

University Extension



California State University
Dominguez Hills
Winter/Spring 1989

Many classes meet in Redondo Beach,
see page 2.

THREE WAYS TO REGISTER

You may register for Extension classes in three convenient ways. For complete details about registration, see page 32.

BY MAIL

Complete the registration form on the inside of the back cover of this booklet. 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. Remember to have your card available when you call.

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 CSUDH 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.

WHERE TO CALL

For general information about our programs or about registration procedures, call 213/516-3741, 8 a.m. - 5 p.m., Monday - Friday.

CLASS LOCATIONS

California State University,
Dominguez Hills
1000 E. Victoria Street
Carson
See map, page 29.

Redondo Beach Community
Resource Center
320 Knob Hill Avenue
Redondo Beach
See map, page 28.

Levy Curriculum Center
3420 W. 229th Place
Torrance
See map, page 28.

ABOUT THE COVER

The cover design depicts The Forum, a sculpture by Claire Falkenstein located on the CSUDH campus.

SPRING SEMESTER CALENDAR

Registration Begins
December 5

Spring Classes Begin
Jan. 7 — for most non-credit classes
Jan. 25 — for most credit classes

Spring Recess
March 20 - 25, campus closed

Memorial Day
May 29, Campus closed

Spring Open University Bulletin
Available — January 3

Summer Credit Bulletin
Available — March 1

Fall University Extension Bulletin
Available — August 1

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

The Division of Extended Education is a self-supporting branch of the university.

Postmaster, please send change of address notice to:
Extended Education
CSU Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

PLEASE SEND ME THE SCHEDULE(S) I'VE INDICATED:

- Open University
- Extended Education
- January Term
- Summer Session
- International Travel Study

Name _____

Address _____

City _____ State _____ ZIP _____

Certificate Program brochure for: _____

Degree Program brochure for: _____

Return to: Division of Extended Education, Cal State Dominguez Hills, 1000 E. Victoria, Carson, CA 90747 - 213/516-3741

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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 21.

Early Childhood Certificate Program, page 19.

Orthotics, page 22.

Production and Inventory Control, page 11.

EXTERNAL DEGREE PROGRAM

Master of Arts in Humanities, page 22.

Master of Science in Quality Assurance, page 10.



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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■ ENROLL BY PHONE: Use your Visa or MasterCard;
call 213/516-3741, 8 a.m. - 5 p.m., Mon. - Fri. ■

The Arts

SING WITH EASE: OVERCOMING STAGEFRIGHT AND PERFORMANCE ANXIETY

Have you ever wanted to sing but were afraid you couldn't, or feared someone would laugh if they heard you? Do you love to sing but experience unwanted nervousness, fear, anxiety and shyness about presenting your talent? This fast paced workshop is for you. Workshop topics include: How to warm up your voice and prepare to sing. Vocal scales and simple warm-up exercises to strengthen and increase your vocal range. Learning to relax and project the voice in an easy, effortless and natural manner. Individualized attention will be given in a "group context" as time dictates.

Group singing; Contemporary Pop, Rock, Jazz, R&B, Folk, Gospel, Inspirational, Standards, and Broadway show-tunes. Soloists who perform in front of the group will receive individual feedback from the Instructor. Orchestrated music tracks and/or pianist will be provided.

■ **Saturday, April 1. 10:00 a.m. - 4:00 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$60 plus \$10 materials fee paid to the instructor provides participants with an audio cassette and booklets to continue training at home. Non-credit. Seq. No. 15-061-0526.

STACY JONES, Ph.D., Founder/Director of the Center for Voice Therapy, Mill Valley CA., is a music and voice therapist vocal coach and consulting psychologist. She teaches at SFSU and lectures at 20 universities in California, Nevada and Hawaii.

THE ART OF PERFORMANCE: PERFECT YOUR SINGING VOICE, STYLE AND PRESENTATION

In this intensive one day performance workshop, you will have an opportunity to refine your vocal technique, improve tone production, explore your "vocal style" and perfect your musical performance. Learn how to relax, breathe more deeply, and project your natural singing voice and authentic being. Workshop topics include: group and individual instruction, group singing and solo performances, vocal improvisation, the art of a cappella singing, vocal warm-ups, improving intonation/pitch, emotional intensity, musicianship and song delivery, facial and body gestures, theatrical awareness, taking care of your voice and preventing vocal problems. The business aspects of performing will be covered as well.

■ **Sunday, April 2, 11:00 a.m. - 5:00 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60 plus \$15 materials fee paid to the instructor, provides participants with an audio cassette and booklets to continue training at home. Non-credit. Seq. No. 15-061-0527.

PERCEPTUAL SKILLS IN DRAWING

This course is designed to train beginners, doodlers or more advanced drawers, as well as teachers, community members and students who are non-art majors, in developing the perceptual skills necessary for drawing with ability and confidence.

By utilizing the "right brain's" perceptual skills and by eliminating the blocks of memorized visual symbols, not only will you draw better, but you will also see and visualize in a new and special way.

The five basic perceptual skills covered, and the drawing medium used to teach the skills, are perception of edges, through contour drawing; perception of space, through negative space drawing; relationships, angles and proportion, through sighting; light and shadow, through light and shadow drawing; gestalt, through the combination of the other skills.

Some materials will be distributed in class. All students should bring to the first class: 8 1/2 by 11 inch plain bond typing paper, a number 2B and 4B pencil, and an eraser. The few other materials needed will be described at the first class session.

SHARON M. FIELDS, artist and painter, has over 10 years of teaching experience through colleges, universities, art centers, community organizations and private tutoring.

■ **Saturdays, February 25 - March 18, 10 a.m. - 2 p.m.** 4 meetings. CSUDH campus, SCC D154. \$70. Non-credit. Seq. No. 10-021-0520.

CONTEMPORARY GUITAR WORKSHOP (MUS X322)

Prerequisite: Previous experience or consent of instructor. 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 finger-board included.

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

■ **Mondays, February 6 - May 15. 7:30 - 9:20 p.m.** 15 meetings. CSUDH campus, HFA A207. \$75. 1 semester unit of degree credit. Seq. No. 10-041-X322.

Business

Accounting

FINANCIAL BASICS FOR SMALL BUSINESS

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

Topics include:

- Interpreting the balance sheet
- Interpreting the profit & loss statement
- 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 and Associates, is a degreed accountant with extensive experience as an accountant and a controller in both the private and public sectors.

■ **Tuesday, April 18. 6 - 10 p.m.**
1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-041-0558.

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

LORENZA YBARRA holds an M.B.A. from Harvard University, is a C.P.A. in private practice, and the Gardena City Manager.

■ **Thursdays, May 4 - 25, 7 - 9:50 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. \$70. Non-credit. Seq. No. 05-041-0585.

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

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

■ **Tuesday, April 4. 6 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-996-0581.

FINANCIAL STRATEGIES FOR SMALL BUSINESS

This informative course is designed for senior-level managers in small- to medium-sized companies, entrepreneurs, and middle-level managers whose primary responsibilities include accounting, planning, inventory or receivables.

You'll learn innovative techniques for raising profits, including:

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

You'll also learn how to prepare a financial document for review by your lender, as well as:

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

DON W. SUTHERLAND, M.B.A., has extensive experience in finance, control-ship, operations and auditing in American and Canadian firms.

■ **Wednesdays, February 1 - 22. 6:30 - 9 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$95. Non-credit. Seq. No. 05-996-0574.

RELATED COURSES:

Tax Workshop for Small Business, p. 13
The Self-Employed Taxpayer's Return, p. 13

Chaykin's CPA Exam Review

For information on CPA Exam Review courses, and other CPE credit classes available, please contact the office of Extended Education at 231/516-3741.

■ ENROLL BY PHONE: Use your Visa or MasterCard; call 213/516-3741, 8 a.m. - 5 p.m., Mon. - Fri. ■

Entrepreneurship

DEVELOPING AND WRITING A SUCCESSFUL BUSINESS PLAN

A well conceived and written business plan can substantially increase the success rate of both new and established small businesses: improve profitability and sharpen management skills. A written business plan gives managers the opportunity to work out ideas, look for weak spots, prevent mistakes and provide for sensible growth without surprises. A plan is essential to the success of small businesses in today's economic environment. Unplanned growth can result in financial ruin. The instructor will conduct a step by step walk-through of good business planning.

Who should attend:

- Owners, executives or managers of small companies
- Entrepreneurs
- Owners and managers of companies that need to define market share for financing

Participants will receive a helpful reference workbook.

DOUGLAS J. RAMSEY holds a Master's in Management. He was President and Chief Executive Officer of a local corporation for over thirty years, and is currently President of a small, local company.

■ **Saturday, February 11. 9 a.m. - 3 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55 (plus an optional text, which will be available in class). Non-credit. Seq. No. 05-996-0595.

ENTREPRENEURSHIP AND INNOVATION—THE AMERICAN DREAM

This seminar offers a practical, non-business approach to the process of introducing a product to the marketplace. The instructor 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, May 13. 9 a.m. - 4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit Seq. No. 05-091-0561.

RELATED COURSES:

Starting Your Own Medical Billing Service, p. 22

Financial Basics for Small Business, p. 4

Record Keeping Made Easy for Small Business, p. 4

Bringing Computers into Your Business, p. 17

International Business

DOING BUSINESS IN EUROPE: A Cross-Cultural Approach

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 seminar is designed for anyone interested in initiating or improving business with Europe.

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

KATHLEEN TIMBERLAKE, Ph.D., and JOHN AHLBERG, B.S. are international management consultants.

■ **Saturday, March 4. 9 a.m. - 4 p.m.** 1 meeting. Redondo Beach Community resource Center, rm. 7. \$65. Non-credit. Seq. No. 05-131-0578.

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 who is interested in starting an import business on a full or part time basis, or anyone who is considering a career in international banking, freight forwarding, customs house brokerage or other aspects of the import trade.

Topics discussed in class include the fields of international trade, the 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 business with billings of over \$500,000.

This seminar serves as an introduction to the importing industry.

After completing the workshop, students seeking a more thorough examination of the industry should register for "Importing and Exporting—An In-Depth Guide."

■ **Saturday, February 11. 10:00 a.m. - 1:00 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$40. Non-credit. Seq. No. 05-131-0553.

DR. SINCLAIR D. RIMMON is president of S. Rimmon and Co., Inc., an importing company and is author of *Importing: Your Guide To Fortune & Fulfillment*.

IMPORTING AND EXPORTING — AN IN-DEPTH GUIDE

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is 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 include:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules and procedures

Importing represents a substantial portion of the nation's business, and is especially important to California. Past students of Mr. Rimmon have turned his information into profitable businesses, some with sales of over \$500,000.

■ **Saturday, March 18. 10:00 a.m. - 4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$65. Non-credit. Seq. No. 05-131-0554.

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.

"Women in International Business" is recommended for women who would like to do business abroad, for male managers who want to learn about the strengths women managers bring to an overseas assignment, and for persons interested in international business trends.

This seminar discusses:

- Which industries are sending the most women executives overseas
- Profiles of successful international women executives
- The five rules for any woman doing business abroad
- A detailed country case study
- Three myths of women executives working overseas
- What women have to offer internationally
- Survival out in the field
- Possible disadvantages of working overseas

AUDREY E. LOCKWOOD 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, April 8. 12:30 - 4:00 p.m.** 1 meeting. CSUDH campus, SCC E149. \$45. Non-credit. Seq. No. 05-131-0544.

INTERNATIONAL BUSINESS SPRING SPEAKER SCHEDULE

■ **Saturdays, 9:00 a.m. - 10:30 a.m.** CSUDH Campus HFA A103. \$12 for each section. Continental Breakfast included. Non-Credit. Seq. No. 05-131-0501.

DATE	TOPIC	SPEAKER
February 4 sec 01	International Business Challenges & Opportunities	James Flanigan, LA Times
March 4 sec 02	The Role of LA in International Business	Security Pacific
April 1 sec 03	Negotiating with the Japanese	John Graham USC
April 22 sec 04	Megamarket: The New Europe. Preparing for 1992	TBA
May 13 sec 05	Exporting "How to Session"	U.S. Dept of Commerce

RELATED COURSES

Basic Japanese For Business Professionals, p. 14

Business Writing for Foreign Born Professionals, p. 15

Investment

PLANNING FOR RETIREMENT

Can you afford to retire? Can you afford retirement? This three-session course will provide a unique method for examining retirement goals and financial situations. You will be able to complete the development of a personal plan for a financially secure retirement.

While targeted at persons who are roughly ten years away from retirement, the course is a must for those even closer to retirement or those who have not yet done any retirement planning. The course will present a retirement planning methodology which will integrate lifestyle definition and financial planning to produce your personalized retirement plan.

Topics include:

- Current asset definition
- Social security
- Expense and income estimations for current lifestyle and for retirement period
- Alternative retirement lifestyles
- Developing personal goals
- Health, housing and leisure/work
- Interpersonal relationships
- Reconciling your retirement dream to financial realities (bursting your bubble)
- Investment strategy alternatives based on defined goals

Because best results are obtained when both parties participate, spouses are urged to attend. A special "spousal/couple" rate of \$80 is available.

CHARLES TELLALIAN, MBA, is Director of Information Systems at Logicon, Incorporated, an instructor of management and finance courses, with a strong background in economics, finance, and military and civilian retirement planning.

■ Saturdays, April 1-22. 9:30 a.m. - 2:30 p.m. 3 meetings. Redondo Beach Community Resource Center, rm. 8. \$60 (\$80 for spousal/couples). \$15 materials fee. Non-credit. Seq. No. 13-041-0514.

THE FAMILY TRUST: Avoid Probate and Save Taxes

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

DAVID SMALL, J.D., is the author of three books and is an experienced real estate investor. He is a member of the Los Angeles Trial Lawyers Association.

■ Monday, March 27. 7 - 10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$40. Non-credit. Seq. No. 13-041-0511.

BASICS OF MONEY AND INVESTING

Many investors would like to be financially independent, but do not know how to begin building an investment portfolio. In this introductory investment class, participants will analyze their own financial situations and learn to qualify their financial goals, based on their assets, income projections, and objectives. After the first class meeting, participants will analyze their personal finances and define their objectives. At the second class meeting, they will learn how to take actions toward achieving their goals through techniques such as managing debt, reviewing investment alternatives, minimizing taxes, and examining risks and rewards. Participant will have the opportunity to discuss their personal financial goals with the instructor in confidence.

■ Mondays, March 20 & April 3. 7 - 9 p.m. 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$55 per person, or \$60 for spousal/couples. Non-credit. Seq. No. 05-043-0565.

TAKING ACTION: INVESTING II

Once you understand the basics of financial planning and investing, you need to take action and implement an effective plan for reaching your financial goals.

In this seminar, you'll learn specific, in-depth information about various investment options, including stocks, bonds, mutual funds, annuities, insurance as a quality investment, limited partnerships, and gold.

For example, on the topic of bonds you'll learn about:

- Types of bonds — zero coupons, convertibles, floating rates
- Tax-free versus taxable bonds
- How changes in interest rates affect bond prices
- How safe bonds are — ratings and insurance

The instructor will be available for individual consultation in confidence after class.

■ Saturday, April 15. 9 a.m. - 1:20 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55 per person or \$60 for spousal/couples. Non-credit. Seq. No. 05-043-0502.

BARBARA A. MANGOTIC, holds a B.S. in Finance and is a Certified Financial Planner. She is a Financial Consultant with Merrill Lynch.

FINANCIAL PLANNING FOR WOMEN

While women's roles and lifestyles have grown rapidly over the last several years, their savvy in money and investing has not developed at the same pace.

This informative and practical class, taught by a female financial planner, seeks to increase women's knowledge about money by developing the confidence of women investors. Participants will gain a better understanding of money management techniques and personal finance while developing their own personal financial plans using the latest financial strategies.

Topics include:

- Effects of recent tax law changes
- Inflationary trends
- Current investment alternatives
- Risk management
- Estate planning
- Retirement planning
- Money management techniques

LORRAINE N. MC KINNEY is a Certified Financial Planner, with many years of experience in the financial industry. As a financial planner, she has helped her clients develop investment strategies, and to plan for taxes and retirement.

■ **Wednesdays, April 5 - 26. 7 - 9 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 13-041-0516.

PERSONAL FINANCIAL PLANNING

Learn key concepts and practices for wise money management and retirement planning. Develop a winning strategy for mapping a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that professionals know, yet is seldom offered to the lay person, such as: investment planning and investment alternatives, matching resources and income to needs and wants, ways to safely increase income; income taxation, learn how recent tax laws affect income taxation and how you can cut those taxes; medical subjects, resources for medical care, Medicare, types of insurance to supplement Medicare, to pay for long term care, and to pay for home care, solutions for spousal impoverishment; life insurance, what to do with it and about it; what you can do with lump sum distributions and IRA's; who needs a living trust and how to reduce inheritance taxes.

RUTH McHALE, C.F.P.; REGINA McKERNAN; JOHN UNGER, M.B.A.; Financial Planners with American Pacific Securities Corporation.

■ **Wednesdays, March 1 - 22. 7:30 p.m.-9:30 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. \$45 per person or \$55 for spousal/couples. Non-credit. Seq. No. 04-043-0555.

RELATED COURSES:

The Investor's Tax Return, p. 13
Your Personal Income Tax, p. 13

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. The 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

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.

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 organizations. 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.

■ **Saturday, April 1. 8:30 a.m. - 4:00 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$65. Non-credit. Seq. No. 05-061-0583.

JANUARY TERM 1989

Selected courses are available for academic and CEU credit during the 1989 January Term. Registration for this one month accelerated program begins November 21, 1988. Contact the Division of Extended Education at 213/516-3746 for additional information.

INTRODUCTION TO BUSINESS NEGOTIATIONS

Negotiation pervades business life. It is fundamental to buying or selling, hashing out labor agreement, or settling a dispute between two departments. Practitioners can improve the results they achieve by mastery of a few general concepts and a few dozen specific tactics. This two day course will provide participants with an understanding of the strengths and weaknesses of "win-lose" and "win-win" negotiation, the four main phases vital to success in every negotiation, and tactics introduced during simulation games.

DAVID CHURCHMAN, Ed.D., is a professor at CSUDH, and the author of *Basic Negotiation Tactics*.

■ Saturdays, April 22-29. 8:30 a.m. - 4:30 p.m. 2 meetings. CSUDH campus, SBS A232. \$65. 1 semester unit Professional Credit. Seq. No. 05-161-0605.

SUPERVISION: THE BASICS

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

■ Saturday, April 1. 9 a.m.- 4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$60. Non-credit. Seq. No. 05-062-0534.

EFFECTIVE TIME MANAGEMENT

If there doesn't seem to be enough time 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.

■ Saturday, April 22, 9 a.m.- 4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-061-0539.

DAVID I. WAGEMAKER, Senior Personnel Development Management Trainer, Hughes Aircraft Co., is co-author of *How to Organize Yourself to Win*.

CUSTOMER CONTACT SKILLS FOR BETTER SERVICE AND INCREASED SALES

Customer contact skills are critical to the success of an organization. Participants in this seminar will learn valuable and effective techniques for maintaining positive and profitable customer relationships. They will learn to identify preferred communication styles, how to blend one's style with that of the customer, how to improve their listening skills and strategies for resolving conflict.

Who should attend:

Sales personnel, customer service representatives and supervisors, telephone order clerks and all those who are in contact with the customer.

Key topics:

- Identifying your personal communication style
- Reading customers' communications styles
- Developing rapport over the telephone
- Creating win-win solutions to customer problems
- Creating new sales from disgruntled customers
- Attracting new customers while maintaining established clientele
- Keeping a cool disposition when the heat is on
- Developing team spirit

■ Saturday, March 11. 9 a.m.- 4:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$60. Non-credit. Seq. No. 05-151-0548.

SUCCESSFUL SUPERVISION

An intensive, two-day program for first line supervisors and managers designed to provide the skills and strategies for being an effective supervisor. A program to provide new and experienced supervisors and managers with the leadership, communication, motivational building skills needed to be a successful supervisor.

Who should attend:

- Newly appointed supervisors
- Individuals interested in being supervisors
- Experienced supervisors interested in improving their skills

Participants will:

- Develop leadership skills
- Develop strategies for motivation and delegation
- Improve decision-making and problem-solving skills
- Improve communications skills

Other topics:

- The roles and responsibilities of being a supervisor
- Decision-making and problem-solving
- Leadership skills and employee motivation
- Assignment and delegation of tasks
- Team building and leadership
- Handling the problem employee
- Supervisor as coach and developer of people
- Giving feedback on work performance
- Improving productivity through communication
- Appraisal of performance
- Communicating effectively with your manager
- Developing action plans

ROBERT TOBIN, Ph.D., is President of Interactive Training Systems, a consulting firm specializing in organizational communication. He holds degrees in business management and psychology from Boston University and the University of Massachusetts.

■ **Monday and Tuesday, March 6 and 7, 9 a.m. - 4 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$165. Non-credit. Seq. No. 05-151-0592.

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

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 off-campus locations in Southern California. The degree requires completion of 33 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
Special Topics by Directed Study
Final Project

To receive a detailed description of the program and application, call the School of Science, Mathematics & Technology Dean's office at 213/516-3373 or complete the coupon and mail it to the address below.

Name _____

Address _____

City, State, Zip _____

Mail to: School of Science, Mathematics and Technology, CSU Dominguez Hills, 1000 E. Victoria Street, Carson, CA 90747.

PRODUCTION AND INVENTORY CONTROL PROGRAM

Co-sponsored by the Los Angeles Chapter of the American Production and Inventory Control Society (APICS), and the 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. This program is offered three times during the year (Fall, Winter & Spring), in thirteen week segments called "trimesters".

WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and 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 \$225. 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. Sorry, 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.

LOCATION

Classes meet from 6:30 - 10:00 p.m. at The Levy Curriculum Center, 3420 W. 229th Place, Torrance. See map, page 28.

WINTER TRIMESTER

The Winter Trimester begins the week of January 2.

PI X319 Introduction to Materials Management

Thursday Seq. # 05-065-X319-01

PI X320 Inventory Management and Master Planning

Tuesday/Thursday Seq. # 05-065-X320-01
Seq. # 05-065-X320-02

PI X321 Materials Requirements Planning and Purchasing

Tuesday Seq. # 05-065-X321-01

PI X322 Capacity and Priority Management

Tuesday Seq. # 05-065-X322-01

PI X323 Manufacturing Resources Planning and Advanced Topics

Thursday Seq. # 05-065-X323-01

SPRING TRIMESTER

The Spring Trimester begins the week of April 3. The specific course schedule is available from the Extended Education Office or course instructors.

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 of 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 MATERIALS 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 optimize production technology (OPT).

FOR MORE INFORMATION

Call Paul Davis at the CSUDH Division of Extended Education, 213/516-3741.

Marketing

MARKETING PRODUCTS FOR THE TOY INDUSTRY

Engineers, designers, inventors, and other creative people are constantly inventing innovative ideas for toys, games, and dolls. Unfortunately, very few of these ideas are accepted by manufacturers because the inventor did not know how to submit the product to the industry's decision makers.

In this informative seminar you will learn the details of preparing and marketing new product concepts to hundreds of toy firms who are looking for new products.

Other topics:

- Obtaining manufacturers' listings for the current toy market
- Preparing a new product concept for submission
- Current product categories and definitions
- Product age grading and safety standards
- Copyrights, patents, and trademarks

Who should attend:

- Engineers
- Designers
- Needlework and sewing specialists
- Anyone with creative toy, game, and doll ideas

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

■ **Saturday, April 15. 9 a.m. - 3:30 p.m.** 1 meeting. CSUDH campus, SCC E149. \$65. Non-credit. Seq. No. 05-091-0579.

Real Estate

PACKAGING A HOUSE TO SELL 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 of the 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.

■ **Thursday, March 16. 6:30 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$50 + \$6.50 for workbook payable in class. Non-credit. Seq. No. 13-020-0510.

LANCE FORS, Ph.D. and SHARI SELOVER, M.A. are real estate investment managers.

FORECLOSURES IN CALIFORNIA

Today's home foreclosures are at nearly a 50-year high. Statewide, there were 130,000 loan defaults last year, 51,000 in Los Angeles county alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

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

Topics include:

- Obtaining lists of "hot" properties
- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license

HOW TO PROFIT FROM BUYING "FIXER" HOUSES

Everyone dreams of owning a home and having more money, but fewer people everyday are able to realize these goals. No investment offers the returns of real estate, along with the safety afforded by owning property. One of the best investments for the person struggling to span the affordability gap and enter the real estate market is fixer houses, if one has the knowledge to:

- Find the appropriate property
- Buy right
- Effectively renovate
- Efficiently manage, and
- Shrewdly rent, sell or exchange

This one day seminar will give you all the information you need to get started in fixer houses. It is ideal for you if you thought you were locked out of the housing market, unable to afford an investment property or just want higher return from your real estate investments. Hundreds have profited from this seminar in the past by learning to avoid the many pitfalls that await the uninformed. Fee includes a comprehensive workbook. Bring a bag lunch.

■ **Saturday, March 11. 9 a.m. - 4:40 p.m.** 1 meeting. CSUDH campus, SCC E143. \$80 + \$6.50 for workbook payable in class. Non-credit. Seq. No. 13-020-0513.

- Obtaining loans
 - 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
- DAVID SMALL, J.D., is the author of three books and an experienced real estate investor. He is a member of the Los Angeles Trial Lawyers Association.

■ **Saturday, April 29. 10 a.m. - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$80 + \$15 for workbook payable in class. 0.6 Continuing Education Unit. Seq. No. 05-011-0901.

Taxation

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 credit 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, April 8, 9 a.m. - noon.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$35. Non-credit. Seq. No. 05-022-0543.

YOUR PERSONAL INCOME TAX

A course for those who prepare their own tax returns or for those who wish to become better informed in order to relate with their tax professional. The approach is forms oriented rather than legalistic so that you may see how the law is applied on actual tax returns. Students are encouraged to bring their own return to class and to ask questions about their own current or potential financial situations. Topics covered are: which forms to file, filing status and dependents, types of income, gains and losses, sales of assets, adjustments to income, deductions, tax credits, figuring the tax, recordkeeping, extensions and penalties, making use of a tax professional. The "text book" and suggested readings are available FREE from the IRS. Please bring Publication 17 (IRS \$Free) to the class.

■ **Wednesday, February 22, 6 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 05-022-0505.

THE INVESTOR'S TAX RETURN

A course for those who are mystified by the deluge of stock brokers' statements, K-1's and 1099's they receive each year. The instructor will explain what active, passive and portfolio income are. Tax treatment of various sources of interest, dividend and distribution income will be discussed. A sale of income producing property will be walked through. Also included will be special taxes on investment income and recordkeeping requirements. The "text book" and suggested readings are available FREE from the IRS. Please bring Publication 17 (IRS \$Free) to the class.

■ **Wednesday, March 29, 6 - 9 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-022-0504.

THE SELF-EMPLOYED TAXPAYER'S RETURN

A course for those who have their primary or secondary source of income from self-employment. We will examine the typical expenses of businesses from direct sellers to manufacturers with many employees. The reasons to incorporate or not incorporate will be discussed. Other topics include: Lease or buy. Employing family members. Employees and taxes, benefits, wages and salaries. Depreciation of assets. Business use of car and home. Inventories. Self-employment tax. Operating losses. Recordkeeping. The "text book" and suggested readings are available FREE from the IRS. Please bring Publication 17 (IRS \$Free) to the class.

■ **Wednesday, March 1, 6 - 9 p.m.** 1 meeting. Redondo Beach Community resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-022-0506.

LINDA DORFMONT, M.B.A., has taught tax preparation for the Institute of Industrial Engineers, IRS Taxpayer Education Program, and has authored on the subject of taxes.

Communication & Language

WRITING FOR FILM AND TELEVISION: Fundamentals of Screenwriting

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.

This intensive, four-day workshop features "hands-on writing" (character sketches, scene writing, scene trimming, dialogue examples, outlining) and will end in an "treatment" of a story for the student to develop into a feature-length screenplay. You will actually develop your own 1st draft of a screen play.

From idea inception to script completion, this seminar will give you a practical, realistic approach to writing for motion pictures and television. In a supportive "story conference" atmosphere, this course is designed for beginning writers, or those experienced in other media, who wish to write for the screen. Participants will learn practical film writing techniques and become familiar with the elements of story.

- Topics include:
- Idea
- Premise
- Character
- Plot Structure
- Scene writing and editing
- Dialogue
- The Business of screen writing
- The healthy writer

LAWRENCE RIGGINS, M.F.A., is an award-winning screenwriter. He was the recipient of the Jack Nicholson Screenwriting Award in 1985 and received the Lawrence Thor Screenwriting Award in 1984.

■ Saturdays, March 11-April 8, no class March 25. 7 - 10 p.m. 4 meetings. CSUDH campus, SCC E145. \$95. Non-credit. Seq. No. 06-051-0509.

BASIC JAPANESE FOR BUSINESS PROFESSIONALS

Before you take that trip to Japan, be prepared! This seminar will teach you the basics of getting around in the land of the Rising Sun. This basic course uses the direct method of Japanese instruction. You will be speaking Japanese the moment that you walk into the classroom.

This seminar includes:

- Basic greetings and business etiquette
- Japanese for business situations
- Introduction to two phonetic writing systems
- Asking directions
- Ordering in a restaurant
- Who, what, where and when

You will also learn some of the basic cultural concepts which Japan incorporates in its language. A workbook will be provided. Bring a tape recorder so that you can review the lesson after you leave the classroom.

A.E. LOCKWOOD is President of Naginata Associates, a consulting firm specializing in Japanese business practices. She taught English to Japanese businessmen in Tokyo for four years and managed a Japanese company for two years. She is the author of two texts for Japanese businesspersons.

■ Saturday, April 8, 9 a.m. - noon. 1 meeting. CSUDH campus, SCC E149. \$45. Non-credit. Seq. No. 11-081-0501.

TRAVELER'S FRENCH

Join in the celebration of the Bicentennial of the French Revolution this summer. Before you set out to discover France, spend the first month getting acquainted with the language and the country. Through 4 intensive meetings basic communication and conversational skills will be introduced. One hour of each session will be devoted to a major travel area. These areas include: Loire Valley, Provence and the Cote d'Azur, Alsace-Lorraine, Brittany and Normandy. This course utilizes conversational rather than grammatical approach for those with no background in French, or for those needing to brush up their skills.

MARY ELLEN ECKHERT, Ph.D., teaches French at CSUDH, Cal State LA and LACC.

■ Mondays, April 17 - May 8, 6:30 - 9:30 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 8. \$75. Non-credit. Seq. No. 11-1102-0502.

BEGINNING SPANISH II (SPA X111)

Spanish is now the first or second language of millions of persons in Los Angeles County, and its use as a daily means of communication continues to increase dramatically. This lively and entertaining course encourages you to learn to speak and comprehend Spanish as opposed to study points of grammar. You will acquire Spanish through the use of highly effective language learning techniques. Also features small-group practice sessions, use of video, and field excursions. This course is best for those who have studied one semester of Spanish or its equivalent. If you have any questions, please call Dr. Raul Romero at 516-3315, Monday through Thursday.

RAUL V. ROMERO, Ph.D., Professor of Spanish, Coordinator of the Spanish for Public Service Certificate Program, CSUDH, is the recipient of the Lyle E. Gibson Distinguished Teaching Award.

■ Mondays, January 30 - May 23. 5:30 - 8:15 p.m. 15 meetings. CSUDH campus, ERC C504. \$225 plus \$15 laboratory and materials fee. 3 semester units degree applicable credit. Seq. No. 11-015-X111.

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, March 18, 9 a.m. - 3 p.m. 1 meeting. CSUDH campus, SCC E143. \$60. Non-credit. Seq. No. 21-010-0503.

MARKETING YOUR SCRIPTS TO THE FILM AND TELEVISION INDUSTRY

From idea inception to script completion, this seminar will give you a practical, realistic approach to writing for motion pictures and television, with an eye on successfully marketing the final product. 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.

■ Saturday, March 25. 10 a.m. - 4 p.m. 1 meeting. CSUDH campus, SCC E143. \$55. Non-credit. Seq. No. 15-071-0517.

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.

■ Saturday, March 4, 9 a.m. - 3 p.m. 1 meeting. Redondo Beach Community Resource Center, rm 8. \$55. Non-credit. Seq. No. 15-012-0516.

BUSINESS WRITING FOR FOREIGN-BORN PROFESSIONALS

This business writing workshop is designed specifically to help the foreign-born professional understand grammar usage and idiomatic expressions common to the English language. The class will include extensive practice in writing letters and memos, as well as individualized help from the instructors.

Topics include:

- Writing simply and naturally
- Avoiding jargon and overworked expressions
- Streamlining your writing
- Organizing your ideas into effective letters and memos
- Overcoming "writer's block"
- Correct use of parts of speech including articles, prepositions, and verb tenses
- 50 common English expressions and their usage
- Effective editing

Participants are encouraged to bring a writing sample and specific questions about grammar usage and idiomatic expressions.

■ Thursdays, February 2 - March 9. 7 - 9 p.m. 6 meetings. Redondo Beach Community Resource Center, rm. 7. \$95. Non-credit. Seq. No. 15-012-0524.

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

OPEN UNIVERSITY

Spring 1989

Do you want to explore new careers, improve your professional skills, try out college or reenter an academic program? Have you missed the deadline for admission? Then Open University is for you! For more information, call 213/516-3741.

WRITING TRAVEL ARTICLES THAT SELL

Nothing sells as well or as widely as travel, and if you know the tricks and can match words to sites, this is an excellent field for both beginners and writers from other genres.

In four hours you will learn how you, like professionals, can:

- Complete two-thirds of the work before leaving
- Include other stories en route
- Sell the same sights to newspapers and magazines
- Often double your income through photography

The program and free workbook will also demonstrate:

- Finding ever-eager buying markets
- The logistics of planning "the big trip"
- What must be done before the trip to justify tax deductions
- How and when to mail slides and photos
- What should and shouldn't be written in the first person

Travel writing has more dos and don'ts than any other form. Do take this seminar if you have a trip in mind (or if you've just completed one) and are serious about selling and deducting your fun!

■ **Sunday, April 30. 1 - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$50. Non-credit. Seq. No. 06-021-0503.

BEFORE YOU WRITE THAT BOOK

Why write an unsold novel or reams of readerless nonfiction when for four hour's time and \$50 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 non-fiction.

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.

■ **Friday, March 17. 6 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$50. Non-credit. Seq. No. 06-041-0512.

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

■ **Monday, March 13, 6 - 10 p.m.** 1 meeting. Redondo Beach Community resource Center, rm. 7. \$50. Non-credit. Seq. No. 06-021-0501.

GORDON BURGETT shares professional writing/selling knowledge at 120 seminars annually. He is the author of *Empire-Building by Writing and Speaking*; *Query Letters/Cover Letters: How They Sell Your Writing*, a Writer's Digest Book Club top choice; co-author of *Speaking for Money*; *How to Sell 75 Percent of Your Freelance Writing*, another Writer's Digest Book Club top choice; *Ten Sales from One Article Idea*; and *The Query Book*.

Computer Applications

BRINGING COMPUTERS INTO YOUR BUSINESS

Computers are an essential part of the future for businesses of all sizes. But how do you, the business person, go about getting a computer to help you with your work? This eyes-on course will help you to understand what computers are, what they can do for you and your business environment. The emphasis of this course is on the step-by-step procedures for computerizing your business, from determining your specific needs, to understanding the current state-of-the-art in computer technology, to selecting your computer system and applications, to installing and operating you computers, and finally to expanding you computer systems as your business grows.

■ **Thursday and Saturday, April 6 and 8. 6 p.m. - 10 p.m. 2 meetings.** Redondo Beach Community Resource Center, rm. 8. \$95. Non-credit. Seq. No. 07-011-0536.

AN INTRODUCTION TO THE APPLE MACINTOSH

The Apple Macintosh is becoming a common sight in today's business and educational institutions. The graphical/mouse orientation of the Mac is quite different from the command/keyboard orientation of the IBM/DOS environment. For those students wishing to find what the Macintosh "look and feel" is and how to get started using the Macintosh, this introductory course will provide an eyes-on overview of many of its key features and operations. Topics to be covered include: Macintosh Desktop/Finder, file system, desk accessories, typical applications software, printing fonts, and integration of text and graphics.

■ **Tuesday and Thursday, April 18 & 20. 6 p.m. - 10 p.m. 2 meetings.** Redondo Beach Community Resource Center, rm. 8. \$90. Non-credit. Seq. No. 07-011-0537.

HAROLD IWATA, M.S. Computer Science, Engineering Certificate of Specialization is a Senior Staff Engineer for 16 years at Hughes Aircraft Co.

CONNECTING IBM PCs AND APPLE MACINTOSHES

The IBM PC and Apple Macintosh are becoming "standards" in the business community. It is not uncommon to have both types of computers in the same office environment, sometimes side-by-side on the same desk. As work gets divided between the two computer types, the problem arises about sharing data between the machines or sharing expensive hardware resources such as laser printers. Because the two "standards" are different, the problems of connectivity and sharing are quite complex. In this eyes-on seminar, the student will learn about the variety of hardware and software techniques for connecting PC's and Mac's. Topics to be discussed include: connectivity characteristics of the IBM PC and the Macintosh, networking with only PC's or only Macintoshes, and connectivity to other machines such as workstations and mainframes.

■ **Tuesday, April 25. 6 p.m. - 10 p.m. 1 meeting.** Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 07-050-0539.

BECOMING A MACINTOSH POWER USER

One of the strengths of the Apple Macintosh is the ease of learning how to use it. It is easy to start using the Mac and the standard user interface makes it easy to learn new applications. But what about the tricks and advanced techniques of the Macintosh "power user"? In this eyes-on seminar, you will learn some of the advanced techniques available on the Macintosh. Topics to be covered include: Finder, Multi Finder, Switcher, folder, document handling, file formats and file conversions, tools and techniques for integrating text and graphics, desk accessories and fonts, printing and printer control, hardware peripherals, utilities software, and communications/networking. You can become one of the "experts" others come to seek for help.

■ **Saturday, April 29. 9 a.m. - 4 p.m. 1 meeting.** Redondo Beach Community Resource Center, rm. 8. \$75. Non-credit. Seq. No. 07-011-0542.

UPGRADING YOUR OLDER IBM PC AND XT COMPUTERS

If you own an older IBM PC, XT, or compatible, and you need more power from your computer system, you have probably asked yourself, "should I upgrade my existing system, or just buy a new computer?" In this eyes-on seminar, the various paths for upgrading older systems will be discussed along with the advantages and disadvantages of each upgrade. Topics to be covered include: deciding if upgrade is right for you; microprocessor replacement; RAM/floppy/hard disk addition/ upgrade; graphics adapters/ monitors; input/ output devices; operating systems/ windowing environments; and applications software.

■ **Thursday, April 27. 6 p.m. - 10 p.m. 1 meeting.** Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 07-050-0538.

Personal Computer Tools & Word Processing

The fee for each workshop is \$65, entire series is \$120.

■ **Saturday, January 7, 9am-4pm. 1 meeting.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07-024-0523-01.

Personal Computer Spreadsheets And Database

■ **Saturday, January 14, 9am-4pm. 1 meeting.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07-024-0523-02.

MS-DOS: Gateway To The Personal Computer

The fee for each workshop is \$35, entire series is \$125.

- **MS-DOS TO START, Saturday, January 21, 9am-12 noon.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07024-0526-01.
- **MS-DOS TO RUN, Saturday, January 21, 1-4pm.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07-024-0526-02.
- **ADVANCED MS-DOS, Saturday, January 28, 9am-12noon.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07-024-0526-03.
- **MS-DOS EXTENSIONS, Saturday, January 28, 1-4pm.** CSUDH Campus, SBS B109. Non-credit. Seq. No. 07024-0526-04.

DANIEL CARPENTER, B.S., M.B.A., is a data processing consultant.

Education

14TH 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 address 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, 213/516-3519 or 213/516-3524.

■ **Friday and Saturday, March 3 and 4.** 7:30 a.m. - 5:30 p.m. CSUDH campus, University Theater. Seq. No. 08-081-X507.

Fees:

- \$79 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.

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.

■ **Saturdays, March 11 - 18.** 9 a.m. - 4 p.m. 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$95. 1.4 Continuing Education Units. Seq. No. 08-993-0934.

BRINGING PROJECT WILD TO THE CLASSROOM

Project Wild is an interdisciplinary environmental and conservation education program for elementary and secondary schools. For teachers unfamiliar with Project Wild, the workshop will begin with an introduction to the Project Wild activity guide including its underlying conceptual framework, code of practice on animals in schools, and classification of activities by grade, subject, skills, and topic. The workshop will concentrate on activities to supplement the Project Wild Activities guide in conflict resolution skills applied to environmental disputes (primarily for secondary schools) and music and dance (primarily for elementary schools) and will include live exotic animals. A copy of the Project Wild Activities guide is included in the price of the course. The workshop will include lecture, discussion, Project Wild Activities and Live Animals.

DAVID CHURCHMAN, Ed.D., a professor at CSUDH, Director of Wildlife on Wheels and Orangutan Research and Conservation Project.

■ **Saturdays, March 4 - 11.** 8:30 a.m. - 4:30 p.m. 2 meetings. CSUDH campus, SBS A232. \$65. 1 semester unit of Professional Credit. Seq. No. 08-011-0816.

SUMMER TRAVEL STUDY

This year, combine your summer study with travel and receive academic credit. For information on the 1989 Summer Travel Study programs, please fill out and return the coupon below.

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

A Passage to China

Learn Spanish in Morelia, Mexico

Other: _____
(please specify area of interest)

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

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

METHODS AND MATERIALS FOR PARENT EDUCATION

This class is designed for those who are interested in teaching and developing parent education programs.

The instructor will present methods and materials for teaching adults: discussion techniques, audio-visual aids, construction of teaching units and lesson plans. The class will provide specific methods and techniques for teaching parent education.

At the conclusion of the course, students will:

- Understand the need for and actively promote parent involvement in the student's workplace
- Be familiar with parent education methods
- Understand the range of possible parent education programming

Who should attend:

- Parents
- Child care professionals
- Teachers of toddlers and pre-schoolers
- Anyone interested in teaching parent education classes
- Anyone interested in developing parent education programs

4 meetings plus six(6) hours of verified field observations.

EILEEN KAPP, M.A., teaches Parent Education classes for the Los Angeles Unified School District and Child Development classes at Los Angeles Harbor Junior College.

■ **Saturdays, January 28, February 4, February 25 and March 4.** 9 a.m. - 3 p.m. 4 meetings. CSUDH campus, SCC E143. \$130. 2 semester units of Professional Credit (Educ. 881). Seq. No. 08-993-0881.

EARLY CHILDHOOD CERTIFICATE PROGRAM

The program is designed to meet the California State Department of Social Services Requirement for Teachers or Directors of preschool or day care programs. It 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 at the Redondo Beach Community Resource Center. Participants who complete the program receive an Administrator's certificate or a certificate in Teaching.

Who Should Attend

- Preschool teachers
Update knowledge of child development and curriculum, and receive child development units to comply with Calif. State requirements.
- Family day care providers
Learn new programming ideas for children in the home.
- Teachers or aids 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:

- 1) earning an Administrator's Certificate by completing 15 units: three core courses and two specialization courses (in either Infant Development or Preschool Development)
- 2) earning a Teaching Certificate by completing 12 units: two core courses and two specialization courses (in either Infant Development or Preschool Development).

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

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

TEXTBOOKS

All of the courses require textbooks which can be purchased at the first class meeting. Textbooks must be paid for by check.

SPRING 1989 COURSE OFFERINGS:

CHILD, FAMILY, AND COMMUNITY (TED X355)

Focus 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.

■ **Thursdays, February 9 - May 25, 6:30 - 9:30 p.m.** No class March 23. 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$225. 3 degree-applicable semester units. Seq. No. 08-011-X355.

DEVELOPMENTAL PSYCHOLOGY (PSY X350)

The cognitive psychological and social development of the child from birth to adolescence. This course is designed specifically for the infant-toddler/ preschool teacher.

DELORES SKERVEM, Ed.D. in Early Childhood, teaches at Harbor College.

■ **Tuesday, February 7 - May 30, 6:30 p.m. - 9:30 p.m.**, 15 meetings. No class March 21. Redondo Beach Community Resource Center, rm. 7. \$225. 3 degree applicable semester units. Seq. No. 20-091-X350.

THE PERFORMING TREE: Three Weekend Retreats for Teachers

Escape with Performing Tree for a weekend to a rustic mountain retreat where an open, natural environment is an excellent alternative to the urban setting of Los Angeles. Teachers who participate in these weekend retreats to Idyllwild can look forward to coming away with a working knowledge of the State Guidelines and Standards for the Arts, aesthetic valuing techniques, renewed inspiration, a supportive network of new friends, and an increased appreciation of all art forms.

- **RETREAT I:** February 10-12. Elementary Educators. Presentations/workshop sessions in Dance, Music, Theatre and Visual Arts.
- **RETREAT II:** March 17-19. Teams of elementary educators. Presentation/planning workshop for Model programs in the Arts.
- **RETREAT III:** April 28-30. Elementary and secondary educators. Presentation/planning sessions in Folk Arts.

The retreats are held at the Wayne Conference Center of Idyllwild. Each retreat begins on a Friday afternoon at 4:30pm., when a bus departs for Idyllwild from the Board of Education building at 450 N. Grand Ave., and ends on Sunday with a bus returning by 3:30pm.

\$125 per person per weekend. This includes round trip bus transportation, food, lodging and workshops. In cooperation with the LAUSD Human Resources Development Branch, participants from the LAUSD may receive 2 units of professional credit per weekend.

Those attending for credit must attend a follow-up session in Los Angeles on March 4 for Retreat I, April 8 for Retreat II or on May 20 for Retreat III. Homework will be required for point credit. For additional information and to register please contact Susan Cambique-Tracey at Performing Tree (213)625-6285.

Health Services

TREATMENT OF EATING DISORDERS (AD X308)

This course is an introduction to the treatment of anorexia nervosa, bulimia, compulsive eating, obesity and atypical eating disorders.

The focus of the course is on clinical categories, psychosocial assessment and the practical aspects of helping persons troubled by eating disorders through a multi disciplinary approach.

Biological, psychoanalytic, behavioral, psychosocial and other theoretical perspectives are explored. Patterns of chronic dieting are also investigated, as well as the societal emphasis on thinness. The history of attitudes toward food and weight is explored, as is the interrelationship of alcohol and food as substances sometimes abused when used as painkillers, crutches and coping devices. The course will provide an overview of techniques necessary for counseling individuals with eating problems.

ROBIN GROSSMAN, M.A., M.F.C.C., Intern, is Program Director for the Rader Institute Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

■ **Wednesdays, January 25 - May 17. 6:30 - 9:30 p.m.** 16 meetings. Levy Curriculum Center. \$225. 3 semester units of degree applicable credit. Seq. No. 12-223-X308.

MEDICAL INSURANCE BILLING-Including A Look At The Legal Aspects Of Collections

If you are interested in the medical world or want to enter it, medical insurance billing is something you must know. The doctor's most valued employee is the one who does the insurance billing. Learn all phases of medical insurance billing. Learn how to bill Medicare, medical, blue cross, blue shield, workers comp. and the private insurance companies. Learn how to read EOB (Explanation of Benefits) and how to use it to bill a second insurance. Learn how to send a tracer claim when it hasn't been paid. Medical insurance billers earn from \$8. to start to \$15. and more an hour. Work part or full time. Eventually become an independent biller and work from your own home. This is also a good refresher course for physicians and medical office staff. You can't afford to miss this opportunity! You will receive the book, *Jobs & Careers for the Business Side of Health Care*, and several booklets on insurance billing. Certificates will be issued. No tape recorders please.

TERRY ROWEN is presently a consultant to the medical field and former owner of a successful billing service. She is a published author and teaches college extension courses and seminars on medical business skills throughout the West Coast.

■ **Sundays, March 5, 9:30 a.m. - 5 p.m. and March 12, 9:30 a.m. - 1 p.m., 2 meetings.** Redondo Beach Community Resource Center, rm 7. \$90 + \$35 materials fee payable in class. Non-credit. Seq. No. 12-021-0512.

SUMMER SESSION 1989

Summer is just around the corner, and you have the opportunity to get the most out of it with both credit and non-credit courses. Call CSUDH Extended Education today at 213/516-3746, or clip and mail in the coupon inside the front cover.

Certificate Program In Alcohol/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 The Levy Curriculum Center, 3420 W. 229th Place, Torrance. See map, p. 28.

THE COST

The fee is \$75 per unit; a three unit course is \$225. 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 experiential.

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.

HOW TO START YOUR OWN MEDICAL BILLING SERVICE

Most medical practices receive more than 70% of their income from insurance companies. Thus, billing services are big business. Doctors are interested in doctoring and seek professionals who have made a commitment to keeping themselves updated in an area that has constant changes in insurance form completion. You will learn: How to obtain clients, setting fees, marketing to large groups in health care for free, promotional brochures. Small individually owned billing companies can earn \$75,000 a year. Freelancers can earn to \$25 an hour.

TERRY ROWEN, a consultant to the medical field and former owner of a successful billing service, published author and teaches college extension courses and seminars on medical business skills throughout the West Coast.

■ **Sunday, March 12, 2 - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45 + \$18 materials fee payable in class. Non-credit. Seq.No. 12-021-0513.

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train students in the field of orthotics: the profession of designing, fabrication, 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 to acquaint them with the more prevalent pathologies and treatment philosophies.

The course is designed for applicants who have a bachelors degree. Applicants must have some experience with hand tools and light duty power equipment.

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 more information contact: D. Clark, Rancho Los Amigos Orthotics Dept., 7450 Leeds St., Downey, CA 90242, 213/922-7655.

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 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.

COUNSELING AND THE CHANGING AMERICAN FAMILY (SOC X395):-Special Topics in Sociology

Examine the relationship between counseling and the changing American family.

This course is appropriate for professionals and for those interested in pursuing a career in counseling. (The course is a prerequisite to coursework in the Marriage, Family, Child Counseling graduate program at CSUDH)

MARIE BUTLER, Ph.D. candidate UC Davis, Demography and Sociology, M.Ed.; Counseling, over 10 years of applied practical counseling experience.

■ **Mondays, February 6 - May 15, 6:30 p.m. - 10:00 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm 7. \$225. 3 semester units of degree applicable credit. Seq. No. 22-081-X395 (Special Topics).

Learning Skills

Test Preparation

BOBROW TEST PREPARATION SERVICES

This test preparation company 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 the 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 expert 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, and geometry. Verbal analogies, antonyms, reading comprehension, sentence competition, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

For the April 8 Exam

■ Saturdays, March 4 - April 1. 9 a.m. - 1 p.m. 4 meetings (no class March 25). CSUDH campus, SCC E153. \$125. Non-credit. Seq. No. 08-000-0503.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

The SAT sessions are a series of workshops designed to give the potential college student an edge in doing their 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 May 6 Exam

■ Saturdays, April 15 - 29. 9 a.m. - 12:30 p.m. 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 08-000-0505-01.

For the June 3 Exam

■ Saturdays, May 6 - 20. 9 a.m. - 12:30 p.m. 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 08-000-0505-02.

LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

Prepare for the latest format of 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 Characterization
- Reading Comprehension
- Writing Sample

For the June 12 Exam

■ Saturdays, May 6 - June 3. 9 a.m. - 1 p.m. 4 meetings. CSUDH campus, SCC D154. \$115. Non-credit. Seq. No. 08-000-0529.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Math Ability (Problem Solving)
- Reading Comprehension
- Sentence Correction
- Analysis of Situations
- Data Sufficiency
- Critical Reasoning
- Review of basic arithmetic, algebra and geometry.

For the January 28 Exam

■ Saturdays, January 7 - 21. 9 a.m. - 3:30 p.m. 3 meetings. CSUDH campus, SCC E143. \$135. Non-credit. Seq. No. 05-011-0540-01.

For the March 18 Exam

■ Saturdays, February 25 - March 11. 9 a.m. - 3:30 p.m. 3 meetings. CSUDH campus, SCC E157. \$135. Non-credit. Seq. No. 05-001-0540-02.

For the June 17 Exam

■ Saturdays, May 20 - June 10. 9 a.m. - 3:30 p.m. 3 meetings (no class May 27). CSUDH campus, SCC E153. \$135. Non-credit. Seq. No. 05-011-0540-03.

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 11 Exam

■ Saturdays, January 21 - February 4. 9 a.m. - 3 p.m. 3 meetings. CSUDH campus, D154. \$115. Non-credit. Seq. No. 08-011-0520-01.

For the April 15 Exam

■ Saturdays, March 18 - April 8. 9 a.m. - 3 p.m. 3 meetings (no class March 25). CSUDH campus, SCC D154. \$115. Non-credit. Seq. No. 08-011-0520-02.

For the June 10 Exam

■ Saturdays, May 13 - June 3. 9 a.m. - 3 p.m. 3 meetings (no class May 27). CSUDH campus, SCC E143. \$115. Non-credit. Seq. No. 08-011-0520-03.

NTE (NATIONAL TEACHER EXAM CORE BATTERY) REVIEW

This prep session is designed to assist prospective teachers in preparing for the Core Battery of the NTE (Literature and Fine Arts, Mathematics, Science and Social Studies) by teaching techniques and strategies that will help students apply their skills and knowledge. A review of basic mathematics will be included. A one hour lunch break is given for each full-day class.

For the June 17 Exam

■ Saturdays & Sunday, May 20 - 21, and June 4. 9 a.m. - 3:30 p.m. 3 meetings. CSUDH campus, SCC E149. \$115. Non-credit. Seq. No. 08-000-0545.

INFORMATION

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 for courses are on page 32.

Credit and Continuing Education

The Division of Extended Education at CSUDH offers a variety of credit and non-credit courses.

EXTENSION CREDIT

Academic credit is awarded for successful completion of formally recognized institutional X100 - X599 courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval. Course numbering is X100-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 a letter grade may choose to be graded on a credit/no credit basis by informing the instructor in writing at the beginning of the class. For 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.

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.

PRIVACY INFORMATION

The university complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the university catalog. Questions about privacy rights may be directed to the Dean of Extended Education at 516-3737, the Vice President for Student Affairs at 516-3784, or the Information Practices Officer at 516-3768.

Resources for Students

LIBRARY SERVICES

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

CAFETERIA

The cafeteria on the University campus is not open weekends. Vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center.

TEXTBOOKS

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

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 \$1.50 per day or \$54 per semester. (Bring dollars or quarters for the machines.)

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: Marketing Director, 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 course work are integral parts of the degree-credit instruction program.

It is our aim, through course review, planning and the selection of quality, ex-

perienced Extension faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know; it is through your feedback that we are able to make changes and adjustments for future courses.

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 \$75 per semester unit (\$225 for a three unit class).

Spring semester classes begin the week of January 28. 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 24.
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
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
Margaret Gordon, Ph.D.
213/516-3737

Registrar
Jackie McKenzie
213/516-3741

Director, Marketing and Promotion
Alary E. Piibe
213/516-3998

Program Administrator, Extension
Frances H. Fuchs
213/516-3741

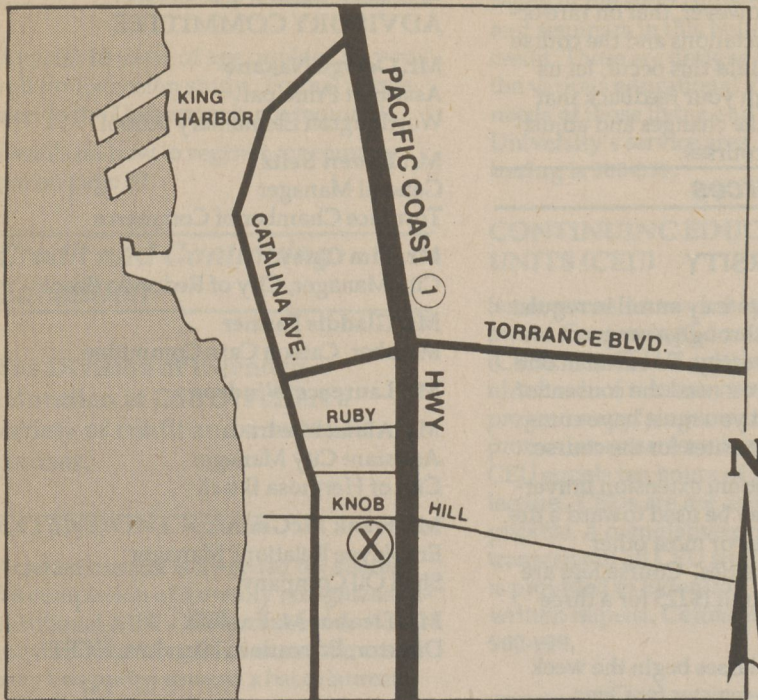
Program Administrator, The Center for Training and Development and Certificate Programs
Paul Davis, M.Ed.
213/516-3741

Program Assistant and Office Manager
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

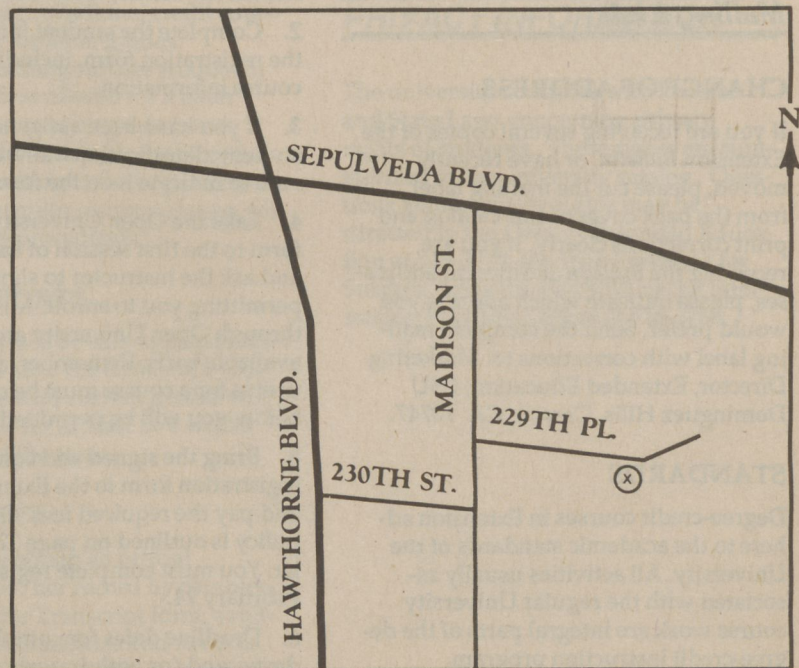
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

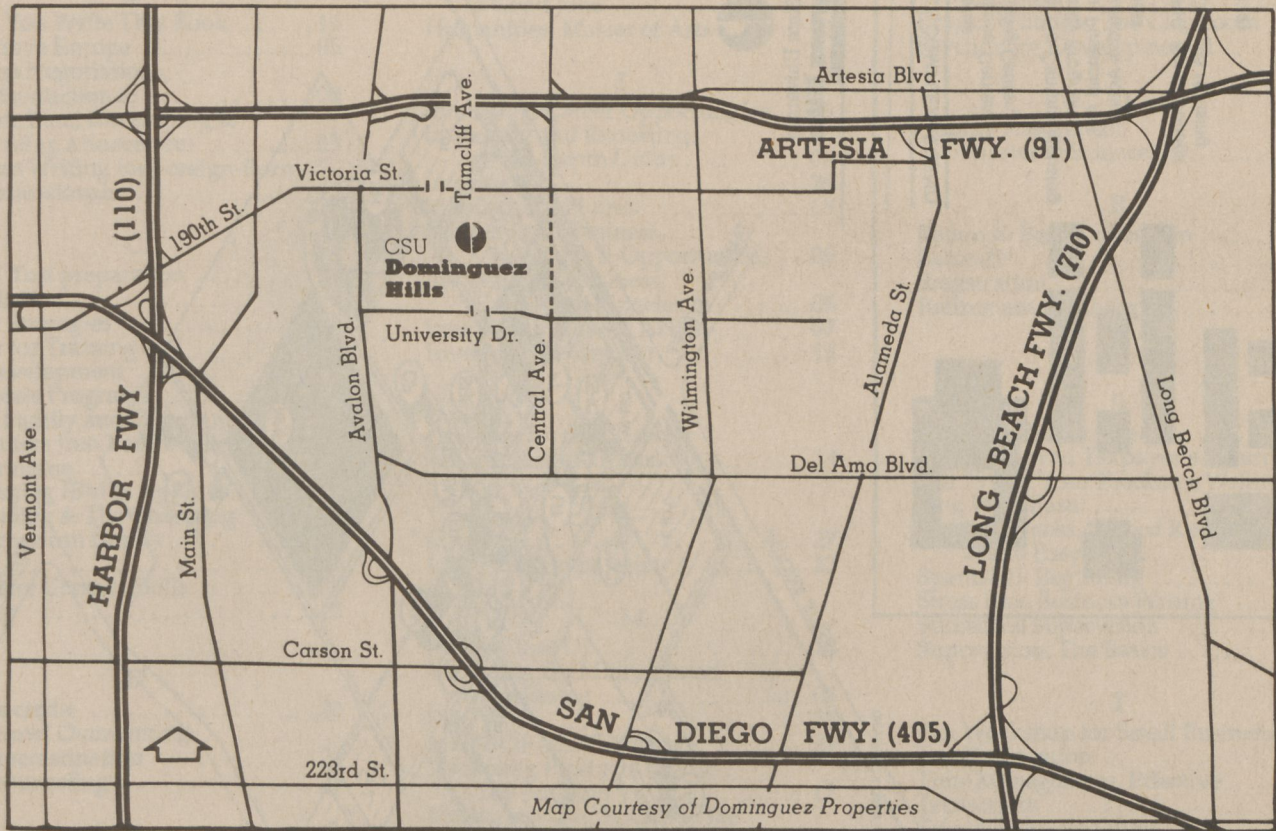
FROM EL SEGUNDO

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.

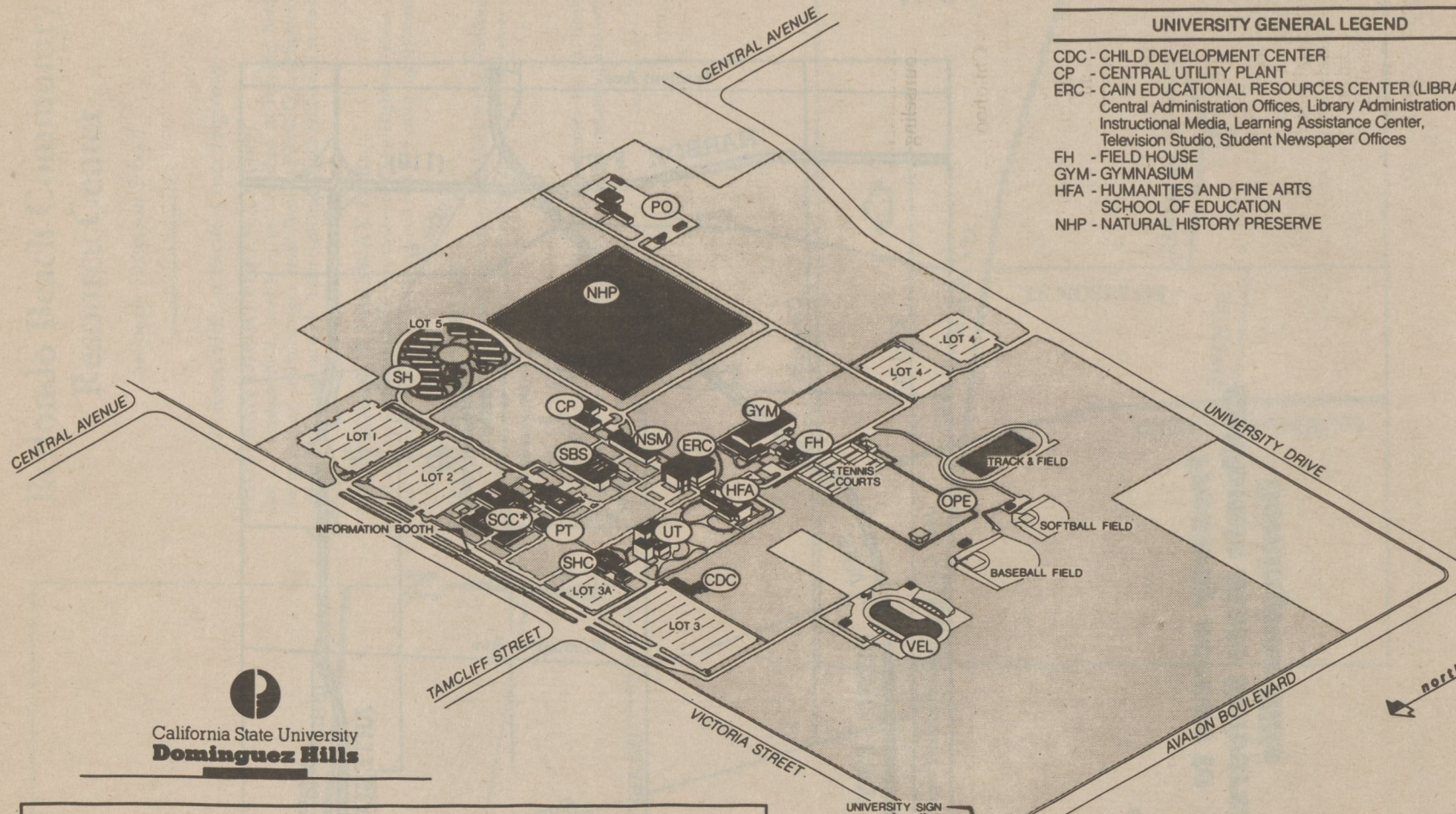
Levy Curriculum Center

3420 W. 229th Place
Torrance
East of Hawthorne Blvd.





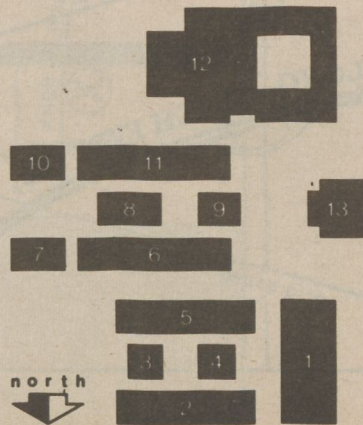
**Freeway access to
California State University
Dominguez Hills**




 California State University
Dominguez Hills

***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



KELLYGRAPHICS '88

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

- 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

■ ENROLL BY PHONE: Use your Visa or MasterCard;
 call 213/516-3741, 8 a.m. - 5 p.m., Mon. - Fri. ■

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REGISTRATION INFORMATION

Enrollment

HOW AND WHEN TO REGISTER

Enrollment is open now for all of the courses listed in this *Bulletin*. Because enrollments are taken in order received, we recommend that you register early.

THERE ARE THREE CONVENIENT WAYS TO REGISTER FOR COURSES:

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 CSUDH 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.

CONFIRMATION/RECEIPTS

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive 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 cards are mailed will be posted on the door of the scheduled classroom.

If you do not receive a confirmation card **REPORT TO THE FIRST CLASS MEETING**. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extension office at your earliest convenience.

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. For specific information, please contact your local Internal Revenue Service Center.

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 and before the first 25 percent of the course has elapsed, 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings 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(es) 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 of \$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 sufficient 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

Birthdate

Sex: Male Female

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

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

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? _____

Mail to: Extended Education, ERC C508, CSUDH, Carson, CA 90747



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



2-425

California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION

1000 East Victoria Street
Carson, CA 90747