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EXTENSION BULLETIN

California State University Dominguez Hills



EXTENDED EDUCATION
Carson, California 90747

SPRING 1980

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**California State University & Colleges
Commission on Extended Education
Statement of Quality Standards**

The California State University and Colleges regards its Extended Education credit-bearing programs as integral parts of the institution. These programs are viewed as extensions of the institution's educational services and are in concert with the institution's overall mission and purpose.

The programs and courses in Extended Education are expected to meet the standards of quality which the institution sets for its other programs and courses, in terms of resources, faculty, level of instruction, evaluation and support services.

NOT PRINTED OR SUPPORTED BY STATE FUNDS. EXTENDED EDUCATION IS A SELF-SUPPORTING PROGRAM

The Bulletin of Extended Education is printed 3 times a year corresponding to the Fall, Winter, and Spring academic quarters by

California State University
Dominguez Hills



Office of Extended Education
Carson, California 90747

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Course information may change from what is indicated in this Bulletin, (such as time, location, instructor, etc.). In this event, we will attempt to notify all early-registered students. If you will not be at your office or home a few days before class begins, or if you must travel a significant distance, it is advisable to check with the Office of Extended Programs, (213) 515-3741, to verify that the course will meet as scheduled.

GENERAL INFORMATION

ELIGIBILITY

Any interested high school graduate, college student and individual 21 years of age or over, may enroll for Extension Study. Formal admission to the university is not required. However, registration for courses may be limited to those who have completed certain prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation for upper division work.

STANDARDS

Work in credit courses in extension adheres to the academic standards of the university. All the activities usually associated with the regular university coursework are integral parts of the extension credit instructional program.

EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the university or highly qualified persons approved by the resident faculty. In all cases, they are requested to explain to students the scope, content and organization of their courses, and to be explicit with regard to objectives and grading standards.

COURSE CANCELLATION

The usual minimum enrollment in extension classes is twenty students. Classes with fewer than twenty students may be continued upon approval of the Office of Extended Education.

PARKING

Since regular classes will be in session, parking permits will be required for on-campus classes.

CREDIT FOR EXTENSION COURSES

The maximum extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills, is 36 units, and 13 quarter units for graduate credit. Extension work is considered the same as transfer credit.

LIBRARY SERVICES

Library facilities available upon request.

TEXTBOOKS

Textbooks may be purchased in class. Registration fees do not include textbooks.

CREDIT/NON-CREDIT

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

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

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

For courses that are available as either credit or non-credit, all students attend the same class meetings. However, those taking it for credit will pay a slightly higher fee and will be required to complete a project outside the classroom.

CONTINUING EDUCATION UNITS

Some of our courses offer CEU's. The Continuing Education Unit is a nationally recognized unit of measurement for a variety of non-credit programs applying toward licensure, promotional, or career advancement.

Ten Continuing Education Credit Hours = one Continuing Education Unit. Therefore, for example, 8 Continuing Education Credit Hours = 0.8 CEU.

A cumulative permanent transcript of all CEU study undertaken is provided to extension students and is available by contacting the Office of Extended Education for details.

EXTENSION GRADING PROCEDURES

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

COURSE NUMBERING SYSTEM

100-199 Lower division courses.

200-299 Upper division courses.

300-399 Graduate professional courses.

400-499 Graduate level courses.

800-899 Extension course granting credit for professional purposes only.

900-999 Non-credit Continuing Education Unit (CEU) offerings.

NURSING RELICENSURE CREDIT

Courses approved for Nursing Relicensure Credit are indicated by the designation BRN after the course title. Courses are offered in different subject areas throughout the Bulletin.

REGISTRATION

Registration procedures and forms for course offerings are at the back of this Bulletin. Open University information and registration procedures are on Page 24.



INFORMATION UPDATE

Some information regarding class scheduling was not available at the time this Bulletin went to print. Please phone the Office of Extended Programs for exact times, dates, and location — (213) 515-3741.

At the time the Extension Bulletin went to press, a number of new and exciting courses were being reviewed by the academic departments for credit. These new courses are designated CREDIT PENDING by the course description. Please call the Extension Office after April 1 for credit information on these courses.

COURSE OFFERINGS

The following courses may be taken for academic progress toward a degree, for professional development, for personal growth — or for any combination of reasons.

ADVERTISING DESIGN

See General Interest, page 12

BUSINESS

See also Certificates, pages 37, 38, 40

MANAGEMENT RESOURCE PLANNING **Bus 901**

For the Human Resource professional who works for medium-size to large companies, a one-day seminar to introduce them to planning processes which can help prepare for the orderly replacement of management personnel when the need arises.

Instructor Doug Gordon has over 18 years experience in the field of personnel and employee relations. He is a member of the American Society for Personnel Administrators and the American Society for Training and Development.

DATE: Friday, May 9
TIME: 9 am - 4 pm
FEE: \$38 (includes lunch)
LOCATION: CSUDH Campus, SCC E139
INSTRUCTOR: Doug Gordon, BA, Director of Community Relations, Northrop Corporation

NO. MTNGS: 1
UNITS: 0.6 CEUs

The Continuing Education Unit is a nationally recognized unit of measurement for a variety of non-credit programs applying toward licensure, promotional, or career advancement.

HOW TO START (OR IMPROVE) YOUR OWN BUSINESS **Bus 919**

If you would like to be your own boss, but don't know where to turn or how to start, you can get the right advice and direction in selecting and starting a business that can lead to success.

The Service Corps of Retired Executives (SCORE) and the Small Business Administration present this workshop with an updated evaluation of current trends affecting small businesses, including:

- Self-evaluation
- Financial evaluation
- Why small business fail
- Buy or franchise?
- Market research and marketing tactics?
- Why start a small business in L.A.?
- Small business opportunities

DATE: Saturday, May 17
TIME: 8:30 am - 4:30 pm
FEE: Pre-registered — \$48 first participant
\$40 each additional person from same family or business
At the door — \$53

NO MTNGS: 1
UNITS: 0.7 CEUs

LOCATION: Travelodge International (near LAX)
INSTRUCTOR: Lee Eckert, MBA, Consultant and Associate Professor of Business Science, Saddleback Community College
Joseph Ryan, MBA, Small Business Consultant

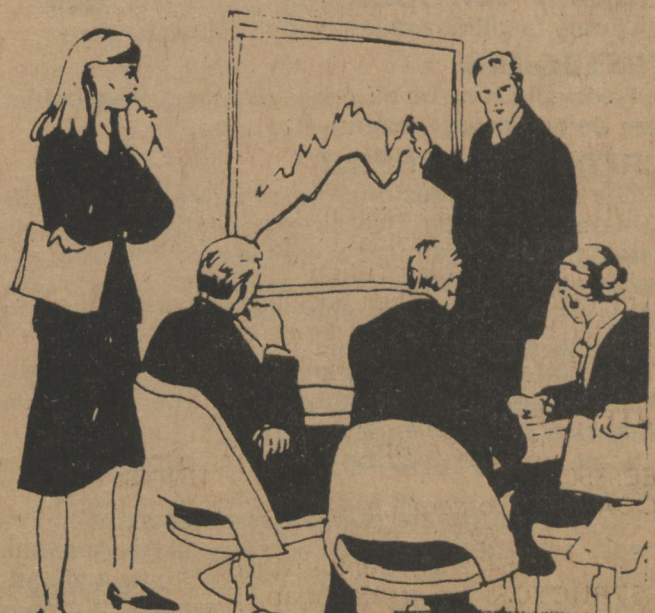
EFFECTIVE PRESENTATION IN A BUSINESS ENVIRONMENT **Bus 907**

To increase the overall professional image of anyone who makes presentations, this course will provide a step-by-step guide, including:

- Preparing the presentation
- Researching your audience
- Winning your audience
- Self-expression — presentation style
- Personal appearance, verbal and non-verbal communication
- Adapting your environment
- Using visual aids
- Handling questions from the audience

DATES: Saturday, April 5 and 12
TIMES: 8 am - 1 pm
FEE: \$32
LOCATION: Northrop Corp., Hawthorne
INSTRUCTOR: Betty Koller, MA, Administrator, Management Development and Public Relations, Northrop Corp.

NO. MTNGS: 2
UNITS: 1.0 CEU





DYNAMICS OF CUSTOMER RELATIONS AND PUBLIC SERVICE

Bus 908

Here's help for employees on the front line who deal with irate customers, service complaints, and an otherwise emotional public.

This one-day intensive workshop discusses the dynamics of person-to-person communication, including: one-upsmanship, hidden agendas, disguised anger, and defining one's personal limits to others.

Participants will learn concrete strategy for avoiding practices that tend to alienate customers while developing pro-customer practices, such as mutual problem-solving and customer education. Included will be a seminar video tape of effective and ineffective customer relations, role playing, and a review of video film episodes such as:

- The indignant phone call
- Passing the buck
- Lack of support and backup by supervisors
- The uneducated customer
- Other situations relevant to real-life work experiences.

DATE: Friday, April 18

TIME: 9 am - 5 pm

FEE: \$42

NO. MTNGS: 1

UNITS: 0.7 CEU's

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: Les P. Herold, PhD, Associate Professor of Psychology, California State College San Bernardino

MARKETING FOR THE 80's — STRATEGY FOR SMALL AND MEDIUM-SIZED BUSINESSES

Bus 912

A practical, hands-on workshop to guide the entrepreneur or manager in market planning, based on the viewpoint: We don't plan to fail, we just fail to plan!

Participants will be guided through marketing processes, including

- Determining competitive advantage
- Identifying the right-target market
- Forecasting sales
- Designing the proper mix of advertising, direct selling, sales promotion, public relations
- Channels of distribution

Interaction with other business people in discussions led by an experienced marketing consultant can produce many money-making ideas along with an operational marketing plan.

DATES: Friday, April 18, 6-9 pm and Saturday, April 19, 9 am - 5 pm

FEE: \$50 **UNITS:** 1.0 CEU

LOCATION: Conference Theatre, Quality Inn (near LAX)

5429 W. Century Blvd.

INSTRUCTOR: Louis Kaufman, DBA Consultant in Management and Marketing

HOW TO BE A MANUFACTURER'S REPRESENTATIVE

Bus 904

The complete picture of the career field of Manufacturer's Representatives, including;

- Types — agents, brokers, salesmen, reps
- Opportunities in industry and business
- Selecting your field, acquiring credentials
- Techniques for success
- Methods of Operation
- Pitfalls
- Overcoming obstacles

Instructor Ralph Dorff was a manufacturer's rep for 23 years and established many items and lines in the California marketplace. He has written articles for leading trade journals on business management techniques and is currently writing a textbook on small business management.

DATE: Saturday, April 19

TIME: 9 am - 1 pm

FEE: \$22

NO. MTNGS: 1

UNITS: 0.4 CEUs

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: Ralph L. Dorff, Instructor, Orange Coast College

MANAGING THE PROBLEM EMPLOYEE

Bus 903

How to deal with the employee who "can, but won't", including:

- Why the employee "really doesn't want"
- Listening — the key to getting underneath the problem
- Defensible documentation
- Turning the problem into productivity — some successful alternative approaches
- The art of giving and receiving criticism constructively

Participants will practice and learn to apply the skills they acquire. The instructor will provide individual coaching/counseling during a special half-day follow-up session, to be arranged.

DATES: Wed., May 14 and 21

TIMES: 8:30 am - 4:30 p.m.

FEE: \$100 (includes lunch)

LOCATION: Ramada Inn, Carson

INSTRUCTOR: Noble McKay, Vice President of Western Center Associates, a consulting and training services unit of the University of California.



BUSINESS WRITING

Bus 905

Forms of business writing can be divided into 14 categories, starting with orders and contracts, working through letters, advertising, and grant proposals to textbooks and magazines.

The one-day seminar will explore the functions and advantages of the various types of business writing, with emphasis on:

- Theory of Communications — feeling right with words
- Orders and Contracts — legal aspects
- Letters
- Decision Making Process
- Memos, Reports, Staff Studies
- How to overcome personal business writing weaknesses.

For instructor feedback on your writing completed during the workshop, please bring a self-addressed, stamped envelope to the class.

DATE: Saturday, April 5

TIME: 9 am - 4 pm

FEE: \$32

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: Ralph Dorff, Instructor, Orange Coast College

NO.MTNGS: 1

UNITS: 0.6 CEUs

The following courses are available through Open University.

SOCIAL RESPONSIBILITY OF BUSINESS

Bus 205

Responsibilities and obligations of the business community to contemporary society. Principles and problem solving techniques as related to major social problems confronting business organizations. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 37 for program description.)

MANAGEMENT AND ORGANIZATIONAL THEORY

Bus 210

Integration of classical and behavioral approaches to management with emphasis upon human relations, informal organizations, and motivation in both profit and non-profit organizations. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 37 for program description.)

PRODUCTION MANAGEMENT

Bus 211

Analysis of the marketing function in the production area; methods used in planning, organizing, and controlling production. (May be applied as required credit to the Certificate Program in Business Management. Please refer to page 37 for program description.)

ELEMENTS OF MARKETING

Bus 250

Management of the marketing function; decision-making concerning products, distribution channels, pricing and promotion, consumer behavior. (May be applied as elective credit to Certificate Program in Business Management. Please refer to page 37 for program description.)

BUSINESS FINANCE

Bus 260

Development of a decision framework for financial management; capital budgeting, trade credit policy, dividend and capital structure policies. (May be applied as elective credit to the Certificate Program in Business Management. Please refer to page 37 for program description.)

CENTER FOR TRAINING AND DEVELOPMENT

Established in 1974 to extend the University's resources to the business and professional community in Southwestern Los Angeles County, the Center offers symposia, workshops, conferences, and seminars for professionals concerned with business, governmental, legislative, or social interests.

The Center also works with public agencies and private businesses in conducting their training programs. The Center draws on a wide range of expert talent in performing training needs analyses and in designing "tailor-made" programs.

Groups or organizations interested in learning more about the services of the Center may contact the Director of Extended Education, California State University Dominguez Hills, Carson, CA 90747, phone (213)515-3737.

SUPERVISION: THE ESSENTIAL PROCESS



EFFECTIVE LEADERSHIP **Bus X902**

Each participating supervisor will have the chance to become aware of his or her leadership style and the effect that style has on the behavior of others. Participants will come to understand their own style and how to modify it to deal with specific situations and personalities.

DATE: Thursday, May 15

TIME: 8:30 am-4:30 pm

FEE: \$50 (includes lunch)

LOCATION: Ramada Inn, Carson

NO. MTNGS: 1
UNITS: 0.6 CEUs



FUNDAMENTALS OF COMMERCIAL CREDIT **Bus 913**

This course will define the function of credit within the general business community, including

- Organization of a credit department
- Operational outline of a credit department
- Interactions of credit department with other corporate functions
- Contributions of the credit department to the organization

DATES: Friday, April 25, 6-9 pm and
Saturday, April 26, 9 am - 5 pm

FEE: \$30

LOCATION: CSUDH Campus,
SCC E149

UNITS: 1.0 CEU
NO. MTNGS: 2

INSTRUCTOR:

Arthur Loheit, BA, National Credit Manager, Fujitsu Ten Corporation of America

Four consecutive seminars on basic management skills will be presented monthly. These workshops are designed for newly appointed and established supervisors who wish to sharpen their basic skills, and for those who are considering moving into a supervisory position. They give a general view of the supervisory career and what it requires in the way of personal skill and commitments.

The seminars will use group discussions, practical exercises, and short lectures to help participants take a maximum amount of learning back to the job for immediate use.

INSTRUCTOR: Noble McKay, Vice-President of Western Center Associates, a consulting and training services unit of the University of California

COMMUNICATIONS — THE BASIC INGREDIENT **Bus 909**

Practical exercises and group discussions will focus on the "one common factor" in the success of a person as a supervisor — the ability to communicate effectively with others.

Participants will receive instruction and practice in giving effective directions and listening with understanding.

DATE: Thursday, June 19

TIME: 8:30 am - 4:30 pm

FEE: \$50 (includes lunch)

LOCATION: Ramada Inn, Carson

NO. MTNGS: 1
UNITS: 0.6 CEUs

TECHNIQUES FOR PROBLEM SOLVING AND PREVENTION

Bus 910

A supervisor is paid to solve problems — and preventing them can mean a promotion. The skills to be practiced in this workshop have proven effective in handling problem employees, preventing grievances, and resolving interdepartmental problems, while continuing to motivate employees.

DATE: Thursday, July 17

TIME: 8:30 am - 4:30 pm

FEE: \$50 (includes lunch)

LOCATION: Ramada Inn, Carson

NO. MTNGS: 1
UNITS: 0.6 CEUs

CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS

Bus 911

Appraising employee performance is welcomed in theory — in practice, supervisors often dread it. This program will emphasize coaching and counseling employees as a means to make performance appraisal an on-going rather than a once-a-year process.

DATE: Thursday, August 21

TIME: 8:30 am - 4:30 pm

FEE: \$50 (includes lunch)

LOCATION: Ramada Inn, Torrance

NO. MTNGS: 1
UNITS: 0.6 CEUs

PROGRAMS FOR SMALL BUSINESSES

These seminar/workshops are designed to meet the very special (and differing) needs of presidents and key managers of small to medium size companies. Emphasis is placed on teaching proven "How to" methods of problem-solving and improving your company's performance. The sessions are an effective way to acquire practical knowledge and pick up new ideas. Through a combination of lecture, written course material, and peer discussion, you will be provided with usable know-how for making sound decisions. The seminar leaders are experienced professional small business consultants from the Corporate Group, Inc.

HOW TO RAISE MONEY — THE RIGHT WAY **Bus 918**

A power-packed day explaining the art and science of raising money, focusing on the types of financing for smaller businesses, the sources of financing, and how to pick the best combination for your business. Topics include:

- How to avoid the 9 most common mistakes in raising money
- How bankers judge your loan request
- How to negotiate for funds

You will also be given a proven step-by-step method of planning, packaging, and presenting your request for funds to give you the best chance of raising the money you need.

Co-sponsored with the Small Business Administration.

DATE: Monday, June 16
TIME: 9 am - 4:45 pm **NO.MTNGS:** 1
FEE: \$52 (lunch included) **UNITS:** 0.6 CEUs
LOCATION: Ramada Inn, 850 E. Dominguez St., Carson
INSTRUCTORS: John La Barbera, Phillip Sabol, Jim Crookes

MANAGING CASH FLOW — TOOLS AND TECHNIQUES **Bus 916**

A focus on the internal actions that a company can take to improve its cash flow so that it is financially healthier, has less need for outside financing, and has cash resources. Discussion areas include:

- How small companies successfully manage
- Forecasting techniques for the smaller company
- Steps to control your company's cash
- Actions to get you through the credit crunch of the 80's
- How to squeeze hidden cash out of your company
- Accounts Receivable collection procedures that work

Co-sponsored with the Small Business Administration.

DATE: Tuesday, June 17
TIME: 9 am - 2 pm **NO.MTNGS:** 1
FEE: \$37 (lunch included) **UNITS:** 0.4 CEUs
LOCATION: Ramada Inn, 850 E. Dominguez St., Carson
INSTRUCTORS: John La Barbera, Phillip Sabol, Jim Crookes, Consultants

PLANNING IN THE SMALLER COMPANY **Bus 914**

This workshop focuses on the realistic elements of planning — the importance of planning in the smaller company and how to make it work.

We will share with you:

- A practical way of creating the foundation for planning
- A workable approach to help develop objectives and goals
- A method to evaluate and select the right strategy to help you achieve goals

A feasible manner to finalize your strategy to translate your plan into manageable units

Co-sponsored with the Small Business Administration.

DATE: Wednesday, June 18
TIME: 9 am - 2 pm **NO.MTNGS:** 1
FEE: \$37 (lunch included) **UNITS:** 0.4 CEUs
LOCATION: Ramada Inn, 850 E. Dominguez St., Carson
INSTRUCTORS: John La Barbera, Phillip Sabol, Jim Crookes

DATA PROCESSING IN THE SMALLER COMPANY — CAN IT PAY OFF? **Bus 915**

An informed manager trying to keep abreast of data processing systems and equipment can find solid answers to the following questions:

- Data processing — where does it fit?
- Can and will it pay off?
- Where and how should I begin?

Using case studies and printed materials you can determine for your own company whether you are ready to order a computer.

Co-sponsored with the Small Business Administration.

DATE: Thursday, June 19
TIME: 9 am - 2 pm **NO.MTNGS:** 1
FEE: \$37 (lunch included) **UNITS:** 0.4 CEUs
LOCATION: Ramada Inn, 850 E. Dominguez St., Carson
INSTRUCTORS: John La Barbera, Phillip Sabol, Jim Crookes

THE EXECUTIVE ROUNDTABLE **Bus 917**

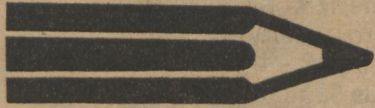
Attendance is restricted to company presidents, and is designed to answer such questions as:

- How do I plan for growth?
- How do I plan for survival?
- What should my strategy be?
- How can I measure my company's strengths?
- How do I stack up against other companies?
- How do I calculate the worth of my company?

DATE: Tuesday, June 24
TIME: 9 am - 2 pm **NO.MTNGS:** 1
FEE: \$37 (lunch included) **UNITS:** 0.4 CEUs
LOCATION: Ramada Inn, 850 E. Dominguez St., Carson
INSTRUCTORS: John La Barbera, Phillip Sabol, Jim Crookes

COMMUNICATIONS

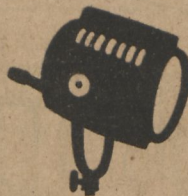
See also Certificate, page 36



THIRD WORLD FILM FESTIVAL

See Conferences, Page 42

DATES: Friday, May 2
Saturday, May 3
Sunday, May 4



TELEVISION NEWS WORKSHOP

Com 256/01

Instruction and practice in preparing and delivering television news.

NOTE: This course is an elective in the Certificate Program in Broadcasting — see page 36.

Use Open University enrollment form on page 24.

DATES: Fridays, April 4 - June 6
TIMES: 8 am - 2 pm
NO.MTNGS: 10
FEE: \$112
UNITS: 4
LOCATION: CSUDH Campus, ERC B118

INSTRUCTOR: S. Roye, Instructor in Communications, CSUDH

SCENE STUDY AND TV DIRECTING

Com 287/01

Utilization of television studio work in coordinating live performances, talent, film, tape, and visuals into finished productions. Lab sessions permit students to study and direct sample programs. Productions videotaped for class discussion.

NOTE: This course is an elective in the Certificate Program in Broadcasting — see page 36.

Use Open University enrollment form on page 24.

DATES: Saturdays, March 29 - May 31
TIMES: 10 am - 3:40 pm
NO.MTNGS: 10
FEE: \$112
UNITS: 4
LOCATION: CSUDH Campus, ERC B118

INSTRUCTOR: J. Leshay, Instructor in Communications, CSUDH

NURSES: HOW TO WRITE FOR PUBLICATION (BRN)

Com 900

Nurses eager to publish in professional, medically-related, health-oriented, or even general magazines or journals can benefit from this workshop/seminar.

Offering 8 contact hours toward R.N. or L.V.N. relicensure credit, the one-day program will be strictly limited to 25 participants. Pre-registration is required. Workbooks, included in the fee, contain "guideline to writers" sheets from nine nursing-related publications plus a comparison of the publishing opportunities for nurses in 65 selected journals.

Gordon Burgett, directed nurse education and health care programs for CARE/Peace Corps in Columbia.

Request for a refund must be made in writing to CSUDH, forty-eight hours prior to the first class meeting. Refunds in full will be sent upon such a request or in the event of course cancellation.

DATE: Friday, May 9
TIME: 8 am - 5 pm
FEE: \$47
NO.MTNGS: 1
UNITS: 0.8 CEUs
LOCATION: CSUDH Campus, SCC J146
INSTRUCTOR: Gordon Burgett, MA, MFT, Evening Administrator, CSUDH; professional writer.

FUNDAMENTALS OF SCREENPLAY DEVELOPMENT — SPECIAL TOPICS IN COMMUNICATIONS

Com X290/B

A workshop course in which students will explore the creative steps of developing an idea into a screenplay. Each week a writing assignment will move the student from story idea through outline and treatment to screenplay.

Although all the elements of film and teleplay form will be discussed, the course will focus on the exploration of character and dramatic form, and the development of individual work.

NOTE: This course is an elective in the Certificate Program in Broadcasting — see page 36.

Use Extension Registration Form, inside back cover.

DATES: Thursday, April 3 - June 5
TIMES: 6:00 - 9:40 pm
NO.MTNGS: 10
FEE: \$112
UNITS: 4

LOCATION: CSUDH Campus, ERC B505
INSTRUCTOR: Jeffrey S. Rush, Instructor in Communications, CSUDH

RADIO NEWS WORKSHOP

Com 256/02

Instruction and practice in preparing and delivering radio news.

NOTE: This course is an elective in the Certificate Program in Broadcasting — see page 36.

Use Open University enrollment form on page 24.

DATES: Thursdays, April 3 - June 5
TIMES: 8 am - 2 pm
NO.MTNGS: 10
FEE: \$112
UNITS: 4

LOCATION: CSUDH Campus, ERC D134
INSTRUCTOR: W. Wood, Instructor in Communications, CSUDH

EDUCATION

BILINGUAL EDUCATION CONFERENCE

See Conferences, page 42

DATE: Saturday, May 10

SPECIAL EDUCATION CONFERENCE

See Conferences, page 42

DATES: Friday, April 18 and Saturday, April 19

ALL ABOUT AIDES AND TEACHERS, TOO!

Edu 836

Teachers, aides would you like to be more comfortable and successful in your respective roles? Are you communicating as well as you'd like? If you are in a teacher-aides situation or considering one, this course is designed for you. All About Aides and Teachers Too will define and refine each respective role and will offer guidelines on how to be more effective with each other and in the classroom. You will go away with a new perspective, understanding and confidence to meet the demands of this unique working relationship.

DATE: Saturday, April 26

TIME: 9 am-5 pm

FEE: \$28

NO. MTNGS: 1

UNITS: 1

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: Eva Schmidler, MA, Special Education Consultant, Los Angeles County School System

INSTRUCTIONAL HUMOR Edu 834

Students will joke their way through various aspects of humor used in instructional settings. The content of the course includes an analysis of humor, uses of humor in teaching, analysis of children's humor and improvement in people's ability to tell jokes. There will be enough jokes for everyone to gag on. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W.C. Fields), fascinating lectures, comedy records (e.g., Woody Allen, Cheech & Chong), riotous lectures, guest speakers (e.g., mimes, comedians), hilarious lectures, books and magazines and a few boring lectures.

DATES: Saturday, April 12 and 19

TIMES: 10 am-5 pm

FEE: \$56 credit, \$36 non-credit

NO. MTNGS: 2

UNITS: 2

LOCATION: CSUDH Campus, SCC E143

INSTRUCTOR: Peter Desberg, PhD, Associate Professor of Education, CSUDH

BEYOND RACE AND COLOR Edu 871

This seminar is designed to help remove obstacles which hinder the effective utilization of human resources in the educational process.

DATES: Saturdays, May 10 and 17

TIMES: 9 am-6 pm

FEE: \$56

NO. MTNGS: 2

UNITS: 2

LOCATION: CSUDH Campus, SCC E149

INSTRUCTOR: Ingeborg Assmann, PhD, CSUDH Professor of Education

MULTICULTURAL MUSIC AND ART ACTIVITIES

Edu 751

A workshop designed to help teachers enrich their classroom program through a variety of creative expression activities. Special focus on art, song, dance, and language.

Registration is also open to a limited number of children 8 years or older, accompanied by a parent, for a fee of \$3 for materials.

DATE: Saturday, May 10

TIME: 9 am-5 pm

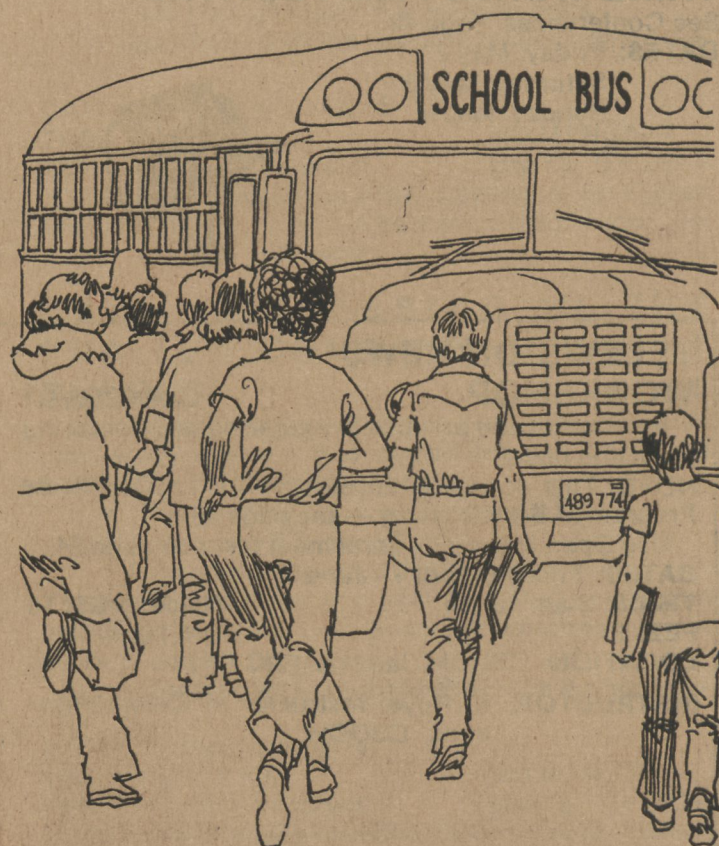
FEE: \$28 plus \$3 materials fee

NO. MTNGS: 1

UNITS: 1

LOCATION: CSUDH Campus, SBS A144

INSTRUCTORS: Penelope Greeven, Art Instructor and Consultant, CSUDH, Cecilia Riddell, Music Instructor, CSUDH



CLASSROOM OF THE SEA Edu 827

A field course designed to introduce and familiarize the student with the local marine environment and to gain an understanding of the ocean ecology in general. The class will have 4 meetings at the Cabrillo Marine Museum, a trip to a working marine laboratory, 2 trips to local tidepools, a study cruise on the Ocean Consortium's research vessel, Nautilus and a day at Marineland of the Pacific.

DATES: First Meeting — Sunday, April 13; subsequent meetings on following Saturdays

TIMES: 11 am-2:30 pm

NO. MTNGS: 11

FEE: \$112 credit, \$72 non-credit

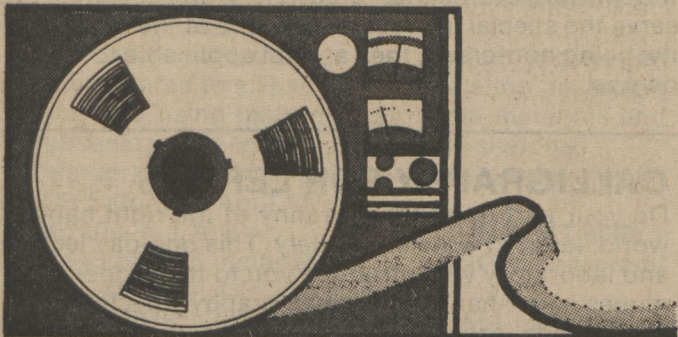
UNITS: 4

LOCATION: First Meeting — Cabrillo Marine Museum San Pedro; other TBA

INSTRUCTOR: Rosemary Marimon, Marine Biology Instructor

ELECTRONIC MUSIC & RECORDING ARTS

See also Certificate Program page 36



SOUND RECORDING LAB Mus X369L

Actual experience in the production of professional quality multi-track recordings. Prerequisite: previous or concurrent enrollment in Music 367 or consent of instructor.

DATES AND TIMES: To Be Arranged

FEE: \$28

UNITS: 1

LOCATION: CSUDH Campus, HFA A201

INSTRUCTOR: Armando Sidon

ELECTRONIC MUSIC LABORATORY

Mus X371L

Actual experience in the operation of music synthesizers. Prerequisite: Previous or concurrent enrollment in Music 371 or consent of instructor.

DATES AND TIMES: To Be Arranged

FEE: \$28

UNITS: 1

LOCATION: CSUDH Campus, HFA A201

INSTRUCTOR: Armando Sidon

ADVANCED AUDIO RECORDING

Mus X372

Theory and application of more advanced equipment and techniques, including 16-track, noise reductions, synthesized programming. Computer generation of music as an optional topic. Concurrent enrollment in Music X369L and Music X371L recommended. Prerequisite: Music 369 and Music 371 or consent of instructor.

DATES: Mondays and Wednesdays, March 31-June 4

TIMES: 6-7:40 pm

NO. MTNGS: 10

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, HFA A201

INSTRUCTOR: Armando Sidon

Armando Sidon, B.A., Instructor of Music, CSUDH. In addition to his instructor's responsibilities, Mr. Sidon coordinates all studio activities (recording, synthesizer programming, and studio production) at the CSUDH Electronic Music Studio. He is an accomplished musician with his major emphasis on the electronic bass and cello. Over the years he has developed and initiated teaching systems for the novice to begin to program analog synthesizers and operate analog recording equipment.

THE ROLE OF THE SYNTHESIZER IN MUSIC FOR THE 80's — SPECIAL STUDIES IN MUSIC

Mus X365

Designed for all levels of musicians and engineers, from the home audiophile to the advanced professional, this seminar will emphasize the use of the synthesizer and recording studio as a musical instrument.

The objective is to provide contemporary musicians with practical rules of thumb to progress substantially on their own. An integration of the musical, theoretical, and technical process of synthesis will be achieved through various perspectives including lecture, video-tape, demonstration, and hands-on experience. Topics include:

- Intrinsic musicality of the Electronic Composer
- Tools for the synthesist/recording engineer of the 80's
- Technical aspects of the craft of synthesis
- Theory of music, electronics, and acoustics

DATES: Friday, May 16, 6-10 pm and

Saturday, May 17, 9 am-5 pm and

Sunday, May 18, 9 am-5 pm

FEE: \$56 credit, \$45 non-credit

NO. MTNGS: 3

LOCATION: CSUDH Campus, HFA A201

UNITS: 2

INSTRUCTOR: Malcolm Cecil. Born in London, Malcolm held the position of principal bass with the BBC Radio Orchestra for 3 years. Upon arrival in the U.S., he turned to synthesis, and since that time has been involved in a number of albums with Stevie Wonder, The Isley Bros., Steven Stills, and Herbie Mann, to name a few. He is the designer of TONTO (The Original New Timbral Orchestra), a performance instrument composed of 12 synthesizers linked together.

With Tonto, Malcolm worked with Stevie Wonder on **Music on My Mind, Talking Book, Innervisions and Fullfillingness; weather report on Talespinning;** Quincy Jones **Bodyheat;** Joan Baez **Diamonds and Rust;** and the **Isley Brothers 3+3, Live it Up, and the Heat is On,** Winning several Gold records and a Grammy, he has two albums "**Zerotime**" and "**It's About Time**". He is the co-producer of Gil-Scott Heron's albums **Secrets, Mind of Gil-Scott Heron** and **1980.** Tonto also provides special musical affects on **Star Trek - the motion picture.** His 24 track recording studio is one of the busiest on the West Coast where he is currently producing a reggae album by **obeah.**

NOTE: This course may be applicable to the Certificate in Electronic Music and Recording — check with Certificate Coordinator, page 39.

ENGLISH

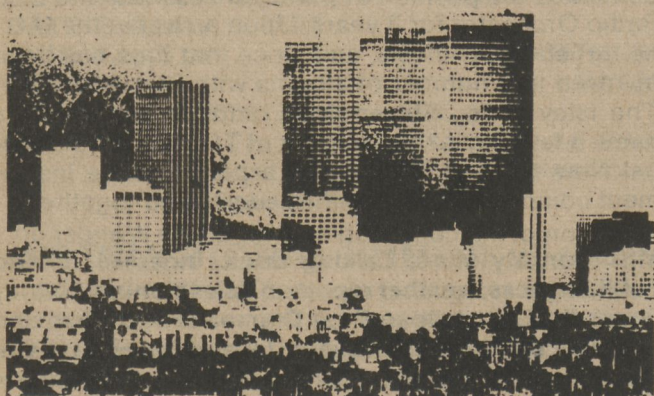
WRITING & SPEAKING SKILLS FOR MANAGEMENT

Eng 252

The basic principles and skills of effective speaking and writing within a framework of organizational management. (May be applied as elective credit to the Certificate Program in Business Management. Please refer to page 37 for program description.)

Use Open University enrollment form on Page 24.

GEOGRAPHY



THE LOS ANGELES METROPOLIS

Geo X351

A mixture of on-campus discussions, guest lectures, and visits to facilities and agencies that are key elements of the metropolitan support system.

Included are analyses of the role of air/seaports, power/generating facilities, industrial plants and public service agencies. Ten field trips are scheduled.

The course may be taken in modules of from 1 to 8 units. For information on the specific content and date of each module, contact Dr. Robert Johnson, (213) 515-3582.

DATES: Saturdays, March 29-June 7

TIMES: 9 am-4 pm **NO. MTNGS:** 1-11, optional

FEE: \$28 per unit **UNITS:** 1-8, optional

LOCATION: CSUDH Campus, SBS A104 and field trips

INSTRUCTOR: Robert A. Johnson, PhD, Professor of Geography and Environmental Studies

GENERAL INTEREST

General interest courses are those that respond to the variety of interests of people living and working in the University's service area. They are designed to serve the special interests and needs of the community; being non-credit, they are not applicable toward a degree.

CALLIGRAPHY FOR LEFTIES

Do your part to end the tyranny of the right handed world: learn to write exquisitely. This one-day lecture and laboratory will introduce you to the proper techniques of left-handed italic calligraphy, special equipment made especially for left-handed people, and appropriate materials. Italic calligraphy is fun, and can be profitable. Don't put off learning any longer. (A \$10 materials fee will be collected at the class meeting for a left-hand pen set which includes a fountain pen and five nibs specially designed for left-handed people).

DATE: Saturday, May 10

TIME: 10 am-3 pm

NO. MTNGS: 1

FEE: \$15 plus \$10 materials fee **UNITS:** non-credit

LOCATION: CSUDH Campus, SBS B101

INSTRUCTOR: Betsy Settle, Calligrapher



PERSONAL FINANCIAL MANAGEMENT

Personal income and spending can be managed with the same efficiency and success as a business, through familiarity with business procedures such as

- record-keeping
- budgeting
- cash management
- borrowing
- minimizing liability
- home ownership
- insurance
- investment alternatives
- sources of professional advice

Participants will be able to organize their personal financial affairs in a more orderly manner and to make financial decisions based on adequate information and planning.

DATES: Friday, May 2, 6-9 pm and
Saturday, May 3, 9 am-5 pm

NO. MTNGS: 2

FEE: \$30

UNITS: non-credit

LOCATION: CSUDH Campus, SCC E145

INSTRUCTOR: Jim Worley, MA, Manager of Taxation, TRW Systems & Energy Group

INFO SKILLS FOR EDUCATORS: COPING WITH THE MYSTERIES OF THE LIBRARY

The library is the place to find all that information that can help a teacher do a better job, teach a unit, solve a class problem. There's more in the library than anyone knows, and sources relating to education are proliferating faster than ever.

The course will discuss the myriad information sources related to all aspects of education, including finding and using instructional media materials and the advantages of computer database searches.

This workshop will emphasize hands-on experience.

DATE: Saturday, April 12

TIME: 10 am-3:30 pm

NO. MTNGS: 1

FEE: \$15 plus \$5 materials

UNITS: non-credit

LOCATION: CSUDH Campus, SCC E149

INSTRUCTOR: Betsy Settle, MSLS, MA Ed; Chair of Reference Services; Instructor, Library Skills and Strategies, CSUDH

LOVE: THE INNER ECSTASY

Love, that which is strived for by all, is the topic of this workshop. The philosophy of love will be presented in a clear and direct manner, along with simple techniques for realizing it.

Participants will learn the techniques of meditations and its effects on the experiencing of love.

DATES: Friday, May 16, 6-9 pm and

Saturday, May 17, 9 am-1 pm

FEE: \$30

UNITS: non-credit

LOCATION: CSUDH Campus, The Commons, Dominguez Room B

NO. MTNGS: 2

INSTRUCTOR: Kurt Krueger, MS, Instructor, Glendale Community College

THE INNER ALTERNATIVE — SIDDHA MEDITATION WORKSHOP

Meditation is a natural state like sleep, and like sleep, it has specific benefits. The state of rest enjoyed in deep meditation is deeper than the rest of deep sleep, and so imparts increased vigor and mental clarity.

Beyond this, in meditation we can learn to contact the very source of our own joy, creativity, and strength. Participants will have the opportunity to:

- Understand the philosophy underlying meditation
- Experience Siddha meditation
- Learn about the science of mantra
- Incorporate meditation into their daily lives

DATE: Saturday, May 31

TIME: 9:30 am-4 pm

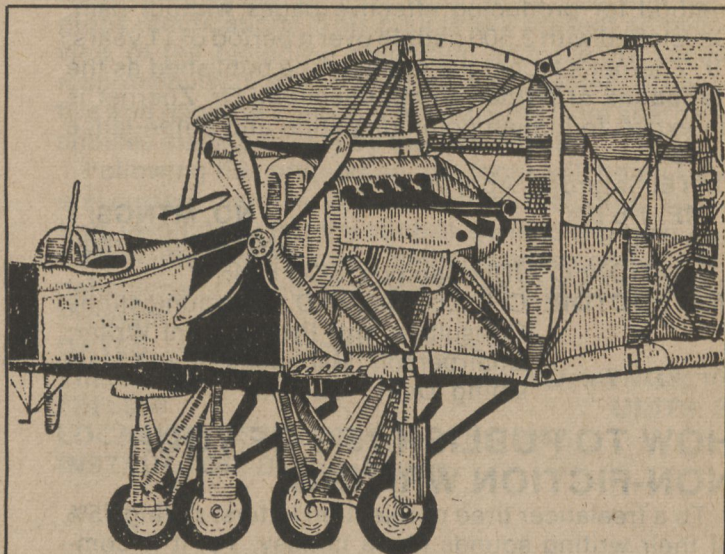
NO. MTNGS: 1

FEE: \$20

UNITS: non-credit

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: Kurt Krueger, MS, Instructor, Glendale Community College



FLIGHT LESSONS: SO YOU THINK YOU WOULD LIKE TO LEARN TO FLY?

If you have ever driven past your local airport and watched the airplanes taking off and landing, promising yourself that you're going to look into lessons, then this is the course for you. You will learn the basic information about the time commitment required, costs involved, and steps necessary to pursue flight training.

The course will deal with such topics as:

- financial/time commitments
- arranging for flight lessons
- physical and academic requirements for licensing
- deciding whether to buy, lease, or rent an airplane
- tax considerations
- the nature of flying in the Southern California area.

Classes will be held at local airports so that students can familiarize themselves with several possible training locations. NOTE: Students may arrange individually with the instructor for an actual flight, on an optional basis. However, CSUDH assumes no responsibility for any air instruction.

DATES: Tuesdays, April 8-29

TIMES: 6-9 pm

NO. MTNGS: 4

FEE: \$28

UNITS: non-credit

LOCATION: First class meets at CSUDH Dominguez Room A; subsequent meetings to be arranged at local airports.

INSTRUCTOR: James McDowell, private pilot and aircraft owner

HOW TO TAKE THE PAIN OUT OF WRITING

For anyone who writes often — in business, government, education and for other writers who must produce to survive — this seminar provides a step-by-step method for producing effective pages without pain. Developed with 2,500 people over a period of 11 years, Dr. Zoerner's technique will soon be published as the **Handbook of Written Communication**. Dr. Zoerner is an expert in human communication and a free-lance writer.

DATE: Saturday, April 26

TIME: 1-6 pm

FEE: \$30

LOCATION: CSUDH Campus, SCC E145

INSTRUCTOR: C. E. Zoerner, PhD, Communications Consultant and Professional Writer; Chairperson, Management and Marketing Dept., CSUDH

NO. MTNGS: 1

UNITS: non-credit

HOW TO PUBLISH 75% OF YOUR NON-FICTION WRITING

To a freelancer tired of rejection letters, selling 75% of their writing sounds like a fantasy. Yet it is completely realistic. Professionals usually sell more than 100%, counting spin-offs and reprints.

The difference is the marketing approach. Beginners write, then try to sell. Professionals sell, then write. This five-hour seminar explains:

- Querying
- Rewrites
- Multiple submissions

A take-home guide directs the participants through the 15 steps of marketing and writing a selling article, and a handbook contains needed examples.

DATE: Saturday, May 10

TIME: 12 noon-5 pm

FEE: \$35 (includes materials)

LOCATION: CSUDH Campus, SCC E145

INSTRUCTOR: Gordon Burgett, MA, MFT, Evening Administrator, CSUDH; professional writer

NO. MTNGS: 1

UNITS: non-credit

HOW TO WRITE COMEDY GREETING CARDS THAT SELL

At \$50 to \$60 a card, copy only, humorous greeting cards have to be the most lucrative form of writing. This seminar will show how you can be that someone who writes the material that fills the card racks with thousands of sentiments each year.

The four-hour program shows the beginner how to

- study the contemporary markets
- find ideas
- write a text
- prepare batches for submission
- use rejections for spin-off sales

A step-by-step process that covers every form of card but poetic is explained in this one seminar.

DATE: Sunday, May 11

TIME: 1-5 pm

FEE: \$30

LOCATION: CSUDH Campus, SCC E145

INSTRUCTOR: Gordon Burgett, MA, MFT, Evening Administrator, CSUDH, professional writer

NO. MTNGS: 1

UNITS: non-credit

HOW TO BREAK INTO GHOSTWRITING

Ghosting is the most direct way for the aspiring writer to make money. Learn the techniques of ghosting, from finding clients and setting fees to producing finished copy. Dr. Zoerner, an "unrecognized" ghost, is also published widely under his own name.

DATE: Saturday, April 19

TIME: 1-6 pm

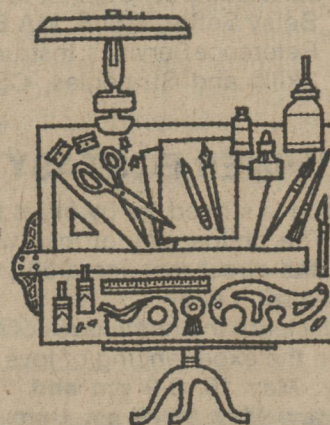
FEE: \$30

LOCATION: CSUDH Campus, SCC E145

INSTRUCTOR: C. E. Zoerner, PhD, Communications Consultant and Professional Writer; Chairperson, Management and Marketing Dept., CSUDH

NO. MTNGS: 1

UNITS: non-credit



PASTE-UP AND PRODUCTION OF ADVERTISING FOR THE SMALL BUSINESS OR NON-PROFIT AGENCY

A hands-on workshop dealing with the final art stage before printing — preparing the paste-up, mechanical, or camera-ready art. How to assemble your ads, flyers, mailers for the printer. A variety of useful techniques to help your business save time and money. Topics include:

- How to fit and order copy and headlines
- How to order stats for line shots and half-tones
- How to specify paper stock, ink colors, folds
- Putting it all together — the mechanicals for line work, photos, color separation

Prerequisite: "Advertising Design and Layout" or a basic understanding of visual advertising fundamentals.

DATE: Saturday, May 17

TIME: 9:30 am-2:30 pm

FEE: \$30

LOCATION: CSUDH Campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, Designer and Advertising Consultant; Assistant Professor of Art, CSUDH

NO. MTNGS: 1

UNITS: non-credit

HEALTH SCIENCE

FIRST ANNUAL HEALTH/LAW SYMPOSIUM

(BRN)

See Conferences, Page 42

DATE: Thursday, April 3

DYNAMICS OF HEALTH COMMUNICATION

Hea 321

(BRN)

Fundamentals, principals, and skills of interpersonal and group process utilized in health-related occupations. Special emphasis is placed on the theory and techniques of writing, oral skills, interviewing, small group dynamics, and crisis intervention

DATES: SECTION I — Mondays, March 31-June 9

TIMES: 6-9:40 pm NO. MTNGS: 10

FEE: \$112 UNITS: 4

LOCATION: CSUDH Campus, SHC A145

INSTRUCTOR: James Bush, DSW

DATES: SECTION II — Thursdays, April 3-June 5

TIMES: 6-9:40 pm NO. MTNGS: 10

FEE: \$112 UNITS: 4

LOCATION: CSUDH Campus, ERC B130

INSTRUCTOR: Ruth Gomez, PhD

NOTE: Use Open university enrollment form on page 24.

BIOETHICS AND SOCIAL RESPONSIBILITY

Hea X285

(BRN)

Fast-paced medical advancements pose new ethical issues with social, political, economic, legal and religious ramifications. This course will present an overview of the biological revolution and explore social responsibility in relation to the range of potential positive and negative consequences arising from alternate choices made possible by that revolution.

Following this orientation, the focus will be on several current major issues in bioethics including: abortion, involuntary fertility control, genetic engineering, transplants, electrical and chemical mind control, new definitions of death, the right to die and the Hospice Program.

DATES: Mondays, March 31-June 2

TIMES: 7-9

NO. MTNGS: 10

FEE: \$56

UNITS: 2

LOCATION: CSUDH Campus, ERC B505

INSTRUCTOR: Barbara Kvigne

SPECIAL TOPICS IN HEALTH: HEALTH LAW

Hea 390

(BRN)

An intensive study of the legal aspects of health care. Use Open University enrollment form on page 24.

DATES: Mondays, March 31-June 9

TIMES: 6-9:40

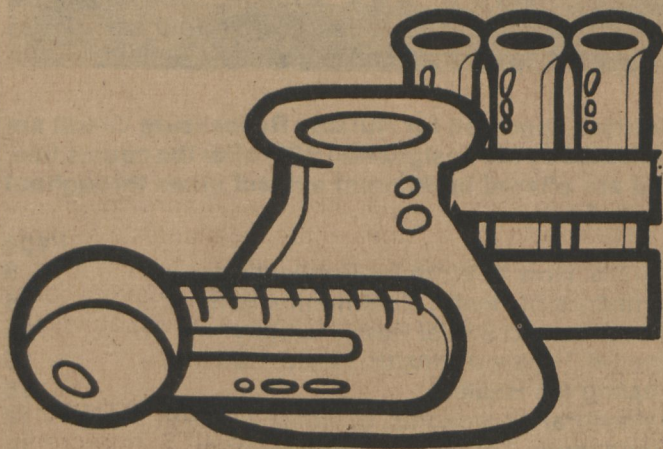
NO. MTNGS: 10

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, ERC D131

INSTRUCTOR: David Weinstein, JD



MEDICAL SCIENCE

Hea 241

(BRN)

An advanced study of the nature and causes of disease pathologies.

NOTE: Use Open University enrollment form on page 24.

DATES: Wednesdays, April 2 - June 4

TIMES: 6 - 9:40 pm

NO. MTNGS: 10

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, SHC A145

INSTRUCTOR: Eugene Hardin, MD

HEALING THE HEALER **Hea X852**
(BRN)

A holistic approach to preventing burnout, for health science professionals, therapists, and counselors who want to learn new and effective ways for dealing with the physical and emotional energy drain that accompanies a full commitment to the helping relationship.

Topics include:

- maintaining contact with patients without energy drain
- dealing with patient and client negativity
- nutrition and mental energy
- exercises and breathing techniques for personal relaxation
- energy development with personal and clinical applications

DATES: Friday, April 18, 7-10 pm
Saturday, April 19, 9 am-5 pm
FEE: \$28 **NO. MTNGS:** 2
LOCATION: CSUDH Campus, Dominguez, Room B
UNITS: 1
INSTRUCTOR: Shama Khalsa, author of **Healing the Healer**

BEHAVIORAL APPROACHES TO HOLISTIC HEALTH **Hea x286**
(BRN)

The holistic health movement has placed heavy emphasis on the spiritual and the subjective, but there is ample evidence of more objective, measurable change as a function of behavioral approaches to "high level wellness". Current developments will be summarized and predictions of developments expected in the '80's will be discussed. Particular attention will be given to the components of our lifestyles which interact with our health, such as relationships, drug and alcohol use, stress and time management, pain control, vocational and recreational activities and communication skills.

DATES Friday, May 16, 6-10 pm and
Saturday, May 17, 9 am-5 pm
FEE: \$35 credit, \$27.50 non-credit **NO. MTNGS:** 2
LOCATION: CSUDH Campus, SCC E143 **UNITS:** 1
INSTRUCTOR: LaFaye Sutkin, PhD, Clinical Psychologist; Guest Lectures

THERAPEUTIC TOUCH IN HOLISTIC HEALING **Hea 851**
(BRN)

An integration of recent advances in the field of holistic health such as self-healing, laying of the hands, touch for health, acupressure, meridian therapy, relexology, applied kinesiology, and yogic therapy.

The course is designed to provide nurses, mental health practitioners, general health practitioners with useful information and direct experience to realize more effective and personally satisfying healing methods.

Participants should wear clothing suitable for

movement and should bring a mat to sit or lie on.

DATES: Friday, June 6, 7-10 pm
Saturday, June 7, 9 am-5 pm
FEE: \$28 **NO. MTNGS:** 2
LOCATION: CSUDH Campus, Dominguez Room A **UNITS:** 1
INSTRUCTOR: Shama Khalsa, author of **Healing the Healer**

INTRODUCTION TO ALCOHOL & ALCOHOLISM **Hea X280**
(BRN)

This course presents the chemistry of alcohol; blood-alcohol concentration (BAC); physiological effects; drug-alcohol interaction; psychology and physiology of addiction; legal aspects of alcohol abuse; disease concept of alcoholism; etiology of alcoholism; the alcoholic and the family; the alcoholic employee; problem identification; community and private treatment modalities. Not to be used as a component of an Alcohol Rehabilitation Program.

NOTE: This course is part of the Certificate Program in Counseling the Alcoholic — see page 35.

DATES: Tuesdays, April 1-June 3
TIMES: 6:30-10 pm **NO. MTNGS:** 10
FEE: \$112 **UNITS:** 4
LOCATION: North High School, Torrance, Room 302
INSTRUCTOR: Mary Cook

DYNAMICS OF FAMILY **Hea X283**
(BRN)

Counseling modalities in working with the family of alcoholic individuals. Dynamics of family and marriage counseling (i.e., expectations and communication). NOTE: This course is part of the Certificate Program in Counseling the Alcoholic — see page 35

DATES: Wednesday, April 2-June 4
TIMES: 6:30-10:00 pm **NO. MTNGS:** 10
FEE: \$112 **UNITS:** 4
LOCATIONS: North High School, Torrance, Room 302
INSTRUCTOR: David Van Gorder

NURSING

Courses approved for Nursing Relicensure Credit are indicated by the designation BRN after the course title, and are offered in different subject areas throughout the bulletin.

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Dynamics of Health Communications	15
Bioethics and Social Responsibility	15
Special Topics in Health: Health Law	15
Healing the Healer	16
Behavioral Approaches to Holistic Health	16
Therapeutic Touch in Holistic Healing	16
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MUSIC

See also Certificate, page 39

See also Electronic Music, page 39



CONSERVATORY OF MUSIC AND DANCE

Low cost program in music and dance for children and adults with University-level instructors are offered through the Dominguez Hills Conservatory of Music and Dance

PRIVATE INSTRUCTION

\$65 for 10 weekly sessions
All orchestral instruments
Guitar, Piano, Recorder
Voice
Violin
Electronic Music

CLASS INSTRUCTION

\$35 for 10 weekly sessions
Ballet
Movement & Music

A schedule of the courses and times is available by checking the Information Request Card on the inside back cover. Or phone David Champion, Associate Professor of Music at CSUDH and Director of the Conservatory, (213)515-3947.

PHILOSOPHY

TODAY'S RELIGIOUS EXPERIENCES

Phi X800

A guided study and discussion of religion, the Bible, God. Three ways of interpreting the Bible — fundamentalist, liberal, humanist. Philosophical study of evil. Concept of miracles. Religions of the world.

DATES: Friday, April 25, 6:30-9:30 pm and Saturday, April 26, 9 am-4 pm

FEE: \$28

NO. MTNGS: 2

LOCATION: CSUDH Campus, SCC K147

UNITS: 1

INSTRUCTOR: William Hagan, PhD, CSUDH Chairperson, Religious Studies; Professor, Philosophy

POLITICAL SCIENCE

THE ENERGY CRISIS: CAUSE AND SOLUTIONS

The current energy crunch, and what it means. Alternate energy options (such as solar, wind, tidal). Conservation ideas for the consumer.

DATES: Friday, May 2, 6:30-9:30 and Saturday, May 3, 9 am-4 pm

FEE: \$28

NO. MTNGS: 2

LOCATION: CSUDH Campus, SCC E149

UNITS: 1

INSTRUCTOR: Linda Groff, PhD, CSUDH Assistant Professor, Political Science

NOTE: Credit Pending



CRISIS IN THE MIDDLE EAST: THE REVOLUTIONARY PROCESS

Types, theories, and conditions of the revolutionary process, and their application to the recent situations in Iran and Afghanistan.

DATES: Friday, May 30, 6:30-9:30 and Saturday, May 31, 9 am-4 pm

FEE: \$28

NO. MTNGS: 2

LOCATION: CSUDH Campus, SCC E145

UNITS: 1

INSTRUCTOR: Linda Groff, PhD, CSUDH Assistant Professor, Political Science

NOTE: Credit Pending

PHYSICAL EDUCATION & RECREATION

PHYSICAL CONDITIONING Per X131

Get into shape with a personally-designed conditioning program. The latest nautilus equipment will be available.

DATES: Mondays, March 31-June 2

TIMES: 6-7 pm

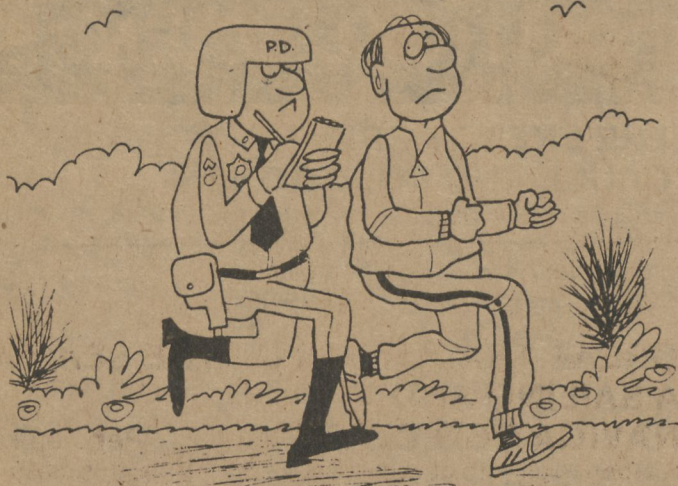
FEE: \$28

NO. MTNGS: 10

UNITS: 1

LOCATION: CSUDH Campus, Field House F017

INSTRUCTOR: Robert Ramirez, Instructor, CSUDH Physical Education Dept.



JOG, RUN, RACE: GETTING THE MOST OUT OF YOUR MILES Per 835

Here is a running program that will be designed specifically for you. With expert assistance, you will create and implement your personal running program suited to your own particular lifestyle.

The class will study various theories of training, compare them, and develop ways to individualize them. Participants will also be able to analyze the physiological effects of running, causes of injuries, methods for injury prevention.

Other topics to be covered:

- Nutrition and its importance
- The meaning of race results
- Pre and Post Running Exercises

DATES: Wednesdays, April 2-June 4

TIMES: 6-8 pm

FEE: \$56 credit, \$41 non-credit

NO. MTNGS: 10

UNITS: 2

LOCATION: CSUDH Campus, NSM B252

INSTRUCTOR: Mitchell Harmatz, CSUDH Men's and Women's Cross Country Coach

BEGINNING TAI CHI CHUAN Per 833

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

DATES: Saturdays, April 12-June 14

TIMES: 8:30-10:30 am

NO. MTNGS: 10

FEE: \$56 credit, \$41 non-credit

UNITS: 2

LOCATION: CSUDH Campus, Fieldhouse C016

INSTRUCTOR: Van Ho, author *Moving Meditation*

THE NEW PHYS ED FOR 2 TO 7 YEAR OLDS

Per 832

"DESIGNING THE FLIP FLOPPING, WIGGLE WALKING, BIONIC BOUNCING ENVIRONMENT"

This course will help you to implement a physical education program based on the sequential development of motor abilities in young children. You will learn how to increase the effective use of your school's indoor and outdoor play space; learn a variety of skills, songs, dances, games; and the use of equipment. Opportunities are provided for you to participate in movement experiences and program planning.

DATE: Saturday, April 19

TIME: 9 am-5 pm

NO. MTNGS: 1

FEE: \$28

UNITS: 1

LOCATION: CSUDH Campus, Field House

INSTRUCTORS: Dennis Estabrook, Director, Children's Health International
Teri Thompson, children's gymnastic and dance instructor

RHYTHMS AND DANCE FOR 2 TO 8 YEAR OLDS

Per 831

Spice up your physical education program with some new foot stomping, hand clapping, finger snapping rhythm activities, action songs and simple dances for children 2 to 8 years of age. Learn basic principles of music, rhythms, and dance. Learn how to introduce and use musical instruments with your children, feel confident knowing how to inspire creative movement through dramatic imagery, create movement themes, and make academic learning more enjoyable.

Join the fun. Wear comfortable clothes — be prepared to move and feel the joy of dance and music. Bring a sack lunch.

DATE: Saturday, May 10

TIME: 9 am-5 pm

NO. MTNGS: 1

FEE: \$28

UNITS: 1

LOCATION: CSUDH Campus, gymnasium dance room

INSTRUCTORS: Dennis Estabrook, Director, Children's Health International
Teri Thompson, children's gymnastic and dance instructor

FIRST ANNUAL CONFERENCE ON AMATEUR SURFING

Offered in cooperation with the leading amateur surfing organizations in the United States, this one-day conference will explore the past, present, and future of the sport of amateur surfing in America. Selected topics to be discussed include:

- Clarification of Amateur rules and status
- Organizing surfing clubs and teams
- Holding contests
- Competition on a national and international basis
- Surfing as a demonstration sport in the 1984 Olympics

Presentors at the conference will include leading experts in the field of surfing, with representatives from WISA (Women's International Surfing), ASA (American Surfing Association), and NSSA (National Scholastic Surfing Association), plus a panel of well-known athletes. Enrollment limited.

DATE: Saturday, April 26

TIME: 9 am - 5 pm

NO. MTNGS: 1

FEE: \$25 credit, \$15 non-credit

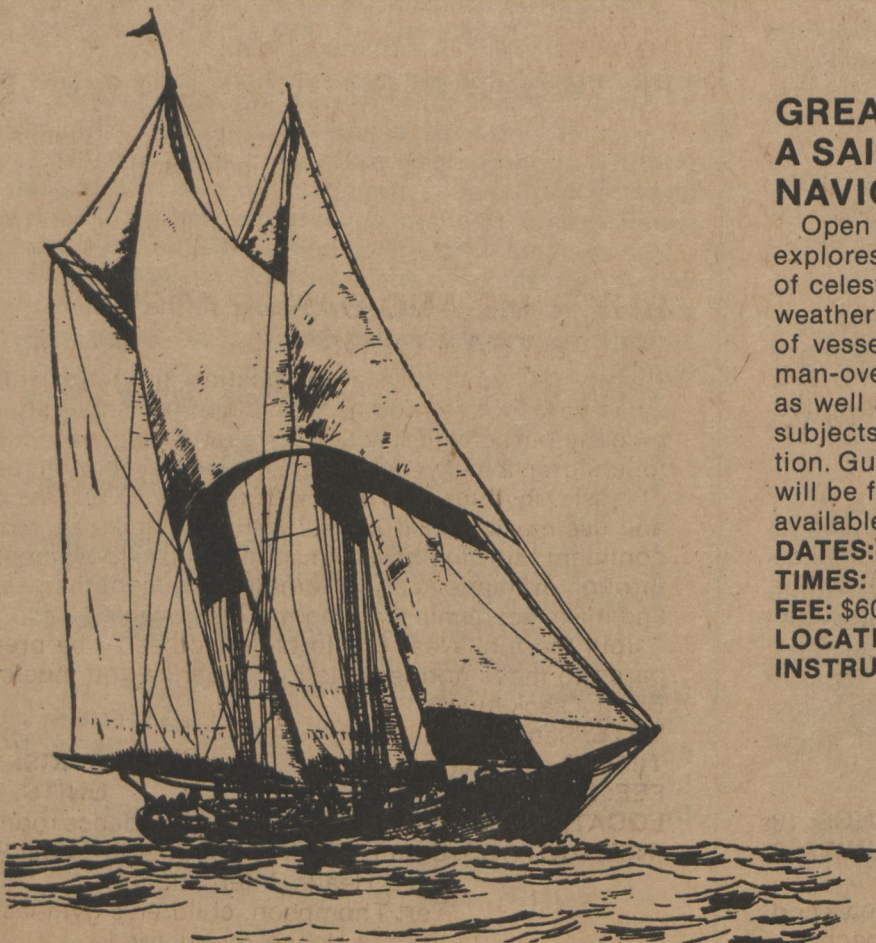
UNITS: 1

LOCATION: CSUDH Campus, HFA A103

CONFERENCE COORDINATOR: Dennis Estabrook, Chairman Western Conference of the American Surfing Association

NOTE: Registration is required by April 10. After that date, contact Office of Extended Programs, (213) 515-3741.

NOTE: Credit Pending



GREAT TRADITIONS OF THE SEA: A SAILING AND NAVIGATION CLASS

Per 834

Open to all with or without sea experience, this class explores beginning sailing and navigation to the basics of celestial navigation. Traditional knot tying, heavy weather sailing, sailing local waters, right-of-way, type of vessels, techniques of anchoring and directing man-overboard procedures, parts and their functions, as well as safety and first-aid at sea are among the subjects discussed. Includes a dockside demonstration. Guest speakers with slide and film presentations will be featured. Practical on-the-water instruction is available in large and small craft.

DATES: Thursdays, April 10-June 12

TIMES: 7-10 pm

NO. MTNGS: 10

FEE: \$60 credit, \$45 non-credit

UNITS: 2

LOCATION: Yankee Whaler Inn, San Pedro

INSTRUCTOR: Captain Ron Remsburg

PSYCHOLOGY

DREAM WORKSHOP **Psy X170**

Dreams come to advise, correct, punish, comfort, reveal creative potentials, heal, warn, but more generally to make yourself whole. Where we are blind, the dreams see, and if we understand, our life can be transformed.

This course/workshop is designed for developing greater personal and environmental awareness through the exploration of dreams. All the following skills will be presented through lecture, demonstration, creative activities and group process: practical methods of interpreting dreams; skills to arrive at the dynamic meaning of dream symbols; techniques for remembering dreams; skills to dream creatively for use in problem solving; translating dreams into real life activities.

DATES: Friday, May 16, 7-10 pm
Saturday, May 17, 9:30 am-4 pm **UNITS:** 1
FEE: \$32.50 credit, \$25 non-credit **NO.MTNGS:** 2
LOCATION: CSUDH Campus, Dominquez Room A
INSTRUCTOR: Art Bernard, MFCC, Director, Dream Center, San Fernando Valley

JOURNAL WORKSHOP **Psy X171**

A practical method for self-exploration and self-development through journal writing. Regardless of your age or level of education, keeping a structured journal can enable you to integrate and focus your life, deepen your experience of yourself and enlarge your creative capacities, all on your own terms and at your own pace.

The structured journal contains sections for working with your life history, your dreams and other depth experiences, and your relationships (with persons, work, society, your own body, and the events and circumstances of your life).

At this workshop you will learn to use your journal on your own life decisions and to sustain your personal growth. No experience or talent in writing is necessary. (Materials — looseleaf notebook & 20 dividers)

DATE: Saturday, April 19
TIME: 9 am-5 pm **NO.MTNGS:** 1
FEE: \$28 **UNITS:** 1
LOCATION: CSUDH Campus, SCC K147
INSTRUCTOR: Alice Bloch, MA freelance writer and editor

INTRODUCTION TO PARAPSYCHOLOGY **Psy X173**

The science of psychic phenomena from past to present. Instructor is willing to explore areas that are most desired by the students. Topics will include Kirlian photography, reincarnation studies, telepathy, psychic healing, out of the body experiences, states of consciousness, mediumship and many related areas. Scientific orientation with much discussion. Class experiments.

DATE: Thursday, April 3 to June 5
TIME: 7-10 pm **NO.MTNGS:** 10
FEE: \$84 **UNITS:** 3
LOCATION: CSUDH Campus, NSM C239
INSTRUCTOR: John Hubacher, MA; Researcher, Parapsychology

SOCIAL & PERSONAL EFFECTIVENESS TRAINING **Psy X269**

A dynamic eight-week approach that incorporates behavior modification, social and sexual assertiveness in a practical approach toward becoming more personally effective. Unique in concept, the approach is designed to improve communication, build confidence and employ the use of assertive techniques for developing potential, problem-solving and decision-making, both in professional and personal relationships.

DATES: Saturdays, April 12-May 31
TIME: 10 am-12 noon **NO.MTNGS:** 8
FEE: \$56 credit, \$41 non-credit **UNITS:** 2
LOCATION: Brentwood Savings, Sepulveda & Slauson, Culver City
INSTRUCTOR: Eve Cappello, PhD, Behavioral Consultant, author of *Let's Get Growing*



THE TWO-CAREER COUPLE **Psy 811**

There are now an estimated 33-million couples (married or unmarried) where both are working. This lifestyle is intimately bound up in social changes toward greater freedom, equality, and self-fulfillment.

The dilemma is how to combine individual freedom with responsibility to one's partner. This workshop is designed to help participants maximize the potential and minimize the stresses present in a two-career relationship. Topics include:

- How to identify clashes between family stages and career stages
- How to manage times and stress
- How to understand and control conflicts between roles
- Interpersonal issues (sex, jealousy, competition)
- Work involvement and workaholism
- Mobility and relocation
- The economics of a two-career relationship (IRS, budgeting, property)

DATE: Saturday, May 3,
TIME: 9 am-5 pm **NO.MTNGS:** 1
FEE: \$28 **UNITS:** 1
LOCATION: CSUDH Campus, SCC J146
INSTRUCTORS: LaFaye Sutkin, PhD, Clinical Psychologist; Stephen Bowles, Professor Counseling and Guidance, California State College San Bernardino

PUBLIC ADMINISTRATION

POLICE ADMINISTRATION IN AMERICA

Pub 240

A survey of the purpose, function, and history of agencies dealing with the administration of justice. Organization of law enforcement agencies at federal, state, and local levels. Police patrol and operational practices, administrative methods and techniques.

NOTE: This course is an elective in the Certificate Public Management (ICMA) — see page 38.

NOTE: Use Open University enrollment form on page 24.

DATES: Tuesdays and Thursdays, April 1-June 5

TIMES: 12 noon-1:40 pm

NO. MTNGS: 20

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, ERC D120

INSTRUCTOR: Gerald Lipson, PhD, Director of Public Safety, CSUDH

SEMINAR IN PERSONNEL ADMINISTRATION

PUB 424

The course focuses on the day-to-day managerial and administrative perspectives. It covers job satisfaction, employee development, productivity, equal opportunity, collective bargaining, the Civil Service Commission, recruitment procedures, and manpower training.

NOTE: This course is part of the Certificate Program in Public Management (ICMA) — see page 38.

NOTE: Use Open University enrollment form on page 24.

DATES: Wednesdays, April 2-June 4

TIMES: 6:00-9:40 pm

NO. MTNGS: 10

FEE: \$112

UNITS:

LOCATION: CSUDH Campus, SBS B101

INSTRUCTOR: Gil Robinson, PhD, CSUDH Dept. of Public Administration

SEMINAR IN URBAN ADMINISTRATION IN AMERICA

Pub 430

Basic principles of managing the modern city to build solid programs on a strong foundation, stay on top of today's needs, and be prepared for tomorrow's problems. This course covers organizational theory, computers and system analysis, leadership styles and strategies, and specific administrative operations.

NOTE: This course is part of the Certificate Program in Public Management (ICMA) — see page 38.

NOTE: Use Open University enrollment form on page 24.

DATES: Mondays, March 31-June 2

TIMES: 6:00-9:40 pm

NO. MTNGS: 10

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, HFA A227

INSTRUCTOR: James Neal, DPA, former City Manager, Fountain Valley; Acting City Manager, Stanton

REAL ESTATE

HOW TO MAKE REAL ESTATE WORK FOR YOU (SURVIVAL AND PROFIT WITH CHANGES IN THE INVESTMENT ENVIRONMENT)

Help for the new investor as well as the experienced investor to develop the understanding and techniques to maximize their return on investment, without sacrificing security. Discussion topics:

- Refining your personal investment objective
- Analyzing and understanding the current investment environment
- Anticipating changes in economic, legal, and political forces
- Identifying alternative investment opportunities

DATE: Saturday, April 26

TIME: 9 am-3:30 pm

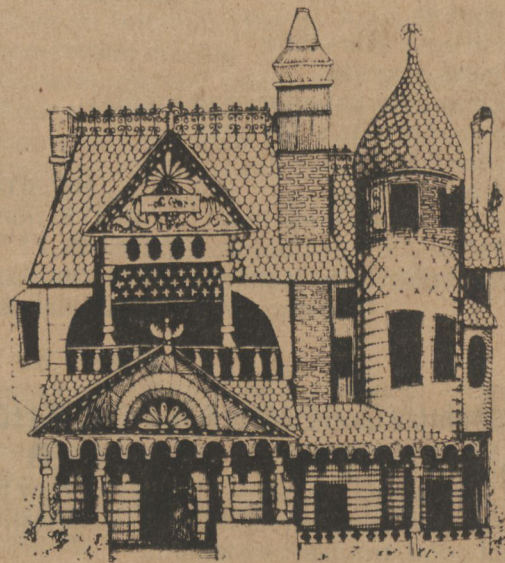
NO. MTNGS: 1

FEE: \$50

UNITS: non-credit

LOCATION: Holiday Inn, Torrance

INSTRUCTOR: George Morris, PhD, Investor, Developer, Consultant and Broker; Professor of Business Administration, CSUDH



REAL ESTATE LICENSURE — SALESMEN'S AND BROKER'S

To prepare the novice for the California Real Estate Salesmen's License examination and to prepare candidates to successfully pass the Real Estate Brokers' License examination.

DATES: Thursdays, April 3-May 22

TIMES: 7-10 pm

NO. MTNGS: 8

FEE: \$70 Salesmen (includes materials)

\$85 Broker (Includes materials)

UNITS: non-credit

LOCATION: West High School, Torrance, Room 3203

INSTRUCTOR: Kenneth Siegel, B.A., J.D., Director of Marketing, Crest Real Estate Schools Inc.

HOW TO GET STARTED IN REAL ESTATE INVESTMENT AND MANAGEMENT

Two one-day seminars for those new to the money-making potentials of real estate management and investment.

OPTIONAL COMPUTER EXPERIENCE: Participants who attend BOTH seminars will have the opportunity to work with the CSUDH computer to analyze rent-purchase decisions on their own properties. Participation is optional.

BEGINNING SEMINAR FOR THE SMALL REAL ESTATE INVESTOR

A new course that teaches you how to:

- Find low priced properties, and get them
- Acquire good properties with little or NO MONEY DOWN
- Make 100% or more on your investments (rather than 6-12%)
- Decrease your income taxes — legally
- Take advantage of high inflation (rather than being a victim of it)
- Start in your spare time
- Minimize your risk
- Maximize your potential (and profits)
- Keep your profits at tax time

DATE: Saturday, April 19

TIME: 9 am-4:30 pm

NO. MTNGS: 1

FEE: \$49 (includes materials)*

UNITS: non-credit

LOCATION: CSUDH Campus, SCC E149

INSTRUCTOR: Gary Kuhlmann, CSUDH Associate Professor of Business Administration

BEGINNING SEMINAR FOR THE SMALL PROPERTY MANAGER

This specialized course will teach you how to:

- Manage and operate real property successfully
- Select good, trouble-free tenants
- Avoid legal hassles
- Write strong, safe rental agreements or leases
- Avert collection problems
- Escape from the rent-control issue

DATE: Sunday, April 20

TIME: 9 am-4:30 pm

NO. MTNGS: 1

FEE: \$49 (includes materials)*

UNITS: non-credit

LOCATION: CSUDH Campus, SCC E149

INSTRUCTOR: Gary Kuhlmann, CSUDH Associate Professor of Business Administration

* Participants who sign up for BOTH seminars will receive a \$10 discount, bringing the total fee for both seminars to \$88. This includes ALL materials and the computer option.

SPANISH

See also Certificate, page 41



CONTEMPORARY HISPANIC CULTURE: SPANISH SPEAKING AMERICA — MEXICO AND THE SOUTHWEST

SPA X251

A course on the lifestyle of the Mexican and Mexican-American and their contemporary cultural contributions to the total development of California and the Southwest United States.

The course will describe various social-cultural institutions such as the Catholic Church, the familia (extended family), and political parties, and analyze how they influence Mexican and Mexican-American heritage.

The course will help prepare teachers to pass the contemporary competency exam in culture required for either the Bilingual Specialist Credential or for the Certificate of Competence.

NOTE: This course is also part of the Certificate Program in Spanish for Public Service — see page 41.

DATES: Saturdays, March 22-May 24

TIMES: 8:30 am-12:30 pm

NO. MTNGS: 10

FEE: \$112

UNITS: 4

LOCATION: CSUDH Campus, SBS F121

INSTRUCTOR: Ben Pena, MA

UNIVERSITY COLLEGE

VOLUNTEER MANAGEMENT FOR THE 80's

UNC 800

See Conferences, page 42.

DATES: Monday, April 21 and Tuesday, April 22

WEEKEND CALENDAR

The course offerings and conferences scheduled for weekends and described throughout this bulletin are listed here chronologically by date, for your planning convenience.

If you should decide at the last minute to attend a class, please phone the Extension Office on the preceding Friday to determine if there is space available.

MARCH 29, Saturday

(Geography) The Los Angeles Metropolis — 1st meeting

APRIL 5, Saturday

(Business) Business Writing
(Business) Effective Presentation in a Business Environment
(Music) Conservatory of Music and Dance — 1st meeting

APRIL 12, Saturday

(General Interest) Library Skills for Educators
(Education) Classroom of the Sea — 1st meeting
(Education) Instructional Humor — 1st meeting
(Phys Ed) Beginning Tai Chi Chuan — 1st meeting
(Test Review) SAT — 1st meeting

APRIL 18, Friday

(Business) Dynamics of Customer Relations
(Business) Marketing for the 80's — 1st meeting
(Education) Special Education Conference — 1st session
(Health Science) Healing the Healer — 1st meeting

APRIL 19, Saturday

(Business) How to be a Manufacturer's Rep
(General Interest) How to Break Into Ghostwriting
(Phys Ed) The New Phys Ed for 2-7 Year Olds
(Psychology) Journal Workshop

APRIL 25, Friday

(Business) Fundamentals of Commercial Credit — 1st meeting
(Health Science) Behavioral Approaches to Holistic Health — 1st meeting
(Philosophy) Today's Religious Experiences — 1st meeting

APRIL 26, Saturday

(General Interest) How to Take the Pain out of Writing
(Education) All About Aides, and Teachers Too
(Real Estate) How to Make Real Estate Work for You

MAY 2, Friday

(Business) Personal Financial Management — 1st meeting
(General Interest) Third World Film Festival — 1st session

MAY 3, Saturday

(Psychology) The Two-Career Couple

MAY 9, Friday

(Business) Management Resource Planning
(Communications) Nurses: How to Write for Publication

MAY 10, Saturday

(General Interest) How to Publish 75% of Your Non-Fiction Writing
(General Interest) Calligraphy for Lefties
(Education) Multicultural Music and Art Activities
(Education) Bilingual Education Conference
(Phys Ed) Rhythms and Dance for 2-8 Year Olds
(Test Review) GRE — 1st meeting

MAY 11, Sunday

(General Interest) How to Write Greeting Cards That Sell

MAY 16, Friday

(Music) The Role of the Synthesizer — 1st meeting
(Political Science) Crisis in the Middle East — 1st meeting
(Psychology) Dream Workshop — 1st meeting
(General Interest) Love: The Inner Ecstasy — 1st meeting

MAY 17, Saturday

(General Interest) Paste-up and Production
(Business) How to Start or Improve Your Own Business
(Test Review) SAT — 1st meeting

MAY 24, Saturday

(Test Review) LSAT — 1st meeting

MAY 31, Saturday

(General Interest) The Inner Alternative

JUNE 7, Saturday

(Test Review) GMAT — 1st meeting

JUNE 13, Friday

(Health Science) Therapeutic Touch in Holistic Healing - 1st meeting

THREE EASY STEPS FOR OPEN UNIVERSITY REGISTRATION

Here's how to enroll in Open University. Formal admission to CSUDH is not required — you do not have to present transcripts or pay an application fee. Just follow these steps:

1. Fill out the Open University Registration Form.

Use the one that accompanies these instructions, or pick up additional forms at the University Information Center (in the front of the campus, near the flagpole) or at the Extension Office (5th floor, ERC building).

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

Evening, Saturday, and lunch hour courses are listed in the Extension Bulletin — for others, obtain a regular class schedule from the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

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

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

Fees are \$28 per unit (\$112 for a 4-unit class). Fees should be paid in check or money order, made payable to "CSUDH". Students wishing to use their VISA or Mastercharge may do so in person or you may mail in your fees with your registration form after getting the instructor's signature to:

Extension ERC C508
CSUDH
Carson, CA 90747

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

SUMMARY

WHAT IS OPEN UNIVERSITY? A plan whereby you can take regular academic courses without being enrolled in the University.

DO I HAVE TO TAKE A CERTAIN NUMBER OF UNITS? No.

CAN I JUST TAKE SOME COURSES FOR PROFESSIONAL DEVELOPMENT OR PERSONAL GROWTH? Yes.

CAN THE UNITS I EARN GO TOWARD A DEGREE? Yes, generally 36 for undergraduate and 13 for graduate.

WHAT IF I WAS TURNED DOWN FOR ADMISSION? You can still take classes, and the grades can help raise your GPA.

DO I HAVE TO PAY AN APPLICATION FEE? No.

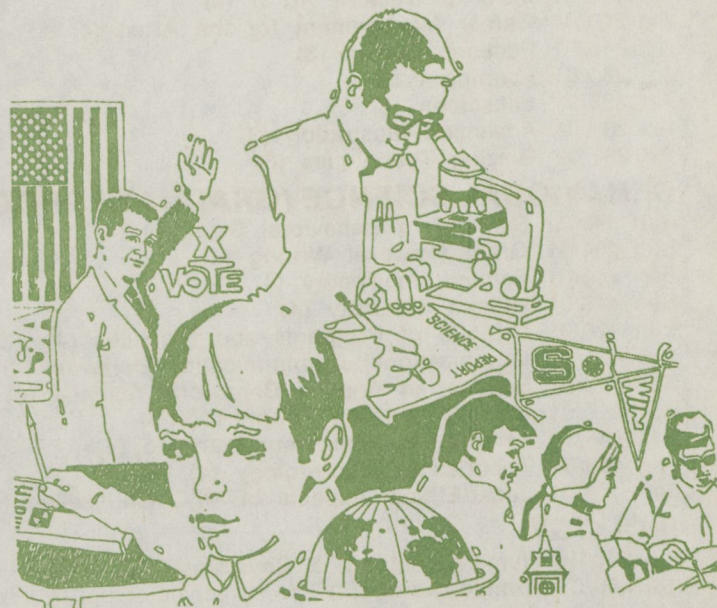
DO I NEED TRANSCRIPTS? No.

WHAT DOES IT COST? \$28 a unit (2 units — \$56, 3 units — \$84, 4 units — \$112).

WHEN DO I REGISTER? Classes start March 29 for the Spring Quarter. You should attend the first class meeting and pay your fees before April 16.

HOW DO I PAY? Through the Extension Office, by check, money order, Visa, or Mastercharge.

WHEN DO I GET MY GRADES? During the following quarter.



SATURDAY PROGRAM

ANTHROPOLOGY

Ant 213/01 Methods & Techniques of Archeology (4) Weil TBA SBS A144

BUSINESS

Bus 102/03 Legal Aspects of Business Transactions (4) Pesin 8:30 am-12:10 pm SBS B101
 Bus 171/05 Computer Systems for Business (4) TBA 1:00-4:40 pm SBS E220
 Bus 205/02 Social Responsibility of Business (4) McCloskey 8:30 am-12:10 pm SBS B143
 Bus 222/04 Intro to Business Statistics (4) Rector 8:30 am-12:10 pm SBS E220

COMMUNICATIONS

Com 287/01 Scene Study & TV Directing (4) Leshay 10:00 am-3:40 pm ERC B118
 Com 290/06 Photojournalism (4) TBA 9:00 am-2:40 pm SBS D219

ECONOMICS

Eco 222/03 Money and Banking (4) Goldstone 1:00-4:40 pm SBS B110

ENGLISH

Eng 252/08 Writing & Speaking Skills for Mgmt. (4) TBA 8:30 am-12:20 pm SBS B203

SOCIOLOGY

Soc 260/02 Minority Racial & Ethnic Relations (4) Robertson 9:00 am-12:40 pm SBS B110

SPANISH

Spa 270/01 Spanish as a Living Language (4) Watts 8:30 am-12:20 pm SBS A204

UNIVERSITY COLLEGE

Unc 110/02 Dominguez Hills Experience (2) Gray 8:00 am-5:00 pm SCC D138
 (Meets April 12 and 19)

EVENING PROGRAM

ANTHROPOLOGY

Ant 210/01 Psychological Anthropology (4) Kuykendall MW 6:00-7:40 pm SBS A144
 Ant 212/01 Language and Culture (4) Cook TTh 8:00-9:40 pm SBS A144
 Ant 241/01 Folklore (4) Pope TTh 6:00-7:40 pm SBS A144
 Ant 252/01 Public Archaeology (4) Weil MW 6:00-7:40 pm SBS F101
 Ant 288/01 Anthropological Theories of Behavior (4) Bramstedt TTh 8:00-9:40 pm SBS D129

ART

Art 102/01 Intro to Western Art II (4) Ivers MW 6:00-7:40 pm HFA A228
 Art 240/01 Career Management for the Artist (4) TBA MW 6:00-7:40 pm ERC G149
 Art 246/01 Package Design (3) Baker TTh 6:00-8:30 pm HFA C104
 Art 280/01 Painting I (3) TBA TTh 6:00-8:30 pm HFA A106
 Art 283/01 Silkscreen (3) Rosenthal MW 6:00-8:30 pm HFA A115
 Art 291/01 Advanced Illustration (3) TBA MW 6:00-8:30 pm HFA C104
 Art 291/02 Glazing Techniques (3) Hopkins TTh 6:00-8:30 pm HFA A118

BEHAVIORAL SCIENCE (GRADUATE PROGRAM)

Beh 390/02 Seminar in Behavioral Sciences (4) Ryave TTh 6:00-7:40 pm SBS F117
 Beh 404/01 Grant Proposal Writing (4) Churchman W 6:00-9:40 pm SBS D125
 Beh 410/01 Seminar in Theory (4) Paulhe M 6:00-9:40 pm SBS A210
 Beh 416/01 Human Sexuality (4) Milfs M 6:00-9:40 pm SBS D219
 Beh 420/01 Critique of Programs and Practices (4) Churchman Th 6:00-9:40 pm SBS A110
 Beh 431/01 Organizational Communication Behavior (4) Paulhe Th 6:00-9:40 pm SBS D215
 Beh 440/01 Seminar in Applied Behavioral Science (4) Churchman T 6:00-9:40 pm SBS A110
 Beh 442/01 MFC Counseling Theories (4) Paulhe W 6:00-9:40 pm SBS D219
 Beh 445/01 Seminar in Retirement Planning (4) Campbell M 6:00-9:40 pm SBS D215
 Beh 455/01 Theories of Gerontology (4) Loether T 6:00-9:40 pm SBS D215
 Beh 460/01 Legal/Ethical Aspects of MFC Counseling (4) Milfs T 6:00-9:40 pm SBS E305

BIOLOGY

Bio 256/01 Human Anatomy & Physiology (4) Mosley MW 8:00-9:40 pm NSM C221
 Bio 286/01 Human Aging (4) Thomas TTh 8:00-9:40 pm NSM C221
 Bio 295/01 Biological Basis of Drug Action (4) Giacosis MW 6:00-7:40 pm NSM C213

BUSINESS

Bus 102/02 Legal Aspects of Business Transactions (4) TBA MW 6:00-9:40 pm NSM D129
 Bus 130/03 Essentials of Accounting I (4) McNichols MW 6:00-7:40 pm SBS E220
 Bus 130/04 Essentials of Accounting I (4) Ruiz TTh 6:00-7:40 pm SBS B203
 Bus 131/03 Essentials of Accounting II (4) McNichols MW 8:00-9:40 pm SBS B209
 Bus 131/04 Essentials of Accounting II (4) Weisler TTh 8:00-9:40 pm SBS B209
 Bus 170/03 Intro to Computers & Data Processing (4) Henry MW 8:00-9:40 pm SCC J146

Bus 170/04	Intro to Computers & Data Processing (4)	Walter	TTh	6:00-7:40 pm	SCC J146
Bus 171/03	Computer Systems for Business (4)	TBA	MW	6:00-7:40 pm	SCC J146
Bus 171/04	Computer Systems for Business (4)	Rogers	TTh	8:00-9:40 pm	SCC J146
Bus 172/02	Intro to Cobol Programming (4)	TBA	MW	8:00-9:40 pm	SBS B203
Bus 205/01	Social Responsibility of Business (4)	Lopilato	T	6:00-9:40 pm	SBS B143
Bus 205/03	Social Responsibility of Business (4)	McCloskey	MW	8:00-9:40 pm	SBS F125
Bus 210/01	Management & Organizational Theory (4)	Mullinix	MW	8:00-9:40 pm	SBS F225
Bus 210/04	Management & Organizational Theory (4)	Nehrbass	Th	6:00-9:40 pm	SBS B143
Bus 211/03	Production Management (4)	Spier	MW	8:00-9:40 pm	SBS B143
Bus 212/01	Small Business Management (4)	Dowling	T	6:00-9:40 pm	SBS E122
Bus 213/01	Personnel Management (4)	Mullinix	MW	6:00-7:40 pm	SBS F225
Bus 217/02	Job Design & Quality of Work (4)	Chrispin	Th	6:00-9:40 pm	SBS E122
Bus 222/03	Intro to Business Statistics (4)	Yoshida	T	6:00-9:40 pm	SBS F225
Bus 222/05	Intro to Business Statistics (4)	Weinberg	MW	8:00-9:40 pm	SCC K147
Bus 223/03	Intro to Operations Research (4)	Scott	MW	6:00-9:40 pm	SCC K147
Bus 223/05	Intro to Operations Research (4)	Modavi	Th	6:00-9:40 pm	SBS E220
Bus 231/01	Intermediate Accounting I (4)	Weisler	TTh	6:00-7:40 pm	SBS B209
Bus 232/02	Intermediate Accounting II (4)	Terrell	TTh	8:00-9:40 pm	SBS B101
Bus 233/02	Income Taxation I (4)	Schoen	TTh	6:00-7:40 pm	SCC K147
Bus 234/01	Income Taxation II (4)	Schoen	TTh	8:00-9:40 pm	SBS B203
Bus 235/02	Auditing (4)	Schueler	TTh	6:00-7:40 pm	SBS B101
Bus 237/02	Cost Accounting (4)	Ruiz	TTh	8:00-9:40 pm	SCC K147
Bus 238/02	Advanced Accounting I (4)	Smith	MW	6:00-7:40 pm	SBS B203
Bus 239/01	Advanced Accounting II (4)	Smith	MW	8:00-9:40 pm	SBS E216
Bus 250/02	Elements of Marketing (4)	Ottens	MW	6:00-7:40 pm	SBS B143
Bus 250/05	Elements of Marketing (4)	Kitson	T	6:00-9:40 pm	SBS F125
Bus 253/02	Retail Management (4)	Ottens	MW	8:00-9:40 pm	SCC E139
Bus 255/02	Consumer Market Behavior (4)	Morris	MW	6:00-7:40 pm	SBS E216
Bus 259/02	Marketing Management (4)	Farry	Th	6:00-9:40 pm	SCC D138
Bus 260/02	Business Finance (4)	Folmsby	MW	8:00-9:40 pm	SBS E220
Bus 261/01	Financial Analysis (4)	Donahue	Th	6:00-9:40 pm	SCC E149
Bus 262/02	Real Estate Principles & Practices (4)	Kuhlmann	MW	6:00-9:40 pm	SBS F125
Bus 264/01	Insurance Principles (4)	Bettner	T	6:00-9:40 pm	SCC D138
Bus 265/01	Legal Aspects of Real Estate	Strier	Th	6:00-9:40 pm	SCC E157
Bus 267/02	Real Estate Finance and Investment (4)	Kuhlmann	MW	8:00-9:40 pm	SBS E122
Bus 268/01	Investment Principles (4)	Shapiro	MW	6:00-7:40 pm	SCC E139
Bus 271/02	Advanced Cobol Programming (4)	Rogers	TTh	6:00-7:40 pm	SCC E145
Bus 274/01	Information System Design (4)	Walter	TTh	8:00-9:40 pm	SCC E145
Bus 278/01	Data Processing Applications in Business (4)	Vacca	MW	6:00-7:40 pm	SCC D138
Bus 280/03	Economics of the Firm (4)	Viridabaases	T	6:00-9:40 pm	SBS E220
Bus 280/05	Economics of the Firm (4)	Lopilato	Th	6:00-9:40 pm	SBS F225
Bus 281/01	Financial Institutions & Markets (4)	Johnson	MW	8:00-9:40 pm	SCC D138
Bus 290/02	Management Policy (4)	Milgrim	MW	6:00-7:40 pm	SBS B209
Bus 290-03	Management Policy (4)	Hughes	T	6:00-9:40 pm	SBS A204

CHEMISTRY

Che 102/03	Chemistry for the Citizen (4)	Lyle	MW	6:00-7:40 pm	SBS G126
Che 102/04	Chemistry for the Citizen (4)	Seely	TTh	6:00-7:40 pm	NSM C221

COMMUNICATIONS

Com 250/01	Advanced Newswriting and Reporting (4)	Lukas	MW	8:00-9:40 pm	ERC D134
Com 252/01	Feature & Column Writing (4)	Goldman	MW	6:00-7:40 pm	ERC D134
Com 270/01	Advertising Copywriting (4)	Brownson	MW	8:00-9:40 pm	HFA A229
Com 275/02	Basic Photography (4)	Ivers	T	6:00-7:40 pm	HFA A324
			Th	6:00-9:40 pm	NSM B212
Com 290/01	The Documentary Film (4)	Marienthal	W	6:00-9:40 pm	ERC C112

COMPUTER SCIENCE

CSC 120/03	Intro to Computers & Data Processing (4)	Henry	MW	8:00-9:40 pm	SCC J146
CSC 120/04	Intro to Computers & Data Processing (4)	Walter	TTh	6:00-7:40 pm	SCC J146
CSC 150/01	Computer Program in Pascal (4)	Jones	TTh	8:00-9:40 pm	SBS F121
CSC 162/01	Assembly Language Program (4)	TBA	TTh	6:00-7:40 pm	NSM B208
CSC 220/01	Programming Languages I (4)	TBA	TTh	8:00-9:40 pm	NSM D129
CSC 237/01	Microcomputers (and Lab) (4)	Daugherty	MW	6:00-8:30 pm	NSM B208

ECONOMICS

Eco 100/02	Basic Studies in Economics (4)	Narvi	MW	8:00-9:40 pm	SBS B110
Eco 110/02	Economic Theory 1A (4)	Moite	MW	6:00-7:40 pm	SBS B110
Eco 111/02	Economic Theory 1B (4)	Bouris	TTh	6:00-7:40 pm	SBS B110
Eco 212/01	Advanced Economic Theory (4)	Freed	TTh	8:00-9:40 pm	SBS A210
Eco 222/02	Money and Banking (4)	Bouris	TTh	8:00-9:40 pm	SBS B110
Eco 232/01	Collective Bargaining (4)	Berry	M	6:00-9:40 pm	SBS B137
Eco 251/01	Intro to Econometrics (4)	Freed	TTh	6:00-7:40 pm	SBS B115
Eco 401/01	General Economic Theory (4)	Marcarian	W	6:00-9:40 pm	SCC D154

EDUCATION

Edu 210/02	Motivation & Learning (4)	Desberg	TTh	6:10-7:50 pm	ERC A127
Edu 230/02	The Teaching of Reading (6)	Roberts	TTh	6:10-8:40 pm	HFA A230
Edu 230/03	The Teaching of Reading (6)	Roberts	MW	6:10-8:40 pm	HFA A230
Edu 232/01	Teaching Methods for Bilingual/Bicultural (4)	Fagan	MW	4:15-5:55 pm	HFA A230
Edu 239/01	Multicultural Perspectives for Teachers (4)	Carrison	TTh	4:15-5:55 pm	HFA A224
Edu 241/01	Early Childhood Teaching Methods/Art (2)	Wight	M	6:10-7:40 pm	ERC A121
Edu 241/02	Early Childhood Teaching Methods/Music (2)	Riddell	T	6:10-7:40 pm	NSM B252
Edu 266/01	Intro to exceptional Children (4)	Barton	Th	6:10-9:30 pm	HFA A224
Edu 303/01	Counsel/Guidance for Teachers of Adult Ed (4)	Gardner	W	6:10-9:30 pm	ERC E127
Edu 304/01	Field Experience in Adult Education (2)	Fay	T	6:10-7:40 pm	ERC A121
Edu 322/01	Education of the Mexican-American Child (4)	Hylton	MW	4:15-5:55 pm	HFA A224
Edu 324/01	Education of the Afro-American Child (4)	Isaac	MW	4:15-5:55 pm	ERC A121

EARTH & MARINE SCIENCES

EMS 150/02	General Geology w/Lab (4)	Sigurdson	TTh	6:00-8:30 pm	NSM C239
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ENGLISH

Eng 100/04	Oral & Written Expression I (4)	Westdal	TTh	6:00-7:40 pm	HFA A229
Eng 101/06	Oral & Written Expression II (4)	Shafer	TTh	6:00-7:40 pm	HFA A221
Eng 130/04	Modern Fiction (4)	Smith	MW	6:00-7:40 pm	HFA A219
Eng 135/01	Vocabulary Building (4)	TBA	MW	8:00-9:40 pm	HFA A219
Eng 207/01	Practice in Literary Criticism (4)	Eliet	TTh	6:00-7:40 pm	HFA A228
Eng 219/01	Psycholinguistics (4)	Elliott	T	6:00-9:40 pm	HFA A209
Eng 250/05	Advanced Composition (4)	Riddell	TTh	6:00-7:40 pm	HFA A219
Eng 250/06	Advanced Composition (4)	TBA	F	6:00-9:40 pm	SBS A204
Eng 252/05	Writing & Speaking Skills for Management (4)	Yamada	MW	6:00-7:40 pm	HFA A229
Eng 252/06	Writing & Speaking Skills for Management (4)	Jordain	TTh	6:00-7:40 pm	HFA A223
Eng 252/07	Writing & Speaking Skills for Management (4)	TBA	F	6:00-9:40 pm	SBS B203
Eng 290/01	Love in the Middle Ages (4)	Sutton	MW	6:00-7:40 pm	HFA A225
Eng 434/01	Seminar: Renaissance Literature (4)	Geller	MW	6:00-7:40 pm	HFA A222
Eng 490/02	Seminar: Old Norse (4)	Duncan-Rose	W	6:00-9:40 pm	HFA A209

ENVIRONMENTAL STUDIES

Ens 426/01	Applied Ecology (4)	McCarthy	Th	6:00-9:40 pm	SBS A104
Ens 480/01	Environmental Impact Analysis (4)	Stinson	M	6:00-9:40 pm	SBS B109
Ens 490/01	Seminar in Environmental Studies (4)	Giacosie	T	6:00-9:40 pm	SBS A104

GEOGRAPHY

Geo 100/03	Elements of Geography (4)	Koletty	MW	6:00-7:40 pm	SBS A104
Geo 333/01	Environmental Impact Assessment (4)	Stinson	M	6:00-9:40 pm	SBS B109

HEALTH SCIENCE

Hea 200/01	Health Care Delivery Systems (4)	Drice	M	6:00-9:40 pm	ERC B130
Hea 200/02	Health Care Delivery Systems (4)	Drice	W	6:00-9:40 pm	ERC B130
Hea 220/02	Health in Public Education (4)	Kinney	W	6:00-9:40 pm	ERC D131
Hea 241/01	Medical Science (4)	Hardin	W	6:00-9:40 pm	SHC A145
Hea 321/01	Dynamics of Health Communication (4)	Bush	M	6:00-9:40 pm	SHC A145
Hea 321/02	Dynamics of Health Communication (4)	Gomez	Th	6:00-9:40 pm	ERC B130
Hea 340/01	Disease and Society (4)	Hsuing	T	6:00-9:40 pm	ERC B130
Hea 340/02	Disease and Society (4)	Hsuing	W	6:00-9:40 pm	HFA A223
Hea 342/01	Health Behavior (4)	Kvigne	T	6:00-9:40 pm	ERC D131
Hea 343/02	Health Behavior (4)	Kvigne	Th	6:00-9:40 pm	ERC D131
Hea 390/01	Health Law (4)	Weinstein	M	6:00-9:40 pm	ERC D131

HISTORY

His 200/01	Research & Writing Skills (4)	Udeze	M	6:00-9:40 pm	SCC D154
His 207/01	Studies in Labor History (4)	Brundage	TTh	6:00-7:40 pm	SCC E153
His 242/01	Afro-American: Reconstruction to Present (4)	Lemay	W	6:00-9:40 pm	SBS B137
His 247/01	History Mexican-American People I (4)	Corets	MW	6:00-7:40 pm	SBS D121
His 261/01	Soviet Union Yesterday & Tomorrow (4)	Holter	TTh	6:00-7:40 pm	SBS E116

INDUSTRIAL MANAGEMENT

Inm 212/01	Motion & Time Study	Arlich	M	6:00-9:40 pm	SCC E157
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JAPANESE

Jpn 110/01	First Quarter Japanese (4)	Suzuki	MW	8:00-9:40 pm	HFA A224
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LINGUISTICS

Lin 290/01	Seminar: Communication Theory (4)	Mohr	M	6:00-9:40 pm	HFA A209
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MATHEMATICS

Mat 008/02	Introductory Algebra (2)	TBA	MW	8:00-9:40 pm	SBS G126
Mat 010/01	Algebra (4)	TBA	MW	8:00-9:40 pm	NSM C213
Mat 010/02	Algebra (4)	TBA	MW	8:00-9:40 pm	SBS F121
Mat 100/02	Basic Studies in Math (4)	Chang	TTh	8:00-9:40 pm	SBS G126
Mat 102/04	Mat Analysis for Mgmt & Social Sciences I (4)	TBA	MW	6:00-9:40 pm	SBS E122
Mat 104/01	Mat Analysis for Mgmt & Social Sciences II (4)	Hart	MW	6:00-7:40 pm	NSM C239

Mat 110/02 Differential and Integral Calculus I (4)	Shore	TTh	6:00-7:40 pm	SBS F121
Mat 112/02 Differential and Integral Calculus II (4)	Chang	TTh	6:00-7:40 pm	NSM D123
Mat 122/01 Survey of Calculus II (4)	TBA	MW	8:00-9:40 pm	NSM D129
Mat 150/03 Elementary Statistics & Probability (4)	TBA	MW	6:00-7:40 pm	SBS F121
Mat 268/01 Numerical Analysis II (4)	Henry	MW	6:00-7:40 pm	NSM C235
Mat 742/01 Fundamentals of Elementary Mathematics (4)	Matthews	TTh	6:00-7:40 pm	NSM C213

MEDICAL TECHNOLOGY

Mdt 201/01 Intro to Clinical Lab Procedures (4)	Isiguen	W	6:00-7:40 pm	NSM A115
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MUSIC

Mus 100/02 Introducing Music (4)	Stockhammer	MW	6:00-7:40 pm	HFA A202
Mus 112/02 Music Theory III (4)	Lieblich	MW	8:00-9:40 pm	HFA A202
Mus 181/01 Class Voice (1)	Etcheto	M	6:00-7:40 pm	HFA A204
Mus 212/02 Advanced Music Theory III (4)	Bunger	MW	8:00-9:40 pm	HFA A201
Mus 214/01 Instrumentation (4)	Lieblich	TTh	6:00-7:40 pm	HFA A204
Mus 281/01 Advance Class Voice (1)	Etcheto	M	6:00-7:40 pm	HFA A204
Mus 286-291 Individual Lessons — Check with Music Department, (213)515-3543				
Mus 372/01 Advanced Audio REcording (4)	Bunger/Lubin	MW	6:00-7:40 pm	HFA A201
Mus 375/02 University Orchestra (1)	Steiner	W	7:30-10:00 pm	HFA A204
Mus 395/01 Jubilee Choir (1)	Caldwell	W	6:30-9:40 pm	HFA A103

PHYSICAL EDUCATION & RECREATION

Per 131/07 Dance/Disco/Coed (1)	Binion	MW	5:00-5:50 pm	Gym A102
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PHILOSOPHY

Phi 101/03 Values & Society (4)	Malhotra	MW	6:00-7:40 pm	HFA A324
Phi 102/03 Humanity, Nature, & God (4)	Malhotra	MW	8:00-9:40 pm	HFA A324
Phi 120/03 Basic Logic (4)	Pyne	TTh	8:00-9:40 pm	HFA A324
Phi 211/01 Presocratics to Aristotle (4)	Shimomisse	TTh	6:00-7:40 pm	ERC G149
Phi 282/01 Interpreting the Bible (4)	Hagan	TTh	8:00-9:40 pm	ERC G149

PHYSICS

Phy 122/01 Elements of Physics (4)	Lee	TTh	6:00-7:15 pm	NSM C235
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PARALEGAL STUDIES

Plg 201/01 Legal Research, Writing & Analysis	Tarlow	TTh	6:00-7:40 pm	SCC E143
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POLITICAL SCIENCE

Pol 101/04 American Institutions (4)	Wilson	TTh	8:00-9:40 pm	SBS D121
Pol 210/01 Issues in American National Government (4)	Stokes	MW	8:00-9:40 pm	SBS D121
Pol 213/01 Intro to Public Administration (4)	Wilson	TTh	6:00-7:40 pm	SBS D238
Pol 236/01 Theory of International Relations (4)	Martin	MW	6:00-7:40 pm	SBS D125
Pol 270/01 Public Opinion & Propaganda (4)	Fisher	MW	6:00-7:40 pm	SBS D225
Pol 271/01 Conflict & Violence (4)	Groff	TTh	6:00-7:40 pm	SBS E126
Pol 292/01 Law of Adminster Agency (4)	Riskin	T	6:00-9:40 pm	ERC D120

PSYCHOLOGY

Psy 130/02 Elementary Statistical Analysis for Psych (4)	TBA	TTh	6:00-7:40 pm	SBS A210
Psy 135/02 Intro to Research Methods w/Lab (4)	Stasco	MW	5:30-8:00 pm	SBS A232
Psy 216/01 Sensation & Perception (4)	Rundle	TTh	6:00-7:40 pm	SBS A232
Psy 231/01 Measurement in Psychology w/Lab (4)	Hoppe	MW	5:45-7:50 pm	TBA
Psy 250/03 Developmental Psychology (4)	March	TTh	8:00-9:40 pm	SBS B238
Psy 252/01 Psychology of Adult Development & Aging (4)	Simon	TTh	6:00-7:40 pm	SBS D125
Psy 260/01 Theories of Personality (4)	Nash	TTh	8:00-9:40 pm	SBS D225
Psy 263/02 The Abnormal Personality (4)	Decker	MW	6:00-7:40 pm	SBS B238
Psy 268/02 Human Sexuality (4)	Staso	MW	8:00-9:40 pm	SBS B238
Psy 270/01 Community Psychology: Issues & Practices (4)	Sutton	TTh	6:00-7:40 pm	SBS D121
Psy 272-01 Industrial Organization Psychology (4)	Simon	W	6:00-9:40 pm	SBS A110
Psy 282/01 Psychological Development Black Children (4)	Mohamed	MW	6:00-7:40 pm	SBS E126
Psy 295/02 Senior Seminar in Psychology (4)	Harrison	TTh	8:00-9:40 pm	SBS A246
Psy 296/01 Practicum in Psychology (4)	Decker	M	8:00-9:40 pm	SBS D125
Psy 296/03 Practicum in Psychology (4)	Danis	Th	6:00-7:40 pm	SBS A216
Psy 416/01 Perceptual Processes (4)	Rosen	TTh	6:00-7:40 pm	SBS A246
Psy 435/01 Advanced Research Methods (4)	Harrison	TTh	6:00-7:40 pm	SCC D154
Psy 450/01 Seminar in Developmental Psychology (4)	Simon	TTh	8:00-9:40 pm	SBS D125

PUBLIC ADMINISTRATION

Pub 200/02 Perspectives on Public Management (4)	Northcroft	M	6:00-9:40 pm	ERC D126
Pub 201/02 Administrative Leadership & Behavior (4)	Bell	Th	6:00-9:40 pm	ERC D126
Pub 202/02 Philosophy & Ethics of Public Administration (4)	Puett	W	6:00-9:40 pm	ERC D126
Pub 204/01 Quantitative Methods in Public Admin (4)	Sullivan	T	6:00-9:40 pm	SBS B215
Pub 212/01 Administrative Law (4)	Riskin	T	6:00-9:40 pm	ERC D120
Pub 214/01 Wage and Salary Administration (4)	Perlman	Th	6:00-9:40 pm	ERC D120
Pub 215/01 Labor-Management Relations in Government (4)	Tamoush	M	6:00-9:40 pm	ERC D120
Pub 220/01 Administration of Public Policy (4)	Sullivan	M	6:00-9:40 pm	SCC E145
Pub 237/01 Perspectives on Urban Issues (4)	Fleagle	W	6:00-9:40 pm	SCC E157

Pub 239/01 Social Change & Administrative Processes (4) (5-week course April 4-May 5)		S	9:00 am-12:40 pm	SBS B209
Pub 244/01 Court Administration (4)	Perlman	W	6:00-9:40 pm	SBS B215
Pub 279/01 Health Policy (4)	Scott	M	6:00-9:40 pm	SBS B215
Pub 400/01 Environment of Public Administration (4)	Reeves	W	6:00-9:40 pm	ERC D120
Pub 401/01 Theory & Practice of Public Management (4)	Fleagle	T	6:00-9:40 pm	SCC E149
Pub 410/01 Admin & Public Policy Analysis (4)	Smith	Th	6:00-9:40 pm	SBS F125
Pub 424/01 Seminar in Personnel Management (4)	Robinson	W	6:00-9:40 pm	SBS B101
Pub 424/02 Seminar in Personnel Management (4)	Reeves	M	6:00-9:40 pm	HFA A217
Pub 430/01 Seminar in Urban Administration (4)	TBA	M	6:00-9:40 pm	HFA A227
Pub 461/01 Community Health Services (4)	TBA	T	6:00-9:40 pm	SHC A145

SOCIOLOGY

Soc 120/01 Analytical Statistics w/Lab (4)	Loether	MW	5:45-7:50 pm	SBS B115
Soc 205/01 Methods of Sociological Research (4)	Ragonesi	W	8:00-9:40 pm	SBS F117
Soc 218/02 The Family (4)	Raphael	TTh	6:00-7:40 pm	SBS G122
Soc 255/02 Sociology of Work (4)	Lacoe	M	6:00-9:40 pm	SBS G122
Soc 227/01 Intro to Social Epidemiology (4)	Nasatir	T	6:00-9:40 pm	ERC B505
Soc 229/02 Sociology of Adult Life & Aging (4)	Arnold	W	6:00-9:40 pm	SBS G122
Soc 251/01 Field Studies II (4)	Peters	M	8:00-9:40 pm	SBS F117
Soc 255/01 Modern Sociological Theories (4)	Robertson	TTh	8:00-9:40 pm	SBS G122
Soc 265/02 Deviant Behavior (4)	McCoy	TTh	6:00-7:40 pm	SBS D225
Soc 269/02 Juvenile Delinquency (4)	McCoy	TTh	8:00-9:40 pm	SBS E126
Soc 282/01 Methods in Social Impact (4)	Lepore	W	6:00-9:40 pm	SCC E143
Soc 335/02 Social Movements: Black Awareness (4)	TBA	MW	6:00-7:40 pm	SBS E116
Soc 335/03 Social Movements: Labor, Law, Soc Change (4)	Riskin	Th	6:00-9:40 pm	SBS E305
Soc 359/01 Sociology of Religion (4)	Robertson	TTh	6:00-7:40 pm	SBS D129
Soc 366/02 Social Aspects of Mental Illness (4)	Goode	M	6:00-9:40 pm	SCC E143
Soc 418/01 Seminar in Marriage and Family (4)	Peters	T	6:00-9:40 pm	SBS B137
Soc 430/01 Seminar in Social Change (4)	Hovard	Th	6:00-9:40 pm	SBS B137

SPANISH

Spa 105/01 Spanish for Public Service (4)	Watts	TTh	8:00-9:40 pm	HFA A229
Spa 110/02 First-quarter Spanish (4)	Watts	TTh	6:00-7:40 pm	HFA A227
Spa 111/02 Second-Quarter Spanish (4)	Corominas	MW	6:00-7:40 pm	HFA A221
Spa 112/02 Third-Quarter Spanish (4)	Lauerhass	TTh	6:00-7:40 pm	HFA A348
Spa 120/01 Fourth-Quarter Spanish (4)	Cuervo	MW	8:00-9:40 pm	HFA A225
Spa 130/01 Spanish Conversation (4)	TBA	MW	6:00-7:40 pm	HFA A308
Spa 287/01 Contemporary Mexican-American Literature (4)	Corominas	TTh	6:00-7:40 pm	HFA A225

THEATRE ARTS

The 190/02 Experience of the Theatre (4)	Marienthal	M	6:00-9:40 pm	UTC A102
The 215/01 Select Dance Styles: Musical Comedy & Jazz (1)	Valadez	TTh	6:00-7:40 pm	Gym A102



DON'T FORGETCourses are offered through
Open University on a
Space-Available basis

"LEARN AND LUNCH BUNCH" PROGRAM

The "Learn and Lunch Bunch" program is designed to serve the educational interest of people who live and work within a close radius of the Dominguez Hills campus. The Extension Office has identified those degree-applicable courses which could be easily taken during lunch hours. The purpose of this program is to assist employers and employees in developing educational plans which allow them to both work and learn.

NOTE: These courses are offered on a space-available basis.

ANTHROPOLOGY

Ant 215/01 Magic & Religion (4)	Kuykendall	MW	12:00-1:40 pm	SBS A144
Ant 230/01 Peoples of the New World: The Mayas (4)	Orellana	TTh	12:00-1:40 pm	SBS A144

ART

Art 233/01 Art Since 1945 (4)	Larinde	MW	12:00-1:40 pm	HFA A228
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BIOLOGY

Bio 112/01 Principles of Biology w/Lab (4)	Brest	T	12:00-1:40 pm	SBS E122
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BUSINESS

Bus 130/02 Essentials of Accounting I (4)	Schueler	TTh	12:00-1:40 pm	SBS B209
Bus 131/02 Essentials of Accounting II (4)	Clawson	TTh	12:00-1:40 pm	ERC D126
Bus 171/01 Computer Systems for Business (4)	Bahr	MW	12:00-1:40 pm	SCC J146
Bus 171/02 Computer Systems for Business	Herne	TTh	12:00-1:40 pm	SBS E220
Bus 205/04 Social Responsibility of Business (4)	Strier	TTh	12:00-1:40 pm	ERC D131
Bus 222/02 Intro to Business Statistics (4)	Yoshida	TTh	12:00-1:40 pm	SBS F225
Bus 223/04 Intro to Operations Research (4)	Shore	TTh	12:00-1:40 pm	SCC J146
Bus 238/01 Advanced Accounting I (4)	Barnett	MW	12:00-1:40 pm	SBS B209
Bus 250/04 Elements of Marketing (4)	Zoerner	TTh	12:00-1:40 pm	ERC A127
Bus 255/01 Consumer Market Behavior	Zoerner	MW	12:00-1:40 pm	SBS B101
Bus 267/01 Real Estate Finance & Investment (4)	Kuhlmann	MW	12:00-1:40 pm	SBS B143
Bus 290/01 Management Policy (4)	Milgrim	MW	12:00-1:40 pm	SBS E220
Bus 290/04 Management Policy (4)	Schoen	TTh	12:00-1:40 pm	SCC K147
Bus 291/01 Small Business Internship (4)	Dowling	TTh	12:00-1:40 pm	SBS B101
Bus 293/01 International Marketing (4)	Weisberg	TTh	12:00-1:40 pm	HFA A230

CHEMISTRY

Che 102/01 Chemistry for the Citizen (4)	Dobyns	MW	12:00-1:40 pm	NSM C221
Che 132/01 Ionic Equilibria (2)	Wilk	MW	12:00-12:50 pm	NSM D129

COMMUNICATIONS

Com 100/01 Intro to Newswriting (4)	Goldman	MW	12:00-1:40 pm	ERC D134
Com 290/04 Sports in the Media (4)	Klein	MW	12:00-1:40 pm	ERC E127

COMPUTER SCIENCE

Csc 110/01 Computer Programming in BASIC (2)	Henry	M	12:00-1:40 pm	SBS F121
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ECONOMICS

Eco 100/01 Basic Studies in Economics (4)	Kidane	TTh	12:00-1:40 pm	SBS F225
Eco 111/01 Economic Theory IB (4)	Moite	MW	12:00-1:40 pm	SBS F225
Eco 222/01 Money and Banking (4)	Billes	TTh	12:00-1:40 pm	SBS B110

EDUCATION

Edu 210/01 Motivation and Learning (4)	Desberg	TTh	12:00-1:40 pm	HFA A228
Edu 239/02 Multicultural Perspectives for Teachers (4)	Ng	MW	12:00-1:40 pm	HFA A224

EARTH AND MARINE SCIENCES

Ems 150/01 General Geology (4)	Webb	TTh	12:00-1:40 pm	SBS B215
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ENGLISH

Eng 100/02 Oral & Written Expression I (4)	Feuer	TTh	12:00-1:40 pm	HFA A229
Eng 100/05 Oral & Written Expression I (4)	TBA	MW	12:00-1:40 pm	ERC D120
Eng 101/03 Oral & Written Expression II (4)	Geller	MW	12:00-1:40 pm	HFA A229
Eng 220/01 Linguistic Analysis (4)	Mohr	MW	12:00-1:40 pm	HFA A219
Eng 238/01 Literature of China & Japan (4)	Yamada	MW	12:00-1:40 pm	HFA A223
Eng 239/01 American Lit I: The New Land (4)	Westdal	TTh	12:00-1:40 pm	HFA A227
Eng 250/03 Advanced Composition (4)	Riddell	TTh	12:00-1:40 pm	HFA A219
Eng 251/01 Creative Writing (4)	Jordain	TTh	12:00-1:40 pm	HFA A221
Eng 252/03 Writing & Speaking Skills for Mgmt (4)	Tracy	TTh	12:00-1:40 pm	HFA A223
Eng 455/01 American Literature—Modern Period (4)	Wells	MW	12:00-1:40 pm	HFA A330

HISTORY

His 221/01 Science & Technology Since 1500 (4)
His 231/01 The Family in History (4)
His 238/01 Middle East Apocolypse (4)
His 238/03 Irish History & Literature (4)
His 252/01 The High Middle Ages (4)
His 270/01 U.S.: War and Depression (4)
His 282/01 Traditional Japan (4)

LIBRARY

Lib 150/01 Library Skills & Strategies (2)

MEXICAN-AMERICAN STUDIES

Mas 200/01 Intro to Mexican-American Studies (4)

MATHEMATICS

Mat 150/01 Elementary Statistics & Probability (4)
Mat 150/02 Elementary Statistics & Probability (4)
Mat 214/01 Advanced Analysis II (4)
Mat 260/01 Discrete Mathematics I (4)

MUSIC

Mus 112/01 Music Theory III (4)
Mus 375/01 University Orchestra (1)
Mus 380/01 University Chorale (1)

PHYSICAL EDUCATION AND RECREATION

Per 118/01 First Aid & CPR (4)
Per 123/01 Physical Education as a Profession (2)
Per 131/04 Dancercise/Coed (1)
Per 131/05 Dancercise/Coed (1)
Per 131/16 Self-Defense/Coed (1)
Per 131/17 Self-Defense/Coed (1)
Per 131/21 Swimming/Conditioning/Coed (1)
Per 131/28 Tennis/Coed (1)
Per 132/01 Sports Appreciation (2)

PHILOSOPHY

Phi 101/02 Values & Society (4)
Phi 102/02 Humanity, Nature, and God (4)
Phi 213/01 Hegel to Nietzsche (4)
Phi 286/01 Philosophy of China & Japan (4)

PHYSICS

Phy 224/01 Physics & the Life Sciences (4)
Phy 230/01 Electromagnetism (4)
Phy 232/01 Intro to Recording Studio Electronics (3)

POLITICAL SCIENCE

Pol 100/01 Basic Studies in Political Science (4)
Pol 238/01 Global Planning and the Future (4)
Pol 264/01 Political Trials (4)

PSYCHOLOGY

Psy 100/02 Basic Studies in Psychology (4)
Psy 130/01 Elementary Statistical Analysis for Psych (4)
Psy 251/01 Psychology of Adolescent Experience (4)
Psy 283/01 Psychology of Black Experience (4)
Psy 295/01 Prenatal & Neonatal Development (4)

PUBLIC ADMINISTRATION

Pub 207/01 Public Personnel Administration (4)
Pub 240/01 Police Administration in America (4)
Pub 292/01 The Jarvis Propositions (4)

RECREATION

Rec 100/02 Recreation & Society (4)
Rec 231/01 Programming in Recreation (4)
Rec 235/01 Supervision of Rec Facilities & Programs (4)

SMALL COLLEGE

SMC 115/01 Concepts in Problem Solving (2)
(5-week course begins April 1)
SMC 122/01 Dimensions of Living (4)
SMC 150/01 Programming Micro-Computers (2)
SMC 250/01 Scientific Revolutions (4)

Grabiner	TTh	12:00-1:40 pm	SCC E143
Pomerantz	TTh	12:00-1:40 pm	SBS F125
Cady	MW	12:00-1:40 pm	SBS B203
Feuer	MW	12:00-1:40 pm	SCC D138
Udeze	TTh	12:00-1:40 pm	SBS B203
Grenier	TTh	12:00-1:40 pm	SBS A110
Hata	MW	12:00-1:40 pm	SBS D125
Settle	TTh	11:00-11:50 am	HFA A225
McKenna	TTh	12:00-1:40 pm	HFA A225
Larmore	MW	12:00-1:40 pm	NSM C213
Matthews	TTh	12:00-1:40 pm	NSM C221
Armacost	TTh	12:00-1:40 pm	NSM D123
Jones	MW	12:00-1:40 pm	SBS E122
TBA	MW	12:00-1:40 pm	HFA A103
Steiner	TTh	12:00-1:40 pm	HFA A204
Steiner	TTh	12:00-1:40 pm	HFA A204
Frank	TTh	12:00-1:40 pm	SBS F121
Carberry	W	12:00-1:40 pm	HFA A230
Casten	MW	12:00-12:50 pm	GYM A102
Casten	TTh	12:00-12:50 pm	GYM A102
Depree	T	12:00-1:40 pm	GYM A104
Depree	Th	12:00-1:40 pm	GYM A104
Frank	MW	12:00-12:50 pm	POOL
Johnson	TTh	12:00-12:50 pm	FH
Carberry	M	12:00-1:40 pm	HFA A230
Fay	TTh	12:00-1:40 pm	HFA A324
Hagan	MW	12:00-1:40 pm	HFA A324
Lewis	MW	12:00-1:40 pm	ERC G149
Shimomisse	TTh	12:00-1:40 pm	ERC G149
Alt	TTh	12:00-1:40 pm	NSM C239
Lee	TTh	12:00-1:40 pm	NSM C235
Imai	MW	12:00-12:50 pm	NSM C239
Martin	MW	12:00-1:40 pm	SBS B110
Groff	TTh	12:00-1:40 pm	SBS E126
Heneghan	MW	12:00-1:40 pm	SBS D121
Wilcox	MW	12:00-1:40 pm	SBS D225
Bohard	TTh	12:00-1:40 pm	SBS B238
Mohamed	MW	12:00-1:40 pm	SBS B238
Nelson	TTh	12:00-1:40 pm	SBS D225
Todd	MW	12:00-1:40 pm	SBS A232
Robinson	MW	12:00-1:40 pm	ERC D126
Lipson	TTh	12:00-1:40 pm	ERC D120
Smith	T	12:00-3:40 pm	ERC B130
Sawyer	MW	12:00-1:40 pm	ERC D131
Patterson	MW	12:00-1:40 pm	ERC B130
Petterson	TTh	12:00-1:40 pm	ERC E127
Marsh	Th	12:00-1:40 pm	SCC D138
Larson	MW	12:00-1:40 pm	SCC E139
Hsuing	W	12:00-1:40 pm	SCC D154
Grabiner	TTh	12:00-1:40 pm	SCC E143

SOCIOLOGY

Soc 225/01 Sociology of Work (4)
Soc 229/01 Sociology of Adult Life & Aging (4)
Soc 265/01 Deviant Behavior (4)
Soc 324/01 Sociology of Leisure & Sport (4)

Bomser	TTh	12:00-1:40 pm	SBS D125
Raphael	TTh	12:00-1:40 pm	SBS D121
McCoy	MW	12:00-1:40 pm	SBS B140
Charnofsky	MW	12:00-1:40 pm	SBS A120

SPANISH

Spa 111/01 Second-Quarter Spanish (4)
Spa 112/01 Third-Quarter Spanish (4)

Cuervo	MW	12:00-1:40 pm	HFA A227
Lauerhass	MW	12:00-1:40 pm	HFA A221

THEATRE ARTS

The 190/01 Experience of the Theatre (4)
The 200/01 Enjoyment of the Performing Arts (3)

Shafer	TTh	12:00-1:40 pm	UTC A102
Lach/Poe	M	12:00-1:40 pm	ETC A102



DIVISION OF EXTENDED EDUCATION

Extended Education at CSUDH is the continuing education service through which the resources of the University are extended to members of the community, the surrounding Los Angeles Basin, and beyond.

From one-day conferences and short lecture series to Certificate and External Degree programs requiring several years to complete, Extended Education provides the opportunity to expand virtually every aspect of human potential.

Some prime objectives are:

- To help professionals advance
- To aid people in meeting their responsibilities as citizens
- To offer cultural and intellectual opportunities for all
- To provide a learning community for those it serves
- To direct University resources toward a solution of Community problems
- To provide a self-paced route toward a degree

HUMANITIES EXTERNAL DEGREES

UNDERGRADUATE AND GRADUATE

The emphasis in both the bachelor's and master's programs is on self-study, off-campus, teacher-guided learning, carried out according to non-traditional processes. Students can progress through either program without ever stepping foot on the CSUDH campus, for neither program has regular classroom instruction. Instead, the programs utilize a variety of non-traditional teaching strategies, including complete course guides for every student, guided instruction via telephone and correspondence by mail, continued supervision by regular full-time CSUDH faculty.

The curricula of both programs have sufficient structure and direction to insure a basic understanding of the Humanities and to give students a range of possibilities for the direction of their studies in order to encourage intellectual freedom and the creative searching spirit. Five humanistic disciplines are involved in the curricula: art, history, literature, music, and philosophy. Students may choose a course of study that has an inter-disciplinary focus or one that specializes in a single discipline with work in related disciplines.

SUMMER SESSIONS

Following the close of the spring quarter, the Division of Extended Education conducts a multi-session summer program. A comprehensive schedule of classes from the regular University catalog is offered, as well as special courses designed for presentation during the Summer Sessions only. Classes are offered both days and evenings as well as condensed into shorter, more intensive time frames such as one or two weeks. Students may complete their degree requirements during the summer and graduate at the end of the Summer Sessions.

BUSINESS ADMINISTRATION

EXTERNAL DEGREES

UNDERGRADUATE

Portal Program in Administration

In the world of business today there exist many persons who have only a few years of college and no bachelor's degree. These people have succeeded on their own merits but may have found their further progress impeded by lack of college degrees.

The Portal Program in Administration provides a means for these persons to obtain entry into a professional degree program which will enable them to seek future advancement.

The Portal Program in Administration leads to certification of successful completion of a sequence of coursework which is preparatory to the Master of Business Administration, California State University Dominguez Hills, or the External Master of Science in Administration. Upon receipt of this certification and completion of the Graduate Management Admissions Test (GMAT) with an appropriate score (MBA only), the student will be admitted to the MBA or MSA program.

GRADUATE

Master of Business in Administration

The Division of Extended Education anticipates a new cycle of the External MBA to begin in the near future. For more information on the program, or to be placed on the mailing list for advance information, call or write the Division of Extended Education, California State University Dominguez Hills, Carson, CA 90747, 213/515-3746.

Master of Science in Administration

The program provides a broad knowledge of administrative theory and practice to individuals with decision-making responsibilities, in either the public or private sector. The program focuses on both the broad functions for which administrators are responsible, and the skills in decision-making and competent management essential to the solution of short- and long-term problems.

MEDICAL TECHNOLOGY EXTERNAL DEGREE

GRADUATE

Master of Science in Medical Technology

The Master of Science in Medical Technology is an external degree program open only to licensed California Clinical Laboratory Technologists and/or registered Medical Technologists. The goal of the Program is to meet professional development needs of medical technologists. Through a series of core courses required of all students, the curriculum emphasizes administrative skills, clinical and technical expertise and educational instructional techniques in medical technology. Option courses provide concentration reinforcement in a particular area of interest.

CERTIFICATE PROGRAM

COUNSELING THE ALCOHOLIC

Treatment of Alcoholism

Alcoholism is of increasing concern to individuals and organizations nationally. Also it is an increasing problem among the young. The university is offering programs and opportunities to develop persons qualified in early detection and treatment of alcoholism both in professional and home situations.

WHAT THE PROGRAM IS ABOUT

The Certificate Program in Counseling the Alcoholic consists of six courses which have been designed to give an essential education to the prospective alcoholism counselor. Each course will present principles and techniques as they relate to the disease of alcoholism. Experienced professionals will present the students with the physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences. Each 4-unit course will meet once each week for 10 weeks and will include lectures, discussions and case studies.

WHO SHOULD ATTEND

The Certificate Program in Counseling the Alcoholic is designed to help those people who are in the helping professions to become more aware of the unique features of the alcoholic and alcoholism counseling. Additionally, individuals who aspire to any of the helping professions will find this program to be worthwhile in preparing them for their broader responsibilities.

ENTRY REQUIREMENTS

Applicants should be at least 21 years of age and possess two years of college education or its equivalent.

CERTIFICATE

The Certificate in Counseling the Alcoholic will be awarded to those students who complete all six courses as recognition for their learning achievement and professional status. The certificate will be given by the Office of Extended Programs, California State University Dominguez Hills.

COST

The fee is \$28 per unit for each course.

For further information on these programs, check the Information Request Form on inside back cover.

COURSES

First Quarter (4 Units)

- * Hea X280 Introduction to Alcohol and Alcoholism (4)

Second Quarter (6 Units)

- Hea X281 Counseling Techniques For Alcoholism (4)
- * Exe X301 Experiential Education: Introductory Field Experience in Treatment of Alcoholics (2)

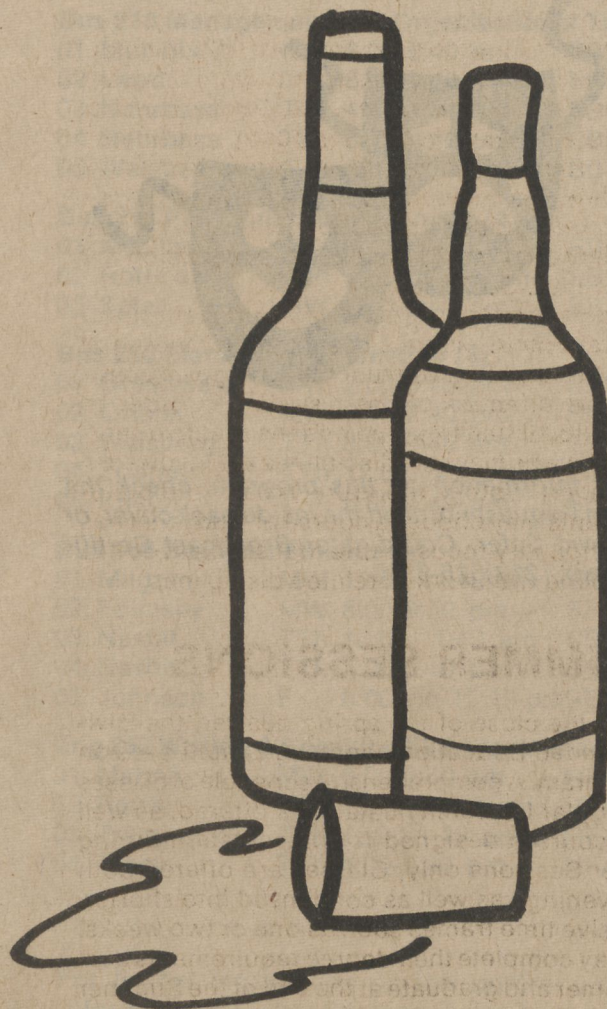
Third Quarter (6 Units)

- * Hea X283 Dynamics of Family (4)
- * Exe X302 Experiential Education: Supervised Field Experience in Treatment of Alcoholics (2)

Fourth Quarter (4 Units)

- Exe X303 Experiential Education: Advanced Supervised Field Experience in Counseling of Alcoholics (4)

* Courses offered this quarter. See Course Offerings under Health Science for course descriptions.





BROADCASTING — RADIO/TELEVISION

WHAT THE PROGRAM IS ABOUT

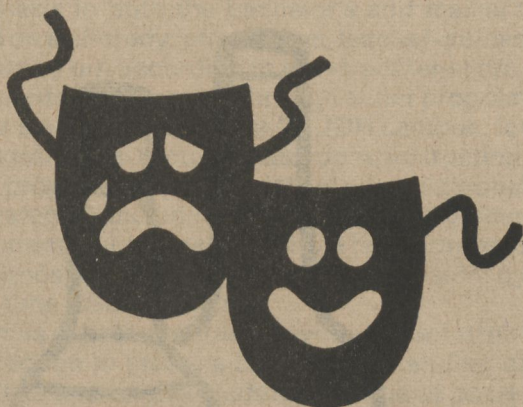
The Certificate in Broadcasting is offered by the CSUDH Communications Department through the Office of Extended Education. The certificate recognizes that a student has undertaken a special course of study which has provided expertise in this growing area.

WHO SHOULD ATTEND

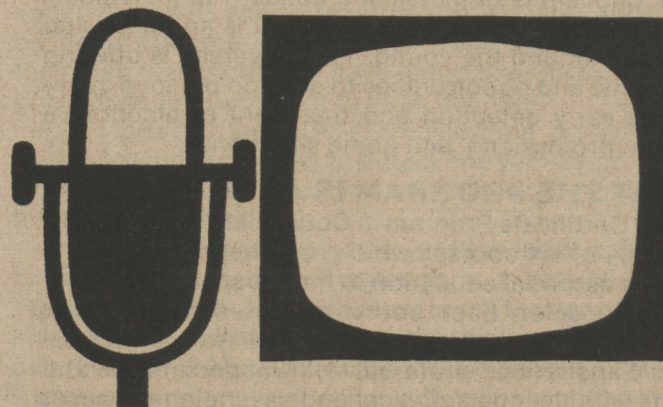
These studies are designed to assist students in the job market as a means of indicating to a prospective employer that the student is prepared for a job in Broadcasting.

COST

The fee is \$28 per unit for each course. A total fee of \$112 for each 4-unit course is payable by the first class meeting.



For further information on this program, check the Information Request Form on the inside back cover, or contact David Safer, Coordinator Broadcast Certificate Program, (213)515-3313.



COURSES (4 units each)

Required Courses

- Com 280 Introduction to Television
- Com 282 Writing for Radio/TV and Film Media
- Com 283 TV Producing
- *Com 287 TV Directing & Scene Study

Plus two additional courses in Broadcasting selected through advisement:

- Com 251 Radio and TV Newswriting
- *Com 256 Television News Workshop & Public Affairs
- Com 281 Performing for Radio/TV
- Com 284 Advanced TV Production
- Com 285 Documentary Production
- Com 286 Radio-TV Management and Programming
- *Com X290B Special Topics in Communications

*Courses offered this quarter. See course offerings under **COMMUNICATIONS**.

CERTIFICATE PROGRAM

BUSINESS MANAGEMENT

WHAT THE PROGRAM IS ABOUT

The Certificate Program in Business Management is designed to provide continuing business education to current professional managers and individuals who aspire to a management career. The requirements for obtaining the certificate include the completion of four courses totaling 16 units with an overall G.P.A. of 2.5. The typical certificate student will enroll in two courses per quarter and complete the program within two quarters. The quarters begin in January, April and September.

WHO SHOULD ATTEND

The series of courses are designed to provide the practicing professional manager with new and additional knowledge about business management. Additionally, individuals who aspire to a career in business management are provided the knowledge and basic skills required to equip them for a successful experience.

COST

The fee is \$28 per unit for each course. A total fee of \$112 for each 4-unit course is payable by the first class meeting.

THE CERTIFICATE

The certificate will be granted upon approval of a petition which can be obtained through the Extension Office, ERC C508, (213) 515-3741.

COURSES

Required:

- BUS 205—Social Responsibility of Business
- BUS 210—Management & Organizational Theory
- BUS 211—Production Management
- Electives: (Select one)
- BUS 250—Elements of Marketing
- BUS 260—Business Finance
- ENG 252—Write & Speak Skills for Management

CLASS SCHEDULE—March 29-June 6

See Course Offering section of the Bulletin for course descriptions.

Bus 205 Social Responsibility of Business (4)

01 Lopilato	T	6:00-9:40 pm	SBS B143
02 McCloskey	S	8:30 am-12:20 pm	SBS B143
03 McCloskey	MW	8:00-9:40 pm	SBS F125
04 Strier	TTh	12:00-1:40 pm	ERC D131

Bus 210 Management and Organizational Theory (4)

01 Mullinix	MW	8:00-9:40 am	SBS F225
02 Laws	TTh	8:00-9:40 am	SBS B143
03 Nehrbass	TTh	4:00-5:40 pm	SBS B143
04 Nehrbass	Th	6:00-9:40 pm	SBS B143
05 Weisberg	F	8:00-11:40 am	SBS B143

Bus 211 Production Management (4)

01 McCloskey	MW	8:00-9:40 am	ERC A127
02 Rothbart	TTh	10:00-11:40 am	SBS B143
03 Spier	MW	8:00-9:40 am	SBS B143

Bus 250 Elements of Marketing (4)

01 Greenwald	MW	2:00-3:40 pm	SBS B143
02 Ottens	MW	6:00-7:40 pm	SBS B143
03 Weisberg	TTh	8:00-9:40 am	SBS E220
04 Zoerner	TTh	12:00-1:40 pm	ERC A127
05 Kitson	T	6:00-9:40 pm	SBS F125

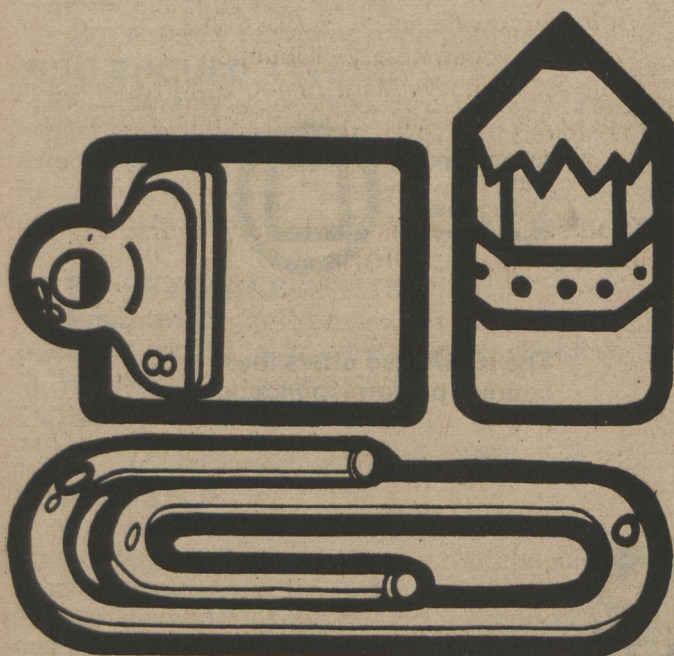
Bus 260 Business Finance (4)

01 Milgrim	MW	10:00-11:40 am	SBS E220
02 Folmsby	MW	8:00-9:40 pm	SBS E220
03 Nashif	TTh	10:00-11:40 am	SBS E220
04 Nashif	TTh	4:00-5:40 pm	SBS E220
05 Johnson	F	8:00 am-12:10 pm	SBS E220

Eng 252 Writing & Speaking Skills for Management (4)

01 Mahon	MW	8:00-9:40 am	HFA A223
02 Ravitz	TTh	10:00-11:40 am	HFA A223
03 Tracy	TTh	12:00-1:40 pm	HFA A223
04 Tracy	TTh	4:00-5:40 pm	HFA A223

For further information on this program, check the Information Request Form on inside back cover.



CERTIFICATE PROGRAM

PUBLIC MANAGEMENT (ICMA)

WHAT THE PROGRAM IS ABOUT

A joint training and education program — the first of its kind — is being offered by the International City Management Association (ICMA) and the Department of Public Administration at CSUDH, which provides a Certificate in Public Management through the Office of Extended Education at CSUDH.

An ICMA Certificate will be awarded to each student upon completion of each course. Students who complete the four core courses and one elective will receive a certificate of Professional Training.

Each course will provide four quarter units of extension credit in Public Administration. (Students may later petition that these credits be counted toward regular degrees at CSUDH)

For further information on this program, check the Information Request Form on the inside back cover, or contact Dr. Kenneth Fleagle, Associate Professor of Public Administration; Coordinator, Public Management Certificate Program, (213)515-3444.

WHO SHOULD ATTEND

City Managers can learn to make their whole city more manageable. Assistants can prepare for their big break. Police and fire officials can get an overview of the entire city management process and a perspective on their own departments. Personnel Directors can help the city keep and promote its best people. Supervisors and department heads can improve the link between leaders and workers, and can get better results from programs and people. Students entering the field of management can learn about the opportunities in public management.

THE COST

The fee is \$28 per unit for each course. A total fee of \$112 for each 4-unit course is payable by the first class meeting.

COURSES (4 units each)

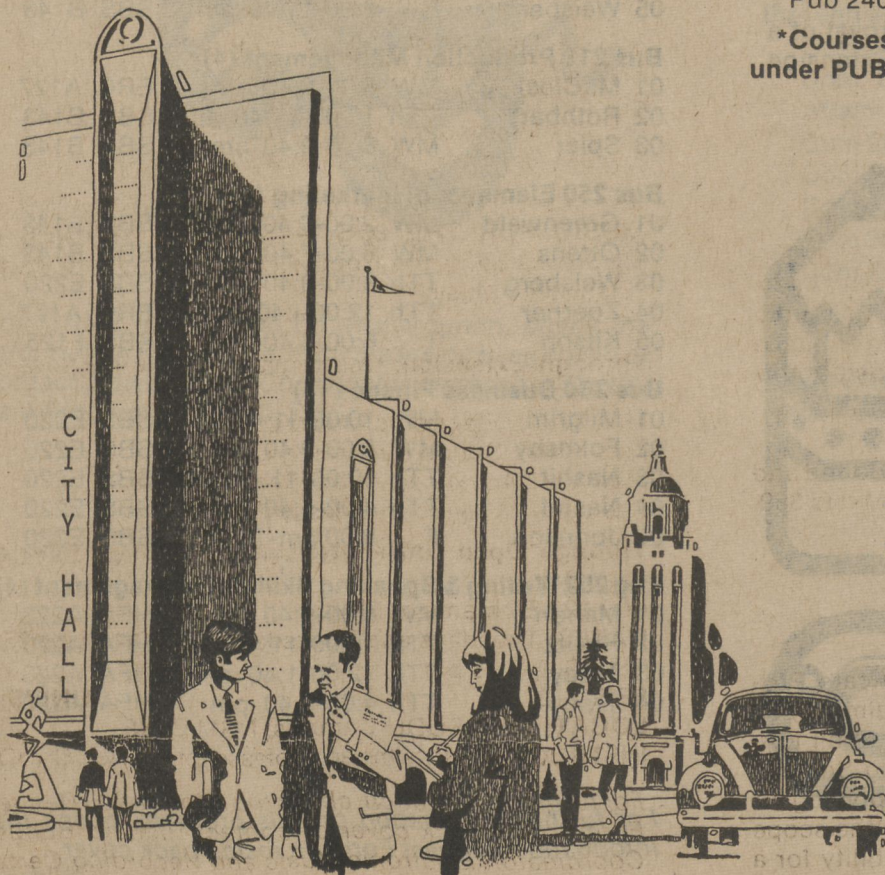
Four required:

- *Pub 238 Principles & Practices of Urban Planning
- *Pub 424 Seminar: Personnel Management
- *Pub 430 Seminar: Urban Administration
- *Pub 452 Seminar: Public Financial Management

One Elective: Upper Division Public Administration course

- *Pub 240 Police Administration in America

***Courses offered this quarter. See Course Offerings under PUBLIC ADMINISTRATION**



International
City
Management
Association



The ICMA also offers these courses by correspondence.

**CERTIFICATE
PROGRAM**

ELECTRONIC MUSIC & RECORDING ARTS ELECTRONIC MUSIC & RECORDING ENGINEERING

WHAT THE PROGRAMS ARE ABOUT

Two new Certificate Programs in Electronic Music and Recording are being offered at Dominguez Hills — Electronic Music and Recording Arts Certificate Program and Electronic Music and Recording Engineering Certificate Program. Classes will be offered jointly by the Departments of Music and Physics.

The Recording Arts Certificate is a one-year program; the Recording Engineering program is to be taken following, or in conjunction with, the Recording Arts program.

Both programs provide an Internship after completion of courses which will match individual student abilities and interests with the wide variety of job needs in the industry.

The extensive facilities of the CSUDH Electronic Music Laboratory will be available to students. The Music Department, which sponsors the Certificate Programs, is fully accredited by the National Association of Schools of Music.

The Laboratory equipment includes:

- 6 Synthesizers, including a Synclavier Digital real-time/fully programmable, 16-voice instrument — one of only 3 on the West Coast and the very latest in computer-music technology
- 16-, 8-, 4-, and 2-Track Professional Tape Records
- 16- and 8-Channel Mixing Consoles
- Acoustic Echo Chamber
- A variety of compressor/limiter, digital delay units, noise reduction and reverb
- Professional recording microphones

WHO SHOULD ATTEND

The programs are designed to provide an urban university environment for the training of persons interested in entering the fields of Electronic Music, Audio Recording, and Sound Reinforcement, and to enhance employment possibilities through the granting of this certificate.

ENTRY REQUIREMENTS

Prerequisite to the Program: Physics 101 Sound and Music (4) may be taken concurrently with Music 369; or permission of the instructor.

COST

The fee is \$28 per unit for each course.

INTERNSHIP

Notification of the availability of Certificate Program Interns will be made to each of the almost 200 recording studios in the Los Angeles area, to all L.A. chapter members of the Audio Engineering Society, and to other related industries. Employers applying for applicants will be interviewed to determine the scope of each assignment, to enhance the possibility for a mutually successful internship experience.

CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ARTS

- Mus 369 The Techniques of Sound Recording (4)
- Mus 369L Sound Recording Laboratory (1, 1)
- Mus 371 Electronic Music (4)
- Mus 371L Electronic Music Laboratory (1, 1)
- Mus 372 Advanced Audio Recording (4)
- Mus 374 Advanced Electronic Music (4)
- Phy 239 Introduction to Recording Studio Electronic Maintenance (3)
- Mus 398 Electronic Music and Recording Internship (4)
- Mus 298 or Physics 297 Independent Study/Directed Research (2)

CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ENGINEERING

All courses required for Recording Arts, plus the following:

- Phy 120 and 122 Elements of Physics (total 8 units)
- OR
- Physics 110, 112, and 114 General Physics (total 15 units)
- AND
- Phy 231 Electronics Laboratory I (2)
- Phy 233 Electronics Laboratory II (2)
- AND ONE OR MORE
- Phy 235 Digital Electronics (4)
- Phy 237 Microcomputers (4)
- Phy 281 Scientific Instrumentation (2 or 4)

See Also: THE ROLE OF THE SYNTHESIZER IN MUSIC FOR THE 80'S — SPECIAL STUDIES IN MUSIC listed in the Course Offerings section under "Electronic Music."

Through Extension: Use registration form on inside back cover

- Mus X371L Electronic Music Lab (1)
 - Mus X369L Sound Recording Lab (1)
 - Mus X372 Advanced Audio Recording (4)
- See page 11 for course descriptions

Through Open University: Use registration form on page 24.

Phy 122 Elements of Physics

DATES: Tuesdays and Thursdays, April 11-June 25

TIMES: 6-7:15 pm

FEE: \$12

UNITS: 4

LOCATION: CSUDH Campus, NSM C235

INSTRUCTOR: H. Keith Lee, Professor of Physics, CSUDH

For further information, check the information Request Form inside back cover or contact Richard Bunger, Coordinator, Electronic Music and Recording Certificate Programs, (213) 515-3543.

**CERTIFICATE
PROGRAM**

PRODUCTION & INVENTORY CONTROL

WHAT THE PROGRAM IS ABOUT

The Certificate Program in Production and Inventory Control consists of courses designed to give complete basic education in this profession. Experienced professionals will present principles and techniques as they relate to today's manufacturing world. A student has the option of taking all three courses or any single course individually which he feels will be of value.

WHO SHOULD ATTEND

This is a practical series of courses designed to meet the needs of professionals and newcomers to the field and other individuals who work in areas which relate to this field. It is of great benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and to further their professional competence.

THE CERTIFICATE

A Certificate in Production and Inventory Control will be awarded to those students who complete all three courses as recognition for their learning achievement and professional status. The certificate is jointly sponsored by the Department of Industrial Management of the School of Management, California State University Dominguez Hills and the Los Angeles Chapter, American Production and Inventory Control Society (APICS)

COST

The fee is \$28 per unit for each course. A total fee of \$112 for each 4-unit course is payable by the first class meeting.



Students with less than one year's experience in the production control or inventory control profession must take this course as a prerequisite to any course in the Certificate Program, unless exempted by the instructor.

INM 801 Basics of Production and Inventory Control

This course has been developed for those individuals who have less than one year experience in Production Control or Inventory Control. The student will learn the terminology special to manufacturing control and will obtain a basic knowledge of the tools, methods, functions and systems of production and inventory control.

DATES: Mondays, April 7-June 9

TIMES: 6:30-10 pm

SEE: \$112

LOCATION: North High School, Torrance, Room 302

INSTRUCTOR: Paul Funk

NO. MTNGS: 10

UNITS: 4

COURSES

Three required courses, 4 units each:

INM X220 Manufacturing Resources & Planning

INM X221 Inventory Planning & Control Systems

INM X222 Production Planning & Control Systems

THE CYCLE OF COURSES

At this time, the courses are not to be taken in numerical order. After students have completed INM X801 (or have been exempted by the instructor), they are to enroll in INM X221, then INM X222, then INM X220. All courses are offered every quarter, and students may begin the cycle at any time of the year.

INM X221 Inventory Planning & Control Systems

The student will learn how to apply the major inventory management tools and techniques. Basic topics include: why have inventories; financial implications; forecasting; fundamentals of inventory management; materials control and purchasing; master scheduling; material requirements planning; inventory management as a system.

DATES: Monday, April 7-June 9

TIMES: 6:30-10 pm

SEE: \$112

LOCATION: North High School, Torrance, Room 303

INSTRUCTOR: Curt Behera

NO. MTNGS: 10

UNITS: 4

INM X222 Production Planning & Control Systems

This course presents the techniques and systems for planning production and capacity, for scheduling production and capacity, for order release, dispatch and expediting, and for control of these activities. The student will learn practical shop floor control techniques, the need for data gathering and feedback reporting and evaluation for corrective action. Topics include: production control; shop floor planning; a system overview.

DATES: Thursdays, April 10-June 12

TIMES: 6:30-10 pm

SEE: \$112

LOCATION: North High School, Torrance, Room 304

INSTRUCTOR: Bill Montgomery

NO. MTNGS: 10

UNITS: 4

INM X220 Manufacturing Resources & Planning

This course offers a practical perspective of MRP (Manufacturing Resources Planning). It stresses the skills needed to make a successful Manufacturing Resources Planning system. The student will learn about item masters, data bases, change control, regenerative and net change systems and other administrative aspects to make an effective MRP nerve center. The student will gain an increased ability to participate in an integrated manufacturing system and interface effectively with other departments in the organization: marketing, master scheduling, engineering, finance and accounting, production, purchasing, quality control, etc.

DATES: Tuesdays, April 8-June 10

TIMES: 6:30-10 pm

SEE: \$112

LOCATION: North High School, Torrance, Room 305

INSTRUCTOR: Aman Motwane

NO. MTNGS: 10

UNITS: 4

CERTIFICATE PROGRAM

SPANISH FOR PUBLIC SERVICE

WHAT THE PROGRAM IS ABOUT

"Hablo español" now means profit to businesses; quality performance to educators, counselors and service employees; and improved medical response to hospital personnel. The Spanish for Public Service Certificate, a one-year program, provides participants with basic Spanish-speaking competency for present and potential employees. Writing and reading skills are developed to meet functional needs of the particular occupation. A significant additional goal is to increase participants' understanding of the Latino community, thus encouraging an improved relationship between the employee and the public.

WHO SHOULD ATTEND

The program is designed to meet the needs of employees who must "meet and deal" with Spanish-speaking persons. Enrollees use their new skills in work settings almost immediately. Students' use of Spanish on the job is monitored and corrected. Experiential learning reinforces the language skills throughout the program. "Learning by doing" makes this a practical effort to meet everyday needs. Courses are offered on Saturday mornings to accommodate work schedules.

ENTRY REQUIREMENTS

Total unit commitment of a student entering the program is 22 units. Students should enter the program with little or no Spanish skills. The Experiential Education 212 course requires 4 hours or more per week of active work involvement with Spanish-speaking persons. Students may utilize their own employment as internship for the certificate program if it fulfills the requirements of the program. Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions.

THE CERTIFICATE

Graduates of the SPSC Program will be among the first in California to receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons in a public service occupation. The need for such skills is growing rapidly in the area. You will have an additional skill that will greatly increase your employability. Employers will be able to serve a greater clientele more efficiently.

COST

Fees are \$28 per unit for each course.

CLASS SCHEDULE

The 1979-80 cycle of the Spanish for Public Service Certificate Program is currently in progress and no new students are being accepted. Applications are now being accepted for the 1980-81 Cycle, beginning Fall 1980. Also, a Summer 1980 intensive version of the Program may be scheduled.

For further information on this program, check the Information Request Form on inside back cover.

COURSES

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

First Quarter (6 units) Fall 1980:

Spa 105 Spanish for Public Service
Exe 212 Bilingual Public Service Internship

Second Quarter (8 units) Winter 1981:

Spa 202 Commercial Spanish: Business Communications

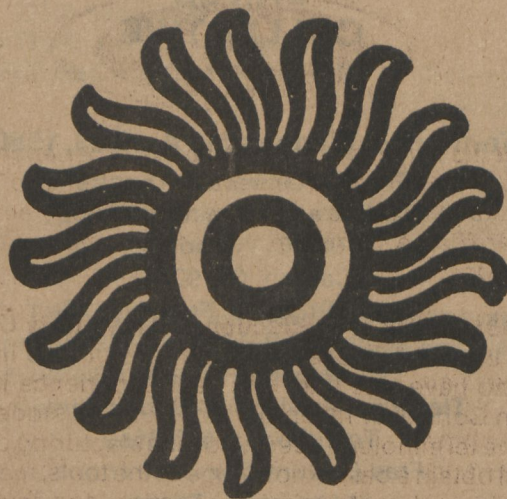
Exe 212 Bilingual Public Service Internship

Third Quarter (8 units) Spring 1981

* Spa 251 Contemporary Hispanic Culture: Mexico and the Southwestern United States

Exe 212 Bilingual Public Service Internship

* Course offered this quarter. See course offerings under Spanish.



For further information on this program, check the Information Request Form on inside back cover.

Spring Conferences

VOLUNTEER MANAGEMENT FOR THE 80's **UNC 800**

The First Annual Conference on Volunteer Management will provide a forum to discuss key issues in managing volunteer workers, as well as recent developments in effective use of volunteers. Topics include:

- Effective Training Programs
- Involving Ethnic Groups
- University Students as Volunteers
- Continuing Education for Volunteer Managers
- Recruitment, Interviewing, Counseling, and Placement
- Prop 13 and Jaws II — Using Volunteers in Public Agencies

The conference is cosponsored with the EPIC (Educational Participation in Communities) Consortium; the Voluntary Action Center of South Central Los Angeles; the Office of the Chancellor, Division of Extended Education, University Services Program; and the City of Compton, Office of Citizen Participation.

DATES: Monday, April 21 and Tuesday, April 22
TIMES: 9 am-4 pm **NO. MTNGS:** 2
FEE: \$25 (includes lunch and refreshments) **UNITS:** 2
LOCATION: CSUDH Campus, University Center
CONFERENCE COORDINATOR: Carolyn Harris,
CSUDH EPIC
Director

FIFTH ANNUAL SPECIAL EDUCATION/EARLY CHILDHOOD EDUCATION CONFERENCE: EARLY INTERVENTION — DIRECTIONS FOR THE 80's **Edu X206**

Sixteen workshops on topics of current interest to teachers and other professionals, parents and students. The workshops will be conducted by individuals and groups from exemplary special education and early childhood programs.

DATES: Friday, April 18, 8:45 am-4:30 pm
Saturday, April 19, 8:45 am-4:30 pm

FEE: Contact Doris Okada

LOCATION: Airport Marina Hotel, 8601 Lincoln Avenue, Los Angeles (near LAX)

REGISTRATION AND INFORMATION:
DR. DORIS OKADA
Conference Director
School of Education
CSUDH, Carson, CA 90747
(213)515-3524 or 515-3510

THE OBERLIN DANCE COLLECTIVE

Performance: Wednesday April 23, 1980 8pm

Place: University Theatre
Cal State — Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

Price: Students **Free** with I.D.
Faculty/Staff/Alumni — \$2.00
General Public — \$4.00

Tickets: Available at Student Union
Telephone # 515-3559

*Free Lecture/Demonstrations
at University Theater*

The Residency is sponsored by the Intellectual Life Committee and jointly funded by the California Art Council and the Instructionally Related Activities Fee.

THIRD ANNUAL CONFERENCE ON BILINGUAL EDUCATION: DIVERSITY: A BILINGUAL PERSPECTIVE **Edu X376**

This all-day conference will feature workshops in:

- Spanish reading, bilingual component
- Bilingual classroom organization
- Counseling and career planning for the junior/senior high school student
- Understanding the gang phenomenon
- ESL in primary/secondary schools
- Selecting bilingual children's literature

NOTE: PREREGISTRATION REQUESTED BY May 5.

DATE: Saturday, May 10, 8 am-4:30 pm

FEE: \$25 Conference Fee (2 units of credit are available for an additional fee of \$25 for registration in Edu X376: Issues in Education. This course is approved by the State Department of Education for inservice credit under article 3.3, Education Code 13344.)

LOCATION: CSUDH Campus

CONFERENCE COORDINATOR: Max Contreras,
PhD, CSUDH
Education,
515-3522

s and Special Events

THIRD WORLD FILM FESTIVAL SPECIAL TOPICS IN COMMUNICATION

Com X290/A

The Associated Student Body of Dominguez Hills and the Office of Extended Education announce a Spring festival of contemporary African, Latin, Asian, Caribbean and Mid-Eastern Films. The festival will be held on campus the weekend of May 2 through 4.

We will examine the rich art of film in the Third World and we will explore ways in which new film cultures are used in cinema to communicate their own social, political and economic realities. In addition to at least nine feature film presentations, we will be offering seminars, panels and discussion sessions covering a wide range of topics.

Scheduled films include:

- **Dread, Beat, and Blood**, a Jamaican-British documentary featuring poet/reggae singer Linton Kwesi Johnson. Lister Hewon-Lowe of Mango Records will be the guest speaker for the Jamaican films.
- **Harvest: 3,000 Tears** from Ethiopia
- **Seven Samurai** from Japan
- **The Promised Land** from Chile
- **Lucia** from Cuba
- **The Sealed Soil** from Iran
- **The Impossible Independence** from Algeria

Plus many more films, speakers, and discussion panels.

DATES: Friday, May 2, 7-10 pm

Saturday, May 3, 12 noon-10 pm

Sunday, May 4, 12 noon-10 pm

LOCATION: CSUDH Campus, HFA A103

FEES: GENERAL PUBLIC

\$56 — 2 Units, advance registration required

\$61 — 2 Units, at the door

\$41 — Non-Credit, advance registration required

\$46 — Non-Credit, at the door

\$4.50 — Individual films, advance registration required

\$5.50 — Individual films, at the door

CSUDH STUDENTS

\$15 — 2 Units, advance registration required

Free — Non-credit, advance registration required

Free — Individual Films, advance registration required

NOTE: ADVANCE REGISTRATION DEADLINE IS APRIL 25, Enrollment at the door on a space-available basis only.

CONFERENCE COORDINATOR: Ted Simonoski, PhD, Extension Instructor of Film

FOR FURTHER INFORMATION CONTACT THE EXTENSION OFFICE, (213)515-3741.

FIRST ANNUAL HEALTH/LAW SYMPOSIUM (BRN)

Hea 951

"Health Care in the 80's: Can You Meet the Challenge?" is the focus of this full-day program designed to provide a useful forum for the examination of key issues for health professionals.

Symposium objectives and goals include understanding current developments in:

- Health Planning
- California Health Facilities Commission
- Hospital Labor Relations
- International Health Care
- Quality Assurance

The symposium will provide the opportunity to question leading experts in specialized health policy areas about significant trends and to explore new managerial strategies.

Participants will also have the chance to increase their awareness of how the political process impacts upon organizational management.

This Symposium can be particularly significant for Hospital Controllers, Administrators, Physicians, Nursing Managers, Personnel Directors, Healthcare Lawyers, and others interested in the latest developments in the health/law field.

DATE: Thursday, April 3

TIME: 8:30 am-5:30 pm

UNITS: 0.6 CEU

FEE: Includes instruction, all course materials, luncheon, and coffee breaks.

\$65 General Public

\$20.00 Full-time Students

Continuing Education Credit — \$7.50 for 0.6 CEU (paper required — contact Dr. Schoenwald (213) 515-3818)

LOCATION: CSUDH Campus

CONFERENCE COORDINATOR: Ira Schoenwald, PhD, CSUDH Associate Professor; Coordinator, CSUDH Health Science Program

NOTE: This Symposium has received the endorsement of the Hospital Council of Southern California and the United Hospital Association.

TEST AND EXAM REVIEWS

The following courses are designed to help prepare students for specific tests and examinations. They are intended to augment, not substitute for, formal or informal learning.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

Special course offered to prepare students for the Graduate Management Admission Test. Areas covered include: mathematical ability, reading comprehension, English usage, business judgement, verbal analogies, sentence completion, data interpretation, and data sufficiency.

FEE FOR EACH SESSION: \$70

LOCATION: CSUDH Campus, SCC D154

SESSIONS I, II, II — completed

SESSION VI — for July 12 Exam

DATES: June 7, 14, 21, 28, July 5

TIMES: 9am-12:30 pm

NO.MTNGS: 5



LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

To assist students by familiarizing them with each subject area, giving them important insight into the types of questions and offering timed testing practice. Areas covered include: cases and principles, quantitative comparison, writing ability, evaluation of facts, validity of conclusions, and other possible test areas. Emphasis will be placed on test-taking strategies and on time-saving techniques.

FEE FOR EACH SESSION: \$70 (includes materials)

LOCATION: CSUDH Campus, SCC E145

SESSIONS I, II — completed

SESSION III — for April 19 Exam

DATES: Saturday, March 8, 15, 22, 29, April 12

TIMES: 9 am-12:30 pm

NO.MTNGS: 5

SESSION IV — for June 28 Exam

DATES: Saturday, May 24, 31, June 7, 14, 21

TIMES: 9 am-12:30 pm

NO.MTNGS: 5

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis will be placed on the mathematics sections of the exam — math ability, quantitative comparison — but will also carefully analyze reading comprehension, sentence completion, analogies, and antonyms. Important test-taking strategies and time-saving techniques will be carefully explained and discussed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

FEE FOR EACH SESSION: \$45 (includes materials)

LOCATION: CSUDH Campus, SCC E145

SESSIONS I, II, III, IV, V — completed

SESSION VI — for May 3 Exam

DATES: Saturday, April 12, 19, 26

TIMES: 1-4:30 pm

NO.MTNGS: 3

SESSION VII — for June 7 Exam

DATES: Saturday, May 17, 24, 31

TIMES: 1-4:30 pm

NO.MTNGS: 3

GRE (GRADUATE RECORD EXAM) REVIEW

To assist students in doing their best on the GRE by familiarizing them with each subject area, giving them important insight into the types of questions, and offering timed testing practice. The programs are geared to the new format of the GRE with emphasis on the quantitative section — arithmetic, algebra, geometry, and graph reading, verbal analogies, reading comprehension, sentence completions, antonyms, and the new section of the exam, analytical ability will be examined.

FEE FOR EACH SESSION: \$60 (includes materials)

LOCATION: CSUDH Campus, SCC E153

SESSIONS I, II, III — completed

SESSION IV — for April 26 Exam

DATES: Saturday, March 15, 22, 29, April 12, 19

TIMES: 9 am-12:30 pm

NO.MTNGS: 5

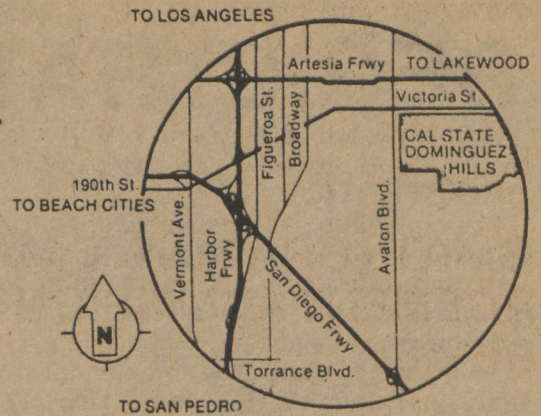
SESSION V — for June 14 Exam

DATES: Saturday, May 10, 17, 24, 31, June 7

TIMES: 9 am-12:30 pm

NO.MTNGS: 5

FINDING YOUR WAY TO CSUDH



FROM PALMDALE/LANCASTER - 14 SOUTH - Follow Highway 14 to Golden State Freeway (5) South toward Los Angeles. From 5 South, take the Harbor Freeway (11) South toward San Pedro, then exit on the 190th Street off-ramp. Turn left (East) on 190th Street. Follow 190th Street about 2 miles to the Campus (190th Street changes into Victoria Street). The campus entrance is a right turn at the first signal past Avalon Boulevard.

FROM SAN BERNARDINO - 10 WEST - Follow the San Bernardino Freeway (10) West to the San Gabriel Freeway (605) South, take the Artesia Freeway (91) West toward Redondo Beach, then exit on Avalon Blvd. Turn left (South) on to Avalon Blvd. and then left (East) onto Victoria Street. The campus entrance is a right turn at traffic signal on Victoria Street.

FROM LOS ANGELES CIVIC CENTER - 11 SOUTH - Follow the Harbor Freeway (11) to the 190th Street off-ramp. Turn left (East) on 190th Street. This will become Victoria Street. The campus is located approximately 2 miles from the freeway off-ramp on (190th) Victoria Street. The campus entrance is a right turn at the first traffic signal past Avalon Blvd.

FROM SAN FERNANDO VALLEY - 405 SOUTH or 101 EAST - Follow the San Diego Freeway (405) South toward Long Beach. Exit on the Vermont Avenue off-ramp. Turn left (East) at the end of the off-ramp onto 190th Street. Follow 190th Street (East) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus entrance is a right turn at the first traffic signal past Avalon Blvd.

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

FROM ANAHEIM - 5 NORTH - Follow the Santa Ana Freeway (5) North to the Artesia Freeway (91) West toward Redondo Beach. Exit at Avalon Blvd. Turn left (South) onto Avalon Blvd. Turn left (East) onto Victoria Street. The campus entrance is a right turn at the next traffic signal.

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

FROM SANTA BARBARA - 101 SOUTH - Follow the Ventura Freeway (101) South toward Los Angeles to the San Diego Freeway (405) South toward Long Beach. Take the Vermont Avenue off-ramp and turn left (East). You will be on 190th Street. Follow 190th Street East (this becomes Victoria Street) for about 2 miles. The entrance to the campus is a right turn at the first traffic signal past Avalon Blvd.

FROM BAKERSFIELD - 99 SOUTH - Follow Interstate 99 South to the Golden State Freeway (5) South toward Los Angeles. Take the San Diego Freeway (405) South toward Los Angeles/Long Beach. Exit at the Vermont off-ramp. Turn left (East) at the end of the off-ramp. You will be on 190th Street, follow 190th Street for about 2 miles (this will become Victoria Street). The entrance to the campus is a right turn at the first traffic signal past Avalon Blvd.

PARKING ON CAMPUS

Upon entering the campus, continue approximately 100 yards to the parking Kiosk which will be on your left. Parking on campus is free for visitors but a permit is required which can be obtained from the Kiosk.

California State University Dominguez Hills
1000 E. Victoria
Carson, CA. 90747

REGISTRATION INFORMATION

REGISTRATION

Pre-registration is suggested for all classes and required for some. By completing the pre-registration form and returning it with the required fees, the student is assured of a place in the class. Registration may, however, be accomplished at the first meeting of most extension classes by completing and returning a registration form with the required fee to the instructor or a representative from the Office of Extended Programs.

WITHDRAWAL

To avoid receiving a failing grade, students who withdraw from class must do so by filling out an official withdrawal card. These cards may be obtained from the Office of Extended Programs. Please note the deadline for withdrawal for your class.

REFUND OF FEES

Refunds are granted in accordance with the state refund schedule.

- If student withdraws 48 hours prior to the first class meeting, 100% of the total fee will be refunded.
- If an extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25% of the course has elapsed), 65% of the total fee will be refunded.
- After 25% of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

IMPORTANT

The time of withdrawal is determined by the date by which the Office of Extended Programs, California State University Dominguez Hills, receives written notification of the student's withdrawal.

FEES

Registration fees for extension classes are normally \$28.00 per unit. The fees for each course are listed in this announcement. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA draft, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn. Veterans' benefits may be applied to some extension courses.

STUDENTS ELIGIBLE FOR VETERANS BENEFITS:

Contact the Veterans Office on campus for assistance with your registration — 515-3643.

REGISTRATION BY MAIL

Fill out the Extension Registration Form and mail it with your check or money order to:

Extension ERC C508
CSUDH
Carson, CA 90747

Please use a separate check for each course.

REGISTRATION IN PERSON

Fill out the Extension Registration Form and bring it with your fees to the Extension Office, ERC C508 (Library Building, 5th Floor, back corridor). The Office is open Monday through Friday, 8 am-5 pm, and additionally from 5 pm to 6:30 pm on Monday through Thursday during the first 3 weeks of the Quarter.

24-HOUR TELEPHONE REGISTRATION

Bank Cards only — (213)515-3351



California State University
Dominguez Hills



Office of Extended Education
Carson, California 90747

Non-profit Org.
U.S. Postage
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Dominguez Hills

I do not wish to receive any further
Extension announcements. Please remove my
name from your list. (Allow 6 weeks)

TIME VALUED MATERIAL

OR TO CURRENT OCCUPANT

Rec'd 4-80