

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS
EXTENDED EDUCATION



FALL 1991

Extended Education

- **General Information**

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our mission is to extend the educational

resources of the University to the community by augmenting regular University offerings and by providing further educational opportunities for all who wish to gain new knowledge and

skills or enhance those already acquired.

To enroll, see instructions on page 31 of this bulletin.

For further information, call 213/516-3741.

FALL 1991 Highlights:

Residence Credit through Special Sessions

The following courses from the CSUDH Extended Education Bulletin are offered for residence credit through Extended Education. They are available both to matriculated students and to the community. Fees for Special Sessions classes are \$99 per credit unit. Course descriptions can be found under the appropriate subject headings:

ART 301 Arts & Crafts for Non Majors

HUM 200 Introduction to Humanities

HUM 310 Key Concepts

SPA 311 The Structure of Spanish

SPA 351 Contemporary Hispanic Culture: Spanish Speaking America

PHI 120 Critical Thinking

HEA 495 Workers Compensation

GED 548 Effective College Teaching

GED 549 The Community College

TQM

Total Quality Management--a concept sweeping corporate America, now offered at CSUDH and over television. Find out how your company can take advantage of this fine program. See page 22.

ITFS

Instructional Television (Fixed Signal) classes offered this fall have expanded to include graduate degrees in Behavioral Science and Quality Assurance, certificate programs in Total Quality Management (T.Q.M.) and Production & Inventory Control, and courses in Public Administration. See page 21.

Effective Supervision

Customized study for those already in supervisory positions and those who aspire to be, the Effective Supervision Certificate courses are accessible and applicable to almost every workplace. See these offerings on page 19.

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Our cover is a painting by Gilah Yelin Hirsch, entitled "Fork in the Road" (1985).

Born in Montreal, Hirsch holds a B.A. from UC Berkeley, and an M.F.A. from UCLA. She is a Senior Professor of Art at California State University, Dominguez Hills.

Not printed at taxpayers' expense.

Course Calendar

Classes at Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway.

Sep 5	Workers Compensation	p. 11 & 27	Oct 12	Organic Resumes	p. 09
Sep 7	Intensive Communication in Spanish Beginning	p. 04	Oct 14	Direct Marketing to Attract Business	p. 17
Sep 9	Developmental Psychology	p. 25	Oct 16	Children's Literature Across Curriculum	p. 25
Sep 11	Preschool Program Development I	p. 25	Oct 16	Organize Your Office	p. 10
Sep 11	Music&Movement for Young Children	p. 25	Oct 19	How to Design Goals that Will Change Your Life	p. 09
Sep 21	Intensive Communication in Spanish Intermediate	p. 04	Oct 23	Financial Basics for Small Business	p. 10
Sep 16	Writing Travel Articles that Sell	p. 08	Oct 24	Conversational Spanish for Health Professionals	p. 04
Sep 19	How to Self-Publish & Market Your Book	p. 08	Oct 30	A Tax Class for Landlords	p. 10
Sep 24	Magic Close Up: An Introductory Course	p. 08	Nov 2	How to Advertise & Promote a Small Business	p. 17
Sep 24	Help! Help! Computers	p. 18	Nov 2	Designing Effective Ads for More Sales	p. 17
Sep 26	Easy Money Strategies for Retirement	p. 11	Nov 2	Importing and Exporting: An In-depth Guide	p. 12
Oct 1	Preventing Destructive Behavior in Youth	p. 27	Nov 20	Creative Holiday Art Activities	p. 25
Oct 5	Drawing on the Right Side of the Brain I	p. 03	Nov 30	Drawing on the Right Side of the Brain II	p. 03
Oct 9	Help! Help! Records & Numbers: Setting Up a System	p. 10	Dec 7	How to Obtain That Promotion	p. 09
			Dec 8	Gift Baskets: Presents for Profit	p. 10

Classes at California State University Dominguez Hills campus 1000 East Victoria Street Carson

Aug 26	Treatment of Eating Disorders	p. 27	Sep 28	Preparing the Business & Marketing Plan	p. 15
Aug 27	Beginning Guitar Workshop	p. 05	Sep 28	Marketing Your Small Business Successfully	p. 15
Aug 29	Contemporary Guitar Workshop	p. 05	Sep 28	Starting a Medical Billing Service	p. 11
Sep 2	Introduction to Humanities Special Sessions	p. 06	Sep 28	Speed Reading and Comprehension	p. 23
Sep 3	Chamber Music (Classical Guitar)	p. 05	Sep 28	GMAT Review for Oct 19 Exam	p. 24
Sep 3	Critical Thinking Special Sessions	p. 06	Sep 30	Communication & Listening Skills	p. 19
Sep 6	Introduction to Humanities Special Sessions	p. 06	Oct 6	Introduction to Lotus 1-2-3	p. 18
Sep 6	Key Concepts: Lives of Faust Special Sessions	p. 06	Oct 12	SAT Review for Nov 2	p. 25
Sep 7	Key Concepts: Success&Values Special Sessions	p. 06	Oct 12	NTE Review for Oct 26 Exam	p. 24
Sep 7	Introduction to DOS	p. 18	Oct 12	AIDS Counseling Workshop	p. 26
Sep 9	Critical Thinking Speical Sessions	p. 06	Oct 12	Bookkeeping Basics for the Small Business	p. 15
Sep 10	Introduction to Materials Management	p. 20	Oct 12	Financial Analysis for the Small Business	p. 15
Sep 12	Introduction to Materials Management	p. 20	Oct 14	Delegating Strategies & Team Building	p. 19
Sep 14	dBASE Programming -- Introduction	p. 18	Oct 14	Critical Thinking Special Sessions	p. 06
Sep 14	Real Estate Principles	p. 16	Oct 19	General Tax Institute 91Practitioner's Conference	p. 10
Sep 14	Real Estate Law&Legal Aspects of Real Estate	p. 16	Oct 19	Managing the Small Business	p. 15
Sep 14	Having What it Takes to Be an Entrepreneur	p. 15	Oct 26	Advanced dBASE Programming	p. 18
Sep 14	Legal and Financial Basics	p. 15	Oct 28	Coaching and Counseling Skills for Supervisors	p. 19
Sep 14	CBEST Review for Oct 5 Exam	p. 24	Nov 2	Introduction to WordPerfect 5.1	p. 18
Sep 16	Survey of Copnstruction Practices	p. 12	Nov 9	CBEST Review for Dec 7 Exam	p. 24
Sep 16	Introduction to Supervision	p. 19	Nov 9	Basic Payroll Training	p. 14
Sept 17	Legal Aspects of Construction Projects&Contracts	p. 12	Nov 9	GRE Review for Dec 14 Exam	p. 24
Sep 18	Construction Materials and Processes	p. 12	Nov 10	LSAT Review for Dec 7 Exam	p. 25
Sep 21	Medical Insurance Billing	p. 11	Nov 11	Stress Coping & the Reduction of Conflict	p. 19
Sep 21	SAT Review for Oct 12 Exam	p. 25	Dec 2	Performance Appraisal	p. 20
Sep 23	Critical Thinking Special Sessions	p. 06	Jan 4	GMAT Review for Jan 18 Exam	p. 24
Sep 25	Technical Writing Fundamentals	p. 07	Jan 18	CBEST Review for Feb 8 Exam	p. 24

Arts & Humanities

Drawing on the Right Side of the Brain: Perceptual Skills in Drawing Part I

Seq No: 10-021-0820 1 unit prof credit

Beginning Basic Level Drawing: no experience necessary!

This course is designed for teachers, community members, and students who are non-art majors, and artists who would like to improve their drawing skills. The purpose of the course is to develop the perceptual skills necessary for drawing with confidence and ability. These skills are functions of the spatial, global, non-verbal right hemisphere of the brain. Direction is based on a series of exercises developed by Dr. Betty Edwards, using a fresh approach to drawing that will allow you to draw better and train you to see in a new and special way.

Bring the following materials to the first class meeting: 8 1/2 x 11 plain bond typing paper (or drawing tablet), #2B and 4B drawing pencils, an eraser, and a hand held sharpener.

Lynda Greenberg, M.F.A., artist, has been teaching around the country since 1976 at locations including Princeton, Cambridge, Palo Alto, Fairbanks, and New York.

- > 2 mtgs: Sat & Sun Oct 5 & 6
9am - 4:30pm
Redondo Beach Community
Resource Center, Rm 8
\$70

Drawing on the Right Side of the Brain: Perceptual Skills in Drawing Part II "The Portrait"

Seq No: 10-021-0830 1 unit prof credit

Those who are already familiar with the perceptual skills in drawing, or have some formal study in drawing may wish to advance to a higher level of drawing through this portrait workshop. This course continues where the introductory workshop stopped, introducing the various views of the portrait, and introducing light shadow.

Bring the following materials to the first class meeting: 8 1/2x11 plain bond typing paper (or drawing tablet), #2B and 4B drawing pencils, an eraser, and a hand held sharpener.

Lynda Greenberg, M.F.A.

- > 2 mtgs: Sat & Sun Nov 30 & Dec 1
9am - 4:30pm
Redondo Beach Community
Resource Center, Rm 8
\$70

Arts & Crafts for Non-majors

Development, experience, and application of arts and crafts projects of special value to Liberal Studies and Recreation majors. Six hours of activity per week.

79343 ART 301-71 3 sem units credit
H. Kheradyar

- > Fri TBA
9am - 2:30pm
CSUDH campus, Rm TBA
\$297

Register for this special session course using the registration form on page 38.

Humanities External Degree Program

Master of Arts in Humanities

The Master of Arts in Humanities offers a broad interdisciplinary exposure to all the areas of Humanities: history, literature, philosophy, music and art. 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.

The Master of Arts in 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. An undergraduate concentration in the Humanities is not necessary for this Master's Degree program.

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

Fees are \$120 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree.

Call (213) 516-3743 for more information.

Language

Conversational Spanish for Health Professionals Spanish Without Pain

Seq No: 11-051-0505 Noncredit

The purpose of this course is to provide a sufficient level of Spanish language proficiency to enable health professionals to communicate with their Spanish-speaking patients. Tailored to the health field, this course is useful to nurses, doctors, dentists, medical and dental assistants and secretaries, therapists, and other interested professionals. Students will learn Spanish while becoming acquainted with medical terminology in Spanish, as well as the medical culture (herbal and folk medicine) shared by many patients who only speak Spanish.

The course will be taught following a communicative natural approach featuring:

- Easy guide to pronunciation
- Efficient acquisition of vocabulary
- Role playing in realistic situations
- Giving and receiving instructions
- Polite phrases to ease patient tensions
- Writing and reading in the health field

Recommended textbook: **Bilingual Vocabulary for the Medical Profession** by Ralph Escandon; Scott Foresman Company.

Josefina Culton has taught English in Mexico and Spanish in the United States.

- 8 mtgs: Thu Oct 24 - Dec 12
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 8
\$119

Intensive Communication in Spanish: Beginning

Seq No: 11-051-0509 Noncredit

An intensive, in-depth introduction to the Spanish language emphasizing basic communication skills. Participants will not become fluent by completion of this course, but will begin an understanding valuable on the job, traveling, or simply by being able to communicate with millions of Spanish-speaking citizens of California. Games, humor, and other activities help you learn the language quickly. This is total immersion. Come prepared to learn and speak only in Spanish.

Josefina Culton

- 4 mtgs:
Sat Sept 7 & 14 9am - 4pm
Mon Sept 9 & Tues Sept 10
5:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 7
\$145

Intensive Communication in Spanish: Intermediate

Seq No: 11-051-0533 Noncredit

Did you take two years of high school Spanish -- 20 years ago? Did you study the language in college? If you started to learn the language or need a refresher, this class is for you. If you have taken the beginning class, this is your next step, using the same games, humor and activities with little emphasis on grammar. No homework, no tests, no grades.

Josefina Culton

- 4 mtgs:
Sat Sept 21 9am - 4pm
Mon Sept 23 5:30 - 9:30pm
Mon Sept 30 5:30 - 9:30pm
Sat Oct 5 9am - 4pm
Redondo Beach Community
Resource Center, Rm 7
\$145

Live, Love and Learn Spanish in Cuernavaca, Mexico

A two or three week Intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time

- *No previous knowledge of Spanish required*
- *Study at the Center for Bilingual & Multicultural Studies -- Mexico's foremost center for the study of Spanish*
- *Live with a Mexican family and enjoy the culture and additional conversational practice*
- *Daily two-hour study of professional terminology available*
- *Earn 3 semester units of credit in Spanish*

Contact the CSUDH Office of Extended Education for a brochure describing the complete program. One price includes travel, accommodations and fees.

Call (213) 516-3741

The Structure of Spanish

An analysis of the sounds, formations, and routines of the language, focusing on global characteristics of Spanish that English speakers need to acquire. Selected language acquisition problems of English speakers featured. Three hours of lecture per week.

61283 SPA 311-72 3 sem units credit
Staff

- Fri TBA
3 - 5:45 pm
CSUDH campus, Rm TBA
\$297

Register for this special session course using the registration form on page 38.

Contemporary Hispanic Culture: Spanish Speaking America

Prerequisite: SPA 221 or equivalent

A designated geographical area studies course focusing on patterns of culture in the Spanish speaking world. Norms, inter-group relations, language and societal values of rural and urban people. Three hours of lecture per week.

84840 SPA 351-71 3 sem units credit
Staff

- Sat TBA
9 - 11:45am
CSUDH campus, Rm TBA
\$297

Register for this special session course using the registration form on page 38.



Music

Beginning Guitar Workshop

Seq No: 10-041-X122 1 ext unit credit

Learn the rudiments of guitar playing including chords, strums, finger picking, and reading music. Popular styles as well as classical technique will be presented.

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

- 15 mtgs: Tue Aug 27 - Dec 10
7:00 - 8:50pm
CSUDH campus, HFA A204
\$90

American Language and Culture Program

An intensive content-based English instruction program covering reading, grammar, writing, pronunciation and culture as integrated skills.

Offering a year-round program designed to effectively teach English to non-native speakers, this intensive, on-campus program allows students to take advantage of campus facilities plus enjoy seminars, field trips, social events and other enriching life experiences that give them a taste of American life.

All members of the professional teaching staff have master's degrees or equivalent experience in ESL and support instruction.

For more information, telephone the California State University, Dominguez Hills American Language and Culture Program.

(213) 516-3830

Contemporary Guitar Workshop

Seq No: 10-041-X322-01 1 ext unit credit

Prerequisite: Previous experience or consent of instructor

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

William Davila, M.A.

- 15 mtgs: Thu Aug 29 - Dec 12
7 - 8:50pm
CSUDH campus, HFA A204
\$90

Chamber Music (Classical Guitar Ensemble)

Seq No: 10-041/X170/X270/X370 or /X470

1 ext unit credit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. Public performance expected. Repeatable once. Three hours of activity per week plus extra rehearsal and performances times to be arranged.

Cornel Imry is an acclaimed classical guitarist and teacher.

- 15 mtgs: Tue Sept 3 - Dec 19
7 - 9:30pm
CSUDH campus, HFA A207
\$90 (register at first class meeting)

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Humanities

Introduction to Humanities

Prerequisite: One semester of ENG 111 or six units of IDS 107 or equivalent.

Examines the inter-relationships among the humanities (art, literature, music and philosophy) in Western culture by studying the theme of tradition and change in two periods, the Renaissance and the 20th Century (including the Harlem Renaissance). Three hours of lecture per week.

15912 HUM 200-71 3 sem units credit
K. De St. Paer

- 10mtgs: Mon, Wed, Fri Sept 2-23
7-7:50am
CSUDH campus, Rm TBA
\$297

41576 HUM 200-72 3 sem units credit
C. Sweeney

- 10mtgs: Fri Sept 6 - Nov 8
6-9:45pm
CSUDH campus, Rm TBA
\$297

Key Concepts: Lives of Dr. Faust

Prerequisite: HUM 200

Analysis of a major concept in humanistic thought and expression, i.e. time, death, alienation, excellence, individual and society, classicism and romanticism, etc. Three hours of lecture per week

08562 HUM 310-71 3 sem units credit
K. De St. Paer

- 10mtgs: Mon Sept 9 - Nov 11
6-9:45pm
CSUDH campus, Rm TBA
\$297

78816 HUM 310-72 3 sem units credit
C. Sweeney

- 10mtgs: Fri Sept 6 - Nov 8
1:30-3:45pm
CSUDH campus, Rm TBA
\$297

Key Concepts: Success & Values in America

Prerequisite: HUM 200

Same course description as above

21114 HUM 310-73 3 sem units credit
K. K. Oayanl

- 10mtgs: Sat Sept 7 - Nov 9
1 - 4:45pm
CSUDH campus, Rm TBA
\$297

Register for these special session courses using the registration form on page 38.

Critical Thinking

Critical examination of perennial philosophical issues such as the existence of God, free will, truth. Both Western and non-Western perspectives are discussed. Gives student general understanding of his/her societal context. Essays as well as exams. Three hours of lecture per week.

50385 PHI 120-71 3 sem units credit
R. Lee

- 11 Mtgs: Mon-Thu Sept 3 - 19
6 - 9:45pm
CSUDH campus, Rm TBA
\$297

29746 PHI 120-72 3 sem units credit
R. Lee

- 12 Mtgs: Mon-Thu Sept 23 - Oct 10
6 - 9:45pm
CSUDH campus, Rm TBA
\$297

43466 PHI 120-73 3 sem units credit
R. Lee

- 12 Mtgs: Mon-Thu Oct 14 - Oct 31
6 - 9:45pm
CSUDH campus, Rm TBA
\$297

Register for these special session courses using the registration form on page 38.



Technical Writing Certificate Program

Technical Writing is a career field entered from many different paths. Certification is a means of establishing basic proficiency and is of growing importance within the field. The Technical Writing Certificate consists of four courses: Technical Writing fundamentals, Writing Technical Instructions, Advanced Technical Instructions, Advanced Technical Writing Topics. Each course offers three units of Continuing Education Units (CEUs).

Technical Writing Fundamentals

Seq No: 06-041-0905 3 CEUs

This course will teach the fundamentals of technical writing with special emphasis on meeting the communication needs brought about by today's sophisticated high technology. Students will learn to create test reports, technical papers, instructional materials, specifications, letters, and other documents requiring accuracy and clarity within a concise construction. Class members will also learn to deal with industrial or corporate guidelines and specifications when creating manuals and other publications. The class is designed to provide engineers and other technical personnel with writing skills, broaden the knowledge of technical writers, and prepare individuals for entry positions in technical writing.

Tom Moran, M.S. in Engineering, is a technical writer/trainer and a freelance writer. He is a specialist in technical publications.

- 10mtgs: Wed Sept 25 - Nov 27
6:30 - 9:30pm
CSUDH campus, SAC B112
\$130

Writing Technical Instructions

Seq No: 06-041-0906 3 CEUs

This course will present the basic techniques needed to develop technical instructions. Students will be introduced to various types of instructions used in industrial settings, including those needed for equipment assembly, maintenance, inspection, overhaul, repair, and process control. Topics will include task analysis, use of source data, presentation style and format, text and illustration coordination, technical nomenclature, and target audience. Students will learn techniques to increase the usefulness of their writing, including methods of cross-referencing, indexing, common types of front matter and reading-grade level test. Special writing requirements and specifications for the aerospace, nuclear, computer, and other industries will be covered.

Tom Moran

- TO BE OFFERED JANUARY 1992

Advanced Technical Writing Topics

Seq No: 06-041-0907 3 CEUs

Presents advanced technical writing topics including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Support (CALs) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

Tom Moran

- TO BE OFFERED JUNE 1992

Writing from Within

Seq No: 15-012-0827

1 unit prof credit

The process of self-assessment is important if we are to live wiser, more meaningful lives. To forgive ourselves for our errors and gain respect for our strengths has been the concern of writers from St. Augustine to Somerset Maugham. In the past, such writing has often taken the form of philosophical reflections or day-by-day diary entries or, more recently, oral histories as a means of recapturing the past. Bernard Selling offers an entirely different approach to recording life stories, probing the past deeply with techniques of the film maker, the playwright, and the fiction writer. Participants will develop awareness of their own feelings, learn respect for other people's feelings and life experiences through non-judgmental listening and feedback skills, develop insight into human behavior through observation skills, gain confidence and self-esteem, and learn to value themselves for decisions they may have made throughout their lives.

Bernard Selling, M.A., holds masters degrees in English literature and film making. He is the author of **Writing from Within: A Step by Step Guide to Writing Your Life's Stories** and has developed life writing classes throughout Southern California. He studied with Lee Strasberg and Jack Garfein and was influenced by Joseph Campbell in helping people write the stories of their lives.

Details of dates, times and meeting location will be available after September 1. Please call the Office of Extended Education, (213) 516-3741, for more information.

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

How to Self-Publish and Market Your Own Book

Seq No: 06-021-0512 Noncredit

The future is in self-publishing, with inexpensive computers available to buy or rent, laser printing and graphics within reach, and many more commercial book printers now at hand. The trick is knowing how to produce a book that will earn you a 60-70% profit.

In this how-to, action-initiating seminar, Gordon Burgett, author of SELF-PUBLISHING TO TIGHTLY-TARGETED MARKETS will explain:

- Steps required to prepare a selling book
- How to find writers, rewriters and editors
- How you inexpensively farm out most of the production
- When you initiate the promotion, and what follows
- How to find, contact, and secure distributors
- How to protect the book's contents and spinoffs
- One way to average a \$50,000 profit, then double it

You don't want to self-publish fiction, children's books or poetry, because nonfiction is far more lucrative, comprising 92% of all books published by title. Also, a publisher will often want a greater share of the pie, even if you can find one willing to earn as little as 10% of the book's price. Self-publishing, although more work, means more profit for you. This seminar, will show you how you can do it, step-by-step. You'll also learn which books can guide you, and what you hire others to do and when. A workbook is included.

Gordon Burgett began his publishing firm by self-publishing. His eight books have averaged \$67,000 profit--and are still earning. If he can do it, so can you. But you must attend this seldom-offered seminar to see how.

- > 1 mtg: Thu Sept 19
6 - 10:00pm
Redondo Beach Community
Resource Center, Rm. 7
\$50

Need Information?

Call (213) 516-3741.

Writing Travel Articles That Sell

Seq No:06-021-0503 Noncredit

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

In four hours, you will learn how you, like a professional, can:

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

Gordon Burgett shares professional writing/selling knowledge at 120 seminars annually.

- > 1 mtg: Mon Sept 16
6 - 10pm
Redondo Beach Community
Resource Center, Rm 8
\$50 (workbook included)



Miscellaneous

Magic Close Up: An Introductory Course

Seq No: 20-000-0501 Noncredit

Many adults are curious about magic as a hobby, but don't know how to get started. This course is the answer: you'll learn tricks you can perform at close range with few props. You'll receive a series of lecture notes as well as necessary props. Upon completion, you will be able to perform routines that other adults, and children, will find mystifying and entertaining.

James Kahlert, B.A., member of the Society of American Magicians and member/performer at the Magic Castle.

- > 5 mtgs: Tue Sept 24 - Oct 2
7 - 10pm
Redondo Beach Community
Resource Center, Rm 7
\$100 (plus \$15 materials fee payable to the instructor in class)

OMNIOLORE SOCIETY

Over 50? ("seasoned?")

Like to stretch your mind? Enjoy intellectual discussions?

Omniole Society South Bay Study/Discussion Groups may be just the thing for you. Groups meet every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed. Interested?

Phone 213/373-7993



How to Design the Goals That Will Change Your Life

Seq No: 13-050-0559 Noncredit

Want to be in control of your destiny? Or have more balance and fulfillment in your life? Do you want to crystalize your life priorities, both personally and professionally, and expand the scope of your dreams, your ambitions? In four hours, you will learn the key elements necessary to successfully reach your greatest goals:

- How to define your life priorities in clear, concise terms
- Why the way you write your goals is crucial to your success
- What specific steps will empower you to accomplish each of your goals, starting today
- Why examining your past and mapping your future is critical to your successful goal-setting now
- How to change your attitudes by changing how you talk to yourself
- What 4 factors will make the difference between success and failure in accomplishing your goals

This hands-on, participatory workshop will get you started now on accomplishing the most important goals in your life. A 20-page workbook includes an organizational calendar, a life priority worksheet, 5 action step worksheets, and a life map. You will also receive take-home assignments for the first week following the workshop, including how to be a goal setter, how to be a goal achiever, a dream list worksheet, and more.

Dee Bright, accomplished workshop facilitator, will provide practical step-by-step guidelines and personal, first hand experiences on how goal setting radically changed her own life, both personally and financially. You'll come away with the tools you'll need to begin making your own goals become a reality.

- 1 mtg: Sat Oct 19
1 - 5pm
Redondo Beach Community
Resource Center, Rm 8
\$50 (includes workbook)

How to Obtain that Promotion

Seq No: 13-040-0555 Noncredit

This intensive workshop is intended for managers and first-line supervisors seeking advancement, and is also useful for those who see supervision or management as their next career step.

Promotions often are not simply a reward for working hard, but result from a complex of organizational forces. The workshop is highly useful to the person seeking promotion in understanding various political, performance and organizational dynamics in order to maximize opportunities. This course identifies both visible and hidden forces which occur in most organizations and shows how to utilize them productively. Topics include: creating a win/win scenario; learning "the system;" the power of listening; successful participation in meetings/ negotiating success; performance matrices; performance politics; soliciting and maintaining a sponsor; taking charge; teams-your involvement; your contribution to the organization and the reverse.

Participants are also provided with definitions of state of the art management techniques and buzzwords, how they work, and what they mean--the simplified versions of SPC, TQM, JIT, CI, WCM, Poka Yoke, Kanban, Scientific Method, Jidoka, MRP, MRP II, DIRTFT, PDCL, Goals and Objectives, Corrective Action.

Jack Escover, M.B.A., manager at Lockheed Missiles and Space Co., has over 20 years experience in Operations Management involving the promotion of hundreds of people via both the committee and subjective evaluation processes.

- 1 mtg: Sat Dec 7
9am - 5pm
Redondo Beach Community
Resource Center, Rm 8
\$95

Organic Resumes: How to Produce a Quality Reflection of Yourself

Seq No 15-012-0577 Noncredit

Does your resume represent what you can do? Learn how to present yourself on paper in order to get the job you want. Discover your hidden talents and their value to potential employers. Find out how to edit your resume to help you receive an interview, not a rejection letter.

Professional, theatrical and technical types of resumes and other employment documents will be discussed. In the first session, you'll learn how to create the content for your resume. In the second session, you'll learn how to present your information. Job search techniques will also be discussed.

Karen Blank, Director of Marketing of CSUDH Extended Education, has a B.A. in English from USC, twenty years of advertising and public relations experience and has helped over 1,000 people improve their resumes to find jobs.

- 2 mtgs: Sat Oct 12 & 19
9 - 11am
Redondo Beach Community
Resource Center, Rm 7
\$50



Business & Management

Help! Help! Records and Numbers: Setting up a System

Seq No: 05-996-0581 Noncredit

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

Whether you are just getting started or you own an established business, the basic bookkeeping terms and concepts you will learn can help you run the enterprise more efficiently.

You will learn how to maintain records of:

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

David Westerfield, owner of Westerfield and Associates, a business consulting firm.

- > 1 mtg: Wed Oct 9
6 - 10pm
Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

Financial Basics for Small Business

Seq No: 05-041-0558 Noncredit

This seminar avoids technical jargon. It concentrates on a step-by-step approach to teach you basic financial skills for your small business. You will learn the tools of financial management, interpreting the balance sheet, interpreting the profit and loss statement, techniques to use for analyzing financial statements, and measures of profitability.

David Westerfield

- > 1 mtg: Wed Oct 23
6 - 10pm
Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

A Tax Class for Landlords

Seq No: 05-022-0578 Noncredit

If you are a current landlord or thinking about becoming one this workshop is for you. Rental property will be discussed from a tax perspective. You will learn the tax advantages of owning rental property stressing deductions. You will be guided step-by-step toward a better understanding of rental tax rules and how to apply them as a landlord or future landlord. Topics covered will include:

- how to report rental income & expenses
- the basics of doing a schedule E rental tax form is gone over
- rental property losses
- depreciation of rental property
- tax consequences of converting personal residences to rental property
- repairs vs improvements on rental property
- proper recordkeeping methods for rental property

David Westerfield, Accountant, business consultant, entrepreneur, specializing in consumer oriented seminars, including business tax workshops, conducts over 80 seminars throughout California annually.

- > 1 mtg: Wed Oct 30
6 - 10pm
Redondo Beach Community
Resource Center, Rm 7
\$40 (includes materials)

Organize Your Office

Seq No: 05-041-0563 Noncredit

Organize your office for efficiency, ease and profit. Learn an easy to use, step-by-step plan for setting up and operating an efficient office. You will learn how to: organize files, unclutter your desk top, organize telephone communication, maximize office time, create a professional office image.

David Westerfield.

- > 1 mtg: Wed Oct 16
6 - 9pm
Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

General Tax Institute 1991 Tax Practitioner's Conference

Seq No: 05-022-0946 0.7 CEUs

Passive Activity Losses: This topic includes definitions of a passive activity, material participation rules, and an overview of the income tax regulations.

Uniform Capitalization Rules: This topic will address items that require inventory capitalization and the various methods are used in this allocation process.

Itemized Deductions: An overview of the schedule A deductions will be given which include: medical, taxes, interest, charitable contribution, miscellaneous, casualty and theft losses, and moving expenses.

Trusts: An introduction to various types of trusts including advantages and disadvantages of each type will be given. Additionally, filing requirements will be addressed.

Updates: Information regarding new tax laws and court cases will be addressed. Trends within the Internal Revenue Service will be discussed. There will be time allotted for a general question and answer period.

Ken Ficklin, C.P.A., and Mark Tracht are Revenue Agent group managers. They have presented topics at the Tax Practitioner's Institute for the past 7 years. Mark also presents small business seminars at several local colleges.

- > 1 mtg: Sat, Oct 19,
8:30am-4:30pm
CSUDH campus, HFA A102
\$95 (includes materials and lunch)

Need Information?

Call (213) 516-3741.

Medical Insurance Billing: Including a Look at the Legal Aspects of Collections

Seq No: 12-021-0512 Noncredit

Learn all phases of medical insurance billing. Learn how to bill Medicare, Medical, Blue Cross, Blue Shield, workers comp. and the private insurance companies. Learn how to read EOB (Explanation of Benefits) and how to use it to bill a second insurance. Medical insurance billers earn from \$8 to start to \$15 and more an hour. This is also a good refresher course for physicians and medical office staff. You will receive the book, *Jobs & Careers for the Business Side of Health Care*, and several booklets on insurance billing. Certificates will be issued.

Terry Rowen, consultant to the medical field, is a former owner of a successful billing service.

- > 2 mtgs:
 - Sat Sept 21 9:30am - 4:30pm
 - Sat Sept 28 9:30am - 12:30pm
- CSUDH campus, Rm TBA
\$90 (plus \$40 materials fee payable to the instructor in class)

Starting a Medical Billing Service

Seq No: 12-021-0513 Noncredit

(Medical billing knowledge or Medical Insurance Billing class recommended)

Most medical practices receive more than 70% of their income from insurance companies. Thus, billing services are big business. You will learn: How to obtain clients, setting fees, marketing to large groups in health care for free, and creating promotional brochures. Small individually owned billing companies can earn \$75,000 a year. Freelancers can earn up to \$25 an hour.

Terry Rowen

- > 1 mtg: Sat Sept 28
1:30 - 4:30pm
CSUDH campus, Rm TBA
\$45 (plus \$22 materials fee payable to the instructor in class)

Workers Compensation

This course surveys Workers Compensation in early California to the current California Workers' Compensation Law. Concepts of compensability, injury, benefits, medical/disability management, loss control programs and medical-legal issues will be discussed.

33165 HEA 495-71 3 sem units credit
Robert Dickerson

- > 15 mtgs: Thu Sept 5 - Dec 12
6 - 8:45pm
Redondo Beach Community
Resource Center, Rm 7
\$297

To register for this Special Sessions course, use the registration form on page 38.

Gift Baskets: Presents for Profit

Seq No: 13-040-0574 Noncredit

If you have a flair for creativity and marketing techniques, you too can turn baskets into gifts and be rewarded for your efforts. A gift basket service has a practically unlimited market and a very attractive profit potential. In this course, you will gain the knowledge necessary to start your own gift basket service, including;

- Where to find the inventory you'll need
- How to assemble a gift basket
- The best and most cost-effective marketing techniques
- How to get those corporate accounts.

Patricia McNaughton, a consultant in small business startup and management, gives international seminars and is the author of several books and audiotapes.

- > 1 mtg: Sun Dec 8
1 - 4pm
Redondo Beach Community
Resource Center, Rm 7
\$50 (plus \$7 materials fee for the manual payable to the instructor in class).

Discover Easy Money Strategies for Retirement

Seq No: 04-043-0555 Noncredit

Learn key concepts and practices for developing a winning strategy to map a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that professionals know yet seldom offer.

Topics to be covered include:

- How tax brackets affect financial decisions
- The 26 most common financial mistakes of retirement
- The most popular ways of receiving & increasing income
- Clearing-up misconceptions about IRAs and lump sum distributions
- Estate planning and living trusts

and many other topics that will enhance your knowledge for smart money management in retirement

Ruth McHale, C.F.P. and Regina McKernan, C.F.P., Financial Consultants, Financial Network Advisory Corporation.

- > 3 mtgs: Thu Sept 26, Oct 3 & 17
7:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 8
\$35 or \$45 per spousal/couples

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Importing and Exporting An In-depth Guide

Seq No: 05-131-0554 Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

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

Topics include:

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

Expert guest speakers will provide additional information.

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

Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company and is author of *Importing: Your Guide to Fortune & Fulfillment*.

- > 1 mtg: Sat Nov 2
10am - 4pm
Redondo Beach Community
Resource Center, Rm 7
\$65 (\$15 materials fee)



Construction Management Certificate Program

Construction professionals gain practical knowledge and expertise through the Certificate in Construction Management. This innovative and timely series of courses is designed for construction personnel, owners and developers, and those wishing to enter the field of construction management. You participate with others who face the same kind of professional problems and obtain the skills necessary to successfully manage in the field of construction practices.

To receive the Certificate, candidates must successfully complete eight intensive courses. Those who do not wish to pursue a certificate may take individual classes.

- Survey of Construction Practices
- Legal Aspects of Construction Projects and Contract Writing
- Construction Methods and Equipment Utilization
- Accounting for the Construction Industry
- Estimating and Bidding
- Construction Materials and Processes
- Construction Project Management
- Construction Management and Labor Relations

To receive a complete brochure about the program call Extended Education at (213) 516-3741.

Survey of Construction Practices

Seq No: 05-066-0972 3.0 CEUs

Basic principles and responsibilities of construction management. The construction process and operating environment. Functions of the manager, public relations, subcontractors, suppliers, sureties, and financial institutions.

- > 10 mtgs: Mon Sept 16 - Nov 18
6 - 9pm
CSUDH campus, SAC B102
\$130

This class is a prerequisite for Construction Project Management to be offered January 1992.

Legal Aspects of Construction Projects and Contract Writing

Seq No: 05-066-0973 3.0 CEUs

Overview of the legal system: Contractor's license law, standard general contract clauses, litigation and alternate dispute resolution, contractor's liability in tort, mechanics liens. Basic contract principles and responsibilities.

- > 10 mtgs: Tue Sept 17 - Nov 18
6-9pm
CSUDH campus, SAC B102
\$130

Construction Materials and Processes

Seq No: 05-011-0978 3.0 CEUs

Introduction to construction materials including terminology, identifying and specifying ordering, quality control and procedures for testing, inspecting and evaluating government and private construction work, economical uses of materials, emphasis on relationship of materials to Uniform Business Code., fabrication and processing technology for conventional materials of construction.

- > 10 mtgs: Wed Sept 18 - Nov 19
6-9pm
CSUDH campus, SAC B112
\$130

The Faculty

Ernest Orchard, (Program Coordinator), President, Orchard Roofing Consultants; Consultant, Twining Laboratories, Inc.

Randall Hickman, M.B.A., Vice President, Hickman Construction Company

Jonathan L. Wolf-Willis, J.D., Shareholder and Director of Fiore, Nordberg, Walker & Wolf-Willis

James Wilson, M.B.A., National Electrical Contractors Association

Theodore Wendland III, A.I.A., Architect, Construction Manager

William J. Stinde, M.B.A., General Contractor, Real Estate Broker and Tax Accountant

Timothy John Finn, Engineer, Ollman's Construction Corporation

Certificate Program in Production and Inventory Control

California State University, Dominguez Hills, School of Management, the School of Math, Science and Technology and the Division of Extended Education, in partnership with the Los Angeles Chapter of the American Production and Inventory Control Society, offers a Certificate Program in Production and Inventory Control. Participants receive a broad education in this expanding field.

Participants in the Production and Inventory Control program have the benefit of being taught by industry professionals, certified by APICS and currently employed in the field of Production and Inventory Control. Courses are taught at University on and off-campus sites in 13-week trimesters.

Many who have completed this Certificate have found employment in aerospace, military, manufacturing, hospitals, retail and warehouse supervision.

REQUIREMENTS

PI X319

Introduction to Materials Management
3 ext units credit

PI X320

Inventory Management & Master Planning
3 ext units credit

PI X321

Materials Requirements Planning and Purchasing
3 ext units credit

PI X322

Capacity and Priority Management
3 ext units credit

PI X324

Just-In-Time/Total Quality Control
3 ext units credit

Classes meet from 6:30 - 10:00 p.m. on the California State University, Dominguez Hills campus in Carson.

On-site programs can be developed by calling Scott MacKay at (213) 516-3741.

For more information, or a free brochure about the program, please call CSUDH, Extended Education at (213) 516-3741.

Introduction to Materials Management

Seq No: 05-065-X319 3 ext units credit

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

- > 13 mtgs: Thu, Sept 12 - Dec 12
6:30 - 10pm
CSUDH campus, SAC B106
\$270
- > * 13 mtgs: Tue Sept 10 - Dec 10
4 - 7pm
CSUDH campus, ERC E133
\$270

Inventory Management and Master Planning

Seq No: 05-065-X320 3 ext units credit

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

- > 13 mtgs: Tue, Sept 10 - Dec 10
6:30 - 10pm
CSUDH campus, SAC B106
\$270

Materials Requirements Planning and Purchasing

Seq No: 05-065-X321 3 ext units credit

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

- > 13 mtgs: Thu, Sept 12 - Dec 12
6:30 - 10pm
CSUDH campus, SAC B110
\$270

Capacity and Priority Management

Seq No: 05-065-X322 3 ext units credit

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

- > 13 mtgs: Tue Sept 10 - Dec 10
6:30 - 10pm
CSUDH campus, SAC B110
\$270
- > * 13 mtgs: Wed Sept 11 - Dec 9
4 - 7pm
CSUDH campus, ERC E 133
\$270

Just-In-Time/Total Quality Control

Seq No: 05-065-X324 3 ext units credit

Just-In-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Techniques discussed include process control, quality at the source, and cause and effect analysis.

- > 13 mtgs: Thu Sep 12 - Dec 12
6:30 - 10pm
CSUDH campus, SAC B112
\$270

* Classes starred are broadcast over CSUDH's ITFS network. It is also possible to broadcast them to your worksite, so that many can take advantage of this valuable program.

Ask your company to contact Warren Ashley, Director of CSUDH Distance Learning at (213) 516-3741

Basic Payroll Training Class

Seq No: 05-061-0559

Noncredit

Payroll is one of the fastest changing career fields in the business world today. Constant fluctuation in government rules and regulations make it difficult to keep up. Without sound basic skills and knowledge, your payroll department may have difficulty in keeping your company in compliance. But until now, payroll has been a learn as you go method.

But not any more! This information packed seminar will train you in the necessary skills and knowledge to help you keep abreast of the ever-changing regulatory environment of payroll. You will learn the difference between employees and contract labor. What the IRS classifies as wages and how to tax them. How to calculate a manual check according to the Department of labor, and what are the new changes to this year's W-2s and 941 forms.

- Who are employees
- What are wages
- Other compensation
- Payroll laws (federal and state)
- Payroll taxes
- Calculating gross pay
- Payroll deductions
- Calculating manual checks
- Federal and state tax reports
- Record retention requirements

Who should attend this class? The recently promoted, newly-paid payroll professional. For those who need to update or refresh their payroll skills.

Vicki M. Lambert, B.B.A., Personnel Management

- 1 mtg: Sat Nov 9
8:30am - 5:00pm
CSUDH campus, Rm TBA
\$95

Need Information?

Call (213) 516-3741.

Master of Science Quality Assurance (MSQA)

Quality Assurance is an interdisciplinary profession practiced by management personnel who are responsible for planning and assuring the quality of products and services. The Master of Science in Quality Assurance program is strongly supported by local members of the American Society for Quality Control.

Designed to prepare professionals in quality, engineering, science and management for career advancement, the courses provide theoretical knowledge and analytical techniques as well as management and communication skills that will be invaluable in participants' career path.

A unique feature of the program is customization of the curriculum to the student's particular needs through use of elective choices.

Fall Courses:

Advanced Probability and Statistics

Prerequisite: undergraduate calculus, probability and statistics

A study of measures of central tendency and dispersion, important discrete and continuous probability distributions, sampling theory, hypothesis testing and estimation. Linear regression and correlation will also be covered. The uses of statistics in testing, inspection, and production will be identified.

34661 QAS 510-71 3 sem units credit

D. Gill

- 14 mtgs: Mon Sept 9 - Dec 16
4-7pm
Corona USN-NWAC (Check with Scott MacKay for directions on base: 213/516-3741)
\$363

Advanced Probability and Statistics

41845 QAS 510-72 3 sem units credit

A Golant

- 15 mtgs: Tue Sept 3 - Dec 10
6-9pm
Arcadia Boeing Office
400 E. Huntington Dr. Suite 400,
Arcadia, CA
\$363

Register for these special session courses using the registration form on page 38.

Quality Project Management

In-depth analysis of the objectives, scope, functions and responsibilities of the quality organization.

26456 QAS 511-79 3 sem units credit
Staff

- 14 mtgs: Fri Sept 6 - Dec 13
11am - 2pm
CSUDH campus, Rm ERC E-133
\$363 (Additional \$90 fee for those taking course via television.)

Statistical Quality Control & Sampling

Prerequisite: QAS 510

The application of advanced statistical methodologies to the analysis and solution of quality and management problems, including probability theory, control charts, sampling, regression analysis and the design of experiments. Focus on statistical process control and related quality technologies.

69801 QAS 513-71 3 sem units credit

M. Krasich

- 14 mtgs: Mon Sept 9 - Dec 16
4-7pm
Corona USN NWAC
\$363

Human Factors in Quality Assurance

A comprehensive survey of human factors engineering theory, research and applications which are of particular relevance to quality assurance. A systems framework will be utilized, emphasizing feedback and interrelations among system components, including the human operator. Emphasis will be placed on operator constraints in the design of work processes, places and instrumentation.

16413 QAS 515-71 3 sem units credit

K. Abedini

- 15 mtgs: Mon Sept 9 - Dec 16
8 - 11am
Corona USN NWAC (Check with Scott MacKay for directions on base: 213/516-3741)
\$363

Entrepreneurship Workshops

Complete the following seven course modules and receive a Certificate Award. These Workshops are jointly sponsored by the Small Business Institute of the School of Management and the Carson and Torrance Chambers of Commerce.

The Workshops are designed for individuals who are considering starting their own businesses as well as for those already in business for themselves and who wish to become more successful.

The cost of the program is \$75 per workshop, or, a **discounted fee of \$455 for those participants who preregister for all 7 classes.**

There is also a 15% discount for all Torrance and Carson Chamber of Commerce members.

Having What it Takes to Be an Entrepreneur

Seq No: 05-996-0528 Noncredit

Being in business for yourself requires certain things: commitment, hard work, and a well-thought-out business plan. This module examines the personal characteristics needed for success.

Yoram Neuman, Professor of Management, Dean, School of Management.

- 1 mtg: Sat, Sept 14
9am - 12pm
CSUDH campus, Rm TBA
\$75

Legal and Financial Basics

Seq No: 05-996-0529 Noncredit

This module covers the following topics: finding the right lawyer, choosing the appropriate legal structure for your business, licenses and permits, insurance, selecting a bank, the importance of having adequate working capital, tax considerations, and working with accountants and other business professionals.

David Westerfield, Accountant, business consultant, entrepreneur, specializing in consumer oriented seminars, including business tax workshops, conducts over 80 seminars throughout California each year.

- 1 mtg: Sat Sept 14
1 - 4pm
CSUDH campus, Rm TBA
\$75

Preparing the Business and Marketing Plan

Seq No: 05-996-0530 Noncredit

Whether you are starting a new business or operating an existing enterprise, a sound business and marketing plan is vital to your long-term success. This module focuses on how to put together a business and marketing plan, how to set goals, and how to identify the means by which they will be achieved.

Martin R. Blyn, Professor of Finance, Director, Small Business Institute.

- 1 mtg: Sat Sept 28
9am - 12pm
CSUDH campus, Rm TBA
\$75

Marketing Your Small Business Successfully

Seq No: 05-996-0531 Noncredit

This module identifies effective marketing strategies that can help sell your product or service. Topics include: defining the market, selecting an appropriate niche, developing an effective advertising or promotional program, and conducting practical marketing research.

Dennis Morgan, M.B.A., teaches business seminars and is a consultant for a management and marketing firm.

- 1 mtg: Sat Sept 28
1 - 4pm
CSUDH campus, Rm TBA
\$75

Bookkeeping Basics for the Small Business

Seq No: 05-996-0532 Noncredit

Simplified bookkeeping techniques that can be used by anyone. Utilizing the computer to do your bookkeeping.

Lanyce K. Mills, C.P.A., Partner, Williams & Ribb.

- 1 Mtg: Sat Oct 12
9am - 12pm
CSUDH campus, Rm TBA
\$75

Financial Analysis for the Small Business

Seq No: 05-996-0533 Noncredit

How to read and interpret balance sheets and profit and loss statements. This module provides an understanding of accounting terminology, and various measures of business and financial performance.

Martin R. Blyn, Professor of Finance, Director, Small Business Institute.

- 1 mtg: Sat Oct 12
1 - 4pm
CSUDH campus, Rm TBA
\$75

Managing the Small Business

Seq No: 05-996-0534 Noncredit

Practical solutions for running an efficient business. How to enhance employee loyalty and productivity. Techniques for managing your time and for avoiding becoming overwhelmed by day-to-day operating problems.

Bryant Mills, Professor of Management.

- 1 mtg: Sat Oct 19
9am - 12pm
CSUDH campus, Rm TBA
\$75



Real Estate Certificate Program

THE PROGRAM

The Real Estate Certificate Programs for Salesperson and Broker are designed to prepare students to work in the field with all State mandated course requirements met. The programs are designed for men and women interested in changing careers or establishing a second career as a Real Estate Salesperson, Real Estate Broker, Property Manager/Converter, Land Use Planner, Developer or Title Insurer; candidates for California State licensure in Real Estate who have been issued a conditional license; college business majors who wish to consolidate their studies by acquiring knowledge of Real Estate finance and/or preparing for a future career in Real Estate; and prospective home buyers, present home owners and investors who want to increase their knowledge of the nuts and bolts of the Real Estate industry.

Students who complete all the required courses with a grade point average of 2.0 or better are awarded a Certificate.

To qualify to take the California State Examination for a real estate salesperson's license, an applicant must submit evidence (transcripts) of having completed a college-level course in Real Estate Principles. The applicant must also (either when qualifying for the examination, when applying for the original license or within eighteen months after license issuance, submit evidence of having completed two additional basic real estate courses.

On-site programs can be developed by calling Frances Bavaro at (213) 516-3741.

For more information or a complete brochure about the program, call Extended Education at (213) 516-3741.

Real Estate Principles

Seq No: 05-111-FIN X262 3 ext units credit

This course satisfies the new Department of Real Estate requirements for salesperson licensing. Since January 1, 1986, anyone who wishes to obtain a real estate salesperson's license must complete an approved 45 hour course on real estate principles. This course covers ownership, use, valuation, financing, transfer and government regulation of business use, investment and personal use, law of contracts, license law and ethics, closing and closing costs, law of agency, real estate math, and real property with emphasis on the unique nature of this important part of the economy.

➤ 10 mtgs: Sat Sept 14 - Nov 16
9am-1:30pm
CSUDH campus, SCC D154
\$270

Real Estate Law and Legal Aspects of Real Estate

Seq No: 05-111-FIN X265 3 ext units credit

This course satisfies the new Department of Real Estate requirements for one of the two additional courses required either when qualifying for the examination, when applying for the original license or within eighteen months after license issuance. Introduction to legal aspects of real estate business: practical applications to rentals, finance, estates, ownership rights and responsibilities, consumer and environmental laws.

➤ 10 mtgs: Sat Sept 14 - Nov 16
9am - 1:30pm
CSUDH Campus, SCC E145
\$270

Classes Over Television

Don't let logistics keep you from enhancing your career with increased skills and specialized training.

Extended Education now broadcasts classes in

- Supervision
- Production & Inventory Control
- TQM

Interested? See page 21 for more information.



Need Information?

Call (213) 516-3741.

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

How to Advertise and Promote Your Small Business

Seq No: 05-091-0516 Noncredit

Do you want better results from your advertising? Is your return on your ad dollar all it should be? Do your ads and promotions produce eager buyers, ready to spend money with you?

Effective advertising and promotion are the keys. In one day you'll learn:

- How to get started
- The basics of a good ad
- How to set up an ad budget
- How to save Hundreds of dollars on ads
- How to get More from your ad space
- Where to get free artwork, layout and copy
- Which media should you use
- How to measure results
- Cost effective promotions that really work
- How to use publicity to supplement your ads

Participants will leave this seminar with the elements of their own print ad, radio commercial and TV commercial.

A 24-page workbook includes an organizational calendar, a checklist for measuring your ads, two sample press releases, a basic layout guide, a budget guide, plus additional guidesheets on co-op advertising, sale ads, strategy checkpoints, and much more.

Reece Franklin has taught advertising, promotion and marketing; has been a media representative for 15 years, and acts as a consultant to small California businesses.

- > 1 mtg: Sat Nov 2
8:30am - 12pm
Redondo Beach Community
Resource Center, Rm 8
\$50

Designing Effective Ads For More Sales

Seq No: 05-091-0518 Noncredit

Do your ads return ten times the amount they cost? Do they sizzle with scintillating copy? Do your headlines grab attention? Are buyers flocking to you for your product or service?

If not, you need this seminar!

In this fast-paced, four-hour intensive seminar, you will learn:

- How to write absolutely brilliant selling copy
- Easy-to-do layouts and designs that get RESULTS!
- Elements of outstanding headlines
- 17 ways to make your ads more effective
- 12 key words that guarantee sales results
- How the right artwork can increase your sales 50%

This course is designed for quick-start, immediate results advertising. It is essential for the small business start up or existing business.

Reece Franklin

- > 1 mtg: Sat Nov 2
1:30 - 5:30pm
Redondo Beach Community
Resource Center, Rm 8
\$50

Direct Marketing to Attract Business

Seq No: 05-091-0576 Noncredit

Direct-response marketing is a technique that can bring you **immediate business**. In this seminar, you'll discover seven direct response marketing methods, with **special emphasis on direct mail** and advertising. Learn the different techniques required to sell products, services and information. Get tips on "Two-Stepping", a **way to overcome objections**; how to identify the buyers "hot buttons"; and when to use pictures in your sales pieces.

Mike Rounds is founder of Rounds, Miller & Associates, a firm dedicated to entrepreneurial marketing and new business development.

- > 1mtg: Mon Oct 14
6 - 10pm
Redondo Beach Community
Resource Center, Rm 8
\$55 (plus \$20 materials fee payable to the instructor in class.)



DISCOUNTED FEE FOR THOSE PREREGISTERING FOR BOTH "HOW TO ADVERTISE" AND "EFFECTIVE ADS" IS \$80. Seq No: 05-091-0521

Help! Help! Computers

Seq No: 07-011-0547 Noncredit

Apple or IBM? What's a CRT 256K or 640K or RAM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. You will learn computer lingo. Computer equipment and software programs are discussed. The pros and cons of many current computer systems are shared along with computer recommendations on what to buy. The best way to purchase a computer, including questions to ask salespeople when shopping are discussed. You will be able to ask questions and get reliable, truthful and easy to understand answers. You will walk away from this seminar **COMPUTER SAVVY!** This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of "Microcomputers: Shop with Savvy"

- 1 mtg: Tue Sept 24
6:30 - 9:30pm
Redondo Beach Community Resource Center, Rm 8
\$25 (plus \$5 materials fee payable to the instructor)

Introduction to DOS

Seq No: 07-011-0556 Noncredit

Develop greater control over your computer operation through knowledge of DOS commands. Your DOS disk holds important commands that every computer user should know, such as copying and erasing files, and preparing new disks. Through DOS commands you will manage your disk storage more effectively, and reduce the risk of erasing information.

Frank Steffen, Associate Member of the Programming staff at XEROX Corporation.

- 4 mtgs: Sat Sep 7 - 28
9am - 12pm
CSUDH campus, Rm TBA
\$145

dBASE Programming

Seq No: 07-011-0557 Noncredit

A programming workshop using the dBASE language that is used with Fox-Pro, dBASE III+, dBASE IV, Clipper, etc. The student will design and program a complete business application system which will include: menus, input screens, database maintenance functions, manual report printing, indexing, error handling, and more. No previous programming experience is needed, although a general knowledge of computer operations and a working knowledge of dBASE III+, dBASE IV or FoxPro is required.

Michael Beever, M.B.A., President, M&S Microsystems.

- 5 mtgs: Sat Sept 14 - Oct 12
9am - 2pm
CSUDH campus, Rm TBA
\$285

Introduction to WordPerfect 5.1

Seq No: 07-011-0553 Noncredit

Create, edit, save and retrieve documents, center, boldface, underscore, text blocking. Each person will have use of an IBM or compatible computer during class.

Frank Steffen

- 4 mtgs: Sat Nov 2-23
9am - 12pm
CSUDH campus, Rm TBA
\$145

Advanced dBASE Programming

Seq No: 07-011-0577 Noncredit

Student will expand a basic business system with Password Production, BASIC Color Control, Pop-up menus, multiple page reports, printer controls and **BASIC NETWORKING**.

Michael Beever

- 5 mtgs: Sat Oct 26 - Nov 23
9am - 2pm
CSUDH campus, Rm TBA
\$285



Intro to Lotus 1-2-3

Seq no: 07-011-0552-(01 or 02) Noncredit

Designed for the first time user. Build spreadsheets from scratch, customize them for business use and alter, sort and graph information for professional presentations. Each person will have exclusive use of an IBM or compatible computer during class.

Frank Steffen

- 4 mtgs: Sun Oct 6 -27
9am - 12pm
CSUDH campus, Rm TBA
\$145

PREREGISTRATION REQUIRED FOR ALL COMPUTER CLASSES. FOR INTRO TO DOS, INTRO TO WORDPERFECT AND INTRO TO LOTUS 1-2-3, BRING A 3.5 BLANK FLOPPY DISK

Effective Supervision Certificate

This series is especially designed for men and women in first-line supervisory position in production and service industries who wish to improve their supervisory skills and achieve greater job effectiveness and satisfaction. Each course in effective supervision meets two evenings, a total of six hours. Enrollments are accepted on an individual course basis, and a certificate of achievement is awarded upon the completion of any six courses. Call (213) 516-3741 for a brochure on the full certificate program.

David N. Chalk, lecturer, has degrees in Economics and Management as well as 24 years of experience as a manager, consultant, curriculum writer and teacher in graduate level management schools of USC, UCR, and UCI. He is a regular lecturer for conferences, professional management organizations and societies and operates his own industrial training firm.

Introduction to Supervision

Seq No: 05-061-0975 .6 CEUs

Transition skills for a successful career in management are covered. Learn how to identify and meet the needs of your employees. Recognize six specific responsibilities: to organize, plan, communicate, control, train and motivate. Recognize how to avoid the mistakes made by most supervisors, and learn to give clearly understood, complete work assignments. Enjoy effective transition into supervision. Learn to successfully exchange the realities for the myths of supervision.

- 2 mtgs: Mon Sept 16 & 23
7 - 9:30pm
CSUDH campus, SAC B112
\$85 (includes binder and materials)

Communication & Listening Skills

Seq No: 05-061-0976 .6 CEUs

This course provides detailed ideas for communications skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others, build personal confidence. Recognize communication filters, temperament clues, verbal and nonverbal skills. Review list of effective techniques including questioning strategies for improved interviewing. This workshop will help you write work objectives and conduct dialogue to gain subordinate commitment to clearly-stated work assignments.

- 2 mtgs: Mon Sept 30 & Oct 7
7 - 9:30pm
CSUDH campus, SAC B112
\$85 (includes materials)

Delegating Strategies and Team Building Techniques

Seq No: 05-061-0977 .6 CEUs

Learn techniques to share responsibility, assign authority and extract commitment for improved performance. Reduce the barriers to delegation. Develop accountability through improved personal organization, setting priorities and communicating for measurable results. Recognize characteristics for improved group actions and individual performance. Participate in a lively workshop to practice delegation skills. Be able to cope with changing priorities, lack of information, poor planning and changing signals. Learn how to get employees to accept responsibility and develop self confidence. Develop delegation skills which will make your job easier, more effective and more enjoyable for both you and your employees with team building techniques.

- 2 mtgs: Mon Oct 14 & 21
7 - 9:30pm
CSUDH campus, SAC B112
\$85 (includes materials)

Coaching and Counseling Skills for Supervisors

Seq No: 05-061-0979 .6 CEUs

The objective of effective coaching is to change behavior to improve employee performance. Performance is the result of training by the supervisor, matching priorities and applying delegation and counseling skills designed to improve productivity. Participants will learn through actual practice situations how to identify problems, overcome obstacles, build on strengths of employees, and reduce existing weaknesses, discuss alternative solutions to problems, and obtain commitments for corrective actions.

- 2 mtgs: Mon Oct 28 & Nov 14
7 - 9:30pm
CSUDH campus SAC B112
\$85 (includes materials)

Stress Coping and the Reduction of Conflict

Seq No: 05-061-0978 .6 CEUs

Recognize work stressors and how to cope with stress on the job. Be aware of both negative and positive ways of responding with stress. Become more sensitive to the needs of others and learn supportive actions to build team productivity. Reduce interruptions, increase productivity by working more effectively by being better organized.

- 2 mtgs: Mon Nov 11 & 18
7 - 9:30pm
CSUDH campus, SAC B112
\$85 (includes materials)

Information continued on
next page

Effective Supervision Certificate Program cont'd.

Performance Appraisal

Seq No: 05-061-0981 .6 CEUs

Designed to help the supervisor recognize and deal with employee performance problems, this course provides an analysis of criteria for evaluation formats. Other areas to be covered include supervisory approaches to use in dealing with outstanding, average, or marginal employees; how to conduct motivating evaluation sessions.

- 2 Mtgs: Mon Dec 2 & 9
7 - 9:30pm
CSUDH campus, SAC B112
\$85 (includes materials)

TO BE OFFERED SPRING, 1992

- Legal Aspects of Supervision
- Legal Aspects of Supervision II
- Time Management for Supervisors
- People Skills to Motivate Employees
- Productivity Skills for Supervisors
- Interviewing Skills for Supervisors

Certificate Program in Manufacturing Supervision

CSUDH Extended Education and the School of Math, Science and Technology join in offering this new certificate designed for employees in the manufacturing and engineering industry who are moving into their first supervisory positions.

To receive the certificate, candidates must successfully complete four courses.

Those who do not wish to pursue a certificate may take individual classes. Classes meet one evening per week and are taught at University on- and off-campus sites in 13 week trimesters. The entire Certificate in Manufacturing Supervision is also taught via the ITFS interactive television system (see page 21).

Companies desiring information on the ITFS network or live on-site programs should contact Scott MacKay at (213) 516-3741.

CERTIFICATE REQUIREMENTS Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered. This course also serves as the first course in the Production and Inventory Control Certificate taught in partnership with the Los Angeles Chapter of the American Production Inventory Control Society (LAPICS) (see page 12).

PI X319 3 ext units credit

Quality Management in the Industrial Environment

A study directed towards productivity improvement and learning and improving the industrial environment. Total quality control is discussed as a tool of continuous improvement, employee job certification and certification of special manufacturing processes.

APS X270 3 ext units credit

Work Standards in Industrial Operations

A study of staff operations in the industrial environment including safety, space layout, scheduling and flow control of the manufacturing process. Loading shop equipment and capability analysis are discussed.

APS X272 3 ext units credit

Statistical Process Control

Prerequisite: MAT 131

A study of the application of SPC techniques used to control the quality of manufacturing and service operations. The course includes a brief statistics review, quality control deviations and sampling techniques of defined risk.

APS 303 3 sem units credit

Fall 1991 INTRODUCTION TO MATERIALS MANAGEMENT

Seq No: 05-065-PI X319 3 ext units credit

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

- 13 mtgs; Thu Sept 12 - Dec 12
6:30 - 10pm
CSUDH campus, SAC B106
\$270

or

- 13 mtgs; Tue Sept 10 - Dec 10
4 - 7:30pm
CSUDH campus, ERC E-133
\$270

INTERACTIVE INSTRUCTIONAL TELEVISION FALL '91 BROADCAST SCHEDULE

MA BEHAVIORAL SCIENCE
Negotiation and Conflict Management

BEH 535 Organizational Management
Tues 7-9:45pm

BEH 510 Theories of Conflict
Thur 7-9:45pm

MS QUALITY ASSURANCE

QAS 511 Quality Project Management
Fri 11am-2pm

**PRODUCTION & INVENTORY
CONTROL CERTIFICATE PROGRAM**

PIX 319 Intro to Materials Management
Tues 4-7pm

PIX 322 Capacity & Priority Management
Wed 4-7pm

**TOTAL QUALITY MANAGEMENT
CERTIFICATE PROGRAM**

TQM 1 Intro to Total Quality Management
Mon 4-7pm

PUBLIC ADMINISTRATION
PUB To Be Announced
Mon, Wed 11:20am-1pm

CSU DOMINGUEZ HILLS ITFS BROADCAST SYSTEM

CSU Dominguez Hills is a member of CALNET, a consortium of five state universities in California which share four microwave frequencies and a transmitter located at Mt. Wilson. Originating from a TV classroom on the university campus, CSUDH broadcasts ITFS (Instructional Television Fixed Signal) courses to business and industry throughout southern California which are equipped to receive the microwave signal.

These sites currently include:

HUGHES El Segundo, Fullerton

ROCKWELL Anaheim, Downey, Seal Beach

MAGNAVOX Torrance

JPL Pasadena

UNISYS Mission Viejo

EL SEGUNDO HIGH SCHOOL
Open to the public

Other sites are continually being added. Check with your training department about accessing our microwave signal.

In addition, CSUDH courses are available over cable television (Ch. 54) in Torrance, Hawthorne, Lawndale, El Segundo, Gardena and (Ch. 47) in Compton. Check with your local cable television company about broadcasting our courses.

All CSUDH Interactive Instructional Television courses are broadcast live. Students are provided with telephone numbers which allow them to speak with the instructor during class and office hours. A courier visits each site at least once a week to deliver course materials and collect student assignments.

FOR MORE INFORMATION about registering for these courses, tuition and fees, books and materials, other courses which may be offered over television or any other questions you may have

CALL: Dr. Warren Ashley (213) 3741

TOTAL QUALITY MANAGEMENT (TQM)

Public Certificate Program

A series of five intensive courses that teach the use of "Total Quality Management" concepts and skills for the private and public sector, large and small businesses, and service industries.

TQM 1 Introduction to Total Quality Management

Participants will have the knowledge, skills and motivational techniques of Total Quality Management to lead a Process Action Team (PAT) when the course is completed.

TQM 2 Quality Management Tools for Evaluating Problems

The participant will have a working knowledge of TQM basic, management and planning tools and techniques, including statistical process controls (SPC).

TQM 3 Implementing and Auditing Your Quality Program

The course zeros in on team organizations and building systems to cope with change and innovation, both how to do it, and how to know if you are on track. In addition, techniques are provided for auditing a company's quality program, focusing on self-assessment, supplier audits, and the Malcolm Baldrige Award.

TQM 4 Advanced Human Relations and TQM

A comprehensive study of the behavioral barriers to Total Quality Management. The symptoms and causes of dysfunction in the workplace are studied. The student is equipped to recognize and respond to people-related quality problems, why people resist change, and how to break down barriers.

TQM 5 Business Systems and Advanced Quality Management Techniques.

Techniques are analyzed as to what they are, what they do, why they are important, and how a manager may best use them in developing a world-class company. Major topics include: AI, EDI, JIT, MPR-II, DOE, QFD, CE, CIM, and Robotics.

Sequenced courses will be offered in Fall, Winter and Spring. If you are interested in advancing on your career track or if you need further information to give to your employer about obtaining the TQM certificate through your workplace, or if you are interested in locating a broadcast site to take the courses, call Scott MacKay at (213) 516-3741. Or, fill in the coupon below and send to TQM, Extended Education, SCC B141, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747; or FAX coupon to (213) 516-3971.

Yes! Please send me more information on the Total Quality Management Program at California State University, Dominguez Hills, Extended Education, 1000 East Victoria, Carson, CA 90747 or FAX to (213) 516-3971. For more information, call (213) 516-3741.

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

Phone (work) _____

(home) _____

American Language and Culture Program

An intensive English instruction program covering reading, grammar, writing, pronunciation and culture as integrated skills

California State University, Dominguez Hills offers a year-round program designed to effectively teach English to non-native speakers. This intensive, on-campus program allows students to take advantage of campus facilities plus enjoy seminars, field trips, social events and other enriching life experiences that give them a taste of American life.

All members of the professional staff have master's degrees or equivalent experience in ESL and support instruction.

For more information, visit the Office of Extended Education, SCC B141, 1000 E. Victoria Street, Carson, CA, 90747, or telephone the CSUDH American Language and Culture Program:

(213) 516-3830

Education

Speed Reading and Comprehension Training: For Adults and College Students

Seq No: 15-992-0533 Noncredit

In this program you will learn to double your reading speed in academic and professional material, triple your reading speed in recreational reading, and eliminate wasteful and time-consuming re-reading.

You will also learn a systematic approach to reading and studying difficult nonfiction. You will improve your ability to absorb and retain information, while learning to sustain concentration for hours of continuous reading.

Program participants receive a Course Review Kit and Lifetime Repeat Privileges at all sponsoring universities and municipal agencies. For more detailed information, please call The Institute for Reading Development at (213) 630-8884.

Staff

- > 4mtgs: Sat & Sun Sept 28,29 Oct 5,6
9am - 1pm
CSUDH campus, SAC B102
\$195 (includes materials)

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Community College Teaching Certificate

CSUDH offers an internship program for those currently seeking subject area master's degrees who would like to explore the option of a career in community college instruction. It is designed to enhance the skills, and thereby the employability of the potential community college instructor.

Program Requirements:

Student must either be enrolled in a graduate program, possess a master's degree, or be currently employed as an instructor in a community college.

Effective College Teaching

Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, and instructional technology.

18373 GED 548 -71 3 sem units credit

- > 10 mtgs:
Week 1 Mon - Thu, 6 - 10pm
Week 2 Mon - Wed, 6 - 10pm
Week 3 Sat 9am - 5pm
CSUDH campus, Rm TBA
\$297

To register for these Special Session courses, use the registration form on page 38

The Community College

An overview of the history, mission and function of the Community College. Topics include the history of higher education, the role of the Community College, student characteristics, curriculum, finance, governance articulations, and the California Master Plan.

32605 GED 549-71 2 sem units credit

- > 4 mtgs: Sat, Sept 21, Oct 5, 19, 26
9am - 5pm
CSUDH campus, Rm TBA
\$198

Practice Teaching Internship

Prerequisites: GED 548 or equivalent; pre or co-requisite: GED 549; master's degree by the time the program is completed; and minimum grade of "B" in all courses in the program.

A discipline-specific internship will be arranged for each eligible student through the Graduate Studies Office and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

XXXXX 2 sem units credit

- > TBA
\$198

For further information contact Patrice Sewell, Office of Extended Education, (213) 516-3741, or the Graduate Studies Office (213) 516-3308.

Bobrow Test Preparation

Originated at California State University, Northridge, by request of the student body in 1973. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges, and law schools.

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

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

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

GRE (Graduate Record Examination) Review

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

GRE Review for Dec 14 Exam

Seq No: 08-000-0503-01

- 4 mtgs: Sat Nov 9, 16, 23 & Dec 7 (no class 11/30)
9am - 1pm
CSUDH Campus, SCC E145
\$135

GMAT (Graduate Management Admission Test) Review

This course will cover the various areas of the GMAT:

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

GMAT Review for Oct 19 Exam

Seq No: 05-011-0540-01

- 3 mtgs: Sat Sept 28, Oct 5, 12
9am - 3:30pm
CSUDH Campus, SCC E145
\$145

GMAT Review for Jan 18 Exam

Seq No: 05-011-0540-02

- 3 mtgs: Sat & Sun Jan 4, 5, 11
9am - 3:30pm
CSUDH Campus, SCC E145
\$145

CBEST (California Basic Educational Skills Test) Review

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

CBEST Review for Oct 5 Exam

Seq No: 08-011-0520-01

- 3 mtgs: Sat Sept 14, 21, 28
9am - 3pm
CSUDH Campus, SCC E157
\$125

CBEST Review for Dec 7 Exam

Seq No: 08-011-0520-02

- 3 mtgs: Sat Nov 9, 16, 23
9am - 3pm
CSUDH Campus, SCC E157
\$125

CBEST Review for Feb 8 Exam

Seq No: 08-011-0520-03

- 3 mtgs: Sat Jan 18, 25, Feb 1
9am - 3pm
CSUDH Campus, SCC E157
\$125

NTE (National Teacher Exam Core Battery) Review

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

NTE Review for Oct 26 Exam

Seq No: 08-000-0545

- 3 mtgs: Sat & Sun Oct 12, 13, 20
9am - 3:30pm
CSUDH Campus, SCC E157
\$125

SAT (Scholastic Aptitude Test) Review

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

SAT Review for Oct 12 Exam

Seq No: 08-000-0505-01

- > 3 mtgs: Sat Sept 21, 28 & Oct 5
9am - 12:30pm
Redondo Beach Community
Resource Center, Rm 8
\$85

SAT Review for Nov 2 Exam

Seq No: 08-000-0505-02

- > 3 mtgs: Sat Oct 12, 19, 26
9am - 12:30pm
Redondo Beach Community
Resource Center, Rm 8
\$85

LSAT (Law School Admission Test) Review

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

Workshop topics include:

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

LSAT Review for Dec 7 Exam

Seq No: 08-000-0529

- > 3 mtgs: Sun Nov 10, 17, 24
9am - 3:30pm
CSUDH Campus, SCC E145
\$145

Early Childhood Certificate Program

The program is designed to meet the California State Department of Social Services requirement for Teachers or Directors of early childhood programs. It will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing. The courses award upper-division, degree applicable academic credit. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed.

Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development).

The Courses

All Students (required core courses):

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

Administration Only:

- TED X356 Early Childhood Administration and Supervision

Specialization Courses:

- TED X351 Infant Prog. Development I and
- TED X352 Infant Prog. Development II or
- TED X353 Preschool Prog. Develop. I and
- TED X354 Preschool Prog. Develop. II

Additional Courses

- Workshop in Teaching Methods Series

For more information, or to receive a free brochure, contact the Division of Extended Education at (213) 516-3741.

Developmental Psychology

Seq No: 08-011-X350 3 ext units credit

Designed for the early childhood practitioner in infant care programs and preschool/child care programs. The course studies the cognitive, psychological and social development of the child.

Delores Skjervm

- > 15 meetings: Mon Sept 9 - Dec 16
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 8
\$270

Preschool Program Development I

Seq No: 08-011-X353 3 ext units credit

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

Joanne Sato

- > 15 mtgs: Wed, Sept 11 - Dec 18
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 8
\$270

Workshop in Teaching Methods: Music & Movement for Young Children

Seq No: 08-011-X425-01 1 ext unit credit

Steven Traugh

- > 5 mtgs: Mon Sept 11 - Oct 9
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 7
\$90

Workshop in Teaching Methods: Children's Literature Across the Curriculum

Seq No: 08-011-X425-02 1 ext unit credit

Cynthia McDermott

- > 5 mtgs: Mon Oct 16 - Nov 13
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 7
\$90

Workshop in Teaching Methods: Creative Holiday Art Activities

Seq No: 08-011-X425-03 1 ext unit credit

Gwen Morgan-Beazell

- > 5 mtgs: Mon Nov 20 - Dec 18
6:30 - 9:30pm
Redondo Beach Community
Resource Center, Rm 7
\$90

Health & Behavioral Science

Need to take univer- sity credit courses? Open University is for you!

Open University is a program that permits you, as a member of the general community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public.

Open University can help you to update your professional skills or simply allow you to rediscover the joys of exploring the new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

Open University is for you if you:

- missed the deadline for admission to the regular resident program
- want to examine a particular field before actually enrolling in a degree program
- want to update your professional training
- are not able to attend on a continuous basis
- have been disqualified or are otherwise ineligible for admission and need to raise your GPA

Yes, send me more information about the Open University Program!

Name: _____

Address: _____

City\State\Zip: _____

Mail To: Extended Education, CSU
Dominguez Hills, 1000 East Victoria
Street, Carson, CA 90747.

AIDS Counseling Workshop

Seq No: 12-140-0890 1 unit prof credit

This course will include as much experiential material as possible. The workshop will cover psycho-social issues and their impact on the HIV person. Topics to be discussed include: social isolation, alteration in quality of life, lowered self-esteem, intensity of emotion, issues of control, denial, impact of multiple losses, grieving, financial stressors, and studies on long-term survivors.

The workshop will conclude with an HIV panel with discussion to follow that will focus on countertransference issues and other pertinent feelings triggered by information and emotions by panel members. Final topics include burn-out and grieving. Working in this field is often demanding and painful, how do we do it and why, will be discussed.

Alima Sherman, M.F.C.C., Ph.D., Clinical/Program Director South Bay Free Clinic, is a consultant, lecturer, active in community service work, and is in private practice.

- > 2 mtgs: Sat Oct 12 & 19
8:30am - 4:30pm
CSUDH campus, SAC B102
\$45



Assessment and Treatment of Child Abuse

Seq No: 12-140-2914 .8 CEUs

This one-day workshop for professionals in mental health and related services is designed to meet the requirements of AB 141 for licensure renewal by providing an overview of the area of child abuse. Types of child abuse will be defined and identified with examples and methods of assessment. The short and long term effects of abuse will be presented along with indicators of high risk families.

Steps in reporting will be outlined including the legal issues involved, ways of assisting children through the process, and managing referrals and cases will also be covered.

The program will include hypnotherapy with child survivors, protective techniques, art and play therapy, and Gestalt Therapy with groups and families. Materials included in price of workshop.

Michele Linden, Ed.D., M.F.C.C. a licensed clinical psychologist, is a faculty member at CSUN in the Department of Ed. Psych. Dr. Linden is also in private practice in Sherman Oaks, and is a staff psychologist at Cedars-Sinai Hospital.

Ruth Lampert, M.A., M.F.C.C. is in private practice, and teaches at CSUN and Pepperdine University. Together, they are the co-directors of the Family Kaleidoscope Foundation.

- > 1 mtg: Sat Date TBA
8:30am - 5:30pm
CSUDH campus, Rm TBA
\$45 CSUDH Students
\$60 Non-CSUDH Students

Details of dates, times and meeting location will be available after September 1. Please call the Office of Extended Education, (213)516-3741, for more information.

Preventing Destructive Behavior in Youth

Seq No: 12-140-0516

1 unit prof credit

Myths about youth suicide, societal factors that affect youth at risk for suicide, and risk factors associated with destructive behavior will be discussed, along with other important issues such as warning signs, common indicators of depression, assessment of lethality, and effective steps for intervention. Mental health resources for youth and their families; school and family support strategies; legal and ethical considerations; and effective family communication skills will also be topics considered in this course, along with grief resolution subsequent to a suicide and school actions following a trauma. School psychologists, school nurses, mental health professionals, teachers, education majors and physicians will find this course of great interest.

Bonnie Burke Shannon, Ph.D., is a senior psychologist with the Los Angeles Unified School District Suicide Prevention Unit.

- 8 mtgs: Tue Oct 1 - Nov 19
4 - 6pm
Redondo Beach Community
Resource Center, Rm 8
\$85.

Workers Compensation

This course surveys Workers' Compensation in early California to the current California Workers' Compensation Law. Concepts of compensability, injury, benefits, medical/disability management, loss control programs and medical-legal issues will be discussed.

33165 HEA 495-71 3 sem units credit
Robert Dickerson

- 15 mtgs: Thu Sept 5 - Dec 12
6pm - 8:45pm
Redondo Beach Community
Resource Center, Rm 7
\$297

Register for this special sessions class using the registration form on page 38

Treatment of Eating Disorders

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

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

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

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

Seq No: 12-223-X308

3 ext units credit

- 16 mtgs: Mon Aug 26 - Dec 6
(no class 9/2)
6:30 - 9:30pm
CSUDH campus, SAC B114

Certificate Program in Orthotics

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

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

The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students. For more information contact: D. Clark, Rancho Los Amigos Orthotics Dept., 7450 Leeds St., Downey, CA 90242, 213/940-7655.

WINTER SESSION 1992: January 6 through January 24, 1992 3 credits in 3 weeks

Winter Session 1992 allows students the opportunity to accelerate their academic careers. All courses provide full CSU semester credits and are taught by regular CSU Dominguez Hills faculty. Many of the courses meet General Studies requirements.

To make sure you receive a class schedule for Winter Session 1992, return the coupon below or call the Winter Session Office at (213) 516-3741.

Yes, put me on your mailing list to receive the WINTER SESSION 1992 Class Schedule.

Name: _____

Address: _____

City/State/Zip: _____

Mail To: Winter Session Office, Extended Education SCC B141, California State University, Dominguez Hills, SCC B141, Carson CA 90747 or call 213/516-3741.

Certificate in Alcohol/Drug Counseling

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Educational Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the Certificate Program with permission of the Program Coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, in the sequence outlined below, with a 2.5 grade point average, the student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is required. Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class AD X301 with a "C+" or better.

The fee is \$90 per unit; a three-unit course is \$270. Tuition fees must be paid upon admission into program. Classes are held from 6:30 - 9:30 p.m. weeknights on the CSU Dominguez Hills campus in Carson.

● SEMESTER I ●

Intro to Alcoholism

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

AD X300

3 ext units credit

Intro to Counseling Techniques

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

AD X301

3 ext units credit

● SEMESTER II ●

Counseling the Individual

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

AD X302

3 ext units credit

Perspectives on Drug Abuse: Counseling the Substance Abuser

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

AD X303

3 ext units credit

● SEMESTER III ●

Group Counseling Techniques

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

AD X304

3 ext units credit

Introductory Practicum

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

AD X305

2 ext units credit



● SEMESTER IV ●

Family Dynamics

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

AD X306

3 ext units credit

Advanced Practicum

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

AD X307

2 ext units credit

Treatment of Eating Disorders

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity. biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abused is explored. The course will provide an overview of techniques necessary for counseling individuals with eating problems.

AD X308

3 ext units credit

THE FACULTY

Obed Woods, M.F.C.C., licensed Private Practice, Instructor for CSUDH since 1984, teaches AD X303.

Mary Cook, M.A. Psychology, Clinical Supervisor for Diversion Substance Abuse program since 1976, Instructor for CSUDH since 1978.

Jeanne Hendricks, Ph.D., M.F.C.C., is a licensed Psychologist in Private Practice in Manhattan Beach specializing in addictions and co-dependency. She teaches AD X301.

Mary Ann Brimhall, M.P.A., has been a counselor in the areas of mental illness, addictive disorders and child abuse for 11 years, she has served as a consultant to various treatment facilities regarding the relationship between childhood sexual abuse to addictive disorders and multi-cultural issues which impact chemical and food abuse.

Robbin Grossman, M.A., M.F.C.C. Intern, is former Program Director for the Rader Institute Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders. She teaches AD X308.

Nancy Sanders, M.F.C.C., is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Certificate Program. She is an instructor in the program and teaches the practicum classes AD X305 and AD X307. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978. Ms. Sanders is a licensed Marriage and Family Therapist with a private practice in the South Bay area.

For More Information

Call the Division of Extended Education at 213/516-3741 for a class schedule, an application or other information.



Fitness & Recreation

Fitness For The 90's

This course provides individuals other than faculty, staff and students of California State University, Dominguez Hills, the opportunity to utilize selected athletic facilities during designated hours of the week. Any non-CSUDH student, faculty or staff member must enroll in this course in order to utilize the fieldhouse or gymnasium locker rooms, the weight room, the swimming pool, the tennis courts or track.

There are two categories for enrollment in the course:

Full Membership

Seq No: 09-133-0510-01 Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted.

\$120

Limited Membership

Seq No: 09-133-0510-02 Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room usage).

\$40.



A World of Travel

Fall and Winter Travel Programs are escorted by faculty well acquainted with the cultural opportunities available in the countries visited. Quality accommodations and transport coupled with comfortably paced itineraries enable you to combine a vacation with learning.

This year we are visiting:



Ireland

China



Galapagos Islands &
Ecuador

Kenya



Nepal & Thailand

Morocco



Egypt

Dominican Republic



Hawaii

Costa Rica

For complete itineraries and prices write or call
Extended Education, SCC B141, 1000 East
Victoria, Carson, CA 90747, (213) 516-3741.

Registration & General Information

How and When to Register

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

There are Four Convenient Ways to Register for Courses:

BY MAIL: Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order, payable to CSUDH Extension, or a credit card authorization to CSUDH Extension, 1000 E. Victoria St., Carson, CA 90747.

BY PHONE: You may register by phone with your Visa or MasterCard by calling 213/516-3741, Monday through Friday 8:00 a.m. to 6:30 p.m.

BY FAX: You may register by Fax with your Visa or MasterCard by completing the registration form and FAXing it to 213/516-3971.

IN PERSON: Come to the Extended Education office to register for a class in person. The office is located in the Small College area on the CSUDH campus, B-141 (next to the Cashiers' Office). You may pay by check or money order, or use your Visa or MasterCard. Cash payments will be accepted for the exact amount only.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation postcard within two weeks after we have received your

registration and fees. This postcard is your receipt for fees paid and your admission to class. Please read the card carefully because any changes in the course meeting time or place will be indicated on the postcard. Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom.

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

Fees

The fees for each course are listed in this *Bulletin*. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until all payments have cleared the bank.

Tax Deduction

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. For specific information, please contact your local Internal Revenue Service Center.

Refund of Fees

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

Students must officially drop their courses. For credit courses students must file the appropriate "drop" and "request for refund" forms in the Office of Extended Education. The effective date of the refund is the day the forms are received by the Office of Extended Education.

To receive a refund of fees for a noncredit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8:00 a.m. and 6:30 p.m. at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office.

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

Refunds are granted in accordance with the State refund schedule.

- If an Extension course is cancelled, the entire course fee will be refunded.
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee for credit courses).
- If you withdraw after the first class and before the first 25 percent of the course has elapsed, 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$10 charge.

Schedule Changes

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

Course Numbering System

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

Extension Credit

Academic credit is awarded for successful completion of formally recognized institutional X100 - X599 courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval. **Course numbering is X100-X499 for undergraduate and X500-X599 for graduate courses.**

Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For course numbering system, see the university catalog.

Professional Credit

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

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. **Course numbering is 0500-0599.**

Continuing Education Units (CEUs)

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

Grades and Records

Extension Grading Procedures

Unless a course is offered for a grade of credit/no credit only, all extension degree-credit and professional credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/no credit basis by informing the instructor in writing at the beginning of the class. For regular campus classes, follow University procedures.

Grade Reports

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

Transcripts

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

Class Cancellation

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

Change of Address

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

Nondiscrimination Policy

The Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability, or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities.

Privacy Information

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

Standards

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

It is our aim, through course review, planning and the selection of quality, experienced Extension faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Registration and General Information

Resources for Students

Library Services

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

Cafeteria

During the regular session, Monday through Thursday, Cafeteria hours are 7:00 a.m. to 8:00 p.m. On Friday, the Cafeteria is open from 7:00 a.m. to 2:00 p.m.

On Saturdays the cafeteria is open 7:00 a.m. to 2:00 p.m. during the regular school semester.

Vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30 a.m. to 2 p.m. For further information, please call 213/516-3814.

Parking

Redondo Beach Community Resource Center: Ample free parking.

CSUDH Campus: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars or quarters for the machines.)

Textbooks

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

Open University

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

You will earn resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$95 per semester unit (\$285 for a three unit class).

Fall semester classes begin August 31. To register for Open University classes, follow the instructions below.

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, Building 2, room B141 in the Small College area).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be made by check, money order or Visa/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until all payments have cleared the bank. You must complete registration by September 16, 1991.

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

Extended Education Staff

Dean, Extended Education
Margaret Gordon, Ph.D.
213/516-3737

Associate Dean
Gary R. Levine
213/516-3737

Secretary to the Dean
Teresa J. Stevens
213/516-3737

Registrar
Jackie McKenzie
213/516-3741

Director, Marketing and Promotion
Karen P. Blank
213/516-3737

Extension Program Administrator
Frances H. Bavaro
213/516-3741

**Director, The Center for Training
and Development**
Scott MacKay
213/516-3741

**Director, Special Sessions and
Travel Study**
Patrice Sewell
213/516-3746

Director, Distance Learning
Warren Ashley, Ph.D.
213/516-3747

**Director, American Language
and Culture Program**
Debra Jonas, Ph.D.
213/516-3830

Program Assistant and Office Manager
Brenda Blow
213/516-3741

Summer Sessions Program Assistant
Jeanette Gimenez
213/516-3746

**Coordinator, Humanities External Degree
Program**
Arthur Harshman, Ph.D.
213/516-3743

**Humanities External Degree
Program Assistant**
Loretta Edwards
213/516-3743

Map

Redondo Beach Community Resource Center

formerly *Patterson School*

320 Knob Hill (at Pacific Coast Highway)

FROM SAN DIEGO FREEWAY (405)

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

FROM HARBOR FREEWAY (110)

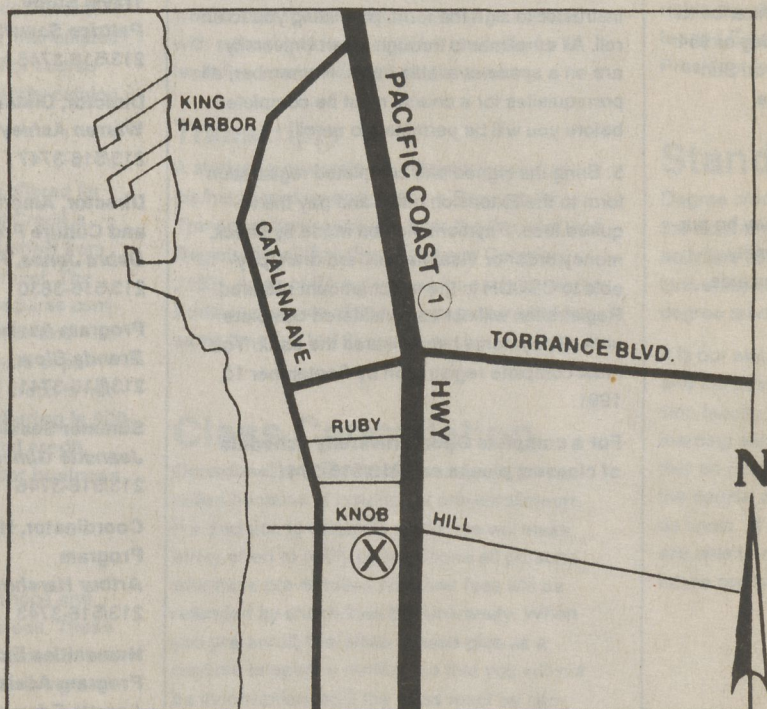
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

FROM PALOS VERDES

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

FROM EL SEGUNDO

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

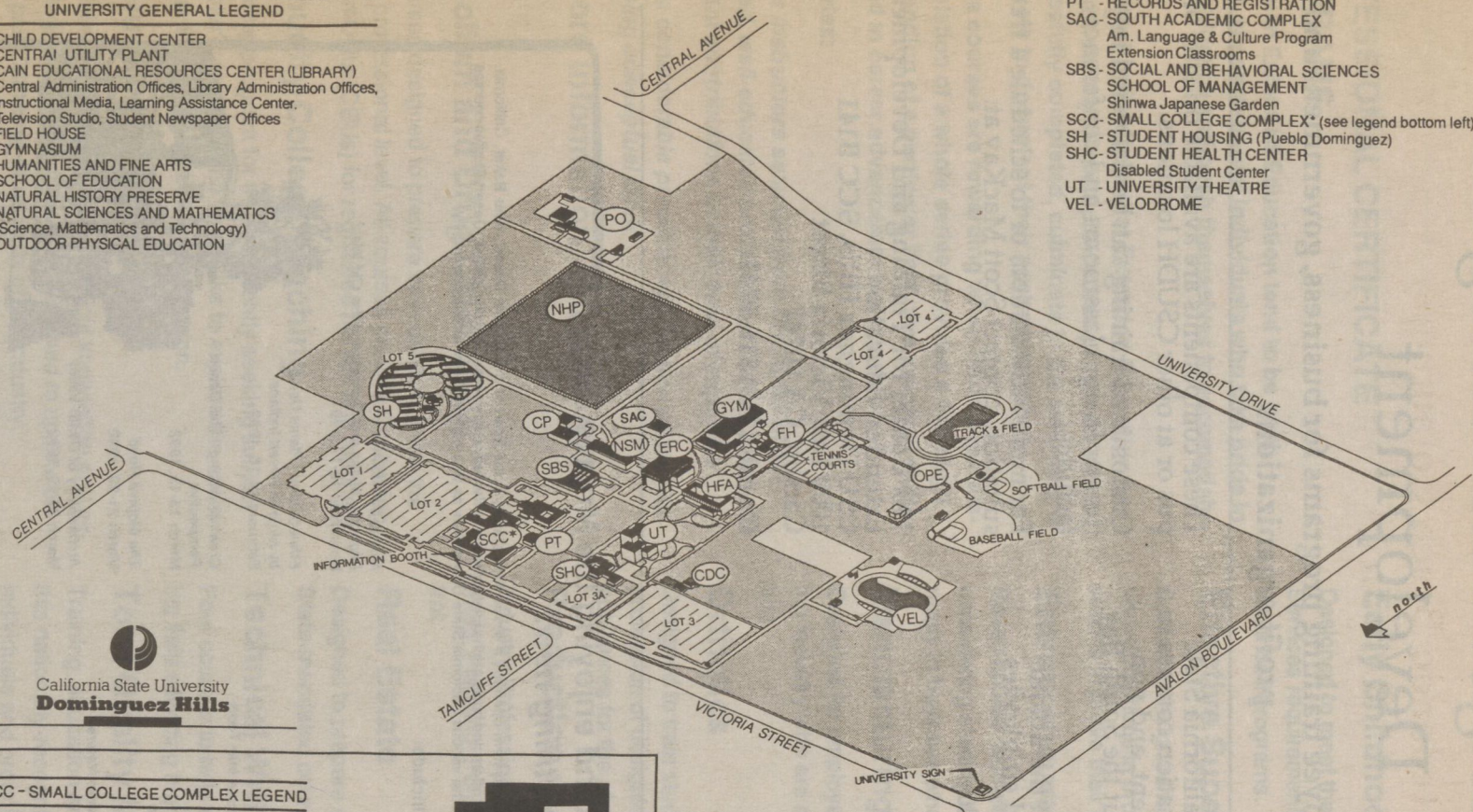


UNIVERSITY GENERAL LEGEND

- CDG - CHILD DEVELOPMENT CENTER
- CP - CENTRAL UTILITY PLANT
- ERC - CAIN EDUCATIONAL RESOURCES CENTER (LIBRARY)
Central Administration Offices, Library Administration Offices,
Instructional Media, Learning Assistance Center,
Television Studio, Student Newspaper Offices
- FH - FIELD HOUSE
- GYM - GYMNASIUM
- HFA - HUMANITIES AND FINE ARTS
SCHOOL OF EDUCATION
- NHP - NATURAL HISTORY PRESERVE
- NSM - NATURAL SCIENCES AND MATHEMATICS
(Science, Mathematics and Technology)
- OPE - OUTDOOR PHYSICAL EDUCATION

UNIVERSITY GENERAL LEGEND

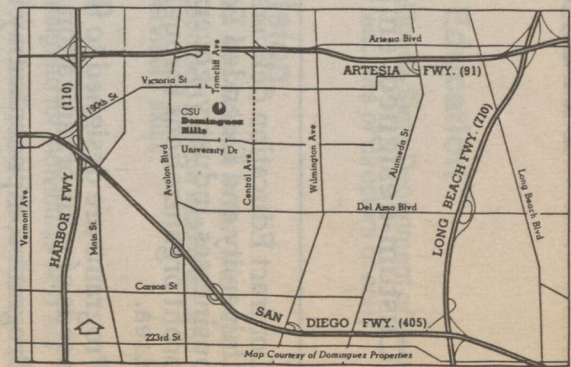
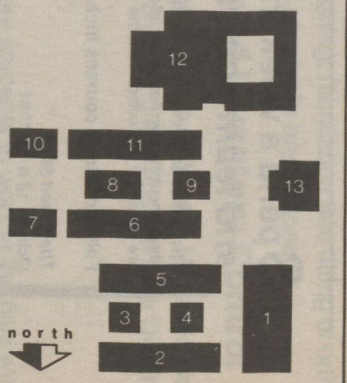
- PO - PLANT OPERATIONS
Warehouse and Receiving
- PT - RECORDS AND REGISTRATION
- SAC - SOUTH ACADEMIC COMPLEX
Am. Language & Culture Program
Extension Classrooms
- SBS - SOCIAL AND BEHAVIORAL SCIENCES
SCHOOL OF MANAGEMENT
Shimwa Japanese Garden
- SCC - SMALL COLLEGE COMPLEX* (see legend bottom left)
- SH - STUDENT HOUSING (Pueblo Dominguez)
- SHC - STUDENT HEALTH CENTER
Disabled Student Center
- UT - UNIVERSITY THEATRE
- VEL - VELODROME



Map

***SCC - SMALL COLLEGE COMPLEX LEGEND**

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety, Relations with Schools
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Financial Aid, Student Affirmative Action, Student Development, Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms, International Students
- 8 Classrooms
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 The Commons: Cafeteria, Serenity Center, Reproduction Services, Student Activities, Student Programs, Student Union, Women's Center
- 13 Registrar: Records and Registration



To Register By Phone: Call (213) 516-3741
VISA or MasterCard Accepted

Extended Education / 35

The Center for Training and Development

Custom-designed, employee training programs for business, government and non-profit organizations

Contract Education delivers California State University and Extended Education courses to businesses, industry, government, and non-profit organizations throughout the South Bay Area.

Programs are designed to meet the unique needs of your organization and employees.

Program components may include:

- Basic business skills
- Management skills
- Communication skills
- Organization development
- Testing skills
- Computer training
- English fluency
- Career and technical writing

These components are available on-site, on-campus or at other CSUDH locations.

Customized training can be delivered in your offices or in our classrooms and conference facilities.

For more information, or to schedule a free consultation, contact Scott MacKay at:

The Center for Training and Development
Extended Education
CSU Dominguez Hills, SCC B141
1000 East Victoria Street
Carson, CA 90747

Or call (213) 516-3741.

Spend a weekend enjoying the Mojave Desert, and learn something new!

The California State University system operates a desert field station in the heart of the Mojave Desert, near Baker, California. Throughout the year the Center offers and hosts a rich variety of desert-oriented courses in several disciplines. Desert Studies courses are taught by instructors from the various California State Universities as well as from the scientific community.

Fall and Winter courses include:

The Desert Sky
October 12 & 13, 1991

Photographing the Desert
October 18-20, 1991

*Flintknapping:
The Ancient Art of Turning Stone Into Tools*
October 25-27, 1991

*Lifeways of Early Humans:
Clothing of the Desert Indians*
November 1-3, 1991

Tracking & Observing Animals in Nature
November 8-10, 1991

*Mining the Mojave:
Legends, Myths and Romance of the Old West*
November 15-17, 1991

*Ethnobotany: Plants Used
by Mojave Desert Indians*
February 14-16, 1992

*Creative Writing: The Desert
Perspective*
March 13-15, 1992

The Mojave Road
March 21-22, 1992

Archaeology of Death Valley
March 27-29, 1992



For more information contact California State University, San Bernardino
Office of Extended Education (714)880-5981.

Certificate Programs

PROFESSIONAL CERTIFICATE PROGRAMS

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

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

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

Each series:

Features instructors selected from the ranks of experienced, well-educated professionals who have made significant contributions in their area of expertise

Contains considerable practical application as well as broadening conceptual work

For more information, call (213) 516-3741.

Alcoholism and Drug Counseling

Nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers.

Community College Teaching

An internship program for those currently seeking subject area master's degrees who would like to explore the option of a career in community college instruction.

Construction Management

Construction professionals gain practical knowledge and expertise through a series of courses designed to update or acquaint participants in all aspects of the industry.

Early Childhood Education

Designed to meet the California State Department of Social Services requirement for teachers or directors of early childhood programs.

Effective Supervision

Specially designed for men and women in first-line supervisory positions in production and service industries who wish to improve their supervisory skills.

Entrepreneurship

Seven course modules designed for individuals who are considering starting their own businesses as well those already in business who wish to be more successful.

Manufacturing Supervision

Designed for employees in the manufacturing and engineering industry who are moving into their first supervisory position.

Orthotics

Designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped.

Production and Inventory Control

Industry Professionals teach classes in Materials Management, Planning, Purchasing and Just-in-Time Quality Control.

Real Estate

Designed to prepare students to work in the field with all State-mandated course requirements met.

Technical Writing

Four courses to help establish proficiency within the growing field servicing high-tech industry.

Total Quality Management (TQM)

Training, education and implementation of the principles of this nationally-recognized course designed to benefit both individuals and organizations.

Special Sessions Registration Form

Social Security No: _____ Birth Date: _____
Month/Day/Year

Name: _____
Last, First, M.I.

Address: _____
Street City State Zip

Telephone: _____
Day Time Evening

New address? yes no male female Enrolled at CSUDH previously? yes no

Date last enrolled: _____

SCHEDULE #	DEPARTMENT	COURSE	SECTION	UNITS	COURSE FEE	INSTRUCTOR/DEPT CONSENT

Course Fee \$ _____

ITFS Fee \$ _____

Other Fees \$ _____

Late Fee \$ _____

TOTAL FEE PAID \$ _____

Check/Money Order, Made Payable to CSUDH

I AUTHORIZE THE USE OF MY: VISA MASTERCARD

ACCOUNT NUMBER _____

EXP. DATE _____

REFUND POLICY

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 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, however, a drop form must still be filed. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. **I have read and understand the rules regarding the refund policy and I authorize the use of credit card number if entered above.**

Signature: _____ Date: _____

HOW TO REGISTER



MAIL TO OR STOP BY:
 CSU Dominguez Hills,
 EXTENDED
 EDUCATION, SCC
 B141, 1000 E. Victoria
 Street, Carson, CA
 90747.



FAX TO:
 EXTENDED
 EDUCATION
 (213)516-3971.



CALL:
 EXTENDED
 EDUCATION
 OFFICE,
 (213)516-3741



CSUDH ALUMNI ASSOCIATION

With more than 24,000 graduates, our alumni family has grown so large that many of you may be lost.

Dominguez Hills alumni, if you haven't heard from us in awhile...please phone home!

ALUMNI RELATIONS 213/516-4237

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Open University is for you!

Open University is a program that permits you, as a member of the general community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public.

Open University can help you update your professional skills, or simply allow you to rediscover the joys of exploring the new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you have.

Open University is for you if you:

- missed the deadline for admissions to the regular resident program
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- want to update your professional training
- are not able to attend on a continuous basis
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Need Information?

Call (213) 516-3741.

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
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_____ *Last* _____ *First* _____ *M.I.* _____

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Telephone
_____ *Day* _____ *Evening* _____

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Have you ever been enrolled at CSUDH? yes no Date last enrolled _____

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Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be refunded. If you withdraw 2 working days prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 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, however a drop form must still be filed. Courses of four meetings duration or less, no refund. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty.



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