

Look then, into thine own heart and write!  
Henry Wadsworth Longfellow

FOR  
REFERENCE  
USE  
ONLY

# EXTENSION BULLETIN FALL 1979

California State  
University  
Dominguez Hills

What are RICHARD ARMOUR, *The Martian Chronicles*, PAUL CONRAD, *The Mouse That Roared*, J.P. TARCHER, and BILL SCHORR doing at CSUDH this fall?

Webster's  
New  
Collegiate  
Dictionary



Merriam

THIRD  
EDITION

Roget's  
INTERNATIONAL  
Thesaurus

CROWELL

Revising Editor  
JESTER V. BERREY

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ONE WAY TO WRITE YOUR NOVEL

1979 Writer's Market



*There is only one recipe for writing that I ever heard of: take a quart or more of lifeblood, mix it with a bottle of ink and a teaspoonful of human tears, and ask God to forgive the blots. Stephen Leacock*

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### OFFICE OF EXTENDED PROGRAMS STAFF

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515-3741

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### GRAPHIC ARTS STAFF

Cliff Brown, Photography

Frank Paine, Graphic Artist



# CREDIT COURSES

The following extension courses offer transferable elective credit to the student. Each course is either a regular catalogue course or a new course which has been reviewed and approved by the academic department.

## ART

### CERAMICS ABC: INDIVIDUALIZED INSTRUCTION

Basic techniques in ceramics step by step, from hand throwing, throwing on the wheel, glazing to firing the kiln. Each student receives individualized instruction in each step. THE BEST CERAMICS COURSE EVER OFFERED! (Materials fee-\$5)

Instructor: John Hopkins  
Saturday, October 6-December 8  
CSUDH, HFA Ceramics Lab  
1000 E. Victoria Street, Carson

ART X150  
1-3:30PM  
Units: 3  
Fee: \$75

### YESTERDAY, TODAY AND TOMORROW

A Seminar on American Antiques and Interior Design  
A rare opportunity to join professionals for two days in the fine art of collecting and appreciating one's home and valued belongings.

1st Seminar: Victoria (1840-1900)

Decor in the Victorian Home (Interior Design)  
Victorian Furniture & Accessories (Antiquarian)

2nd Seminar: Art Deco (1910-1940)

Bold New Designs (Antiquarian)  
Adapting Art Deco to Today's Life Style (Interior Design)

Each seminar includes a slide presentation and hand-outs. After a general discussion, students may select to question the speakers in a smaller seminar group.

Instructors: Anderson/Van Houten  
Saturday, November 3 & 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

ART X151  
9AM-4PM  
(Optional) Units: 2  
Fee: \$50-2 Units  
\$35-N.C.

## BUSINESS

### INTRODUCTION TO COMPUTER & DATA PROCESSING

Introduction to digital computer, sub-systems and elements of data processing. Topics will include: computer sub-systems and its functions, elements of data processing and applications. The major objective is to provide a practical-oriented computer education for college students and the adult community. This course provides lectures in Korean and English for Korean immigrants interested in learning computer education for career or college credit. Pre-requisite: high school algebra

Instructor: Keith S. Kim  
Tuesdays, October 2-December 4  
West High School  
20401 Victor Street, Torrance

CSC X120/BUS X170  
6:30-9:30PM  
(optional) Units: 4  
Fee: \$100-4 Units  
\$70-N.C.

"전자 계산기 구성과 DATA 처리 장치"는 컴퓨터 분야를 공부하는 대학생이나 이방면에 취업을 하고자 하는 분에게 기본적인 필수과목으로 전자학, 전기학, 상과대학 과정의 학과목 4학점을 인정하고, 한국어와 영어로 강의함.

### SOCIAL RESPONSIBILITY OF BUSINESS

BUS X205

Responsibilities and obligations of the business community to contemporary society. Principles and problem solving techniques as related to major social problems confronting business organizations. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 24 for program description.)





*It took me fifteen years to discover I had no talent for writing, but I couldn't give it up because by that time I was too famous. Robert Benchley*

## MANAGEMENT AND ORGANIZATIONAL THEORY

BUS X210

Integration of classical and behavioral approaches to management with emphasis upon human relations, informal organizations, and motivation in both profit and non-profit organizations. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 24 for program description.)

## PRODUCTION MANAGEMENT

BUS X211

Analysis of the marketing function in the production area; methods used in planning, organizing, and controlling production. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 24 for program description.)

## ELEMENTS OF MARKETING

BUS X250

Management of the marketing function; decision-making concerning products, distribution channels, pricing and promotion, consumer behavior. (May be applied as elective credit to Certificate Program in Business Management. Please refer to page 24 for program description.)

## BUSINESS FINANCE

BUS X260

Development of a decision framework for financial management; capital budgeting, trade credit policy, dividend and capital structure policies. (May be applied as elective credit to the Certificate Program in Business Management. Please refer to page 24 for program description.)

## COMMUNICATIONS

### INTRODUCTION TO NEWSWRITING IN SPANISH

Introduction to American newswriting style and story format in Spanish; emphasis on writing skills, organization of facts and story continuity. Basic differences between traditional Latin-American newswriting and reporting and their American counterparts will be stressed. (May be applied as required credit to the Certificate Program in Journalism & Communications for the Spanish Language Media. Please refer to page 26 for program description.)

Instructor: TBA  
Wednesday, October 3-December 12  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

COM X100  
6:30-9:45PM  
Units: 4  
Fee: \$100

## SPANISH-ENGLISH CONTRASTS FOR JOURNALISTS

Teaching of basic skills in oral and written English, primarily for speakers of English. The lesson materials use standard English augmented with vocabulary and idioms of the electronic and print media. (May be applied as required credit to the Certificate Program in Journalism & Communications for the Spanish Language Media. Please refer to page 26 for program description.)

Instructor: TBA  
Thursday, October 4-December 19  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

COM X180  
6:30-9:45PM  
Units: 4  
Fee: \$100

## INTRODUCTORY ENGLISH CONVERSATION FOR JOURNALISTIC INTERVIEWING

English language practice for building speaking proficiency and expanding understanding of contemporary American culture as expressed and represented in dialogues. Interview techniques and role playing conversational practice with communications media vocabulary will form the basis for the conversation lesson materials. (May be applied as required credit to the Certificate Program in Journalism & Communications for the Spanish Language Media. Please refer to page 26 for program description.)

Instructor: Beym  
Tuesday, October 2-December  
Arco Towers, Los Angeles

COM X182  
6:30-9:45PM  
Units: 4  
Fee: \$100

## ADVANCED NEWSWRITING AND REPORTING IN SPANISH

Development of reportorial skills and writing capabilities to handle more involved news and interview stories. Introduction to feature writing style. Major emphasis to be placed on the need for **objectivity, accuracy, brevity**. (May be applied as required credit to the Certificate Program in Journalism & Communications for the Spanish Language Media. Please refer to page 26 for program description.)

Instructor: Lopez  
Monday, October 1-December 17  
Arco Towers, Los Angeles

COM X250  
6:30-9:45PM  
Units: 4  
Fee: \$100

*Another writes because his father writ, And proves himself a bastard by his wit. Edward Young*



When I am dead, I hope it may be said: "His sins were scarlet but his books were read." Hilaire Belloc

## EDUCATION

### CHILDREN'S ART EXPRESSION (K-6)

This course will investigate the nature of creativity and the stages of development in a child's art expression. It will explore teaching techniques which encourage positive self-concept and originality. Students will create in a variety of media: drawing, painting, clay, printmaking, book construction, tie dye, batik and puppets. (A nominal fee will be charged for materials.) One unit optional practicum is offered for those who wish to put ideas into action.

Instructor: Penelope Greeven  
Saturday & Sunday,  
December 8 & 9  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

EDU X256  
9AM-5PM  
Units: 2  
Fee: \$50

### COUNSELING DISABLED CHILDREN AND THEIR PARENTS

This course focuses on promoting understanding for individual differences by acquiring educational, vocational and personal guidance skills, particularly around research and clinical issues of the disabled. Parent counseling techniques and use of the multi-disciplinary team approach will be discussed in depth. Some previous coursework and/or experience in psychology and/or special education is desirable.

Instructors: David Reiss/Virginia Kennedy  
Wednesday, October 3-December 5  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

EDU X319  
6:30-9:30PM  
Units: 4  
Fee: \$100

### PARENT CONFERENCING FOR TEACHERS

Parent-teacher relationship is becoming increasingly important in today's integrated schools. This workshop is designed to teach you how to gain information that will result in better behavior management and realistic educational goals for your students. You will learn about various types of parents, how to handle them and what to say to them that will end in a positive working relationship. (All day session-brown bag)

Practicum is available for an additional one unit.  
Instructor: Eva Schmidler  
Saturday, October 6  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

EDU X804  
9AM-5PM  
Unit: 1  
Fee: \$25

## SEASONS AND CELEBRATIONS

Art projects, related songs, dances and creative activities for the holidays will be covered in these one-day workshops. (Additional \$2.50 for materials) (Children 8+ accepted if accompanied by an adult for an additional \$2.50.)

EDU X255.1—FALL HOLIDAYS Saturday, November 3  
EDU X255.2—WINTER HOLIDAYS Saturday, December 1

Instructors: Greeven/Riddell  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

9AM-5PM  
(Each course) Unit: 1  
Fee: \$25

## INSTRUCTIONAL HUMOR

Students will joke their way through various aspects of humor used in instructional settings. The content of the course includes an analysis of humor, uses of humor in teaching, analysis of children's humor and improvement in people's ability to tell jokes. There will be enough jokes for everyone to gag on. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W.C. Fields), fascinating lectures, comedy, records (e.g., Woody Allen, Cheech & Chong), riotous lectures, guest speakers (e.g., mimes, comedians), hilarious lectures, books and magazines and a few boring lectures.

Instructor: Peter Desberg  
Saturday, November 3 & 17  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

EDU X334  
10AM-5PM  
Units: 2  
Fee: \$50

## HOW TO RECOGNIZE & DEAL WITH LEARNING DISABILITIES IN A REGULAR CLASSROOM

This course is designed to give the regular classroom teacher a working definition of the various learning disabilities. It will help to recognize when a child might have a special problem and will teach you how to deal with the problem and when to ask for help. We will discuss ways to adapt existing materials to meet your child's needs and others you may wish to make yourself. This course is a "must" for teachers who will be mainstreaming—pre-school, kindergarten, first grade and for beginning teachers. (All day session—brown bag.)

Instructor: Eva Schmidler  
Saturday, October 27  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

EDU X805.1  
9AM-5PM  
Unit: 1  
Fee: \$25



*I had always assumed that cliche was a suburb of Paris, until I discovered it to be a street in Oxford. Philip Guedalla*

## DEVELOPING WRITING SKILLS IN BRITISH INFANT SCHOOL TRADITION

This workshop will enable elementary teachers and administrators to incorporate a wide variety of writing experiences into the regular classroom in order to produce highly motivated and fluent young writers.

A central theme of the sessions will involve the techniques of achieving the student writing successes found in the British Infant Schools and how they may be replicated in American elementary schools.

The workshop will provide an overview of research literature and description of what is current practice in writing instruction in American elementary schools as contrasted to the British Infant Schools.

Instructors: Miller/Shuttleworth

Saturday, October 13 & 20

CSUDH, SC-B145

1000 E. Victoria Street, Carson

EDU X832

9AM-4PM

Units: 2

Fee: \$50

## ENGLISH

### WRITING & SPEAKING SKILLS FOR MANAGEMENT

ENG X252

The basic principles and skills of effective speaking and writing within a framework of organizational management. (May be applied as elective credit to the Certificate Program in Business Management. Please refer to page 24 for program description.)



WATCH FOR!

## MUSIC FOR CHILDREN (Orff-Schulwerk)

### KALEIDOSCOPE AT DOMINGUEZ HILLS

Main Session:

Dr. Arnold Burkard, Professor of Music, Ball State University, Indiana and First President, American Orff-Schulwerk Assn.

Other Sessions:

Folk dance, early childhood, Spanish songs and games for children and more.

Date:

February 23, 1980 - Further details in the Winter Quarter 1980 Extension Bulletin.

## FOREIGN LANGUAGES

### SPANISH FOR PUBLIC SERVICE

Selected dialogue and language practice reflecting the vocabulary spectrum in public service fields such as social welfare, business, public health, government and medicine. Useful for public service, as well as for the bilingual/cross-cultural credential program. (May be applied as required credit to the Spanish for Public Service Certificate Program. Please refer to page 27

for program description).

Instructor: Ben Pena

Saturday, September 22-November 24 8:30AM-12PM

CSUDH, SC-B145

1000 E. Victoria Street, Carson

SPA X105

Units: 4

Fee: \$100

## HEALTH SCIENCES

### INTRODUCTION TO ALCOHOL & ALCOHOLISM

This course presents the chemistry of alcohol; blood-alcohol concentration (BAC); physiological effects; drug-alcohol interaction; psychology and physiology of addiction; legal aspects of alcohol abuse; disease concept of alcoholism; etiology of alcoholism; the alcoholic and the family; the alcoholic employee, problem identification; community and private treatment modalities. (Approved by the California Board of Registered Nursing, BRN Provider No. 00757, for 40 contact hours.) May be applied as a required course to the Certificate Program in Alcoholism. Please refer to page 28 for program description.

Instructor: William Wickline

Tuesday, October 2-December 4

North High School, Room 301

3620 W. 182nd Street, Torrance

HEA X280

6:30-10PM

Units: 4

Fee: \$100



At the beginning there was the Word—at the end just the Cliche. Stanislaw J. Lec

### BIOETHICS & SOCIAL RESPONSIBILITY

Fast-paced medical advancements pose new ethical issues with social, political, economic, legal and religious ramifications. This course will present an overview of the biological revolution and explore social responsibility in relation to the range of potential positive and negative consequences arising from alternate choices made possible by that revolution. Following this orientation, the focus will be on several current major issues in bioethics including: abortion, involuntary fertility control, genetic engineering, transplants, electrical and chemical mind control, new definitions of death, the right to die and the Hospice Program.

Instructor: Barbara Kvigne  
Monday, October 1-December 10  
West High School  
20401 Victor Street, Torrance

HEA X285  
7-9PM  
Units: 2  
Fee: \$50

### INF SCIENCE

#### MICROPROGRAMMING & MICROPROCESSORS

This course gives you the opportunity to compare programming and operating characteristics of a cross-section of current microcomputers as well as examining recent developments in the microprocessing industry. It is useful for the professional who wishes to design with microprocessors as well as the hobbyist who requires an inexpensive home computer.

Instructor: Walter Pyper  
Tuesdays, October 9-November 6  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

INF X280  
6-9PM  
Units: 2  
Fee: \$50

### MUSIC

#### STRING METHODS A

A course for teachers of stringed instruments covering teaching of techniques in selection, care, simple repair and playing through elementary level.

Instructor: Anthony Matera  
Time and dates: TBA  
Compton School District, Board Room  
417 W. Alondra Blvd., Compton

MUS X265.01  
Units: 2  
Fee: \$50

#### STRING METHODS B

A course for teachers of stringed instruments covering teaching of techniques in selection, care, repair and playing through secondary level.

Instructor: Anthony Matera  
Time and dates: TBA  
Compton School District, Board Room  
417 W. Alondra Blvd., Compton

MUS X265.02  
Units: 2  
Fee: \$50

## PHYSICAL EDUCATION

### GREAT TRADITIONS OF THE SEA: A Sailing & Navigation Class

Open to all with or without sea experience, this class explores beginning sailing and navigation to the basics of celestial navigation. Traditional knot tying, heavy weather sailing, sailing local waters, right-of-way, type of vessels, techniques of anchoring and directing, man-overboard procedures, parts and their functions, as well as safety and first-aid at sea are among the subjects discussed. This seafaring occasion is a ten week 30-hour sailing and navigation class, including a dockside demonstration. Guest speakers with slide and film presentations will be featured. Practical on-the-water instruction is available in large and small craft.

Instructor: Ron Remsburg  
Monday, October 29-December 31  
Yankee Whaler Inn, Berth 75  
Ports-O-Call, San Pedro

PER X131  
7-9PM  
(optional) Units: 2  
Fee: \$60—2 Units  
\$45-N.C.

### BEGINNING TAI CHI CHUAN

Release tension and relax through moving meditation. Learn the slow and graceful movements of this ancient Chinese discipline for physical fitness and mind-body Yin Yang harmony. Tai Chi Chuan (means Ultimate Fist) is an excellent non-strenuous exercise that restores intrinsic energy and provides total relaxation. It is extremely beneficial for persons suffering from backaches and for post cardiac patients who need a gentle exercise. The class includes selected lectures on Taoist philosophy (I Ching and Tao Te Ching) related to Tai Chi and theories of the Tai Chi Chuan movements.

Instructor: Van Hua Ho  
Saturday, October 6-December 8  
CSUDH, Fieldhouse

PER X132  
8:30-10:30AM  
Units: 2

### THE NEW PHYSICAL EDUCATION FOR 2 TO 7 YEAR OLDS

"DESIGNING THE FLIP FLOPPING, WIGGLE WALKING, BIONIC BOUNCING ENVIRONMENT"

This course will help you to implement a physical education program based on the sequential development of motor abilities in young children. You will learn how to increase the effective use of your school's indoor and outdoor play space; learn a variety of skills, songs, dances, games; and the use of equipment. Opportunities are provided for you to participate in movement experiences and program planning.

Instructors: Estabrook/Thompson  
Monday, October 1-November 26  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson  
Saturday, October 6  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

PER X831  
6:30-9PM  
Units: 2  
Fee: \$50  
9AM-5PM  
Unit: 1  
Fee: \$25



Man does not live by words alone, despite the fact that sometimes he has to eat them.  
Adlai Stevenson

### THE NEW PHYSICAL EDUCATION FOR 2 TO 7 YEAR OLDS: A PRACTICUM

The learner will develop a project designed to enhance the physical fitness and increase the motor skills ability of children ages 2-7 year olds. Possible practicum projects could include designing an eight-week curriculum in movement education for the young child using the skill areas learned in class. Design a unique playground environment with accompanying procedure and time line for developing said environment. Design and construct an original piece of equipment with accompanying directions describing use of such equipment.

Instructors: Estabrook/Thompson PER X832  
Time: Independent Study Unit: 1  
Fee: \$25

### INEXPENSIVE PHYSICAL EDUCATION EQUIPMENT TO MAKE FOR 2-8 YEAR OLDS

This one-day workshop is for teachers and parents of young children who wish to make equipment to enhance coordination, balance, body awareness, rhythms and creative explorations. We will use easy-to-find materials and give you patterns for making both indoor and outdoor equipment. In the afternoon, we will participate in activities and games using the equipment you have made. Also, we will see a slide show of innovative designs for outdoor and indoor play areas. (Wear comfortable pants or shorts—bring sack lunch) (Additional \$2.50 materials fee.) P.E. credit pending.

Instructors: Estabrook/Thompson  
Saturday, November 3 9AM-5PM  
CSUDH, SC-B145 Unit: 1  
1000 E. Victoria Street, Carson Fee: \$25

### HOLISTIC HEALTH & LIVING YOGA

In this class, you will learn by doing. During each session, you will participate in body/mind work drawn from Hatha Yoga, Feldenkrais movement awareness, progressive relaxation, visualization and meditation. These experiences are designed to increase your strength, flexibility and coordination, while enhancing your ability to concentrate, relax and manage stress. Each class session will also include a lecture/discussion on Holistic Health concepts:

- Biogenic (life generating) Nutrition
- Internal cleansing techniques
- Dealing with self limiting behaviors
- Meditation

Students are urged to wear leotards or other comfortable clothes. (P.E. credit pending)

Instructor: Dennis Estabrook  
Wednesday, October 10-November 28 6:30-9PM  
CSUDH, SC-B145 Units: 2  
1000 E. Victoria, Street, Carson Fee: \$50

### BELLY DANCING (MIDDLE EASTERN DANCE)

An introductory level class in Middle Eastern dance and music theory taught by a professional Middle Eastern dancer and teacher of 12 years. This class will learn finger cymbals, fast and slow movements, veil work, hip shimmies, some culture and history of the Middle East as it applies to the dance. Students will spend approximately the first half-hour on exercise warm-ups. **BENEFITS EXPECTED**—more strength, endurance, flexibility and better balance, figure contouring. (Necessary equipment, finger cymbals.) P.E. credit pending.

Instructor: Feiruz Aram  
Monday, October 1-December 10 7-9PM  
CSUDH, SC-B145 Units: 2  
1000 E. Victoria Street, Carson Fee:\$50

### PSYCHOLOGY

#### DREAM WORKSHOP

Dreams come to advise, correct, punish, comfort, reveal creative potentials, heal, warn, but more generally to make yourself whole. Where we are blind, the dreams see, and if we understand, our life can be transformed. This course/workshop is designed for developing greater personal and environmental awareness through the exploration of dreams. All the following skills will be presented through lecture, demonstration, creative activities and group process: practical methods for interpreting dreams; skills to arrive at the dynamic meaning of dream symbols; techniques for remembering dreams; skills to dream creatively for use in problem solving; translating dreams into real life activities.

Instructor: Art Bernard PSY X170  
Friday, November 2 7-10PM  
Saturday, November 3 9AM-4PM  
CSUDH, SC-B145 Unit: 1  
1000 E. Victoria Street, Carson Fee: \$25

#### INTRODUCTION TO PARAPSYCHOLOGY

The science of psychic phenomena from past to present. Instructor is willing to explore areas that are most desired by the students. Topics will include Kirlian photography, reincarnation studies, telepathy, psychic healing, out of the body experiences, states of consciousness, mediumship and many related areas. Scientific orientation with much discussion. Class experiments.

Instructor: John Hubacher PSY X173  
Thursdays, October 4-December 13 7-9:30PM  
West High School Units: 3  
20401 Victor Street, Torrance Fee: \$75



## JOURNAL WORKSHOP

This course presents a practical method for self-exploration and self-development through journal writing. Regardless of your age or level of education, keeping a structured journal can enable you to integrate and focus your life, deepen your experience of yourself and enlarge your creative capacities, all on your own terms and at your own pace. The structure journal contains sections for working with your life history, your dreams and other depth experiences, and your relationships (with persons, work, society, your own body, and the events and circumstances of your life). At this workshop you will learn to use your journal on your own life decisions and to sustain your personal growth. No experience or talent in writing is necessary. (Materials—looseleaf notebook & 20 dividers)

Instructor: Alice Bloch PSY X171  
 Saturday, October 13 10AM-5PM  
 CSUDH, SC-B145 (Optional) Unit: 1  
 1000 E. Victoria Street, Carson Fee: \$25-1 Unit  
 \$20-N.C.

## HOLISTIC HEALTH CONSCIOUSNESS: EXPERIENCE OF SELF

A seminar designed to experience the expanding field of holistic health consciousness. Stress will be placed on the body, mind and spirit as these areas relate to the knowledge of health. Topics to be studied and experienced are body relaxation, breathing and bioenergetics, centering and meditation, nutrition and the principles of alignment.

The traditional search for better health care has merged with an expanding human consciousness to create the awareness that the true health is a harmony of body, mind and spirit. Practitioners of the healing arts are now placing greater emphasis on preventive measures and the acceptance of a wide spectrum of modalities, developed alongside traditional medicine, to provide better health. An evolving field of total medicine is recognizing spiritual as well as mental illness and its effect on physical health.

Instructor: Hal Stokes PSY X174  
 Monday, October 29 7-10PM  
 Friday, November 2 (fieldtrip)  
 Saturday, November 3 10AM-4PM  
 CSUDH, SC-B145 Unit: 1  
 1000 E. Victoria Street, Carson Fee: \$25

## ADVENTURES IN ATTITUDES

Adventures in Attitudes is a fast-moving, 24-hour course, designed to release human potential through the development of positive attitudes. Students look at how attitudes are formed, how they affect human relations and how they can be changed. Through a variety of carefully planned, non-threatening group activities, individuals will learn how to increase self-confidence, improve self-image, define life goals, develop a more pleasing personality, improve listening and other communication skills, manage time more effectively, make decisions, sharpen leadership skills and much more. The course, which has been offered at over 40 colleges and universities throughout the United States, consists of 74 printed group interaction projects, supplementary reading materials and ten reinforcement tapes, all of which will be completed in the 24-hour time period. Materials will be provided and will be given to the student upon completion of the course. (inc. materials)

Instructor: Don Low PSY X175  
 Thursday & Friday, 6-10PM  
 October 11 & 12  
 Saturday & Sunday, 8AM-5PM  
 October 13 & 14 Units: 2  
 CSUDH, SC-B145 Fee: \$75  
 1000 E. Victoria Street, Carson

## WIDOWHOOD—A PERIOD OF TRANSITION: SPECIAL ISSUES

This course is designed to present students interested in the field of gerontology with an exploration of widowhood as a period of life transition.

In addition to discussing the impact of demographic variables on widowhood, the course considers the socialization of women, the grief reaction, networks of support, the economic burden, ageism, the widow as mother, and minority widowhood.

Further, the class will examine the existing services, as well as the most effective utilization of research to plan appropriate and innovative intervention programs. "Approved by the California Board of Registered Nursing, BRN Provider No. 00757, for 20 contact hours."

Instructor: Phyllis Solow PSY X292  
 Thursday, October 4-November 11 6:30-9:30PM  
 West High School Units: 2  
 20401 Victor Street, Torrance Fee: \$50

*It took me fifteen years to discover I had no talent for writing, but I couldn't give it up because by that time I was too famous. Robert Benchley*



### **SOCIAL & PERSONAL EFFECTIVENESS TRAINING**

A dynamic eight-week method that incorporates behavior modification, social and sexual assertiveness in a practical approach for becoming more personally effective. Unique in concept, the program is designed to improve communication, build confidence and employ the use of assertive techniques for developing potential, problem-solving and decision-making, both in business and intimate relationships.

Instructor: Eve Cappello PSY X269  
 Saturday, October 6-November 24 10AM-12N  
 Brentwood Savings Units: 2  
 5650 S. Sepulveda, Culver City Fee: \$50

### **SOLITUDE & CREATIVITY: THE CAPACITY TO BE ALONE**

The class will share experiences related to creativity, anxiety, blocks, and the capacity to be alone. You will come away from this course with a greater understanding of the creative process, new techniques to help you overcome obstacles and a new formulation and extension of your own current creative project.

The course will explore the creative process that takes place in both art and science, and to come to an understanding of the fear and anxiety related to creativity and the necessity of solitude for creative work.

This process applies to all creative work and it is expected that a variety of disciplines will be represented in the class: computer science, engineering and math sciences, business, social and behavioral sciences, as well as the fine arts. Readings will be taken from Rollo May, Guntrip, Winnacott, Rajneesh, Ram Dass, Eastern Philosophy and Western Theology.

Instructor: Frances Miller PSY X253.1  
 Tuesday, October 2-December 4 7-9PM  
 West High School Units: 2  
 20401 Victor Street, Torrance Fee: \$50

### **BODY-MIND, THE PSYCHOLOGY OF EXPERIENCE**

The intention of this course is to expand our understanding of the mind-body interface, both conceptually and experientially. Discussions will include such factors as neonatal and infant development, body image and self-esteem, the body as a personality structure, and the theories and methods that are used by contemporary psychologists for the enhancement of body-awareness: bioenergetics (Alexander Lowen), massage, acupressure, body encounter, imagery, focusing, and yoga and meditation.

The intent of this seminar is to give students the opportunity, under professional supervision, to study and directly experience some of the methods used by contemporary "psychologists of the body." "Approved by the California Board of Registered Nursing, BRN Provider No. 00757, for 20 contact hours."

Instructor: Allan Comeau PSY X274.1  
 Saturday & Sunday, November 10 & 11 9AM-5PM  
 CSUDH, SC-B145 Units: 2  
 1000 E. Victoria Street, Carson Fee: \$50

### **PSYCHOLOGY & MEDITATION**

In this seminar, participants will survey the boundaries and principal meeting points between the traditional image of man, viewed through the eyes of psychology, and the emergent view of human nature, resulting from the study and experience of eastern contemplative disciplines, such as meditation and yoga. "Approved by the California Board of Registered Nursing, BRN Provider No. 00757, for 20 contact hours."

Instructors: Shama Khalsa/Allan Comeau PSY X279  
 Saturday & Sunday, October 13 & 14 9AM-5PM  
 CSUDH, SC-B145 Units: 2  
 1000 E. Victoria Street, Carson Fee: \$50



Scott

Maple

### **PSYCHOLOGICAL FITNESS**

Psychological fitness is analogous to physical fitness. You are physically fit when your body feels good, looks good, and has strength, flexibility and endurance. You are psychologically fit when you feel good emotionally, are living your life effectively and meaningfully, and have an inner sense of satisfaction. The concept of psychological fitness is based on the belief that everyone has psychological strengths. By focusing on using your strengths and learning new psychological skills, you can take steps toward maximizing your potential and living with a sense of well-being.

This new program explores the concepts of Psychological Fitness Training in the four major life areas of relationships, work, play and recreation, and sex.

Instructors: Maple/Scott PSY X284  
 Friday, September 28 7-10PM  
 Saturday, September 29 9AM-5PM  
 CSUDH, SC-B145 Unit: 1  
 1000 E. Victoria Street, Carson Fee: \$25



## PUBLIC ADMINISTRATION

### HOW TO USE THE COURTS SUCCESSFULLY

Six individual lectures on major legal rights that everyone should know about—in clear language. (Includes materials)

- 10-6 How to Use Small Claims Court
- 10-13 Wills, Probate, Trusts, Death Taxes
- 10-20 Divorce, Child Custody, Support, Dividing Property, Adoptions, Paternity Actions,
- 10-27 Tenants, Landlords, Homeowners—Rights, Remedies & Responsibilities
- 11-3 Creditors & Debtors—Rights, Remedies & Responsibilities
- 11-10 Consumer Rights, Where to get Help, Contracts, Warranties

Instructor: Sam Gordon PUB X247  
Saturday, October 6-November 10 9AM-12N  
CSUDH, SC-B145 (optional) Units: 2  
1000 E. Victoria Street, Carson Fees: \$50-2 Units  
(each session) \$15-N.C.

## SMALL COLLEGE

### WORKSHOP IN INTERRACIAL RELATIONS

Do you experience barriers to communication with members of ethnic groups other than your own? If so, here is a course designed to increase your ability to understand, trust and empathize with people of other cultures. In our multi-cultural society strained relations are commonplace, particularly in the commercial and academic worlds where affirmative action programs and desegregation are prime considerations. Using role playing, role reversal, fantasies and other exercises, students will have the opportunity to get in touch with their feelings about cross-cultural communication. This will be an all-day workshop of particular interest to all those interested in increasing self-awareness and awareness of others.

Instructors: Dawson/Smith SMC X131/X231  
Saturday, November 3 8AM-5PM  
CSUDH, SC-B145 Unit: 1  
1000 E. Victoria Street, Carson Fee: \$25

## SOCIOLOGY

### THE SOCIOLOGY OF DOMESTIC VIOLENCE

A sociological survey of domestic violence including child abuse, sibling abuse, spouse-beating, abuse of the elderly and homicide in the family. This course will trace the historical and legal heritage of domestic violence, examine the social context in which American domestic violence occurs and present contemporary theoretical explanations, social responses and assorted approaches for controlling this behavior.

Instructor: Barbara Kvigne SOC X217  
Thursday, October 4-December 13 7-10PM  
West High School Units: 4  
20401 Victor Street, Torrance Fee: \$100

### SOCIAL MOVEMENTS

A study of major social movements with varying specific emphasis on topical problems or relevant issues from quarter to quarter.

SOCIAL MOVEMENTS: CAREER PLANNING IN SOCIOLOGY SOC 235/04  
Friday & Saturday Friday—12:30-4:30PM  
October 12, 13; 19, 20, 26, 27 Saturday—9AM-4:30PM  
CSUDH, SC-B145 Units: 4  
1000 E. Victoria Street, Carson Fee: \$100

SOCIAL MOVEMENTS: THE NUTRITION REVOLUTION SOC 235/05

Instructor: Regonesi  
Thursday, September 20-December 10 6-7:40PM  
CSUDH, SC-B145 Units: 4  
1000 E. Victoria Street, Carson Fee: \$100

## SPANISH

### CONTEMPORARY HISPANIC CULTURE—

### MEXICO AND THE SOUTHWESTERN UNITED STATES

Designed for students with the equivalent of two or more previous quarters of Spanish classes. This lively and entertaining course attempts to (1) expand the student's knowledge of written and oral Spanish communication and (2) instruct the student about the cultural norms, values, intergroup relations, institutions, customs and language of Mexico and the Southwestern United States. The course is taught completely at the intermediate Spanish level. *Excellent for persons in public service, as well as for the CSUDH bilingual/cross-cultural education credential program.* (May be applied as required credit to the Spanish for Public Service Certificate Program. Please refer to page 27 for program description.)

Instructor: Ben Pena SPA X251  
Tuesday, September 25-November 27 6:30-10PM  
CSUDH, SC-B145 Units: 4  
1000 E. Victoria Street, Carson Fee: \$100



*I never set pen on paper except when an overdose of idleness drives me to it. Montaigne*

# THEATRE ARTS

## PRODUCTION ACTIVITY

An activity course providing students with practical experience in the performing of minor roles and serving as crew for major campus productions.

Instructors: Lach/Vaughn/Eddleman  
Thursday, September 20-December 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

THE 241  
6-7:40 PM  
Unit: 1  
Fee: \$25

## ENJOYMENT OF THE PERFORMING ARTS

Weekly attendance at various performing arts events, on campus and off, to include selections from concerts, plays, recitals, dance programs, musical theatre, films and television. Students attend one lecture-discussion per week and provide transportation to events.

Instructors: Lach/Poe  
Saturday, September 22-December 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

THE 200  
10-11:40AM  
Units: 3  
Fee: \$75

## PRODUCTION WORKSHOP

An activity course providing students with practical experience in the performing of major roles and serving as heads of crews for major campus productions.

Instructors: Lach/Vaughn/Eddelman  
MTWThF, September 24-December 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

THE 240  
7:45-10PM  
Units: 2  
Fee: \$50









## EXTERNAL DEGREES BUSINESS ADMINISTRATION

### UNDERGRADUATE

#### *Portal Program in Administration*

In the world of business today there exist many persons who have only a few years of college and no bachelor's degree. These people have succeeded on their own merits but may have found their further progress impeded by lack of college degrees.

The Portal Program in Administration provides a means for these persons to obtain entry into a professional degree program which will enable them to seek future advancement.

The Portal Program in Administration leads to certification of successful completion of a sequence of coursework which is preparatory to the Master of Business Administration external degree program. Upon receipt of this certification and completion of the Admission Test for Graduate Study in Business with an appropriate score, the student will be admitted to the Master of Business Administration external degree program.

### GRADUATE

#### *Master of Business Administration*

This program is designed to meet the professional needs of men and women already employed in a management capacity who desire to extend their business understanding and professional growth. The curriculum leading to the MBA is designed to provide all students with a broad comprehension of the business system with particular emphasis on the management function.

#### *Master of Science in Administration*

The program provides a broad knowledge of administrative theory and practice to individuals with decision-making responsibilities, in either the public or private sector. The program focuses on both the broad functions for which administrators are responsible, and the skills in decision-making and competent management essential to the solution of short- and long-term problems.

Jess Overall, Coordinator (213) 515-3351

## HUMANITIES EXTERNAL DEGREE

(213) 515-3743/3744/3745

Since their beginning in Fall 1974, the Humanities External Degree Programs have provided a number of students a quality education at either the baccalaureate or master's level using non-traditional teaching techniques. Because the programs receive no state funding, they must charge students \$40 per unit in order to cover instructional and administrative expenses. The fees are the same for residents of California or for students who live elsewhere. Students enrolled in an on-campus (i.e., state supported) program are normally not allowed to take courses in any external degree program except during the summer.

The curricula of both programs have sufficient structure and direction to insure a basic understanding of the Humanities and to give students a range of possibilities for the direction of their studies in order to encourage intellectual freedom and the creative searching spirit. Five humanistic disciplines are involved in the curricula: art, history, literature, music, and philosophy. Students may choose a course of study that has an inter-disciplinary focus or one that specializes in a single discipline with work in related disciplines. Whatever their particular interest, students should gain a broad exposure to all of the areas of the Humanities and should establish an integrative perspective among them, with emphasis on their interrelating effects and influences.

The emphasis in both the bachelor's and master's programs is on self-study, off-campus, teacher-guided learning, carried out according to non-traditional processes. Students can progress through either program without ever stepping foot on the CSUDH campus, for neither program has regular classroom instruction. Instead, the programs utilize a variety of non-traditional teaching strategies, including complete course guides for every student, guided instruction via telephone and correspondence by mail, continued supervision by regular full-time CSUDH faculty, monthly newsletters, handbooks containing general information about the programs and suggestions for improving writing skills, lectures on audio cassette tapes, and occasional television program materials. To people who are unable or unwilling to spend major blocks of time on a college campus enrolled in traditional classroom courses, the bachelor's program extends the opportunity to continue their education and receive a fully accredited degree. Faculty are from the Department of History and the cooperating disciplines in the School of Humanities and Fine Arts.

For further information: Humanities External Degree Program

California State University  
Dominguez Hills  
Carson, CA 90747



## SPECIAL SEMINARS

The University is offering a series of seminars and workshops designed to meet the very special (and differing) needs of managers in the business field. The workshops and seminars are grouped by experience level and interest area in order to accommodate the great variety of business skills which participants possess.

### CAREER TRANSITIONS

**A Two Day Action Seminar  
Understanding and Experiencing the  
Nature of Career Transitions as a Tool for  
Career Planning and Management Development**

In these two intensive days of reflection, work and learning, participants will gain a straightforward understanding of the stages through which adults typically proceed in their professional careers as well as in broader aspects of their lives. Each stage has its own distinct requirements for success, satisfaction and growth in terms of work activities, working relationships and professional psychological development.

In a productive blend of staff briefings and working sessions for practical experience, this seminar permits you an opportunity with skilled guidance to:

- Examine your own career
- Gain skill at linking with others to enhance your career
- Increase your knowledge and skill in coaching others in charting their careers

The instructors see career management as NOT just outlining a ladder or sequences of jobs; NOT merely one more inventory of education, experience and job options; NOT just a history of successes and failures for which the right remedy is sought.

Who Should Attend:

- Persons with responsibility for counseling or planning for career development in their organization.
- Managers with an interest in integrating career development for their employees into an effective management strategy for improved performance and motivation.

Seminar Director: Sam Farry

Dates & Time: Thursday & Friday, November 15 & 16 . . . 8AM-4:30PM

Location: Dominguez Seminary, 18127 S. Alameda St., Compton, CA

Fee: \$135—includes instruction, all materials and meals

For information: Office of Extended Programs, (213) 515-3741

## TAX PREPARATION COURSES

I. **BASIC COURSE** This course covers the essential elements of the typical return. This course is recommended for new or inexperienced tax preparers or as a refresher for experienced practitioners.

Dates: Tuesdays, September 11-November 13 . . . 6-10PM

Place: Hawthorne High School, 4859 El Segundo, Hawthorne

II. **INTERMEDIATE COURSE:** This course is a continuation for those who have completed the Basic Course or who have the requisite experience. This course is tailored to experienced practitioners: enrolled agents, public accountants, CPA's, and tax attorneys. Emphasis will be placed on individual, farm, and small business returns.

Dates: Wednesdays, September 12-November 14 . . . 6-10PM

Place: Hawthorne High School, 4859 El Segundo, Hawthorne

III. **ADVANCED COURSE:** This course is devoted exclusively to partnership and corporation tax laws and is designed to offer the more sophisticated practitioner an opportunity to discuss complex tax issues. Although completion of prior courses is not required, this course is the natural progression from the intermediate course and, therefore, is not recommended for inexperienced or beginning practitioners.

Dates: Thursdays, September 13-November 15 . . . 6-10PM

Place: Hawthorne High School, 4859 El Segundo, Hawthorne

Credit: Each course has been approved by the State Board of Accountancy for 40 hours of continuing education credit.

Fee: \$90 per course

Instructors: Selected for their technical knowledge and teaching ability by the IRS.





During the fall quarter, the Office of Extended Programs is happy to utilize the services of Mr. James Delaney in the presentation of a series of three management seminars. Each of the one-day activities is designed to assist managers in managing their times more effectively, writing reports in a clear manner and making dynamic oral presentations. Mr. Delaney has several years experience as a management training specialist. He has conducted over 250 classes and seminars in management. Mr. Delaney is a dynamic speaker, well organized in his thoughts and presentations. His seminars have continually been rated as superior by the participants.

Location: CSUDH

Time: 8:30AM-4:30PM

Fee: \$200—3 Seminars or \$75 per seminar

## SPECIAL MANAGEMENT SEMINARS

### EFFECTIVE TIME MANAGEMENT

TUESDAY, NOVEMBER 6, 1979

Increase your productivity.  
Become effective as well as efficient.  
Reduce time wasters and control stress.

#### TOPICS

1. TIME PHILOSOPHIES  
Understand the true nature of time and its balance in life.
2. GOAL SETTING PROCEDURE  
Use the greatest time-saving and personal motivation plan.
3. COMMUNICATION EFFICIENCY SYSTEMS  
Become creative, dependable, informed, motivated, and organized.
4. DAILY PRIORITY ACTION PLAN  
Learn the most effective way to get more accomplished each day.
5. TIME-SPACED ACTION TECHNIQUE  
Use a method to reduce fatigue and stress and improve work.
6. TELEPHONE TIME SAVERS  
Develop an awareness of good time-saving telephone procedures.
7. VISITOR CONTROL  
Learn gracious ways to control visitor discussions.
8. EFFECTIVE MEETING PRINCIPLES  
Apply sound methods to prepare, conduct, and conclude meetings.
9. TIME SAVING AND EFFICIENCY TECHNIQUES  
Consider a variety of simple ideas to become more efficient.

### DYNAMIC ORAL PRESENTATIONS

TUESDAY, OCTOBER 9, 1979

Become a more natural, poised, and effective speaker. Attain and maintain your audience's attention and interest.

Express yourself in a well-organized and convincing manner.

#### TOPICS

1. DETERMINE PRESENTATION OBJECTIVES  
Think of the reasons why the presentation is needed.
2. ANALYZE THE PRESENTATION  
Answer a series of important questions.
3. COLLECT THE PERTINENT DATA  
Research four major areas to obtain data.
4. TEST THE COLLECTED DATA  
Check the data for eight specific tests.
5. PREPARE WORKABLE OUTLINES  
Learn a fast, effective, and easy system.
6. PRACTICE THE PRESENTATION  
Apply twelve specific methods of practice.
7. GIVE THE PRESENTATION  
Understand the psychology of audience receptivity.
8. EVALUATE THE PRESENTATION  
Determine the areas for corrective improvement.
9. DESIGN EFFECTIVE VISUAL AIDS  
Develop aids that will simplify and amplify the material.

### CLEAR WRITING PRINCIPLES

TUESDAY, DECEMBER 4, 1979

Write in a clear, concise, and well-organized style. Develop a logical approach to writing. Make writing a pleasant experience.

#### TOPICS

1. CONCEPTS OF THE WRITING PROCESS  
Discuss the elements involved in effective writing.
2. PRINCIPLES OF CLEAR WRITING  
Use fourteen principles for improved writing style.
3. PLANNING OF THE WRITTEN DOCUMENT  
Understand the objectives of the written message.
4. COLLECTING AND TESTING OF THE DATA  
Know where to get information and how to test.
5. PROCEDURES OF OUTLINING  
Learn a fast, effective, and easy system.
6. TECHNIQUES OF WRITING  
Discover ways to make writing easier.
7. TECHNIQUES OF EDITING  
Use a variety of editing methods.
8. FOG INDEX—A TOOL OF EDITING  
Practice a simple but helpful technique of editing.
9. FORMATS OF REPORTS  
Review the important parts of a report.



The man who writes a good book while sitting in torn breeches should first mend his breeches.  
Montaigne

# UNDERSTANDING & MANAGING STRESS

## THE FOURTH ANNUAL WORKING CONFERENCE FOR MANAGERS AND PROFESSIONALS

Stress is a condition all managers live with. Within the organization, stress can be a block or a benefit depending upon how the manager handles his own stress and the stress of others.

On the job stress contributes to incidence of:

- heart attack
- poor performance and low profits
- fatigue and irritability
- resistance to change
- absenteeism and alcoholism

Stress, however, can be managed to:

- enhance creativity
- increase motivation
- improve morale and productivity

This working conference is designed to provide managers and professionals in business, industry, education and government:

1. A comprehensive briefing on the complex workings of stress and its effects on individual and organizational performance.
2. Practical experience in how managers effectively deal with stress through:
  - early recognition
  - awareness of costs and consequences
  - optimizing the positive stress potential of personal and professional situations
  - formulating effective strategies and approaches in organizations
  - reorganizing career and life activities and expectations

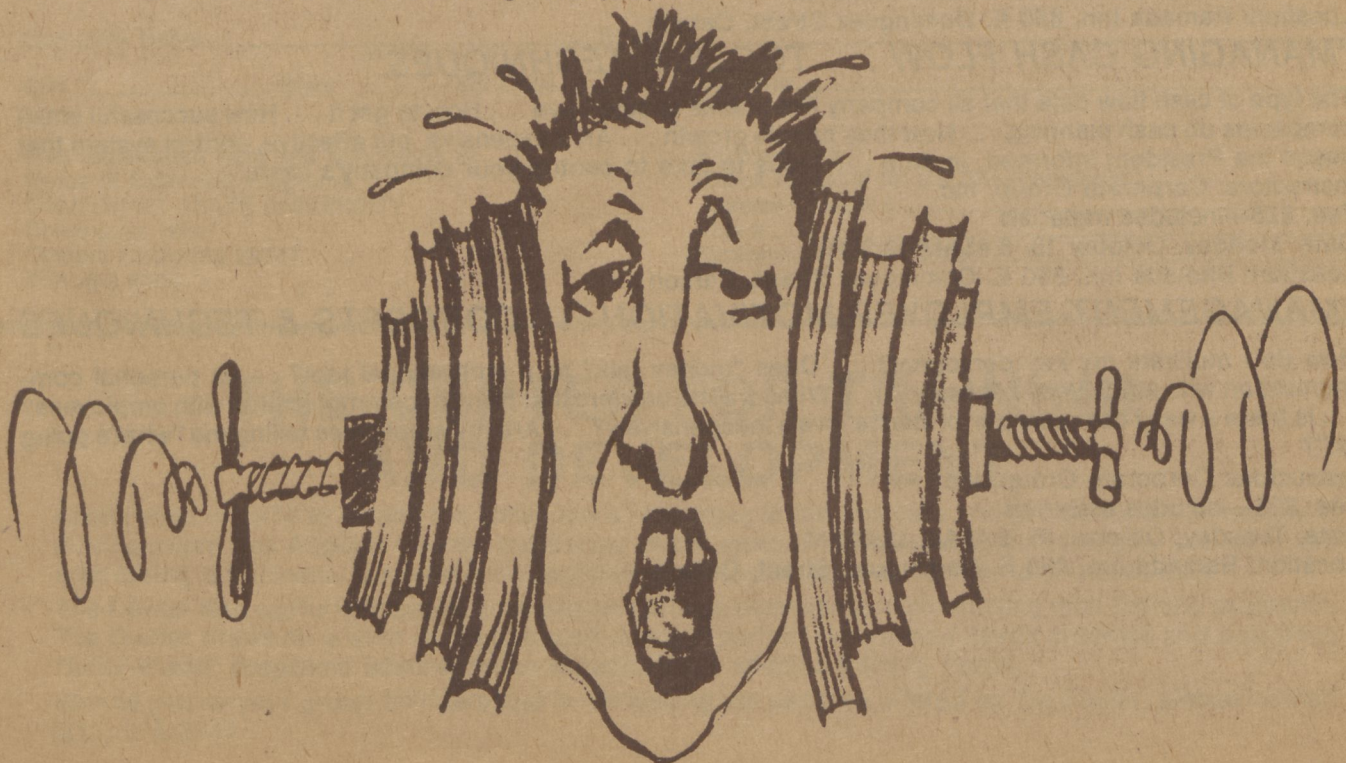
Conference Director: Sam Farry

Dates & Time: Tuesday & Wednesday, November 6 & 7 . . . 8AM-4:30PM

Location: Dominguez Seminary, 18127 S. Alameda St., Compton, CA

Fee: \$135—includes instruction, all materials and meals

For information: Office of Extended Programs, (213) 515-3741





## SMALL BUSINESS PROGRAMS

### **"HOW TO RAISE MONEY . . . THE RIGHT WAY"**

All the money sources available to smaller companies . . . who they are . . . where they are . . . how to pick the right one for your needs. The nine most common mistakes made in raising money—and how to avoid them . . . the fourteen criteria used by lenders in judging your loan request . . . the truth about shopping loan . . . how to negotiate for funds. Participants will also be given a proven step-by-step method of planning, packaging, and presenting your request for funds to give you the best chance of raising the money you need.

Instructors: Corporate Group, Inc.

Fee: \$50—includes lunch and materials

Date: Tuesday, October 9, 8:45AM-4:30PM

Location: Ramada Inn, 850 E. Dominguez Street, Carson

### **"MEASURING & IMPROVING PRODUCTIVITY"**

Techniques of work measurement . . . How to go about it in your company . . . What benefits can you expect? Learn a practical method to improve productivity of people at all levels in the company — shop, office staff, management . . . How to implement a PROFIT IMPROVEMENT program.

Instructors: Corporate Group, Inc.

Fee: \$25—includes materials

Date: Wednesday, October 10, 8:45AM-12:30PM

Location: Ramada Inn, 850 E. Dominguez Street, Carson

### **"DATA PROCESSING IN THE SMALLER BUSINESS"**

Where does it fit? . . . Can/will it pay off? . . . Which are the payback applications? . . . What options are available? . . . How do I equate cost to performance? . . . Which vendors should I talk to? . . . How do I equate their proposals? . . . How do I structure the deal? . . . When should I write the check? . . . How do I begin.

Instructors: Corporate Group, Inc.

Fee: \$25—includes materials

Date: Thursday, October 11, 8:45AM-12:30PM

Location: Ramada Inn, 850 E. Dominguez Street, Carson

### **"MANAGING CASH FLOW . . . TOOLS & TECHNIQUES"**

The type of cash flow data that all company Presidents should have . . . How to get it . . . How successful small companies do cash planning . . . How they handle growth . . . An inexpensive, but effective, control system that keeps the President informed, in time . . . Steps to take to control your company's cash.

Instructors: Corporate Group, Inc.

Fee: \$25—includes materials

Date: Monday, October 15, 8:45AM-12:30PM

Location: Ramada Inn, 850 E. Dominguez Street, Carson

### **"MANAGEMENT-EMPLOYEE MOTIVATION . . . CONCEPTS & TECHNIQUES"**

How do I motivate my key personnel? . . . Does "money talk" as a motivational tool? . . . Is personal communication with employees necessary? . . . What are the barriers that prevent communication with employees? . . . Is there a way I can raise performance levels inexpensively? . . . Are my employees telling me "what's going on"?

Instructors: Corporate Group, Inc.

Fee: \$25—includes materials

Date: Tuesday, October 16, 8:45AM-12:30PM

Location: Ramada Inn, 850 E. Dominguez Street, Carson



*There is probably no hell for authors in the next world—they suffer so much from critics and publishers in this. C.N. Bovee*

**"INVENTORY PLANNING & CONTROL"**

As President, how do I evaluate the effectiveness of my present inventory control system? . . . Has my company outgrown its present system? . . . How can I reduce inventory dollars without sacrificing service? . . . What reports can be implemented to provide me with "Inventory Visibility?"

Instructors: Corporate Group, Inc.  
Fee: \$25—includes materials  
Date: Wednesday, October 17, 8:45AM-12:30PM  
Location: Ramada Inn, 850 E. Dominguez Street, Carson

**"THE PRESIDENT'S FORUM"**

How do I plan for growth? . . . for survival? . . . What should my strategy be? . . . How do I develop it? . . . How can I measure my company's strengths? . . . My company's weaknesses? . . . How do I stack up against other companies? . . . Against my competitors? . . . How do I calculate the worth of my company? (Attendance is restricted to Company Presidents. Limited enrollment.)

Instructors: Corporate Group, Inc.  
Fee: \$25—includes materials  
Date: Thursday, October 18, 8:45AM-12:30PM  
Location: Ramada Inn, 850 E. Dominguez Street, Carson

**Please enroll the following people:**

Name	Title	Seminar/Workshop	Date	Fee

**Total Due \$** \_\_\_\_\_

Company Name \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Mail registration form and remittance to:  
Office of Extended Programs  
CALIFORNIA STATE UNIVERSITY  
Dominguez Hills  
Carson, California 90747  
Attn: SC B145

Payment is by:  
Check (payable to: CSUDH Foundation)  
Master Charge # \_\_\_\_\_  
Visa # \_\_\_\_\_  
Expiration Date on Card \_\_\_\_\_

**THE CENTER FOR TRAINING AND DEVELOPMENT**

Established in 1974 to extend the University's resources to the business and professional community in Southwestern Los Angeles County, the Center offers symposia, workshops, conferences, and seminars addressing a business, governmental, legislative, or social issue of interest to professionals.

The Center also works with public agencies and private businesses in conducting their training programs. The Center draws on a wide range of expert talent in performing training needs analyses and designing "tailor-made" programs addressing an organization's specific training needs.

Should you or your group be interested in discussing the services offered by the Center, please contact (213) 515-3741



CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

# CONSERVATORY OF MUSIC & DANCE

*CSUDH offers continuing instruction in all orchestral instruments, voice; piano and guitar. Additional instruction in beginning piano, beginning guitar, beginning recorder, tap, ballet, modern dance, vocal ensemble, chamber orchestra and eurythmics. Private and group lessons available for participants from 6 years old to 80 years old.*

**PRIVATE INSTRUCTION:**

- ... All Orchestral Instruments
- ... Guitar, Piano, Recorder
- ... Ballet & Tap Dance
- ... Voice
- ... Suzuki Violin
- ... Electronic Music

**CLASS INSTRUCTION:**

- ... Percussion Ensemble
- ... Choral Ensemble
- ... Ballet & Tap Dance
- ... Movement & Music
- ... Musicianship
- ... Dalcroze Eurythmics
- ... Folk Dancing
- ... Chamber Ensemble
- ... Jr. Orchestra
- ... Brass Ensemble

Two Locations: California State University Dominguez Hills  
1000 East Victoria Street  
Carson, California 90747

First Baptist Church  
28 West Moccasin Lane  
Rolling Hills Estates, California

For Further Information: Office of Extended Programs  
Carson, California 90747  
213-515-3742

Please send me more information regarding class schedules and fees:

Name \_\_\_\_\_ Tel. # (H) \_\_\_\_\_

Address \_\_\_\_\_ (W) \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I'm interested in studying \_\_\_\_\_

Mail to: California State University Dominguez Hills  
Office of Extended Programs, SC-B145  
Carson, CA 90747





# NEW WRITERS' CONFERENCE

Sunday, Sept. 30

AND

# SEMINARS

Saturdays/Sundays  
October/November

## HOW TO GET STARTED IN ...

### Writing/Selling

Books  
Articles  
Humor & Satire  
Newspapers  
Regional Magazines  
Poetry  
Greeting Cards  
Radio-TV  
Cartooning  
Art Design  
Photography  
Ghosting  
Business Communications

## Special Speakers:

### RAY BRADBURY

*America's premier futurist/science fiction writer*

### RICHARD ARMOUR

*56 books, 6000 pieces of light verse and prose*

### PAUL CONRAD

*L.A. Times' Pulitzer Prize-winning political cartoonist*

### LEONARD WIBBERLEY

*75 books, including The Mouse That Roared*

### BILL SCHORR

*Award-winning political cartoonist, Herald-Examiner*

### JEREMY TARCHER

*Leading West Coast trade book publisher*

### ANN STANFORD

*Top-ranking West Coast poet, six books*

and many more

## CONFERENCE THEMES

How do you sell?  
Who is buying what?  
Do you need an agent?  
Where are more classes offered?  
What is a good first project?  
What are your chances of ever making it "big?"  
How do you plot your first year?  
Do you need more schooling?  
Where can you turn for help/advice?  
How would a professional start over?  
What are the professional ways to success?





# SCHEDULES

	TIME	SPEAKER	TOPIC
1	8:30-9:40	<b>GREG HEIMER</b>	Radio-TV
2	8:30-9:40	<b>GORDON BURGETT</b>	Greeting Cards
3	9:50-11:00	<b>BETTY LUKAS</b>	Newspapers
4	9:50-11:00	<b>C.E. ZOERNER, Jr.</b>	Ghosting
5	11:10-12:20	<b>PAUL CONRAD</b>	Cartooning
	FREE LUNCH TALKS	<b>GORDON BURGETT</b> <b>C.E. ZOERNER, Jr.</b>	Query Letters Pages Without Pain
6	1:20-2:30	<b>LEONARD WIBBERLEY</b>	Books
7	2:40-3:50	<b>ANN STANFORD</b>	Poetry
8	2:40-3:50	<b>GORDON BURGETT</b>	Articles
9	4-5:10	<b>STEVE RICE</b>	Photography
10	4-5:10	<b>C.E. ZOERNER, Jr.</b>	Written Business Communications

## REGISTRATION FORM

### NEW WRITERS' CONFERENCE AND SEMINARS

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/ZIP \_\_\_\_\_  
 Day phone \_\_\_\_\_  
 My check to CSUDH for \$ \_\_\_\_\_ is enclosed.  
 Or charge my BankAmericard No. \_\_\_\_\_ / \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 A filler, campus map, and tickets/confirmation card will be mailed within two weeks of receipt of form and check/charge authorization.

MAIL TO:  
 California State University  
 Dominguez Hills  
 Office of Extended Programs (SC-B145)  
 Carson, CA 90747  
 For further information: 515-3742

## DATE/TIME SPEAKER/TOPIC

1	Saturday, Oct. 6 1-5 p.m.	<b>GORDON BURGETT, How To Write and Sell GREETING CARDS</b>
2	Sunday, Oct. 7 1-6 p.m.	<b>GORDON BURGETT, How to Sell 75% of Your Freelance Writing</b>
3	Saturday, Oct. 13 1-5:30 p.m.	<b>RICHARD ARMOUR, Writing and Selling Humor and Satire in Prose and Verse</b>
4	Sunday, Oct. 14 1-6 p.m.	<b>GORDON BURGETT, Ideas That Sell: Finding, Researching, Adapting Them To Print</b>
5	Saturday, Oct. 20 12-4:30 p.m.	<b>BILL SCHORR, Cartooning: What Works, Why, and How—From the Idea to Print</b>
6	Sunday, Oct. 21 1-5:30 p.m.	<b>BERNARD BAKER, Meeting Your Art/Design Needs: Illustrations, Copy, Cover, Photos</b>
7	Saturday, Oct. 27 12-5 p.m.	<b>JEREMY TARCHER, How To Be Published Successfully, from the Concept to the Book</b>
8	Sunday, Oct. 28 1-6 p.m.	<b>GREG HEIMER, Getting Started in Television Writing</b>
9	Saturday, Nov. 3 1-5 p.m.	<b>RAY BRADBURY, How To Be Creative Without Going Mad!</b>
10	Sunday, Nov. 4 1-6 p.m.	<b>STEVE RICE, Freelance Photography and Economic Survival</b>
11	Saturday, Nov. 10 12-5 p.m.	<b>SHERIDAN CRAWFORD, How to Write and Sell to Regional Magazines</b>
12	Sunday, Nov. 11 1-6 p.m.	<b>C.E. ZOERNER, Jr., How To Break Into Ghostwriting</b>
13	Saturday, Nov. 17 12-5 p.m.	<b>CHARLES DENOVA, Writing for Business: Trade and Technical Publications, Handbooks, Manuals, Brochures, Ads, and House Organs</b>
14	Sunday, Nov. 18 1-6 p.m.	<b>C.E. ZOERNER, Jr., Business Communication: Techniques for Producing Effective Memos, Letters and Reports</b>

Please send tickets/registration confirmation for the following sessions/seminars:

CONFERENCE SESSIONS	SEMINARS
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____
4 _____	4 _____
5 _____	5 _____
6 _____	6 _____
7 _____	7 _____
8 _____	8 _____
9 _____	9 _____
10 _____	10 _____
11 _____	11 _____
12 _____	12 _____
13 _____	13 _____
14 _____	14 _____

Conference preregistration deadline: 4 p.m., Sept. 21. Unsold tickets, if any, will be sold at the Conference.

Seminar participants may register at the seminar, if space is available.



**NEW  
WRITERS'  
CONFERENCE**

**SUNDAY, SEPT. 30**

**COST:** \$5 per session, \$25 for 6  
when paid on or by Sept. 21

**LOCATION:** CSUDH, Playbox Theater  
CSUDH, HFA-A103

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**NEW  
WRITERS'  
SEMINARS**

**Saturdays/Sundays  
October/November**

**COST:** \$30 per seminar, \$25 each for 3 or more  
when paid on or by Sept. 30

**LOCATION:** CSUDH: HFA-A103  
CSUDH: SC-J147

SC M10



# CERTIFICATE PROGRAMS

## Business Management Certificate

### ABOUT THE PROGRAM

The Certificate Program in Business Management is designed to provide continuing business education to current professional managers and individuals who aspire to a management career. The requirements for obtaining the certificate include the completion of four courses totaling 16 units with an overall G.P.A. of 2.5. The typical certificate student will enroll in two courses per quarter and complete the program within two quarters. The quarters begin in January, April and September.

### WHO SHOULD ATTEND

The series of courses are designed to provide the practicing professional manager with new and additional knowledge about business management. Additionally, individuals who aspire to a career in business management are provided the knowledge and basic skills required to equip them for a successful experience.

### COURSES

Required:

BUS X205—Social Responsibility of Business  
 BUS X210—Management & Organizational Theory  
 BUS X211—Production Management

Electives: (Select one)

BUS X250—Elements of Marketing  
 BUS X260—Business Finance  
 ENG X252—Write & Speak Skills for Management

### FEE

A fee of \$100 will be charged for each course, payable by the first meeting.

### ADDITIONAL INFORMATION

Curtis L. Groninga, Assistant Dean  
 Office of Extended Programs  
 California State University Dominguez Hills  
 1000 E. Victoria Street, Carson, CA 90747  
 (213) 515-3741

### CLASS SCHEDULE - September 20 - December 10 CSUDH, SC-B145 Units: 4 Fee: \$100

BUS 205/01	SOCIAL RESPONSIBILITY OF BUSINESS	Chrispin	MW	10:00-11:40 AM
BUS 205/02	SOCIAL RESPONSIBILITY OF BUSINESS	Hughes	TTH	4:00-5:40 PM
BUS 205/03	SOCIAL RESPONSIBILITY OF BUSINESS	Hughes	TTH	8:00-9:40 PM
BUS 205/04	SOCIAL RESPONSIBILITY OF BUSINESS	Strier	MW	2:00-3:40 PM
BUS 210/01	MANAGEMENT & ORGANIZATIONAL THEORY	Lee	MW	12:00-1:40 PM
BUS 210/02	MANAGEMENT & ORGANIZATIONAL THEORY	Farry	M	6:00-9:40 PM
BUS 210/03	MANAGEMENT & ORGANIZATIONAL THEORY	Laws	TTH	8:00-9:40 AM
BUS 210/04	MANAGEMENT & ORGANIZATIONAL THEORY	Nehrbass	TTH	12:00-1:40 PM
BUS 210/05	MANAGEMENT & ORGANIZATIONAL THEORY	Dowling	TTH	6:00-7:40 PM
BUS 210/06	MANAGEMENT & ORGANIZATIONAL THEORY	Mullinix	S	8:30-12:10 PM
BUS 211/01	PRODUCTION MANAGEMENT	Spier	MW	8:00-9:40 PM
BUS 211/02	PRODUCTION MANAGEMENT	Scott	M	6:00-9:40 PM
BUS 211/03	PRODUCTION MANAGEMENT	Rothbart	TTH	10:00-11:40 AM
BUS 211/04	PRODUCTION MANAGEMENT	Spier	TTH	8:00-9:40 PM
BUS 250/01	ELEMENTS OF MARKETING	Johnson	MW	8:00-9:40 AM
BUS 250/02	ELEMENTS OF MARKETING	Lee	M	6:00-9:40 PM
BUS 250/03	ELEMENTS OF MARKETING	Greenwald	TTH	10:00-11:40 AM
BUS 250/04	ELEMENTS OF MARKETING	Morris	TTH	2:00-3:40 PM
BUS 250/05	ELEMENTS OF MARKETING	Greenwald	TTH	6:00-7:40 PM
BUS 250/06	ELEMENTS OF MARKETING	Lee	W	6:00-9:40 PM
BUS 260/01	BUSINESS FINANCE	Blyn	MW	12:00-1:40 PM
BUS 260/02	BUSINESS FINANCE		M	6:00-9:40 PM
BUS 260/03	BUSINESS FINANCE	Miller	TTH	10:00-11:40 AM
BUS 260/04	BUSINESS FINANCE	Nehrbass	TTH	4:00-5:40 PM
ENG 252/01	WRITE & SPEAK SKILLS FOR MANAGEMENT	Shafer	M	6:00-9:40 PM
ENG 252/02	WRITE & SPEAK SKILLS FOR MANAGEMENT	Ravitz	TTH	10:00-11:40 AM
ENG 252/03	WRITE & SPEAK SKILLS FOR MANAGEMENT	Tracy	TTH	2:00-3:40 PM
ENG 252/04	WRITE & SPEAK SKILLS FOR MANAGEMENT	Shafer	W	6:00-9:40 PM
ENG 252/05	WRITE & SPEAK SKILLS FOR MANAGEMENT	Wells	T	6:00-9:40 PM
ENG 252/06	WRITE & SPEAK SKILLS FOR MANAGEMENT		S	1:00-4:40 PM



*I wish he would explain his explanation. Lord Byron*

# Production and Inventory Control Certificate

co-sponsored by American Production and Inventory Control Society  
(APICS), Los Angeles Chapter

## THE PROGRAM

The Certificate Program in Production and Inventory Control consists of three courses which have been designed to give complete basic education in this profession. Each course will present principles and techniques as they relate to today's manufacturing world. Experienced professionals will present the students with sound techniques and proven systems for complex planning and controlling production and inventory. Each four-unit course will meet once each week for 10 weeks, and will include lectures, discussions and case studies. A student has the option of taking all three courses or any single course individually which he feels will be of value.

## MANUFACTURING RESOURCES PLANNING

This course offers a practical perspective of MRP (Manufacturing Resources Planning). It stresses the skills needed to make a successful Manufacturing Resources Planning system. The student will learn about item masters, data bases, change control, regenerative and net change systems and other administrative aspects to make an effective MRP nerve center. The student will gain an increased ability to participate in an integrated manufacturing system and interface effectively with other departments in the organization: marketing, master scheduling, engineering, finance and accounting, production, purchasing, quality control, etc. *Prerequisite: INM X221 and INM X222 or consent of instructor.* (May be applied as required credit to the Certificate Program in Production and Inventory Control.)

Instructor: Aman Motwane  
Tuesday, October 2-December 4  
North High School, Room 304  
3620 W. 182nd Street, Torrance

INM X220  
6:30-10PM  
Units: 4  
Fee: \$100

## PRODUCTION PLANNING AND CONTROL SYSTEMS

This course presents the techniques and systems for planning production and capacity, for scheduling production and capacity, for order release, dispatch and expediting, and for control of these activities. The student will learn practical shop floor control techniques, the need for data gathering and feedback reporting and evaluation for corrective action. Topics include: production control; shop floor planning; a system overview. *\*Contact Office of Extended Programs to enroll.* (May be applied as required credit to the Certificate Program in Production and Inventory Control.)

Instructor: William Montgomery  
Thursday, October 4-December 13  
Hughes Aircraft Facility, El Segundo  
INM X222  
6:30-10PM  
Units: 4  
Fee: \$100

## CERTIFICATE

A Certificate in Production and Inventory Control will be awarded to those students who complete all three courses as recognition for their learning achievement and professional status. The certificate will be given by the Department of Industrial Management of the School of Management, California State University Dominguez Hills and Los Angeles Chapter of the American Production and Inventory Control Society (APICS) who co-sponsors this educational program.

## WHO SHOULD ATTEND

This is a practical series of courses designed to meet the needs of professionals and newcomers to the field and other individuals who work in areas which relate to this field. It is of great benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and to further their professional competence.

## INVENTORY PLANNING AND CONTROL SYSTEMS

The student will learn how to apply the major inventory management tools and techniques. Basic topics include: why have inventories; financial implications; forecasting; fundamentals of inventory management; materials control and purchasing; master scheduling; material requirements planning; inventory management as a system. *\*Contact Office of Extended Programs to enroll.* (May be applied as required credit to the Certificate Program in Production and Inventory Control.)

Instructor: Kirt Behera  
Monday, October 1-December 10  
Hughes Aircraft Facility, El Segundo  
INM X221  
6:30-10PM  
Units: 4  
Fee: \$100



*He can compress the most words into the smallest ideas of any man I ever met.  
Abraham Lincoln*

# Journalism & Communication Spanish Language Media

## WHAT THE PROGRAM IS ABOUT

A special program of studies has been designed to meet the requirements of Hispanic Americans and others seeking professional employment in the Spanish language print and electronic media. This program is co-sponsored by Escuela Hispano Americana De Periodismo and California State University Dominguez Hills. This program has been carefully tailored to help meet the rapidly increasing need for trained media professionals to staff the nation's growing number of Spanish language newspapers, magazines, advertising and public relation agencies. The goals of this program are as follows:

1. To prepare students of Latin-American origin to work in the Spanish language, for Spanish language print, Spanish language electronic media and in the growing Spanish language field.
2. To assist the students in improving their abilities to understand spoken and written English and to function as working journalists in a primarily English-speaking society.
3. To better enhance the employment possibilities of California State University Dominguez Hills students through the granting of this certificate.

## HOW IT WORKS

Students enroll simultaneously in two courses per quarter.

### A. First Quarter

1. Communications 100 - Introduction to Newswriting in Spanish (4)
2. Communications 180 - Spanish-English Contrasts for Journalists (4)

### B. Second Quarter

1. Communications 150 Introduction to Mass Communications and American Journalism (4)
2. Communications 181 - American English Usage for Media Research and Reporting (4)

### C. Third Quarter

1. Communications 250 - Advanced Newswriting and Reporting in Spanish (4)
2. Communications 182 - Introductory English Conversation for Journalistic Interviewing (4)

### D. Fourth Quarter

1. Two courses selected from radio and television newswriting, feature and column writing, newspaper and magazine workshop, make-up and design for print media, law: the mass media.

## ENTRY REQUIREMENTS

Entry requirements will conform to the regular enrollment policies of the California State University and Colleges Continuing Education programs. These consist of:

- (1) Any interested high school graduate, college student and individuals 21 years of age or over.
- (2) Students applying for admission to this extension program will need to successfully complete a brief written and verbal Spanish language examination.

Work in the eight required courses will adhere to the academic standards of this University. Credit for courses in the Journalism and Communications for the Spanish Language Media certificate program will be acceptable as transferable, elective units.

## WHAT YOU GET

Students successfully completing the Journalism and Communications for the Spanish Language Media will receive a University certificate validating the student's academic performance. The University believes this will greatly enhance the student's employability. A need for such skills is growing rapidly in the area. No other institution of higher education now awards such a certificate.

## WHAT IS THE COST

The fees are \$25 per unit or \$100 for each 4-unit course. Therefore, the cost to the student for completing all eight courses will be \$800 plus any charges for textbooks and related materials. These fees are subject to any changes mandated by the California State University and Colleges System.

## WHERE

The program will be located at Plaza De La Raza, 3540 N. Mission Road, East Los Angeles.

## INFORMATION

Sr. Victor Gargurevich  
Escuela Hispano Americana De Periodismo  
(213) 961-2927 - speaks Spanish  
Sr. Curtis Groninga  
California State University Dominguez Hills  
(213) 515-3741 - speaks English





# Spanish For Public Service

Los Angeles County is rapidly becoming one of the world's largest Spanish-speaking communities—3 out of 10 persons will be of Latino descent by the year 1980. Can you meet the linguistic and cultural understanding challenges that this vast demographic shift presents?

## WHAT THE PROGRAM IS ABOUT

"Hablo español" now means profit to businesses; quality performance to educators, counselors and service employees; and improved medical response to hospital personnel. The Spanish for Public Service Certificate, a one-year program, provides participants with basic Spanish-speaking competency for present and potential employees. Writing and reading skills are developed to meet functional needs of the particular occupation. A significant additional goal is to increase participants' understanding of the Latino community, thus encouraging an improved relationship between the employee and the public.

The program is designed to meet the needs of employees who must "meet and deal" with Spanish-speaking persons. Enrollees use their new skills in work settings almost immediately. Students' use of Spanish on the job is monitored and corrected. Experiential learning reinforces the language skills throughout the program. "Learning by doing" makes this a practical effort to meet everyday needs. Courses are offered on Saturday mornings to accommodate work schedules.

## HOW IT WORKS

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter.

- A. First Quarter (Fall 1979)
  - 1. Spanish 105—Spanish for Public Service (4)
  - 2. Exper Edu 212—Bilingual Public Service Internship (2)
- B. Second Quarter (Winter 1980)
  - 1. Spanish 202—Commercial Spanish: Business Communications (4)
  - 2. Exper Edu 212—Bilingual Public Service Internship (4)
- C. Third Quarter (Spring 1980)
  - 1. Spanish 251—Contemporary Hispanic Culture: Mexico & the Southwestern United States (4)
  - 2. Exper Edu 212—Bilingual Public Service Internship (4)

Total unit commitment of a student entering the program is 22 units. Students should enter the program with little or no Spanish skills. The Experiential Education 212 course requires 4 hours or more per week of active work involvement with Spanish-speaking persons. *Students may utilize their own employment as internship for the certificate program if it fulfills the requirements of the program.* Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions.

## WHAT YOU GET

Graduates of the SPSC Program will be among the first in California to receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons in a public service occupation. The need for such skills is growing rapidly in the area. You will have an additional skill that will greatly increase your employability. Employers will be able to serve a greater clientele more efficiently.

## WHAT IS THE COST

Fees are \$25 per unit; a four-unit course is \$100

## WHEN CLASSES BEGIN

- A. First Quarter (Fall 1979)
  - Saturday, September 22-November 24
  - 8:30AM-12N
  - CSUDH, SC-B145
- B. Second Quarter (Winter 1980)
  - Saturday, January 5-March 15
  - 8:30AM-12N
  - CSUDH, SC-B145
- C. Third Quarter (Spring 1980)
  - Saturday, March 22-May 24
  - 8:30AM-12N
  - CSUDH, SC-B145



## Treatment of Alcoholism

Alcoholism is of increasing concern to individuals and organizations nationally. Also it is an increasing problem among the young. The university is offering programs and opportunities to develop persons qualified in early detection and treatment of alcoholism both in professional and home situations.

### Supervisors Training Certificate In Alcoholism THE PROGRAM

The Supervisors Training Certificate in Alcoholism for Industry, Government and Commerce consists of four courses which have been designed to give an essential education for supervisors, training officers and personnel officers in assisting the alcoholic employee in obtaining valuable information regarding the treatment of the disease. Each class will present the principles and techniques as they relate to the disease of alcoholism in the industrial setting. Experienced professionals will present the students with physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences. It is the intent of this program to train supervisors and managers to assist the employer in confronting and referring the individual with an alcoholic problem.

#### WHO SHOULD ATTEND

The Supervisors Training Certificate in Alcoholism for Industry, Government and Commerce is designed to help those people who are in public and private organizations (governmental, manufacturing, professional, industry, etc.) to become aware of the unique features of the alcoholic and alcoholism counseling. This is not a diversion program. It is simply a program designed to help employers help their employees and their organizations in attempting to deal realistically with the alcoholic and alcoholism.

#### ENTRY REQUIREMENTS

Applicants should be at least 21 years of age and possess a combination of the following: equivalent of 2 years of college and/or 2 years experience in a supervisory/managerial position.

#### THE CERTIFICATE

The certificate will be awarded to those students who complete all four courses as recognition for their learning achievement and professional status. The certificate will be given by the Office of Extended Programs, California State University, Dominguez Hills and the Southwest Counseling Services who co-sponsor this education program.

### SUPERVISORS TRAINING CERTIFICATE IN ALCOHOLISM

First Quarter	Second Quarter
HEA X280 (4 units)	HEA X284 (4 units) EXE X305 (2 units)
Unit Total 4	6

### Counseling Alcoholics: Community THE PROGRAM

The Certificate Program in Counseling the Alcoholic consists of six courses which have been designed to give an essential education to the prospective alcoholism counselor. Each course will present principles and techniques as they relate to the disease of alcoholism. Experienced professionals will present the students with the Physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences. Each 4-unit course will meet once each week for 10 weeks and will include lectures, discussions and case studies.

#### WHO SHOULD ATTEND

The Certificate Program in Counseling the Alcoholic is designed to help those people who are in the helping professions to become more aware of the unique features of the alcoholic and alcoholism counseling. Additionally, individuals who aspire to any of the helping professions will find this program to be worthwhile in preparing them for their broader responsibilities.

#### ENTRY REQUIREMENTS

Applicants should be at least 21 years of age and possess two years of college education or its equivalent.

#### THE CERTIFICATE

The Certificate in Counseling the Alcoholic will be awarded to those students who complete all six courses as recognition for their learning achievement and professional status. The certificate will be given by the Office of Extended Programs, California State University Dominguez Hills and Southwest Counseling Services who co-sponsor this educational program.

#### ONE YEAR: TWENTY UNITS

#### COUNSELING CERTIFICATE PROGRAM SCHEDULE:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
HEA X280	HEA X281 EXE X301	HEA X283 EXE X302	EXE X303
4	6	6	4

#### FEE

The fee is \$25 per unit for each course which consists of 10 meetings.

#### ADDITIONAL INFORMATION

California State University Dominguez Hills, Carson, CA 90747—or call (213) 515-3741.



*If you wish to lower yourself in a person's favor, one good way is to tell his story over again, the way you heard it. Mark Twain*

## Specially For You!

### RE-ENTERING THE WORLD OF WORK

"So you want to go back to work but aren't sure how to do it." This class, taught by experienced career counselors, is designed to assist you in evaluating your skills, finding out what's available in the job market and picking a job rather than waiting for a job to find you. We will cover the basics in assertive job search, resume writing and overcoming your fears of returning to the working world.

Instructors: Alexander/Dawson  
Saturday, November 17  
CSUDH, SC-B145  
1000 E. Victoria, Street, Carson

Non-Credit  
9AM-4PM  
Fee: \$35

### SEARCHING FOR JOB SATISFACTION

This workshop is designed for anyone considering career change. We will examine and explore the sources of job dissatisfaction and what to do about it; career changes, the ramifications and the "how tos." Topics covered will include transferring your skills, obtaining a realistic picture of possible career choices and devising a plan of action; job search, resume writing and assertive interviewing techniques.

Instructors: Alexander/Dawson  
Saturday, October 13  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-Credit  
9AM-4PM  
Fee: \$35

### SUCCESS WITHOUT STRESS

Self exploration brings direct practical benefits in daily life. Let Vernon Howard's remarkable technique of Human Energy Management begin an authentically new, better life for you NOW. Learn how to heal the hurt of past mistakes, solve problems like magic, love and be loved. Your decision to attend is RIGHT!

Instructor: Bruce Tracy  
Saturday, October 13  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-Credit  
9AM-4PM  
Fee: \$30

### HOLISTIC PSYCHOLOGY

A holistic approach to Psychology considers numerous factors which directly and indirectly influence perception, integration, behavior, and consciousness. Areas of study related to this include bimodal consciousness, nutrition and behavior, biofeedback, subatomic physics and extraordinary experiences (historical and contemporary). A greater appreciation of knowledge and it's source offers the opportunity for developing that knowledge as well as a receptivity to, and evaluation of, new information.

Instructor: Anthony Iacoboni  
Wednesday, October 3 - December 5  
West High School  
20401 Victor Street, Torrance

PSY X275.1  
7-10PM  
Units: 4  
Fee: \$100

### THE PERENNIAL PHILOSOPHY: ESOTERIC WISDOM FOR MODERN MAN

This class is an interdisciplinary introduction to what Aldous Huxley has called the Perennial Philosophy: that is, the essence of wisdom underlying all great religions and philosophical teachings. Particular emphasis will be placed on exploring those ancient teachings that have been called esoteric or hidden wisdom. The applications of these ancient wisdoms to modern problems—that is modern man's search for himself, for meaning, and for ways of living in harmony with all nature—will be explored in detail via class discussions. Introductory material on the study of symbols (symbology) will also be interwoven throughout the course.

Instructor: Anne Sloan  
Monday, October 1-December 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-Credit  
7-9PM  
Fee: \$45

### THE PERSON YOU CAN BE

The "Person You Can Be" suggests fresh and practical insights which will effectively assist the individual in freeing himself from the many "manipulative" or "victim" situations he meets in life. The course will also enable the student to more fully develop his potential in every area of life by enabling him to function with positive mental attitudes.

Instructor: Roy Schoppa  
Monday, October 1 - December 10  
West High School  
20401 Victor Street, Torrance

Non-credit  
7-10PM  
Fee: \$35



# ATTEND ON-CAMPUS CLASSES VIA RESIDENT EXTENSION PROGRAM

California State University Dominguez Hills offers the general public the unique opportunity to take regular on-campus courses without going through the normal admissions process. In addition to the activities described in this bulletin, several hundred day, late afternoon, evening and Saturday courses are open on a space-available basis to the public (individuals 18 years and older). These are regular University courses. Students will enroll through the Office of Extended Programs and pay extension fees (\$25 per unit). Veterans may apply their GI benefits to these courses. For transfer purposes, credit earned in these courses will be coded as extension units. Additionally, a fee will be charged for a parking permit if so desired. If you would like to obtain further information about the Resident Extension program and take on-campus courses, please contact the Office of Extended Programs, 515-3742.

## FALL QUARTER SCHEDULE

September 20 - December 10

\$25=1 Unit    \$50=2 Units    \$75=3 Units    \$100=4 Units

### 'LEARN AND LUNCH BUNCH' PROGRAM

The 'Learn and Lunch Bunch' program is designed to serve the educational interest of people who live and work within a close radius of the Dominguez Hills campus. The University has identified those courses which could be easily taken during lunch hours. The purpose of this program is to assist employers and employees in developing educational plans which allow them to both work and learn.

ART 165/01	Graphics Media	3	Rosenthal	MW	12:00-2:30
ART 190/01	Sculpture I	3	Goders	TTh	12:00-2:30
ART 261/01	Ceramics II	3	TBA	TTh	12:00-2:30
*ART 288/01	Human Figure In Painting	3	Trollope	TTh	12:00-2:30
BUS 102/03	Legal Aspects of Bus Trans	4	Schoen	TTh	12:00-1:40
BUS 130/01	Essentials Accounting I	4	Auerbach	MW	12:00-1:40
*BUS 131/03	Essentials Accounting II	4	Clawson	TTh	12:00-1:40
BUS 170/03	Intro To Comp & Data Proc	4	Henry	TTh	12:00-1:40
BUS 210/01	Mgmt & Organ Theory	4	Lee	MW	12:00-1:40
BUS 210/04	Mgmt & Organ Theory	4	Nehrbass	TTh	12:00-1:40
*BUS 222/02	Intro Business Statistics	4	Yoshida	MW	12:00-1:40
*BUS 222/03	Intro Business Statistics	4	Book	TTh	12:00-1:40
*BUS 230/01	Actg For Plan & Control	4	Barnett	MW	12:00-1:40
*BUS 252/01	Adv & Promotion Mgmt	4	Zoerner	TTh	12:00-1:40
*BUS 260/01	Business Finance	4	Blyn	MW	12:00-1:40
*BUS 265/01	Legal Aspects Real Estate	4	Kuhlmann	TTh	12:00-1:40
*BUS 274/01	Information System Design	4	Walters	MW	12:00-1:40
COM 265/01	Intro To Public Relations	4	Safer	TTh	12:00-1:40
COM 275/01	Basic Photography	4	Lamarca	F	12:00-2:00
CSC 110/01	Computer Prog—Basic	2	Henry	W	12:00-1:40
CSC 200/01	Survey Of Prog Concepts	4	Jones	TTh	12:00-1:40
ECO 100/01	Basic Studies Economics	4	Moite	MW	12:00-1:40
*ECO 111/01	Economic Theory 1B	4	Billes	TTh	12:00-1:40
*ECO 222/01	Money And Banking	4	Kidane	TTh	12:00-1:40
EDU 210/01	Motivation And Learning	4	Cooper	TTh	12:00-1:40
EDU 239/01	Multic Perspective Tchrs	4	Gonzalez	TTh	12:00-1:40
EDU 705/01	Intro To Classroom Teach	2	Ellis	T	1:00-3:00
*EMS 152/01	Historical Geology	4	Sigurdson	MW	12:00-1:10
EMS 152/01L	Historical Geology Lab		Sigurdson	W	1:10-3:40
ENG 100/03	Oral & Wrtn Expression I	4	TBA	MW	12:00-1:40
ENG 100/04	Oral & Wrtn Expression I	4	Rankin	TTh	12:00-1:40
ENG 130/02	Modern Fiction	4	Smith	TTh	12:00-1:40
ENG 214	English Syntax	4	Mohr	MW	12:00-1:40
*ENG 251	Creative Writing	4	Sando	TTh	12:00-1:40



FRE 210/02	The Study Of Language	4	Mohr	MW	12:00-1:40
GEO 320/01	Resources & Energy	4	Forbes	TTh	12:00-1:40
HIS 110/01	Western World: Classical	4	Udeze	MW	12:00-1:40
HIS 111/01	Western World: Modern Exp	4	Seps	TTh	12:00-1:40
HIS 217/01	The Future In History	4	Cady	MW	12:00-1:40
HIS 227/01	Law And Society	4	Garber	TTh	12:00-1:40
HIS 275/01	Africa: Pre-Colonia Per	4	Udeze	TTh	12:00-1:40
*HIS 295/01	Senior Seminar In History	4	Holter	W	12:00-3:40
*MAT 150/02	Elem Stat & Probability	4	Larmore	TTh	12:00-1:40
*MAT 208/01	Multivariable Calculus	4	Chang	TTh	12:00-1:40
MAT 320/01	Func Of Complex Variables	4	Armacost	TTh	12:00-1:40
MAT 336/01	Mathematical Logic I	4	Matthews	MW	12:00-1:40
MDT 101/01	Sur Hlth Care Del Am	3	Tucker	MW	12:00-1:10
MDT 263/01	Princ Of Immunohematology	4	Tucker	TTh	12:00-1:15
MUS 110/01	Music Theory I	4	Steiner	MW	12:00-1:40
MUS 316/01	Medieval & Ren Music	4	Champion	MW	12:00-1:40
MUS 380/01	University Chorale	1	Bialosky	TTh	12:00-1:40
PER 123/01	Physical Educ Profession	2	Carberry	W	12:00-1:40
PER 131/11	Jogging/Coed	1	TBA	TTh	12:00-12:50
PER 131/16	Self Defense/Coed	1	Depre	T	12:00-1:40
PER 131/17	Self Defense/Coed	1	Depre	Th	12:00-1:40
PER 131/20	Swimming/Beg/Coed	1	Casten	TTh	12:00-12:50
PER 133/01	Intramurals	1	Miyasato	MW	12:00-1:00
PER 220/01	Hist & Phil Of Phy Educ	4	Johnson	TTh	12:00-1:40
PHI 100/01	Intro To Philosophy	4	Vanterpool	MW	12:00-1:40
PHI 101/02	Values & Society	4	Lewis	TTh	12:00-1:40
PHI 230/01	Humanistic & Scien Inq	4	Lewis	MW	12:00-1:40
PHI 245/01	Metaphysics	4	Shimomisse	TTh	12:00-1:40
*PHY 116/01	General Physics	4	Lee	TTh	12:00-1:40
*PHY 120/01	Elements of Physics	4	Imai	MW	12:00-1:15
*PHY 260/01	Quantum Physics I	4	Evet	MW	12:00-1:40
POL 100/02	Basic Studies Poli Sce	4	Martin	MW	12:00-1:40
POL 101/04	American Institutions	4	Grenier	TTh	12:00-1:40
POL 210/01	Issues Amer Nat Govern	4	Groff	MW	12:00-1:40
POL 244/01	Latin Amer: Revolutionary	4	Chaffee	TTh	12:00-1:40
PSY 100/01	Basic Studies Psychology	4	Wilcox	MW	12:00-1:40
PSY 130/01	Elem Stat Analysis Psych	4	Stodola	TTh	12:00-1:40
*PSY 210/01	Fundamentals Of Learning	4	Simon	MW	12:00-1:40
PSY 250/02	Developmental Psychology	4	Marsh	TTh	12:00-1:40
PSY 254/01	Clin-Prac Life-Span Dev	4	TBA	TTh	12:00-1:40
PSY 263/03	The Abnormal Personality	4	Decker	TTh	12:00-1:40
PSY 268/01	Human Sexuality	4	Todd	MW	12:00-1:40
PUB 202/01	Philos & Ethics Pub Admin	4	Palmer	TTh	12:00-1:40
PUB 207/01	Public Personnel Admin	4	Robinson	MW	12:00-1:40
PUB 236/01	Urban Administration	4	Fleagle	TTh	12:00-1:40
PUB 240/01	Police Admin In America	4	Lipson	MW	12:00-1:40
REC 121/01	Comparative Areas of Recr	4	TBA	TTh	12:00-1:40
SMC 107/02	Writing Adjunct	2	TBA	W	12:00-1:00
SMC 130/01	Child Comm & Lang Abil	4	Larson	TTh	12:00-1:40
SMC 245/01	Womens Lib In The Amers	4	Hollander	TTh	12:00-1:40
SOC 100/01	Basic Studies Sociology	4	TBA	MW	12:00-1:40
SOC 212/01	The Urban Community	4	Christie	TTh	12:00-1:40
SOC 260/01	Minority Racial Ethnc Rel	4	Charnofsky	MW	12:00-1:40
SOC 268/01	Criminology	4	Riskin	TTh	12:00-1:40
SOC 316/01	Black Communities	4	McCoy	MW	12:00-1:40
SPA 110/03	First-Quarter Spanish	4	Lauerhass	MW	12:00-1:40
*SPA 120/01	Fourth-Quarter Spanish	4	Corominas	TTh	12:00-1:40
SPA 210/02	The Study Of Language	4	Mohr	MW	12:00-1:40
THE 130/01	Acting I: Voice & Diction	2	Vaughn	TTh	12:00-1:40
THE 131/01	Acting I: Stage Movement	2	Eddleman	MW	12:00-1:40
UNC 104/01	Assertive Training	2	Smith	TTh	12:00-1:40



## EVENING PROGRAM

CSUDH offers community members the opportunity to take regularly scheduled on-campus classes during evening hours. The Evening Study program recognizes the unique educational needs of individuals' personal and professional lives. Students interested in evening study should contact the Office of Extended Programs, 515-3741.

BUS 102/02	Legal Aspcts Of Bus Trans	4	Pesin	MW	6:00-7:40PM
BUS 102/04	Legal Aspcts Of Bus Trans	4		TTh	8:00-9:40PM
BUS 130/02	Essentials Accounting I	4	McNichols	MW	6:00-7:40PM
BUS 130/04	Essentials Accounting I	4		TTh	6:00-7:40PM
*BUS 131/02	Essentials Accounting II	4	McNichols	MW	8:00-9:40PM
*BUS 131/04	Essentials Accounting II	4		TTh	8:00-9:40PM
*BUS 171/02	Prog Lang & Bus Systems	4	Wiley	MW	8:00-9:40PM
*BUS 171/04	Prog Lang & Bus Systems	4	Rogers	TTh	8:00-9:40PM
*BUS 205/03	Social Respon Of Business	4	Hughes	TTh	8:00-9:40PM
BUS 210/02	Mgmt & Organ Theory	4	Farry	M	6:00-9:40PM
BUS 210/05	Mgmt & Organ Theory	4	Dowling	TTh	6:00-7:40PM
*BUS 211/02	Production Management	4	Scott	M	6:00-9:40PM
*BUS 211/04	Production Management	4	Spier	TTh	8:00-9:40PM
*BUS 222/04	Intro Business Statistics	4	Shore	TTh	6:00-7:40PM
*BUS 222/05	Intro Business Statistics	4	Yoshida	W	6:00-9:40PM
*BUS 223/03	Intro Operations Research	4	McCloskey	M	6:00-9:40PM
*BUS 223/05	Intro Operations Research	4	Shore	TTh	8:00-9:40PM
*BUS 231/02	Intermediate Accounting I	4	Weisler	TTh	6:00-7:40PM
*BUS 232/01	Intermediate Accounting II	4		MW	6:00-7:40PM
*BUS 233/01	Income Taxation I			MW	8:00-9:40PM
*BUS 234/01	Income Taxation II	4		MW	8:00-9:40PM
*BUS 235/02	Auditing	4	Auerbach	TTh	6:00-7:40PM
*BUS 237/02	Cost Accounting	4	Weisler	TTh	8:00-9:40PM
*BUS 238/02	Advanced Accounting I	4		TTh	8:00-9:40PM
*BUS 240/01	Actg For Nonprofit Sector	4	Schueler	MW	6:00-7:40PM
*BUS 250/02	Elements of Marketing	4	Lee	M	6:00-9:40PM
*BUS 250/05	Elements Of Marketing	4	Greenwald	TTh	6:00-7:40PM
*BUS 250/06	Elements Of Marketing	4	Lee	W	6:00-9:40PM
*BUS 251/02	Sales Practices & Admin	4	Weisberg	TTh	8:00-9:40PM
*BUS 252/02	Adv & Promotion Mgmt	4	Weisberg	TTh	6:00-7:40PM
*BUS 253/02	Retail Management	4	Kaufman	M	6:00-9:40PM
*BUS 260/02	Business Finance	4		M	6:00-9:40PM
*BUS 261/02	Financial Analysis	4	Nashif	W	6:00-9:40PM
BUS 262/01	Real Est Prin & Practice	4	McGee	M	6:00-9:40PM
*BUS 263/02	Real Estate Economics	4	Kuhlmann	TTh	8:00-9:40PM
*BUS 265/02	Legal Aspects Real Estate	4	Kuhlmann	TTh	6:00-7:40PM
*BUS 271/01	Adv Cobol Programming	4		MW	6:00-7:40PM
*BUS 274/02	Information System Design	4	Vacca	MW	8:00-9:40PM
*BUS 278/01	Data Proc Applic In Bus	4	Vacca	TTh	6:00-7:40PM
*BUS 280/04	Economics Of The Firm	4	Miller	TTh	6:00-7:40PM
*BUS 280/05	Economics Of The Firm	4	Lopilato	W	6:00-9:40PM
*BUS 290/01	Management Policy	4	Hughes	TTh	6:00-7:40PM
*BUS 290/03	Management Policy	4	Milgrim	W	6:00-9:40PM
COM 150/01	Intro To Communications	4	TBA	MW	6:00-7:40PM
COM 225/01	Introduction To Film	4	Marienthal	W	6:00-9:40PM
*COM 253/01	Newspaper & Magazine Wkshp	2	TBA	M	6:00-9:40PM
COM 259/01	Law Of The Mass Media	4	Neubauer	MW	8:00-9:40PM
COM 275	Basic Photography	4	TBA	TTh	7:00-10:00PM
CSC 210/01	Data Structures	4	Jones	TTh	6:00-7:40PM
CSC 230/01	Computer Organization	4	Daugherty	MW	6:00-7:40PM
CSC 250/01	File Processing	4	Bahr	TTh	8:00-9:40PM
EDU 210/02	Motivation And Learning	4	Desberg	TTh	6:10-7:50PM
*EDU 230/02	The Teaching Of Reading	6	Holden	MW	6:10-8:40PM
*EDU 232/01	Teach Method For B/BC Edu	4	Fagan	MW	4:15-5:55PM
EDU 250/01	Child Dev-Early Child Edu	4	Holden	T	6:10-9:30PM
*EDU 266/01	Intro To Excep Children	4	Okada	M	6:10-9:30PM
EDU 266/01	Intro To Excep Children	4	Okada	M	6:10-9:30PM



EDU 301/01	Prin Of Adult Education	4	TBA	T	6:10-9:30PM
EDU 322/01	Educ Of Mex-Amer Child	4	Contreras	W	6:10-9:30PM
EDU 328/01	Curr Dev-Early Chldhd Edu	4	Contreras	W	6:10-9:30PM
EDU 329/01	Dev School/Family Res Ece	4	Wiley	M	6:10-9:30PM
ENG 100/09	Oral & Wrtn Expression I	4	TBA	MW	8:00-9:40PM
*ENG 101/05	Oral & Wrtn Expression II	4	Wells	Th	6:00-9:40PM
ENG 135/01	Vocabulary Building	4	Tracy	Th	6:00-9:40PM
ENG 200/01	Age Of Belief & Doubt	4	Riddell	MW	8:00-9:40PM
ENG 213/01	History Of Eng Language	4	Duncan-Rose	Th	6:00-9:40PM
*ENG 218/01	Intro To Historical Ling	4	Mohr	MW	6:00-7:40PM
*ENG 219/01	Psycholinguistics	4	Elliott	T	6:00-9:40PM
ENG 250/03	Advanced Composition	4	TBA	MW	6:00-7:40PM
ENG 250/05	Advanced Composition	4	Smith	TTh	6:00-7:40PM
ENG 252/01	Writ Spkg Skills Mgmt	4	Shafer	M	6:00-9:40PM
ENG 252/04	Writ Spkg Skills Mgmt	4	Shafer	W	6:00-9:40PM
ENG 252/05	Writ Spkg Skills Mgmt	4	Wells	T	6:00-9:40PM
MUS 100/01	Introducing Music	4	Mahon	MW	6:00-7:40PM
MUS 110/02	Music Theory I	4	Champion	MW	8:00-9:40PM
MUS 150/01	Songwriting	4	Bunger	T	6:00-9:40PM
MUS 181/02	Class Voice	1	Etcheto	M	6:00-7:40PM
*MUS 210/02	Advanced Music Theory I	4	Bunger	MW	8:00-9:40PM
*MUS 265/01	Music Activ For Children	2	Riddell	T	6:00-7:40PM
MUS 375/02	University Orchestra	1	Steiner	W	7:30-10:00PM
MUS 395/01	Chamber Music-Jazz	1	Rene	T	6:00-7:40PM
MUS 395/03	Chamber Music-Jubilee Choir	1	Caldwell	W	6:30-8:00PM
PHI 207/01	Death, Dying, & Beyond	4	Lacorte	TTh	8:00-9:40PM
PHI 212/01	Descartes To Kant	4	Lewis	TTh	6:00-7:40PM
PHI 278/01	Moral Issues In Medicine	4	Puett	MW	6:00-7:40PM
PHI 280/01	Philosophy Of Religion	4	Hagan	TTh	8:00-9:40PM
PHI 285/01	Phil Of India & Buddhism	4	Malhotra	MW	8:00-9:40PM
PER 131/04	Dance/Disco/Coed	1	TBA	MW	5:00-5:50PM
PER 131/15	Physical Condition/Coed	1	Bafia	TTh	5:00-5:50PM
PLG 202/01	Legal Interview & Counsel	4	Stokes	TTh	6:00-7:40PM
SPA 105/01	Span For Public Service	4	Watts	MW	8:00-9:40PM
SPA 110/02	First-Quarter Spanish	4	Cortes	TTh	6:00-7:40PM
*SPA 111/02	Second-Quarter Spanish	4	Cortes	MW	6:00-7:40PM
*SPA 112/01	Third-Quarter Spanish	4	Watts	MW	6:00-7:40PM
*SPA 121/01	Fifth-Quarter Spanish	4	Cuervo	M	6:00-9:30PM
SPA 203/01	Comm Spa: Spa Commun Media	4	Cuervo	M	6:00-9:30PM
THE 190/02	Experience Of Theatre	4	Vaughn	T	6:00-9:40PM
THE 215/02	Selected Dance Styles: Disco	2	Puerta	MW	6:00-7:40PM
THE 240/01	Production Workshop	2	Lach/Vaughn/ Eddleman	MTW ThF	7:45-10:00PM
THE 241/02	Production Activity	1	Lach/Vaughn/ Eddleman	Th	6:00-7:40PM

## SATURDAY PROGRAM

In recognition of the difficulty most working individuals have in attending classes after hours, the University is offering the following on-campus classes on Saturday.

BEH 460/01	Legal/Ethical Aspects MFC	4		S	8:30-12:10
BUS 130/05	Essentials Accounting I	4	TBA	S	8:30-12:10
BUS 210/06	Mgmt & Organ Theory	4	Mullinix	S	8:30-12:10
BUS 222/06	Intro Business Statistics	4	Rector	S	8:30-12:10
*COM 276/01	Advanced Photography	4	Ivers	S	9:00- 2:40
*COM 287/01	TV Directing	4	Leshay	S	10:00- 3:40
*ECO 110/03	Economic Theory IA	4	TBA	S	1:00-4:40
ENG 252/06	Writ Spkg Skills Mgmt	4	TBA	S	1:00-4:40
*MAT 102/05	Mat Anal Mgt & Soc Sci I	4	TBA	S	8:30-12:30
PER 131/02	Baseball/Coed	1	Bafia	S	1:00-3:00
PER 131/29	Physical Condition/Coed	1	TBA	S	12:00-1:50
THE 200/01	Enjoyment of Perform Arts	3	Lach/Poe	S	10:00-11:40



# PRE-PREP COURSES

## PROFESSIONAL ENGINEERING REVIEW COURSES

Civil Engineer (CE) and Engineer-In-Training (EIT) review courses will be offered in the winter of 1980.

### Engineer-In-Training (EIT)

- |                         |                        |
|-------------------------|------------------------|
| Exam strategy           | Electrical Theory      |
| Economic Analysis       | Neucleonics            |
| Thermodynamics          | Statics                |
| Fluid Statics, Dynamics | Dynamics               |
| Chemistry               | Mechanics of Materials |
| Computer Science        | Materials Science      |
| Systems Theory          | Mathematics            |

Saturday, January 26—54 hours 9AM-4PM

### Civil Engineer (CE)

Saturday, February 2—54 Hours 9AM-4PM

CSPE Course Administrator: Edward Schultz  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson—(213) 515-3741

## REGISTRATION FORM

\$ \_\_\_\_\_ for CE, EIT (Jan/Feb 1980) circle one  
Make checks payable to: CSPE, Long Beach Chapter

Name \_\_\_\_\_

Address (Home) \_\_\_\_\_

Address (Business) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Please send:

- Guide for by-passing the EIT exam.
- Information about joining CSPE.
- Information about full-time student discount.
- How to find references for the P.E. exam.
- Information about CSPE member discount.
- I am interested in joining a car pool.

Return this form to CSPE Engineering Review Courses, Office of Extended Programs, California State University Dominguez Hills, Carson, CA 90747. Phone (213) 515-3741.

*A man really writes for an audience of about ten persons. Of course if others like it, that is clear gain. But if those ten are satisfied, he is content. Alfred North Whitehead*



*You must not suppose, because I am a man of letters, that I never tried to earn an honest living.*  
George Bernard Shaw

### GRE (GRADUATE RECORD EXAM) REVIEW

These workshops are designed to assist students in doing their best on the GRE by familiarizing them with each subject area, giving them important insight into the types of questions, and offering timed testing practice. The programs are geared to the new format of the GRE with emphasis on the quantitative section—arithmetic, algebra, geometry, and graph reading, verbal analogies, reading comprehension, sentence completions, antonyms, and the new section of the exam, analytical ability will be examined.

Session I—Saturday, Sept. 22, 28, Oct. 6 & 13 (for Oct. 20 exam)	Non-credit 9AM-1PM
Session II—Saturday, Oct. 27, Nov. 3, 10, 17 & Dec. 1 (for Dec. 8 exam)	9AM-12:30PM
Session III—Saturday, Jan. 19, 26, Feb. 2 9 & 16 (for Feb. 23 exam)	9AM-12:30PM
CSUDH, SC-B145	Fee: \$60
1000 E. Victoria Street, Carson	(inc. materials)

### SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis will be placed on the mathematics sections of the exam—math ability, quantitative comparison—but will also carefully analyze reading comprehension, sentence completion, analogies, and antonyms. Important test-taking strategies and time-saving techniques will be carefully explained and discussed. Students will be given a number of short-form tests, giving them practice in actual testing conditions. These workshops are designed to augment, not substitute for formal or informal learning.

Session I—Saturday, Sept. 22, 29 & Oct. 6 (for Oct. 13 exam)	Non-credit 1-4:30PM
Session II—Saturday, Oct. 13, 20 & 27 (for Nov. 3 exam)	Fee: \$45 (inc. materials)
Session III—Saturday, Nov. 3, 10 & 17 (for Dec. 1 exam)	
Session IV—Saturday, Jan. 5, 12 & 12 (for Jan. 26 exam)	
CSUDH, SC-B145	
1000 E. Victoria Street, Carson	

### LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

These workshops are designed to assist students by familiarizing them with each subject area, giving them important insight into the types of questions and offering timed testing practice. Areas covered include: cases and principles, quantitative comparison, writing ability, evaluation of facts, validity of conclusions, and other possible test areas. Emphasis will be placed on test-taking strategies and on time-saving techniques.

Session I—Saturday, Oct. 20, 27, Nov. 3, Non-credit 10 & 17 (for Dec. 1 exam)	
Session II—Saturday, Jan. 5, 12, 19 & 26 (for Jan. 26 exam)	8:30AM-1:00PM
CSUDH, SC-B145	Fee: \$70
1000 E. Victoria Street, Carson	(inc. materials)

### CLINICAL ISSUES IN MARRIAGE, FAMILY & CHILD COUNSELING

This course is designed to help you prepare for the MFC exam. Every effort has been made to provide a thorough review of the literature covered by the exam. This course provides a broad survey of theories and applied techniques in Marriage, Family and Child Counseling. Included is an examination of law and ethics, sexuality, theories of personality, psychopathology, human growth and development and communication theory as applied to Marriage, Family and Child Counseling.

This course should be valuable not only to prospective candidates for the MFC exam, but to any individual in the field of health, education and counseling services as it offers a solid foundation and survey of a rapidly expanding discipline.

Instructor: James Pasino	Non-credit
Tuesday, October 2-December 11	6-9PM
North High School, Room 302	Fee: \$70
3620 W. 182nd Street, (Torrance)	

### REAL ESTATE LICENSURE—SALESMEN'S AND BROKERS X911

This is an eight-week course designed to prepare the novice for the California Real Estate Salesmen's License examination and to prepare candidates to successfully pass the Real Estate Brokers' License examination.

Instructor: Sheldon Theodore	Non-credit
Monday, October 1-November 26	7-10PM
Fees: \$70—Salesmen (includes materials)	
\$85—Broker (includes materials)	
North High School, Room 301	
3620 W. 182nd Street, Torrance	



Good writing is a kind of skating which carries off the performer where he would not go.  
Ralph Waldo Emerson

## SPECIAL COURSES

In addition to the previously mentioned credit transferable courses, California State University Dominguez Hills offers several courses which respond to the variety of interests of people living and working in the university's service area. For the most part, these courses are non-credit, non-transferable, yet are designed to serve the very special interests, needs and wants of the community.

### AUTOMOTIVE SEMINAR

Here is an opportunity for women of all ages to be more knowledgeable and self-confident about their cars. Topics include how to get better gas mileage, and longer car life, and very basic theory of how a car works. You will also receive tips on how to deal effectively with service personnel and what the signs are of a good repair shop. You will have the opportunity to inspect your own car and learn how to check components for possible repair. No tools or mechanical background is necessary. (Participants are to park in Parking Lot 2). The instructors are co-owners of Shade Tree Sisters, automotive seminars.

Instructors: H. Cohn/K. Parankema  
Saturday, November 10  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-credit  
9AM-3PM  
Fee: \$35

### BASICS OF PRODUCTION AND INVENTORY CONTROL

This course has been developed for those individuals who have less than one year experience in Production Control or Inventory Control. The student will learn the terminology special to manufacturing control and will obtain a basic knowledge of the tools, methods, functions and systems of production and inventory control. The student will gain familiarity with the following: statistical order point techniques, square root EOQ, basic forecasting, safety stock, scheduling rules, production routings, leadtime, dispatching, inventory records and transactions. *(Students with less than one year's experience in the production control or inventory control profession must take this course as a prerequisite to any course in the Certificate Program, unless exempted by the instructor).*

Instructor: Paul Funk  
Monday, October 1-December 10  
North High School, Room 304  
3620 W. 182nd Street, Torrance

IMN X801  
Non-credit  
6:30-10PM  
Fee: \$100

### CALLIGRAPHY FOR LEFTIES

Do your part to end the tyranny of the right handed world: learn to write exquisitely. This one-day lecture and laboratory will introduce you to the proper techniques of left-handed italic calligraph, special equipment made especially for left-handed people, and appropriate materials. There will also be a laboratory in the afternoon with guided practice and individual critiques. Italic calligraphy is fun, and can be profitable. Don't put off learning any longer. (A \$10 materials fee will be collected at the class meeting for a Left-hand pen set which includes a fountain pen and five nibs specially designed for left-handed people).

Instructor: Betsy Settle  
Saturday, October 20  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-credit  
10AM-4PM  
Fee: \$15

### DANGEROUS THINKING

We don't discover truth—we create it. Everything you know is wrong. Language uses us more than we use it. Operating instructions for your 4-dimensional, electrochemical, protoplasmic hologram. Analytic and non-analytic modes of thought. Embryology. The speed of thought is 135mph. Two-valued and infinity-valued logics. What you think you are is more important than what you are. Order and chaos in developing systems. Life and death. Alfred Korzybski. Epistemology, cortico-thalamic-environmental integration. The monkeybars of mentality. The vertical structure of language. Five blind men and an elephant. Planetary metamorphosis. A word is a compression wave in a fluid medium until it encounters a human nervous system. Reality is non-dimensional; language is 1-dimensional. Carpenters don't use rubber rulers. Language is most dangerous when we're talking to ourselves.

Session I—Wednesday,  
October 3-December 5  
North High School, Room 303  
3620 W. 182nd Street, Torrance

Non-credit  
7-9PM

Session II—Saturday,  
October 6-December 8  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

10AM-12PM  
Fee: \$40



*Make 'em laugh; make 'em cry; make 'em wait. Charles Reade*

### **FAT IS A FEMININE REBELLION**

Ladies, have you ever asked yourself why you spend your life like a yo-yo, gaining weight and losing weight? IT HAS NOTHING TO DO WITH FOOD. These classes will help in the exciting, surprising discovery of your hidden reasons for being fat. Techniques to change your consciousness will help you stop being a yo-yo. The instructor will offer suggestions for individual diets.

Instructor: Dore Deverell  
 Thursday, October 4-25  
 North High School, Room 301  
 3620 W. 182nd Street, Torrance

Non-credit  
 6:30-8:30PM  
 Fee: \$25

### **LAWS FOR EVERYDAY LIVING**

This course will present an in-depth view of laws of the day that are of concern to the community. They will be presented by experts in their respective fields, such as attorneys, judges, public administrators, etc. Some areas that will be covered include: domestic relation problems (divorce, contractual marriage); probate; real estate; small claims; consumer problems, etc.

Instructor: Milton Fiala  
 Tuesday, October 2-December 4  
 North High School, Room 303  
 3620 W. 182nd Street, Torrance

Non-credit  
 6:30-9:30PM  
 Fee: \$45

### **LAW ENFORCEMENT FOR THE LAYMAN**

This course will give a general survey of crime, criminal activity, civil disorders, traffic problems, narcotics and drug abuse, juvenile laws and problems; vice laws including gambling, prostitution and pornography, crime prevention and the rights and duties of individual citizens and the community. This course is designed to acquaint the layman with law enforcement procedures and the problems of maintaining law and order in contemporary society.

Instructor: Milton Fiala  
 Thursday, October 4-December 13  
 North High School, Room 302  
 3620 W. 182nd Street, Torrance

Non-credit  
 6:30-9:30PM  
 Fee: \$45

### **MEDITATION: PHILOSOPHY & PRACTICE**

This course is a non-doctrinaire introduction to the art and science, the philosophy and psychology of meditation. Students will learn about physical, emotional, mental, and intuitional aspects and benefits of the practice of meditation, as well as problems that may be encountered. The class will emphasize a contemporary, interdisciplinary approach toward exploring dimensions of the human potential and expanding consciousness. A variety of different meditation techniques will be introduced.

Instructor: Anne Sloan  
 Saturday, November 10  
 CSUDH, SC-B145  
 1000 E. Victoria Street, Carson

Non-Credit  
 10AM-5PM  
 Fee: \$25

### **TAKING THE JUNK OUT OF YOUR FAVORITE FOODS**

Students will learn how to have hot dogs, pizza, hamburgers, carob shakes and fudge that build you up instead of tear you down. How to have delicious snacks without sugar or additives. How to sprout your own salad and have a variety of unsprayed, fresh greens for your salad bowl. How to identify and protect yourself from the chemicals found in our food today. Class includes booklet and samples of food.

Instructor: Dore Deverell  
 Monday, October 1-22  
 CSUDH, SC-M110  
 1000 E. Victoria Street, Carson

Non-credit  
 6:30-8:30PM  
 Fee: \$35

### **THE COMEDY WORKSHOP**

Joan Rivers, George Carlin, Richard Pryor, Jonathan Winters—What do these people have in common? They are all crazy! You too can be crazy, if you understand your own sense of humor. What is your definition of humor? Do you want to perform, write, learn how to communicate with people in a humorous way? Anyway you look at it, you will have a great time! Just be yourself (whatever that is). This course is geared around obtaining your goals.

Past guests at the Comedy Workshop have included: George Carlin, Vic Dunlap, Billy Beck, Kip Addotta, Gary Muldeer, David Letterman, Charles Nelson Reilly, Skip Stevenson and Rick Burstein. Students will use a stage, video-recorder (T.V.), scripts, monologues, dialogues, puns, satire, divine humor, etc. Those interested will perform at either: The Comedy Store, The Improvisation, the Laff Shop, or the Ice House. Also students will be able to attend tapings of "Make Me Laugh," "Real People," "Hollywood Squares," and other shows.

Instructor: David Holland  
 Saturday, October 6-November 17  
 CSUDH, SC-B145  
 1000 E. Victoria Street, Carson

Non-credit  
 1:30-4:30PM  
 Fee: \$45

### **TERMINAL (FACING DEATH/SURVIVING LOSS) X906**

A one-day seminar focusing on the issues involved with death and dying. A must for everyone willing to accept death and dying as facts of life. Learning to communicate to others in a more meaningful way with tested grief techniques and communication skills. For both the non-professional and the professional, who will surely face the inevitability of death . . . and wish to improve the quality of relating to others in times of illness. Responding to human needs, counseling techniques, grief therapy issues, etc.

\*(Approved by the California Board of Registered Nursing, BRN Provider #00757 for 6 contact hours)  
 Instructor: Eve Cappello  
 Saturday, December 1  
 CSUDH, SC-M110  
 1000 E. Victoria Street, Carson

Non-credit  
 9AM-4PM  
 Fee: \$35



After being turned down by numerous publishers, he decided to write for posterity. George Ade

## A Tasty Subject

### WINE APPRECIATION

An introduction to the wines of the world, including discussion, tasting and analyzing approximately 15 different wines from throughout the world. The course will be conducted in an informal, relaxed manner utilizing slides, lectures, tastings and open discussion. Topics will include: history of wine, wine literature, viticulture (wine growing) and enology (wine making), wine evaluation, selecting wines in restaurants, building and stocking home wine cellars and more (Students should bring 2 wine glasses to the first meeting).

Instructor: William Bennett  
Wednesday, October 17 & 24  
CSUDH, SC-B145  
1000 E. Victoria Street, Carson

Non-credit  
7-10PM  
Fee: \$20

### NAPA/SONOMA VALLEY WINE TOUR

Mr. William Bennett, who has offered several wine courses at California State University Dominguez Hills will be conducting the Napa/Sonoma Valley Wine Tour November 10 and 11. The tour includes a round trip flight from Los Angeles to San Francisco; a bus excursion through the Napa/Sonoma Valley; visits to the Robert Mondavi Winery, Domain Chandon, Beaulieu Vineyard and the Beringer Cellars, Simi Winery, Souverain of Alexander Valley, Sonoma Vineyards and Korbel Winery and Champagne Cellars. Also included are two excellent lunches, a gourmet dinner and accommodations at the Los Robles Lodge. (Registration should be returned no later than October 5, 1979).

Instructor: William Bennett  
Saturday, November 10  
Sunday, November 11

Non-credit  
Fee: \$175

(double occupancy)

\*Fee varies depending on air fare

## IMPORTANT! YOU SHOULD KNOW

**ELIGIBILITY:** Any interested high school graduate, college student and individual 21 years of age or over, may enroll for Extension Study. Formal admission to the university is not required. However, registration for courses may be limited to those who have completed certain prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation for upper division work.

**STANDARDS:** Work in credit courses in extension adheres to the academic standards of the university. All the activities usually associated with the regular university coursework are integral parts of the extension credit instructional program.

**EXTENSION FACULTY:** Extension faculty are either members of the resident faculty of the university or highly qualified persons approved by the resident faculty. In all cases, they are requested to explain to students the scope, content and organization of their courses, and to be explicit with regard to objectives and grading standards.

**REGISTRATION:** Pre-registration is suggested for all classes. By completing the pre-registration form and returning it with the required fees, the student is assured of a place in the class. Registration may, however, be accomplished at the first meeting of most extension classes by completing and returning a registration form with the required fee to the instructor or a representative from the Office of Extended Programs.

**FEES:** Registration fees for extension classes are normally \$25.00 per unit. The fees for each course are listed in this announcement. The fees are the same for residents and non-residents. Payment may be made by check, money order, BankAmericard draft, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn. Veterans' benefits may be applied to extension courses.

### STUDENTS ELIGIBLE FOR VETERANS

**BENEFITS:** Contact the Veterans Office on campus for assistance with your registration—515-3643.

### EXTENSION GRADING PROCEDURES:

Unless a course is offered for a grade of Credit/No Credit only, all extension courses are offered for letter grades. However, an undergraduate student in an extension class offered for letter grade may choose to be graded on the Credit/No Credit basis by informing the instructor in writing at the beginning of the class.

### COURSE NUMBERS:

- 100-199 Lower division courses
- 200-299 Upper division courses
- 300-399 Graduate professional courses
- 400-499 Graduate level courses
- 800-899 Extension course granting credit for professional or off-campus purposes only
- 900-999 Non-credit extension courses



We read a good novel not in order to know more people, but in order to know fewer.  
G. K. Chesterton

**COURSE CANCELLATION:** The usual minimum enrollment in extension classes is twenty students. Classes with fewer than twenty students may be continued upon approval of the Office of Extended Programs.

**PARKING:** Since regular classes will be in session, parking permits will be required for on-campus classes.

**CREDIT FOR EXTENSION COURSES:** The maximum extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills, is 36 units. Extension work is considered the same as transfer credit.

**LIBRARY SERVICES:** Library facilities available upon request.

**AUDITORS:** Students may audit extension courses with the instructor's approval. Auditors are required to pay the same fees as those taking the course for credit.

**TEXTBOOKS:** Textbooks may be purchased in class.

**WITHDRAWAL:** To avoid receiving a failing grade, students who withdraw from class must do so by filling out an official withdrawal card. These cards may be obtained from the Office of Extended Programs. Please note the deadline for withdrawal for your class.

**REFUND OF FEES:** Refunds are granted in accordance with the state refund schedule.

- If an extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25% of the course has elapsed), 65% of the total fee will be refunded.
- After 25% of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

**IMPORTANT:** The time of withdrawal is determined by the date by which the Office of Extended Programs, California State University Dominguez Hills, receives written notification of the student's withdrawal.

### REGISTRATION IS EASY

**BY SIMPLY** . . . using the form below. You will be notified if the class(es) you choose are cancelled or rescheduled.

Please send a separate check for each class you select and write the class number in the memo section of your check.

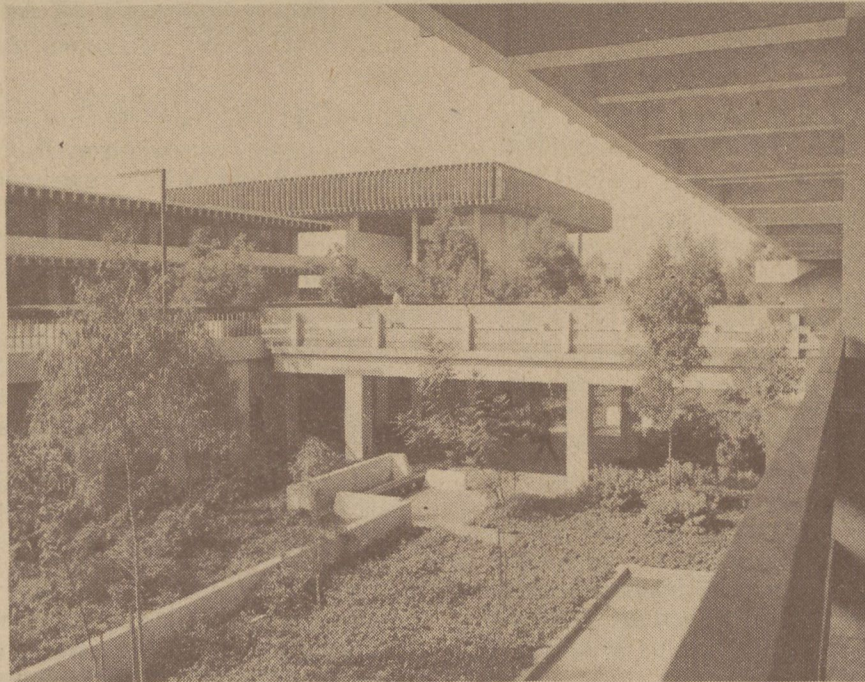
### REGISTRATION FORM

REGISTRATION FORM:	EXTENSION COURSES	1979 FALL QUARTER
1.	_____	_____
Course #	Title	Dates Fee
2.	_____	_____
Course #	Title	Dates Fee
NAME _____	Tel. No. (H) _____	
ADDRESS _____	(W) _____	
CITY/STATE _____	ZIP _____	
Check enclosed _____ I will pay by: VISA _____ MC _____ (California cards only)		
Make check payable to: California State University Dominguez Hills _____		
Students who do not pre-register may complete registration and payment of fees at the first class meeting.		
California State University Dominguez Hills		
Office of Extended Programs, SC-B145		
Carson, CA 90747		

**If you decide to register in person . . .**

You may register between the hours of 9 a.m. and 5 p.m., beginning now in Small College B-145.





Office of Extended Programs (SC-B145)  
California State University Dominguez Hills  
Carson, CA 90747

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