

University **Extension**



California State University
Dominguez Hills
Winter/Spring 1988

Many classes meet in Redondo Beach, see page 2.

Dear Reader:

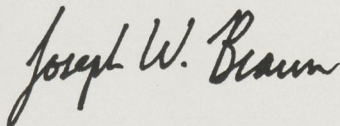
Thank you for considering course work through the Division of Extended Education. We hope you will find opportunities for personal growth and career development, as well as a way to meet people and to enjoy the resources and faculty of the California State University, Dominguez Hills campus and our satellite site at the Redondo Beach Community Resource Center.

I would like to thank the numerous professionals who responded to our call for new course proposals. We received so many new course ideas that we were unable to include all of them in this Bulletin. We are, however, always seeking creative ideas for course offerings and we hope you will continue to send us your ideas for courses. Please refer to the notice on page 00 for specific program needs.

Current or prospective Extension students: we would also like to hear your ideas about courses. We welcome your thoughts on any courses you may be interested in seeing in these pages. Please write to our Extension Program Administrator, Division of Extended Education, CSU Dominguez Hills, 1000 E. Victoria Street, Carson, CA 90747. We look forward to hearing from you.

As you browse through this booklet you will notice that we offer a broad range of educational programs that can suit your needs and interests — whether you want to explore new career possibilities, to enrich your skills, or to discover new areas for personal development. We look forward to hearing your thoughts on new directions for our courses, and we look forward to being of service to you.

Sincerely,



Joseph Braun
Dean, Extended Education

The University Extension Bulletin is published two times a year, in January and August, by the California State University, Dominguez Hills Division of Extended Education, 1000 E. Victoria Street, CA 90747.

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ACADEMIC CALENDAR

- January 11 — Advanced Extension registration begins
- January 25 — Semester begins for university courses; Open University registration and classes begin

February 15 — Academic Holiday, Presidents' Birthday



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NOW YOU CAN COMMUNICATE WITH US ON ELECTRONIC BULLETIN BOARD

Beginning January 4, 1988, Extended Education will provide an Electronic Bulletin Board for public access to information on services, courses, programs, training and events occurring at CSU Dominguez Hills and at extension degree and program sites. Messages may be left for the SYSOP (system operator) requesting additional information or suggesting additional services that the Bulletin Board could provide.

The Bulletin Board, CECIL — for Continuing Education Computerized Information Link — can be accessed by most computers equipped with a modem. The access number is 213/323-1489, and will be available 24 hours per day. There is no fee for using the service. Long distance calls, however, will be charged to the caller's telephone service.

If you have a modem and have used other bulletin boards, access will be easy for you. Once connected, a "carriage return" will display the first message. After that, the system is entirely menu driven. We are looking forward to hearing from you.

PROFESSIONAL CERTIFICATE PROGRAMS

Students in Extended Education tend to be goal-oriented, success-bound individuals who take pride in their intelligence and push themselves to accomplish more.

It is for these individuals that University Extension has designed a variety of multiple-course programs which, if successfully completed, culminate in the awarding of a certificate to document their accomplishment.

While the courses are rewarding when taken separately, completion of a whole series provides a thorough understanding of a particular field plus practical skills which aid in career advancement or transition.

Each series:

- Features instructors selected from the ranks of experienced, well-educated professionals who have made significant contributions in their area of expertise.
- Contains considerable practical application as well as broadening conceptual work.

For additional information about the Certificate Programs, please call 213/516-3741.

CREDIT CERTIFICATE PROGRAMS

Alcoholism/Drug Counseling, page 19.

Early Childhood Certificate Program, page 17.

Orthotics, page 18.

Production and Inventory Control, page 10.

EXTERNAL DEGREE PROGRAM

Master of Arts in Humanities, page 20.

Master of Science in Quality Assurance, page 9.

Redondo Beach Community Resource Center

University Extension offers classes in Redondo Beach at the
Redondo Beach Community Resource Center
320 Knob Hill Avenue at Pacific Coast Highway

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The Arts

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory offers children, teens and adults the opportunity to explore artistic experiences. Private music lessons, ballet, creative drama and acting are offered for all ages, and Orff Schulwerk provides music and movement for the very young. The classes have limited enrollment to ensure ample personal attention by Conservatory faculty.

For information and registration, call the Department of Music, 213/516-3543.

ORFF SCHULWERK

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading.

Register at the first class meeting using the course numbers listed below.

- 3-5 year olds, course number 535, 11:15 a.m.-noon
- 6-10 year olds, course number 536, noon-12:45 p.m.

► Saturdays, February 12 - May 21.
Holiday April 2. 14 meetings. CSUDH campus, HFA A202. \$80.

PRIVATE MUSIC LESSONS

Lessons begin the week of February 8. Students may perform in a music recital on May 22. Call the Department of Music at 213/516-3543 to arrange a lesson time with an instructor.

- 501 Piano
- 502 Violin, Viola
- 503 Cello
- 504 String Bass
- 505 Flute
- 506 Oboe
- 507 Clarinet
- 508 Saxophone
- 509 Trumpet
- 510 Trombone
- 511 French Horn
- 512 Tuba
- 513 Drums and Percussion
- 514 Guitar
- 515 Electric Bass
- 516 Voice
- 517 Recorder

► Week of February 8 — week of May 16.
(Spring break March 28-April 3.) 14 30-minute lessons. \$150.

BALLET

Improves grace, flexibility, posture, and self-image while providing a solid grounding in classical ballet technique. Students will perform in a recital on May 22.

Register at the first class meeting using course numbers below.

- 3-5 year olds, course number 522, 10-10:45 a.m.
- 6-8 year olds, course number 521, 9-9:45 a.m.
- 9-12 year olds, course number 523, 11-11:45 a.m.
- Teens and adults, beginning/grade I, course number 524, 12:30-1:15 p.m.
- Teens and adults, grade II, course number 525, 1:30-2:15 p.m.
- Advanced, course number 526, 2:30-3:15 p.m.

► Saturdays, February 12 - May 21.
CSUDH campus, University Theatre rehearsal hall. \$80.

CREATIVE DRAMA AND ACTING

Teaches basic techniques of acting and creative drama with emphasis on imagination, stage presence, speech and movement. Skills taught through the use of theatre games and other activities.

Register at the first class meeting using the course numbers below.

- 6-9 year olds, course number 540, 11-11:45 a.m.
- 10-12 year olds, course number 541, noon-12:45 p.m.
- Teens and returning students, course number 542, 1-1:45 p.m.

► Saturdays, February 12 - May 21.
Holiday April 2. 14 meetings. CSUDH campus, HFA A202. \$80.

CONTEMPORARY GUITAR WORKSHOP

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included. Prerequisite: Previous experience or consent of instructor.

WILLIAM DAVILA, M.A., host, Noon Concert, KPFK-FM, recording artist and music awardwinner.

► Mondays, February 1 - May 23. 7:30-9:45 p.m. 16 meetings. CSUDH campus, HFA A207. \$72. 1 semester unit of degree credit. Seq. No. 10-014-X321.

Business

Accounting

RECORD KEEPING MADE EASY FOR SMALL BUSINESS

Learn how easy record keeping for your small business can be and minimize your tax liability with the sound, simplified record keeping methods explained in this workshop. The instructor, a degreed accountant, will illustrate how, where, and when to begin your business' bookkeeping system.

Whether you are just getting started or you own an established business, the basic bookkeeping terms and concepts you will learn can help you run the enterprise more efficiently. Also, general business tips are explained to make your tax records easier to maintain.

You will learn how to maintain records of:

- Cash receipts
- Income
- Debts
- Billing statements
- Cash disbursements
- Expenses

Age analysis of the money owed to you will also be explained.

DAVID WESTERFIELD is the owner of Westerfield and Associates, a business consulting firm. He is a degreed accountant with extensive experience as an accountant and controller in public and private industry.

► Tuesday, March 8. 6-10 p.m. 1 meeting.
Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-996-0581.

BUSINESS

FINANCIAL BASICS FOR SMALL BUSINESS

This seminar avoids technical jargon and concentrates on providing you with a step-by-step approach to learn basic financial skills for your small business. You will learn the tools for good financial management even though you are not a "financial" person. These tools include:

- The balance sheet
- The profit and loss statement
- Interpreting the balance sheet
- Interpreting the profit and loss statement
- Techniques for analyzing financial statements
- Measures of profitability

Profitability and long-term survival for your small business can best be realized through your improved understanding of the fundamentals of sound financial management.

DAVID WESTERFIELD, owner of Westerfield & Associates, a business consulting firm, is a degreed accountant with extensive experience as accountant and controller in both the private and public sectors.

► Tuesday, March 15. 7-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-041-0558.

RELATED COURSES:

Analyzing the Value of a Business, 7
GMAT Review, 21

TAX WORKSHOP FOR SMALL BUSINESS

If you are considering beginning your own business or currently own or manage a small business, your enterprise will benefit from your understanding the fundamentals of small business taxation. Even if you do not prepare the returns of your business, you should be aware of the options available to you.

Other topics:

- Tax advantages and disadvantages of partnerships, corporations, and sole proprietorships
- Basics of preparing business tax returns
- Withholding and making deposits of federal taxes
- Services, appeal rights, and penalties
- Expenses and credits available
- How the IRS works

Intended to inform individuals about taxation of small business, this seminar will not provide tax preparation services.

MARK A. TRACHT, Internal Revenue Service Field Agent.

► Saturday, March 5. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$35. Non-credit. Seq. No. 05-022-0543.

WOULD YOU LIKE TO TEACH FOR CSUDH EXTENDED EDUCATION?

We are looking for professionals to conduct new seminars, courses, and workshops in professional skills development. If you would like to propose a course or a topic and have expertise in the following subjects, please contact us.

- Fine and applied arts
- CPA/CMA reviews
- Office math skills
- Workshops for K-12 gifted students

Write to:

Extension Administrator
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

RAISING PROFITS AND MANAGING CASH FLOW

This series of two courses is designed for senior-level managers in small to medium sized businesses, entrepreneurs, and middle-level managers with responsibilities for accounting, planning, inventory and receivables.

In the first class you will learn to use and apply the financial management and analytical skills and procedures used by large corporations — simplified, practical, ready-to-use approaches for smaller businesses and entrepreneurs — to raise your profits.

The second class will help you to plan for your cash needs and to be in a position to meet those needs — demonstrated techniques and forms for use by any business — through managing your cash flow.

The fee for each of these workshops is \$60. A special rate of \$105 is available only for those who register in advance for the entire series. Advance registration sequence number for the special fee is: 05-996-0574-02.

DON W. SUTHERLAND, M.B.A., is Vice President of Finance for One-Day Paint and Body Centers, and has extensive background in finance, controllership, operations and auditing in American and Canadian firms.

HOW TO RAISE YOUR PROFITS

A case study approach is used to involve active participation from all registrants. You will learn:

- Analyzing and improving financial statements
- Controlling inventory levels
- Controlling receivables
- Maximizing profits by using gross margin and sales mix analyses

► Tuesdays, April 4-26. 7-9:30 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$60, if taken separately. Non-credit. Seq. No. 05-996-0574-01.

HOW TO MANAGE CASH FLOW

In addition to learning how to prepare a financial document for review by your lender, you will learn:

- Cash flow planning — strategic, capital and operational
- Controlling cash balance
- Measuring cash flow — receipts and payments
- Collecting accounts receivables
- Reducing inventory dollars

► Tuesdays, May 3-24. 7-9:30 p.m. 4 meetings. Redondo Beach Community Center, rm. 7. \$60, if taken separately. Non-credit. Seq. No. 05-996-0576.

STARTING AND MANAGING A SUCCESSFUL HOME-BASED BUSINESS

If you have the entrepreneurial drive to take charge of your own venture, either full- or part-time, don't miss this informative series. The three workshop series takes you step-by-step through the process of setting up and promoting a home-based business.

The fee for each seminar is \$35. A special rate of \$85 is available only to those who register in advance for the entire series. Advance registration number: 05-996-0556-06.

PATRICIA McNAUGHTON, Ph.D., is a management consultant and trainer. Her forthcoming book is titled *Home Work: The Guide to Excellence in Your Home-Based Business*.

STARTING YOUR HOME-BASED BUSINESS

Home-based businesses have financial and personal advantages over other types of small business ownership.

Learn the proven skills of designing and organizing your home-based business, including:

- Choosing the best business for you
- Selecting the correct form of ownership
- Obtaining licenses and permits
- Planning finances.

Begin now to gain the tax advantage of working from your own home or apartment.

► **Friday, February 12. 3-10 p.m.** 1 meeting. CSUDH campus, SCC E157. \$35, if taken separately. Non-credit. Seq. No. 05-996-0556-03.

HOME BUSINESS MONEY STRATEGIES

Now that you have launched your own enterprise, how do you keep it growing? You will learn effective time management and efficient procedures for a smooth-running operation. Whether you have a sideline or mainline enterprise, you are entrepreneur, manager, and worker. Learn to balance your work and family interests, to avoid burnout and to improve your opportunities for success. You will improve your ability to budget unpredictable cash flow, to take advantage of barter and networking with other small business owners, and to tap into the latest trends in sales.

► **Saturday, February 13. 9 a.m.-noon.** 1 meeting. CSUDH campus, SCC E157. \$35, if taken separately. Non-credit. Seq. No. 05-996-0556-04.

BIG-TIME ADVERTISING ON A SHOESTRING BUDGET

Successful advertising and promotional techniques help you increase consumer awareness and converts responses into profits. Learn effective, low-cost or no-cost methods to obtain publicity and to create attention in the marketplace.

You will learn how to design effective direct mail packages and newsworthy press releases for your business. Identifying customers and keeping them interested by recognizing and capitalizing on your market niche will also be discussed.

► **Saturday, February 13. 1-4 p.m.** 1 meeting. CSUDH campus, SCC E157. \$35, if taken separately. Non-credit. Seq. No. 05-996-0556-05.

ENTREPRENEURSHIP AND INNOVATION — THE AMERICAN DREAM

This seminar outlines a practical approach to the process of introducing a product to the marketplace. The instructor, an inventor who has successfully marketed several products, will guide participants through each step of the procedure, from developing an idea through evaluation, protection, financing, and marketing.

Many people are mystified by entrepreneurship because of the many hats entrepreneurs must wear. The workshop will address such questions as "How can one person handle all aspects of the business? How do starting entrepreneurs approach the unknown, and how do they solve problems?" The necessary elements for delivering a product to the marketplace will also be discussed.

Extensive question-and-answer and group interactions are encouraged, to address specific problems and solutions. Participants will receive worksheet manuals free of charge.

WILLIAM S. SEIDEL is an industrial designer and entrepreneur who teaches at San Francisco State University. He is an art director/designer for McGraw-Hill and is the creator of the Unball, which is sold throughout the United States. He has invented and marketed products for the fashion industry, pet industry, robotics and electronics industries, furniture, architecture and solar industries.

► **Saturday, February 13. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-091-0561.

SELLING YOUR IDEAS AND INVENTIONS

If you have great ideas on how to do something better, cheaper, faster, or just differently, this seminar will show you how to sell those ideas to your best benefit. The instructor, an experienced product and concept marketer, explains the whats, wheres, and hows of developing, patenting, and marketing your ideas.

The class features discussions on:

- What is an invention and what is not?
- Knowing the market for your invention
- Patents, copyrights, trademarks
- Locating a buyer for your idea
- Selling the idea

MICHAEL ROUNDS, M.S.B.E., is the author of *How to Successfully Develop and Market your Toy, Game, and Doll Ideas*, and is the president of CPM Systems, an international project management firm.

► **Saturday, March 19. 9 a.m.-3 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-091-0582.

HOW TO SET UP AND MARKET YOUR OWN SEMINAR

Transform your knowledge of a particular field or your career experience into a money-making seminar. This informative workshop will help you learn the educational format of seminars for business, colleges and organizations.

This compact, practical workshop defines the different types of seminars: how they are organized and turn a profit; how sponsors are found, and where to hold seminars.

Other topics include:

- Determining your market
- Public and industry markets
- Budget and guidelines
- Promotion of your seminar
- Brochures, mailing lists, mailing, mailers

GORDON BURGETT, M.A., author of *Query Letter/Cover Letter: How They Sell Your Writing*, a *Writer's Digest* Book Club top choice; and *How to Sell 75% of Your Freelance Writing*, another *Writer's Digest* Book Club choice.

► **Thursday, March 3. 6-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. Non-credit. Seq. No. 06-031-0502.

RELATED COURSES:

- Tax Workshop for Small Business, 4
- Financial Basics for Small Business, 4

International Business

DOING BUSINESS WITH EUROPE: A Cross Cultural Approach

Small business owners and middle-level managers thinking of entering or expanding their market to Europe will be provided with practical, experienced-based advice from a former European businessman and an American international business consultant.

Europe has always been a natural extension to the American market because of presumed cultural similarities and widespread English fluency. Many companies, however, have expressed disappointment in their high number of misunderstandings and other complaints. This one-day seminar will assist you in expanding your market to and in Europe, now, when the recent decline in the U.S. dollar presents both opportunity and challenge to American business.

The cross-cultural emphasis will cover:

- A comparison of American and European business styles
- Issues of cultural sensitivity
- Business and social etiquette
- Information sources

Basic information presented in class will be personalized applied to your specific needs and region, i.e. Spain, France, perishable goods.

Bring a bag lunch for an open discussion period at noon.

KATHLEEN TIMBERLAKE, Ph.D., is an international business consultant, and JOHN AHLBERG is a businessman experienced in the European market, with experience in the Scandinavian countries with IBM, Memorex, Dataanalays AB and Scand-Systems.

► Saturday, March 5. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$65. Non-credit. Seq. 05-131-0578.

RELATED COURSES:

Travel Programs, 23

CAREER OPPORTUNITIES IN IMPORTING

This introductory seminar is designed to provide an overview of importing as a business and career field. This class is highly recommended for anyone interested in starting an import business on a full or part time basis, or anyone considering a career in international banking, freight forwarding, customs house brokerage or other aspects of the import trade.

Topics discussed include the field of international trade, potential for profit, challenges these enterprises demand, an overview of U.S. Customs and procedures, and an overview of international banking procedures.

If you have ever thought about getting into the importing business, this introductory class will give you the information you need to make an informed decision. Several past students of Mr. Rimmon went on to start businesses with billings of over \$500,000.

SINCLAIR RIMMON holds a M.A. in Economics and International Trade. He is the president of S. Rimmon and Co., Inc., an importing company.

► Wednesday, March 9 and 23. 7-9 p.m. 2 meetings (will not meet March 16). Redondo Beach Community Resource Center, rm. 2. \$40. Non-credit. Seq. No. 05-131-0553.

WOMEN IN INTERNATIONAL BUSINESS: AN OVERVIEW OF CAREERS

International business is a career opportunity whose doors are finally opening for women. In this seminar taught by an international business professional, participants will learn about career opportunities overseas.

The seminar discusses:

- Which industries are sending the most women executives overseas
- Three myths of women executives working overseas
- What women have to offer internationally
- Survival out in the field
- Possible disadvantages in working overseas

AUDREY E. LOCKWOOD, B.A., is president of Naginata Associates, a training firm specializing in Japan. She has lived and worked in Japan and is the author of two texts for Japanese businesspersons.

► Saturday, February 27. 1:30-5 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$35. Non-credit. Seq. No. 05-131-0544.

IMPORTING — AN IN-DEPTH GUIDE

Designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house brokerage.

Topics discussed in class include international trade, potential for profit, challenges demanded by this fascinating enterprise, U.S. Customs rules and procedures, custom brokerage, international banking for profit, and importing on your own or by commission.

Other topics:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment
- Shipping insurance

SINCLAIR RIMMON holds a M.A. in Economics and International Trade. He is the president of S. Rimmon and Co., Inc., an importing company.

► Wednesday, March 30-April 27. 7-9 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 2. \$90. Non-credit. Seq. No. 05-131-0554.

DOING BUSINESS IN JAPAN: A PRACTICAL GUIDE

This practical workshop serves as an introduction to Japanese culture and its business community. Participants will learn Japanese business rituals and their purpose; and how the Japanese see Americans in business situations.

Participants will learn how to avoid the five most common cross-cultural mistakes Westerners make in Japanese business settings, and techniques to overcome the language barrier. Japanese business etiquette will be discussed, as well as how to speak to Japanese businesspersons and other cultural concerns.

A.E. LOCKWOOD, B.A., is president of Naginata Associates, a training firm specializing in Japan. She has lived and worked in Japan and is the author of two texts for Japanese businesspersons.

► Saturday, February 27. 9 a.m.-12:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-131-0559.

Investment

THE FAMILY TRUST: AVOID PROBATE AND SAVE TAXES

Increasingly, more and more moderate income individuals and families are discovering the financial and privacy benefits that can be theirs through the Family Trust.

In this seminar you will learn how to create a family trust, how to have full control over your trust assets, how to avoid income and estate taxes, the dangers of joint tenancy, how to set up trusts for your children and much more.

Highlights will be:

- Avoid probate of your estate, eliminating fees
- Minimize or pay no estate taxes
- Protect your home and assets from medical bills
- Insure your privacy
- Avoid conservatorship
- Transfer property to your heirs easily, quickly and inexpensively

DAVID SMALL, J.D., practicing attorney and author, is President of Small Time, Inc.

► Tuesday, April 12. 7-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 13-041-0511.

ANALYZING THE VALUE OF A BUSINESS

Several business transactions require knowledge about the value of businesses — buying and selling businesses, investing in businesses, and extending credit to businesses. This class provides a comprehensive overview of the valuation process, the need for valuation, techniques of valuation and disclosures of value.

Other topics include:

- Use of accounting data
- Analysis of data
- Hidden assets and liabilities
- Working with incomplete data
- Detecting business and social trends
- Recognizing external/environmental influences
- Reporting value

The workshop is recommended for those interested in investing in or otherwise determining the value of a business:

Investing partners, business buyers or sellers, parties to a business valuation conflict, bankers, financial advisors, CPAs, and attorneys.

LORENZA YBARRA holds a M.B.A. from Harvard University and is a C.P.A. in private practice.

► Tuesday, February 16-March 1. 7-9:45 p.m. 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$70. Non-credit. Seq. No. 05-041-0585.

SUCCESSFUL MONEY MANAGEMENT

Learn important money management concepts, presented in plain English, and develop a winning strategy for mapping your own financial future in this practical class.

You will learn:

- Investment basics
- Opportunities for investments
- Planning for retirement
- Strategies for lowering income taxes
- Developing a personalized financial plan

Each student will develop a personal financial plan, based on the information discussed in class and detailed in the comprehensive guidebook provided free of charge to every participant. Students may participate in an individual, no-cost financial counseling session in an optional fourth class meeting held in the instructors' offices.

ARTHUR G. CUMMINGS, M.B.A., Certified Financial Planner, and RUTH S. McHALE are financial planners with American Pacific Securities.

► Wednesday, March 16-30. 6:30-9:30 p.m. 3 meetings. Torrance Chamber of Commerce, 3400 Torrance Blvd., (at the intersection of Medrona and Torrance, free parking). \$55 per person; \$65 per couple. Non-credit. Seq. No. 05-043-0580.

RELATED COURSES:

Real Estate Classes, 11

Management

THE CENTER FOR TRAINING AND DEVELOPMENT

— *In-house programs for business and industry.*

Let our Center for Training and Development help you to tailor skills development programs specifically for your employees.

Whether you have a particular program idea in mind or you need some help in developing one, our staff can assist you in designing a custom program to suit the needs of your business. These programs can be conducted at your facility or on our campus, or at another convenient location of your choice.

Some of our programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer skills
- Production and Inventory Control Certificate Program
- English for foreign nationals
- Pre-retirement planning
- Spanish for supervisors

We'll be happy to discuss what the Center for Training and Development can offer your organization. For a free consultation, call Paul Davis at 213/516-3741.

POWERLEARNING™ FOR BUSINESS PROFESSIONALS

Powerlearning can help you to learn faster and more easily, improve retention, develop professional level reading and study skills, and use your time more effectively.

You'll also learn to eliminate learning blocks, enhance creativity and make better use of the right side of the brain. Powerlearning is based on scientifically validated accelerated learning techniques.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► Friday, February 26. 9 a.m.-5 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$80. 0.8 Continuing Education Unit. Seq. No. 05-061-0971.

CONDUCTING PERFORMANCE APPRAISALS

For supervisors and managers at all levels in organizations, the performance appraisal can be a difficult process. During the appraisal, the supervisor and manager must give feedback to employees whose performances range from unacceptable to exceptional. All too often, employees react on a very personal level.

In this one-evening program, you will learn how to conduct a performance appraisal interview which will reduce defensiveness and stress and can result in improved performance.

Topics include:

- Preparing for the appraisal session — employee and manager
- Phrasing feedback effectively
- Using appraisal to provide motivation
- Giving feedback to employees whose work is outstanding, unacceptable, or "not up to potential"
- Minimizing defensiveness
- Avoiding emotional reactions
- Developing an action plan
- Follow-ups after the appraisal

ROBERT I. TOBIN, Ph.D., is President of Interactive Training Systems and is associate professor of Communication Arts at Cal Poly Pomona.

► Tuesday, February 9. 7-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$40. Non-credit. Seq. No. 05-151-0568.

EFFECTIVE TIME MANAGEMENT

If there doesn't seem to be enough hours in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive seminar.

The class will examine time management problems, and help you increase your motivation and goal setting. You'll learn to set priorities, master time-saving strategies, minimize interruptions and maximize your work space. In addition, you'll learn how to increase your personal efficiency and effectiveness by delegating responsibility and using a time log in your daily time management.

DAVID WAGEMAKER is Senior Development Management Trainer at Hughes Aircraft.

► Saturday, March 12. 9 a.m.-4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-061-0539.

SUPERVISION: THE FUNDAMENTALS

Whether you've been recently promoted or are a seasoned supervisor, this intensive one-day workshop can help you improve or refresh your practical skills in motivation, communication, hiring, performance appraisal and solving employee conflicts.

Techniques for setting a foundation of employee-supervisor relationships by establishing the positive motivational climate, improving communication and enhancing productivity will be discussed.

Other topics:

- Setting clear, achievable goals
- Improving coaching and counseling skills
- Handling difficult problems brought by your employees
- Delegating to former peers
- Guiding the development of your employees

DAVID I. WAGEMAKER is Senior Development Management Trainer at Hughes Aircraft.

► Saturday, March 26. 9 a.m.-4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-062-0534.

MANAGING THE MULTICULTURAL WORKFORCE

By the year 2005 California's Latino, Asian, and Black populations will outnumber non-Latino whites statewide, and some of the state's largest cities will be dominated politically, economically, and culturally by non-white populations.

Supervisors and managers will be faced with the task of managing a highly diversified workforce. Supervisors must recognize that people from diverse cultural groups behave differently, and that these differences can significantly affect productivity, as well as interactions within the organization.

Workshop participants will:

- Develop more effective intercultural communication skills
- Increase their awareness of their own cultural identity and its relevance to the workplace

KATHLEEN T. TERRY is President of Terry and Associates, a training consultant firm. MARCIA WEAVER, M.A., owns The Foundation Group, an organization consulting firm.

► Saturday, May 7. 9 a.m.-4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$65. Non-credit. Seq. No. 05-061-0583.

SUCCESSFUL NEGOTIATION AND CONFLICT RESOLUTION

Every day, in professional and personal situations, opportunities for negotiation and conflict resolution arise. This special series will help you to recognize these situations and will provide strategies designed to help you react to them effectively.

Each seminar costs \$65. A special rate of \$120 is available only for those who register in advance for both classes. Advance registration sequence number for special rate: 05-061-0967.

BONNIE P. CASTREY, R.N., B.S.N., was a commissioner with the Federal Mediation and Conciliation Service and is now an arbitrator/mediator in private practice.

CONFLICT RESOLUTION

The potential for conflict exists in every organization, household or interpersonal relationship. It is possible to manage conflict by understanding, first, what it involves and how it develops.

In this seminar participants will discuss the major causes of conflict, describe the nature of conflict, and examine several examples of "normal" and "unhealthy" conflict. The seminar also will cover tactics for escalating and for diffusing conflict situations.

► Saturday, March 12. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$65, if taken separately. 0.6 Continuing Education Unit. Seq. No. 05-161-0941.

NEGOTIATING STRATEGIES

Whether we realize it or not, opportunities for using negotiating skills emerge daily in professional, as well as interpersonal situations. This workshop, taught by a professional negotiator, is designed for persons wishing to acquire negotiating skills or to increase their effectiveness as negotiators.

Workshop topics include:

- Dos and don'ts of negotiating
- The use and abuse of power in negotiating
- Strategies, tactics and counters in successful negotiating
- Closing the negotiation

► Saturday, March 19. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$65, if taken separately. 0.6 Continuing Education Unit. Seq. No. 05-161-0963.

UNDERSTANDING AND IDENTIFYING COMMUNICATION STYLES

This one-day program for managers, supervisors and educators is specifically designed to help you work more effectively with a wide variety of people. Understanding individual differences and personality types allows you to substantially improve communication, team building and productivity.

Participants will learn to identify their primary communication style and the various ways they communicate. You will also learn a powerful tool which can help you identify personality types and understand their impact on communication. How recognizing styles can help you improve the communication in your office will also be discussed.

Other topics:

- Identifying non-verbal communication
- Recognizing communication styles in others
- Strategies for improving communications
- Resolving conflicts by analyzing communication styles
- Team building and improving morales

ROBERT I. TOBIN, Ph.D., is an associate professor of Communication Arts at California State Polytechnic University, Pomona, and the creator of the university's organizational communication program. He is president of Interactive Training Systems, a management training and consulting firm.

► Tuesday, March 22-29, 7-10 p.m. 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 15-061-0569.

RELATED COURSES:

- Accounting Classes, 3
- GMAT Review, 21
- Introduction to Intercultural Communication, 15
- Persuasive Public Speaking, 12
- Writing with Power, 13

Manufacturing

MASTER OF SCIENCE IN QUALITY ASSURANCE

Quality Assurance professionals are responsible for planning and ensuring the quality of industrial products. With the industrial environment becoming increasingly competitive, the need for product quality has evolved into a key component of a successful manufacturing operation.

The career opportunities in this rapidly growing, engineering-related field are excellent. Quality Assurance professionals are generally members of a senior corporate team composed of individuals representing functions such as Product Management, Design Engineering, Manufacturing Engineering, and Materials Management.

The Degree Program

Commencing with the Spring, 1988, semester, CSU Dominguez Hills is offering a Master of Science degree in Quality Assurance. The program of studies will provide theoretical knowledge and analytical techniques, as well as management and communication skills that will enable the student to function in an active decision-making capacity in the implementation of quality assurance policies and practices.

The classes meet in locations throughout Southern California. The degree requires completion of 36 semester units. A project culminating the student's study is required.

Required Courses

- Advanced Probability and Statistics
- Quality Project Management and Planning
- Systems Reliability
- Statistical Quality Control and Sampling
- Advanced Experimental Design
- Human Factors in Quality Assurance
- Measurement and Testing Techniques
- Quality Administration and Productivity
- Seminar: Contemporary Developments
- Final Project

To receive a detailed description of the program and an application, call the Extension office at 213/516-3741, or complete the coupon below and mail it to the address below.

----- Complete and mail -----

Name

Address

City, State, Zip

Mail to: CSU Dominguez Hills, Extended Education, 1000 E. Victoria Street, ERC C508, Carson, CA 90747.

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

Co-sponsored by Los Angeles Chapter American Production and Inventory Control Society (APICS), CSU Dominguez Hills, School of Management and Division of Extended Education.

THE PROGRAM

The Certificate Program in Production and Inventory Control consists of five courses designed to provide education in the field of Production and Inventory Control.

WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and other individuals who work in related areas.

THE CERTIFICATE

Students who complete all five courses with a 2.5 grade point average are awarded a Certificate in recognition of their learning achievement and professional status.

THE COST

The fee for each three-unit course is \$216. Textbooks are required for X319 and X320. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees may be paid by check or money order only. Cash will not be accepted.

THE COURSES

Each of the five courses required for the program is three (3) units. All courses are degree applicable. The courses are to be taken in numerical order as listed. All courses are offered each semester and students may begin the cycle at any time of the year.

SCHEDULE

Classes begin the week of January 4. Another 13-week session of courses will begin the week of April 4. Call the Extension office for exact days and times.

LOCATION

Classes meet from 6:30-10:00 p.m. at Mira Costa High School, 701 S. Peck Ave., Manhattan Beach. See map, page 28.

FOR MORE INFORMATION

Call the Division of Extended Education at 213/516-3741.

WINTER SEMESTER

- PI X319 Introduction to Materials Management**
Monday Seq. #05-065-X319-01
Thursday Seq. #05-065-X319-02
- PI X320 Inventory Management and Master Planning**
Tuesday Seq. #05-065-X320-01
- PI X321 Materials Requirements Planning and Purchasing**
Thursday Seq. #05-065-X321-01
- PI X322 Capacity and Priority Management**
Tuesday Seq. #05-065-322-01
- PI X323 Manufacturing Resources Planning and Advanced Topics**
Not offered Winter semester.

PI X319 INTRODUCTION TO MATERIALS MANAGEMENT

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered.

This course can serve as a comprehensive survey of the materials management field for individuals who may not wish to enroll in the four remaining courses in the Certificate program.

This is a required course in the University Certificate program, but individuals with experience in materials management may test-out of the course.

PI X320 INVENTORY MANAGEMENT AND MASTER PLANNING

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

PI X321 MATERIAL REQUIREMENTS PLANNING AND PURCHASING

Planning and control techniques for items with dependent demand. The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

PI X322 CAPACITY AND PRIORITY MANAGEMENT

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control. Elements of just-in-time manufacturing are covered.

PI X323 MANUFACTURING RESOURCES PLANNING AND ADVANCED TOPICS

The theories and practices taught in the first four courses are reinforced through the use of case studies. The student learns to identify, analyze, and provide alternate solutions to manufacturing management problems. The course includes discussion of stockless production and optimized production technology (OPT).

Real Estate

PROFITING BY BUYING "FIXER" HOMES

Substantial profits can be made from renovating "fixer" houses if you:

- Buy right
- Properly renovate
- Efficiently manage
- Shrewdly rent, sell or exchange.

This one-day seminar will guide you through the entire process step-by-step, so that you can avoid the many pitfalls that await the uninformed. This is an excellent class for investors or would-be investors.

Registration fee includes a workbook. We suggest that you bring a bag lunch.

LANCE FORS, Ph.D., and SHARI SELOVER, M.A., own a real estate investment firm specializing in asset management, consulting, and the rehabilitation of single family homes.

► Saturday, February 20. 9 a.m.-4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$65. Non-credit. Seq. No. 13-020-0513.

SELLING A HOUSE FASTER AND FOR MORE MONEY

Through proven consumer marketing techniques that shatter many conventional wisdoms, you will learn how inexpensive cosmetic improvements can enhance your property and make it more saleable.

Experienced real estate investors will explain simple "packaging tools" such as color, hardware, molding, and trim that can be used to create a more marketable product. Participants will learn how to take charge of the sales process.

Other topics include:

- Three most common marketing mistakes
- Trends of the 80s
- The categories of buyers
- Knowing the competition
- When and how to hire a realtor

The workshop fee includes a helpful reference workbook.

LANCE FORS, Ph.D., and SHARI SELOVER, M.A., own a real estate investment firm specializing in asset management, consulting, and the rehabilitation of single family homes.

► Tuesday, April 19. 6:30-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 13-020-0510.

FINDING AND FINANCING REAL ESTATE FORECLOSURES

Today's home foreclosures are at a 50-year high. Statewide there were 170,000 loan defaults in 1982, 61,000 in Los Angeles County alone. These properties can be quickly picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

David Small, a local attorney, will share his expertise in purchasing these properties with you and outline a clear, step-by-step method so that you can learn how to pick up houses, condos and any real estate at a fraction of its true value.

Until now, the techniques used to finance multi-million dollar deals such as financing 100 percent of the property, cash to the buyer, and advanced forms of nothing down have been little known outside of large scale properties. These techniques will be applied to houses during the seminar's afternoon session.

Other seminar topics include:

- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license
- Getting people in foreclosure to call you
- Taking over low-interest loans
- Selecting the right properties for fast profit
- Saving on taxes
- Protecting yourself under foreclosure laws
- Financing the property 100 percent

Pre-registration recommended.

DAVID SMALL, J.D., is president of Small Time, Inc.

► Saturday, April 2. 10 a.m.-5 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$80; plus \$15 for optional workbook, payable in class. 0.6 Continuing Education Unit. Seq. No. 05-011-0901.

Communication

THE INS AND OUTS OF RADIO ADVERTISING

Whether you are searching for a cost-effective vehicle to market and promote your business or are an aspiring sales executive in search of a sales avenue career that is exciting, creative and financially lucrative; this class is for you. A radio insider will discuss the numerous perspectives of radio advertising.

How radio out performs both newsprint and television while reaching a larger audience will be outlined. Points of pitch, sales promotions, hidden co-op funds available to usually unaware businesses will be addressed. Research interpretation, tools, terms, target audiences, and "Reach and Frequency" cost formulas will also be discussed.

Characteristics of radio Sales Executives, levels of sales, objectives of buys, copywriting, announcing tips, and more will be presented.

Other Topics include:

- Selling of air time
- Qualitative and quantitative data
- Business Schedule Measurement formulas
- Formatted radio spots

JIM FOX is of Fox & Fox Media Consultants. Extensive client list includes Cash Box Magazine, KQYN-FM, KDHL, KVML and KNGT radio stations.

► Tuesdays, January 26-February 2. 7-10 p.m. 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-091-0584.

BEFORE YOU WRITE THAT BOOK

Why write an unsold novel or reams of readerless nonfiction when for four hour's time and \$40 you can learn what success requires before you write the first selling word?

Better yet, by developing a market analysis and an operational plan — the purpose of this seminar — you can greatly reduce your writing time later while increasing your sales potential.

Magic? Hardly. Just plenty of fact-packed, immediately applicable how-to information. The workbook, free to participants, contains guidelines that will help take you from idea inception to manuscript sale in both fiction and nonfiction.

What will you learn?

In fiction, for example:

- How to find publishers and develop a market list
- How to determine a mainstream or category format
- What five elements your novel must contain

In nonfiction:

- How to sell the idea before you write a word
- How to get a contract three chapters later
- Where to find high-probability publishers
- When an article should precede a book

And just as important: when you should self-publish and how, plus pertinent information about agents, taxes, time, and word processors.

GORDON BURGETT, M.A., author of *Query Letter/Cover Letter: How They Sell Your Writing*, a Writer's Digest Book Club top choice; and *How to Sell 75% of Your Freelance Writing*, another Writer's Digest Book Club choice.

► Tuesday, June 21. 6-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. Non-credit. Seq. No. 06-041-0512.

WRITING TRAVEL ARTICLES THAT SELL

Travel journalism is an excellent field for beginning and established writers. In this one-day workshop, discover how to transform travel into copy. Learn how to plan articles and secure assignments *before* leaving on a trip. Examine techniques for marketing the same sites to different newspapers and magazines, and for doubling your income through photography.

The following specific travel concerns will also be addressed:

- Possible tax deductions for travel
- How and when to mail slides and photos
- When to write in first person
- How to find travel writing markets

GORDON BURGETT, M.A., is the author of *The Query Book* and is co-authored of *Speaking for Money*.

► Wednesday, March 16. 6-10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 2. \$45. Non-credit. Seq. No. 06-021-0503.

STRESS-FREE BUSINESS WRITING: Five Hours To Better Letters and Memos

Every letter is a sales letter. If your writing is clear, concise, and well organized, the reader will form a positive image of you and your company.

In this practical class you will learn how to write effective letters and memos. The instructors will present specific techniques for beginning the letter, organizing your ideas, and ending the correspondence to obtain the results you want.

Topics include:

- Writing simply and naturally
- Avoiding jargon and overworked expressions
- Streamlining your writing
- Using correct grammar
- Choosing the best length for sentences and paragraphs
- Overcoming "writer's block"
- Effective editing

Participants are invited to bring samples of their writing for critique and analysis by the instructors.

CAROL E. PALMER, M.A., and PATRICIA A. FARRELL are the owners of Palmer & Farrell Communications, writing consultants.

► Saturday, May 7. 9 a.m.-3 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 15-012-0516.

GRANT PROPOSAL WRITING

Non-profit social service agencies and community organizations find that they must look beyond their current base of support for the funds necessary to run their programs. Members and staff of these organizations can learn to tap potential fund raising resources in this informative seminar on grants proposal writing.

Participants will learn to:

- Plan projects from a grants-seeker standpoint
- Identify and make contact with potential funding sources
- Write proposals and letters-of-inquiry
- Develop project budgets
- Anticipate the questions of funding agencies.

We suggest that you bring a brown bag lunch.

LEON S. COHEN, Ph. D., is the Director of Research and Funded Projects at CSUDH.

► Saturday, April 16. 9 a.m.-3 p.m. 1 meeting. CSUDH campus, SCC E149. \$60. Non-credit. Seq. No. 21-010-0503.

PERSUASIVE PUBLIC SPEAKING

In today's competitive business environment, good communication skills are essential. No one is born an effective communicator or public speaker, you have to learn these important skills.

This seminar provides a step-by-step approach that will give you the skill and confidence you need to stand up and speak persuasively in any situation. The seminar will make the difference between hearing polite clapping and thunderous applause.

You will learn how to:

- Prepare business presentations and speeches
- Eliminate nervous speech habits and to overcome fear
- Effectively use eye contact, gestures, and body language to grab and hold audience attention
- Confidently go before TV cameras

The workshop features several videotaped "clips" from speeches by such great orators as president Ronald Reagan, Winston Churchill, and New York governor Mario Cuomo.

RAY DE ROMANETT, M.A., Senior Associate at HR Research Associates, a public relations firm.

► Saturday, March 26-April 2. 9 a.m.-noon. 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 15-061-0515.

WRITING BOOKS AND ARTICLES THAT GET PUBLISHED

This informative two-part series is designed to help you get your work into print.

The first class, "Getting Started Writing," helps you develop an idea or concept into a marketable book or article. In the second class, "Getting Happily Published," you will learn how to get your manuscript published.

The fee for each seminar is \$35. A special rate of \$60 is available only to those who register in advance for both workshops. Advance registration sequence number: 15-012-0522.

DIANE DUNAWAY is an accomplished author in both fiction and non-fiction, and has promoted her books on local and national television and radio shows. Her most recent promotional success, *Stepping Up — How to Fight Your Boss and Win*, is being excerpted in *Glamour* and *Star* magazines, has been recommended in *U.S.A. Today* and the *Los Angeles Times*, and has been promoted nationally on television and radio.

GETTING STARTED WRITING: Where to Begin and How to Keep Going

How many times have you had a great idea for a book or an article, but never wrote it because you weren't sure how to begin?

Many of us frequently have good, marketable ideas, but let ripe opportunities for income and publishing success slip away. In this practical, one-day seminar you will learn to focus your creativity, clarify your ideas, and get on the road to a finished product.

Topics include:

- Controlling your writing environments
- Breaking down initial blocks
- Creating an outline that works
- Putting those first words on paper
- Muting the inner critic
- Keeping going when the going gets tough
- Secrets of easy revision
- Getting the project finished

► **Saturday, April 16. 9:30 a.m.-12:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35, if taken separately. Non-credit. Seq. No. 15-012-0521.

GETTING HAPPILY PUBLISHED

Every writer who wants to get published eventually faces the same problem — how to break into print.

Whether you are planning to get an agent or you intend to submit work on your own, there are dos and don'ts, short cuts, and secrets to getting published quickly and profitably.

The practical seminar will concentrate on marketing your book, first to agents and editors, and later to the public, by using techniques that have proven successful. Topics covered will include, but not be limited to:

- Constructing the marketable manuscript
- Standing out from the crowd to attract the right agent or editor
- Contracts and negotiations
- Getting the most out of the author-agent-editor relationship
- Promoting fiction versus non-fiction
- Getting the books into stores — the salesforce, the wholesaler
- Why most autographing parties are a waste of time and how to really be effective at the retail level
- The right media for your book and making influential contacts
- Serial rights and getting your book excerpted in major magazines for maximum impact.

► **Saturday, April 16. 1-4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35, if taken separately. Non-credit. Seq. No. 15-012-0520.

WRITING WITH POWER

People usually write less forcefully and effectively than they should. In this seminar you will learn eight proven strategies for writing more crisply, confidently, and successfully. With these effective techniques, you can use powerful prose to clarify your thinking and to project a more professional image.

Topics include:

- Where to begin and when to stop
- Saying more with one-third fewer words
- Why the best writers rarely say "by" and "of"
- Common phrases that are guaranteed to backfire

This compact seminar includes a 30-page workbook and a reference guide, as well as personal attention for each participant. The instructor invites you to bring a class writing that has been giving you trouble.

JOHN TANNENBAUM, M.A., is a certified technical writer, a writing consultant and member of the Society for Technical Communication and the Association for Business Communication.

► **Saturday, February 6-13. 9 a.m.-noon.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$45; plus \$4 materials fee, paid at first class meeting. Non-credit. Seq. No. 15-012-0513.

HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

Most beginners can't sell 5 percent of their writing. Professionals can't write fast enough to keep up with their sales commitments. The difference is in the marketing.

Beginners write, then try to sell; pros sell, then write. This seminar, focusing on nonfiction articles and books, explains the professional system, then shows how you can use it with predictable, lucrative results.

You will learn:

- What kinds of writing sell best
- When you should query and when you send unsolicited copy
- How pros double their income by selling reprints and rewrites
- How to take every allowable tax deduction

GORDON BURGETT, M.A., is author of *The Query Book* and co-author of *Speaking for Money*.

► **Wednesday, June 22. 6-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. Non-credit. Seq. No. 06-021-0501.

WRITING FICTION THAT SELLS

Writers who are interested in writing short stories or novels and who wish to develop a greater command of their skills will benefit from this informative workshop led by a published author.

The instructor will present specific examples and techniques for any genre of fiction writing with special emphasis on marketability.

Topics include:

- Criteria for a bestseller
- Hooking the reader
- Page turning plots
- Creating the main characters, secondary characters, and villains
- Keeping conflict alive
- Improving the quality of prose
- Developing outlines that work
- Effective research techniques
- Showing versus telling
- Point of view
- Secrets of satisfying endings
- Synopsis
- Contacting agents and editors

Participants will receive a set of guidelines for manuscript submission, two samples of successful synopses, and other comprehensive handouts, as well as examples and exercises.

Registrants are encouraged to mail ten typed pages of their manuscripts to Ms. Dunaway c/o CSU Dominguez Hills Extension at least two weeks prior to class. Critiqued manuscripts will be returned at class.

DIANE DUNAWAY is an accomplished novelist and writing consultant who has received high acclaim for both her historical and contemporary books. Her novel *Desert Hostage* was auctioned to four competing publishers and was nominated for a national award.

► **Saturday, April 30. 10 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 15-012-0523.

WRITING SCRIPTS FOR FILM AND TELEVISION THAT SELL

Writing for Hollywood is no longer the impossible dream! Take advantage of the demand for material created by the explosive impact of cable, home video, and syndication.

From idea inception to script completion, this seminar will give you a practical, realistic approach to writing for motion pictures and television. Although designed for those who aspire to write for the Hollywood film industry, the workshop will prove equally rewarding for those who want to improve their communication skills. There is no technique which more effectively articulates the transfer of thought to expression than that of the screen writer.

You will learn:

- The solid structure of a workable script
- Outlines, treatments, presentations
- Characterization — maximizing character development and creating appropriate dialogue
- Successful marketing devices
- Protecting and selling your writing, with or without an agent
- Sixteen basic rules that will qualify your script for the marketplace

This intensive, one-day workshop features the use of shooting scripts from Hollywood films and television series. Each registrant will receive a comprehensive set of handouts containing valuable screenwriting guidelines, sample outlines, lists of agents, and valuable shortcuts to research.

IRVING COOPER, accomplished screen and television writer, Broadway playwright, book editor, and literary consultant. His professional background in the film industry, both as a writer and in most aspects of production, includes a long and prolific association with such major filmmakers as Paramount, Twentieth Century Fox, and Universal.

► **Saturday, May 14. 10 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 15-071-0517.

IMPROVING YOUR SPEAKING VOICE

If you want people to listen to you, you must speak clearly and confidently. Whether you speak to large or small groups, how you use your voice will affect how well listeners comprehend your message and how they respond to you as a person. Effective speakers know that conveying a message clearly requires articulation and authoritative projection. In this intensive class you will learn how to use these skills and how to profit from critical listening.

Even if your job doesn't require special speaking abilities, you'll learn how to enhance your speaking voice for conversation and social interaction.

This class is recommended for:

- Anyone with special speaking demands such as briefings, conferences, class instruction, and supervisory responsibilities
- Professionals who wish to strengthen their voice skills for business or social life
- Those who find it generally difficult to "speak up"

CLARA E. SHAW is a speech and voice consultant with experience in speech therapy, voice science and communication techniques.

► **Saturday, April 9-23. 9 a.m.-12:20 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$60; plus optional textbook, payable in class. 1 Continuing Education Unit. Seq. No. 15-061-0900.

INTRODUCTION TO INTERCULTURAL COMMUNICATION

Living and working in Los Angeles provides us with daily opportunities to encounter and interact with people from many different backgrounds. However, as we come in contact with these different populations, it becomes clear that the rules we learned for successful interpersonal relations no longer seem applicable.

We need new tools for understanding the dynamics of intercultural communications, as well as practice in acquiring skills to use in cross-cultural encounters.

You will learn a basic orientation to the similarities and differences in the behavioral styles of various cultures in this informative class. Increasing your awareness of perception, nonverbal behavior, values, roles, and context and their roles in intercultural communication will also be discussed. Participants will learn how to relate to people from other cultures comfortably.

Who should attend:

- School teachers, particularly ESL teachers
- Employees of public agencies
- Mental health professionals

MARGARET CATON, Ph.D., is a professor in Ethnomusicology at the University of California at Santa Barbara and edited *Equal Circles*, a book on cross-cultural communications.

► Saturday, February 20. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$45; plus \$5 materials fee, payable at first class meeting. Non-credit. Seq. No. 15-991-0511.

RELATED COURSES:

- Educating the Right Brain for Creativity Enhancement, 33
- How to Set Up and Market Your Own Seminar, 5
- Managing the Multicultural Workforce, 8
- One-on-One with the Soviets, 20
- Successful Negotiation & Conflict Resolution, 8
- The Effective Consumer, 24
- Understanding and Identifying Communication Styles, 9

Computer Applications

MS-DOS: GATEWAY TO THE PERSONAL COMPUTER

Every computer has a system that allows it to communicate with the user. These operating systems have various names, but the most popular is the MicroSoft-Disk Operating System (MS-DOS). This system powers the IBM desktop and personal computers, and all IBM-compatible computers.

Learning to use MS-DOS allows you to take full advantage of your computer. The series is offered in a lecture format and is *not hands-on*.

The fee for each workshop is \$35. A special rate of \$125 is available only for those who register in advance for the entire series. Advance registration sequence number for special fee: 07-024-0526-05. (For information on refunds for series, please refer to page 32.)

DANIEL L. CARPENTER, B.S., M.B.A., has been a data processing consultant for seven years, with clients including the Sperry Corp. and California Federal.

DOS TO START

An introductory session to provide the information you need to begin using the MS-DOS.

Topics:

- What is DOS?
- Structure of files
- Base commands
- Function keys

► Saturday, April 23. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-01.

DOS TO RUN

Intermediate skills for those with a basic understanding of MS-DOS.

Topics:

- Integrating commands to applications
- Introduction to BAT files
- Intermediate commands
- Directories

► Saturday, April 23. 1-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-02.

ADVANCED DOS

An in-depth examination of MS-DOS commands beyond the introductory level.

Topics:

- Writing BAT files
- Intermediate commands
- Configuration files
- Disk and hard disk drives

► Saturday, April 30. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$325, if taken separately. Non-credit. Seq. No. 07-024-0526-03.

DOS EXTENSIONS

The final session will cover advanced techniques and some public domain software utilities

Topics:

- Extended batch
- BAT menus
- Other operating systems
- System upgrades

► Saturday, April 30. 1-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-04.

COMPUTER APPLICATIONS

DISCOVERING YOUR PERSONAL COMPUTER

In this introductory series of classes, you will learn the basics of using IBM and IBM-compatible personal computers. Each class features specific information about computer programs that you will be using on your personal computer at work or at home.

The first class of each session meets at our Redondo Beach center, where you will hear a lecture about personal computers and their applications. On Saturday the classes will meet at the microcomputer center California State University, Dominguez Hills campus for hands-on instruction. The final class sessions will meet at the computer lab on the CSUDH campus, where each student will have exclusive use of an IBM-compatible computer. Classes are limited to 24 participants.

We have designed a flexible registration package to allow you to register for the entire series for \$120 or to register for the specific workshop you need for \$65 each. You must pre-register to take advantage of the special series price. Use advance registration sequence number 07-024-0523-03 to register for the entire series at the special \$120 fee. (For information on refunds for series, please refer to page 32 of this booklet.)

DANIEL CARPENTER, B.S., M.B.A., has been a data processing consultant for seven years, with clients including the Sperry Corp. and California Federal.

PERSONAL COMPUTER TOOLS AND WORD PROCESSING

This class provides an introduction to microcomputers: the different types of software, system basics, and getting started.

You will also learn, step-by-step, how to use the computer for word processing. You may never need a pen again! Menus, entering text, editing and manipulating text will all be discussed.

► Tuesday, March 29, 6-10 p.m. and Saturday, April 2, 8 a.m.-noon. 2 meetings. Tuesday class meets at Redondo Beach Community Resource Center, rm. 8. Saturday class meets on CSUDH campus, SBS B109. \$65, if taken separately. Non-credit. Seq. No. 07-024-0523-01.

PERSONAL COMPUTER SPREADSHEETS AND DATABASE

Discover how to use spreadsheets to make management decisions and forecasts. You will learn what spreadsheets are, how to create workable models and formulas, and how to utilize spreadsheet software.

In the database primer, you will learn how to use this powerful tool to your fullest advantage. You can explore the best way to organize information on your computer and basic database commands.

► Thursday, March 31, 6-10 p.m. and Saturday, April 2, 1-5 p.m. 2 meetings. Thursday class meets at Redondo Beach Community Resource Center, rm. 8. Saturday class meets at CSUDH campus, SBS B109. \$65, if taken separately. Non-credit. Seq. No. 07-024-0523-02.

Education

13TH ANNUAL SPECIAL EDUCATION CONFERENCE

Join professionals in the field for two days of workshops.

Nationally recognized speakers will present papers and will conduct special-interest workshops at this two-day conference for special and regular education professionals. Keynote addresses and 16 workshops are scheduled on timely topics for teachers and other professionals.

For more information on the conference, contact Dr. Doris Okada, conference director, Center for Quality Education at CSUDH, 213/516-3522.

► Friday and Saturday, March 4 and 5. 7:30 a.m.-5:00 p.m. CSUDH campus, University Theater. Seq. No. 08-081-X507.

Fees: \$75.30 for conference registration for two days and one semester unit of degree-applicable credit. \$50 for conference registration for two days and no credit. \$35 for conference registration for one day and no credit.

SUPERLEARNING® FOR TEACHERS

Your turning point in educational excellence. Learn powerful new strategies to: (1) accelerate learning; (2) improve student memory retention; (3) reduce educational stress; and (4) consistently get successful results.

The course explains how to use the 5-step Superlearning cycle in your classroom. You experience a sample Superlearning session, get a free 18-page workbook, and specific references for various disciplines. You will gain the concrete knowledge to begin using the techniques immediately.

If you are looking for power and excellence in teaching, this seminar is for you.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► Saturday, February 27. 8 a.m.-noon. 1 meeting. CSUDH campus, SSC E149 \$40. 0.4 Continuing Education Unit. Seq. No. 08-993-0902.

INTRODUCTION TO COMPUTERS IN EDUCATION (GED X535)

This course presents some practical uses of computers in educational settings and meets the new State legislation mandating teacher competence with computers.

In addition to the regularly scheduled section of this class on the CSUDH campus, the Center for Quality Education, in cooperation with Los Angeles Unified School District, will present the lecture portion of the course on Channel 58. The course features "hands-on" computer labs which will be located at various sites throughout the LAUSD area.

Topics include:

- Word processing
- Computer-assisted instruction
- Software evaluation
- Computer-assisted testing
- Computerized gradebooks
- Computer graphics
- Educational uses of databases
- Introduction to programming — BASIC and LOGO

PETER DESBERG, Ph.D., is a professor in the CSUDH Graduate Education department.

The class will meet during spring semester, January 30-May 19, class times to be arranged. \$216. 3.0 semester units of degree-applicable credit. Seq. No. 08-011-X535. For more information on the course, call Dr. Desberg at 213/516-3522.

EARLY CHILDHOOD CERTIFICATE PROGRAM

The Division of Extended Education is proud to announce a new certificate program which is designed to meet the California State Department of Social Services requirements for Teachers or Directors of preschool or day care programs. The program will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing.

The courses award upper-division, degree-applicable academic credit. All of the program classes meet in Redondo Beach. Participants who complete the program receive a certificate.

WHO SHOULD ATTEND

- **Preschool teachers**
Update knowledge of child development and curriculum, and receive child development units to comply with California State requirements.
- **Family day care providers**
Learn new programming ideas for children in the home.
- **Teachers or aides of infant, toddler, or preschool age children**
Specialties in infant or child care program development and curriculum.
- **Prospective day care teachers**
Meet State teaching requirements.
- **Persons who want to be Administrators**
Specialize in administration of infant and child care facilities. Helps meet State requirements for a supervisory permit.
- **Parents**
Learn child development and activities to help your child to learn.

PROGRAM REQUIREMENTS

Students have the option of specializing in either infant care or child care. Persons interested in earning the teaching certificate must complete a total of 12 units: two core courses and two specialization courses (in either infant or child care program development).

Those interested in earning the administration certificate must complete a total of 15 units: three core courses and two specialization courses (in either infant or child care).

TEXTBOOKS

All of the courses require textbooks which can be purchased at the first class meeting. Payments received by check only.

FOR MORE INFORMATION

For a detailed brochure describing the program, call the Extension office at 213/516-3741.

Core Courses (Required):

All students:

- PSY X350 Developmental Psychology (3)
TED X355 Child, Family and Community (3)

Administrators only:

- TED X356 Early Childhood Administration and Supervision (3)

Specialization Courses:

- TED X351 Infant Program Development I (3)
and
TED X352 Infant Program Development II (3)

or

- TEX X353 Preschool Program Development I (3)
and
TED X354 Preschool Program Development II (3)

SPRING 1988 COURSE OFFERINGS:

CHILD, FAMILY, AND COMMUNITY (TED X355)

Focuses on developing an early childhood curriculum that incorporates home and community resources. Reviews premises and practices of parent involvement in educational programs.

Parent-child relationships, cultural varieties, child rearing practices, social and educational values, and community resources are examined. Parent involvement in educational programs are reviewed.

NANCY DiCRISTINA holds a Master's in Early Childhood Education. She is former Director and Teacher at the Child Development Center at CSUDH.

► **Monday, February 1-May 16. 6:30-9:30 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$216. 3 degree-applicable semester units. Seq. No. 08-011-X355.

PRESCHOOL PROGRAM DEVELOPMENT I (TED X353)

Participants will examine a variety of early childhood curricula and the relationship of curriculum development to organization and instruction. Discussions include planning, developing, and organizing the environment for effective teaching and learning.

Other topics:

- Cognitive skills
- Social and emotional skills
- Psychomotor skills
- Organizing activity centers
- Observational skills
- Assessing progress and needs

JOANNE SATO holds a Master's in Early Childhood Education and is Preschool Director at the Gardena Valley YMCA.

► **Wednesday, February 3-May 18. 6:30-9:30 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$216. 3 semester units degree-applicable academic credit. Seq. No. 08-011-X353.

INFANT PROGRAM DEVELOPMENT I (TED X351)

This course focuses on the principles, guidelines, and processes for developing group programs for infants and toddlers.

Topics include:

- Goals and principles of group care
- Program objectives
- Daily activities
- Caregiver responsibilities
- Physical environment
- Health and safety
- Nutrition and feeding
- Routine caregiving

DORATHEA GILLINGHAM, M.A. in Early Childhood Education, Child Development Supervisor, Federation Head Start.

► **Wednesday, February 3 -May 18. 6:30-9:30 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 8. \$216. 3 semester units degree-applicable academic credit. Seq. No. 08-011-X351.

EDUCATION

SCIENCE AND MAGIC FOR GRADES K-8

Learn how to combine science with magic to create fascinating classroom activities designed to stimulate learning in your students.

Through offbeat concepts such as "physitricks," "optricks," "electricks," and "maginertia" you can encourage your students' interest in and comprehension of science.

A partial list of experiences in the course includes:

- Cloud in a Bottle
- Vinegar Rockets and Vinegar Cannons
- Rising Wax on a Candle
- Chemical Gardens
- Periscope Construction
- And much more!

RON RAINSBURY, M.S., teacher.

► Friday, February 5. 3:30-7:30 p.m. and Saturday, February 6, 8 a.m.-7 p.m. 2 meetings. CSUDH campus, SBS B209. \$65. 1 semester unit Professional Credit (Educ. 868). Seq. No. 08-340-0868.

INSTRUCTIONAL HUMOR

This enjoyable course can help you to incorporate humor into your classroom presentations so that your students will be more attentive and responsive. You will learn how to use humor to simplify a complex concept by making your point clearer and more memorable.

Topics include:

- Selection, editing and telling jokes
- Using humor to increase learner's learning and retention
- Tailoring humor for specific audiences
- Inappropriate uses of humor

PETER DESBERG, Ph.D., is a professor of education at CSUDH, as well as a musician and entertainer.

► Saturday, March 19-26. 8 a.m.-6 p.m. 2 meetings. CSUDH campus, SCC M110. \$70. 2 Continuing Education Units. Seq. No. 08-993-0934.

RELATED COURSES:

- Beginning Spanish, 20
- Introduction to Intercultural Communication, 15
- Improving Your Speaking Voice, 14
- Superlearning for Students, 22
- Successful Negotiation & Conflict Resolution, 8
- Test Preparation Classes, 21

DYNAMIC ELEMENTARY PHYSICAL EDUCATION (PED X495)

This specialized course is designed to enhance the teaching of elementary physical education and includes the improvement of motor fitness, motor skill development, self concept, classroom management, curriculum development and organization teaching. Recommended for classroom teachers, physical education mentors, and specialists who are looking for innovative and practical ways to develop and enhance their physical education programs.

Tuition for the one unit semester course will be provided by a State Lottery Grant. There will be a student fee of \$35 to cover food and registration costs. The course will meet 4:30 to 8:30 p.m., Friday, February 26, and 8:30 a.m. to 4:30 p.m., Saturday, February 27, at the CSUDH Gymnasium. For enrollment and additional information, please contact the Physical Education Department at CSUDH — (213) 561-3761.

Take a STEP to the University this summer! For Junior High School Students Science Technology Enrichment Program

Special courses during the summer of 1988, with an emphasis in interdisciplinary courses in the Sciences. For students entering the 7th, 8th and 9th grades in Fall 1988.

Topics include:

- Math
- Computer Science
- Physics
- Oceanography
- Biology
- Chemistry
- Geology, and more

Mondays-Thursdays, July 11-28
8:30 a.m.-12:15 p.m.

Optional Swimming Period:
1-2 p.m.

Call 213/516-3741 for more information, or mail us this coupon.

Name _____

Address _____

State _____ Zip _____

School _____

Mail to:

CSU Dominguez Hills, Extended
Education, Carson, CA 90747

Health Services

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one year long-term Certificate course in Orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to acquaint students in the field of Orthotics: the profession of designing, fabricating, and fitting orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

The course is designed for applicants who have a Bachelor's Degree. Applicants must have some experience with hand tools and light duty power equipment (band saw, drill press, sander, etc.).

The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students. For further information contact:

Darrel Clark
Rancho Orthotics Department
7450 Leeds St.
Downey, CA 90242
(213) 922-7655

THE CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

The Certificate Program in Alcoholism Drug Counseling consists of eight courses designed to prepare individuals to enter the field at a professional level.

ENTRANCE REQUIREMENTS

Applicants must have completed at least two years of college and have at least two years of work experience in a health or human service agency.

Two years continuous sobriety is required. With the permission of the Program Coordinator, students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience. New classes begin Fall and Spring semester.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class AD X301 with a "BC" or better. For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes meet from 6:30-10 p.m. at Mira Costa High School, 701 S. Peck Ave., Manhattan Beach. See map, page 28.

THE COST

The fee is \$72 per unit; a three unit course is \$216. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — check or money orders only. Cash will not be accepted in class.

THE COURSES

Students must successfully complete all eight courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

SEMESTER I

AD X300 — INTRODUCTION TO ALCOHOLISM (3 units)

This course provides basic information about alcohol: the physiological, psychological and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues.

AD X301 — INTRODUCTION TO COUNSELING TECHNIQUES (3 units)

This course introduces the skills and techniques necessary for counseling the alcohol and drug abuser. Students will learn to use active listening skills and to develop a high empathy level. The course is both theoretical and experimental.

SEMESTER II

AD X302 — COUNSELING THE INDIVIDUAL (3 units)

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

AD X303 — PERSPECTIVES ON DRUG ABUSE: COUNSELING THE SUBSTANCE ABUSER (3 units)

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

SEMESTER III

AD X304 — GROUP COUNSELING TECHNIQUES (3 units)

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

AD X305 — INTRODUCTORY PRACTICUM (2 units)

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

SEMESTER IV

AD X306 — FAMILY DYNAMICS (3 units)

This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.

AD X307 — ADVANCED PRACTICUM (2 units)

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

Humanities & Social Science

MASTER OF ARTS IN HUMANITIES

The Master of Arts in the Humanities offers a broad interdisciplinary exposure to all the areas of the Humanities — history, literature, philosophy, music and art — and the establishment of an integrative perspective among them with emphasis on their interrelating effects and influences. Students are able to specialize in a particular discipline of the Humanities, or in specific cultural thematic areas which could be traced across all of the humanistic disciplines.

An undergraduate concentration in the Humanities is not necessary for this Master's Degree program. The Master's of Arts in the Humanities is an external degree program for those who prefer an *individualized approach to advanced education rather than traditional classroom courses on a college campus.*

Through tape, letter and phone correspondence with on-campus faculty, students are able to design and complete the program without having to travel to the campus.

Fees are \$90 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

For more information on the program, call 213/516-3743.

ONE-ON-ONE WITH THE SOVIETS: A PRIMER ON CITIZEN DIPLOMACY

The role of the citizen diplomat involves person-to-person exchanges at an international level of cultural, occupational, and governmental ideas.

Unusual access to Soviet citizens, ranging from visits with artists and spiritual leaders to participation in nationally televised performances and the first multimedia event held in the Soviet Union, provide unique cultural insights.

The instructor's discussion features a dynamic slide presentation of his recent visits to Soviet homes, schools, youth organizations, and churches. After witnessing a rarely seen cross-section of Soviet life, you will learn what it takes to become involved as a citizen diplomat in your own community or in ones in other countries.

MICHAEL JOHANNSSON, M.S., is a teacher, writer, and citizen diplomat who has worked as a newspaper writer in Europe. He is the founder of "Create Peace," an organization of Americans and Soviets, and is the author of *Poems for Peace*.

► **Friday, February 19. 6:30-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$25. Non-credit. Seq. No. 03-110-0501.

BEGINNING SPANISH

Whether you are planning a trip to Mexico or Spain, or you would like to learn conversational Spanish, this relaxed, enjoyable class is for you.

You will learn enough grammar, phonetics, and practical phrases to help you survive most situations in your travels. You will also be building an excellent language base for further study. The class emphasizes verb tenses, idiomatic expressions, and continuous expansion on conversational phrases.

Textbooks are required for the class and may be purchased (by check only) at the first class meeting.

PAUL ROMERO, Ph.D., is a professor of Spanish at CSUDH.

► **Mondays, February 1-May 16. 6:30-9:30 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 8 \$216. 3 degree-applicable semester units. Seq. No. 11-203-X110.

CRITICAL REASONING (PHI X120)

Introduction to the methods of critical thinking including the nature of arguments, formal and informal fallacies, deductive and inductive arguments. The course will provide critical skills in both academic and non-academic contexts. Upon completion of the course, students will understand the nature of critical reasoning and will become aware of a wide range of false, though perhaps convincing, arguments.

This course fulfills the CSUDH General Studies requirement in area A.3: Logical/Critical Reasoning. "Critical Reasoning" is a basic course and is helpful to anyone wishing to improve their reasoning skills.

Textbooks are required for the class and may be purchased, by check only, at the first class meeting.

VASISHT MALHOTRA, Ph.D., is an associate professor of Philosophy at CSUDH.

► **Wednesday, February 3-May 18. 7-9:30 p.m.** 15 meetings. Daniel Freeman Memorial Hospital, 333 N. Prarie Ave., Inglewood, rms. 5 and 6 of the Education Department, the building behind the hospital. Free parking is available on side streets and in the Staff parking lot. \$216. 3 degree-applicable semester units. Seq. No. 15-091-X120.

Learning Skills

Test Preparation

BOBROW TEST PREPARATION SERVICES

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools. The classes have been developed and evaluated by authors of 18 national best-selling test preparation textbooks (Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide among others published by Cliffs Notes).

The staff is composed of attorneys, CPAs, math and reading specialists and other specialist instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exam, call the CSUDH Testing Office at 213/516-3909.

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

GRE (GRADUATE RECORD EXAMINATION) REVIEW

This class is geared to the latest format of the GRE with emphasis on quantitative language — arithmetic, algebra, geometry, and graph reading. Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

For the April 9 Exam

▶ Saturday, March 5 - 26. 9 a.m.-1 p.m. 4 meetings. CSUDH campus, SCC E143. \$125. Non-credit. Seq. No. 08-000-0503.

SCHOLASTIC APTITUDE TEST (SAT) REVIEW

The SAT sessions are a series of workshops designed to give the potential college student an edge in doing his or her best on the college entrance exam. Emphasis will be placed on the mathematical ability section of the exam with verbal analogies, antonyms, sentence completion, and reading comprehension also analyzed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

For the March 19 Exam

(Please note: the March 19 SAT will not be offered at CSUDH. Students can register for other test centers and join our prep class.)

▶ Section 1: Saturday, February 27-March 12. 9 a.m.-12:30 p.m. 3 meetings. CSUDH campus, SCC J146. \$75. Non-credit. Seq. No. 08-000-0505-01.

For the June 4 Exam

▶ Section 2: Saturday, May 7-21. 9 a.m.-12:30 p.m. 3 meetings. CSUDH campus, SCC E143. \$75. Non-credit. Seq. No. 08-000-0505-02.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Math Ability (Problem Solving)
- Reading Comprehension
- Sentence Correction
- Business Judgement (Analysis of Situations)
- Data Sufficiency
- Critical Reasoning
- Plus a short review of basic arithmetic, algebra and geometry

For the March 19 Exam

▶ Saturday, February 27-March 12. 9 a.m.-3:30 p.m. 3 meetings. CSUDH campus, SCC E152. \$135. Non-credit. Seq. No. 05-001-0504-01.

For the June 18 Exam

▶ Saturday, May 21-June 11. 9 a.m.-3:30 p.m. 3 meetings (no class May 28). CSUDH campus, SCC D154. \$135. Non-credit. Seq. No. 05-001-0504-02.

CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

These workshops are designed to assist students and teachers in preparing for the CBEST. Each area of the exam — reading comprehension, essay writing, and mathematics — will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

For the February 13 Exam

▶ Saturday, January 23-February 6. 9 a.m.-3 p.m. 3 meetings. CSUDH campus, SCC E143. \$115. Non-credit. Seq. No. 08-011-0520-01.

For the April 16 Exam

▶ Saturday, May 19-April 9. 9 a.m.-3 p.m. 3 meetings (no class April 2). CSUDH campus, SCC E157. \$115. Non-credit. Seq. No. 08-011-0520-02.

For the June 11 Exam

▶ Saturday, May 14-June 4. 9 a.m.-3 p.m. 3 meetings (no class May 28). CSUDH campus, SCC E149. \$115. Non-credit. Seq. No. 08-011-0520-03.

LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

Prepare for the LSAT by learning each subject area, and the type of questions to expect in each section. Time-saving and test-taking strategies will be featured.

Workshop topics include:

- Analytical Reasoning
- Logical Reasoning
- Dispute Characterizations
- Reading Comprehension
- Writing Sample

For June Exam

▶ Saturday, May 7 - June 4. 9 a.m.-1 p.m. 4 meetings (no class May 28). CSUDH campus, SCC J146. \$135. Non-credit. Seq. No. 08-000-0529.

Study Skills**SUPERLEARNING® FOR STUDENTS**

Discover powerful new strategies to help you learn faster and easier, improve your reading and study skills, and to develop a better memory. These strategies can be applied to specific learning goals.

You'll learn detailed exercises to dissolve learning blocks and to use the neglected learning powers of the right side of the brain. Superlearning is based on new accelerated learning techniques — one, practiced in eastern Europe, reportedly helped students learn a foreign language in one month.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Saturday, February 27. 1-5 p.m.** 1 meeting. CSUDH campus, SCC E149. \$40. Non-credit. Seq. No. 08-081-0518.

RELATED COURSES:

Powerlearning for Professionals, 7
Superlearning for Teachers, 16

1988 SUMMER SESSIONS

You can take a class this summer for academic credit at California State University, Dominguez Hills. Classes are open to persons not regularly enrolled at CSUDH.

Enroll in courses to help you accelerate graduation, meet credential requirements, update professional skills, or prepare for career changes.

Summer Session Dates:

June 6 - July 15, 1988

First six week session

June 27 - August 5, 1988

Second six week session

Bulletins will be available in March. To receive a Bulletin, phone 213/516-3746 or mail this coupon.

Name (please print)

Address

City

State

Zip

Mail to: CSU Dominguez Hills,
Office of Summer Sessions, Carson,
CA 90747

Psychology**UNDERSTANDING AND SELECTING A COUNSELING PROFESSIONAL**

This practical course will help you understand what therapists do and will provide information on how to select a therapist. You will learn about the variety of therapeutic services that are available and how best to utilize their services.

Other topics include:

- Knowing client rights
- Selecting specialists
- Types of counseling techniques and strategies
- Fees to expect

Who should attend:

- Personnel Directors
- School counselors
- Anyone considering therapy or counseling

FUMIKO HOSOKAWA, Ph.D., M.F.C.C., is a CSUDH Professor of Sociology and is a Professor for the CSUDH Marriage, Family, and Child Counseling program.

► **Thursday, March 10-24. 6:30-8:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$40. Non-credit. Seq. No. 12-221-0509.

ADVANCED HYPNOTHERAPY PRACTICE

This four day hypnotherapy practice is limited to 10 participants who have completed 40 hours of hypnosis training, or professionals with prior training in hypnotic techniques. The class provides 30 hours of supervised practice as required for hypnosis clinical supervision for Marriage, Family and Child Counselors.

Each hypnotherapy technique is discussed, demonstrated and then practiced in pairs under supervision.

This 30-hour course has been approved as the fourth of the four courses (70 hours) of hypnosis training required by the California Board of Behavioral Science Examiners.

JOHN V. DAVIS, M.S.W., M.F.C.C., L.C.S.W., is approved by the State of California to provide Hypnosis Education. He practices psychotherapy and clinical hypnosis.

► **Saturday and Sunday, February 20-March 6. 9 a.m.-5:30 p.m.** 4 meetings. CSUDH campus, SBS B215. \$170. 3.0 Continuing Education Units. Seq. No. 20-000-0922.

EDUCATING THE RIGHT BRAIN FOR CREATIVITY ENHANCEMENT

Improve your creative abilities by becoming more sensitive to the workings of the right and left hemispheres of your brain. Once you have mastered brain functioning you will be able to think more creatively, which can aid you in your writing, art, athletic competition, and decision making.

A licensed hypnotherapist will introduce participants to the powerful sensory-image-recording abilities of the brain, the important mind/body relationship, and specific methods to improve memory.

Other topics include:

- Using right brain creativity and dreams for problem solving and insight
- Practicing meditation and visualization as aids to creativity

JOHN V. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Saturday, March 19. 9 a.m. - 3 p.m.** 1 meeting. CSUDH campus, SCC D154. \$50. Non-credit. Seq. No. 20-000-0503.

ADVANCED HYPNOSIS

Participants learn specific hypnotic techniques for utilizing each individual's inner resources, through the use of indirect suggestions developed by Milton Erickson, the originator of present-day hypnotherapy.

Learn how to use relaxation, visualization, and other techniques to relieve stress and anxiety, deal with phobias and psychosomatic conditions, raise self-esteem, and improve athletic performance. How physicians are teaching their patients to relieve migraine headaches through hypnosis, and how psychologists use age regression and hypnotherapy with their patients is discussed.

This 15-hour, advanced course has been approved as the third of the four courses (70 hours) of hypnosis training required by the California Board of Behavioral Science Examiners.

JOHN V. DAVIS, M.S.W., M.F.C.C., L.C.S.W., is approved by the State of California to provide Hypnosis Education. He practices psychotherapy and clinical hypnosis.

► **Monday, February 22-March 21. 7-10 p.m.** 5 meetings. TBA. \$70. 1.5 Continuing Education Units. Seq. No. 20-000-0913.

Travel Programs

ENJOY LEARNING SPANISH IN MORELIA, MEXICO

— June 25 through July 16

Enjoy 22 days in Mexico studying Spanish and experiencing Mexican culture with Dr. Ben Pena, associate professor of Spanish at CSUDH. Explore the rich colonial and pre-Colombian traditions of Morelia and its surrounding villages.

TRAVEL AND TOURS

Participants will fly from Los Angeles to Mexico City with a connecting flight to Morelia. In addition to discovering the cultural riches and natural beauty of Morelia, participants, with guides, will tour important historical and archeological sites in the region surrounding Morelia. Weekly one-day excursions may include trips to: Santa Clara del Cobre, famous for handcrafted copperwork; Capula, known for its pottery; Tzin Tzun Tzan, a pre-Colombian archeological site featuring pyramids and a sacrificial altar; Janitzo, an island on Lake Patzcuaro, a fascinating city with a wonderful museum of Mexican crafts. Other interesting towns in the area are Quiroga, Santa Maria de Guide and Zinapécuaro, Paricutin, Angahuan.

ACCOMMODATIONS

The homestay program, the instructional facility, and the excursions are arranged and supervised by CECEMMAC, an organization which specializes in education travel programs to Mexico. Participants will be placed with carefully chosen families in Morelia.

STUDY PROGRAM

All participants enroll for three semester credits. Participants register for either Beginning Conversation (Spanish 230) or Advanced Conversation (Spanish 341), or an Independent Field Research Project (SPA 320) with Dr. Pena.

At least one year of college-level Spanish or consent of Dr. Pena is required to participate.

WHO SHOULD PARTICIPATE

This program is recommended for teachers, professionals (such as nurses, public administrators, businesspersons), students, and individuals who wish to improve their fluency in Spanish and their understanding of Mexican culture. Dr. Pena has extensive experience in teaching career-related Spanish to teachers and professionals.

COST OF PROGRAM

Total cost for the 1988 program is \$1,293. Price includes airfare from Los Angeles to Morelia; all scheduled travel and tours; food and lodging for three weeks; and instructional fees. (Optional weekend tours are available for a fee through the CECEMAC office in Morelia.)

Minimum and maximum registration quotas apply.

INFORMATION

For more information or an application, contact Dr. Ben Pena, 213/516-3315, or the Division of Extended Education, 213/516-3741. Send in the coupon below for a free brochure. **Or attend an information meeting on Wednesday, February 10, at 6:30 p.m. on the CSUDH campus.** Call the Extension office for meeting room.

A PASSAGE THROUGH CHINA

— June 24 through July 22

Twenty-eight days of travel study experience in the People's Republic of China. This is an extraordinary opportunity to explore the historical as well as the day-to-day aspects of Chinese society. Travel with faculty director, Abraham Kidane, professor of Economics at CSUDH.

Included in the program are 18 days of study tours, including Shanghai, Beijing, Nanjing, Suchow, X'ian, Hangzhou, and a boat trip on the Yangtze river. Approximately 10 days of in-residence study at Huazhong Normal University in Wuhan (Hubei province) will be featured. During the 10 day stay in Wuhan, excursions to important historical and cultural sites will be scheduled.

ACCOMMODATIONS

While guests at Huazhong Normal University, participants will be housed in newly constructed foreign student dormitories. During the two weeks of travel, participants will lodge (double occupancy) in comfortable student-type accommodations at various universities.

STUDY PROGRAM

All participants will enroll for 5 semester units of credit, including an interdisciplinary lecture course on this history and culture of China offered by faculty at Huazhong Normal University, and a directed study project with Dr. Kidane, the faculty director.

COST OF PROGRAM

Cost for the four week program, including all food, lodging, scheduled travel, round-trip airfare, ground transportation, university credit and study at Huazhong Normal University, will be \$2,725.

INFORMATION

For more information, complete and mail the coupon or phone the Division of Extended Education 213/516-3741. **An information/orientation meeting on this travel study program will be held on February 8, Monday, at 6:30 p.m.** Please phone Extended Education to reserve a seat and for directions.

Please send me more information about the following program(s):

- A Passage to China
 Learn Spanish in Morelia, Mexico

Name _____

Address _____

City _____

State _____

Zip _____

Mail to: CSUDH Extension, 1000 E. Victoria, Carson, CA 90747.

Lifestyle

COMPARING WHITE WINES: Napa-Sonoma Valleys and South Central Coast

If you have been confused by the myriad white wines from California and would like to learn the proper way to taste and evaluate them, this relaxed, enjoyable wine appreciation class is for you. Jerry Snyder, a wine consultant, will help you to distinguish the various white wines of the Napa and Sonoma Valleys from those of the South Central Coast of California.

The sociable course will explain how to taste and compare wines and will describe the specialized terminology used in the wine industry. Among the wines to be tasted in class are: Chenin Blanc, Riesling, Chardonnay, Sauvignon Blanc, Semillion, and Gewurtztraminer.

Please bring three glasses to each meeting; we also recommend that you bring bread or cheese to class to clear your palate.

JERRY SNYDER is the Wine Consultant for the "Wine Warehouse," distributor of fine wines.

► Thursday, February 4 - 25. 7 - 9 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$65, plus \$24 materials fee. Non-credit. Seq. No. 13-011-0509.

MAGIC CLOSE UP: AN INTRODUCTORY COURSE

Learn how magicians mystify audiences. In this introduction to the craft of magic, you'll learn tricks you can perform at close range with few props. Each class meeting will focus on a different subject: cards, silks, money, and mentalism (ESP). Each lesson will begin with a 20 minute magic show. With each lesson, you'll receive lecture notes on how to perform the trick and suggested dialogue, as well as the necessary props, such as silk scarves.

Upon completion of the five sessions, you will be able to perform routines for other adults that are mystifying and entertaining.

JAMES KAHLERT, B.A., is a member of the Society of American Magicians, and is a member/performer at the Magic Castle in Hollywood.

► Tuesday, February 9 - March 8. 7-10 p.m. 5 meetings. Redondo Beach Community Resource Center, rm. 8. \$115. Non-credit. Seq. No. 20-000-0501.

THE ART OF CLOWNING, MIME, PROPS AND IMPROVISATION

An intensive, performance workshop in the art of physical comedy. You will learn the history of comedy and clowning from early Greek and Roman times, through the silent movies, to present movies and television. You will learn to create your own comedy characters and gags.

This workshop is designed for actors, educators, performance artists and anyone interested in the classic art form of clowning.

Topics include:

- Expressive mime movement
- Creative clown makeup
- Improvisation techniques
- Writing comedy skits
- Secrets of sight gags and comedy props

TOM COSTA is a graduate of the Ringling Bros. and Barnum & Bailey Circus Clown College and has a degree in communications. Tom has a long list of television and theater credits to his name.

► Thursdays, April 7-May 5. 7-9 p.m. 5 meetings. Redondo Beach Community Resource Center, rm. 7. \$65. Non-credit. Seq. No. 10-071-0519.

ACUPRESSURE FOR WEIGHT CONTROL

Acupressure is similar to acupuncture but does not use needles. This simple yet effective technique promotes natural healing by stimulating selected pressure points of the body.

Participants will learn how to use acupressure to control appetite and snacking without dieting. The calming influence of acupressure will also be discussed. The instructor, a Certified Acupuncturist, will explain the therapeutic pressure points and techniques, and the philosophy acupressure is based on.

PEDRO CHAND, Ph.D., is a Certified Acupuncturist and is Executive Director of the Center for Chinese Medicine. He is author of several texts, including *Chinese Way to Weight Control* and *Dr. Chan's Chinese Diet Cookbook*.

► Thursday, February 25. 7 - 9 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 12-011-0510.

THE EFFECTIVE CONSUMER

Most of us have no way of knowing what to do when confronted by misleading merchants, bluffing banks, reprehensible repairpersons, unyielding utility companies, calculating contractors, or arrogant airlines.

This witty class will explore the precautions that you should take to prevent being trapped in no-win situations. Participants learn specific information for resolving their current consumer dilemma and will have the opportunity to role-play in various consumer problem resolution situations. Additionally, each class features a bargain-hunters session — an informative exchange on where to find bargains.

Other topics include:

- Successful negotiation
- Counteracting "company policy"
- Selecting the right merchants and service people
- Protecting yourself by using credit cards and checks

ELLIS LEVINSON, M.A., is a freelance writer and practiced consumer advocate.

► Thursday, April 7-28. 7-9 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 8 \$50. Non-credit. Seq. No. 13-040-0512.

Recreation

T'AI CHI CH'UAN

This beautiful ancient Chinese art is excellent for exercise, self-defense and meditation. The passive exercise helps athletes improve their balance and timing; aids busy professionals by providing an efficient form of exercise; and helps mature people gently improve tone and flexibility. Although the roots of T'ai Chi Ch'uan movements are in the martial arts, the basic philosophy is one of non-violence and cooperation.

The course introduces all 33 movements of the Yang style short form, through:

- Stretching, breathing and warm-up exercises
- Instruction and practice in movements of each sequence

Participants should wear loose, comfortable clothing to class.

KENNETH R. KOLES, OM, holds a doctorate degree in holistic health sciences. He has studied and taught T'ai Chi Ch'uan for over twelve years in China and the United States.

► Wednesday, February 17-April 13. 7-8 p.m. 9 meetings. Redondo Beach Community Resource Center, rm. 2. \$65. Non-credit. Seq. No. 08-350-0538.

SPORT PSYCHOLOGY FOR COACHES AND ATHLETES

Increasingly elite coaches and athletes are turning to sport psychologist to gain a competitive edge. In this Saturday seminar you will learn to manage competitive stress, control concentration, improve confidence and promote team harmony.

As an athlete or coach, you will learn guidelines for implementing:

- Mental plans for competition
- Relaxation and imagery training
- Concentration and attention control training
- Managing adrenalin and energy
- Self-confidence and goal setting

The course textbook will be available for purchase (by check only) at the first class meeting. Bring a bag lunch.

DAVID YUKELSON, Ph.D., Sport Psychologist.

► **March 19-26. 9 a.m.-2 p.m.** 2 meetings. CSUDH campus, SCC E153. \$75. Non-Credit. Seq. No. 08-350-0251.

Note: For Professional Dev. Credit, use Seq. No. 08-350-0901. Includes extra Sat., April 2, 9 a.m.-2 p.m. (same room), and includes project and grade. Fee: \$95.

MARTIAL ARTS AWARENESS AND FITNESS

This course is open to individuals of all ability levels, skills, physical abilities, interest levels and goals. The introductory, individualized and flexible system of training will provide exposure to multiple techniques within the field of martial arts — allowing you to learn those which are most useful to your own needs and goals. Training for the course is focused on physical conditioning and acquisition of life saving skills.

Martial arts presented will include:

- Kali
- Jujitsu
- T'ai Chi Ch'au
- Aikado
- Muay Thai

RICHARD BUSTILLO, Director of the IMB Academy, has a background in martial arts dating back to the late 1950's, and holds many related professional certificates and martial arts titles. IMB ACADEMY STAFF will also be assisting in the instruction.

► **Tuesday and Thursday, February 2-May 19. 1:30-2:30 p.m.** 30 meetings. CSUDH campus, GYM Combatant Room. \$72. 1 semester unit degree-applicable credit. Seq. No. 08-350-X161.

WATER SAFETY INSTRUCTOR'S CERTIFICATION

Be ready to teach swimming this summer!

The class provides a comprehensive review of the swimming courses you will be teaching as a W.S.I., provides proven training methods, and discusses helpful information you will need to know as a swimming instructor. The course also provides practical teaching experience — a must if you have never taught before and a helpful review if you haven't taught for some time.

We recommend that you bring a swim suit, towel and a sack lunch to class.

COURSE PREREQUISITES: Students must be 17 years of age, be in sound physical condition, and must be able to perform the skills in the Red Cross Swimmer Course. Students must have a Red Cross Advanced Lifesaving Certificate and must have completed Introduction to Health Safety Education, a 4-hour course offered by the Red Cross. First Aid and C.P.R. certification are also suggested.

MIMI FRANK, Ed.D., is a certified Red Cross W.S.I. Trainer and is an all-American Master Swimmer.

► **Saturday and Sunday, June 4-12. 9 a.m.-6 p.m.** 4 meetings. CSUDH campus, pool. \$50. Non-credit. Seq. No. 08-350-0539.

INTRODUCTION TO VELODROME CYCLING

This course introduces cyclists to the excitement of riding on velodrome tracks. No previous racing or velodrome experience is required.

Expert cyclists will instruct participants in the techniques of riding on a velodrome. You'll learn bike positioning, and how to ride faster, farther, and easier in a rotating pace line. You'll be timed in both the standing start kilometer and the flying 200 meter sprint. Then you'll race with others of your ability and will receive pointers on how to improve your time.

Ten-speed bicycle and safety helmet required. Pre-registration is recommended.

The 7-Eleven Olympic Velodrome is an outdoor track. If the weather conditions seem at all questionable on the day of your class, please call us at 213/516-3741 to be sure that your class will be meeting that night.

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and was the Head Coach for the 1987 Olympic Festival Men's Cycling Team.

► **Section 1: Tuesday, January 19 -February 9. 7-9 p.m.** 4 meetings. CSUDH Campus, 7-Eleven Olympic Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-01.

► **Section 2: Tuesday, February 23 -March 15. 7-9 p.m.** 4 meetings. CSUDH Campus, 7-Eleven Olympic Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-02.

► **Section 3: Tuesday, March 29 - April 19. 7-9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-03.

► **Section 4: Tuesday, April 26 - May 17. 7-9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$60. Non-credit. Seq. No. 08-350-0540-04.

WINNING VELODROME RACES

A special course for cyclists who want to race competitively on velodromes. Learn and practice racing tactics used by cycling's elite competitors.

The course will include analysis and practice of match sprint tactics as well as keys to winning scratch, points, and miss and out races. Madison exchanges and proper traffic flow are covered, as well as pursuit and kilo scheduling and starts. Each participant will receive instruction in his or her specialty.

Track racing bike and safety helmet required.

The 7-Eleven Olympic Velodrome is an outdoor track. If the weather conditions seem at all questionable on the day of your class, please call us at 213/516-3741 to be sure that your class will be meeting that night.

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and was the Head Coach for the 1987 Olympic Festival Men's Cycling Team.

► **Section 1: Tuesday, January 19 -February 9. 8-10 p.m.** CSUDH Campus, 7-Eleven Olympic Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-01.

► **Section 2: Tuesday, February 23 - March 15. 8-10 p.m.** 4 meetings. CSUDH Campus, 7-Eleven Olympic Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-02.

► **Section 3: Tuesday, March 29 - April 19. 8-10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-03.

► **Section 4: Tuesday, April 26 - May 17. 8-10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-04.

Information

Credit and Continuing Education

DEGREE CREDIT

University Extension is not a degree-granting institution. For more information on applicability of Open University units, refer to the Open University class schedule, available from the Extension office. The number of Open University units which may be applied toward a degree program is limited; for the exact applicable amount, consult the Open University class schedule. Extension degree credit is not acceptable for units in residence. **Course numbering is X001-X499 for undergraduate and X500-X599 for graduate courses.**

UNIT VALUE OF DEGREE CREDIT

The following table should be used to convert semester units to quarter units.

Semester	=	Quarter
4	=	6
3	=	4.5
2	=	3
1	=	1.5
0.5	=	0.75

PROFESSIONAL CREDIT

A few courses in the *Bulletin* are offered for Professional Credit. Professional Credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. **Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.**

NON-CREDIT

Many of the short courses, workshops and seminars in this *Bulletin* are non-credit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. **Course numbering is 500-599.**

CONTINUING EDUCATION UNITS (CEU)

Some extension workshops and courses award Continuing Education Units (CEU). The CEU is a nationally-recognized unit of measurement for programs applying toward relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. **Course numbering is 900-999.**

Grades and Records

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension degree-credit and professional credit 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. For regular campus classes, follow University procedures.

GRADE REPORTS

Grade Reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

TRANSCRIPTS

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Admissions and Records Office (Small College, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10), \$2.

Enrollment

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required.

Details on how to register are on page 32.

RESERVATION POLICY

You may reserve a seat in an Extension class by telephone (without prepaying by means of personal check or credit card). It should be understood, however, that this reservation does not guarantee you a seat if the course or seminar is over-subscribed. In addition, only prepaid enrollments will be counted when we decide whether a class will cancel due to insufficient pre-enrollment. You may not be notified if the class is cancelled before the first meeting. (See Class Cancellation.)

CLASS CANCELLATION

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled and their fees will be refunded by check from the University. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

NON-DISCRIMINATION POLICY

California State University, Dominguez Hills' Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability, or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities. Inquiries concerning this policy's application may be referred to the CSUDH Office of Affirmative Action, 213/516-3733.

PARKING

Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost 75 cents per day. (Please bring three quarters for the machines.)

Resources for Students

LIBRARY SERVICES

Student identification cards —available at the Extension Office —will entitle you to full use of the Extension Library.

TEXTBOOKS

Unless otherwise noted, textbooks may be purchased for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.

CAFETERIA

The cafeteria on the University campus is not open weekends. The vending machines are available on the first floors of the Social and Behavioral Sciences and the Humanities and Fine Arts buildings.

Mailing List

CHANGE OF ADDRESS

If you are receiving several copies of the *Extension Bulletin*, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the *Bulletin* at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Promotion Coordinator, Extended Education, CSU Dominguez Hills, Carson, CA 90747.

STANDARDS

Degree-credit courses in Extension adhere to the academic standards of the University. All activities usually associated with the regular University coursework are integral parts of the degree-credit instruction program.

It is our aim, through course review, planning and the selection of quality, experienced Extension faculty, to provide you with professional and meaningful learning experiences. For many of you, Extension courses are your first contact with California State University, Dominguez Hills. Our goal is for that contact to be a good one. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know, it is through your feedback that we are able to make changes and adjustments for future courses.

More Resources

OPEN UNIVERSITY

Extension students may enroll in regular CSUDH courses through a program called Open University. To enroll in one of these courses you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension university credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$72 per semester unit (\$216 for a three unit class).

Spring semester classes begin the week of January 25. To register for Open University classes, follow the instructions below.

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, in the Educational Resources Center, room C508).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Our payment policy is outlined on page 32 of this booklet. **You must complete registration by February 19.**
6. Deadline dates for completing adds, drops, and/or withdrawals are firm.

For a complete Open University schedule of classes, please call 213/516-3741.

EXTENDED EDUCATION ADVISORY COMMITTEE

Mr. George Nakano
Assistant Principal
Worthington Elementary School

Mr. Robert Seitz
General Manager
Torrance Chamber of Commerce

Mr. Tim Casey
City Manager
City of Redondo Beach

Mr. Gladdis Farmer
Committee Member
Carson Care Committee

Mr. Laurence Windsor

Ms. Alana Mastrian
Assistant City Manager
City of Hermosa Beach

Mr. Frank McGrath
Employee Relations Manager
Shell Oil Company

Ms. Eleanor M. English
Director, Educational Services
KCET

EXTENDED EDUCATION STAFF

Dean, Extended Education
Joseph Braun, Ph.D.
213/516-3737

Registrar
Jackie McKenzie
213/516-3741

Coordinator, Marketing and Promotion
Jennifer Peisch
213/516-3998

Program Administrator, Extension
John S. Case
213/516-3741

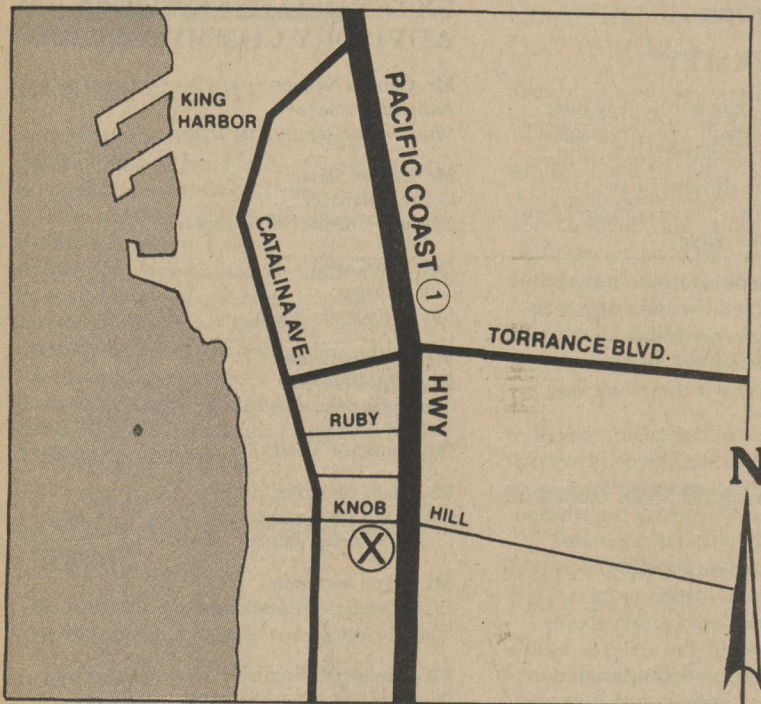
Program Administrator, The Center for Training and Development and Certificate Programs
Paul Davis
213/516-3741

Program Assistant
Brenda Blow
213/516-3741

Summer Sessions
Program Assistant
Jeanette Gimenez
213/516-3746

Coordinator, Humanities External Degree Program
Donald Lewis, Ph.D.
213/516-3743

Program Assistant
Loretta Edwards
213/516-3743



Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)

FROM SAN DIEGO FREEWAY (405)

Exit at Crenshaw Blvd., head south on Crenshaw to Torrance Blvd. (about 2 miles) and turn right. Head West to Pacific Coast Highway (about 3 miles) and turn left. Turn right on to Knob Hill Ave. Center is on left.

FROM HARBOR FREEWAY (110)

Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

FROM PALOS VERDES

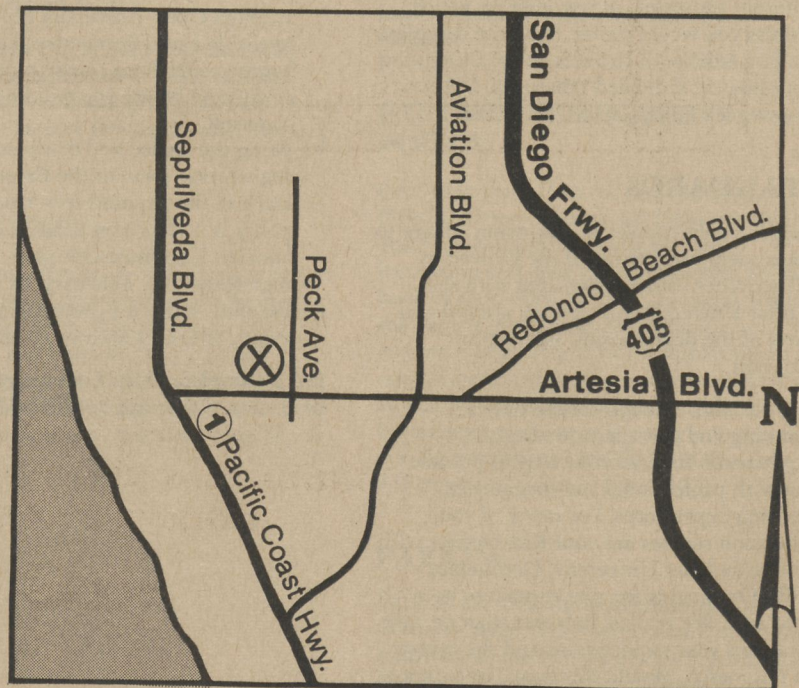
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

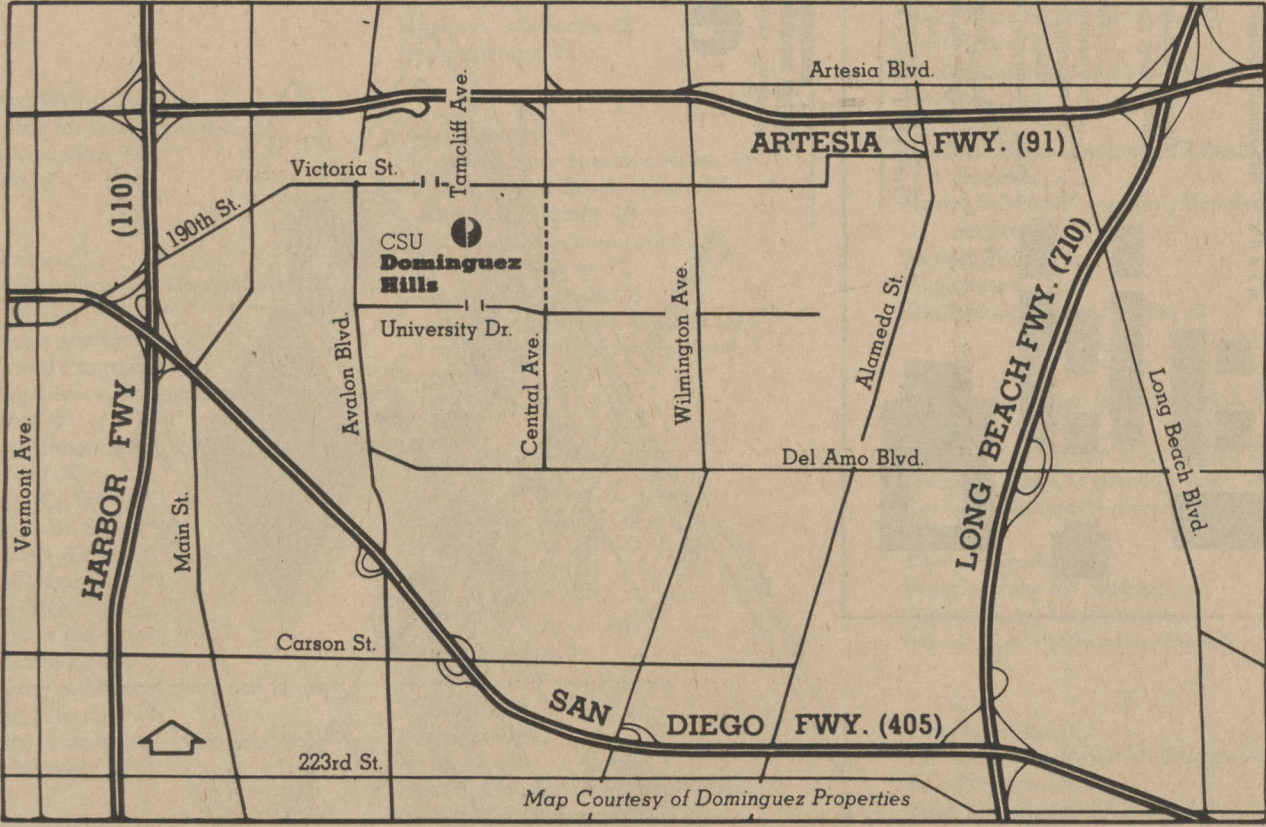
FROM EL SEGUNDO

Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo) and turn right. Center is on left.

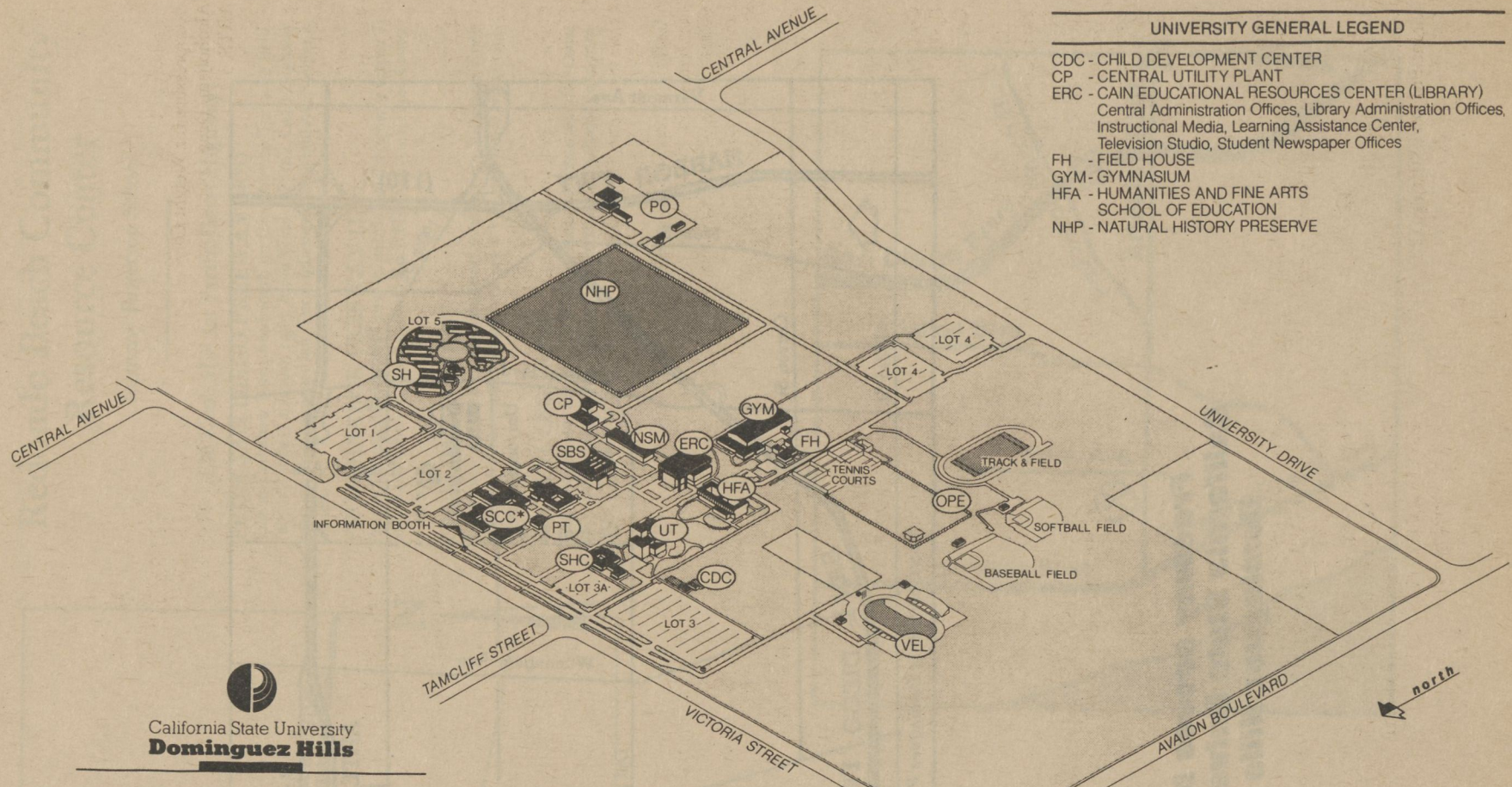
Mira Costa High School

701 S. Peck Ave.
Manhattan Beach





**Freeway access to
California State University
Dominguez Hills**



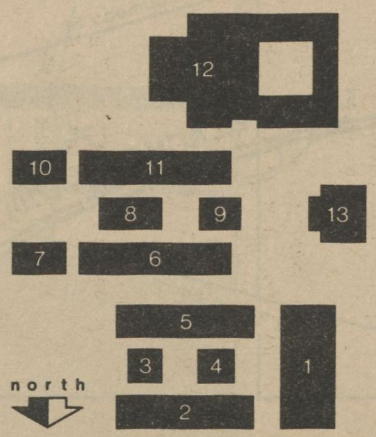
UNIVERSITY GENERAL LEGEND

- CDC - CHILD DEVELOPMENT CENTER
- CP - CENTRAL UTILITY PLANT
- ERC - CAIN EDUCATIONAL RESOURCES CENTER (LIBRARY)
Central Administration Offices, Library Administration Offices,
Instructional Media, Learning Assistance Center,
Television Studio, Student Newspaper Offices
- FH - FIELD HOUSE
- GYM - GYMNASIUM
- HFA - HUMANITIES AND FINE ARTS
SCHOOL OF EDUCATION
- NHP - NATURAL HISTORY PRESERVE



*SCC - SMALL COLLEGE COMPLEX LEGEND

- 1 Admissions and Records
- 2 Public Safety, Information Center,
Cashier's Office, Advising Center,
Veterans' Affairs
- 3 Student Affairs Office, On-Campus Housing
- 4 Educational Opportunity Program
- 5 Student Development, Financial Aid,
Testing, Student Affirmative Action
- 6 "E" and "D" Classrooms
- 7 Small College Office
- 8 Student Programs, EPIC, Small College
Faculty Offices, Off-Campus Housing
- 9 "J" Classrooms
- 10 University Center (F172)
- 11 Bookstore
- 12 Cafeteria and Student Union (Commons),
Reprographics Center, Women's Center
- 13 Playbox Theater



- NSM - NATURAL SCIENCES AND MATHEMATICS
(Science, Mathematics and Technology)
- OPE - OUTDOOR PHYSICAL EDUCATION
- PO - PLANT OPERATIONS
Warehouse and Receiving
- PT - PLAYBOX THEATRE
- SBS - SOCIAL AND BEHAVIORAL SCIENCES
SCHOOL OF MANAGEMENT
Shinwa Japanese Garden
- SCC - SMALL COLLEGE COMPLEX (See legend at left)
- SH - STUDENT HOUSING (Pueblo Dominguez)
- SHC - STUDENT HEALTH CENTER
Disabled Students Center
- UT - UNIVERSITY THEATRE
- VEL - VELODROME

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Information

Enrollment

HOW AND WHEN TO REGISTER

Enrollment is open now in all of the courses listed in this *Bulletin*. Because enrollments are taken in order received, we recommend that you register early to reserve a place in a course or seminar.

CONFIRMATION

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. We will mail you a confirmation postcard within two weeks after we have received your registration and fee. This postcard is your receipt for fees paid and your admission to class. Please read the card carefully because any changes in the course meeting time or place will be indicated on the postcard. Changes which occur after the card is mailed will be posted on the door of the scheduled classroom.

BY MAIL

Complete the registration form or a photocopy of it. Please provide all of the information requested on the form to insure quick processing of your registration. Please print very clearly. Mail the form with a check or money order, make payable to CSUDH Extension, or credit card authorization to CSUDH Extension ERC C508, 1000 E. Victoria St., Carson, CA 90747.

BY PHONE

You may register by phone with your Visa or MasterCard by calling 213/516-3741, 8 a.m. to 5 p.m., Monday through Friday.

IN PERSON

Come to the Extended Education office to register for a class in person. The office is located in the Educational Resources Center (ERC) on the CSU Dominguez Hills campus. The office is in room C508, which is on the fifth floor of the building, in the back (south) corridor. You may pay by check or money order, or use your Visa or MasterCard. Cash payments will be accepted for the exact amount only.

Fees

The fees for each course are listed in this *Bulletin*. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which it was drawn.

TAX DEDUCTION

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. This includes registration, class books or materials, travel, meals, parking, etc. (see Tres. reg. 1:162-5).

RECEIPTS

Approximately two weeks after our office has received your registration form and fees, you will be mailed a post card which will serve as your confirmation and your receipt. If you do not receive a receipt card 48 hours before the course is scheduled to begin, please phone the Extension Office (213/516-3741) to confirm that your registration and fees have been processed.

Refund of Fees

Refunds are not automatic; you must file appropriate forms in the Extension Office in order to receive a refund. Refunds take a minimum of four to six weeks for processing.

CREDIT CLASSES

Refunds are granted in accordance with the State refund schedule.

- If you withdraw prior to the first class meeting, 100 percent of the course will be refunded.
- If an Extension course is discontinued, the entire course fee will be automatically refunded.
- If you withdraw after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

NON-CREDIT CLASSES, CLASSES OFFERING CONTINUING EDUCATION OR PROFESSIONAL UNITS

To receive a refund of fees for a non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8 a.m. and 5 p.m. at least two working days before the course begins.

You will be asked to send a written request for a refund of fees to our office.

If the class meets four times or less, no refund will be approved if the student notifies our office on or after the day of the first class meeting.

CREDIT AND NON-CREDIT COURSE SERIES

If you have paid in advance for a series of workshops and need to withdraw *before* the first class meeting, follow the refund instructions above for Non-credit classes.

If you need to withdraw on or after the day of the first class meeting, notify the Extension office immediately. You will be refunded the balance of the series fee for the classes *minus* the fee(s) for the class(s) attended. For example, if you register for a series of three workshops that cost \$35 each and pay a special rate of \$90, and request a refund after the first class meeting, you will receive a refund for \$55.

SCHEDULE CHANGES

Although care is taken to ensure the accuracy of all information in this *Bulletin*, there may be unintended errors, and changes or deletions without notification. In situations when our office has enough advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time, or location.

Extended Education Registration Form

_____ CSUDH Student I.D. Number

_____._____._____ Social Security Number

Have you ever attended CSUDH as a (check one):
 Regular student
 Summer student
 Open University student
 Never attended

_____ • _____ • _____
 First Name MI Last Name

_____ Home Address

_____ • _____ • _____
 City State Zip

() _____
 Home Telephone

() _____
 Business Telephone

 County of Residence

_____ Sex: Male Female

Birthdate

Circle Highest Degree Earned: None Associate Bachelor's Master's Doctorate

Position: _____

Employer Name: _____

Address: _____

City/State/Zip: _____

Course Title	Sequence Number	Units, if any	Course Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
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_____	_____	_____	_____
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Enclosed is a check for \$ _____ Totals Fees Enclosed \$ _____

I wish to use: Visa MasterCard

Account Number _____ Date Card Expires _____

Cardholder's Signature _____

Cardholder's Name _____

Cardholder's Address _____

Where did you receive this copy of the Bulletin? _____



California State University
Dominguez Hills
Winter/Spring 1988

It's easy to register!
See how on p. 32.



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street • ERC C508
Carson, CA 90747