

Extension Bulletin  
CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS



Fall 1983

**D**ear Reader:

When you visit the Dominguez Hills campus today, you'll experience a rising interest in the role of the University in the international community. This new international perspective is grounded in a strong local heritage. More than a century ago, immigrants from around the world came to California to find work, practice trades and serve as sailors and fishermen in the Golden state. Now the descendants of these men and women and more recent arrivals from new countries, some that were not even on the maps 100 years ago, join together in intellectual pursuits for new knowledge in classrooms on and off campus.

At Dominguez Hills, our emphasis on internationalism in Extended Education programming is two-fold, programs that appeal to particular ethnic groups and classes that focus on particular aspects of internationalism in our culture and economy today.

We are especially proud of the new courses that have been developed in Spanish and Japanese. Not only will these courses focus and explore facets of the Spanish and Japanese culture, but some of the courses will be taught in the native languages.

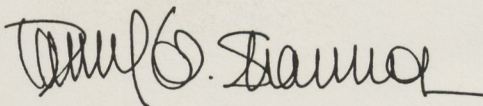
As the time for the Olympics moves closer and closer, we thought it appropriate to feature two courses on the Olympics: "Window to Internationalism," which is an overview of the great games, and "The History of the Olympics and Olympiads," which examines the background of the games from ancient Greek times to the modern day.

Modern international history is concerned with events that we have all seen and experienced. Getting perspective on modern international history continues to be a challenge. This fall we are offering an in-depth study of international conflict in conjunction with a major PBS television program on Vietnam.

A popular opportunity to actually experience an adventure in internationalism first-hand is emphasized in our London Semester. You can travel and study abroad for a full semester.

Our series of lectures, seminars and programs are especially designed for the community. We have carefully developed a plan to appeal to many of you who would not normally enroll in academic courses.

These programs offer you an opportunity to become more sensitive to the diverse cultures of Los Angeles and the world. Should you have any questions about these programs or other interests you might have, please call me at 213/516-3737.



Daniel W. Shannon  
Dean, Extended Education



The California State University Dominguez Hills Extension Bulletin is published four times each year by California State University Dominguez Hills Division of Extended Education, Carson, California 90747. The Division of Extended Education is a self-supporting branch of the University.

Courses are offered for the continuing education of professional goals, and general self-improvement. Many certificate programs offer a series of specially designed courses, indicating that the student has had exposure to a significant amount of detailed study of the subject.

In addition, the Division offers off-campus graduate degrees. In the Humanities, the Master of Arts degree is offered through independent study correspondence courses. The Portal program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time employed student with management experience. In addition, a graduate Master of Science in Medical Technology degree is offered.

Not printed or supported by State funds. Extended Education is a self-supporting program.

## FALL ACADEMIC CALENDAR

<b>August 1</b>	— Extension registration opens	<b>October 12</b>	— Last day to pay fees for Open University and 10-week courses
<b>September 19, 20</b>	— Registration for CSUDH regular on-campus classes	<b>November 24, 25</b>	— Thanksgiving Holiday
<b>September 22</b>	— On-campus instruction begins	<b>December 12</b>	— Last day of scheduled classes

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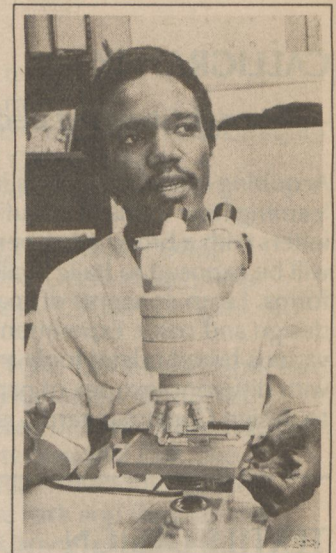


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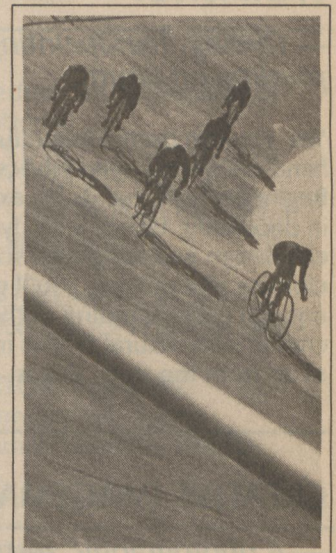


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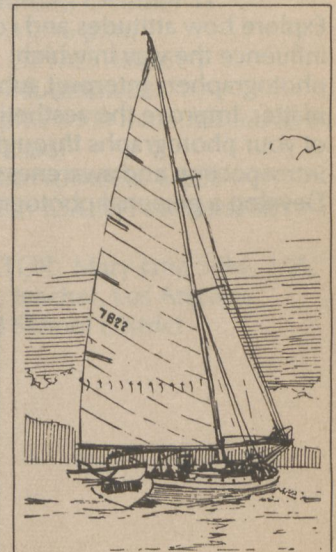
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# THE ARTS

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## CALLIGRAPHY

— *For right-handed people*

Acquiring calligraphic skills is learning how to make beautiful letters with a broad edge pen. You will be exposed to Italic in all its forms. Learn concepts of spacing, design and color. Experiment with various broad-edged tools and work with different textures of paper. Learn to design Christmas cards, greeting

cards, stationery, business cards, documents and awards. No previous experience is necessary.

A material kit will be provided along with a syllabus with different methods of calligraphy.

DATE: Saturday, October 15  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit

FEE: \$25 plus a \$15 materials fee to be paid in class for a calligraphy kit, right-handed calligraphic pens, pen holder and paper. Those who own materials may bring them to class.  
SEQUENCE NUMBER: 64160  
LOCATION: CSUDH campus, HFA C104  
INSTRUCTOR: Bernard W. Baker, MFA, Associate Professor and Chairman, Art Department, CSUDH

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## TEXTILE DESIGN WORKSHOP

— *Dyeing, handpainting and printing on fabric*

Yes, you can design beautiful, useful hand-decorated dyed fabrics. Beginners learn hands-on experience in decorating fabrics with dye. You can design wall hangings, scarves, clothing and pillows. You'll gain enough understanding of the age-old craft to turn natural fabrics into works of art from the start. This is

more than a hobby, it can be a unique selling proposition. A special exhibit of the students' work will be on display. You'll learn simple techniques and have a lot of fun doing it. This workshop will cover:

- Basic chemistry of dyeing
- How and why dyes work
- Batik with hot wax
- Trikot and clamp dyeing

DATE: Saturdays, September 24-  
December 3 (no meeting  
November 26)  
TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 10  
UNITS: Non-credit  
FEE: \$100  
SEQUENCE NUMBER: 64101  
LOCATION: CSUDH campus, SBS A144  
INSTRUCTOR: Norman Krinsky, MA, freelance artist, designer of custom orders for celebrities, works displayed at the Gallery for Collectors of Fine Contemporary Crafts

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## CREATIVE IMAGEMAKING

— *A photographic aesthetic*

Explore how attitudes and concepts influence the way in which photographers interpret subject matter. Improve the aesthetic content of your photographs through introspection and awareness. Develop a personal photographic

vision and commentary. Content of the course includes:

- Evaluating the reasons for making personal photographs
- Develop a visual dialog between your perceptions and feelings
- Survey of noted works
- Evaluation and critique of your work

DATE: Monday and Wednesday,  
November 21 and 23

TIME: 6:30 - 9:30 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: Non-credit  
FEE: \$25  
SEQUENCE NUMBER: 64161  
LOCATION: CSUDH campus, SC M110  
INSTRUCTOR: William Williamson, MA, photographer and educator

## THE CALIFORNIA DESERT: A PHOTOGRAPHIC ENCOUNTER

— *Spend an entire week-end  
photographing the outdoors*

Participants in this workshop will travel through the stark landscape of Ubehebe Crater in Death Valley, up into abandoned mine camps of the Last Chance range, and across the immense sand dunes of the Eureka Valley. Create photographic statements of the desert experience, recording subtle events that awaken visual and emotional responses.

*Participants must provide their own meals, transportation, camp arrangements, and photographic supplies. Itinerary/information packet mailed upon request. Topics to cover:*

- Problems unique to landscape photography
- Lighting and previsualization techniques
- Exposure techniques
- Exploration of image concepts based on personal attitudes and perceptions

**DATES:** November 4: 8 a.m. - 5 p.m.

5: 6 a.m. - 5 p.m.

6: 6 a.m. - 3 p.m.

22: 6:30 - 9:30 p.m. (Final Critique)

**NUMBER OF MEETINGS:** 4

**UNITS:** Non-credit

**FEE:** \$75

**SEQUENCE NUMBER:** 64162

**LOCATION:** Death Valley; Final Critique — CSUDH campus, SRT T102

**INSTRUCTOR:** Don Williamson, MA, photographer, educator, has conducted outdoor workshops in Yosemite National Park, the California Redwoods, Lassen Volcanic Park and through the Grand Canyon by river raft.

## SPORTS PHOTOGRAPHY

— *A study in black and white*

Learn how to use your 35 mm camera and explore the animating world of sports photography. Learn the procedures to develop black and white negatives and apply these skills to documenting sports events.

You will become familiar with darkroom equipment, including chemicals, films and photographic

papers. You will photograph sporting events in the community and on campus. The content of the course includes:

- Examining photographic equipment
  - Developing black and white film
  - Printing black and white film
  - A brief history of sports photography
- (Students must have their own 35mm camera and film.)**

**DATE:** Wednesday, September 29 - November 30

**TIME:** 6 - 9 p.m.

**NUMBER OF MEETINGS:** 10

**UNITS:** 2 Communications X278, degree applicable

**FEE:** \$72

**SEQUENCE NUMBER:** 64159

**LOCATION:** CSUDH campus, NSM B212

**INSTRUCTOR:** Robert W. Montgomery, BA, Sports Information Director, CSUDH

## RENEWAL THROUGH ART

— *A stress-reducing workshop  
for teachers and others*

Combat stress and enrich your well-being while exploring the visual elements of art. Discover your personal imagery. Experiment with painting, drawing, collages and mixed media. Learn how to transform negative or stressful situations into positive creative resources through this visual journey.

This one-day workshop is designed for teachers to help reduce stress experienced in the routine performances of their profession. Bring an 8½ x 11 spiral-bound sketch pad, colored fine-line felt tip markers and a sack lunch. Non-teachers are also welcome. This course includes:

- Expressing one's perception of one's self
- Print painting in water color
- Blind-folded drawings
- Sensorial painting

**DATE:** Saturday, October 15

**TIME:** 9 a.m. - 6 p.m.

**NUMBER OF MEETINGS:** 1

**UNITS:** 1 Education 826

**FEE:** \$30 (plus a \$10 materials fee to be paid in class)

**SEQUENCE NUMBER:** 68239

**LOCATION:** CSUDH campus, SBS G122

**INSTRUCTOR:** Mary Jane Slike, MA, painter, teacher, Los Angeles Unified School District

# THE ARTS

## CONSERVATORY OF MUSIC, DANCE AND DRAMA

*The Conservatory is a program that offers children and parents a chance to explore a variety of creative artistic experiences. You can learn ballet, creative drama and acting, the Orff Schulwerk music and movement for children, and take private music lessons.*

*Each program offered by the Conservatory provides individualized personal instruction.*



### ORFF SCHULWERK

*— Music & movement for children*

\$50 fee/ten 45-minute classes

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Recital at the last class meeting. Classes held in HFA A-202.

DATES: **Saturdays**, October 8 - December 17 (holiday November 26)

#935 11:15 - noon - 3 - 5-year-olds  
#936 noon - 12:45 pm - 6 - 10-year-olds

### PRIVATE MUSIC LESSONS

\$85 fee/ten 30-minute lessons

Session begins October 3.

Music Recital on Sunday, December 18, 1 p.m.

Lessons times to be arranged with instructor.

Holiday Thanksgiving week.

- #901 Piano
- #902 Violin, Viola
- #903 Cello
- #904 String Bass
- #905 Flute
- #906 Oboe
- #907 Clarinet
- #908 Saxophone
- #909 Trumpet

- #910 Trombone
- #911 French Horn
- #912 Tuba
- #913 Drums & Percussion
- #914 Guitar
- #915 Electric Bass
- #916 Voice
- #917 Recorder

Call David Champion at 213/516-3543 to arrange lesson time.

**CREATIVE DRAMA AND ACTING**

\$50 fee/ten 45-minute classes

Basic techniques of creative drama, speech and movement skills taught

through the use of theatre games and other activities. Recital at the last class meeting. Classes held in HFA A-204.

**DATES:** Saturdays, October 8 - December 17 (holiday November 26)

- #940 11 - 11:45 am – 6-9-year-olds
- #941 12 - 12:45 pm – 10-12-year-olds
- #942 1 - 1:45 pm – teens & returning students

**BALLET**

\$50 fee/ten 45-minute classes

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Recital for both Friday and Saturday classes will be held December 18, 3 p.m. Classes are held in the dance studio of the CSUDH Gymnasium.

**DATES:** Fridays, October 7 - December 16 (holiday November 25) or Saturdays, October 8 - December 17 (holiday November 26)  
**Fridays**  
 #927 4 - 4:45 pm – 3-5-year-olds  
 #928 5 - 5:45 pm – 6-8-year-olds  
 #929 6 - 6:45 pm – teens & adults, beginning

- Saturdays**
- #921 9 - 9:45 am – 6-8-year-olds
  - #922 10 - 10:45 am – 3-5-year-olds
  - #923 11 - 11:45 am – 9-12-year-olds
  - #924 12:30 - 1:15 pm – teens & adults, beginning/grade I
  - #925 1:30 - 2:15 pm – teens & adults, grade II
  - #926 2:30 - 3:15 pm – advanced

**CLASSICAL, JAZZ AND ROCK GUITAR**

— *Refining your style of music*

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. In ten weeks you'll brush up on theory and refine your technique. Scales, modes,

arpeggios and chord construction emphasizing altered tones will be covered and will include the entire fingerboard.

**Prerequisite:** Previous experience in playing the guitar or the consent of the instructor.

**DATE:** Tuesdays, September 27 to November 29  
**TIME:** 6:30 to 8:20 pm

**NUMBER OF MEETINGS:** 10  
**FEE:** \$36  
**UNITS:** 1, Mus x 289, degree applicable  
**SEQUENCE NUMBER:** 64163  
**LOCATION:** CSUDH campus, ERC C504  
**INSTRUCTOR:** William Davila, MA, Host, Noon Concert, KPFK-FM, recording artist and music award winner

# BUSINESS AND MANAGEMENT

**I**nternational trade is a vital aspect of the Southern California economy. Billions of dollars' worth of goods pass through the Port of Los Angeles and the Los Angeles International Airport on their way to markets throughout the world. Trade with the Pacific Basin nations and the Far East increases every year and represents an exciting growth potential for both companies and individuals.



## INTRODUCTION TO IMPORTING

— *Trade with other countries*

Learn the basic aspects of importing. Today international trade offers expanding opportunities for profits and advancement. This introductory course explains import procedures, customs brokers, transportation and major restrictions affecting imports.

Special emphasis on customs duties and exemptions from duties. You will become familiar with the following:

- Import terminology
- Financing imports
- Documentation requirements
- Quotas and markings

DATE: Thursdays, September 22 - December 1

TIME: 7 - 9 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, Business X256, degree applicable

FEE: \$72

SEQUENCE NUMBER: 65293

LOCATION: CSUDH campus, HFA A217

INSTRUCTOR: Bruce Leeds, import manager, Hughes Aircraft Company

## INTRODUCTION TO EXPORTING

— *Enter this fast-growing field*

Learn or update your knowledge and skills to conduct export administration, marketing, sales and physical distribution activities. If you are seeking career advancement or considering employment or self-employment in this field, this class is for you.

Find out all the critical elements in exporting and how they fit together. This course focuses on:

- Export quotations and order processing
- Financing your transactions and international credit
- Collections and accounts receivable and cargo insurance
- Commerce and State Department export licenses and international transportation

DATE: Tuesdays, September 27 - November 29

TIME: 7 - 9 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, Business X257, degree applicable

FEE: \$72

SEQUENCE NUMBER: 65292

LOCATION: CSUDH campus, ERC A506

INSTRUCTOR: Anthony Dolz, Manager, Transportation Training Corporation



**E**xtended education is offering a comprehensive management and supervision training program. These seminars are designed to develop human relations skills that meet the motivation, productivity and job enrichment needs of today.

Six seminars will be offered during the academic year. Students completing four seminars will be awarded a certificate of completion.

**PROFICIENCY IN SUPERVISION**

— *Principles of management*

Are you prepared for the challenges and demands of supervision in the eighties? New and experienced supervisors alike can benefit from this comprehensive seminar. It is designed to introduce, update, and reinforce practical principles for human resource management. Learn valuable tools and techniques for increasing productivity, performance,

professionalism, teamwork, and job satisfaction. Human relations skills are emphasized. This course focuses on:

- Current functions of supervision
- Understanding leadership and motivation, performance appraisal
- Orchestrating personnel development, communications
- Achieving excellence, job enrichment, counseling

DATE: Thursday, September 29  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, Business 948  
 FEE: \$50  
 SEQUENCE NUMBER: 65273  
 LOCATION: CSUDH campus SC D138  
 INSTRUCTOR: Richard Kewer, BA, president, management consultant firm

NOTE: If students take more than one class in the series per quarter, price is \$45 per course

**TIME MANAGEMENT**

— *How to take time to make time*

Do you have time problems such as interruptions? Deadlines? Too much to do with not enough time? This seminar provides practical tools and tips the experts use to win these and other "time battles." You will learn how to increase productivity while gaining a greater sense of job

satisfaction and control. This course focuses on:

- Understanding time as a resource; planning; prioritizing
- Getting organized for results; procrastination
- Overcoming daily obstacles; how to say no
- Working smarter, not harder; human relations skills

DATE: Thursday, October 6  
 TIME: 9 a.m. - 4 p.m.

NUMBER OF MEETINGS: 1  
 UNITS: 0.7 CEU, Business 949  
 FEE: \$50  
 SEQUENCE NUMBER: 65272  
 LOCATION: CSUDH campus, SC D138  
 INSTRUCTOR: Richard Kewer, BA, president, management consultant firm

NOTE: If students take more than one class in a series per quarter, price is \$45 per course

**FIVE SECRET STEPS TO ASSERTIVE LEADERSHIP**

— *Become a leader*

Are you in a professional position which requires advanced leadership skills and know-how? This enlightening seminar is designed to help tap your potential, for becoming a "natural" leader. Participants learn how to build supportive team relationships which result in

increased productivity, commitment and harmony. This course focuses on:

- Leadership, motivation and power
- Flexing styles to situations and human behavior
- Strategies for achieving action, perception and communications
- Teamwork

DATE: Thursday, October 20  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, Business 950  
 FEE: \$50  
 SEQUENCE NUMBER: 65273  
 LOCATION: CSUDH campus, SC D138  
 INSTRUCTOR: Richard Kewer, BA, president, management consultant firm

NOTE: If students take more than one class in the series per quarter, price is \$45 per course

# BUSINESS AND MANAGEMENT

## MANUFACTURING PLANNING AND CONTROL SERIES

Four one-day programs for top executives and middle management — This executive series in Manufacturing Planning and Control is comprised of four one-day seminars which will provide top executives and middle managers with an overview of the key manufacturing planning and control functions. This practical program covers the principles and techniques upper management needs to better understand the planning and control functions in a manufacturing organization.

All functional areas, including engineering, marketing, operations and finance will be discussed in each seminar with the emphasis placed on the critical interaction among these departments.

This series is designed to help top management effectively meet the challenge of rapid changes in the economy; increasing opportunities for cost reductions and profit improvement will also be stressed.

In addition, the seminar leader will present case studies which illustrate the key steps necessary to help manufacturing organizations to:

- Improve customer service
- Reduce inventory investment
- Improve productivity

### SEMINAR I

#### *Manufacturing Planning And Control*

This seminar provides upper management with an overview of the

manufacturing planning and control process. All areas of the manufacturing organization will be discussed including:

- Engineering
- Operations

- Marketing
- Planning
- Personnel

DATE: Friday, October 7

### SEMINAR II

#### *Master Planning*

This seminar covers the functions of master planning, stressing the importance of developing a plan that

is realistic and achievable. Emphasis will be placed upon integrating marketing, manufacturing and financial goals into the plan. The topics to be covered include:

- Business planning
- Marketing planning

- Production planning
- Resources planning
- Master scheduling
- Budgeting

DATE: Friday, October 21

### SEMINAR III

#### *Material Control*

This seminar covers the key principles and techniques which relate to material control as well as

material requirements planning. Steps to achieve specific inventory control objectives will be emphasized. Topics to be covered include:

- Product definition
- Inventory control

- Lot sizing
- ABC analysis
- Material requirements planning
- Lead times
- Purchasing

DATE: Friday, November 4

### SEMINAR IV

#### *Production Control*

This seminar covers the key functions in production control. Setting shop priorities and monitoring performances will be stressed. In addition, the key elements necessary for productivity improvement and shop control will be discussed and case studies will be presented. The topics to be discussed will include:

- Shop floor control
- Input and output control
- Priority management
- Capacity management
- Dispatching
- Labor reporting

DATE: Friday, November 18

TIME: 8:30 a.m. - 5 p.m.  
NUMBER OF MEETINGS: 1 per section  
UNITS: Non-credit  
FEE: \$85 per section

#### SEQUENCE NUMBERS:

Section I —653B3

Section II —653B4

Section III—653B5

Section IV—653B6

LOCATION: CSUDH campus, SC E 149

INSTRUCTOR: Richard Savaiano, MBA, principal, Industrial Management Associates, Manhattan Beach

## MOTIVATING YOURSELF AND OTHERS

### — *Improve leadership and productivity management*

Managers and supervisors, increase your ability to motivate your employees and improve your own motivation. Learn how to be positively self-motivating, how to accurately evaluate your influence on your employees, and how to best serve as a dynamic role model for action.

Apply the highly successful Japanese people-oriented technique of Quality Circles to secure the commitment of your work group to productivity improvement. Participants will:

- Learn motivational skills for building leadership
- Learn performance management skills
- Develop communications skills
- Develop creative decision-making and problem solving techniques
- Learn conflict resolution

DATE: Saturday, November 5  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$45  
 SEQUENCE NUMBER: 65264  
 LOCATION: CSUDH campus, SC E153  
 INSTRUCTOR: Patricia McNaughton, PhD, lecturer, management consultant. Director of Center of SELF

## MANAGING YOURSELF

### — *A workshop for career women*

An exciting, practical session providing women with working knowledge and tools that can be put to immediate use, leading to increased job-related personal satisfaction and enhanced value to

the organization for which the participant works. A complete course outline is provided, requiring minimum notetaking and allowing for group interaction and open discussion. Subjects include:

- Creating a businesslike image
- Working under pressure
- Acting decisively
- Getting a raise and/or promotion

DATE: Friday, November 4  
 TIME: 9 a.m. - 5 p.m.  
 NUMBER OF MEETINGS: 1  
 FEE: \$50  
 SEQUENCE NUMBER: 65203  
 LOCATION: CSUDH campus, SC E145  
 INSTRUCTOR: Rose Dorrance, BA, leadership consultant. She has done extensive studies in the theory and practice of career advancement for women.

## POLICE MANAGEMENT PRACTICES

### — *Up-to-date management techniques for law enforcement supervisors*

Today's police supervisors and middle managers must understand basic managerial strategies and practices applicable to law enforcement agencies. This two-day seminar

focuses on a framework for establishing good internal relations, budget procedures, managing public services and research and analysis. Other topics include evaluation of subordinate performances and internal affairs investigations. Special subjects cover:

- Techniques of administrative planning
- Media communications
- Personnel management
- Formulating policy and regulations

DATE: November 5, 12  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 2  
 UNITS: 1.2 CEU, Public Administration  
 FEE: \$100  
 SEQUENCE NUMBER: 65202  
 LOCATION: CSUDH campus, SC E149  
 INSTRUCTOR: Gerald Lipson, PhD, Director of Public Safety, CSUDH

## STRATEGIC PLANNING

### — *Formulation and management*

Professionals in all fields can increase profits and prosper in the eighties. Senior managers and chief executives with growing companies can review the basic strategic planning principles every company needs. The process of strategic formulation will be

discussed. How to implement the strategic plan within a management framework will be emphasized. Special attention focuses on mission, goals, strategic environment and critical success factors. Other topics include:

- Contingency planning
- Resource allocation
- Strategic control
- Functional strategies

DATE: October 14  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$50  
 SEQUENCE NUMBER: 65204  
 LOCATION: CSUDH campus, SC E143  
 INSTRUCTOR: Henry H. Goldman, PhD, principal consultant, The Goldman Company

# BUSINESS AND MANAGEMENT

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## MATCHING ABILITIES TO JOBS

— *Methods for job modification and transfer of skills*

Technological, societal and international population shifts are causing large scale changes among the labor force. It is essential that employers, personnel managers and occupational health nurses learn how to assess and implement a program of modified work or transference of

skills to other appropriate work areas. Participants in the workshop will learn how to assess remaining physical and mental abilities following injury or illness. Special attention will focus on:

- Demand occupations for the eighties
- Analyzation of the preferred job
- Determine whether or not modification or transference of skills is necessary
- Match new job with remaining abilities

- Compensate for difficult duties with assistive devices

DATE: Friday, November 11

TIME: 10 a.m. - 2 a.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 65207

LOCATION: Rancho Los Amigos

Hospital, Model Home for Disabled Homemakers, 7601 E.

Imperial Hwy., Downey

INSTRUCTOR: Edwin Kurata, MS, manager, Pacific Asian Program

## SALESMANSHIP FOR PEOPLE WHO HATE SELLING

— *Super opportunities for the eighties in an age-old profession*

Capable people who want to learn candid salesmanship methods and increase their productive capabilities are encouraged to take part in this workshop. There is no need to shy

away from a profession that offers greater than average financial returns, peer recognition and work satisfaction. This course will cover:

- The four steps in salesmanship and how to evaluate potential customers
- How to recognize genuine opportunities
- Defining salesmanship and evaluating ethical standards
- Types of sales careers in business and commerce

- Salesmanship as a stepping-stone to personal objectives

DATE: Thursday, September 22

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 65208

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Ralph Dorff, MA, Business consultant

## HOW TO GIVE EFFECTIVE PRESENTATIONS

— *The art of public speaking*

Managers, employees, teachers and anyone who is afraid of public speaking can master the art of successful public speaking in a two-day workshop. Develop style and improve your delivery. Emphasis on preparation steps, writing a presentation plan and effective platform techniques. Assignments

consist of giving simulated presentations. At the end of the workshop, you will have developed confidence to effectively speak to one person or one thousand. You will learn how to:

- Establish meaningful objectives
- Analyze your audience
- Prepare and write a preliminary plan
- Use body language and questioning techniques to involve the audience

DATE: Thursday, October 27 and November 3

TIME: 7 p.m. - 10 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65209

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Neil Kupchin, president of Kupchin Training Associates, Management and Training Consultants

## THE WINNING FORMULA FOR SELLING NEWSPAPER ADVERTISING

— *For beginning and experienced salespersons*

Sharpen your sales techniques. Beginners or experienced salespeople can get an edge on the selling and planning of advertising space for newspapers and magazines,

a growing area of opportunity. Guest speakers from the industry will explain the tools of the craft and tell you how to state your case and how to get the YES you want. Other topics include:

- How to get out and sell
- Understanding your territory
- What it takes to be an advertising representative
- How to service accounts after you've landed them

DATE: Saturday, October 22

TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 65210

LOCATION: CSUDH campus SC E139

INSTRUCTOR: Stanley Moss, former assistant publisher and executive editor, *The Gardena Valley News*

**SUPERLEARNING® FOR TRAINERS & MANAGERS**

— *How to use this innovative system in training situations* —

Reduce time and cost of training by at least 15-30 percent using the Americanized variation of Dr. Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

The essence of the method is an

unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music to strengthen the trainee's ego and promote whole-brain learning.

Learning has reportedly been speeded up three to 10 times.

This workshop will provide an explanation of each of the 10 components of Superlearning and how to apply them in the training classroom. A sample learning session and specific references to

applications in technical and industrial training will be included.

DATE: Saturday, October 1

TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 65205

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

**EFFECTIVE TELEPHONE TECHNIQUES FOR SECRETARIES, RECEPTIONISTS AND CLERKS**

— *Polish your telephone techniques*

How you handle telephone calls reflects both on you and your organization. This information-packed seminar will cover proper telephone techniques, voice control and tone, and the importance of a

"smile in your voice." This workshop can also help you train other members of your clerical staff in telephone etiquette.

You will have the opportunity to practice skills acquired during the seminar by participating in simulated telephone situations. This course will focus on:

- How to project a pleasing telephone personality
- Why listening is of vital importance
- How to successfully handle complaints

- How to professionally screen calls, take messages and place calls on hold

DATE: Thursday, November 10

TIME: 7 p.m. - 10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 65206

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Neil Kupchin, president of Kupchin Training Associates, Management and Training Consultants

**EMPLOYEE ASSISTANCE PROGRAMS**

Employee Assistance Programs are a relatively new development in the

personnel and employee health counseling fields. Professionals in this area assist employees to find help in dealing with their personal problems such as substance abuse

(alcohol and/or drugs) or psychosocial difficulties. CSUDH Extended Education is offering an introduction to EAP Programs. For details see page 27.

# BUSINESS AND MANAGEMENT

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## PERSONAL FINANCIAL PLANNING

— *Develop economic self-reliance*

You can become financially independent. Discover the seven major reasons people fail financially. Learn what you can do with a dollar and how a dollar is taxed. Survey the principles of developing a living

estate and general estate planning. Other topics include:

- Establishing your own program for financial independence
- Examining prudent investment opportunities in the eighties
- Learn to increase your odds of winning by using what you already have
- Examine your options with the Individual Retirement Plan

DATE: Tuesdays, October 4-18

TIME: 7 - 9 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$49

SEQUENCE NUMBER: 65211

LOCATION: CSUDH campus, HFA A211

INSTRUCTOR: John L. Grace, BA, account executive

## WINNING THE BATTLE FOR FINANCIAL SECURITY

— *Basic principles and methods*

Today's opportunities in investments are tomorrow's rewards. Survey financial trends and their impact on your investment strategies in the eighties. Develop an understanding of the stock market and learn to read

*The Wall Street Journal* for information and profits. You must obtain a copy of the *Journal* and a copy of your 1982 tax tables for the class. Special topics include:

- Financial versus tangible investments
- Fixed income securities
- Limited partnerships
- The stock market
- Investment portfolio

DATE: Saturday, November 5

TIME: 10 a.m. - 1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 65212

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Sanford W. Kahn, MS, registered investment advisor

## PERSONAL FINANCIAL PLANNING AND INCOME TAXES

— *How to save taxes with a lifetime reduction plan*

The planning and management of taxes can lead to increased personal net worth. This one-day seminar focuses on computer use in tax

planning, pensions and other deferral mechanisms and analyzes tax shelters. You will learn how to:

- Define and estimate present and future income and related taxes
- Transfer taxable income to other family members
- Keep contingencies and unexpected events from ruining your plans
- Integrate tax planning into your financial goals

DATE: Saturday, October 1

TIME: 9 a.m. - 12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 65213

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Jay Ruben, CPA



Indicates course co-sponsored by the United States Small Business Administration as part of the SBA's effort to keep small business persons apprised of continuing education opportunities.

## IMPORT/EXPORT I



— *Introduction to international and multinational business transactions*

Beginners, as well as professionals, learn the basic characteristics of the international business environment to enhance your potential for profits in international trade.

Discover how to find products to import and export. Develop a

method for locating sources and assistance in the international business network. You will become familiar with:

- Crucial factors for success in an international trade venture
- Key agencies
- Key documentation and terminology in import/export
- Banking cycle and insurance
- Transportation and packing

DATE: Saturday, October 15  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$50  
 SEQUENCE NUMBER: 65294  
 LOCATION: CSUDH campus, SC D154  
 INSTRUCTOR: Ronald Bosch, PhD, general manager of an import/export company

## IMPORT/EXPORT II



— *A comprehensive approach to placing your product in the international market*

This follow-up course shows you how to place your product, service or company in the international and multinational market stream. Broaden your knowledge in the intricate network of import/export flow of

activities, information sources, and how you can expedite international and multinational transactions. This one-day seminar will focus on:

- Banking formalities and financing purchases
- Distribution channels, selecting foreign representatives
- Communicating overseas, agreements, preparing products for shipment
- Documenting your shipments

DATE: Saturday, October 22  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$50  
 SEQUENCE NUMBER: 65295  
 LOCATION: CSUDH campus, SC E157  
 INSTRUCTOR: Ronald Bosch, PhD, general manager of an export/import company

## START AND OPERATE YOUR OWN BUSINESS



— *From initial idea to profits*

Do you have a desire to develop your own business? This one-day seminar will show you how to differentiate among investing in a business, speculating on a business and "buying yourself a job." Develop

strategies to win your share in a competitive market. Learn how to build a strong company image and how to establish a respected and respectable credit rating. You will also learn how to:

- Plan
- Set up operations
- Structure for minimum overhead

DATE: Saturday, October 8  
 TIME: 9 a.m. - 4 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$45  
 SEQUENCE NUMBER: 65215  
 LOCATION: CSUDH campus, SC E143  
 INSTRUCTOR: Ralph Dorff, MPA, directional management consultant

# BUSINESS AND MANAGEMENT

## SHOULD YOU INCORPORATE?



— *A workshop for business owners, professionals and partners*

Whether you own a small business, practice a profession or are considering forming a partnership, you should look at the options of incorporating. Incorporation may

offer you special tax and legal advantages. However, incorporation is not the only alternative to consider. In some cases incorporation can be a negative in business development.

This seminar will cover important aspects you should know before you make a move forward:

- Salary and compensation
- Tax rates and long range planning
- Stock and shareholder loans
- The actual incorporation procedure

DATE: Saturday, October 15  
TIME: 9 a.m. - noon  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$30  
SEQUENCE NUMBER: 65265  
LOCATION: CSUDH Campus, SC E153  
INSTRUCTOR: Tom Severance, JD, CPA, attorney at law

## HOW TO CREATE A SUCCESSFUL HOME BASED BUSINESS



— *Take advantage of the personal and financial benefits*

If you have entrepreneurial skills and self-motivation, a home based business might be for you. This Small Business Administration sponsored practical one-day seminar will show

you step-by-step procedures for designing, organizing and operating your own home based business. This course focuses on:

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Expanding your operations from your home base

DATE: Saturday, September 24  
TIME: 9 a.m. - 1 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$30  
SEQUENCE NUMBER: 65267  
LOCATION: CSUDH campus, SC D154  
INSTRUCTOR: Patricia McNaughton, PhD, management consultant, lecturer, director of the Center of SELF

## HOW TO BECOME A CONSULTANT

— *Be your own boss*

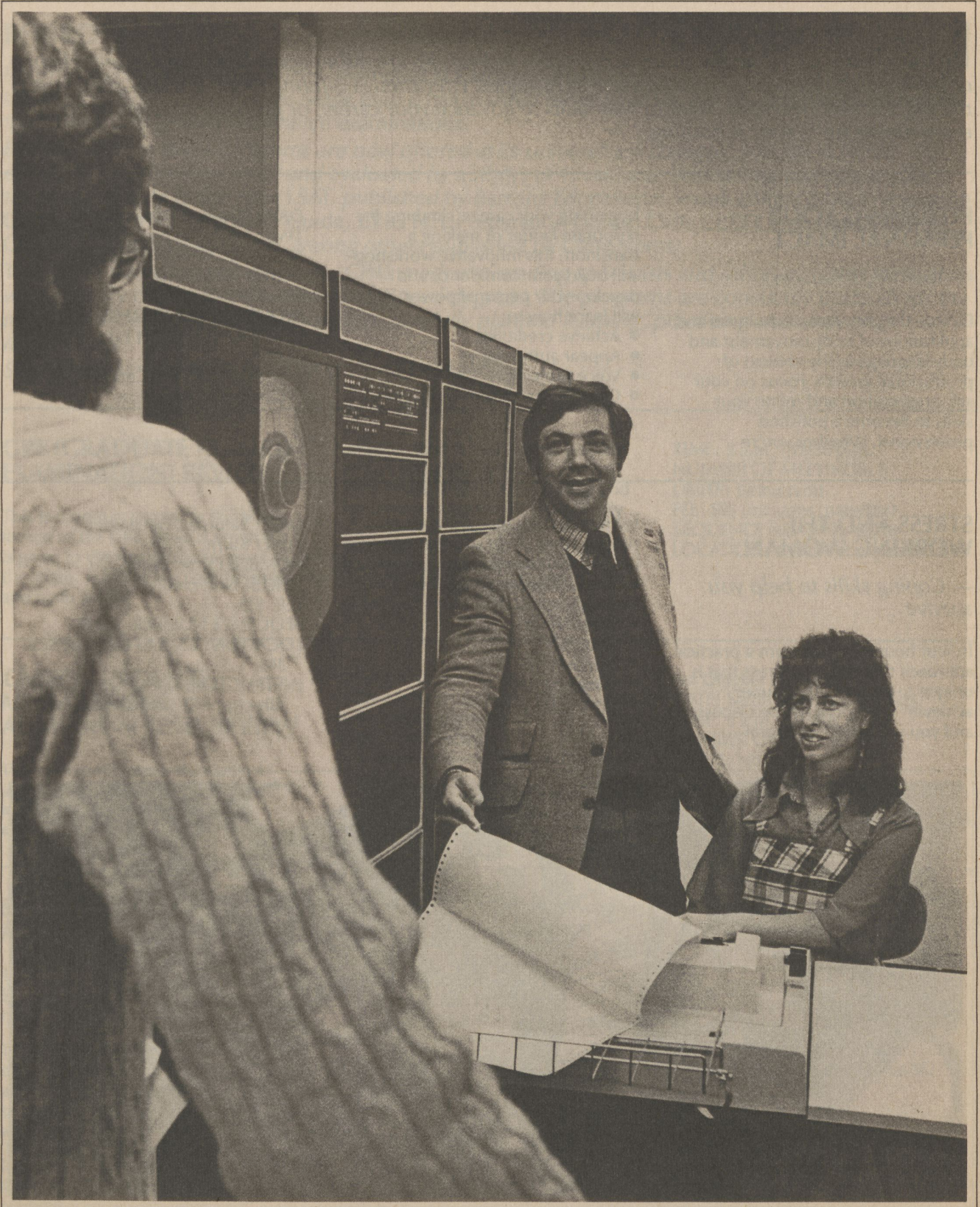
Start your own consulting firm and succeed in marketing your services. This four-week workshop will show you how to be your own boss in addition to defining what a consultant is and does and teach you the skills you need to succeed in your own

consulting firm. Make the transition from working in an ordinary job while avoiding the pitfalls that keep others from succeeding. Specific topics include:

- Where to start
- How to raise money
- Keeping records
- Developing a corporate image
- Communications skills

DATE: Mondays, October 3-24  
TIME: 6 - 8 p.m.  
NUMBER OF MEETINGS: 4  
FEE: \$55  
UNITS: Non-credit  
SEQUENCE NUMBER: 65214  
LOCATION: CSUDH campus, NSM A115C  
INSTRUCTOR: Eve Capello, PhD, behavioral consultant, director, ACT Institute; and Linda Curry, MS, systems analyst and consultant





# CAREER AND PROFESSIONAL DEVELOPMENT

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**I**n these times of economic uncertainty, many individuals are either contemplating a career change or have already embarked on the process. Extended Education is offering workshops to assist you in making a career decision, develop new skills to advance your career, or prepare for an entrance examination for further schooling.

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## POLISHING YOUR PERSONAL IMAGE

— *Your key to success*

Explore the concepts, techniques and applications of body movement and body language in the context of professional growth. Focus on your self-presentation and refine your skills to become a polished professional. Whether you're

beginning your career, climbing the corporate ladder or making a transition, this innovative workshop will build your confidence and develop your personal power. You will learn how to:

- Achieve credibility
- Appear authoritative
- Voice projection
- Control nervousness and fear

DATE: Tuesday, December 6  
TIME: 6 p.m. - 9 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 65216

LOCATION: CSUDH campus, ERC  
A506

INSTRUCTOR: Eve Cappello, PhD,  
director ACT Institute

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## STRESS AND THE WORKING WOMAN

— *Coping skills to help you survive*

In four hours you will learn a practical approach that explores stress that is unique to women. The "super achiever" syndrome will be discussed and you will learn behavioral

techniques that increase energy, reduce stress, help you manage your life and maintain an optimum level of wellness. The five-point plan includes:

- Stress factors
- Nutrition
- Exercise
- Managing time
- Time to be you

DATE: Saturday, December 3  
TIME: 9 a.m. - 2 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 65217

LOCATION: CSUDH campus, SCE  
143

INSTRUCTOR: Eve Cappello, PhD,  
director, ACT Institute

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## BOBROW

*Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. 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 26 universities, colleges, and law schools. The classes have been developed and evaluated by authors of 15 national best-selling test preparation textbooks (Guide to the New LSAT, published by Barrons Educational Series, Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs NTE Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide, among others published by Cliffs Notes).*

*The staff is composed of attorneys, CPA's math and reading specialists and other specialist instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams and are carefully planned learning, practicing and analyzing experiences.*

**STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.**

### GRE (GRADUATE RECORD EXAMINATION) REVIEW

This test prep is geared to the latest format of the GRE. Special emphasis is given to the mathematical parts of the exam: quantitative comparisons and math ability.

Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

**For December 10 Exam**

DATE: Saturdays, October 29,  
November 5, 12, 19, December 3

TIME: 9 a.m. - 12:30 p.m.  
NUMBER OF MEETINGS: 5  
UNITS: Non-credit  
FEE: \$95 (includes materials)  
SEQUENCE NUMBER: 68218  
LOCATION: CSUDH campus SC E139

### GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Mathematical ability
- Reading comprehension

- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- A short review of basic arithmetic, algebra and geometry is included

**For October 22 Exam**

DATE: Saturdays, October 1-15  
TIME: 9 a.m. - 3:30 p.m.  
NUMBER OF MEETINGS: 3  
UNITS: Non-credit  
FEE: \$115 (includes materials)  
SEQUENCE NUMBER: 68219  
LOCATION: CSUDH campus SC E139

### SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to give the SAT test-taker an edge on the test by being well-prepared.

The emphasis is on the math section of the exam, but there will be careful analysis of reading comprehension, sentence completion, analogies and antonyms.

Important test-taking strategies and time-saving techniques will also be covered.

Short-form tests will also be given for practice under actual test-taking conditions.

**For November 5 Exam**

DATE: SESSION I, Saturdays, October 15-29

TIME: 1 p.m. - 4:30 p.m.  
NUMBER OF MEETINGS: 3  
UNITS: Non-credit  
FEE: \$65 (includes materials)  
SEQUENCE NUMBER: 68220  
LOCATION: CSUDH campus SC D138

**For December 3 Exam**

DATE: SESSION II, Saturdays, November 5, 19  
TIME: 1 p.m. - 4:30 p.m.  
NUMBER OF MEETINGS: 3  
UNITS: Non-credit  
FEE: \$65 (includes materials)  
SEQUENCE NUMBER: 68221  
LOCATION: CSUDH campus SC D138

# CAREER AND PROFESSIONAL DEVELOPMENT

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## CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

These workshops are designed to assist students and teachers in preparing for the CBEST. Each area — 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 October 8 Exam

DATE: SESSION I, Saturdays,

November 17-October 1

TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$85 (includes materials)

SEQUENCE NUMBER: 68277

LOCATION: CSUDH campus, SC E143

### For the December 17 Exam

DATE: SESSION II, Saturdays,

November 19, December 3, 10

TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$85 (includes materials)

SEQUENCE NUMBER: 68222

LOCATION: CSUDH campus, SC D154

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## NTE (NATIONAL TEACHERS EXAMINATION) CORE REVIEW

— *A general knowledge review*

This workshop is designed to review general knowledge for the core exam, its format as well as offering

test-taking strategies and relaxation techniques. Each section test will be reviewed and mini-quizzes will be given.

### For the October 29 Exam

DATE: Saturday, October 15

TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50 (includes a \$9.95 book)

SEQUENCE NUMBER: 68224

LOCATION: CSUDH campus SC E145

INSTRUCTOR: Idell Holburt, MEd,  
academic advisement programs,  
University of California, Los Angeles

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## BILINGUAL/BICULTURAL COMPETENCE FOR TEACHERS

— *Preparation for the California Certificate of Competence*

Teachers, prepare in a one-day workshop for the California State Certificate of Competence (Spanish) in the areas of Culture and Bilingual Methodology.

This program will include a review of

general areas of Mexican and Mexican American Culture and Bilingual Methods as they apply to the Hispanic child in public schools.

Specifically, prehispanic cultures, new Spain, Colonial Mexican and Mexican American cultures and the Mexican revolution to the present will be discussed. Topics to be covered include:

- An introduction in bilingual teaching techniques
- Research in bilingual education
- English as a Second Language

DATE: Saturday, October 22

TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 68223

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Porfirio Sanchez,  
PhD, professor of Foreign Languages, CSUDH

## SUPERLEARNING® FOR HIGH SCHOOL AND COLLEGE STUDENTS

— *Use the stress-free accelerated learning system in your classes*

This one-day program will introduce the American variation of a revolutionary method of accelerated learning now used extensively in Bulgaria and the Soviet Union. Students there can reportedly learn a foreign language in one month or

complete a college course in 1/3 to 1/2 the usual time — all by allowing both hemispheres of the brain to function harmoniously during the learning process.

Step-by-step exercises will reduce stress-related learning blocks and use the long-neglected right side of the brain. At the same time, the left side will be used more effectively. The “combined brain power” is many times superior to the usual brain functioning. Often, a child-like

wonder and joy of learning is rekindled.

DATE: Saturday, October 1  
 TIME: 9 a.m. - 12:30 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$25  
 SEQUENCE NUMBER: 68225  
 LOCATION: CSUDH campus, SC E153  
 INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

## SPEED READING AND COMPREHENSION TRAINING

— *Learn to read faster and comprehend more*

The ability to read quickly and to comprehend what you read is vital to your success in business or in school. This course emphasizes improving your reading speed and comprehension. Measure your own progress during the workshop through a Nelson-Denney pre- and post-test. Instructors are from the Institute of Reading Development which specializes in speed reading and comprehension programs for college students and professionals.

This course focuses on:

- Individual attention
- Readings of all kinds of materials
- Speed reading academic, business and technical journals

DOUBLE WEEKEND WORKSHOP  
 DATES: Saturdays, Sundays, October 22-30  
 TIME: 9 a.m. - 1:30 p.m.  
 NUMBER OF MEETINGS: 4  
 UNITS: Non-credit  
 SEQUENCE NUMBER: 68226  
 FEE: \$155  
 LOCATION: CSUDH campus, SC E153

SIX WEEK WORKSHOP

DATES:  
 I. Wednesdays, October 26 - November 30  
 TIME: 7 p.m. - 10 p.m.  
 NUMBER OF MEETINGS: 6  
 UNITS: Non-credit  
 SEQUENCE NUMBER: 90128  
 FEE: \$155  
 LOCATION: CSUDH campus NSM A115C

FOUR WEEK WORKSHOP

II. Saturdays, November 19 - December 17  
 TIME: 9 a.m. - 1:30 p.m.  
 NUMBER OF MEETINGS: 4  
 FEE: \$155  
 UNITS: Non-credit  
 SEQUENCE NUMBER: 68227  
 LOCATION: CSUDH campus, SC E149

# CAREER AND PROFESSIONAL DEVELOPMENT

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## TELEVISION COMEDY WRITING

— *Learn how by writing a script*

If you think that you've got wit and are full of one-liners, you should join this writing experience. Develop characters and scenes for television comedy. This ten-week course teaches you to take an idea and put it into its final line of dialogue. You will

write a two-act comedy script and act out the scene. This course explores the process of creating situation comedy and is taught by a comedy writer whose work has appeared on television for years.

DATE: Tuesdays, September 27 - November 29  
TIME: 10 a.m. - noon  
NUMBER OF MEETINGS: 10  
UNITS: Non-credit

FEE: \$100

SEQUENCE NUMBER: 68331

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Ray Singer, scriptwriter — Ray Singer's comedy writing experience includes the "Here's Lucy" series, "All in the Family," "Love American Style" and the "Donna Reed Show" among others.

## EFFECTIVE WRITING AND SPEAKING WORKSHOP

— *Oral presentation and interaction techniques*

Develop your communications skills in a one-day workshop which focuses on conveying information through the appropriate communications strategy for each situation. Get an understanding of attitudes and polish

your skills.

Express your ideas with precision and clarity as you perfect your communications skills that are required in the management of enterprises. In addition, this course covers:

- How to write letters and memos
- How to write reports
- How to respond to business communications problems

DATE: Friday, October 28

TIME: 9 a.m. - 4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 68332

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Abe Ravitz, PhD, professor of English, CSUDH

## EFFECTIVE BUSINESS WRITING COURSE

— *Develop this important management skill*

For the professional, business or technical person who writes at work. Writing for impact and clarity is a valuable asset on the job. Unfortunately, many of us lack sufficient training before we begin work and have limited opportunity to

correct this deficiency. This ten-week course provides:

- A comprehensive review of basic grammar and punctuation
- Techniques for conciseness, clarity and precision
- Critiques by the instructor of written assignments

DATE: Tuesdays, September 27 - December 6

TIME: 6 - 8 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, ENG X252, degree applicable

FEE: \$72

SEQUENCE NUMBER: 68333

LOCATION: Northrop Corporation, Leadership Room, Cerise Facility, El Segundo and Cerise, between

Prairie and Crenshaw, Hawthorne  
INSTRUCTOR: Marc Schwarting, MA, Training Director, Northrop Corporation

## EIGHT WAYS TO INCREASE YOUR INCOME BY WRITING

— *Get into print and earn cash*

If you are seeking supplemental income through writing or would like to experiment in various writing media, this practical, no-nonsense analysis of each of eight fields will show you where you might be best suited to get into print and earn cash.

Find out who buys each type of writing, what they buy from freelancers, how much they pay, how you find them, how to make initial contact, books you need to read, other sources available for help and tips for beginners. We will discuss:

- Short stories and books
- Articles and TV scripts
- Greeting cards and newsletters
- Ghost writing and newspaper columns

DATE: Friday, November 4  
 TIME: 6:30 - 10 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$35  
 SEQUENCE NUMBER: 68329  
 LOCATION: CSUDH campus, SC E143  
 INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of the *Query Book*

## HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

— *Enter the ranks of earning professionals*

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 should send the copy unsolicited
- How pros double their income by selling reprints and rewrites
- How to take every allowable tax deduction

DATE: Saturday, November 5  
 TIME: 12:30 - 5 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$40 (includes workbook)  
 SEQUENCE NUMBER: 68369  
 LOCATION: CSUDH campus, SC E143  
 INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of the *Query Book*

## WRITING COPY THAT SELLS

— *Research, interviews and composition*

Writing is the purpose here — finding the facts, quotes and anecdotes; then putting them into written form to increase your marketability, save time and keep costs to a minimum.

Become your own editor and critic and learn how raw data is woven into

a tight, interesting, delicately balanced article by writing, editing, playing, molding, pruning, and polishing. A workbook given to each participant is designed with a program to put you into print the first time out and each time thereafter.

You will concentrate on:

- Successful writing and selling
- How to determine what an editor wants and how to provide it
- How to turn your idea into an irresistibly printable manuscript

- How to study a printed magazine article

DATE: Sunday, November 6  
 TIME: 1 - 5 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: Non-credit  
 FEE: \$40 (includes workbook)  
 SEQUENCE NUMBER: 68368  
 LOCATION: CSUDH campus, SC E143  
 INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of the *Query Book*

# CERTIFICATE PROGRAMS

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**A** certificate program at CSUDH is a pattern of courses designed to meet specific curricular needs not already being met by an existing degree program. It is focused on the needs and interests of a definable group of professional or occupational students. The Extended Education Division currently offers three widely accepted Certificate programs in the following areas: Production and Inventory Control, Alcoholism Counseling, and Spanish for Public Service.

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## PRODUCTION AND INVENTORY CONTROL CERTIFICATE

Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society, California State University Dominguez Hills School of Management and Division of Extended Education

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### THE PROGRAM

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

### WHO SHOULD ATTEND

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

### THE COURSES

Each of the four courses required for the program are four (4) units. **ALL COURSES ARE DEGREE APPLICABLE.** The courses are to be taken in numerical order as listed below. All courses are offered each quarter and students may begin the cycle at any time of the year. Courses are offered at off-campus sites at several locations throughout the metropolitan Los Angeles area. Classes meet from 6:30–10 p.m.

### THE CERTIFICATE

Students who complete all four courses with a 2.5 grade point average are awarded a certificate in recognition for their learning achievement and professional status.

### THE COST

The fee for each four-unit course is \$144.

### FOR INFORMATION

Call the Extension Office 213/516-3741.

#### INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

This course establishes the foundation for formal Production and Inventory Control systems. The student will learn the terminology associated with manufacturing/distribution control and obtain a working knowledge of the tools, methods, functions, and systems of production and inventory control.

Topics include:

- How P&I control fits into the industrial organization
- Product structure
- Part numbering systems
- Manufacturing routings
- Lead time
- Basic shop floor control
- Inventory planning and control
- Basic forecasting

#### INM X220 — INVENTORY PLANNING AND CONTROL SYSTEMS

The student will learn how to apply inventory management tools and techniques. Topics include financial implications, forecasting, fundamentals of inventory management, materials control and purchasing, master scheduling, material requirements planning, inventory management as a system.

Topics include:

- Why have inventories?
- Financial implications
- Forecasting
- Fundamentals of inventory management
- Materials control and purchasing
- Master scheduling
- Materials requirements planning
- Inventory management as a system

#### INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

This course presents the formal techniques and systems for controlling production and capacity in the shop. The student will learn practical shop floor control techniques, including the need for data gathering, feedback reporting, and evaluation of corrective action.

Topics include:

- Shop order release
- Dispatching
- Expediting
- Shop scheduling and loading
- Input/output control
- Shop data collection
- Labor reporting

#### INM X222 — MANUFACTURING RESOURCES PLANNING

This course will provide the student with the ability to participate in the practical aspects of manufacturing management. Through workshop examples and case studies, the



student will learn the pros and cons of various techniques and approaches and identify the potential pitfalls to be avoided. Implementation of the techniques in both computerized and manual environments is covered. The inter-relationships with top management and communication among departments of the company are stressed.

**LOCATIONS**

**PASADENA**

Avery Label  
1616 So. California  
Monrovia  
Bell & Howell  
360 Sierra Madre Villa  
Pasadena

Burroughs, Inc.  
460 Sierra Villa  
Pasadena

**SOUTH BAY/WEST LOS ANGELES**

Aviation High School  
2025 Manhattan Blvd.  
Redondo Beach

**FALL, 1983**

**PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM  
SCHEDULE OF CLASSES**

Classes begin the week of September 19, 1983

COURSE	SEQUENCE NUMBER	DESCRIPTION	NIGHT	LOCATION	INSTRUCTOR
INM X219	82830	Basics	Monday	Aviation High School	T.B.A.
INM X219	82831	Basics	Tuesday	Aviation High School	T.B.A.
INM X219	82832	Basics	Thursday	Burroughs, Pasadena	Prather
INM X220	82833	Inventory Control	Monday	Avery Label, Monrovia	Soloway
INM X220	82834	Inventory Control	Monday	Aviation High School	Behera
INM X221	82835	Production Control	Thursday	Aviation High School	Farr
INM X221	82836	Production Control	Tuesday	Bell & Howell, Pasadena	Petersen
INM X222	82837	MRP	Thursday	Aviation High School	Motwane
INM X222	82838	MRP	Thursday	Burroughs, Pasadena	T.B.A.

**THE FACULTY**

**KIRT BEHERA, MBA, CPIM,**  
Management Consultant

**ALAN FARR, MBA, CPIM,**  
Materials Manager

**AMAN MOTWANE, MS, CPIM,**  
Materials Manager

**DAVID PETERSEN, Production and Inventory Control Manager**

**KIRK PRATHER, MS, CPIM,**  
Materials Manager

**RICHARD SAVAIANO, MBA,**  
Management Consultant

**LEW SOLOWAY, MBA, CPIM,**  
Manufacturing Manager

# CERTIFICATE PROGRAMS

## SPANISH FOR PUBLIC SERVICE CERTIFICATE



### THE PROGRAM

The Certificate Program in Spanish For Public Service consists of six courses and provides basic speaking, reading, and writing skills in Spanish for individuals who deal with native Spanish speakers in the course of their daily work. An additional objective is to increase the participant's understanding of the Hispanic community, thus encouraging improved relationships between employees and the Spanish-speaking public they serve.

### WHO SHOULD ATTEND

*The program is useful for anyone who must communicate with those whose native language is Spanish.*

### THE COURSES

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. The experiential learning component, which is an internship, reinforces the language skills throughout the program. Students may utilize their own employment as an internship for the Certificate Program if it fulfills requirements. Students not presently working in positions interfacing with

Spanish-speaking clientele will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 22 units. **All courses are degree applicable.**

#### Quarter I

SPA X105 Spanish for Public Service (4 units)

EXE X212 Bilingual Public Service Internship (2 units)

#### Quarter II

SPA X202 Commercial Spanish: Business Communication (4 units)

EXE X212 Bilingual Public Service Internship (4 units)

#### Quarter III

SPA X251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)

EXE X212 Bilingual Public Service Internship (4 units)

### THE CERTIFICATE

Students completing all courses satisfactorily in the Program, with a minimum 2.0 grade point in all graded classes, will receive the Spanish for Public Service Certificate.

### SCHEDULE AND DATES

The program has both a Fall and a Summer cycle. The Fall cycle offers Saturday classes and runs from September through June. The Summer cycle utilizes an intensive approach to language instruction with classes held weekday evenings. The intensive Summer cycle begins June 1984. *Interested persons should call Dr. Raúl Romero, program coordinator at 213/516-3741, to be placed on either the Summer or Fall student list to ensure placement in the program.*

### THE COST

Fees are \$32 per unit: a 4-unit course is \$128 (plus a \$4 materials fee paid in class). For further information, contact the Extension Office at 213/516-3741.

#### Quarter I (Fall '83)

DATES: October 8 - December 17

TIME: 9 a.m. - 12:25 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, SPA X105 (degree applicable) — 2, EXE X212 (degree applicable)

SEQUENCE NUMBER: 82290

LOCATION: CSUDH campus, Social and Behavioral Sciences, A-104

INSTRUCTOR: Ben Pena, PhD, Assistant Professor, CSUDH

## INTERMEDIATE SPANISH

- *Emphasis on spoken, everyday Spanish*
- *Tutoring available*
- *Small group practice sessions*
- *Hispanic culture seminars*

This lively and entertaining class emphasizes intermediate conversational skills in Spanish. As such, students are provided in class with a maximum number of opportunities to utilize their Spanish-speaking skills as they are developed. Reading and writing are also stressed. Standard, universal Spanish is taught

as well as key regional (Mexican, Central and South American) vocabulary and expressions. This class also includes a field trip to a locale of significant Hispanic cultural interest. **Truly an enjoyable course for those seriously wishing to learn more Spanish!**

*May be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education.* Interested persons should call Dr. Raúl Romero at 213/516-3741 to be placed on the student list to ensure placement in the class.

DATES: Tuesday evenings, October 4 - December 6

TIME: 6:15 - 9:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, Spanish X121, degree applicable

FEE: \$128 (plus a \$4 materials fee to be paid in class)

SEQUENCE NUMBER: 82291

LOCATION: CSUDH campus, SC M110

INSTRUCTOR: Raúl Romero, PhD, Associate Professor, CSUDH

## CERTIFICATE IN ALCOHOLISM COUNSELING

### THE PROGRAM

The Certificate Program in Alcoholism 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. Students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience, with the permission of the Program Coordinator.

### 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.

### LOCATION AND SCHEDULE

Classes are held from 6:30–10 p.m. week nights at Aviation High School, 2025 Manhattan Beach Boulevard, Redondo Beach.

### THE COST

The fee is \$32 per unit: a four-unit course is \$128.

### QUARTER I

#### HEA X282 INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

This course introduces the skills and technique necessary for counseling the alcoholic. Students will learn to use active listening skills and develop a high empathy level. The course is both theoretical and experiential.

#### HEA X280 INTRODUCTION TO ALCOHOLISM COUNSELING (4 units)

This course is designed to provide basic knowledge of the effects of alcohol abuse, both psychological and physical. The student also acquires an understanding of the counseling relationship and process, and the major tasks and responsibilities of the alcoholism counselor.

### QUARTER II

#### HEA X281 INDIVIDUAL COUNSELING TECHNIQUES (4 units)

This course develops an understanding of the psychological factors that lead to alcohol abuse and the implications for treatment. Various types of therapy are discussed and practiced. Ethical concerns, guidelines for assessing clients and determining prognosis and personality dynamics of alcoholics are covered.

### QUARTER III

#### HEA X300 INTRODUCTION TO GROUP COUNSELING (4 units)

This course covers specific problems and situations counselors encounter in group sessions. Students learn specific techniques for group counseling through in-class exercises.

#### HEA X301 INTRODUCTORY PRACTICUM (2 units)

This course introduces the student to the applied counseling experience. Students become knowledgeable about community resources, learn documentation techniques and gain insight into the roles of the counselor, the public and others in

the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

### QUARTER IV

#### HEA X283 DYNAMICS OF THE FAMILY (4 units)

This course studies the relationship of the family to the alcoholic syndrome. The class is designed to help the student understand himself/herself better and make positive behavioral changes in his/her life. Students also learn to identify and solve specific problems relating to the family of the alcoholic.

#### HEA X302 PRACTICUM: FAMILY (2 units)

This course covers the resources available to the family. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship and counseling techniques.

### QUARTER V

#### HEA X303 PRACTICUM: INDIVIDUAL AND GROUP COUNSELING (2 units)

This course demonstrates how to link clients with community resources. The student learns the value of the multidisciplinary treatment team, how to take histories and make psycho/social evaluations. The various alcoholism treatment agencies and program modalities — their staffing, funding, operational procedures — are studied.

For information call Brenda Blow 213/516-3741.

# COUNSELING PROGRAMS FOR ALCOHOLISM TREATMENT

SAN PEDRO  
PENINSULA  
HOSPITAL



## SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

This intensive one-week experience was developed by San Pedro Peninsula Hospital as a result of requests from professionals and para-professionals who wished to enhance their understanding of alcoholism and chemical dependency and to be exposed to the Alcoholism Recovery Services' (ARS) philosophy and methods of treatment. The program is of value for physicians, nurses, social workers, employee assistance counselors, personnel directors, para-professionals, and other professionals interested in increasing their understanding of the nation's primary health problem.

### Objectives of the Program:

- Recognize alcohol/chemical dependency as a disease and learn to identify it in its early stages
- Gain an understanding of the alcohol/chemical dependent person and his/her family
- Learn about the treatment and recovery process for the alcohol/chemical dependent person and his/her family
- Become aware of personal defense systems and relate them to working with the alcohol/chemical dependent individual and family

### Schedule and Arrangements

This is a five-day training experience offered every month during the year. Lunch is included in the basic fee; all other meals are available in the main hospital cafeteria at minimal expense.

### Daily Course Outline

9:00 - 10:00 a.m. General education to include the following:

Medical Aspects — Intervention — Roadblocks to Treatment — Introduction to Group — Family Therapy — Aftercare  
10:00 - 10:15 a.m. Break  
10:15 - 12:30 p.m. Education  
12:30 - 1:30 p.m. Lunch  
1:30 - 2:00 p.m. Group Assignments

2:00 - 3:30 p.m. Inpatient Group  
3:30 - 3:45 p.m. Break  
3:45 - 5:00 p.m. Lecture and Daily Critique  
5:00 - 6:30 p.m. Dinner  
6:30 - 9:30 p.m. Outpatient Groups

### Continuing Education Units/Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category 1) credit toward the California Medical Association Certificate in Continuing Medical Education. This course is also approved for 45 contact hours of continuing education for R.N.s and L.V.N.s. (BRN Provider #00302).

This program is also approved for 30 hours of relicensure certification units for California Association of Alcoholism Counselors.

Four units of degree applicable credit is available from California State University Dominguez Hills Extended Education.

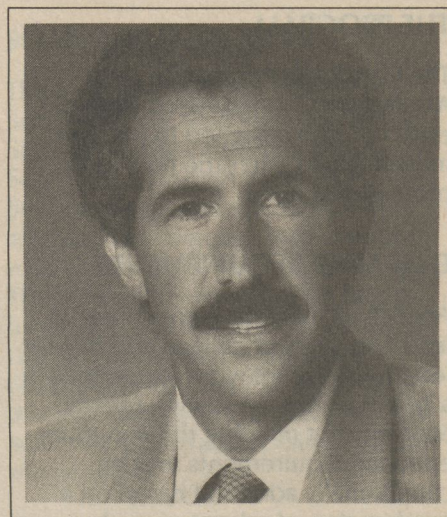
Each trainee will receive a certificate of completion from SPPH.

### Registration

Pre-registration and a screening of all potential enrollees is mandatory. Contact San Pedro Peninsula Hospital for information and registration materials, 213/832-3311, Extension 3258, or write:

Training Program Coordinator/ARS  
San Pedro Peninsula Hospital  
1300 W. Seventh Ave.  
San Pedro, CA 90732

FEE: \$132 CSUDH credit  
\$125 non-credit



### Faculty

**William C. Rader, MD**, clinical director, CDRC  
**Father Leon W. Booth, MTh**, spiritual services coordinator, CDRC  
**Angela B. Degenhardt, BA**, counselor I, SRC  
**Ann C. Garvai**, counseling coordinator, EDU  
**Dona H. Halbert**, counselor II, ARS  
**Ralph C. Hoetger III, MA**, exercise physiologist, EDU  
**John D. Lovern II, PhD**, clinical psychologist, CDRC  
**Michale Lucid, MA**, counselor III, ARS  
**Judith Phillips, MS, MFCC**, counselor II, ARS  
**Katherine Ruccione, MA**, program coordinator, EDU  
**Virginia Ryan, MA**, community coordinator, ARS  
**Harold L. Stallings**, counselor I, ARS  
**Linda Wesselman, RN**, administrative nursing supervisor, ARS  
**Nancy E. Wang, MA**, counselor II, ARS  
**Raymond E. Wilson, BA**, education project coordinator, ARS  
**Obed F. Woods, BA**, coordinator of in-service programs, ARS

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

*Corporate-sponsored counseling for troubled employees is coming of age. Many corporations now sponsor some form of organized employee counseling and alcohol rehabilitation programs. Companies have become more responsible in treating personal problems.*

*EAP initially began as an alcoholic treatment program but has grown to include psychological, personal and medical problems which affect an employee's performance on the job. These programs provide the employee with information and referrals to appropriate counseling treatment and supportive services for which the company may pay in whole or in part.*

*This quarter, California State University, Dominguez Hills Extended Education, in cooperation with the San Pedro Peninsula Hospital Chemical Dependency Recovery Program will present an introductory course which covers many aspects of Employee Assistance Programs.*

### FUNDAMENTALS OF EMPLOYEE ASSISTANCE PROGRAMS

*— Dealing with employees' personal problems*

Professionals in health counseling fields and personnel managers, you can develop and implement an Employee Assistance Program for your company.

An EAP is a company-sponsored program to help employees with alcohol or other psychosocial problems that affect their work.

Although this program began essentially as an alcohol counseling program, it gives attention to drugs and a variety of personal problems which cause employees to fail in their job performance.

EAP's may be located in-house or at a community facility. Participants will learn:

- Concepts and components of a viable program
- How to develop and implement EAP
- How to obtain management support
- How to market the concept

DATE: Thursdays, September 29-December 8

TIME: 6:30 - 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, Health X295, degree applicable

FEE: \$144

SEQUENCE NUMBER: 64035

LOCATION: CSUDH campus, HFA A211

INSTRUCTOR: Virginia Ryan, MA, community coordinator, San Pedro Peninsula Hospital Alcoholism Recovery Service

### DRUGS AND THE DRUG CULTURE

*— Legal and illegal drugs, their use and effects*

Aimed at those in helping professions, counselors, therapists, social workers, law enforcement personnel or anyone who has experienced drug abuse in personal relations. Learn the basic pharmacology of drugs so that you can understand this major social

problem and be able to work more effectively with chemically-dependent victims. The emphasis of this course is:

- Poly-addicted victims
- Components of various drugs such as:
  - Marijuana/hallucinogenics
  - PCP
  - Opiates
  - Sedatives
  - Look-a-like drugs
  - Amphetamines

DATE: Tuesdays, September 27 - November 29

TIME: 6:30 - 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, HEA X295, degree applicable

FEE: \$144

SEQUENCE NUMBER: 64034

LOCATION: Aviation High School

INSTRUCTOR: Obed Woods, BA, CAC, Coordinator In-patient services, San Pedro Peninsula Hospital Alcoholism Recovery Service

# CENTER FOR TRAINING AND DEVELOPMENT

## THE CENTER FOR TRAINING AND DEVELOPMENT —

a unit of California State University, Dominguez Hills Division of Extended Education — develops and conducts specialized training programs to meet the specific needs of all types and sizes of organizations, both public and private.

Programs can be developed as one-day workshops, short-courses,

seminars, institutes and conferences. They can be conducted in your facility, on the University's campus or at other appropriate or convenient locations.

Some of the programs available through the Center for Training and Development include:

Supervision skills • Management development for women • Management skills • Effective business writing • Quality circles • Effective oral presentations •

Customer relations • Computer literacy workshops • Stress management • English for foreign national executives • Pre-retirement planning • Developing listening skills • Speed reading comprehension workshop • Spanish for supervisors • Production and inventory control

The Center's staff will be pleased to meet with you to discuss your organization's needs. For a personal consultation, call Paul Davis at 213/516-3741.

## COURSES VIA COMPUTER

The PLATO interactive computer learning system enables you to:

- Learn without the pressure of competitive testing and grading
- Prepare for licensure or college entrance examinations
- Choose what you want to learn from a wide variety of available courses
- Choose when you want to learn — the PLATO terminals are available on the CSUDH campus Monday — Thursday 7:00 a.m. - 10:00 a.m.; 8:00 p.m. - 10:00 p.m. Saturday, Sunday, Noon - 5:00 p.m.
- Choose how fast or slowly the instruction takes place; you learn at your own pace
- Choose how much education or training you want — fees vary depending on the course selected or the number of hours required for completion — the average cost is \$6.50 per hour

Examples of the hundreds of courses in the PLATO library:

Basic Skills for students — age ten and up

Mathematics  
English  
Reading  
Languages

Computer Courses

Introduction to computers  
Programming languages (Basic, Fortran)

Business Courses

Accounting  
Management Skills  
Decision-making Processes

Career Planning and job search skills

Courses for Teachers

Basic skills review for CBEST and NTE

How to develop computer assisted instruction courses  
Career development for teachers

GED Preparation — high school equivalency

Vocational Training — prepares student for licensing examinations

Aviation  
Electronics

Foreign Languages

Spanish  
French  
Russian

For information regarding Courses Via Computer — PLATO system — call the Extension office: 516-3741.



# COMPUTERS

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## INTRODUCTION TO MICRO-COMPUTING

— *Hands-on experience in data processing*

Regardless of your age or level of education, this course is for you if you have an interest in computers. Develop a basic understanding of computer programming using the BASIC language. You will learn the computer keyboard and

programming. You will become sufficiently familiar with elementary computing terminology to discuss computers and computer resources intelligently with vendors. The course will cover:

- How to write computer programs
- Inputting information and producing results

Each participant will have a terminal to work on and will receive a floppy disc to take home.

DATE: Section I Saturday, September 24; Section II Saturday, November 5

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 1 each section

UNITS: Non-credit

FEE: \$35 plus \$5 materials fee

SEQUENCE NUMBER: 66475

LOCATION: CSUDH campus, call 516-3741 for location

INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department, CSUDH

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## INTRODUCTION TO WORD PROCESSING

— *Learn on a micro-computer*

Students, businesspersons and educators, learn how to do word processing on a micro-computer. You will learn through hands-on experience how to do word processing applications and gain a thorough understanding of how to

use a computer. Practice setting up letters, reports and your own documents. Each participant will have his own terminal. Topics to discuss include:

- Basic computer concepts
- Commands, text management and insertions
- Deletions, margins, tabs and centering
- Merging, storage and retrieving

DATE: Saturdays, October 1, 8, 15

TIME: 9 a.m. - 1:00 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$75 plus \$5 materials fee

SEQUENCE NUMBER: 66476

LOCATION: CSUDH campus, call 516-3741 for location

INSTRUCTOR: Reba Davis, Word Processing Consultant, Manager of REP Wordprocessing Services

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## VISICALC PACKAGE WORKSHOP

— *Micro-computer application*

Learn about Visicalc, a software package designed for use on personal computers at home or at work. With Visicalc, you can set up worksheets; then test your financial options as the computer erases and recalculates for you. This one-day hands-on computer workshop will introduce you to an invaluable management tool for financial planning and forecasting.

Visicalc can be learned by anyone with or without programming background. Whether you are an attorney, accountant, real estate investor, small businessman, home economist or any type of person, Visicalc is geared to all audiences. Anything you can think of that requires hours of calculating can be completed with Visicalc in a matter of minutes. Enrollment is limited, therefore you must call for reservations. You will learn:

- Projections
- Home money management
- Financial analysis
- Business forecast

DATE: Saturday, October 22

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35 plus a \$5 materials fee

SEQUENCE NUMBER: 66471

LOCATION: CSUDH campus, call 516-3741 for location

INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department

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## COMPUTER GRAPHICS ON YOUR PERSONAL COMPUTER

— *Exciting new visual experiences through electronics*

Open up the exciting visual world of computer graphics your personal computer holds for you by attending this one-day seminar. Find out what computer graphics are, how they can be created on your personal

computer and how computer graphics can help you with your computer needs.

This introductory seminar will answer these questions and many others you might have about designing computer graphics on your personal computer. Demonstrations of hardware capabilities and computer graphics software will be given. We will discuss four popular computers:

- Apple
- Commodore
- Atari
- Sinclair/TimeX

DATE: Saturday, November 12

TIME: 9 a.m. - 4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 66470

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH

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## COMPUTERS IN MANUFACTURING

— *Improve productivity and increase profits*

Computers are rapidly becoming an essential tool in every aspect of manufacturing. Dynamic manufacturing companies of all sizes are experiencing tremendous benefits from the effective use of computers.

Reduce cost, improve operations and achieve higher profits for your

company. Other benefits include: more timely and accurate information, reduced inventory investment, lower direct labor costs and improved customer service levels. The areas to be covered are:

- Planning: business, production master and capacity
- Engineering: product development, computer-aided design and engineering change control (ECC)
- Material control: inventory/stock room control, receiving/shipping, bar-coding, automated material handling

DATE: Friday, December 9  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$40  
SEQUENCE NUMBER: 66477  
LOCATION: CSUDH campus, SC E149  
INSTRUCTOR: Richard Saviaino, MBA, principal, Industrial Management Associates

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## HOW YOU CAN MAKE MONEY AT HOME WITH COMPUTERS

— *Your chance to get in on a fast-growing industry*

If you're thinking about buying a home computer, it's time you hear about a fascinating new hobby that might also make you extra cash.

Low-cost computers are creating hundreds of new ways for you to

make money in your spare time at home. Take advantage of some of these money-making methods with your home computer. Beginners or microcomputer experts, learn about using a personal computer to produce articles, books, programs, games, gadgets, arts, crafts, services, computer-made products, inventing, teaching, consulting, speculating and more.

DATE: Saturday, October 15  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$40  
SEQUENCE NUMBER: 66436  
LOCATION: CSUDH campus, SC E143  
INSTRUCTOR: Dan Thompkins, PhD, business consultant

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## HOW TO BUY A COMPUTER FOR CHRISTMAS

— *A holiday value guide*

Are you thinking of buying a home computer for Christmas? This one-day holiday value guide will serve you well through all the seasons as you look at what's new with the latest models of: desktop, suitcase-size, briefcase-size, and hand-held computers. Whether you're interested in using a computer as an educational learning tool, for video games and entertainment, or as a

work-at-home terminal, you will find the answers to these important questions before you buy:

- What are all the things a home computer can do?
- How do I interpret and sort out all the advertising?
- Which stores handle the best buys for less than \$200?
- How do children benefit from computers?
- What do I get with a network subscription?
- What should I ask the computer salesperson?

There will be a demonstration of a popular typewriter-size microcomputer that is as easy to operate as a telephone or sewing machine. Computers are easy to learn, require no special math and no prior experience.

DATE: Saturday, November 5  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$20  
SEQUENCE NUMBER: 66437  
LOCATION: CSUDH campus, SC E145  
INSTRUCTOR: Dan Thompkins, PhD, business consultant

# EDUCATION & RECREATION PROFESSIONS

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## CELEBRATING THE FALL SEASON

### — Learn timely crafts

Teachers, learn songs, arts and crafts and other active art projects for your classroom. This one-day workshop offers hands-on experience in learning creative activities for the Fall holidays. (Children 8 + accepted if

accompanied by an adult for an additional \$3).

Pre-registration is required by October 7. After that date, call the extension office.

DATE: Saturday, October 15  
TIME: 8:30 - 6:00 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 1, Education 855.1

FEE: \$40 pre-registration fee plus a \$3 materials fee to be paid in class. \$45 late registration after October 7 plus \$3 materials fee.

SEQUENCE NUMBER: 68289

LOCATION: CSUDH campus, SBS B101 & B110

INSTRUCTOR: Cecilia Riddell, MAT, faculty, Music Department CSUDH; and Penelope Greeven, BA, art instructor and consultant

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## CELEBRATING THE WINTER SEASON

### — Learn holiday crafts

Teachers — learn songs, arts and crafts and other active art projects for your classroom. This one-day workshop offers hands-on experience in learning creative activities for the Winter holidays. (Children 8 + accepted if

accompanied by an adult for an additional \$3).

Pre-registration is required by November 28. After that date, call the extension office.

DATE: Saturday, December 3  
TIME: 8:30 - 6:00 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 1, Education 855.2

FEE: \$40 pre-registration fee plus a \$3 materials fee to be paid in class. \$45 late registration after November 28 plus \$3 materials fee.

SEQUENCE NUMBER: 68288

LOCATION: CSUDH campus, SBS B101 & B110

INSTRUCTOR: Cecilia Riddell, MAT, faculty, Music Department CSUDH; and Penelope Greeven, BA, art instructor and consultant

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## HOW TO MANAGE THE PROBLEM ADOLESCENT (AGES 13-18)

### — A definitive workshop for parents and educators

You'll finally get the answers to the eternal question of how to survive raising a teenager in these challenging times. You'll learn techniques you can implement in dealing with problem behavior of adolescents. The key obstacles of school failure, delinquency and drugs

will be discussed in roundtable formats. Role-playing will be emphasized to help you develop your own style for dealing with teens.

Participants will learn:

- How television impacts on lifestyles
- Practical approaches to discipline
- How to prevent problems
- Coping skills for managing difficult behavior
- When to turn to outside help

DATE: Section I Saturday, December 3 — Section II Saturday, December 10

TIME: 10 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1 each section

UNITS: .5, Education 817

FEE: \$35

SEQUENCE NUMBER: 68278

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Jenenne Macklin, MSW, executive director, Adolescent Management Systems. She worked in residential treatment for adolescents and directed a 60-bed residential facility for male and female adolescents.

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## HOW TO USE HUMOR EFFECTIVELY IN THE CLASSROOM

— *Good jokes can be teaching aids*

If you improve your ability to tell jokes will you be a better teacher? Possibly. New educational practices have discovered that humor can be used effectively in the instructional setting to aid the learning process. Develop techniques to promote

positive group interaction and learn to enhance your relationship with your students. The course includes an analysis of how to use humor in teaching and an analysis of children's humor. Classroom presentations include:

- Chaplin, Marx Bros. and W.C. Fields films
- Lectures
- Comedy records, Woody Allen, Cheech and Chong
- Guest speakers, mimes, comedians, books and magazines

DATE: November 5, 12  
TIME: 8:00 a.m. - 6:00 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: 20 CEU, EDU 834  
FEE: \$72 Credit/\$50 Non-credit  
SEQUENCE NUMBER: 68238  
LOCATION: CSUDH campus, SC D154  
INSTRUCTOR: Peter Desberg, PhD,  
Professor of Education, CSUDH

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## RENEWAL THROUGH ART

— *A stress-reducing workshop for teachers and others*

Combat stress and enrich your well-being while exploring the visual elements of art. Discover your personal imagery. Experiment with painting, drawing, collages and mixed media. Learn how to transform negative or stressful situations into positive creative resources through this visual journey.

This one-day workshop is designed for teachers to help reduce stress experienced in the routine performances of your profession. Bring an 8½ × 11 spiral-bound sketch pad, colored fine-line felt tip markers and a sack lunch. Non-teachers are also welcome. This course includes:

- Expressing one's perception of one's self
- Print painting in water color
- Blind-folded drawings
- Sensorial painting

DATE: Saturday, October 15  
TIME: 9:00 a.m. - 6:00 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 1, Education 826  
FEE: \$30 (plus a \$10 materials fee to be paid in class)  
SEQUENCE NUMBER: 68239  
LOCATION: CSUDH campus, SBS G122  
INSTRUCTOR: Mary Jane Slike, MA,  
painter, teacher, Los Angeles Unified School District

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## SUPERLEARNING® FOR TEACHERS

— *Using a stress-free accelerated learning system in your classroom*

Learn Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

Strengthen your ego and promote whole brain learning through an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music.

It has been noted that learning has accelerated by two to ten times with these techniques. You can learn a foreign language in as little as one month and an academic course in one-third to one-half the usual time. This one-day workshop will provide:

- An explanation of the 10 components of Superlearning
- How to apply them in the classroom
- A sample session and specific references to applications in such areas as English literature, art, early childhood and elementary education, sciences and foreign languages

DATE: Friday, September 30  
TIME: 4:30 - 9:00 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 0.3 CEU, Education 807  
FEE: \$35  
SEQUENCE NUMBER: 68240  
LOCATION: CSUDH campus, SC E143  
INSTRUCTOR: Don Lofland, MA,  
instructor, West Valley Community College, Santa Cruz

# EDUCATION & RECREATION PROFESSIONS

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## TEACHING ABOUT THINKING

— *A workshop for elementary school teachers and parents*

This revolutionary new process will help you as a teacher or parent to encourage active learning. By examining specific issues and problems, you can help children to extend thinking abilities. Lateral skill development lessons will help you show children how to explore a wide range of methods and solutions to creative problems and design ideas.

The program includes lesson worksheets, a full set of directions and plans for a complete, sequential school year program.

The concept of this program was developed and supported in the United States Air Force Schools. You will learn:

- Philosophy and background
- Experiential learning and cognitive language development
- Programs for teaching thinking in the classroom
- Evaluation and assessment

DATE: Saturday, October 8

TIME: 8:00 a.m. - 5:00 p.m.

UNITS: 1, Education 802

FEE: \$40

SEQUENCE NUMBER: 68241

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Sydney Tyler, MS, education consultant and program design specialist

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## ASSERTIVENESS AND DISCIPLINE IN THE CLASSROOM

— *For teachers of grades K-12*

Learn to take charge. Minimize conflict in your classroom, deal directly with student-teacher confrontations. Motivate your students and gain the confidence you need to take charge in your

classroom. This two-day seminar emphasizes specific communications techniques and positive reinforcements to help build cooperation between student, parents and teachers. This course will show you how to:

- Develop assertive discipline and communications skills
- Employ levels of discipline
- Punishment techniques
- Assertive management skills

DATE: Saturdays, September 24 and October 1

TIME: 9:00 a.m. - 5:00 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1.5, Education 811

FEE: \$50

SEQUENCE NUMBER: 68242

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: A. Jane Major, PhD, parent educator, Los Angeles Unified School District

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## CREATIVE TEACHING

— *Issues and answers to classroom problems*

Develop specific and instructional management techniques to make your classroom a good place to learn. Reach beyond the traditional teaching methods. Classroom management is critical to student achievement. This

will be a participation day with teachers learning from other teachers. This one-day workshop focuses on:

- Management techniques
- New perspectives
- Making learning a fun process

DATE: Saturday, October 8

TIME: 8:00 a.m. - 5:00 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: 1, EDU 810

SEQUENCE NUMBER: 68245

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Frederick A. Kennedy, EdD, education consultant

**RHYTHMIC GYMNASTICS CLINIC FOR TEACHERS AND COACHES**

*— An introduction to the newest Olympic sport*

Rhythmic gymnastics is a new sport set to debut at the 1984 Los Angeles Olympic Games. You can learn all aspects of this sport and improve your gymnastics skills through the use of different hand apparatus such as, ropes, hoops, balls, clubs, and ribbon in choreographed routines.

A rhythmic group will perform and demonstrate the qualities of each apparatus. You will explore your skills in rolling, spinning, twirling, tossing and catching each piece of equipment. This one-day workshop will cover:

- Organizing classes
- Judging
- Coaching
- Choreographing routines

DATE: Saturday, October 1  
 TIME: 9 a.m. - 6 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: 1, EDU 801.1  
 FEE: \$45  
 SEQUENCE NUMBER: 68243  
 LOCATION: CSUDH campus, GYM A102  
 INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH Department of Physical Education and Recreation, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics

**RHYTHMIC GYMNASTICS COMPULSORIES CLINIC**

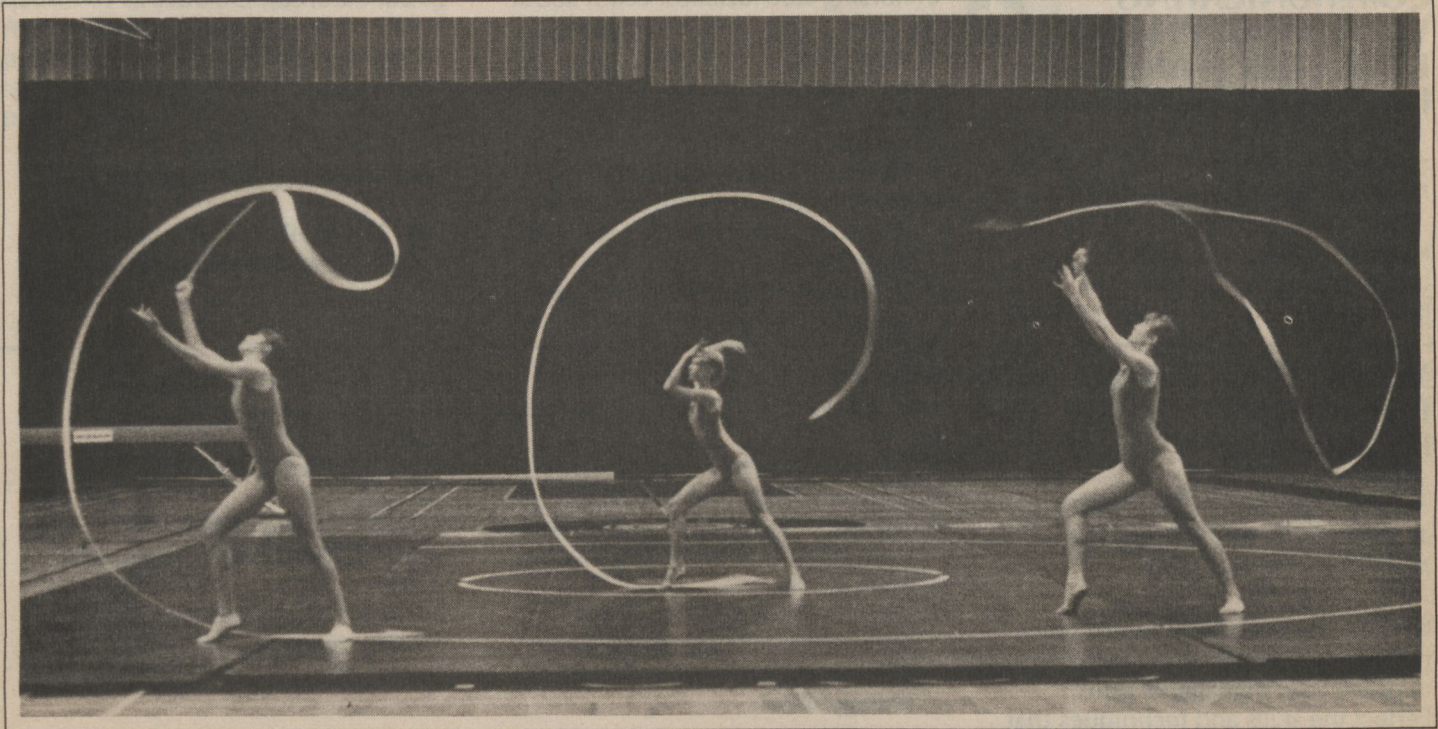
*— The latest Olympic routines*

This clinic introduces the newest Olympic Sport. Learn the basic skills for teaching rhythmic sportive gymnastics. Rope, hoop, ball, club and ribbon will be taught on a beginning as well as advanced level.

The compulsory routines sanctioned by the United States Gymnastics Federation will be taught as well as many new and innovative optional skills.

Talk with Alla Svirsky, 1984 Olympic coach.

DATE: Saturday, October 8  
 TIME: 9 a.m. - 6 p.m.  
 NUMBER OF MEETINGS: 1  
 UNITS: 1, EDU 801.2  
 FEE: \$45  
 SEQUENCE NUMBER: 68244  
 LOCATION: CSUDH campus, GYM A102  
 INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH department of Physical Education and Recreation, California State chairperson for United States Gymnastics Federation, Rhythmic Gymnastics



# HEALTH PROFESSIONS



Courses marked with this symbol are approved by the Board of Registered Nursing for nursing relicensure credit. Provider California State University Dominguez Hills approved by the California Board of Registered Nursing, provider number 02461.

## BEGINNING SIGN AND BODY LANGUAGE



— *Learn to communicate with the deaf*

Teachers, health professionals and others who communicate with the deaf, can learn sign language and finger spelling.

The Amesian and Siglish language which is used by American deaf will

be taught. This language is not English, but is a unique foreign language with its own vocabulary and rules.

This language was derived from the lifestyle of the deaf and is a unique means of communication for the deaf and those who wish to communicate with them.

**This course fulfills the requirement under Section 504, Rehabilitation Act of 1973 for hospital administrators.**

DATE: Tuesday, September 27 - November 29

TIME: 7 p.m. - 9 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2.0 CEU, Communication 901.1

FEE: \$45

SEQUENCE NUMBER: 71079

LOCATION: CSUDH campus, ERC B505

INSTRUCTOR: Robert J. Springer, MS, consultant in motivational, speech, and language therapy

## INTERMEDIATE SIGN AND BODY LANGUAGE



— *Communicating with the deaf*

Take this follow-up course to Beginning Sign and Body Language and broaden your communications skills with the deaf. Improve your competence in expressive and receptive transmission of non-verbal messages. Learn face and body language along with idiomatic

expressions and relaxation techniques for interpreters. Experience real life situational practice with deaf children and adults.

**This BRN approved course fulfills the requirement under section 504, Rehabilitation Act for hospital administrators.**

Prerequisite: Beginning Sign and Body Language or permission of the instructor.

DATE: Thursday, September 29 - December 8

TIME: 7 p.m. - 9 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2.0 CEU, Communication 901.2

FEE: \$45

SEQUENCE NUMBER: 71080

LOCATION: CSUDH campus, ERC B505

INSTRUCTOR: Robert J. Springer, MS, consultant in motivational, speech and language therapy

## COMMUNICATING WITH PATIENTS WHO HAVE SPEECH AND LANGUAGE PROBLEMS



— *Speech disorders affecting nursing home patients*

Health professionals, develop and understand voice, speech and language disorders that are common

in nursing care facilities. Learn about the relationship between certain illnesses, their effect on communication and the role of speech and language pathologies. You will learn:

- To identify these disorders
- Ways to communicate on a more rewarding and effective level with these patients
- To facilitate patients' recovery of communication skills

DATE: Saturday, October 29

TIME: 8 a.m. - 6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Health 966

FEE: \$45

SEQUENCE NUMBER: 71046

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Eva Schmidler, MA, CCC, speech pathologist

## MANAGEMENT SKILLS FOR MEDICAL OFFICE PERSONNEL



— *Management strategies appropriate to a changing medical office*

New and prospective medical office personnel, you can effectively improve your managerial skills. Perfect the skills and techniques that

are essential to efficient office management. This course focuses on how to:

- Establish effective organization
- Perfect management strategies
- Update management knowledge from both theoretical and practical approaches
- Develop in-depth knowledge and skills in office operations, patient, personnel, business and financial management

DATE: Saturday, October 22

TIME: 9:30 a.m. - 4:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, Hea 958

FEE: \$45

SEQUENCE NUMBER: 71080

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Dianne Jackson, MPH, management consultant

## SPANISH FOR MEDICAL PERSONNEL PROGRAM, PART II

— *For students with a beginning knowledge of Spanish*

- Stresses conversational skills
- Both technical and colloquial medical expressions
- Tutoring available in addition to class sessions
- Hispanic culture seminars

This lively and productive language program will:

- 1) instruct students in Spanish with an emphasis on *conversational*

skills for everyday communication (students should have at least one quarter of college Spanish or its equivalent); and

- 2) present selected Spanish dialogue and language practice reflecting the vocabulary spectrum of fields related to medicine.

*Excellent for allied health personnel — physicians, medical technologists, nurses, etc.*

The Spanish for Medical Personnel Program is a two-part course offering. The first portion of the program (for students who have not had any

Spanish training) will be repeated January 1984. Interested students should call Dr. Raúl Romero to be placed on the student list at 213/516-3741, as enrollment is limited.

PART TWO: Thursday evenings  
DATE: October 6 - December 15  
TIME: 6:15 - 9:45 p.m.  
NUMBER OF MEETINGS: 10  
UNITS: 4.0 CEU, Spanish 900.2  
FEE: \$128 (plus a \$4 materials fee)  
SEQUENCE NUMBER: 82296  
LOCATION: CSUDH campus, SC M110  
INSTRUCTOR: Raúl Romero, PhD, associate professor, CSUDH

## SEXUAL WELL-BEING

— *A workshop for counselors*

How does sexual well-being affect the emotional and personal growth of the individual? How does your own personal sexual satisfaction affect your sexual outlook in dealing with clients and patients? You'll discover the answers to these and other questions in this one-day workshop. A special experiential learning process including guided imagery, lecture and audio-visual presentations will help you

understand human sexuality as a transpersonal experience.

The workshop will create a safe space to confront the following issues as they relate to your individual experience:

- Human sexuality, an innate drive or a learned experience?
- Can sexual activity be creative?
- Is it possible to find one-ness and unity through sexual experiences?

Communications in small groups and guest speakers will be emphasized throughout the day-long program.

**Fulfills the guidelines for training in human sexuality as mandated by AB4178 for licensing requirements for psychologists, social workers and marriage and family counselors.**

DATE: Saturday, October 8  
TIME: 8:30 a.m. - 7:30 p.m.  
UNITS: 1 CEU, Psy 900  
FEE: \$55  
SEQUENCE NUMBER: 71081  
LOCATION: CSUDH campus, SC E157  
INSTRUCTOR: Gary Yates, MA, director, High Risk Youth Project, Children's Hospital, Los Angeles

# EXTERNAL DEGREES

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**C**SUDH Extended Education offers several External Degrees for individuals who find it inconvenient to attend classes on the main campus. In most cases, classes are scheduled in off-campus satellite locations within the South Bay area served by the university. These classes, designed specifically for working adults, are scheduled in the evening hours Monday through Thursday. An exception to this pattern is the Humanities External Degree Program which offers both an undergraduate bachelors degree and a graduate masters degree in the humanities through correspondence study.

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## ADMINISTRATION

The Master of Science in Administration is an off-campus degree program that meets the real needs *managers* have for advanced study.

The classes and the degree itself are structured to provide background and theory for students to become better managers than they already are. They study alongside fellow managers and the classwork and discussion take advantage of the practical knowledge students have.

Admission requirements to the Master of Science in Administration include:

- Graduation from an accredited institution of higher education with a bachelor's degree and a minimum 2.5 grade point average in the last 60 semester or 90 quarter units
- Employment in an administrative or managerial position
- Recommendation of the senior supervisor

There is no application fee for the program.

Credit earned in the Master of Science in Administration program is regular California State University Dominguez Hills resident credit and may be transferable to other institutions.

Fees are \$60 per unit and 45 units are required for the degree.

For information about the Master of Science in Administration, call 213/516-3741.

## HUMANITIES

The Master of Arts in the Humanities offers a broad interdisciplinary exposure to all of 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*. Independent study with frequent consultation with faculty is emphasized. Through tape, letter and phone correspondence, students with on-campus faculty are able to design and complete the program without having to travel to the campus.

Fees are \$50 per unit.

Forty-five 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.

The Bachelor of Arts in the Humanities is an external degree program for those who have completed educational requirements for an Associate of Arts or its equivalent (two years of lower division college work, i.e., 84 quarter units or 56 semester units).

It is for those who want

- intellectual stimulation in the Humanities — art, music, history, literature, philosophy
- an accredited B.A. degree
- a program of study at home
- a self-styled course of study

The major requires 90 upper division units, divided equally into three phases. Students progress from an initial highly structured series of courses to a faculty-guided independent plan of study. The major includes some courses which interrelate two or more subject areas to a specified topic or theme. In the third phase of the major, students may choose to concentrate on either a traditional single subject or an interdisciplinary theme.

For information, call 213/516-3743.



## MED TECH

The Master of Science in Medical Technology is a program unique in the area and is designed for a select few. Admission is open only to California licensed *clinical laboratory technologists and/or registered medical technologists*. Students must have a bachelor's degree and must have professional experience beyond the initial training period.

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

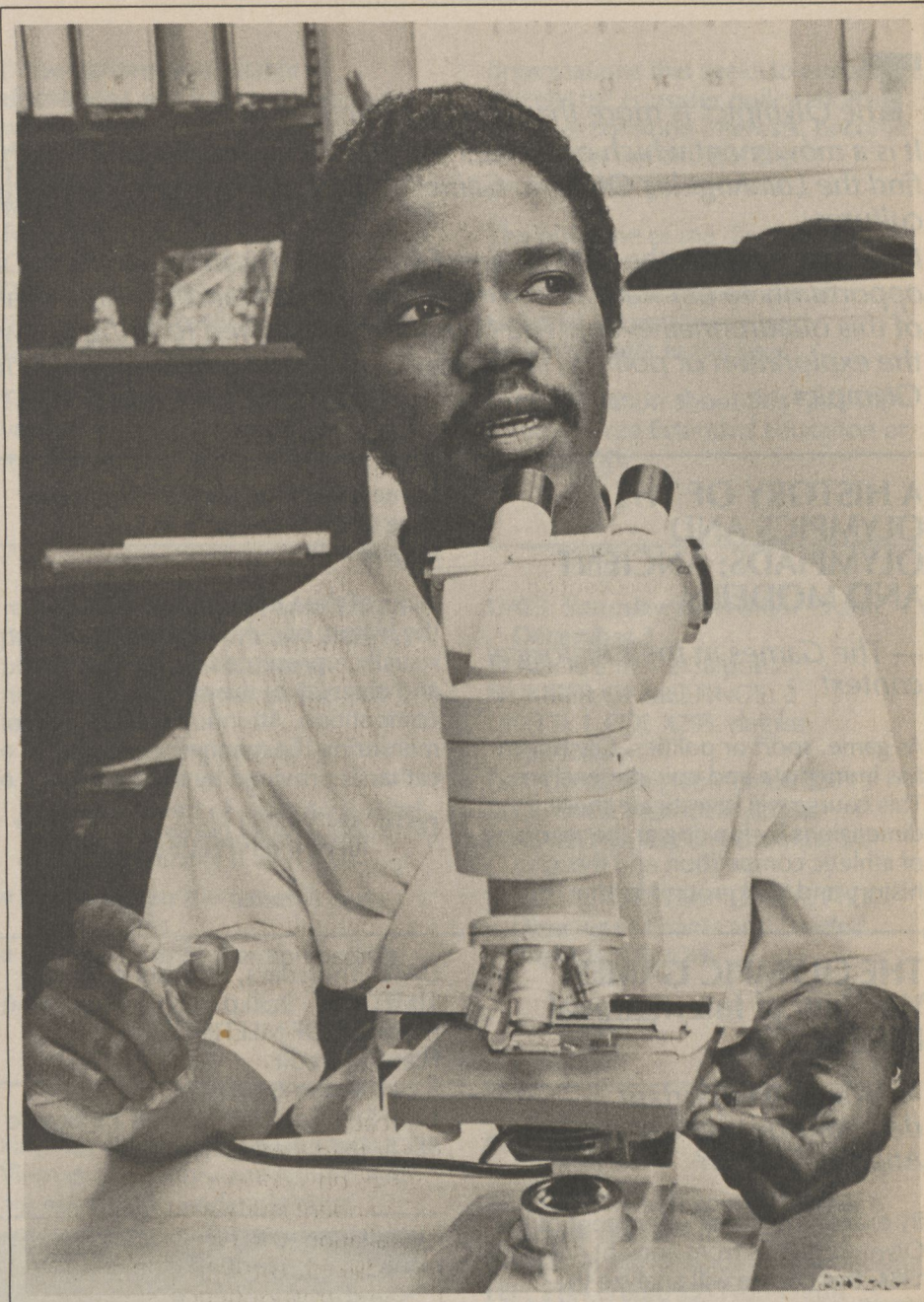
Five options are available:

- Clinical Laboratory Management Option
- Clinical Sciences Option
- Education Option
- Immunohematology and Blood Transfusion Option
- Clinical Laboratory Practice Option

Classes meet in hospitals throughout Southern California.

Forty-five units are required for the degree. Fees are \$50 per unit. There are no application fees.

For more information, call 213/516-3748.



# OLYMPIC PROGRAMS

**T**he Olympics is more than just an athletic contest.

It is a movement which promotes the idea of internationalism. Athletes and spectators next year will find the Los Angeles Olympic Games to be a global event which capsules a diversity of traditions and cultures.

In preparation for the 1984 games, Extended Education is offering its students and the community an opportunity to embrace the world and to understand the historical, political and cultural dimensions of this quadrennial event. The courses are designed to bring the world into the classroom through the exploration of politics, languages, sports and telecommunications as they pertain to the Olympics.

## A HISTORY OF THE OLYMPICS AND OLYMPIADS: ANCIENT AND MODERN

— *The Games in their historical context*

As game, sport or politics, Olympism has immediate and epic dimensions. This course will investigate these dimensions by looking at the manner of athletic competition and the history and background of the

Games, from the ancient Greek city state to the metropolis of Los Angeles.

Films of the Olympics will illustrate the history of cultural interplay as it is visually represented in the intensity and diversity of the athletic competition. Attention will be paid to measuring the manner and mode of catharsis provided by the Games.

DATE: SECTION I November 3, 10, 17  
SECTION II December 1, 8, 16

TIME: SECTION I 12 - 3:20 p.m.  
SECTION II 6:30 - 9:50 p.m.  
NUMBER OF MEETINGS: 3  
FEE: \$36  
UNITS: 1, History X238  
SEQUENCE NUMBER: 79474  
LOCATION: CSUDH campus, ERC A135  
INSTRUCTOR: Paul Gopaul, PhD, History, CSUDH, has been researching and presenting programs on the history of the Olympics.

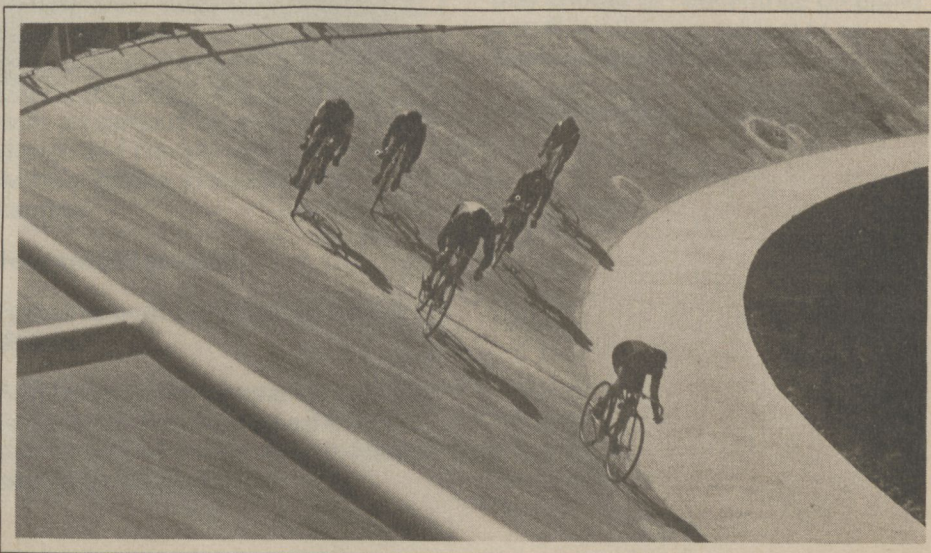
## THE OLYMPIC GAMES: Window of International Politics

— *How will important decisions be made at the Los Angeles Games?*

By examining the development of the Olympic games from ancient times to 1984, this course will analyze the significant patterns and trends that emerge in international politics — conditions which, from Games to Games, are dramatically presented. You will explore the relationship between sports and politics at the Games, where ideals meet social reality. You will learn to see how the vital aspect of the visual spectacle of the Games and its heroic achievements is a political reality which is linked to the power-struggles of the world at large.

DATE: Thursdays, October 4, 11, 18  
TIME: 6:30 - 9:30 p.m.  
NUMBER OF MEETINGS: 3  
FEE: \$36 credit  
\$30 non-credit  
UNITS: 1, Pol X105, degree applicable  
SEQUENCE NUMBER: 79449

LOCATION: CSUDH campus, SRT T102  
INSTRUCTOR: Richard Espy, MA, author of several publications on the Olympic Games including a book, *The Politics of the Olympic Games*, University of California Press



7-Eleven Olympic Velodrome on the CSUDH campus.

# PUBLIC ISSUES

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## DOMESTIC POLICY ASSOCIATION

Does it really matter how you vote or what you think? Does anyone in government ever listen to the private citizen? This year you can join thousands of citizens across the country who will get an opportunity to speak and listen to national leaders discuss domestic policies for the United States. A series of forums sponsored by the Domestic Policy Association will provide an opportunity for you to participate in

presentations, roundtable discussions and informal meetings with experts and policymakers.

The programs scheduled for Fall, 1983 will cover the topics of Education, the Federal Budget and Nuclear Defense. California State University, Dominguez Hills is offering you an opportunity to participate in these public discussions.

The Domestic Policy Association is a voluntary national network of institutions and nonprofit

organizations that seeks to encourage citizens to: consider policy choices, discover common interests, become more effective citizens and participate in government.

The outcome of the discussions across the country will be summarized and presented at National Issues forums held regionally later in the year.

For information about this Fall's DPA forums, write Extended Education or call 516-3741.

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## UNDERSTANDING THE PRESIDENTIAL NOMINATING PROCESS

— *How political parties select candidates for the presidency*

Examine the formal procedures and the politics of Presidential nominations. This two-day seminar will give you a better understanding of the way the major political parties select their candidates for the Presidency. Learn about campaign

reforms of the past 20 years, the pre-primary phase, the primary election phase and the national party nominating conventions. You will learn about:

- The nominating process
- Strategies for timing announcement of candidacy, fund raising, and preparing the full campaign
- Preparing for the national party conventions
- All phases of convention politics

*Bring a brown bag Lunch.*

DATE: Saturday, November 19 and December 3

TIME: 10 a.m. - 2:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1, POL X295, degree applicable

FEE: Credit \$36, Non-credit \$30

SEQUENCE NUMBER: 65285

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Leon Cohen, PhD, Director of Grants and Funded Projects, CSUDH

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## VIETNAM — A TELEVISION HISTORY

— *Understanding contemporary Vietnam*

From your home television and in-class discussion, review events of 1945-1975 in the context of the post-World War II crisis of Western colonialism, the rise of third-world nationalism, and Cold War rivalries among the great powers.

Find out about the basic themes of Vietnamese history and culture that are essential to understanding contemporary Vietnam.

Visual elements of the thirteen programs will include motion picture newsreels, documentaries and propaganda films. There will be photography and contemporary interviews with participants in and witnesses to events. You will embrace the widest possible spectrum of viewpoints.

DATE: TBA

TIME: TBA

NUMBER OF MEETINGS: 13 plus 6 lecture discussions

UNITS: 4, Pol X295, degree applicable

FEE: \$144 credit/\$95 Non-credit

SEQUENCE NUMBER: 65287

LOCATION: Class Discussion:

CSUDH campus, call 516-3737 for room number.

Television: KCET (Channel 28)

INSTRUCTOR: George Heneghan, PhD, professor, Political Science, CSUDH

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# TELECOMMUNICATIONS

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**N**ew technology permeates every aspect of our lives. Telecommunications has literally revolutionized communication and makes us all part of the new information society. Dominguez Hills has joined leaders in business, industry and government in developing new methods of using radio, television, telephones, satellites, and computers to expedite knowledge transfer and decision-making.

As a member of NUTN (National University Teleconference Network), Dominguez Hills will offer a series of national satellite teleconferences featuring experts in a range of fields from sports to manufacturing.

As a participant in the LA Basin ITFS Network (Instructional Television Fixed Service), Dominguez Hills will offer a new educational service to business, industry, and government through the medium of a closed circuit television broadcasting system. At a time of rising costs these new technologies will mean efficiency, cost effectiveness and expanded opportunities for training and education.

To receive regular information about our courses through telecommunications call 516-3741.

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## ITFS

In-house education and training for business, industry, and government are now possible from Dominguez Hills through the LA Basin ITFS Network, a new closed circuit television broadcasting system

available in the South Bay area. This new service will provide an opportunity to use television, with inter-active audio, for in-house education and training, through individualized company-owned installations. For more specifics about how you and your organization can

use this new sophisticated medium, please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3741.

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## NUTN

The National University Teleconference Network (NUTN) is a coalition of sixty-seven universities, nationwide, who have joined together to develop a telecommunications system for higher education. As a member of NUTN, California State University,

Dominguez Hills, brings to the campus live programming from universities across the nation, utilizing satellites, television and telephone land lines. In the coming months programs on such topics as earth sheltered housing, strength conditioning for athletes, health care cost containment, and strategic

planning will be available through the network. For more information about NUTN programs to be offered this year, call Extended Education at 516-3737 and ask for the NUTN Program Announcement.

## COURSES VIA COMPUTER

The PLATO interactive computer learning system enables you to: learn without the pressure of competitive testing and grading; choose what you want to learn from a wide variety of

available courses; choose when you want to learn — the PLATO terminals are available weekday mornings and evenings and weekend afternoons; choose how fast or slowly the instruction takes place; choose how

much education you want — fees average \$6.50 per hour. For more information regarding courses via computer, call 516-3741.

## VIETNAM — A TELEVISION HISTORY

— *Understanding  
contemporary Vietnam*

From your home television and in-class discussion, review events of 1945–1975 in the context of the post-World War II crisis of Western colonialism, the rise of third-world nationalism, and Cold War rivalries among the great powers.

Find out about the basic themes of Vietnamese history and culture that are essential to understanding contemporary Vietnam.

Visual elements of the thirteen programs will include motion picture newsreels, documentaries and propaganda films. There will be photography and contemporary interviews with participants in and witnesses to events. You will embrace the widest possible spectrum of viewpoints.

Class discussion and reading will add a rich, personal dimension to this television review. Meetings every other week on the CSUDH campus will give you an opportunity to explore with others the personal and political meaning of this period in U.S. and world history.

DATE: TBA

TIME: TBA

NUMBER OF MEETINGS: 13 plus 6  
lecture discussions

UNITS: 4, Pol X295, degree applicable

FEE: \$144 credit/\$95 Non-credit

SEQUENCE NUMBER: 65287

LOCATION: Class Discussion:

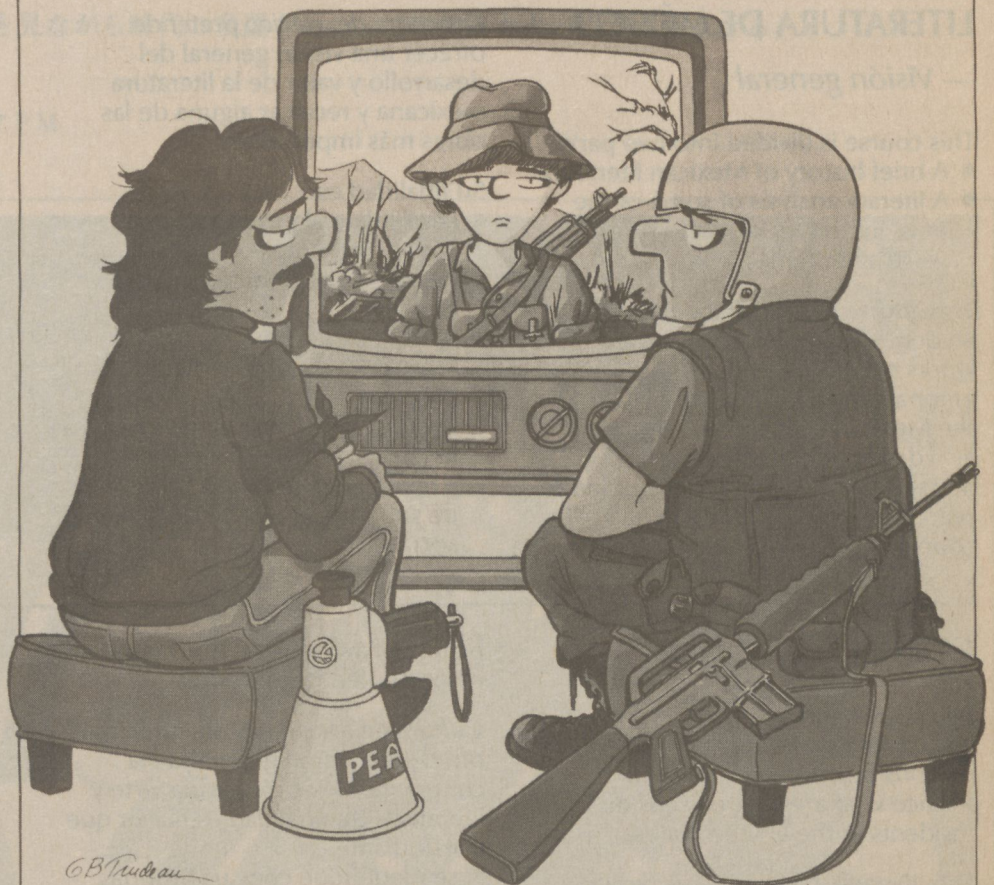
CSUDH campus, call 516-3737 for  
room number.

Television: KCET (Channel 28)

INSTRUCTOR: George Heneghan,  
PhD, professor, Political Science,  
CSUDH

# VIETNAM

Anthology and Guide to A Television History



Steven Cohen

Published by Alfred A. Knopf.

# EXPLORING OTHER CULTURES

**W**e live surrounded by other cultures. A large part of Los Angeles' richness is due to its ethnic diversity. History has shown that as immigrants gradually integrate into the California lifestyle, they nevertheless strive to keep their own cultural traditions and values.



By initiating a series of programs in languages other than English, Dominguez Hills acknowledges the importance of this multi-cultural diversity and the need these newcomers have to preserve their heritage while becoming participating citizens.

This program is part of the increased emphasis California State University, Dominguez Hills is placing on internationalism and membership in the global village.

## LITERATURA DE MÉXICO

### — Visión general

This course is divided into two parts:

- A brief history of Mexican literature
- A literary analysis of some of the most important works in prose, verse and drama.

This course will familiarize the student with the most important works of Mexican literature, emphasizing the enduring value of the Mexican culture. Students will also develop aesthetic tastes in literature and become accustomed to reading serious cultural material. This course will be presented in Spanish.

*Literatura de México* pretende ofrecer una visión general del desarrollo y valor de la literatura mexicana y recalcar alguna de las obras más importantes.

Su finalidad es

- familiarizar al estudiante con la literatura de México
- desarrollar su sentido estético y crítico
- aficionar a la lectura seria y formadora de las grandes obras literarias
- enseñar a construir una biblioteca familiar selecta
- y finalmente crear una inquietud de superación personal, familiar y social

DATE: Mondays, September 26 - November 28

TIME: 6:30 - 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican American Studies X102, degree applicable

FEE: \$108

SEQUENCE NUMBER: 82247

LOCATION: CSUDH campus, SRT T101

INSTRUCTOR: Juan Corominas, PhD, lecturer, Foreign Languages Department, CSUDH

## CULTURA DE MÉXICO

Investigate and strengthen your understanding of the cultural roots of persons born and educated in Mexico who are now citizens or residents of the United States.

This 10-week course is specifically designed for Mexican-born persons who have matriculated through primary, secondary and even some postsecondary institutions. It will provide an overview of your cultural heritage to help incorporate your history into a more effective

bicultural awareness. This course will be presented in Spanish.

*Cultura de México* es un curso que ofrece una visión general de la cultura de México: historia, arte y literatura. Su finalidad es hacer que el estudiante

- se identifique con sus propias raíces culturales
- cobre confianza en sí mismo
- despierte la inquietud de progresar humana y técnicamente
- y haga del College o de la Universidad el complemento de su propia familia

DATE: Saturdays, September 24 - December 3

TIME: 9 a.m. - 12:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican American Studies X102, degree applicable

FEE: \$108

SEQUENCE NUMBER: 82248

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Juan Corominas, PhD, lecturer, Foreign Languages Department, CSUDH

## JAPANESE CULTURE THROUGH FILM AND THEATRE

— *For the Japanese and the non-Japanese*

How have the Japanese people combined the mystery of an ancient culture with the ambition to dominate world commerce? This course explores the remarkable traditions and social forces which have shaped the style and character of the Japanese.

This is *not* a film course. Excerpts from plays and films will be used to study important themes, such as "the way of the warrior," and native customs. The instructor has been an actress in Japan and the United States, and her knowledge of both modern and kabuki theatre will lend insight to the aesthetic and social values of Japanese culture.

Born and educated in Japan, Michiko Suzuki now teaches courses in Japanese language and civilization at CSUDH.

DATE: October 11, 18, 25  
TIME: Tuesdays, 6:00 - 9:20 p.m.  
NUMBER OF MEETINGS: 6  
UNITS: 1, Jap X150, degree applicable  
FEE: \$36.00 credit/\$30 Non-credit  
COURSE NUMBER: 82297  
LOCATION: CSUDH campus, SC M110  
INSTRUCTOR: Michiko Suzuki, MA, instructor of Japanese, California State University, Dominguez Hills

(This course is described below in Japanese.)

## フィルムと演劇からみる日本文化

日本が敗戦の荒廃から、いかにして産業大国にのしあがることができたのか。

このコースはフィルムやスライドを見ながら時代の変遷をとおして現代日本人の思想を探求する。

日時: 10月11, 18, 25日

火曜日, 6時30分 - 9時30分 PM

単位: 1単位

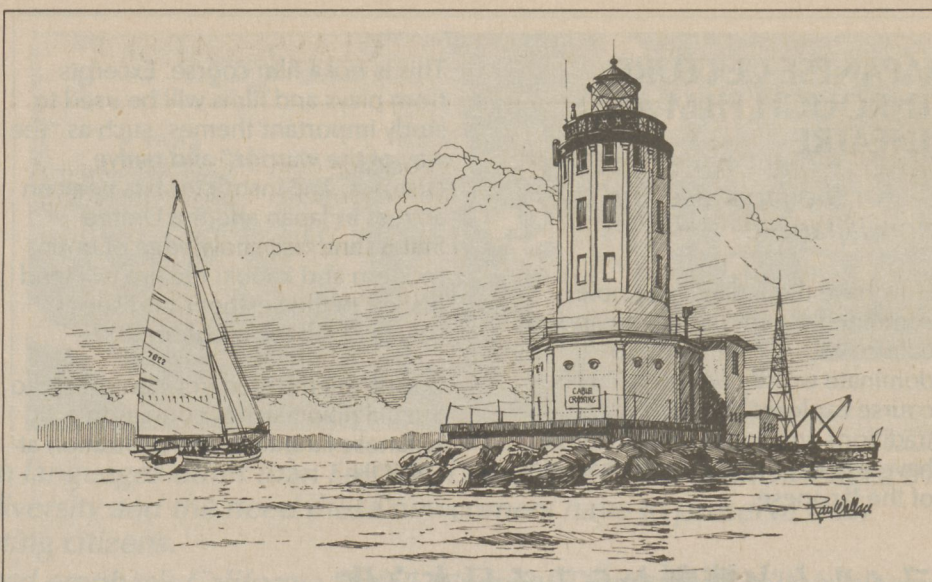


# PHYSICAL FITNESS AND RECREATION

**G**REAT TRADITIONS OF THE SEA — Whether you're a beginning sailor or a veteran navigator, *Great Traditions of the Sea* offers a series of courses which will train you to become a master of your own ship.

These classes can be experienced individually or in sequence. You'll cover the entire realm of seamanship and learn safety at sea, water procedures and basic functions of all types of vessels. A special highlight is a fun-filled two-day voyage that offers you hands-on experience and a nautical holiday to remember.

Because of the popularity of these courses, space is limited and early registration is recommended.



## SHORESIDE CLASSES

### SAILING AND SEAMANSHIP THEORY CLASS

— *Understanding sailing vessels*

This class includes concepts which will take the beginning sailor from a basic understanding of sailing vessels to handling vessels in extreme conditions.

Discussion will include basic sailboat nomenclature, great sailing ships of the past, types of rigging, weather and lee helm, sailing and heavy weather seamanship, hull

nomenclature, plimsoll lines, hull stability, sailing positions, sailing maneuvers and sailing in heavy weather.

Also included will be discussion of tacking up and down wind, problems of irons, leeway, apparent and true wind, centerboard, daggerboard and keels, anchoring, boat handling and docking, capsizing and what to do, man-overboard, rules of the road, and marlinspike seamanship (knot tying).

This course uses a slide/lecture format and includes dockside demonstration using the 51-foot schooner *Atlantas*.

DATE: Mondays, Nov 7 - 28 (plus one meeting to be arranged)

TIME: 7:30 - 10:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.1, degree applicable

FEE: \$36 credit

\$30 non-credit

SEQUENCE NUMBER: 81572

LOCATION: Yankee Whaler Inn, Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

### NAVIGATION THEORY

— *A shoreside basic navigation class*

This dockside navigation class will prepare you for all but trans-oceanic passages. The course will cover chart reading, nautical guides, navigation aids, latitude and longitude determination, distance and speed at

sea, charts and the magnetic compass, course lines, LOPs and fixes, use of hand-bearing compass and polaris types of navigation, radio direction finder, current and drift problems and running fixes.

Lectures are coordinated with slides.

DATE: Mondays, Dec. 5 to Jan. 9

TIME: 7:30 - 10:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.2, degree applicable

FEE: \$36 credit

\$30 non-credit

SEQUENCE NUMBER: 81573

LOCATION: Yankee Whaler Inn, Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing



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## CLASSES AT SEA

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### PRACTICAL BASIC SAILING

#### — *On the water experience*

This basic sailing class utilizes a 22-foot longboat yawl in which you will be introduced to the fundamentals of sailing, the anatomy of a sailboat and sailing on all points of the wind.

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of way and man-overboard techniques — will be discussed and demonstrated.

A dockside demonstration using a 51-foot schooner will also be included.

**Limit 6 students per class.**

DATE: Section I — Oct. 1 and 8  
Section II — Oct. 22 and 23  
Section III — Nov. 5 and 12  
Section IV — Nov. 26 and 27  
Section V — Dec. 3 and 10

TIME: 11 a.m. - 4:30 p.m.

NUMBER OF MEETINGS: 2 per section

UNITS: Non-credit

FEE: Pre-registration required. \$65.00 to be sent to Ron Remsburg, P.O. Box 4426, San Pedro 90731.

Confirmation and directions will be sent to you.

SEQUENCE NUMBER:

Section I — 81571

Section II — 815P3

Section III — 815P4

Section IV — 815P5

Section V — 815P6

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

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### PRACTICAL NAVIGATION

#### — *Experiential learning on the water*

This class is for students who have completed basic sailing and classroom navigation. The emphasis is on *actual navigation practice* aboard, but the course will also give the student the experience of sailing a large vessel.

Lessons will include navigation review necessary for the voyage, sea

navigation, equipment and safety features aboard, parts and functions of a vessel and procedures underway.

The vessel used is the *Atlantas*, a 51-foot schooner documented as a sail and sailanship training vessel by the United States Coast Guard.

**Limit 6 students in each section.**

DATE: Section A — Sept. 25  
Section B — Dec. 18

TIME: 9 a.m. - 5 p.m.

NUMBER OF MEETINGS: 1 each section

UNITS: Non-credit

FEE: Pre-registration required. \$65 to be sent to Ron Remsburg, P.O. Box 4426, San Pedro 90731.

Confirmation and directions will be sent to you.

SEQUENCE NUMBER: 81574

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

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### DEEPWATER CRUISING

#### — *A two-day excursion to Catalina Island*

This two-day Catalina Island voyage is designed to give deepwater experience in sails, navigation and seamanship skills.

Lessons include: navigation review necessary for voyage, navigation underway, equipment and safety at sea, parts and function of a vessel, and water procedures.

The *Atlantas*, a U.S. Coast Guard documented sail and seamanship

training vessel, sails with only six students per voyage. **Early registration is recommended.**

DATE: Section I — Saturday and Sunday Sept 17 & 18  
Section II — Saturday and Sunday, Oct 1 & 2  
Section III — Saturday and Sunday, Oct 15 & 16  
Section IV — Saturday and Sunday, Nov. 19 & 20  
Section V — Saturday and Sunday, Dec. 10 & 11

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: Pre-registration required. \$150 to be sent to Ron Remsburg, P.O. Box 4426, San Pedro 90731.

Confirmation and directions will be sent to you.

SEQUENCE NUMBER:

Section I — 81577

Section II — 815P1

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of sailing and navigation

# PHYSICAL FITNESS AND RECREATION

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## BODY ALIGNMENT

— *Develop strength, flexibility and balance*

Stretching and flexing will help you bring your body into alignment, develop a new way of walking, standing and exercising and, in general, make you feel better.

The technique activates muscles to improve your posture, increases the

flexibility of every joint and lets you find the core center of your body to improve balance.

DATE: Wednesdays, September 28 - November 30

TIME: 5:30 p.m. - 6:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 79250

LOCATION: CSUDH campus, GYM A104

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH faculty, Department of Physical Education, California State Chairperson for United States Gymnastic Federation, Rhythmic Gymnastics

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## RHYTHMIC GYMNASTICS FOR WOMEN

— *Techniques of a new Olympic Sport*

Participate in this new competitive Olympic Sport and develop your strength, flexibility, balance, grace, and feel a sense of accomplishment. Practice techniques for ballet,

modern and jazz dance. You will work with:

- Balls
- Ropes
- Hoops
- Clubs
- Ribbons

DATE: Tuesdays, September 27 - November 29

TIME: 5:30 - 6:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 79683

LOCATION: CSUDH campus, GYM A104

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH, Physical Education and Recreation Department, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics

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## BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7-11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July, 1982, will be the

venue for all closed-track cycling events in the 1984 Olympics. It is widely regarded as the finest facility of its kind in the United States.

The Division of Extended Education is offering a diversity of courses and programs on the Velodrome. Four-week Beginning and Intermediate

training classes enable riders of all ages and both sexes an opportunity to become familiar with closed track racing techniques.

If you are interested in any of these programs, call 213/516-3741 for information.

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## HEALTHFUL LIVING

— *Putting it all together*

Within an academic setting, you can explore the basic principles and components of healthful living. Learn about nutrition and personal fitness programs. This course includes:

- A physical fitness evaluation
- Strength and muscular endurance
- The mind and body
- Flexibility

DATE: Wednesday, September 28 - November 30

TIME: 7 - 9 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, PER X135, degree applicable

FEE: \$72 (Manual included)

SEQUENCE NUMBER: 79258

LOCATION: CSUDH campus Field House C016

INSTRUCTOR: Mitch Harmatz, MSED, Coach, Athletic Department CSUDH

# OPEN UNIVERSITY

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**Q. What is Open University?**

A. A program that allows you to enroll in regular CSUDH on-campus courses without application fees and transcripts.

**Q. Any CSUDH on-campus course?**

A. Yes, except those which are already enrolled to their limits, or courses for which you do not meet prerequisites.

**Q. Do I have to take a certain number of units?**

A. No.

**Q. Can I take courses for professional or personal development and not necessarily toward a degree?**

A. Yes.

**Q. Can the units I earn be applied to a degree later?**

A. Yes, generally 36 units for undergraduates and 13 for

graduate students. These courses will not count towards units in residence for graduation.

**Q. Do I have to pay an application fee and submit an application?**

A. No.

**Q. Do I have to submit transcripts?**

A. No.

**Q. Do I have to submit test scores from the SAT or ACT?**

A. No.

**Q. Can I get transcripts of Open University courses I have taken?**

A. Yes, they are \$4 and may be ordered through the Cashier's Office on campus.

**Q. What is the cost for Open University courses?**

A. \$36 a unit. (2 units = \$72; 3 units = \$108; 4 units = \$144).

**Q. When can I register?**

A. Fall quarter classes begin September 22. You should attend the first class meeting and pay your fees before October 12.

**Q. How do I pay?**

A. Through the Extension Office, by check, money order, VISA or MasterCard.

**Q. Where can I find out what courses are offered?**

A. In the University Class Schedule available at the University Bookstore.

**Q. When do I get my grades?**

A. During the following quarter.

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## HOW TO REGISTER FOR OPEN UNIVERSITY

1. Fill out the Open University Registration Form. Use the one on the back cover or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (fifth floor, C508 ERC building).

2. Take the form to the first class meeting and get the instructor's signature.

Obtain a regular class schedule from the University Bookstore; course descriptions are in the academic catalog, also available at the Bookstore.

The instructor will sign your registration form (giving you permission to register) based on available space in the class and on your having met the prerequisites for the course. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis.

3. Bring the form with the appropriate fee to the Extension Office.

Fees are \$36 per unit (\$144 for a 4-unit class). Fees should be paid by check or money order, made payable to "CSUDH." Students wishing to use their VISA or MasterCard may do so in person, or you may mail your fees with your registration form after getting the instructor's signature to:

Extension ERC C508  
CSUDH  
Carson, CA 90747

Fee receipts will be given those who register in person. This will indicate that you are enrolled in the course and will show your student ID number. All classes you take will become part of your permanent academic record. You will receive an Extension Student ID Card which entitles you to library privileges. If you choose to mail in your registration form and fees, you may want to come to the Extension Office in person at some other time to get your ID card — we are not able to provide ID cards through the mail.

# YOU AND YOUR FAMILY

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## THE NATIONAL INTENSIVE JOURNAL LIFE CONTEXT WORKSHOP

— *As featured in Psychology Today*

How can keeping a journal help you transform your life? A recent article in *Psychology Today* magazine documented how journalkeeping throughout the ages has been used to release tension, work through life's roadblocks and changes, and connect with the often-hidden intuitive inner self.

CSUDH is proud to offer the internationally acclaimed Life Context Workshop. This core experience of Dr. Ira Progoff's National Intensive Journal program, has proved to be an increasingly popular and effective method for stimulating transformation — a positive way to break out of restrictive habit patterns.

The central instrument of the process is the 21-part Journal Workbook used by participants to examine issues such as old and new relationships, work, social issues, getting in touch with their body, dreams and questions of personal destiny and

spirituality. The weekend will lay the groundwork to integrate the National Intensive Journal as an ongoing tool for life enrichment.

DATE: Friday, November 4, 6:30 - 10 p.m.; Saturday, November 5, 9 a.m. - 6 p.m.; Sunday, November 6, 9 a.m. - 6 p.m.

NUMBER MEETINGS: 3

UNITS: 2, CEU PSY 910

SEQUENCE NUMBER: 79653

FEE: \$75 (includes materials)

LOCATION: CSUDH campus, University CTR, SCF 170

INSTRUCTOR: Frances Pullara, BA, Director of Publications, CSUDH

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## LET'S GET GROWING I

— *A course to help you become assertive*

This is a dynamic six-week course that incorporates behavior modification, social and sexual assertiveness in a practical approach, toward becoming more personally effective. The approach, unique in concept, is designed to improve communication,

build confidence and employ the use of assertive techniques for developing potential, problem-solving and decision-making, both in professional and personal relationships.

DATE: Saturdays, September 24 - October 29

TIME: 9:30 a.m. - 1 p.m.

NUMBER OF MEETINGS: 6

UNITS: 2, PSY X269, degree applicable

FEE: \$72 credit/\$50 non-credit

SEQUENCE NUMBER: 79655 credit; 79656 non-credit

LOCATION: CSUDH campus, SC E149

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, director ACT Institute

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## LET'S GET GROWING III

— *A course to help you act, not react*

Does criticism make you defensive or angry? Do people listen when you speak? This class will teach you how to handle criticism or put-downs assertively. Discover tested alternative solutions to decision-making and

relaxation methods that reduce stress. Topics will include:

- Achieving credibility
- Attitudes and their influence on your behavior
- Listening assertively
- Self-evaluation
- Building self-esteem with effective behavior

DATE: Saturdays, November 12, 19

TIME: 9:30 a.m. - 2:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 PSY X273, degree applicable

FEE: \$36

SEQUENCE NUMBER: 79657

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Eve Capello, PhD, behavioral consultant, director ACT Institute

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## NOTE: LET'S GET GROWING I, II, III MAY BE TAKEN IN ANY ORDER

Let's Get Growing is a series of three workshops, each designed to assist you in improving different aspects of your life. The classes are offered on

an alternating schedule and do not have to be taken in any particular order. There are no prerequisites for enrollment in any of the three courses.

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## STAGE FRIGHT

### — *Overcoming performance anxiety*

This workshop will help you overcome your fear of speaking or performing in front of a crowd or group.

You will discover the causes of your fears. Specific techniques for controlling them will be demonstrated. Participation in the exercises will be voluntary; no one will be put under undue performance stress during the workshop.

DATE: Saturday, November 19  
TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$35  
SEQUENCE NUMBER: 79654  
LOCATION: CSUDH campus, SC E143  
INSTRUCTOR: Peter Desberg, PhD, professor of education, CSUDH; George Marsh, PhD, professor of psychology, CSUDH

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## TODDLER UNIVERSITY

### — *Give your child an intellectual head start*

You've seen it on television and in all of the news magazines, now learn how to develop the full potential of your children. It's fascinating, fun and unique in its approach.

This two-meeting seminar will show you easy, safe and spectacular techniques that may give your child an outstanding developmental start. Learn techniques that you can use from your child's day of birth onward. You will even learn to teach your baby

to read, do arithmetic, and learn facts about the world as early as eight months.

These techniques will help make an early diagnosis of learning difficulties and will help you correct them. Special topics include:

- How to begin the intellectual development of your child before his birth (from the sixth through the ninth month of pregnancy)
- What foods are best for a young child and what foods to avoid
- What clothing materials are best for the child and what materials to avoid

NOTE: Children are welcome if parents are unable to make arrangement for their care, but this seminar is for parents.

DATE: Saturdays, October 1, 8  
TIME: 10 a.m. - 1:30 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: Non-credit  
FEE: \$45  
SEQUENCE NUMBER: 79652  
LOCATION: CSUDH campus SC D154  
INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration, CSUDH, recipient of the 1981-82 Lyle E. Gibson Distinguished Teacher Award, CSUDH

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## STOP SMOKING WORKSHOP

### — *Quit without behavior modification*

Break your addiction to cigarettes naturally and easily. Quit smoking and improve your overall health in a one-day workshop and return a week later to discuss your success. This course teaches you:

- Specific points to push on your body that decrease your urge to smoke
- Foods that decrease your need to smoke
- Breathing techniques to decrease your desire to smoke
- Vitamin supplements that help eliminate your cravings for cigarettes

DATE: Friday, October 22, 7 - 9 p.m. and Saturday, October 28, 10 a.m. - 4 p.m.

NUMBER OF MEETINGS: 2  
UNITS: Non-credit  
FEE: \$45/CSUDH students \$35  
SEQUENCE NUMBER: 79251  
LOCATION: CSUDH campus, SC E145  
INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration, CSUDH, recipient of the 1981-82 Lyle E. Gibson Distinguished Teacher Award, CSUDH

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## RETIREMENT IS A PROCESS, NOT AN EVENT

### — *Lifetime career and financial planning*

Looking at retirement as a process, not an event will help you make major decisions more comfortably. This two-part course will help you build a bridge to the rest of your life.

You'll learn how to analyze your financial, intellectual or social needs and determine whether you want or need a second career. This one-day seminar is team-taught by two well-known pre-retirement planning specialists.

DATE: Saturday, September 24  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1

UNITS: Non-credit  
FEE: \$35  
SEQUENCE NUMBER: 79686  
LOCATION: CSUDH campus, SC E153  
INSTRUCTORS: Judith Sommerstein, MS, Adult re-entry counselor and private consultant. Carol Majeske, lecturer and consultant in financial planning and retirement plans

# GENERAL INFORMATION

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## CHANGES

Information in this *Bulletin* is subject to change without notice. We will, however, attempt to notify all early-registered students of any changes.

## ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required. However, registration for some courses may be limited to those who have completed prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation.

## STANDARDS

Work in credit courses in Extension adheres to the academic standards of the University. All the activities usually associated with the regular University course-work are integral parts of the Extension credit instructional program.

## EXTENSION FACULTY

- Extension faculty are either members of the resident faculty of the University or highly qualified persons approved by the resident faculty.

## COURSE CANCELLATION

All Extension courses are supported through student tuition. Courses with insufficient enrollment may be cancelled at the discretion of the Division of Extended Education.

## PARKING

Parking permits are required for on-campus classes. They are available from the parking kiosk at the front of the campus for 50 cents per day.

## CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only). Extension credit is not acceptable for units in residence.

## LIBRARY SERVICES

Student identification cards — available at the Extension Office — will entitle you to full use of the Cain Educational Resources Center.

## TEXTBOOKS

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

## CREDIT/NON-CREDIT

Degree applicable credit courses offer transferable, elective credit. They are either regular on-campus catalog courses or new courses which have been reviewed by the appropriate academic departments. They offer units of credit based on the academic quarter system.

Non-credit courses are designed to respond to the variety of interests of those living and working in the University's service area.

Some courses may be taken for either credit or non-credit.

## COURSE NUMBERING SYSTEM

- 100-109 Lower division courses, degree applicable.
- 200-209 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.
- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension courses granting non-academic credit. For professional development purpose only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

## CONTINUING EDUCATION UNITS

Some CSUDH Extension courses offer CEUs. The Continuing Education Unit is a nationally-recognized unit of measurement for a variety of non-credit programs applying toward licensure, promotion or career advancement.

A cumulative permanent transcript of all CEU study undertaken is provided to Extension students on request.

## EXTENSION GRADING PROCEDURES

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

**PRE-REGISTRATION**

Pre-registration is suggested for all classes and required by some. By completing the registration form and returning it with the required fees, you are assured a place in the class. Registration may, however, be accomplished at the first meeting of most extension classes unless otherwise indicated.

**REGISTRATION BY MAIL:** Fill out the registration form and mail it with a check or money order to Extension Office, ERC C508, CSUDH, Carson, CA 90747. Please leave the mailing label intact.

**REGISTRATION BY PHONE:** You may register with a VISA or MasterCard by calling 213/516-3741, 8 a.m. - 5 p.m., Monday through Friday.

**REGISTRATION IN PERSON:** Fill out the Extension Registration Form and bring it with your fees to the Extension Office, ERC C508 (Library building, fifth floor, back corridor). The office is open Monday through Friday, 8 a.m. - 5 p.m. Additionally, during the first three weeks from 5-6 p.m. registration will take place in the Cashier's Office (SC B135).

**You will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in this *Bulletin* unless otherwise notified by the Extension Office.**

**STUDENTS ELIGIBLE FOR VETERANS' BENEFITS**

Contact the Veterans' Office on campus for assistance with your registration — 213/516-3643.

**REFUND OF FEES**

Refunds are granted in accordance with the State refund schedule.

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

*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.*

**WITHDRAWAL**

The time of withdrawal is determined by the date on which the Division of Extended Education, California State University Dominguez Hills, receives written notification of your withdrawal.

**FEES**

Registration fees for Extension credit classes are normally \$36 per unit. Some courses may have differential 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, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn.

**REGISTRATION PROCEDURES**

Follow the three steps below. If you have any questions call the Extension office at 213/516-3741.

**SELECT** the classes in which you wish to enroll.

**FILL OUT** the registration form on the back page.

**MAIL, BRING THE FORM OR CALL** the Extension office to register. Be sure to include your check with the appropriate amount of fees made payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date and give that information to the Extension staff member with whom you speak. Minimum credit card registration is \$30.

**THE EXTENSION OFFICE** is located in ERC C508, Library Building, fifth floor, back corridor.

General Information — 213/516-3741

**STAFF**

**Dean, Extended Education**  
Daniel W. Shannon  
213/516-3737

**Associate Dean**  
Joseph Braun  
213/516-3737

**Secretary to the Dean**  
Virginia Netti  
213/516-3737

**Registrar**  
Jackie McKenzie  
213/516-3741

**Coordinator, Marketing and Promotion**  
Carol Lettieri  
213/516-3998

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

**Program Assistant**  
Brenda Blow  
213/516-3742

**Program Administrator, Summer Session and Special Sessions**  
Joanne Zitelli  
213/516-3746

**Program Assistant**  
Penny Rodgers  
213/516-3746

**Coordinator, Master of Science in Administration**  
Joseph McCloskey  
213/516-3573

**Coordinator, Humanities External Degree Programs**  
Donald Lewis  
213/516-3743

**Program Assistant**  
Sally Horii  
213/516-3743

**Coordinator, Master of Science in Medical Technology External Degree**  
James Welch  
213/516-3748

**Program Assistant**  
Jackie Isiguen  
213/516-3748

## FREEWAY ACCESS TO CAMPUS

**FROM THE LOS ANGELES CIVIC CENTER — 11 SOUTH** — Follow the Harbor Freeway (11) to the Artesia Freeway (91) off-ramp. Travel east on the Artesia Freeway (91) to Avalon Boulevard. Turn left (south) on Avalon Boulevard. Turn left (east) on Victoria Street. The campus entrance is a right turn at the first traffic signal.

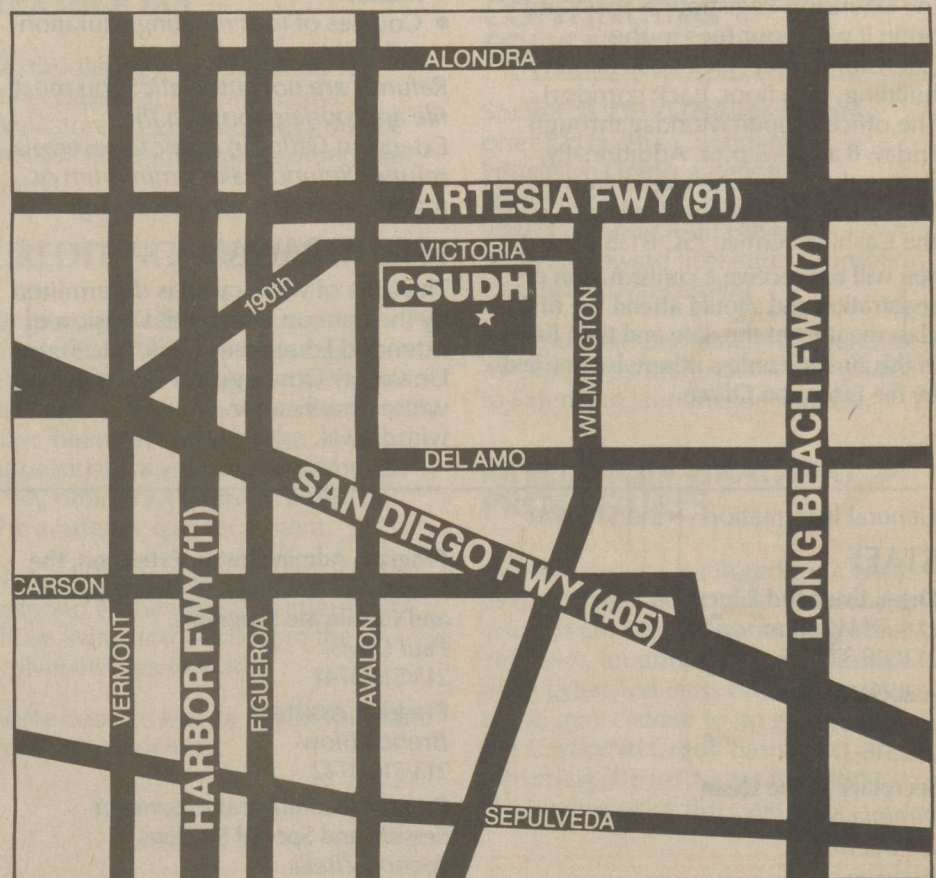
**FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST** — Follow the San Diego Freeway (405) south toward Long Beach. Exit on the Vermont Avenue off-ramp. Turn left (east) at the end of the off-ramp onto

190th Street. Follow 190th Street (east) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus is a right turn at the first traffic signal past Avalon Boulevard.

**FROM SANTA MONICA — 10 EAST** — Follow the Santa Monica Freeway (10) east to the San Diego Freeway (405) south toward Long Beach. Exit at the Vermont Avenue off-ramp. Turn left at the end of the off-ramp onto 190th Street. Follow 190th Street east, which becomes Victoria Street for approximately 2 miles to the campus. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

**FROM SAN DIEGO — 405 NORTH** — Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

**FROM ANAHEIM — 5 NORTH** — Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Turn left (south on Central Avenue and right onto Victoria Street). The campus entrance is a left turn at the first traffic signal onto Victoria Street (Tamcliff entrance).





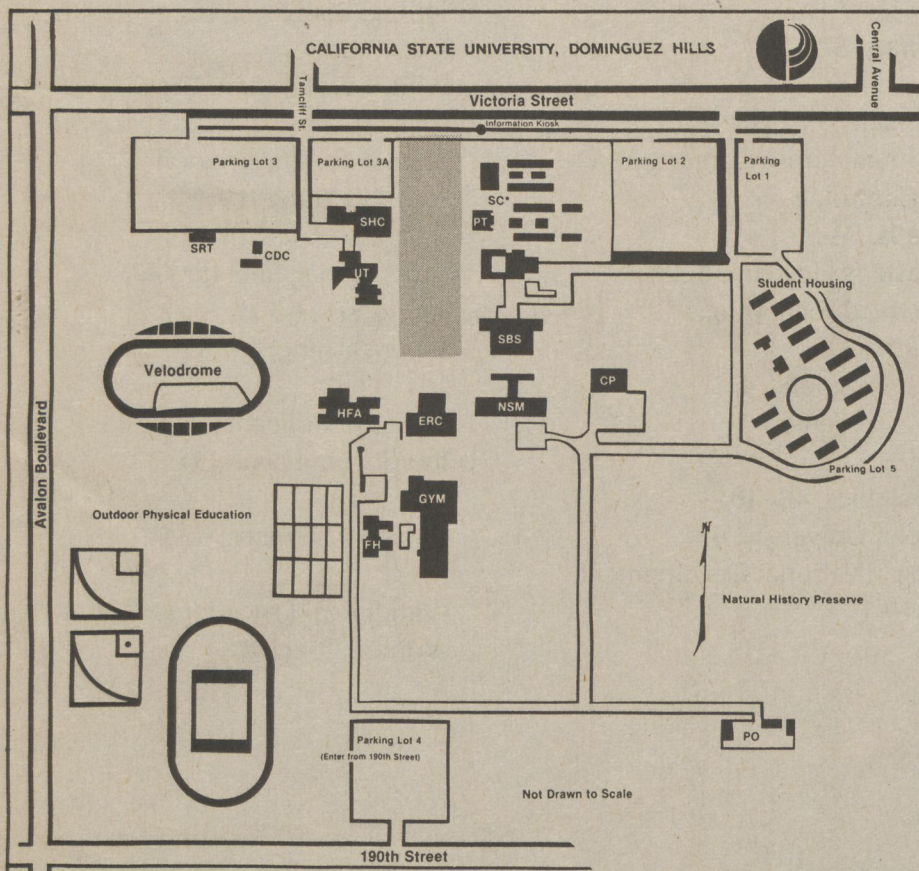
## GEOGRAPHICAL BUILDING LOCATION

- 1 SMALL COLLEGE (SC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c CAFETERIA
- 1d PLAYBOX THEATER
- 1e BOOKSTORE
- 1f UNIVERSITY CENTER
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 4 EDUCATIONAL RESOURCES CENTER (ERC) EXTENSION OFFICE — ERC C508
- 5 GYMNASIUM (GYM)
- 6 FIELD HOUSE (FHS)

- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL PLANT
- 12 PLANT OPERATIONS
- 13 CHILD DEVELOPMENT CENTER
- 14 VELODROME
- 15 STUDENT HOUSING
- 16 NATURAL HISTORY PRESERVE
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- ★ PARKING KIOSK

## ALPHABETICAL BUILDING LOCATIONS

- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)
- 1b INFORMATION AND PUBLIC SAFETY
- 16 NATURAL HISTORY PRESERVE
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
- 1f UNIVERSITY CENTER
- 14 VELODROME
- ★ PARKING KIOSK



### NOTE ON ROOM LOCATIONS

For classes which do not have locations listed in this *Bulletin*, call the Extension Office at 213/516-3741 for room assignments. Room information will also be available in the Information and Service Center on the day the class meets.

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**CALIFORNIA STATE UNIVERSITY**  
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Extension Office  
ERC C508  
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# CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

## Extension Registration Form

Extension

\*Open University (instructor signature required)

Not applicable to non-credit programs		SEE COURSE DESCRIPTION		Applicable to Open University ONLY	
Dept.	Course No. Section No.	Course Title	Units	Sequence Number	*Instructor's Signature

Enclosed is \$ \_\_\_\_\_ in check or money order

Make check payable to: **CSUDH EXTENSION**

I wish to use:

\_\_\_ VISA                      \_\_\_ MasterCard

Card Number                      Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

Office Use Only  
Quarter: Su F W Sp (circle one)

\_\_\_ Date                      \_\_\_ Total Fees

Grade                      \_\_\_ Initial

CASHIER'S STAMP

\_\_\_\_\_  
 (Last Name)      (First Name)      (Middle Initial) (Maiden Name)      Student File (if known)

\_\_\_\_\_  
 Address (Street)                      (City)                      State)                      (ZIP)

\_\_\_\_\_  
 (County of Residence)                      (Daytime Telephone)                      (Birthdate)                      (Male)                      (Female)

### Racial Ethnic Data

- \_\_\_ American Indian/                      \_\_\_ Asian
- \_\_\_ Alaskan Native                      \_\_\_ Pacific Islander
- \_\_\_ Black, Non-Hispanic                      \_\_\_ White, Non-Hispanic
- \_\_\_ Chicano, Mexican                      \_\_\_ Filipino
- \_\_\_ American                      \_\_\_ Decline to state
- \_\_\_ Other Hispanic

Have you ever, or are you currently enrolled at CSUDH?

\_\_\_ Yes      \_\_\_ No

Date last enrolled: \_\_\_\_\_ / \_\_\_\_\_

Occupation: \_\_\_\_\_

Social Security No. \_\_\_\_\_

For information concerning special services to accommodate a physical, perceptual or learning disability, please contact the Disabled Student Service Office on the campus (Phone 516-3660).

**Division of Extended Education**  
**California State University**  
**Dominguez Hills**  
**ERC C508**  
**Carson, California 90747**

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