

WINTER 1979



EXTENSION PROGRAM
California State University Dominguez Hills

"When the cat mourns for the mouse do not take her seriously." —Japanese Proverb

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EXTENDED PROGRAMS STAFF

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 Credit Courses
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 Certificate Programs
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SPECIAL FEATURES

Estate Planning and Tax Seminar

This one-day seminar will examine many of your estate-planning and tax problems. Under the guidance of noted experts you will gain confidence in your financial planning program by learning answers to your questions. The following are a few of the topics that will be discussed:

- Tax sheltered investments (annuities, oil and gas exploration, real estate)
- How to reduce your tax liability
- How to reduce your life insurance costs and at the same time increase your retirement fund
- How to buy life insurance with tax-free dollars
- How to provide adequate retirement funds under today's laws
- How to reduce estate and probate costs

Instructors: Dr. Ray Mullinix, Associate Professor Business Administration, California State University Dominguez Hills
 Mr. Theodore Ronnholm, Senior Financial Consultant and other faculty and financial consultants

Time: 9:30AM-4:30PM
 Date: Saturday, February 24, 1979
 Place: Progressive Savings and Loan Community Room
 1670 So. Pacific Coast Highway
 Redondo Beach, Ca.
 Fee: \$35 per person

Financial Planning Seminar

This seminar is designed specifically for school administrators, teachers, and other employees. Do you feel you are paying too much tax? Would you like to find out how to reduce your tax liability? Come to this seminar and find out how to:

- Defer paying federal and state income tax on savings account interest
- Use tax-deferred annuities to reduce your tax liability
- Earn social security quarters apart from teaching and collect \$127 a month in extra retirement benefits.

All participants will receive a free copy of *Teachers Income Tax Guide* and a *Tax Planning Workshop Kit*. The fee is \$15 per person or \$20 per couple. This seminar has been scheduled on three different dates and at three places for your convenience.

Instructor: Terri Laurin
 Dates—Times—Places:

S-1
 CSUDH
 1000 E. Victoria St.
 Playbox Theater
 7-10 p.m.
 January 24, 1979

S-2
 Torrance Holiday Inn
 21333 Hawthorne Blvd.
 Torrance, Ca.
 Catalina Room
 9:30 a.m.-12:30 p.m.
 January 27, 1979

S-3
 Holiday Inn-Airport
 9901 S. La Cienega Blvd.
 (S. Diego Fwy. & Century Blvd.
 off-ramp towards airport)
 Pilots Room
 9:30 a.m.-12:30 p.m.
 February 3, 1979

4th Annual Special Education-Early Childhood Conference

The 4th Annual Special Education-Early Childhood Education Conference will be held April 27 and 28 at the Los Angeles Airport Marina Hotel. There will be nationally known experts speaking on topics of high interest to professional educators, sixteen exciting workshops on current developments in special education and early childhood education to choose from, and many educational material exhibitors. Reserve these dates so you can attend.

APPLICATION PROCEDURES

Requests for application forms and/or additional information should be directed to:

Center for Training and Development
 (213) 515-3654 or 515-3741

"Legend: a lie that has attained the dignity of age." —Harry Oliver

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.

ANTHROPOLOGY

FIELD METHODS IN ARCHAEOLOGICAL AND ENVIRONMENTAL RESEARCH

An intensive one-week course in environmental data collection. Training in archaeological, geological, meteorological and biological field research with emphasis on field techniques and environmental impact assessment. This course will be offered at the CSUC Desert Studies Center at Soda Springs during the winter/spring break.

Instructors: Weil/Kent
Week of March 21-29
For information, 515-3742

ANT X292/X392
Units: 4
Fee: \$110



BEHAVIORAL SCIENCES

GRANT PROPOSAL WRITING

This course is designed to develop your ability to obtain funds to support programs and research in education and the behavioral sciences.

Instructors: Churchman/Hellweg
Wednesday, January 10-March 22
CSUDH, SC-B145
1000 E. Victoria Street, Carson

BEH 416/01
6-9:40PM
Units: 4
Fee: \$100

COMMUNICATION AND CONFLICT

To examine the role of communication in a number of conflictual contexts, specifically as it relates to the arousal and resolution of conflicts.

Instructor: Susan Hellweg
Monday and Wednesday,
January 8-March 22
CSUDH, SC-B145
1000 E. Victoria Street, Carson

BEH 416/03
4-5:40PM
Units: 4
Fee: \$100

SPECIAL TOPICS: HUMAN SEXUALITY

This course will examine sexual beliefs, attitudes and behavior through current research publications. Particular focus will be on those issues which profoundly affect the family structure.

Discussions will center on the values and symbolic meanings of sexual acts and how these acts manifest themselves behaviorally in strengthening and/or weakening the traditional family structure. Non-traditional relationships will also be explored relative to their social acceptability.

Instructor: W. McCoy
Tuesday and Thursday,
January 4-March 22
CSUDH, SC-B145
1000 E. Victoria Street, Carson

BEH 416/02
4-5:40PM
Units: 4
Fee: \$100

MFC COUNSELING: SEMINAR IN TEST PREPARATION

The Seminar in Test Preparation will cover the content areas specified by the Board of Behavioral Science Examiners for the Marriage, Family and Child Counseling License.

Instructor: M. Milfs
Monday, January 8-March 22
CSUDH, SC-B145
1000 E. Victoria Street, Carson

BEH 416/04
6-9:40PM
Units: 4
Fee: \$100

BUSINESS

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 21 for program description.)

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 21 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 21 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 21 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 21 for program description.)

SURVEY OF PRODUCTION AND INVENTORY CONTROL

The student will learn the terminology special to manufacturing control, will be able to describe the functions of the major system used, will obtain survey level of knowledge of the tools and methods used to carry out these systems, and will gain a sense of these functions, tools, systems, etc., as an interrelated total process. Topics include: business organization and production and inventory control; forecasting; inventory planning and control; material requirements planning; master scheduling; the integrated manufacturing system. (May be applied as required credit to the Certificate Program in Production and Inventory Control. Please refer to page 22 for program description.) (Contact Office of Extended Programs for enrollment.)

Instructor: Aman Motwane INM X220
Monday, January 22-April 2 6:30-10PM
Hughes Aircraft, El Segundo Units: 4
Fee: \$100

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. (May be applied as required credit to the Certificate Program in Production and Inventory Control. Please refer to page 22 for program description.)

Instructor: Kirt Behera INM X221
Tuesday, January 23-March 27 6:30-10PM
North High School, Room 212 Units: 4
3620 W. 182nd Street, Torrance 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. (May be applied as required credit to the Certificate Program in Production and Inventory Control. Please refer to page 22 for program description.)

Instructor: William Montgomery INM X222
Thursday, January 25-March 29 6:30-10PM
North High School, Room 212 Units: 4
3620 W. 182nd Street, Torrance Fee: \$100

COMMUNICATIONS

HOW TO LOOK AT A MOVIE

An introductory in-depth course designed to increase the students' visual perceptiveness of film. Emphasis is on the variable formal elements of film-making and how they are used by the director to manipulate the viewer. Various theories and the aesthetics of the medium are discussed. The aim of the course is to enable the student to develop his sensitivity to the dynamics of the medium and to critique a film intelligently.

Instructors: Jay Chapman/Hal Marienthal COM X277
Saturday, February 3-April 7 9AM-12:30PM
CSUDH, SC-B145 Units: 4
1000 E. Victoria Street, Carson Fee: \$100

ECONOMICS

INTERNATIONAL TRADE PRACTICUM

The course offers basic knowledge of the special activities unique to international trade. Stress is on transportation, documentation, U.S. Customs requirements, export assistance, and international financing methods.

Instructor: Roger Dixon ECO X200
Wednesday, January 31-March 14 6:30-9:30PM
West High School, Room 3204 Units: 2
20401 Victor Street, Torrance Fee: \$50

EDUCATION

SEASONS AND CELEBRATIONS: SPRING

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

Instructors: Penelope Greeven/
Cecilia Riddell EDU X255.3
Saturday, March 17 10AM-5PM
CSUDH, SBS-A004 Units: 1
1000 E. Victoria Street, Carson Fee: \$27.50
(Inc. materials)

COMPUTER ASSISTED TEST CONSTRUCTION

The SOCRATES Computer Assisted Test Construction system consists of test retrieval programs which generate classroom tests using any one of 41 collections of test items in 26 disciplines. More than 80,000 individual test items are available to users. Students will be introduced to the use of SOCRATES and will be familiarized with the techniques of test item classification, cross-referencing, item retrieval and test generation. They will be encouraged to generate tests for actual use in the classroom. The course is recommended for all teachers who desire to develop skills in computer-assisted classroom testing.

Instructor: Oliver Seely EDU X316
Saturday, January 20-March 17 9AM-1PM
CSUDH, SC-M110 Units: 2
1000 E. Victoria Street, Carson Fee: \$50

INTRODUCTION TO CHILDREN'S MUSIC: ORFF SCHULWERK

Study of the elements of music for the non-musician—rhythm, melody, meter, harmony, form, tempo and dynamics—through creative movement, singing and language improvisation, and playing of Orff-designed instruments, according to the principles of Dalcroze eurhythmics, "Orff Schulwerk," and Zoltan Kodaly's method of music reading.

Instructor: Cecilia Riddell EDU 254
Tuesday, January 9-March 22 6-8:40PM
CSUDH, SC-B145 Units: 4
1000 E. Victoria Street, Carson Fee: \$100

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).

Instructor: Penelope Greeven EDU X256
Saturday, February 3 and 24 9AM-5PM
CSUDH, SC-F172 Units: 2
1000 E. Victoria Street, Carson Fee: \$50

"If you walk on snow you cannot hide your footprints." —Chinese Proverb

"One life—a little gleam between two Eternities." —Thomas Carlyle

ORFF, THE CREATIVE PROCESS

Co-sponsored by Los Angeles Chapter American Orff Schulwerk Association.

9:30AM-12:30PM

"Orff and Ethnic Music for the Classroom" Mary Stringham
 "Folk Songs in Dance" Anne Barlin
 "Introduction to Drama in the Classroom" John Biroc

Fees: Non-Credit — 9:30AM-12:30PM

Free—Members of Orff Schulwerk Association (AM session only)
 \$1—CSUDH students
 \$2—Non-member students
 \$5—Non-students

1:30PM-5:00PM

Dance and Drama continued—Anne Barlin and John Biroc
 Demonstration with children of Conservatory of Music and Dance
 California State University Dominguez Hills.
 Coordinator: Cecilia Riddell

Credit — 9:30AM-5PM

\$10—All students
 Saturday, January 20 9:30AM-5PM
 CSUDH, Playbox Theatre EDU X254.2
 1000 E. Victoria Street, Carson Units: 1

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/David Lynn-hill EDU X319
 Tuesday, January 30-March 13 Fees: \$ 50—2 Units
 Tuesday, January 30-April 3 \$100—4 Units
 CSUDH, SC-B145 6:30-9:30PM
 1000 E. Victoria Street, Carson

CLASSROOM OF THE SEA

A field course designed for teachers and interested laypersons to increase their knowledge of the life in the ocean. Emphasis starts on the Palos Verdes tidepools and is expanded to include all ocean environments. Field trips will include: Portuguese Bend, Abalone Cove, Marineland-of-the-Pacific, and a private working marine laboratory. The course includes a day expedition on the ocean consortium research vessel Nautilus.

Instructor: Rosemary Marimon EDU X327
 Saturday, January 13 (first meeting) 9AM-12N
 Malaga Cove School, Room 16 Units: 4
 300 Paseo del Mar, Palos Verdes Estates Fee: \$100

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 EDU X334
 Saturday, February 24 and March 3 10AM-5PM
 CSUDH, SC-M110 (optional) Units: 2
 1000 E. Victoria Street, Carson Fee: \$50

PARENT CONFERENCING FOR TEACHERS

The parent-teacher relationship is becoming increasingly important in today's integrated schools. With so much unrest, anger and hostility over busing, transfers and mainstreaming, teachers and parents must make their conference time meaningful. This workshop is designed to help you gain as well as give information that will result in a more cooperative parent-teacher relationship and ultimately meet realistic educational goals for the student.

Instructor: Eva Schmidler EDU X804
 Saturday, March 3 9AM-5PM
 CSUDH, SC-B145 Units: 1
 1000 E. Victoria Street, Carson Fee: \$25

"It's nice to be important, but it's more important to be nice." —Anonymous

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 22 for program description.)

FOREIGN LANGUAGES

COMMERCIAL SPANISH: BUSINESS COMMUNICATIONS

This course is designed to provide instruction to communicating orally and in written form in the business/public service setting. Emphasis on vocabulary acquisition. Close examination of daily cultural patterns as reflected in the commercial field. Prerequisite: Spanish 105 or knowledge of basic Spanish. (May be applied as required credit to the Spanish for Public Service Certificate Program. Please refer to page 20 for program description.)

Instructor: Señor Ben Pena
Saturday, January 6-March 16
CSUDH, SC-B145
1000 E. Victoria Street, Carson

SPA X202
8:30-11:30AM
Units: 4
Fee: \$100

BILINGUAL PUBLIC SERVICE INTERNSHIP

Prerequisite: Permission of instructor. (May be applied as required credit to the Spanish for Public Service Certificate Program. Please refer to page 20 for program description.)

Instructors: Raul Romero/Jose Nave
Saturday, January 6-March 16
CSUDH, SC-B145
1000 E. Victoria Street, Carson

EXE X212
8:30-11:30AM
Units: 4
Fee: \$100

GEOGRAPHY

TOUR PLANNING

The course is designed to give the student the tools to answer the myriad of questions which plague the prospective tourist. Application of vacation planning techniques will also be studied. The effects of political and economic structures of tourism on the individual tourist will be discussed and an overview of climates, landscapes and cultures of the world as they affect tourism will be presented.

Instructor: Roger Kent
Thursday, February 1-April 5
West High School
20401 Victor Street, Torrance

GEO X229 / X329
7-9PM
Units: 2
Fee: \$50

FIELD METHODS IN ARCHAEOLOGICAL AND ENVIRONMENTAL RESEARCH

An intensive one-week course in environmental data collection. Training in archaeological, geological, meteorological and biological field research with emphasis on field techniques and environmental impact assessment. This course will be offered at the CSUC Desert Studies Center at Soda Springs during the winter/spring break.

Instructors: Kent/Weil
Week of March 21-29
For information, 515-3742

GEO X251/X351
Units: 4
Fee: \$110

HEALTH SCIENCES

INTRODUCTION TO ALCOHOL & ALCOHOLISM

The 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. (May be applied as a required course to the Certificate Programs in Alcoholism. Please refer to page 24 for program description.)

Instructor: TBA
Instructor: William Wickline
Tuesday, January 9-March 13
North High School
3620 W. 182nd Street, Torrance

HEA X280
6:30-10PM
Units: 4
Fee: \$100

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
Tuesday, February 6-March 6
CSUDH, SC-M110
1000 E. Victoria Street, Carson

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

MEDICAL TECHNOLOGY

ABNORMAL BLOOD CELL MORPHOLOGY

Etiology of blood cell pathology; mechanisms of hematopoiesis; abnormal RBC and WBC morphology as used in diagnosis. (May be applied as required credit to the Advanced Medical Technology Certificate Program.)

Instructor: TBA
 Tuesday, January 30-April 3
 Hoag Memorial Hospital
 301 Newport Blvd., Newport Beach

MDT X360
 6-9:20PM
 Units: 4
 Fee: \$100

MUSIC

UNIVERSITY COLLEGE READING EFFICIENCY

This course is designed to improve one's present reading skills. The proper techniques will improve reading rate, comprehension, recall, retention, organization, and productiveness. Designed to develop flexible, effective reading skills. Diagnostic testing and individualized programs are utilized.

Statistics show that the average person reads between one to four hours a day on the job. This time can be cut in half simply by learning to read twice as fast as one is reading at present. For example: an employee, who earns \$20,000 a year and who reads two hours a day on the job, can save his employer \$2,500 per year by completing the same amount of reading material in half the time. Aside from the financial aspects, people who work efficiently make happy, productive employees.

Instructor: R. Duron
 Thursday, February 1-April 5
 West High School, Room 3204
 20401 Victor Street, Torrance

UNC X101
 7-9PM
 Units: 2
 Fee: \$50

The Music Department is offering to the community several music courses which are located here on the Dominguez Hills campus. Though most of the courses are individual class lessons, other courses do include Electronic Music, University Orchestra and University Chorale.

Music	214-01	Instrumentation	MWF	9:20-10:30	(4)
Music	250-01	American Music	MW	2:00- 3:40	(4)
Music	271-01	Electronic Music	MW	6:00- 7:40	(4)
Music	275-01	University Orchestra	MW	10:40-11:50	
				& TBA	(1)
Music	280-01	University Chorale	MWF	10:40-11:50	(1)
Music	285-01	University Band	MW	4:00- 5:40	(1)
Music	286-01	Indiv. Lessons Comp.	TBA	TBA	(1)
Music	287-01	Indiv. Lessons Voice	TBA	TBA	(1)
Music	288-01	Indiv. Lessons Woodwinds	TBA	TBA	(1)
Music	289-01	Indiv. Lessons strings	TTBA	TBA	(1)
Music	290-01	Indiv. Lessons brass	TBA	TBA	(1)
Music	291-01	Indiv. Lessons Keyboard	TBA	TBA	(1)
Music	293-01	Brass Instruments	T	2:00- 3:40	(1)
Music	295-01	Jazz Ensemble	T	4:00- 5:40	(1)
Music	295-02	New Music Ensemble	W	8:00- 9:40	(1)

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 string 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

OPERA! WHAT IS IT?

This class is designed to introduce opera to those who know nothing about it, provide them with a strong foundation and vocabulary and to enhance the pleasure of opera for those who already have some background. Class covers all aspects of opera: styles, dramatic techniques, historical information from its inception to the present, (ca. 1975), singing, singers. No prerequisites required.

Instructor: George Rothman
 Wednesday, January 31-April 4
 Rothman Residence
 525 Third Street, Manhattan Beach

MUS X264
 7-9PM
 Units: 2
 Fee: \$50

"Ours is a world of nuclear giants and ethical infants." —Omar Bradley

NURSING HOME

TITLE XXII, SNF/ICF REGULATIONS

One of the most important documents in the working life of the licensed nursing home administrator, director of nurses, or other health care professional is the regulations. This course will be a working, in-depth investigation and study of Title XXII, Division 5, Chapters 3 and 4 regulations as they apply to the skilled nursing facility and intermediate care facility. The course is of interest to all persons charged with compliance of Title XXII regulations — licensed nursing home administrators, directors of nurses and other health care professionals. It is of particular importance to A-I-T's preparing for the BENHA examination. The course is approved by BENHA for 40 hours of continuing education (BENHA No. 029040-8003).

Instructor: W. Bob Turner
Wednesday, January 24-March 28
Brentwood Savings and Loan
5650 S. Sepulveda, Culver City

HEA X276
7-10PM
Units: 4
Fee: \$100

PHYSICAL EDUCATION

HATHA YOGA

Yoga means "union" uniting one's self with the existing universal laws, the laws of life. When one is in harmony with these laws, then one lives in peace, and every action becomes "right action."

The discipline of Hatha Yoga includes the practice of Asanas (stretching postures), Pranayama (breathing exercises), Kriya (cleansing techniques), deep relaxation, concentration and proper nutrition. The physical possibilities of Hatha Yoga are many: development of a slim, firm and flexible body, release of tension, improved health, and a calm and alert mind. Participants will learn how to bring the physical, mental and emotional aspects of their lives into balance.

Instructor: Dennis Estabrook
Wednesday, January 31-April 4
CSUDH, SC-B145
1000 E. Victoria Street, Carson

PER X133
7-9PM
Units: 2
Fee: \$50

BEGINNING TAI CHI CHUAN

Release tension and relax through moving meditation. Learn the slow and graceful movements of this ancient Chinese exercise for physical fitness and mind-body Yin-Yang harmony. Tai Chi Chuan is an excellent non-strenuous exercise that restores intrinsic energy and provides a total relaxation. The class includes selected lectures on Taoist philosophy (I-Ching and Tao Te Ching) related to Tai Chi.

Instructor: Van Ho
Saturday, February 3-April 7
CSUDH, Dance Studio
1000 E. Victoria Street, Carson

PER X132
9-11AM
Units: 2
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
Friday, February 23
Saturday, February 24
CSUDH, SC-M110
1000 E. Victoria Street, Carson

PSY X170
7-10PM
9AM-4PM
Units: 1
Fee: \$25

INTRODUCTION TO PARAPSYCHOLOGY

This course is an introduction to the science of parapsychology. Topics to include: history of consciousness exploration; biographies of famous psychics; the reality of psychic phenomena including telepathy, healing, pre-cognition, etc.; the scientific status of the field; theories of psychic phenomena and class experiments and demonstrations. A special session on Kirlian photography will be given and a creative journey through consciousness research.

Instructor: John Hubacher
Thursday, February 1-April 5
West High School, Room 3200
20401 Victor Street, Torrance

PSY X175
7-9:30PM
Units: 3
Fee: \$75

SOCIAL AND 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. (No class March 10.)

Instructor: Eve Cappello
Saturday, February 3-March 31
Citizens Savings
5700 S. Sepulveda, Culver City

PSY X269
10AM-12:30PM
Units: 2
Fee: \$50

"Conceit is God's gift to little men." —Anonymous

ADVENTURES IN ATTITUDES

Adventures in Attitudes is a fast-moving, 30-hour course, designed to release human potential through the development of positive attitudes and the elimination of negative ones. Through a variety of carefully planned, non-threatening group activities, individuals will learn how to increase self-confidence, improve the 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 30-hour time period. Materials will be provided and will be given to the student upon completion of the course.

Instructor: Don Low PSY X175
Friday, March 23 6-10PM
Saturday, March 24 8AM-5PM
Saturday and Sunday, 8AM-5PM
March 31; April 1 Units: 2
CSUDH, SC-M110 Fee: \$75
1000 E. Victoria Street, Carson (Inc. materials)

HUMAN SEXUALITY

The course will cover the physiological and psychological aspects of human sexuality. The origin and treatment of sexual dysfunction will also be discussed. This course meets the relicensing requirements for the clinical social worker, marriage, family and child counselor and psychologist.

Instructor: David Lynn-Hill PSY X268
Wednesday, January 31-April 4 6:30-9:30PM
CSUDH, SC-M110 (optional) Units: 4
1000 E. Victoria Street, Carson Fee: \$70—Non-Credit
\$100—4 Units

PUBLIC ADMINISTRATION

HOW TO USE THE COURTS SUCCESSFULLY

Facts, tactics and strategies—of lifetime value—on asserting and protecting your rights, and getting best results and saving time and money in suing or defending against a lawsuit. Topics include: small claims court, traffic court, wills, trusts, taxes, landlord, tenant, homeowner rights and duties, ways to hold title to property, contracts, warranties, divorce, child custody, consumer protections, creditors, debtors, how to pick a lawyer and bankruptcies.

Instructor: Sam Gordon PUB X247
Wednesday, January 31-March 14 7-10PM
West High School, Room 3200 Fees: \$50—2 Units
20401 Victor Street, Torrance \$35—Non-Credit

SOCIOLOGY

SOCIAL PSYCHOLOGY OF HOLISTIC HEALTH

An experiential study of the social psychological influences on holistic health, fundamental laws of healing and the art of dying and living from an Eastern and Western perspective. The course will review the influences of the planet, nations, group life, the mind and consciousness on health. There will be workshop sessions on various techniques of holistic health, such as diet, meditation, sound and color, and biofeedback as well as guest speakers from the holistic health field.

Instructor: Harold Stokes SOC X228A
Tuesday, January 30-April 3 7-10PM
CSUDH, SC-B145 Fee: \$ 50—2 Units
1000 E. Victoria Street, Carson \$100—4 Units

METROPOLITAN SCHOOL DESEGREGATION: MYTHS AND REALITIES IN SOCIETY AND SOCIAL SCIENCE

A critical review of the recent history and social scientific study of school desegregation. Course will focus on an examination of the major cases of recent urban desegregation as well as consideration of future prospects and proposals of integration in public education. The interrelationship of schooling in society will be addressed, particularly the interconnected question of jobs, housing and politics. Finally, various strategies of legal and political action for integration will be explored.

Instructors: Hovard/Lepore/Trujillo SOC X261
Monday, January 29-April 9 6-9PM
CSUDH, SC-M110 Units: 4
1000 E. Victoria Street, Carson Fee: \$100

WORKSHOP IN METROPOLITAN SCHOOL DESEGREGATION

A critical assessment of the historical and legal development of the Los Angeles Desegregation Court Case (Crawford). Investigation and analysis of the demographic transition of the ethnic/racial student population of Los Angeles over the past three decades. An examination of the relationship between Social Science research and its effect on desegregation policy. A qualitative evaluation of alternative integration strategies following desegregation as well as specific methods on incorporate intergroup relations essential for an effective school environment.

Instructors: Hovard/Lepore/Trujillo SOC X262
Saturday, February 10, 17, 24; March 3 9AM-5PM
CSUDH, SBS-F017 Fee: \$50—2 Units
1000 E. Victoria Street, Carson \$30—Non-Credit
Fee: \$100—4 Units
\$70—Non-Credit

"Which government is best? That which teaches us to govern ourselves." —Goethe

Special Business Programs

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.

- Level 1:** Includes activities for people who are "novices to the small business world."
Level 2: Presents one seminar and four workshops developed especially for the "experienced" president and key managers of small businesses.

Level 1—NOVICE

"SUCCEEDING IN YOUR OWN BUSINESS"

Co-sponsored by the Small Business Administration, the purpose of this one-day workshop is to assist participants and new small business owner/manager to understand the nine basic steps in starting your own business. Topics include: understanding business relations, evaluating personal business skills, business selection, sources of money and credit requirements. Upon completion of the workshop, the participant will have a better understanding of business attitudes and behavior. Additionally, the individual will be more aware of finance methods and sources of money and credit requirements. (Two Sessions)

- Instructor: Woodrow Smith, Woodrow Smith Financial Consultants, Inc.
Fee: \$45
Date: Session I—Saturday, February 3, 9AM-4PM
Location: CSUDH, SC-B145, 1000 E. Victoria Street, Carson
Date: Session II—Saturday, March 3, 9AM-4PM
Location: Cockatoo Inn, 4334 W. Imperial Highway, Hawthorne

Level 2—PRESIDENTS AND KEY MANAGERS OF SMALL BUSINESS

Co-sponsor—Small Business Administration

SEMINAR

Emphasis is placed on teaching you proven "how to" methods of problem solving and improving your company's performance. The seminar is an effective way to acquire practical knowledge and pick up new ideas. Through a combination of lecture, written course material, and peer discussion, you will be provided with usable know-how for making sound decisions. The seminar leaders are experienced professional small business consultants.

"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 a loan . . . how to negotiate for funds.

Emphasis is placed on teaching you proven "how to" methods of problem solving and improving your company's performance. The seminar is an effective way to acquire practical knowledge and pick up new ideas. Through a combination of lecture, written course material and peer discussion, you will be provided with useable know-how for making sound decisions. The seminar leaders are experienced professional small business consultants. You will also be given a proven step-by-step method of planning, presenting and negotiating your request for funds to give you the best chance of raising the money you need.

- Instructors: Corporate Planning and Finance
Fee: \$50—includes lunch and materials
Date: Tuesday, February 6, 8:34AM-4:30PM
Location: Ramada Inn, 850 E. Dominguez Street, Carson

WORKSHOPS

WORKSHOPS ARE PROBLEM-SOLVING SESSIONS

Groups of presidents and key managers meet to explore a particular management area through intensive, guided discussion. Participants outline their own problems . . . hear suggested solutions . . . learn how other small companies solved a similar problem . . . and share in related business experiences. The workshop leaders, professional business consultants, guide the discussion to assure that each attendee has the opportunity to participate.

“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 evaluate their proposals? . . . How do I structure the deal? . . . When should I write the check? . . . How do I begin.

Instructors: Corporate Planning and Finance
 Fee: \$25
 Date: Thursday, February 8, 8:45AM-12:30PM
 Location: Ramada Inn, 850 E. Dominguez Street, Carson

“HOW TO MANAGE CASH FLOW OPERATIONS . . . TOOLS & TECHNIQUES”

How successful small companies do their financial planning . . . How they handle growth . . . Easy to use techniques that help you to collect accounts receivable—in a shorter time . . . An inexpensive, but effective, control system that keeps you informed . . . in time . . . control of your company's cash.

Instructors: Corporate Planning and Finance
 Fee: \$25
 Date: Tuesday, February 13, 8:45AM-12:30PM
 Location: Ramada Inn, 850 E. Dominguez Street, Carson

“INVENTORY PLANNING & CONTROL . . . TOOLS & TECHNIQUES”

Has my company outgrown its present system? . . . How can I reduce inventory dollars without sacrificing service? . . . Can I reduce costs through inventory value analysis, how? . . . What records should I keep? . . . How do I set adequate reorder levels? . . . How can I establish optimum reorder quantities?

Instructors: Corporate Planning and Finance
 Fee: \$25
 Date: Thursday, February 18, 8:45AM-12:30PM
 Location: Ramada Inn, 850 E. Dominguez Street, Carson

“THE PRESIDENT'S FORUM”

Attendance is restricted to Company Presidents.

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? . . . How do I calculate the worth of my company?

Instructors: Corporate Planning and Finance
 Fee: \$25
 Date: Wednesday, February 21, 8:45AM-12:30PM
 Location: Ramada Inn, 850 E. Dominguez Street, Carson

“Do not despise an insignificant enemy or a slight wound.” —German Proverb

"Civilization begins with order, grows with liberty, and dies with chaos."—Will Durant

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 Curt Groninga, Assistant Dean, Community Programs and Extended Education, California State University Dominguez Hills, 1000 E. Victoria Street, Carson, CA. 90747, (213) 515-3741 or 515-3654.

SUPERVISION: THE ESSENTIAL PROCESS

This series of four workshops concentrates on the basic elements of good supervision. Newly appointed supervisors and supervisors who wish to improve their basic supervisory skills will find this program worthwhile. There will be workshops on each of the following topics:

Communications

This workshop will examine the "key elements" in effective communication, including the art of listening to others. The importance of the key elements and the role they play in giving clear, understandable directions will be stressed.

Problem Solving

This workshop will help supervisors gain basic skills necessary to solve and prevent problems. Difficult situations supervisors often encounter are: how to motivate and work with problem employees, how to settle and prevent grievances, and how to work with other departments successfully. Methods and techniques of problem solving will be discussed and "role-played."

Performance Appraisal

Performance Appraisal is often a dreaded part of a supervisor's job. This workshop will provide insight into how to make the employee's performance appraisal a non-threatening and productive counseling session. Supervisors will be encouraged to make the appraisal a continuing process rather than a once-a-year event.

Effective Leadership

This workshop will examine current theories and ideas of what makes a leader a LEADER. Supervisors will examine their "Leadership Styles" by analyzing their leadership behaviors. Supervisors will learn how to modify their personal leadership styles to work with specific situations and personalities in a positive, productive and profitable way through planned exercises and self-assessment techniques.

Instructor:	Nobel McKay
Time:	8:00AM-4:30PM
Place:	Torrance Holiday Inn, 21333 Hawthorne Blvd., Torrance
Fee:	Complete series \$200. Individual workshop \$60. Fee covers all course materials, lunch, and parking.
Dates:	Communications, January 18 Problem Solving, February 15 Performance Appraisal, March 15 Leadership, April 19

C.T.D.

Time Management Seminar

This two-day seminar is for people who feel they never have enough time to do the things they need or want to do. You will learn techniques and methods for SAVING TIME. Syd Love, a master of time management and author of Prentice Hall's new book, *Mastery of Time Management* (every participant will receive a free autographed copy), will be the seminar leader. Seminar highlights are:

- Mastering Your Time Priorities
- Budgeting and Controlling Your Time
- Doing Two Things at Once
- Using Time-Saving Techniques for Storing and Retrieving Information

Instructor: Syd Love
Dates: February 5, 6, 1979 (Monday and Tuesday)
Place: Howard Johnson's
5990 Green Valley Circle
Culver City, CA
Time: 8:30AM-4:30PM, both days
Fee: \$285

Food and Labor Cost Controls

These seminars are designed for the food and beverage professional. Hotel and motel, restaurant, institutional food service, and all other food industry managers will find the information presented especially useful in reducing costs and increasing efficiency and profits. Topics to be covered are:

- Current Trends in Food and Beverage Management
- Cost/Procedural Controls
- Analytical Controls
- Labor Cost Controls
- Manpower Planning and Implementation
- Performance Evaluation

Instructor: Tom Lewis
Place: Brentwood Savings and Loan, Community Room, 5650 S. Sepulveda Blvd.,
Culver City, Ca. (adjacent to Fox Hills Mall)
Fee: \$125
Times: Saturday mornings at 9-11:30AM on the following dates:
Dates: March 17, 24, 31, April 7, 14, 21.

REGISTRATION FORM

Center for Training and Development

Name _____ Day phone _____

Address _____ City/Zip _____

Please enroll me in the following programs:

1. _____ 3. _____
2. _____ 4. _____

Please make check to "CSUDH Foundation"

My check for \$_____ is enclosed.

I would like to use my BankAmericard No. _____/_____/_____/exp. date _____

A program and confirmation card will be mailed within two weeks after your registration form and check are received.

**Mail to: Calif. State University Dominguez Hills
Center for Training and Development
1000 E. Victoria St.
Carson, Ca. 90747**

WRITING THAT PAYS

Would \$5,000 a year for writing 10 hours a week, or less, help your budget — and your writing self-esteem?

Are you tired of rejection letters and unread manuscripts?

Angry at seeing your ideas in print while your wallet gathers dust?

Eager to break into prestigious, high-paying markets on a steady basis, and pick up extra change on reprints later?

Or are you just beginning, and want to start selling from the outset?

**SELLING 75% OF YOUR
NON-FICTION**
Sunday, January 28
3-6, 7-9PM
CSUDH, Cafeteria
Dominguez Room B
1000 E. Victoria, Carson
Fee: \$30

**WRITING SALABLE COPY:
TRAVEL, HUMOR,
GENERAL INTEREST**
Sunday, February 11
3-6, 7-9PM
CSUDH, Cafeteria
Dominguez Room B
1000 E. Victoria, Carson
Fee: \$30

**WRITING AND SELLING
GREETING CARDS**
Sunday, February 25
6-10PM
CSUDH, Cafeteria
Dominguez Room B
1000 E. Victoria, Carson
Fee: \$30

Sound too good to be true? If every penman followed Burgett's system, it would be. But most dabble without direction, nibbling here, settling for \$100 there, and winding up frustrated, poor, and without a true medium for their talents — or worse, wondering if they have any talents at all.

Yet somebody is writing the copy that fills the newsstands, magazine racks, and greeting card holders, and earning a steady, healthy return for their creative efforts.

According to Burgett, "Selling and writing are inseparable in the professional's mind, from the first idea to the final paycheck.

"New and practicing writers don't need creative writing classes, when income is their intent. They need to learn selling *and* writing for buying markets. That's the purpose of these seminars, and the reason they are being offered in this order.

"I don't see how participants in all three can't earn the fees back in a month, ten times that amount by June, and a hundred times every year thereafter — if they put the lessons to work. It makes little difference whether the person is a grizzled professional or a timorous newcomer, if he or she really wants to write to sell."

Editorial reading fees are also available at a special rate, and will be briefly explained at each seminar. Participants need not be students at CSUDH. Parking on the campus on Sunday evenings requires no permit.

SPECIAL RATE FOR ALL THREE: \$77.50
when paid before the first session.

GORDON BURGETT has been printed in more than 350 publications, edited five books, appeared in a sixth, and sold comedy greeting cards by the pound. Currently the Evening Administrator at California State University Dominguez Hills, he also teaches communications there and in Santa Barbara.

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



'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. Students will enroll through the Office of Extended Programs as part of the Resident Extension program and pay extension fees (\$25.00 per unit). Additionally, a fee will be charged for a parking permit if so desired.

Fees: \$25=1 Unit

\$50=2 Units

\$75=3 Units

\$100=4 Units

Bus 102/01	Legal Aspects of Business Transactions (4)	Strier	MWF	10:40-11:50
Bus 130/01	Essentials of Accounting I (4)		MWF	10:40-11:50
Bus 130/02	Essentials of Accounting I (4)	Clawson	Tth	12:00-1:40
Bus 170/01	Intro. to Comp. and Data Proc. (4)		MW	12:00-1:40
Bus 170/02	Intro. to Comp. and Data Proc. (4)		TTh	12:00-1:40
Bus 210/01	Management and Organizational Theory (4)	Chrispin	MWF	10:40-11:50
Bus 211/01	Production Management (4)	Rothbart	TTh	10:00-1:40
Bus 214/01	Advanced Management (4)	Nehrbass	TTh	10:00-11:40
Bus 216/01	Labor and Industrial Relations (4)	Mullinix	MW	12:00-1:40
Bus 223/03	Introduction to Business Statistics (4)	Yoshida	Tth	10:00-11:40
Bus 223/03	Introduction to Operations Research (4)	Book	TTh	12:00-1:40
Bus 231/01	Intermediate Accounting I (4)	Auerbach	MWF	10:40-11:50
Bus 232/01	Intermediate Accounting II (4)	Schueler	TTh	12:00-1:40
Bus 234/01	Income Taxation II (4)	Schoen	MW	12:00-1:40
Bus 238/01	Advanced Accounting I (4)	Schueler	TTh	10:00-11:40
Bus 239/01	Advanced Accounting II (4)	Barnett	MW	12:00-1:40
Bus 250/04	Elements of Marketing (4)	Lee	TTh	12:00-1:40
Bus 252/01	Advertising and Promotion Management (4)	Zoerner	TTh	10:00-11:40
Bus 259/02	Marketing Management (4)	Weisberg	TTh	12:00-1:40
Bus 260/01	Business and Finance (4)	Johnson	MW	12:00-1:40
Bus 262/01	Real Estate Principles and Practice	Kuhlmann	MWF	10:40-11:50
Bus 266/01	Real Estate Valuation Theory (4)	Kuhlmann	MW	12:00-1:40
Bus 268/02	Investment Principles (4)	Nashif	TTh	12:00-1:40
Bus 271/01	Advanced COBOL Programming (4)		TTh	10:00-11:40
Bus 276/01	Adv. Concepts for Business Systems (4)	Herne	TTh	10:00-11:40
Che 102/02	Chemistry for the Citizens (4)	Dobyns	MWF	12:00-1:10
Com 214/01	Organization and Industrial Com'n (4)	Safer	TTh	12:00-1:40
Eco 100/01	Basic Studies in Economics (4)	Kidane	TTh	10:00-11:40
Eco 110/01	Economic Theory IA (4)	Billes	MWF	10:40-11:50
Eco 212/01	Advanced Economic Theory (4)	Kidane	TTh	12:00-1:40
Eco 221/01	Money and Banking (4)	Bille	MW	12:00-1:40
English Courses in Oral and Written Expression. Four units each. Phone for Details				
Eng 204/01	Fundamentals of Public Speaking (4)	Sando	TTh	12:00-1:40
His 100/01	Perspectives on the Present (4)	Holter	TTh	12:00-1:40
Inf 120/01	Intro. to Comp. and Data Proc. (4)		MW	12:00-1:40
Inf 120/02	Intro. to Comp. and Data Proc. (4)	Cagan	TTh	

"The first quality of a good education is good manners—and some people flunk the course." —Hubert Humphrey

Jpn 110/01	First-Quarter Japanese (4)	Suzuki	MWF	10:40-11:50
Lib 150/01	Library Skills and Strategies (2)	Settle	TTh	11:00-11:50
Mat 102/02	Mat. Analysis for Mgt. and Soc. Sc. (4)	Book	MWF	10:40-11:50
Mat 112/01	Differential and Integral Calculus II (4)	Matthews	MWF	12:00-1:10
Mat 150/02	Elementary Statistics and Probability (4)	Henry	TTh	12:00-1:40
Mat 212/01	Advanced Analysis I (4)	Armocost	MW	12:00-1:40
Mus 100/02	Introducing Music (4)	Camesi	MW	12:00-1:40
Mus 280/01	University Chorale (1)	Bialosky	MWF	10:40-11:50
Plg 201/01	Legal Research, Writing and Analysis (4)	Stokes	TTh	12:00-1:40
Phi 120/02	Basic Logic (4)	Pyne	MWF	10:40-11:50
Phi 293/01	The Creative Process (4) Artistic creation, aesthetic experience.	Shimomisse	MW	12:00-1:40

Physical Education Classes in Basketball, Golf, Physical Conditioning, Self-Defense, Softball, Swimming, and Tennis. One unit each. Phone for details.

Phy 101/01	Insights in Contemporary Physics (4)	Imai	MWF	10:40-11:50
Pol 100/01	World Tension Areas (4)	Heneghan	MWF	10:40-11:50
Pol 270/01	Public Opinion and Propaganda (4)	Palmer	MW	12:00-1:40
Psy 100/01	Basic Studies in Psychology (4)	Wilcox	MW	12:00-1:40
Psy 268/01	Human Sexuality (4)	Hass	TTh	12:00-1:40
Psy 270/01	Comty. Psychology: Issues and Practice (4)	Harrison	MW	12:00-1:40
SMC 154/01	Toys: Vehicles of Inquiry (4)	Hsiung	MW	12:00-1:40
SMC 224/01	Class Culture and Careers	Hosokawa	TTh	12:00-1:40
Soc 216/01	Black Comtys.: Class, Status, and Power (4)	McCoy	TTh	12:00-1:40
Pub 200/01	Perspectives on Public Management (4)	Kampmann	TTh	12:00-1:40
Pub 201/01	Administrative Leadership and Behavior (4)	Unterbrink	MWF	10:40-11:50
Pub 204/01	Quantitative Methods in Public Adm. (4)	Smith	TTh	12:00-1:40
Pub 207/01	Public Personnel Administration (4)	Fleagle	MW	12:00-1:40
Pub 225/01	Management Systems Analysis (4)		MWF	10:40-11:50
Pub 239/01	Social Change and the Adm. Process (4)	Zapanta	MW	12:00-1:40
Soc 235/01	Social Mvmts.: The Gay/Lesbian Exp. (4)	Raphael	MW	12:00-1:40
Soc 250/01	Seminar in Small Groups (4)	Charnofsky	MW	12:00-1:40
Spa 110/02	First-Quarter Spanish (4)	Beym	MWF	
Spa 111/03	Second-Quarter Spanish (4)	Cuervo	MW	12:00-1:40
Spa 121/01	Fifth-Quarter Spanish (4)	Sifuentes	TTh	12:00-1:40
The 213/01	Modern Dance I	Puerta	MTWTh	12:00-1:40
UNC 101/01	Reading Efficiency (1)	Duron	MW	10:40-11:50
UNC 104/01	Assertive Training (2)	Smith	TTh	12:00-1:40
UNC 111/01	College Level Learning Skills (2)	Smith	TTh	10:00-1:40

COMING ATTRACTION

A TASTE OF HISTORY: CUISINE PATTERNS IN THE WESTERN WORLD

This course will take students through the development of food and dining patterns in the Western World from ancient times to the present. Students will discuss historical documents such as cookbooks, menus, and travel accounts, and look at food in art. The first half of each class session will consist of a slide presentation relating to the theme for the day; the second half of the session will be devoted to discussions of related topics. Class trips, which are optional, to several ethnic and

international Los Angeles area restaurants will give students a chance to sample some of the dishes discussed in the course. This course will provide 12 hours of instruction, included will also be four optional restaurant visits during the eight-week period.

Instructor: Bert Gordon
 Tuesday, January 30-March 20
 North High School
 3620 W. 192nd Street, Torrance

Non-credit
 7-9PM
 Fee: \$50—an
 additional \$15
 per restaurant visit (optional)

"Everything I know I learned after I was thirty." —Georges Clemenceau

CERTIFICATE PROGRAMS

SPANISH FOR PUBLIC SERVICE CERTIFICATE PROGRAM

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. Experiential learning reinforces the language skills throughout the program. "Learning by doing" makes this a practical effort to meet everyday needs. Courses are offered during evening hours and on weekends to accommodate work schedules.

HOW IT WORKS

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

- A. First Quarter
 - 1. Spanish 105—Spanish for Public Service (4)
 - 2. Exper Edu 212—Bilingual Public Service Internship (2)
- B. Second Quarter
 - 1. Spanish 202—Commercial Spanish: Business Communications (4)
 - 2. Exper Edu 212—Bilingual Public Service Internship (4)
- C. Third Quarter
 - 1. Spanish 251—Contemporary Hispanic Culture: Spanish-Speaking America (4)
 - 2. Exper Edu 212—Bilingual Public Service Internship (4)

Total unit commitment of a student entering the program is 22 units. Students may enter the program with little or no Spanish skills. The Experiential Education 212 course requires 4 hours or more per week for active work involvement with Spanish-speaking persons for 2 units, and 8 hours or more per week for 4 units. 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 the first in California to receive a certificate guaranteeing the holder is employable for the purpose of communicating with Spanish-speaking persons in a particular 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.

ON-SITE TRAINING

Employers desiring 15 or more of their employees to be trained may request to have the sequence of Spanish classes taught on-site. Please contact Curtis L. Groninga, Assistant Dean of Community Programs at 515-3741.

INFORMATION

For further information, please contact:
Mr. Raul Romero, Dept. of Experiential Education—515-3325
Dr. Porfirio Sanchez, Dept. of Foreign Languages—515-3315
Mr. Curt Groninga, Office of Extended Programs—515-3741

"You will never get ahead by trying to get even." —Anonymous

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

- BUS X205—Social Responsibility of Business
- BUS X210—Management & Organizational Theory
- BUS X211—Production Management
- BUS X250—Elements of Marketing
- BUS X260—Business Finance
- ENG X252—Writing & Speaking 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—January 4-March 22

CSUDH, SC-B145

Units: 4

Fee: \$100

BUS 205/01	SOCIAL RESPONSIBILITY OF BUSINESS	Schoen	MW	2:00- 3:40PM
BUS 205/02	SOCIAL RESPONSIBILITY OF BUSINESS	Strier	T	6:00- 9:40PM
BUS 205/03	SOCIAL RESPONSIBILITY OF BUSINESS	Blyn	TTH	8:00- 9:40PM
BUS 210/01	MANAGEMENT & ORGANIZATIONAL THEORY	Chrispin	MWF	10:40-11:50AM
BUS 210/02	MANAGEMENT & ORGANIZATIONAL THEORY	Unterbrink	MW	4:00- 5:40PM
BUS 210/03	MANAGEMENT & ORGANIZATIONAL THEORY	Farry	TTH	8:00- 9:50PM
BUS 210/04	MANAGEMENT & ORGANIZATIONAL THEORY	Nehrbass	TTH	4:00- 5:40PM
BUS 210/05	MANAGEMENT & ORGANIZATIONAL THEORY	Lee	TH	6:00- 9:40PM
BUS 210/06	MANAGEMENT & ORGANIZATIONAL THEORY	Hughes	S	8:30-12:30PM
BUS 211/01	PRODUCTION MANAGEMENT	Rothbart	TTH	10:00-11:40AM
BUS 211/02	PRODUCTION MANAGEMENT	Mastor	MW	8:00- 9:40PM
BUS 250/01	ELEMENTS OF MARKETING		MWF	8:00- 9:10AM
BUS 250/02	ELEMENTS OF MARKETING	Greenwald	MW	2:00- 3:40PM
BUS 250/03	ELEMENTS OF MARKETING	Greenwald	MW	8:00- 9:40PM
BUS 250/04	ELEMENTS OF MARKETING	Lee	TTH	12:00- 1:40PM
BUS 250/05	ELEMENTS OF MARKETING	Lee	T	6:00- 9:40PM
BUS 260/01	BUSINESS FINANCE	Johnson	MW	12:00- 1:40PM
BUS 260/02	BUSINESS FINANCE	Johnson	MW	6:00- 7:40PM
BUS 260/03	BUSINESS FINANCE	Dowling	TTH	4:00- 5:40PM
BUS 260/04	BUSINESS FINANCE	Donahue	T	6:00- 9:40PM
ENG 252/01	WRITE & SPEAK SKILLS FOR MANAGEMENT	Yamada	MW	2:00- 3:40PM
ENG 252/02	WRITE & SPEAK SKILLS FOR MANAGEMENT	Wells	M	6:00- 9:40PM
ENG 252/03	WRITE & SPEAK SKILLS FOR MANAGEMENT		T	6:00- 9:40PM
ENG 252/04	WRITE & SPEAK SKILLS FOR MANAGEMENT		W	6:00- 9:40PM
ENG 252/05	WRITE & SPEAK SKILLS FOR MANAGEMENT		TH	6:00- 9:40PM

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.

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.

COURSES

INM X220—SURVEY OF PRODUCTION AND INVENTORY CONTROL

The student will learn the terminology special to manufacturing control, will be able to describe the functions of the major system used, will obtain a survey level of knowledge of the tools and methods used to carry out these systems, and will gain a sense of these functions, tools, systems, etc., as an interrelated total process. *Topics include: Business organization and production and inventory control; forecasting; inventory planning and control; material requirements planning; master scheduling; production planning and control; the integrated manufacturing system.*

INM X221—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.*

INM X222—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 and types of manufacturing; master scheduling; capacity planning and control; shop floor planning and control; line of balance and network planning; a system overview.*

"When the ship is sunk everyone knows how she might have been saved." —Italian Proverb

"Goodness is the only investment that never fails." —Henry David Thoreau

Certificate In Energy, Resources & Population

Mass Transit?

Natural or synthetic fibers?

Who owns the ocean?

New sources of energy?

Pollution?

Each year the questions become more critical, the issues more intense. The time will come when each of us must make his/her own decision on each of these points. The certificate program courses are designed to answer some of these questions and to provide information on which to base our decisions.

The following offerings constitute the certificate program and may be taken either for undergraduate credit or a professional in-service training for teachers. Those taking the courses at the 300 level must hold a baccalaureate degree and will be expected to perform at a professional level.

The course of study will provide students, teachers, citizens and public and private officials with a background for decision-making on these crucial aspects of our modern world. Each course is an intense study of an area of concern. A Certificate in Energy, Resources and Population will be awarded to those students who complete five courses (20 units).

COURSEWORK

GEO X220 / X320—RESOURCES AND ENERGY

Distribution, transportation and consumption of water, soils, food supplies, forest products and natural fibers and minerals by area. Problems and trade-offs in resource management and land use over the world.

GEO X221 / X321—GEOGRAPHY OF ENERGY

Worldwide, national and regional distributions of currently usable and potential energy resources. Geographic trade-offs among current and potential alternative energy sources. Basic problems and areal comparisons in energy production, distribution and consumption. Energy considerations in the geography of food and fiber production, processing and distribution.

GEO X222 / X322—ENVIRONMENTAL PROBLEMS

Nature and sources of environmental problems and methods for their mitigation.

GEO X234 / X334—WORKSHOP IN ENVIRONMENTAL GEOGRAPHY

Study, observation and analysis of selected problems in environmental studies.

GEO X251 / X351—GEOGRAPHY IN THE FIELD

Geographic phenomena in the field. Students are required to complete a supervised field investigation.

FEE

The fee is \$100 for each course which consists of 10 meetings.

ADDITIONAL INFORMATION

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

SCHEDULE

NATURAL RESOURCES

Distribution, transportation and consumption of water, soils, food supplies, forest products and natural fibers and minerals by area. Problems and trade-offs in resource management and land use over the world.

Instructor: Charles Forbes GEO X220 / X320
Thursday, February 1-April 5 7-10PM
For location, please contact 515-3741 Units: 4
Fee: \$100

RESOURCES, ENERGY AND POPULATION

Geographic phenomena in the field. Students are required to complete a supervised field investigation.

Instructor: Robert Johnson GEO X351
Saturday, February 3-TBA 9AM-5PM
CSUDH, SC-B145 Units: 8
1000 E. Victoria Street, Carson Fee: \$200

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 HEA X280 (4 units)	Second Quarter 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 515-3741.

"The riches that are in the heart cannot be stolen." —Russian Proverb

EXTERNAL DEGREES

BUSINESS ADMINISTRATION

Jess Overall, Coordinator
515-3351

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.

Master of Science in Medical Technology

Dr. James L. Welch, Chairman

The Master of Science in Medical Technology external degree program is designed to offer a graduate degree (Master of Science) to working Medical Technologists who wish to advance to supervisory positions, partially fulfill requirements for the California Bioanalyst License and improve their technical and professional abilities while attending classes only two evenings each week.

PREREQUISITES

- Baccalaureate Degree or equivalent
- California License as a clinical Laboratory Technologist, Registered or Certified Medical Technologist, or equivalent
- Professional experience beyond the initial trainee period

The program is designed for completion of all degree requirements within a minimum of six quarters (1½ years).

APPLICATION PROCEDURES

Requests for application forms and/or additional information concerning any of the Medical Technology offerings should be directed to:

Medical Technology Programs
California State College, Dominguez Hills
1000 E. Victoria Street, Dominguez Hills
(213) 515-3740

"There is no grievance that is a fit object of redress by mob rule." —Abraham Lincoln

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.

CLINICAL ISSUES IN MARRIAGE, FAMILY & CHILD COUNSELING X901

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
Tuesday, October 3-December 5
West High School
20401 Victor Street, Torrance

Non-Credit
6:30-9:30 PM
Fee: \$70

TAX DEFERRED REAL ESTATE EXCHANGES X902

This is a course in the fundamentals of tax deferred real estate exchanges under Section 1031 of the Internal Revenue Code. The course is designed, not only for real estate brokers and salespersons, but for anyone interested and involved in real estate exchanges.

This is a "how to do it" course and will take the student from an analysis of the tax aspects of real estate exchanges through a step-by-step case study of a multiple party exchange.

Arrangements are being made to qualify this course for continuing education pursuant to the educational requirements of the California Department of Real Estate.

Instructor: Robert Schriebman
Tuesday, January 30-February 27
North High School
3620 W. 182nd Street, Torrance

Non-credit
7-9PM
Fee: \$50

DISCO DANCING! X903

Learn the current disco dances, the L.A. Hustle, the Latin Hustle, the Bóp, the Fast Step and the Sophisticated Lady. Classes will consist of exercises, followed by learning rhythmic movement patterns; isolation of the body to familiarize students with parts of the body used in different dances. Class open to single and couple dancing.

Instructor: Sandy Puerta
Monday, January 29-March 12
CSUDH, SC-B145
1000 E. Victoria Street, Carson

Non-credit
7:45-9:15PM
Fee: \$30

HOW TO BUY THE CAR YOU REALLY WANT X904

This course presents the do's and don'ts of auto buying designed to help the consumer avoid the many pitfalls frequently met when buying new and/or used cars. Subject includes information on auto mark-up levels, price code reading; how sales techniques are used to decrease the dealing power of the consumer; evaluation of advertising, insurance and financing options and bargaining techniques.

Instructor: Darrell Parrish
Thursday, February 8, 15, 22, 29
North High School
3620 W. 182nd Street, Torrance

Non-credit
6:30-9PM
Fee: \$25

REAL ESTATE LICENSURE—SALESMEN'S AND BROKERS X905

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
Monday, January 29-April 2
Fees: \$70—Salesmen (includes materials)
\$85—Broker (includes materials)
West High School, Room 5213
20401 Victor Street, Torrance

Non-credit
7-10PM

PIONEER DAZE

X906

Do you think life should mean more than it does? Are the things that appear essential to most people not really very important to you? You may be one of the pioneers/explorers of the new frontier. The closing of the geographic frontier forced open the "mental" one. Evolution has moved from the geophysical to the biological to the cultural and now to the conceptual realm. Evolution not only continues, it accelerates. Much of the uncertainty of life is understandable when you realize you're a pioneer in new conceptual territory that's not even been mapped yet. The destination may not be clear, but the direction is. We've been getting reports from the wilderness from poets and mystics for several thousand years. Only in this century has science begun to shed some analytical light on the subject. We'll be dealing in a very loose way with anthropology, biology, physics, linguistics, general systems theory, information theory, etc. My own journal from 12 years in the wilderness will be a major source for this free-form exploration of the new frontier.

Instructor: Dennis Horn
 Saturday, February 3-April 7
 CSUDH, SC-B145
 1000 E. Victoria Street, Carson

Non-credit
 10AM-12Noon
 Fee: \$50

PRE-EXAMINATION FOR MEDICAL TECHNOLOGY/BIOANALYST STUDENTS

X907

The pre-examination review is designed to prepare medical technology and bioanalyst students to take the State and registry examinations and to prepare practitioners to take the HEW Proficiency Examination. This program should also be of interest to practicing medical technologists and bioanalysts who want to sharpen their knowledge in a particular area of medical technology.

The review sessions are designed to cover major areas emphasized on examinations. Instructors for this program are recognized experts in their field of medical technology.

This new expanded Pre-Examination Review program is offered in a concentrated format. It runs for five weeks (two meetings per week), ending just prior to the State Licensure Exam for Clinical Laboratory Technologists and the HEW Proficiency Examination. (Pre-registration deadline, February 3 — 3.0 Continuing Education units (CEU) credit given for participants completing the program.)

Monday and Wednesday,
 February 3-March 12
 CSUDH, HFA-A103
 1000 E. Victoria Street, Carson

7-10PM
 Fee: \$35

REMEDIAL THINKING

X908

We think in language. With it we invent, manipulate, and categorize sounds in an attempt to bring order to the incredible amount of sensory and meta-sensory (linguistic) information with which our nervous systems are constantly interacting. Language is the system of analysis for thought. But the system is flawed by paradox and primitive confusions bestowed upon us by our pre-historical, pre-literate, knuckle-dragging ancestors. Distortions generated by the structure of the language itself are projected into the world where we then attempt to solve non-existent problems. The problems aren't in the world, they're in the way we think about the world. The way to eliminate this unconscious source of confusion is to become conscious of it. It's not difficult but it will demand active participation on your part. There will be readings and other activities outside of class. If you want to just sit and absorb, forget it. Learning is proportional to effort. You don't have to be a genius to think like one.

Instructor: Dennis Horn
 Wednesday, January 31-April 4
 North High School
 3620 W. 182nd Street, Torrance

Non-credit
 7-9PM
 Fee: \$50

TERMINAL

X909

A one-day seminar focusing on the issues involved in the death and dying process, i.e., responding to human needs, counseling techniques, complex issues involving patient/family/professional/institutional needs, etc. A must for everyone willing to accept death and dying as a fact of life. Learning to respond to others in a more meaningful way with communication skills and tested grief procedures. For non-professionals and professionals who wish to improve the quality of relating to the terminally ill and their families.

Instructor: Eve Cappello
 Saturday, March 10
 CSUDH, SC-M110
 1000 E. Victoria Street, Carson

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

THE CRISIS OF MOTHERHOOD

X910

This course for new mothers is aimed at understanding the negative feelings that come with motherhood. Subjects include: hopes and expectations vs. realities of motherhood; myth of the perfect mother; changes in the marital relationship; problems in the sexual relationship; parenthood as crisis for the father; and how to deal with problems and conflicts. A guest pediatrician speaker will discuss common feelings and fears of new mothers.

Instructor: Barbara Bernstein
 Tuesday, January 30-February 27
 CSUDH, SC-B145
 1000 E. Victoria Street, Carson

Non-credit
 7-9PM
 Fee: \$30

THE GRAYING OF AMERICA: ISSUES AND IMPACT X911

Twenty-three million Americans are currently over 65 years of age. By the year 2000, one in five persons will be in the 65-plus age group. The "Graying" of our population has many implications for our society. This class will explore some of the major issues related to the increasing numbers of older citizens within the population. The impact on social, economic, and political structures will be discussed through such topics such as Senior Power, Retirement and the Work Force, Intergenerational Relationships and Community Services and Resources.

Instructor: Pat Campbell
Tuesday, January 30-March 27
North High School
3620 W. 182nd Street, Torrance

Non-credit
7-9PM
Fee: \$50

WINE APPRECIATION X912

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, February 14 and 21
CSUDH, University Center
1000 E. Victoria Street, Carson

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

PERSONAL DEVELOPMENT EXPERIENTIAL CLASSES

"THE MASTERY OF LIFE" WORKSHOP

Some people spend part of their lives analogous to the activity of a caterpillar. They often struggle with the activities of daily existence, worry about goals and their purpose in life, and wonder whether they will obtain their full potential and satisfaction they dreamed to have some day. The time has come to transform that caterpillar feeling and experience EMERGENCE.

EMERGENCE is a one-day workshop designed specifically to allow participants the intimacy of knowing what they want and the direction their life should take. Hal & Maria Stokes will guide you through an adventure in consciousness, through various techniques and exercises to a personal realization and active participation in controlling the direction of your life.

Instructors: Hal and Maria Stokes
Saturday, February 3
CSUDH, Dominguez Room B,
1000 E. Victoria Street, Carson

Fees: \$20—Sr. Citizens and Students
\$25—Single
\$45—Couples

Non-credit
9AM-4PM

X914

"REMEMBERING INTO THE FUTURE"

An all day workshop which proposes that it is possible to remember into the future as easily as it is to remember into the past. This workshop will allow the participants to become more centered and to explore the excitement of the future by utilizing new age techniques and exercises called puzzles. This course synthesizes the new age sciences, the art of dreaming, visualization, meditation and centering so one can explore the enhancement of their potential as well as the future.

Limitless reservoir called memory, levels and realities of beingness, everyday problem solving, full potential, intuition and "hunches" — experience for yourself the full potential of your reality — Remembering Into the Future.

Instructors: Hal and Maria Stokes
Saturday, March 3
CSUDH, Dominguez Room B
1000 E. Victoria Street, Carson

Fees: \$20—Sr. Citizens and Students
\$25—Single
\$45—Couples

Non-credit
9AM-4PM

X913

"Nothing makes you age faster than the constant thought that you are growing old." — Lichtenberg

California State University Dominguez Hills is offering several short review courses designed to assist individuals in achieving better admission and professional career test scores. Specific pre-exam courses include: LSAT Review, PACE, GRE, GMAT and SAT.

GMAT (GRADUATE MANAGEMENT ADMISSIONS TEST) REVIEW

These workshops are designed to assist students by familiarizing them with each subject area, giving them important insight into types of questions, and offering timed practice tests. Areas covered include: business judgment, data sufficiency, math ability, grammar and usage, reading comprehension and recall, verbal ability, logical reasoning, validity of conclusions, analytical ability and other possible test areas. Emphasis will be on test-taking strategies and time-saving techniques.

Saturday, February 10, 17, 24 Non-credit
 March 3 and 10 (for March 17 exam)
 CSUDH, SC-B145 9AM-12:30PM
 1000 E. Victoria Street, Carson Fee: \$65
 (inc. materials)

GRE (GRADUATE RECORD EXAM) REVIEW

The GRE prep sessions 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.

Saturday, March 17, 24, 31 Non-credit
 April 7 and 21 (For April 28 exam)
 CSUDH, SC-B145 9AM-12:30PM
 1000 E. Victoria Street, Carson Fee: \$55
 (inc. materials)

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.

Saturday, March 10, 17, 24, 31 Non-credit
 April 7 (for April 21 exam) 9AM-12:30PM
 CSUDH, SC-B145 Fee: \$65
 1000 E. Victoria Street, Carson (inc. materials)

PACE (PROFESSIONAL ADMINISTRATIVE CAREER EXAMINATION) FOR CIVIL SERVICE 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: math, reading, chart and table, logic, etc. Emphasis will be placed on test-taking strategies and on time-saving techniques.

Saturday, February 17, 24 Non-credit
 (for March exam)
 CSUDH, SC-B145 9AM-3:30PM
 1000 E. Victoria Street, Carson Fee: \$45 (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.

Saturday, March 10, 24 Non-credit
 (for March 31 exam) 1-4:30PM
 CSUDH, SC-B145 Fee: \$45
 1000 E. Victoria Street, Carson (incl. materials)



"He who rides a tiger is afraid to dismount." —Chinese Proverb

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. Veterans may apply their GI benefits to these courses. For transfer purposes, credit earned in these courses will be coded as extension units. 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.

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

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 WINTER QUARTER

1. Course # Title Dates Fee

2. Course # Title Dates Fee

NAME Tel. No. (H)

ADDRESS (W)

CITY/STATE ZIP

Enclosed is \$ in check or money order to complete my registration. Make check payable to California State University Dominguez Hills (CSUDH).

I will pay by: BankAmericard VISA (California cards only)

Students who do not pre-register may complete registration and payment of fees at the first class meeting. Send check and registration form to:

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.

FUTURE EVENTS

BASIC SAILING AND NAVIGATION FOR AMATEUR SAILORS

Captain Ron Remsburg, sailing adventurer and philosopher, will present a sailing and navigation class complete with the tradition and romance of the sea. Having experience in designing and building his traditional 51' schooner, then sailing one-half the world, he will share his experiences at the Yankee Whaler Inn in conjunction with a sea film festival series scheduled on April 16, 23, 30; May 7, 14, 21; June 4, 11, 18 + one dockside lecture. Practical sailing is available with the class.

For further information, please contact the Office of Extended Programs, 515-3742.

NAPA VALLEY WINE TOUR

William Bennet, who has conducted several wine courses, is offering a Napa Valley Winery tour April 7 and 8, 1979. The program will include a round trip flight to the San Francisco Bay area, bus excursion through the Napa Valley, visits at several renowned wineries, dinner and accommodations in an older, charming hotel in the Napa area. For further information, contact the Office of Extended Programs at 515-3741.

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

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