
APICS Participant Guide
APICS Dictionary (optional)

Employment Opportunities

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

Requirements

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit. Students must complete 5 courses and achieve an over-all grade point average of

2.5 (C+) or better to receive the certificate. The certificate must be completed within 3 years once the student has started the program.

Production & Inventory Control Certificate Program

Courses

- Basics of Supply Chain Management PIX 319 (PIX 319 is the foundation course and must be taken first)
- Detailed Scheduling/Planning PIX 331
- Operations Execution/Control PIX 332
- Master Planning of Resources PIX 333
- Strategic Management of Resources PIX 340

Program Instructor

Joan Hall, CPIM, APICS member since 1983, has 30 years experience in manufacturing and inventory control and has been teaching the Certificate program for over 20 years.

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

- Date: Apr 5-Jul 2
- Location: online
- Fee: \$495
- Instructor: Joan Hall
- Course No. PIX 319 Sec 41
- Reg. No. 30013

Strategic Management of Resources

3 Units

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

- Date: Apr 5-Jul 2
- Location: online
- Fee: \$495
- Instructor: Joan Hall
- Course No. PIX 340 Sec 41
- Reg. No. 30014

Fall 2010

Basics of Supply Chain Management

3 Units

Students explore a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The fundamental concepts and specialized vocabulary of this field are covered to prepare students for the remaining classes in the certificate program.

- Date: Sep 7 – Dec 3
- Location: online
- Fee: \$495
- Instructor: Joan Hall
- Course No. PIX 319 Sec 41
- Reg. No. 41247

SCHEDULED CLASSES

I would like to say that I have enjoyed my journey of learning. I discovered I really do love learning and now that I have "time on my hands" I may just take a Project Management course. Thank you for your help and encouragement.

- Sally Kaye
Production Planner
Younger Optics, Torrance, CA

Summer 2010

Basics of Supply Chain Management

3 Units

Students explore a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The

LAPICS 2010-11 Internet Schedule					
Class	Title	Credits	Sum '10	Fall '10	Spr '11
PIX 319	Basics of Supply Chain Management	3 Ext	•	•	•
PIX 331	Detailed Scheduling/Planning	3 Ext		•	
PIX 332	Operations Execution and Control	3 Ext			
PIX 333	Master Planning of Resources	3 Ext			•
PIX 340	Strategic Management of Resources	3 Ext	•		

Schedule subject to change

Detailed Scheduling / Planning

3 Units

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

- Date: Sep 7 – Dec 3
- Location: online
- Fee: \$495

Production & Inventory Control Certificate Program

(Continued)

Instructor: Joan Hall
 Course No. PIX 331 Sec 41
 Reg. No. 41248

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

Purchasing Certificate Program

Courses

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

Instructor

Frank Putz, A.P.P., C.P.M., and CPIM, with over 24 years of active experience in electronics, material planning and military procurement practices.

SCHEDULED CLASSES

Summer 2010

Purchasing Fundamentals

3 Units

(PRX 200 is the foundation course and must be taken first.)

Course examines the fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental

concepts, methods, and techniques used to evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.

Date: Apr 5 - Jul 2
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 30015

Public Sector Procurement

3 Units

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

Date: Apr 5 - Jul 2
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 330 Sec 4
 Reg. No. 30016

Advanced Purchasing Concepts

3 Units

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

Date: Apr 5 - Jul 2
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 340 Sec 41
 Reg. No. 30017

Fall 2010

Purchasing Fundamentals

3 Units

(PRX 200 is the foundation course and must

be taken first.)

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

Date: Sep 7 - Dec 3
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 41249

Cost-Price Analysis and Negotiation

3 Units

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

Date: Sep 7 - Dec 3
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 310 Sec 41
 Reg. No. 41250

Advanced Purchasing Concepts

3 Units

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

Date: Sep 7 - Dec 3
 Location: online
 Fee: \$495
 Instructor: Frank Putz
 Course No. PRX 340 Sec 41
 Reg. No. 41251

"Frank, thank you for the expert training and guidance. I have gained invaluable insight in the Purchasing field."

-Ken Downard
 Operations/Procurement Estimator
 B/E Aerospace
 Marysville, WA

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

Purchasing Year 2010 Internet Schedule

Class	Title	Credits	Sum '10	Fall '10	Spr '11
PRX 200	Purchasing Fundamentals	3 Ext	●	●	●
PIX 319	Basics of Supply Chain Management	3 Ext	●	●	●
PRX 310	Cost-Price Analysis and Negotiation	3 Ext		●	●
PRX 330	Public Sector Procurement	3 Ext	●		●
PRX 340	Advanced Purchasing Concepts	3 Ext	●	●	

TEST PREPARATION

CBEST	87
CSET	87
GMAT	87
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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. These programs are now offered at 30 universities, colleges and law schools. The programs are constantly updated for the most recent forms of the exams. Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

Program Instructors

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees.

SCHEDULED CLASSES

CBEST

(California Basic Educational Skills Test)

New computer test information included.

Let our outstanding teachers give you the edge to pass this very important exam! A special emphasis will be placed on a review of mathematics and applying math skills to CBEST question types. The Essay Section will also be carefully reviewed followed by a short review of the Reading Comprehension Section including skills necessary to help potential teachers understand, interpret and analyze passages. For test application and information call NES (916) 928-4001 or www.cbest.nesinc.com.

Date: May 22 - Jun 6
Time: Sat & Sun 9am-3pm

Meetings: 3
Location: CSUDH EE 1209
Fee: \$285
Course No.: NXCB 101 Sec 01
Reg. No.: 30027

Date: Jul 24 - Aug 1
Time: Sat & Sun 9am-3pm
Meetings: 3
Location: CSUDH EE 1206
Fee: \$285
Course No.: NXCB 101 Sec 02
Reg. No.: 30381

CSET Multiple Subjects Exam
(California Subjects Exam for Teachers)

New 2009 Cliff's CSET book included.

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: Apr 17 - 25
Time: Sat & Sun 9am-4pm
Meetings: 3
Location: CSUDH EE 1210
Fee: \$390
Course No.: NXCS 101 Sec 02
Reg. No.: 22169

Date: Jun 19 - 27
Time: Sat & Sun 9am-4pm
Meetings: 3
Location: CSUDH EE 1209
Fee: \$285
Course No.: NXCB 101 Sec 01
Reg. No.: 30035

GMAT
(Graduate Management Admission Test)

Computer-adapted testing.
Effective preparation for the GMAT is important! This course provides you with expert instruction, introduces test-taking

strategies, and offers timed-practice testing. Areas covered are: Math Ability/Problem Solving (including a short review of algebra and geometry), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning, and the Analytical Writing Assessment. All books included. Call ETS for test application at (800) 717-4628 www.mba.com

Date: Jun 19 - Jul 17
Time: Sat 9am-3pm
Meetings: 4
Location: CSUDH EE 1206
Fee: \$390
Course No.: NXGM 101 Sec 01
Reg. No.: 30036

GRE Review
(Graduate Record Exam - General Test.)

Computer-based testing.
Learn how to maximize your test-taking potential! This workshop emphasizes analyzing and reviewing each of the sections: Quantitative Reasoning; Verbal Reasoning (antonyms, analogies, sentence completion and reading comprehension); and the new Analytical Writing Assessment. A short review of mathematics is also included. For test information and application call (800) 473-2255 or visit www.gre.org.

Date: Jun 26 - Jul 24
Time: Sat 9am-1pm
Meetings: 4
Location: CSUDH EE 1209
Fee: \$370
Course No.: NXCB 101 Sec 01
Reg. No.: 30037

For more information or to register call 310-243-3741 or Email: eeinfo@csudh.edu or visit the website: www.csudh.edu/extended/testprep.htm

Additional Prep courses will be offered in the Fall 2010.

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.

Date: May 29 & Jun 5
 Time: Sat 9am – 3:30pm
 Meetings: 2
 Location: COE 1408
 Fee: \$199
 Instructor: Hilda Fetcenko
 Course No.: TEX 922 Sec 02
 Reg. No.: 30030

Prep course will be offered in the Fall.

For information and to register:

310-243-3741

eeinfo@csudh.edu

www.csudh.edu/extended/testprep.htm

Online Courses

ONLINE, INSTRUCTOR-LED Test Prep Courses Only \$99!

- GED Preparation (US)
- GMAT Prep
- Grammar for ESL (US)
- GRE Prep Course 1 & 2
- LSAT Preparation - Part 1 (US)
- LSAT Preparation - Part 2 (US)
- Praxis I Prep
- Prepare for the GED Language Arts, Writing Test (US)
- Prepare for the GED Math Test
- SAT/ACT Preparation - Part 1 & 2 Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online Professional Development courses can be viewed at: www.csudh.edu/exed/ed2go.

- A new section of the courses will begin on Jun 16, Jul 21, Aug 18, Sep 15,

To enroll:

Log onto www.csudh.edu/exed/ed2go, make your course selection, and click on "Enroll Now". Students must enroll online. For questions regarding enrollment please call 310-243-3741.

or email: eeinfo@csudh.edu

Advance Your Teaching Career

With

Online Professional Development Courses for Educators

See page 32



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for information

See Page 11

or email: layres@csudh.edu

310-243-3190

www.csudh.edu/hux

You can take University classes RIGHT NOW!

through

Open University

For further information:

www.csudh.edu/open

310-243-3741

eeinfo@csudh.edu

Three Summer Camps for Youth in the Creative Arts

For students ages 11-17

Make this your summer to develop your artistic talents in two fun-filled, creative summer workshop camps.

Week 1- Video Game Art and Design

- Develop Skills in Video Game Design
- Develop Skills in Computer Illustration & Special Effects

Week 2 Cartooning & Fine Arts

- Develop techniques in Cartoon Drawing
- Develop techniques in fine Arts realistic drawing

Each camp meets 4 days, from 9:30am to 4pm and includes both morning and afternoon sessions. The price for each camp is \$279 and includes all necessary materials for in-class use.

Computer camp students should bring a Flash drive to save final digital design projects.

Summer Camp in Video Game Art and Design - Week #1

The Program

This is a four-day workshop camp, Monday through Thursday, July 14-17, 2008, 9:30am-4pm, including both morning and afternoon sessions.

Morning Session: 9:30am- 12:00pm

Video Game Design: Character Design and Introduction to Flash Animation

Does your teenager spend hours playing video games? Does he or she want to design a game or have that creative spark for making a game challenging and fun to play? Then sign them up for this introductory workshop. From the history of games to designing characters, developing a story line to basic motion and effects, this is an information-packed, fun-filled workshop for aspiring game designers everywhere.

Afternoon session, 1:30pm-4pm

Computer Graphics: Illustration & Special Effects

A must for young computer graphic enthusiasts! Students learn the step-by-step process for creating compelling digital illustrations under the guidance of instructor Robert Dillworth, a noted entertainment industry designer. From Alpha channels to masking and layers, to color and special effects, students will use acquired design skills to create compelling illustration for logos, movie posters and CDs. Young artists will be introduced to Adobe Photoshop, the software used by leading industry professionals.

What You Will Learn

Topics covered:

- The history of computer games
- Today's hottest games
- Designing an original character
- Storyboarding from idea to pencil and paper
- Animated effects using flash basics
- Designing backgrounds
- Sound effects with Flash

Who Should Attend

Students age 11-17 who are interested in gaining hands-on experience with developing graphics for videogames.

Eligibility Requirements

No prerequisites are required for the certificate.

Special Features

Courses taught by entertainment industry graphics professionals.

Instructors

Robert Dillworth, Instructor Computer Art Camp

Mr. Dillworth is both an experienced designer and classroom instructor. An entertainment industry designer his creative credits include projects for Warner, Sony and Rhino Records.

Scheduled Class

Summer Camp in Videogame Art and Design
Date: Jul 12-15

Youth Programs

Video Game Art & Design	
Summer Camp89
Cartooning & Fine Arts	
Summer Camp89
Advanced Video Game Design	
Summer Camp90
Summer Reading Programs91

Time: 9:30am – 4pm
Meetings: 4
Location: EE-1202
Fees: \$279
Instructor: Robert Dillworth
Course No: NCGD 132 Sec 01
Reg. No: 30409

Summer Camp In Cartooning & Fine Arts - Week #2

The Program

This is a four-day workshop camp, Monday through Thursday, July 19-22, 9:30am-4pm including both morning and afternoon sessions.

Cartoons In Motion: Introduction to Computer Animation

Did someone say JibJab??? If you've seen or received short animated clips off the internet and wondered how they are produced, then this is the summer class for you! In this 4-meeting information-packed, hands-on workshop, you will learn how to design and produce computer animated bits, complete with motion graphics, sound files, lip-syncing and mouth movement... perfect for publishing on the WWW.

Under the guidance of an experienced entertainment designer, students will soon create their own animations, with application for greeting cards, postcards, advertisements, animated shorts, or other creative projects where animation is a must! Class software features the acclaimed industry standard program, Adobe(R) Flash.

Activities include:

- Creating characters using Flash's vector drawing tools
- Characters in motion: Manipulating images on a screen

Summer Camp In Cartooning & Fine Arts - Week #2

(Continued)

- Character Morphing- turning characters into other shapes
- Designing backgrounds and scenery: static and dynamic
- Making characters speak: mouth movement and lip-syncing using real sound files
- Effects: adding background music and sound
- Building animated clips for greeting cards, animated shorts and other projects
- Publish and email completed files on the World Wide Web.

Who Should Attend

Kids from age 11-17

Special Features

Courses taught by entertainment industry graphics professionals.

Instructors

Eric Teitelbaum, Instructor, Cartooning & Fine Arts

Mr. Teitelbaum is a nationally syndicated cartoonist, whose art appears in The New Yorker Magazine. He is also co-creator of the new "Pink Panther" comic strip, which appears in leading newspapers, including the Los Angeles Time Sunday comics section.

Scheduled Class

Date: Jul 19-22
 Time: 9:30am- 4pm
 Meetings: 4
 Location: EE-1210
 Fees: \$279
 Instructor: Eric Teitelbaum
 Course No: NCGD 133 Sec 01
 Reg. No: 30410

Summer Camp in ADVANCED Computer Video Game Design Week #3

The Program

This is a four-day workshop camp, Monday through Thursday, Aug 2-5, 9:30am-4pm, including both morning and afternoon sessions.

What You Will Learn

This workshop will explore the advanced features of Adobe Flash in creating levels of interactivity for game development. Students will develop advanced skills in storyboarding, project layout and character design while using the special effects features of Flash for creating interactive game motion graphics.

Activities will include

- Understanding importance of teamwork in all phases of game development
- Developing original game plots and storylines
- Designing original 2-D characters in support of storylines
- Designing original backgrounds and scenery for story illustration
- Building digital characters using advanced features in Flash
- Applying ActionScript, the programming language of Flash, to create interactivity with your characters
- Adding sound and special effects

Who Should Attend

Students age 11-17.

Eligibility Requirements

Prerequisite: Introduction to Computer Video Game Design or consent of instructor

Special Features

Courses taught by entertainment industry graphics professionals.

Scheduled Class

Summer Camp in ADVANCED Computer Video Game Design

Date: Aug 2-5
 Time: 9:30am - 4pm
 Meetings: 4
 Location: EE-1202
 Fees: \$279
 Instructor: Robert Dillworth
 Course No.: NCGD 133 Sec 01
 Reg. No: 30411

For more information: (310) 243-3729, email jbouchard@csudh.edu or visit the web site <http://www.csudh.edu/extendeded/videogamecamp.htm>

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.

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.

Date: Aug 2 - 30
 Time: Mon 10 -11:15am
 Meetings: 5
 Location: CSUDH EE
 Fee: \$239
 Instructor: IRD
 Course No.: NWRD 100

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

Noncredit

First grade requires a strong foundation of reading grade 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.

Date: Aug 2 - 30
 Time: Mon 12:15 - 2:15pm

Summer Reading Programs for Children & Adults

(Continued)

Meetings: 5
 Location: CSUDH EE
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 101

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.

Date: Aug 2 - 30
 Time: Mon 3:15-5:15pm
 Meetings: 5
 Location: CSUDH EE
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 102

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.

Date: Jul 27 - Aug 24
 Time: Tue 9-11am
 Meetings: 5
 Location: CSUDH EE
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 103

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.

Date: Jul 27 - Aug 24
 Time: Tue 3:15 - 5:30pm
 Meetings: 5
 Location: CSUDH EE
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 104

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.

Date: Jul 27 - Aug 24
 Time: Tue 11:30am - 2:00pm
 Meetings: 5
 Location: CSUDH EE
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 105

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!

Date: Jul 28-Aug 25
 Time: Wed 3:30-6:00pm
 Meetings: 5



Location: CSUDH SAC
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 106

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.

Date: Jul 28-Aug 25
 Time: Wed 7-9:30pm
 Meetings: 5
 Location: CSUDH SAC
 Fee: \$299
 Instructor: IRD
 Course No.: NWRD 107

REGISTRATION INFORMATION

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

Registration Information

Who May Register

Extension classes are open to the public. You do not need a college degree to be registered in a degree program at the University. Please note, however, that registration in the College of Extended & International Education does not constitute admission to California State University, Dominguez Hills.

Four Ways to Register



Register By Mail: Complete the Registration Form at the end of this catalog and mail it to:

CSU Dominguez Hills
Registration Office, EE 1100
1000 East Victoria Street
Carson, CA 90747

Include your check, money order or credit card information; do not send cash.



By Phone: You may register by phone with your VISA/ MasterCard/ Discover Card by calling (310) 243-3741, Monday through Thursday 8am - 8pm; Friday 8am - 5pm and 8am-1:30pm on Saturdays.



In Person: You can register in person at the College of Extended & International Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, MasterCard and Discover Card (no cash). Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.



MyCSUDH: College of Extended & International Education students who have previously taken a class at Dominguez Hills can register via MyCSUDH:
<http://my.csudh.edu>

Or go to <http://www.csudh.edu>
 From the QUICKLINKS pull-down menu, select MyCSUDH to register.

For credit courses, click on Student Center, and then on link "Add a Class". Students enrolling in non-credit and CEU courses click on Non-

Credit Enrollment first and then enroll. To complete the online registration process, students must pay in full at the time of registration. From the pull down menu, please choose "Pay Your Fees" and pay with your credit card. Acceptable forms of payment are Visa Card, MasterCard, or Discover Card. Students will be disenrolled from classes within 24 hours if payment is not received at the time of registration.

Early Registration

Reasons to Enroll Early in Extension Courses

- It's a fact—all classes need a minimum number of students. Enroll early to make sure that classes you want can be held.
- Many of the most popular classes fill quickly. Be sure that you have a place in the class you want by enrolling early.
- There are several easy ways to enroll early; when you do, you will be mailed a confirmation receipt to take to the first class meeting.

Fee Payment

Students are required to pay in full for their courses at the time of registration. The fees for courses are listed in this bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order, or Visa, Mastercard or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the confirmation is mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the College of Extended & International Education's office at your earliest convenience.

Returned Checks

There is a \$25.00 service charge for checks returned for any reason.

Refund of Fees

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

- If a course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$10 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 percent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings or less, or four weeks or less, no refund will be made.

Above refund policies do not apply to courses that are offered in partnership with other educational institutions. These include, but are not limited to, the following partners: UCSD, Gatlin, Ed2Go, VESI, and the Center for Legal Studies.

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee; you will be assessed a \$25.00 dishonored check fee plus an additional \$25 late registration charge.

Official Withdrawal from Credit Courses

Courses Less Than 1 Week

Prior to the first class meeting, a student may withdraw and no grade is assigned; the enrollment does not appear on the students transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. A grade of "W" will be assigned if a student withdraws at any time during the course and signatures of the instructor and school dean are required.

One Week Courses

On the first day of the week of the session, a student may withdraw and no grade is assigned; the enrollment does not appear on the students transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. A grade of "W" will be assigned if a student withdraws at any time after the first day of the week and signatures of the instructor and school dean are required.

Two Week Courses

During the first three days of the first week, a student may withdraw and no grade is assigned; the enrollment does not appear on the students transcript. A grade of "W" will be assigned if a student withdraws at anytime after the first three days of the first week and signatures of the instructor and school dean are required.

Three Week Courses

During the first week, a student may withdraw and no grade is assigned; the enrollment does not appear on the students transcript. Prior to the last two days of the session, a student may withdraw with a "W" for any reason. Signatures of the instructor and school dean are required. During the last two days of the session, a student may withdraw with a "W" for serious and compelling reasons only and signatures of the instructor and school dean are required.

Four And Five Week Courses

During the first week, a student may withdraw and no grade is assigned. No signatures are required if a four or five week course is dropped during the first week. Prior to the last four days of the session, a student may withdraw with a "W" with the signatures of the instructor and school dean. During the last four days of the session, a student may withdraw with a "W" grade for

serious and compelling reason, with the signatures of the instructor and school dean.

Six, Seven, and Eight Week Courses

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

Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog.

Withdrawal from classes during final exam week (last week of session) is not permitted, except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student's control, and the assignment of a grade of Incomplete is not practical. Such requests require a Petition with the signature and approval of the instructor and Dean of Extended Education. The form is available in the Extended Education Registration Office and must be filed in 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.

High School Students

Qualified high school students who will enter the junior or senior year in Summer 2010 can register for Summer OPEN University lower division (100 level) courses with a letter of recommendation from the school principal or counselor and written authorization from the parents. Address letters to the Dean of the College of Extended & International Education, California State University, Dominguez Hills. Students pay regular Open University registration fees, and the course credit they earn may be applicable to a degree from CSUDH or another institution.

Standards

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

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

my.csudh.edu

CSUDH has implemented a new software system for the campus. MyCSUDH (<http://my.csudh.edu>) is a new one-stop portal that provides you with information related to financial aid, registration, student financial activity, academic advising, holds and to-do items.

In enrolling electronically, MyCSUDH has replaced toroWeb as your point of entry.

To login to MyCSUDH, you must use your user ID and password. If you forgot your user ID:

- Login to toroWeb using your CSUDH Assigned Student ID number and Password, OR
- Call the Extended Education Registration office at (310)243-3741.
- If you have any difficulty activating your account please contact the help desk at (310) 243-2500 or helpdesk@csudh.edu.

Before logging into my.csudh.edu click the "Activate your Account" link. The following is your account activation information:

User ID:
 Activation code: your six digit birth date (mmddyy)
 Activation (and Log In) location:
<http://my.csudh.edu>

If you have ever had a cp.csudh.edu e-mail account, you do not need to activate. That account's user ID and password are already active and you can use them to login.

If you need additional assistance, please call Extended Education Registration at (310) 243-3741 or 1-877-GO-HILLS.

Academic Information

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Welch Hall, Suite A290). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 243-3621.

Extended Education Grading

Procedures

Unless a course is offered for a grade of credit/no-credit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension credit class offered for a letter grade may choose to be graded on a credit/no-credit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Official transcripts with current grades will be available approximately five weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, please access MyCSUDH: <http://my.csudh.edu>, or go to <http://www.csudh.edu> From the QUICKLINKS pull-down menu, select MyCSUDH.

Grades

For Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

GRADE	GRADE POINTS
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
F.....	0

The following grades are to be used for approved courses only:

- I** (Incomplete authorized--not counted in GPA)
- IC** (Incomplete charged)
- WU** (Withdrawal Unauthorized)
- W** (Withdrawal--not counted in GPA)
- AU** (Audit--not counted in GPA, no units allowed)
- CR** Credit (not counted in grade average, but units allowed).
- CR*** (Credit in sub-collegiate course, no units)
- NC** No Credit (not counted in GPA, no units allowed).
- RP** (Report in Progress-- credit is deferred until completion of course)
- ***** (Graduate Continuation Course)
- RD** (Report Delayed)

Extended Education Courses

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

Special Sessions

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

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to extension students upon written request. Course numbering is 900-999. CEU grades are for credit or no credit only (CR/NC).

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area.

Course Numbering System

The course numbering system for the University is based upon three-digit numbers as follows:

- 000-099 Sub-collegiate courses, not for baccalaureate credit.
- 100-199 Lower division courses, normally taken in the freshman year.
- 200-299 Lower division courses, normally taken in the sophomore year.
- 300-399 Upper division courses, normally taken in the junior year.
- 400-499 Upper division courses, normally taken in the senior year.
- 500-599 Graduate courses, normally limited to graduate students.

Policies

Nondiscrimination Policy

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

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L.104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Use of Social Security Number

CSUDH provides all students with generic 9 digit student ID numbers. These ID numbers are used to identify student records, registration, and to conduct all University business. However, students are still required to provide the University with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University may, if necessary, use the social security number to collect debts owed the University. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

Important Tax Credit Information

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifetime Learning Tax Credit.

The Hope Scholarship Tax Credit

The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. Hope credits apply to fees paid after December 31, 1997.

The Lifetime Learning Tax Credit

The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income. The Lifetime Learning credit applies to fees paid after June 30, 1998.

Americans with Disabilities Act

It is the policy of California State University, Dominguez Hills to comply with the Section 504 Regulations [now, Americans with Disabilities Act] adopted by the Department of Health, Education and Welfare. Accordingly, any student at California State University, Dominguez Hills who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the Dean of their College and the campus Handicapped Regulations Coordinator and/or the Handicapped Services Coordinato 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 of the following circumstances are present:

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

Sexual Harassment Policy

(Continued)

condition of appointment, employment, admission or academic evaluation:

- Submission to, or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation:

The conduct has the purpose of effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. However, where the facts support the allegations, all appropriate measures including disciplinary action will be taken. For more detailed information on this policy see website at www.csudh.edu/pms/printable/99-02.htm.

Campus Smoking Policy

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

Smoking is prohibited in all campus buildings; including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g. patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety.

Smoking is prohibited in all State automobiles, vans and trucks.

Members of the campus community who willfully violate the University smoking policy

will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement.

Appropriate signs designating no smoking and smoking areas shall be posted. At least one copy of this policy shall be posted in each campus building.

Services

Computer Labs

Student identification cards are available at the Extended Education Office. These entitle enrolled students to full use of the CSUDH Computer Labs.

Library Services

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

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 243-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intersession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Loker Student Union

The newly expanded facility houses the bookstore, Schools Credit Union, game room, reservable meeting rooms, an elegant ballroom, a food court, a restaurant, a pub sports lounge, student clubs and organizations spaces, the student life department office, discounted amusement park tickets and an outdoor performance patio.

For further information, call (310) 243-3854, or visit the website at <http://www.csudh.edu/usu>.

Grab & Go

Food Outlet in Welch Hall

In an effort to provide an additional food service venue on campus, a "grab-and-go" outlet is on the first floor of Welch Hall on the south side of the building. Offerings include: coffee, pastries, sandwiches, salads, snacks, soft drinks and similar items. The name of the venue is "Grab 'n GO

TOROS." Hours of operation are expected to be 7:30 AM to 8 PM on Monday - Thursday; 8 AM to 2 PM on Friday and Saturday.

Parking

CSUDH: Parking permits are required for all on-campus classes (Disabled placards included). They are available from the machines at the entrance to each parking lot (see Parking Fees below). No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

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.

Parking Fees

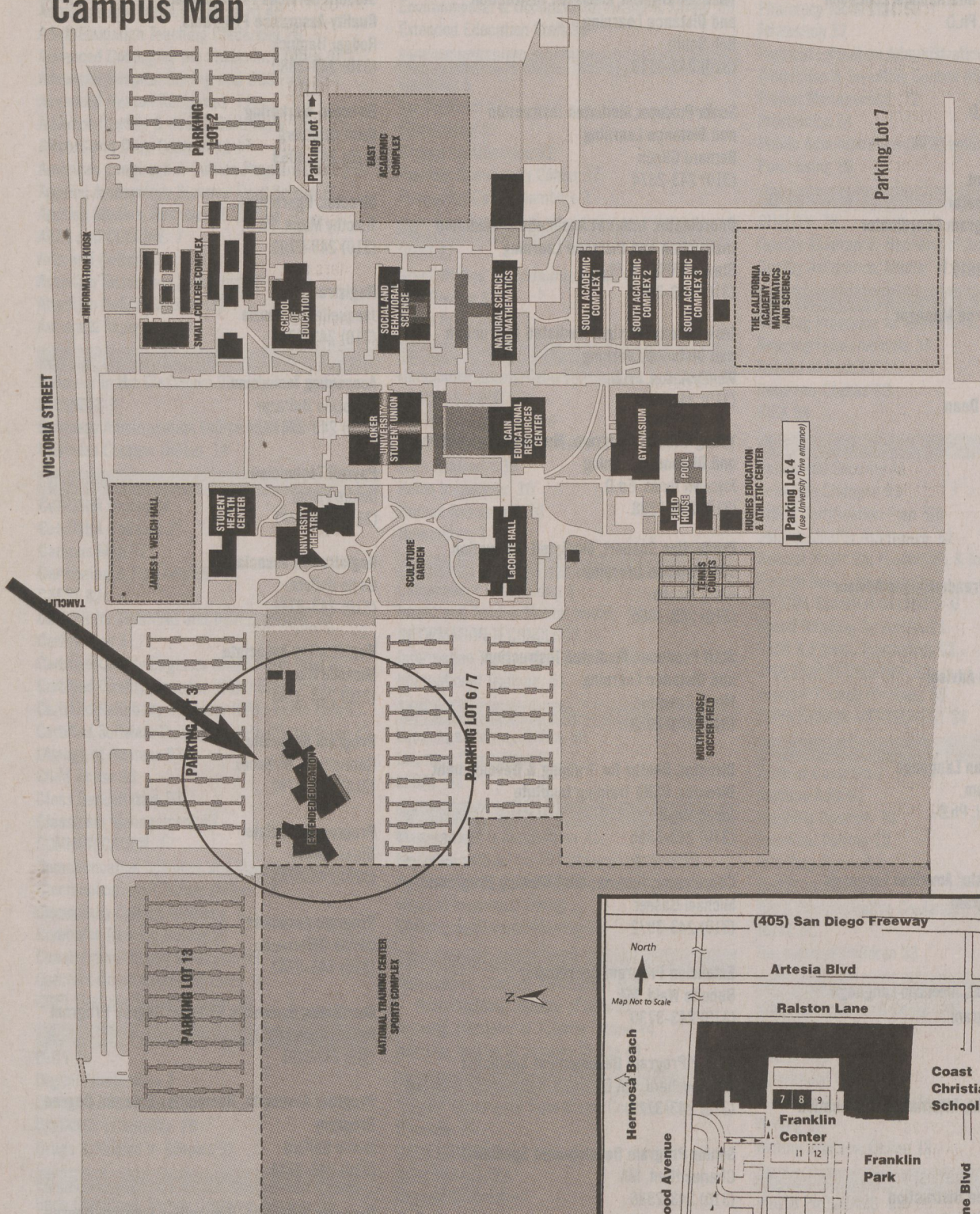
Entire Summer auto decal	\$90.00
Two-wheeled vehicle	\$21.50
Single entry machines	\$4.00

Book Store

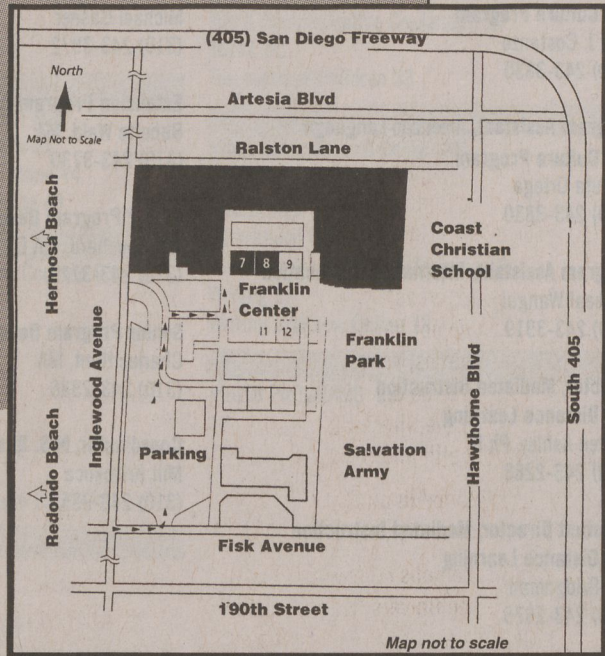
The University Bookstore
Loker Student Union South Entrance
1000 E. Victoria Street
Carson, California 90747

(310) 243-3789 • fax (310) 243-0329
bookstore@csudh.edu

Campus Map



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



Dean, Extended & International Education

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(310) 243-3737

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ETP Training Program Coordinator

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Director, OSHA Training Institute**

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Keith Otterberg
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Director, Operations

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(310) 243-3741

Payroll Technician

Deidre Fisher
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Registration Associate

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Program Associate

Diana Ulloa
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Program Associate

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Program Associate, Humanities External Degree Program

Nicole Ballard
(310) 243-3744

Program Associate, Humanities External Degree Program

Lisa Ayres
(310) 243-3743

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**California State University, Dominguez Hills
University Extension Registration Form
EXTENDED EDUCATION PROGRAMS**

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

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Cell Phone

New address? yes no Gender: male female

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

Employer _____ Email _____
Company Name

What level of education have you completed?

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

Course Information

Reg. No.	Course No.	Section	Term (Summer 10)	Course Title	Units	Fee

Total Fee Submitted \$ _____

Payment Method

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

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

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

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

4 WAYS TO REGISTER



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



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



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



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

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

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

2-603

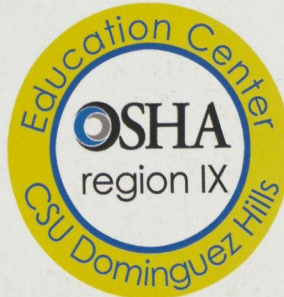


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Dominguez Hills

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