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

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

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

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

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

### Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology/Life Sciences - lecture with lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Chemistry - lecture with lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Physics - lecture with lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology - lecture with lab</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**HEALTHCARE**

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences (MS), O&amp;P Option</td>
<td>39</td>
</tr>
<tr>
<td>Nursing (MS) (online)</td>
<td>40</td>
</tr>
<tr>
<td>Master of Social Work</td>
<td>41</td>
</tr>
<tr>
<td>Nursing (BS) (online)</td>
<td>42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Drug Counseling Certificate</td>
<td>43</td>
</tr>
<tr>
<td>Communications Sciences &amp; Disorders</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate of Completion Programs</th>
<th>Credits</th>
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<tr>
<td>EKG Technician</td>
<td>46</td>
</tr>
<tr>
<td>Medical Insurance Billing</td>
<td>46</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>49</td>
</tr>
<tr>
<td>Healthcare Online Courses</td>
<td>32</td>
</tr>
</tbody>
</table>

Psychology† - lecture 3 credits
Statistics - lecture 3 credits
† It is suggested that in addition to a basic/introductory Psychology course, a course on Human Growth & Development or Abnormal Psychology also be taken.

**GRE**

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

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

**Admission Requirements**

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

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

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

(Continued)

working or volunteer experience is an important selection criterion. A minimum of 100 hours of volunteer work is required prior to admission.

3. Successful completion of all orthotic and prosthetic option prerequisite courses with a grade of “B-” or better.
4. Completed Graduate studies application, available at: www.csumentor.edu. The University Application is completed online using California State University’s CSU Mentor. Note: a $55 application fee is charged by the CSU campus.
5. Completed OPCAS Program Application and subsequent in-person or telephone interview by a panel consisting of orthotics and prosthetics faculty. Program applications are available online at http://portal.opcas.org. Applicants must submit the O&P application by January 31st for admission in the subsequent summer semester.

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

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

Capstone Activities
Degree students must complete a series of comprehensive exams/activities. The Capstone Activities involve creative application of theory and practice with real-life clients who require orthotic or prosthetic intervention. The comprehensive exams are given over a 4-week period. They involve patient interaction and treatment, laboratory practical, written simulation, oral defense, gait analysis and written exams. Failure to achieve a passing score, after the third attempt, will result in a dismissal from the program.

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

Nursing Master of Science Online

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

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

• Integrate knowledge, theory, research and skills in the delivery of comprehensive care and services for individuals, families and populations.

• Design culturally sensitive programs and systems of care and services that meet the needs of diverse and vulnerable populations.

• Provide evidence-based, clinically proficient care and services using critical thinking skills in advanced nursing roles.

• Apply oral, written and technological communication skills in clinical, educational, and professional contexts and systems.

• Integrate ethical principles into theories, research and practice in advanced nursing roles.

• Advocate for healthcare policies and financing that promote, preserve and restore public health.

• Provide leadership in collaborative efforts with other disciplines to influence improvement in healthcare systems.

• Demonstrate commitment to lifelong learning for continued professional growth.

Admission Requirements
• Completion of a baccalaureate degree from a regionally accredited institution with an upper division major in nursing (BSN) and a NLNAC or CCNE accredited nursing program or the equivalent as determined by the School of Nursing Student Affairs Committee.

• Overall grade point average of 3.0 (on a four-point scale) or higher in the last 60 semester (90 quarter) units attempted.

• Current registered nurse license in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed.

• Completion of statistics (descriptive and inferential) and upper division research courses. Pathophysiology, and Health Assessment with a Lab are pre-requisite requirements.

• Submission of a professional resume and 100-200 word essay describing the congruence of the applicant’s educational goals with the CSUDH MSN program.

• FNP students are admitted on a conditional basis, pending completion of MSN 526, 527, 528 and 530 and a professional portfolio. See additional eligibility criteria listed on the Nursing website.

Degree Requirements
All students admitted to the major must be currently, actively licensed as a registered nurse (RN) in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed. It is the students’ responsibility to immediately report in writing any change in licensure to the Chair or the Program Coordinator. Prior to enrolling in Role Performance (clinical) courses, students are responsible for submitting Role Option Eligibility documents which must be submitted the semester prior to the first role performance course:

• Satisfaction of the Graduate Writing Assessment Requirement (GWAR) by the completion of 9 units.

• Additionally, students are responsible for obtaining any necessary health exams, immunizations, CPR, universal precautions, and HIPAA training, etc. required by the University or an affiliaing clinical agency. This may include criminal background checks, drug screening and other tests. If students are not able to meet all agency requirements, they may be barred from entering the clinical area.
The SON cannot guarantee alternative clinical placements. If students are not able to meet clinical course objectives, they may be subject to disqualification from the program.

Courses should be completed in the suggested sequence as noted in the MSN curriculum charts and handbooks on the School of Nursing website. Students wishing to accelerate their study or pursue full-time study should seek advice and approval from the Graduate Coordinator.

All students conclude their 30-52 units of master’s preparation with a culminating activity (see the School of Nursing website). Nurse educators develop expertise in a nursing clinical practice area by selecting a three-unit elective in an advanced clinical focus related to parent-child or gerontology nursing. The course should be taken prior to entry into role-emphasis courses.

Role Options
The MSN program consists of 15 units of core courses, plus role emphasis courses. The total number of units varies according to the role option:

- Nurse Administrator (30 units)
- Nurse Educator (36 units)
- Clinical Nurse Specialist (40 units)
- Family Nurse Practitioner (48 units)

Please review all Handbooks on the School of Nursing website.

California Board of Registered Nursing Provider Number CEP# 10928

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

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

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

- Engage in autonomous professionally competent practices that are culturally appropriate interventions tailored to enhance the well-being of individuals, families, and the successful functioning of groups, organizations, and communities in diverse urban environments.
- Be able and willing to promote economic and social justice through the practice of culturally and contextually competent interventions at all levels, including policy practice, advocacy and direct intervention.
- Be analytically skilled to identify and understand the destructive patterns of institutionalized poverty, discrimination and oppression using scientifically valid research methodologies and critical analyses to identify, assess and change aspects of competing economic, political and social systems, as well as harmful interactions among and between them.
- Engage in community-based research on social issues, focusing on those variables affecting individuals, families, groups, organizations and communities in diverse pluralistic urban environments that can be directly applied to the education of students and reflect evidence-based culturally and contextually competent social work intervention.
- Establish and maintain professional relationships that enable cooperation and collaboration with members of the social service community that mitigate/ameliorate complex social challenges through shared leadership and partnerships.
- Be committed to the profession of social work that includes maintaining the highest ethical standards embodied in professional ethics, development of a life-long-learning philosophy based on ongoing evaluations of one’s own practices informed by regular access to and consumption of appropriate scholarly research.

The Program as a comprehensive entity aspires to:

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

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

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

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

• Understand and articulate the underlying
• Identify and describe skills required to
• Demonstrate skills in building cooperation
• Apply the knowledge and related practice
to effectively engage in
the systematic evaluations of their
professional competences
necessary to lifelong learning as an
essential component of professional
competence
locally, within the state and nationally
through collaborating with social service
agencies to promote their endeavors
through implementation of contextually
and culturally competent programs,
evaluation of practice and research.

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

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

Nursing Bachelor of Science
Online

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

The Bachelor of Science in Nursing curriculum is for registered nurses who are adult learners whose time, lifestyles or work schedules make it difficult to complete a traditional course of study in residence on a campus. BSN courses, including clinical role performance courses, are offered online making courses convenient for students with busy schedules. Some onsite classes are required, either on campus or at selected sites throughout California. Some courses may be taken before admission to the program. Contact sohadvising@csudh.edu for more information.

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

Admissions Requirements

• 60 or more transferable college units (70 semester units/105 quarter units)
• Current registered nurse license in the United States, unencumbered, unrestricted, with no disciplinary action pending or imposed.
• College GPA of at least 2.0. However, applicants with a Bachelor’s degree in another major are considered 2nd baccalaureate students. GPA (from the 1st bachelor’s degree) of at least 2.5 or higher is required.
• Completion of basic General Education (G.E.) courses (12 units)
• Critical thinking
• Oral communication
• Written communication
• Statistics
• College Chemistry: general, inorganic, organic or integrated (with associated lab if required at the institution where the course was taken)
• Human anatomy (with required lab)
• Human physiology (with required lab)
• Microbiology (with required lab)

BSN Degree Requirements (49-52 units)
A total of a minimum of 120 semester units are required for the degree. Students transferring from a community college can transfer a maximum of 70 units and students from a four year institution may transfer a maximum of 96 units. Electives are not required unless necessary to complete degree requirements.
**Alcohol and Drug Counseling Certificate**

**The Program**
The Certificate Program in Alcohol/Drug Counseling consists of 11 courses designed to prepare individuals for entry into the field at a professional level. The Certificate is widely recognized by alcoholism treatment centers.

**Eligibility Requirements**
Students may enter the program in either the Fall or Spring Semester. Applicants should have completed at least two years of college or have at least two years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is required. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

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

Seven 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 351/352 and ADX 353/354 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 351/352, and ADX 353/354, and ADX 309 or 311. If enrolled in both programs at once, Human Services students may use any three of ADX 300, 302, 303, 309 and 311 as electives for the major.

Students typically take two years to complete the ADX 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 session.

**Date:** Nov 18, 2014  
**Time:** Tue 6:00pm

**Location:** CSUDH EE-1213  
**Course No:** NAOH 100 Sec 01  
**Reg. No:** TBA

Education PCE Provider (#1675)

Seven 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 351/352 and ADX 353/354 are equivalent to HUS 380/381
- Three additional ADX courses can be used as electives.

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

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**ALCOHOL AND DRUG COUNSELING SCHEDULE**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
<th>Fall 14</th>
<th>Spr 15</th>
<th>Sum 15</th>
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<tbody>
<tr>
<td>ADX 300</td>
<td>Introduction to Alcoholism</td>
<td>3 Ext</td>
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<td>●</td>
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<tr>
<td>ADX 301</td>
<td>Introduction to Counseling</td>
<td>3 Ext</td>
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<td>ADX 302</td>
<td>Counseling the Individual</td>
<td>3 Ext</td>
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<tr>
<td>ADX 303</td>
<td>Perspectives on Drug Abuse: Counseling the Substance Abuser</td>
<td>3 Ext</td>
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<tr>
<td>ADX 304</td>
<td>Group Counseling Techniques</td>
<td>3 Ext</td>
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<td>ADX 351</td>
<td>Seminar in Counseling Fieldwork I</td>
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<tr>
<td>ADX 352</td>
<td>Counseling Fieldwork I</td>
<td>1 Ext</td>
<td></td>
<td></td>
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<tr>
<td>ADX 306</td>
<td>Family Dynamics &amp; Treatment</td>
<td>3 Ext</td>
<td>●</td>
<td>●</td>
<td>●</td>
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<tr>
<td>ADX 353</td>
<td>Seminar in Counseling Fieldwork II</td>
<td>2 Ext</td>
<td></td>
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<tr>
<td>ADX 354</td>
<td>Counseling Fieldwork II</td>
<td>1 Ext</td>
<td></td>
<td></td>
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<tr>
<td>ADX 309</td>
<td>Cognitive Behavior Treatment</td>
<td>3 Ext</td>
<td>●</td>
<td>●</td>
<td>●</td>
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<tr>
<td>ADX 311</td>
<td>Process Addictions</td>
<td>3 Ext</td>
<td>●</td>
<td>●</td>
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</table>

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

(continued)

Seminar in Counseling Fieldwork I ADX 351
Counseling Fieldwork I ADX 352
Family Dynamics ADX 306
Seminar in Counseling Fieldwork II ADX 353
Counseling Fieldwork II ADX 354

Elective Courses (Choose One)
Cognitive-Behavioral Treatment for Domestic Violence ADX 309
Process Addiction ADX 311
ADX 300-306 and ADX 351-354 are required. Students may choose either ADX 309 or ADX 311.

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

Advisory Board
Craig Burazin, Director of Drug and Alcohol Programs, Helpline Youth Counseling, Inc.
Mari Conti, Program Coordinator, Masada Homes
Robbin I. Gregson is a licensed psychotherapist specializing in the treatment of Eating Disorders in the South Bay over the past 20 years. She is currently in private practice.
Chuck Kalajkovic, Clinical Director, Drivers Benefits Inc.
Terese Lang, Primary Counselor, Thelma McMillen Center, Torrance Memorial
Barbara Smith, Program Director, NCADD, South Bay
Bob Tyler, Director of Operations, Twin Town Treatment Centers and immediate past president for CAADAC

Program Instructors
Veronica Bobe-Kollmeyer, M.S., Marriage and Family Therapy, Addiction Specialist, Domestic Violence Counselor, Sexual Assault Crisis Counselor.
Dario L. Ghio, MS in Marriage and Family Therapy, is executive director and founder of Harbor Area Counseling Service, Inc. and Harbor Area Substance Abuse Treatment Center.
Jean Hendricks, Ph.D., is in private practice in Manhattan Beach.
Timothy Hutson, MA, Addiction Specialist with 31 years of counseling experience. Director of the Adolescent Education Program, National Council on Alcoholism and Drug Dependence (South Bay.)
Victoria Scott, MS, CADII, LAADC has over 18 years of clinical experience in addiction treatment and behavioral health
Toni B. White, LCSW, is a clinical social worker and has a Certificate in Alcohol and Drug counseling from CSUDH.

SCHEDULED CLASSES

Introduction to Alcoholism
3 Ext Units
This course provides basic information about alcohol: the physiological, psychological and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues.
Date: Aug 25 – Dec 8
Time: Mon 6:30-9:30pm
Meetings: 15 (no class 9/1)
Location: EE 1218
Fee: $555
Instructor: Dario Ghio
Course No.: ADX 300 Sec 01
Reg. No.: 42463

Perspectives on Drug Abuse: Counseling the Substance Abuser
3 Ext Units
Prerequisites: ADX 300, ADX 301
This course is an introduction to this major social/ psychological problem. Students learn the basic pharmacology of the commonly encountered street drugs and behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also covered.
Date: Aug 27 – Dec 10
Time: Wed 6:30-9:30pm
Meetings: 15 (no class 11/26)
Location: EE 1210
Fee: $555
Instructor: Timothy Hutson
Course No.: ADX 303 Sec 01
Reg. No.: 42469

Introduction to Counseling Techniques
3 Ext Units
This course introduces the skills and techniques necessary for counseling. Students will learn to use active listening skills and to develop a high empathy level. The course is both theoretical and experiential.
Date: Aug 27 – Dec 10
Time: Wed 6:30-9:30pm
Meetings: 15 (no class 11/26)
Location: EE 1206
Fee: $555
Instructor: Jean Hendricks
Course No.: ADX 301 Sec 01
Reg. No.: 42464

Family Dynamics
3 Ext Units
Prerequisites: ADX 300, ADX 301
This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.
Date: Aug 25 – Dec 8
Time: Mon 6:30-9:30pm
Meetings: 15 (no class 9/1)
Location: EE 1210
Fee: $555
Instructor: Victoria Scott
Course No.: ADX 306 Sec 01
Reg. No.: 42471

Register by Phone (310) 243-3741 • eefinfo@csudh.edu • http://www.csudh.edu/ee
**Alcohol and Drug Counseling Certificate**

(continued)

Instructor: Toni B. White  
Course No.: ADX 353 Sec. 01  
Reg. No.: 42473

**Counseling Fieldwork II**

1 Ext. Unit  
The ADX 354 Fieldwork component is the second of two fieldwork courses in the Alcohol and Drug Counseling Certification Program. It is structured to provide guided instructions regarding the professional expectations in working in this field and the practical aspects of Addiction Counseling. It is also designed to continue to meet the initial requirements of the State of California approved substance abuse certifying agencies and provides the “hands-on” experience of being an Addiction Counselor.

Date: Aug 26 - Dec 11  
Time: Thu 6:30-9:30pm  
Meetings: 15 (no class 11/27)  
Location: EE 1206  
Fee: $555  
Instructor: Veronica Bobe-Kollmeyer  
Course No.: ADX 309 Sec 01  
Reg. No.: 42476

**Elective Course**

**Cognitive-Behavioral Treatment for Domestic Violence**

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

**Communication Sciences & Disorders Certificate**

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

**Employment Outlook**

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

**Courses**

Communication Sci. & Disorders  
Phonetics  
Speech & Language Development  
Anatomy and Physiology of the Speech and Swallowing Mechanism  
Audiology and Audiometry  
Clinical Methods and Procedures  
Speech Science  
Articulation & Phonologic Disord.  
Neurology & Neurogenic Disorders  
Childhood Language Disorders  
Voice and Fluency Disorders  
Aural Rehabilitation

**Notes on chart below:**

OPEID is institutional code found on IPEDS  
CIP code may need to be assigned by CO  
Credential level - post baccalaureate certificate 04  
SOC (Standard Operating Code) found at [http://www.bls.gov/soc/](http://www.bls.gov/soc/)  
O’NET profiles found at [http://www.onetonline.org/](http://www.onetonline.org/)

<table>
<thead>
<tr>
<th>Program</th>
<th>OPEID</th>
<th>CIP Code</th>
<th>Occupation Name and SOC Code</th>
<th>O’NET Profiles</th>
<th>Tuition/ Fees</th>
<th>Books/ Supplies</th>
<th>On-time Completion Rate</th>
<th>Median Loan Debt</th>
</tr>
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<tbody>
<tr>
<td>Alcohol and Drug Counseling</td>
<td>114100</td>
<td>51.1501</td>
<td>21-1011.00 Substance Abuse and Behavior Disorder Counselors</td>
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<td>$1,300</td>
<td>90%</td>
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<td>Communication Sciences &amp; Disorders</td>
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<td>51.0203</td>
<td>29-1127.00 Speech-Language Pathologists</td>
<td><a href="http://www.onetonline.org/link/summary/29-1127.00">www.onetonline.org/link/summary/29-1127.00</a></td>
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<tr>
<td>Combined Orthotics &amp; Prosthetics</td>
<td>114100</td>
<td>51.2307</td>
<td>29-2091.00 Orthotists and Prosthetists</td>
<td><a href="http://www.onetonline.org/link/summary/29-2091.00">www.onetonline.org/link/summary/29-2091.00</a></td>
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<td>$2070</td>
<td>97.5%</td>
<td>$10,148</td>
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</table>
Communication Sciences & Disorders Certificate (continued)

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

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

For further information or to apply. Please contact: Margaret Dee Parker, Ph.D.
Program Coordinator (310)243-3075
email: mmparker@csudh.edu
www.csudh.edu/ee/commsciencesdisorders.html

EKG Technician Certificate of Completion

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

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

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

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

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

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

Certificate Requirements
A Certificate is awarded upon successful completion of the program.

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

SCHEDULED CLASS

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

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: Sep 24, 2014
Time: Wed 6:30pm
Location: EE 1209
Course No.: NMEK 100 Sec 01
Reg. No.: 42449

Medical Insurance Billing Certificate of Completion

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

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

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

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

Medical Insurance Billing Certificate of Completion

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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.

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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.

Register by Phone (310) 243-3741 • einfo@csudh.edu • http://www.csudh.edu/ee
FALL 2014

HEALTH & SOCIAL SERVICES

Medical Insurance Billing
Certificate of Completion
(continued)

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

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

Special Features
Classes are offered on Saturdays at CSUDH campus.

Books & Materials
Books and materials are available in the student bookstore for purchase. Students will use the most current edition of the following textbooks for the entire program:
• Insurance Handbook for the Medical Office with Student Workbook
• Medical Terminology: A Short Course
• ICD-10 PCS 2014 (Official Draft Code Set)
• CPT-4 Coding Book
Students should bring the required text to each class.

Program Instructors
Audra L. Villalobos, President/CEO, Beach Cities Medical Management, Torrance. Victoria Morgan FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 year of experience in healthcare financial management.

Courses
All courses are noncredit

Medical Terminology NBMB 115 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

ICD-10 Coding NBMB 116 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-10 PCS 2014 (Official Draft Code Set) & Insurance Handbook for the Medical Office with Student Workbook.

CPT Procedure Coding NBMB 117 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.

Insurance and Third Party Payers NBMB 111 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.

Regulatory Requirements — HIPAA Compliance & Ethics NBMB 113 This course will focus on the Regulatory Requirements impacting the operation of the Healthcare/Physician Practice. Major topics include:
• Regulatory Agencies
• Fraud & Abuse
• False Claims Act
• Medical Necessity Denials
• Compliance programs for Physician Offices
• Compliance Programs for 3rd party billing companies
• Healthcare Insurance Portability & Accountability Act (HIPAA)
• Ethics

Office & Ins. Problem Solving NBMB 112 This course provides details concerning the Operations within a Medical Practice such as: Job Descriptions, Human Resources Office Operations, and Best Practices. Topics will also include follow-up procedures, collections and utilization of electronic media to improve cash flow and minimize errors.

Medical Insurance Computer Billing and Applied Billing Techniques NBMB 118 Medical Terminology, ICD-9 & CPT Coding are suggested prerequisites for the class.

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

Inpatient / Outpatient Facility Billing NBMB 114 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.

SCHEDULED CLASSES

Weekends

Medical Terminology
Date: Jul 12 & 19
Time: Sat 8:30am-2pm
Meetings: 2
Location: SAC 1104
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 115 Sec 01
Reg. No.: 30267

Insurance and Third Party Payers
Date: Aug 16, 17 & 23
Time: Sat/Sun 8:30am-2pm
Meetings: 3
Location: SAC 1104 (8/16, 23)
EE1210 (8/19)
EE1210 (8/24)
Fee: $190
Instructor: Victoria Morgan
Course No.: NBMB 115 Sec 01
Reg. No.: 30268
FALL 2014

HEALTH & SOCIAL SERVICES

Medical Insurance Billing Certificate of Completion

(continued)

ICD-10 Diagnosis Coding
Date: Aug 9 & 10
Time: Sat & Sun 8:30am-2pm
Meetings: 2
Location: SAC 1104
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 116 Sec 01
Reg. No.: 30269

CPT Procedure Coding
Date: Sep 6 & 13
Time: Sat 8:30am-2pm
Meetings: 2
Location: SAC 1104
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 117 Sec 01
Reg. No.: 42224

Medical Terminology
Date: Oct 4 & 11
Time: Sat 8:30am-2pm
Meetings: 2
Location: SAC 1104
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 115 Sec 02
Reg. No.: 42225

Regulatory Requirements – HIPAA, Compliance & Ethics
Date: Nov 1 & 8
Time: Sat 8:30am-2pm
Meetings: 2
Location: SAC 1104
Fee: $130
Instructor: Victoria Morgan
Course No.: NBMB 113 Sec 01
Reg. No.: 42226

Office & Insurance Problem Solving
Date: Nov 15
Time: Sat 8:30am-2pm
Meetings: 1
Location: SAC 1104
Fee: $90
Instructor: Victoria Morgan
Course No.: NBMB 112 Sec 01
Reg. No.: 42227

Medical Insurance Computer Billing and Applied Billing Techniques
Date: Nov 16
Time: Sun 9am-2:30pm
Meetings: 1
Location: EE 1202
Fee: $90
Instructor: Victoria Morgan
Course No.: NBMB 118 Sec 01
Reg. No.: 42228

Inpatient / Outpatient Facility Billing
Date: Dec 6
Time: Sat 8:30am-2pm
Meetings: 1
Location: SAC 1104
Fee: $90
Instructor: Audra Villalobos
Course No.: NBMB 114 Sec 01
Reg. No.: 42229

SCHEDULED CLASSES

Weeknights - Tuesday & Thursday Classes

Medical Terminology
Date: Aug 12, 14, 19
Time: Tue - Thu 6:30-9:50pm
Meetings: 3
Location: SAC 1106
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 115 Sec 02
Reg. No.: 30942

ICD-10 Diagnosis Coding
Date: Aug 21, 26, 28
Time: Tue - Thu 6:30-9:50pm
Meetings: 3
Location: SAC 1106
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 116 Sec 01
Reg. No.: 42736

CPT Procedure Coding
Date: Sep 4, 9, 11
Time: Tue - Thu 6:30-9:50pm
Meetings: 3
Location: SAC 1106
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 117 Sec 02
Reg. No.: 42737

Insurance and Third Party Payers
Date: Sep 16, 18, 23, 30, Oct 2
Time: Tue - Thu 6:30-9:50pm
Meetings: 5
Location: SAC 1106
Fee: $190
Instructor: Audra Villalobos
Course No.: NBMB 111 Sec 01
Reg. No.: 42738

Regulatory Requirements – HIPAA, Compliance & Ethics
Date: Oct 7, 9, 14
Time: Tue - Thu 6:30-9:50pm
Meetings: 3
Location: SAC 1106
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 113 Sec 02
Reg. No.: 42739

Office & Insurance Problem Solving
Date: Oct 21 & 23
Time: Tue - Thu 6:30-9pm
Meetings: 2
Location: SAC 1106
Fee: $90
Instructor: Audra Villalobos
Course No.: NBMB 112 Sec 02
Reg. No.: 42740

Medical Insurance Computer Billing and Applied Billing Techniques
Date: Oct 28 & 30
Time: Tue - Thu 6:30-9pm
Meetings: 2
Location: SAC 1106
Fee: $130
Instructor: Audra Villalobos
Course No.: NBMB 118 Sec 02
Reg. No.: 42741

Inpatient / Outpatient Facility Billing
Date: Nov 4 & 6
Time: Tue - Thu 6:30-9pm
Meetings: 2
Location: SAC 1106
Fee: $90
Instructor: Audra Villalobos
Course No.: NBMB 114 Sec 02
Reg. No.: 42742

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

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

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

**Employment Outlook**
Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016. The increased number of middle-aged and elderly people—who use more prescription drugs—will spur demand for technicians. In addition, as scientific advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions. Good job 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.

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**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.

**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.

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**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.

**Course No.:** NMPH 101  Sec 01
**Reg. No.:** 42446
**Date:** Oct 7 - Dec 2
**Time:** Tue & Thu 6:30pm-10pm
**Location:** EE1221
**Fee:** $999
**Instructor:** Staff
**Meetings:** 15 (no class 11/1 or 11/27)

**Course No.:** NMPH 101  Sec 02
**Reg. No.:** 42448
**Date:** Oct 20 - Dec 10
**Time:** Mon & Wed 6:30pm-10pm
**Location:** EE1221
**Fee:** $999
**Instructor:** Staff
**Meetings:** 15 (no class 11/26)

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

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**New for Fall 2014 Certificate in Mediation and Conflict Resolution**
Valuable for those seeking careers or career advancement as attorneys, counselors, educational administrators, teachers, human resource professionals, managers and others who must deal with conflict in professional and personal situations.

A one semester program that satisfies the educational requirements of the Dispute Resolution Program Act of California.

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