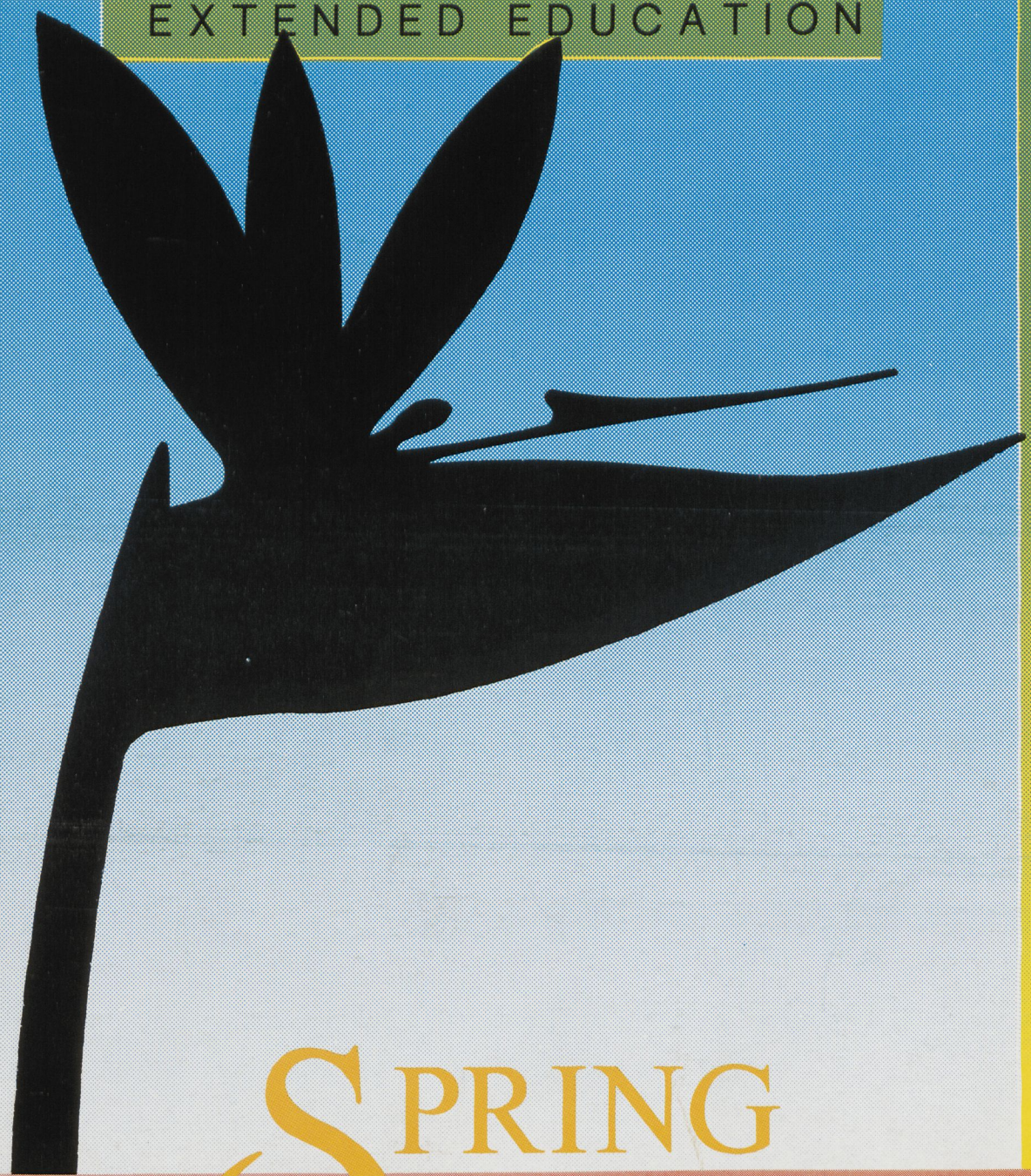


CALIFORNIA STATE UNIVERSITY  
**DOMINGUEZ HILLS**

EXTENDED EDUCATION



**S**PRING

1 9 9 1

# *Extended Education*

## **General Information**

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our mission is to extend the educational resources of the University to the community by augmenting regular University offerings and by providing further educational opportunities for all who wish to gain new knowledge and skills or enhance those already acquired.

Many of the courses are aimed at fulfilling personal interests and improving the quality of life. All courses are designed with accessibility and convenience in mind.

Extended Education courses are open to all adults and qualified high school students. You do not have to be enrolled at California State University, Dominguez Hills to participate in Extended Education programs.

Whether you are interested in specialized career training, travel study, or personal enrichment, Extended Education has something for you.

### **ABOUT THE COVER**

This Spring's cover was designed by CSU Dominguez Hills' student artist Anissa Barton. Our many thanks for her dedication and professionalism.

*Please keep this bulletin for future reference. If you received more than one copy, please pass it on to a friend.*

**This material is not printed or distributed at taxpayer's expense.**

## **Enrolling in Extended Education Courses**

### **By Mail**

For greatest convenience, use the mail-in registration form on the last inner page.

### **By Telephone**

Call 213/516-3741

Have your VISA or MasterCard number ready as well as information requested on the application form.

### **By FAX**

Registration by FAX is now available. Our FAX telephone number is 213/516-3971.

### **In Person**

You can register at our offices located in B 141 the Small College Complex of the CSUDH Campus Monday-Friday, 8:00 a.m. to 6:30 p.m..

### **Extension Office**

CSUDH Division of Extended Education  
1000 East Victoria Street  
Carson, CA 90747

Monday - Friday  
8:00 a.m. to 6:30 p.m..  
213/516-3741

### **Other Information**

If you need to know more about a particular course or a particular program we are offering, please call our offices at 213/516-3741 or write to the address above.



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## PROFESSIONAL CERTIFICATE PROGRAMS

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

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

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

### Each series:

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

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



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## Course Calendar

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

Jan 28	Child, Family & Community . . . . .	25	Feb 21	Managing Today's Multicultural Workforce . . .	14
Jan 29	Help! Help! Computers . . . . .	20	Feb 21	Ensuring Customer Satisfaction . . . . .	15
Jan 30	Workshop in Teaching Methods . . . . .	25	Feb 23	Intensive Writing Workshop . . . . .	05
Feb 2	Foreclosures in California . . . . .	16	Feb 23	Tax Workshop for Small Business Owner . . .	17
Feb 5	Conversational French II . . . . .	04	Feb 23	Drawing on the Right Side of the Brain . . .	03
Feb 5	Kings and Queens of England . . . . .	07	Mar 2	Accelerated Vocabulary Learning . . . . .	25
Feb 9	Make Money in Your Own Food Business . . .	18	Mar 4	Principles & Methods of Physical Distribution .	12
Feb 9	Resume Writing Made Easy . . . . .	29	Mar 6	How to Keep Books for Small Business . . .	09
Feb 7	Spanish for Health Care Professionals . . . .	03	Mar 6	Workshop in Teaching Methods . . . . .	25
Feb 10	Gift Baskets: Presents to Profits . . . . .	18	Mar 12	Tax Class for the Consumer . . . . .	17
Feb 12	British Royalty: Legend & Pageantry . . . . .	07	Mar 13	Organize Your Office . . . . .	09
Feb 12	Magic Close Up: An Introductory Course . .	07	Apr 13	Great Golf Clinic . . . . .	32
Feb 12	Survey of Environment for Teachers & Others	24	Apr 16	Travel: Beating the High Cost Part I . . . . .	33
Feb 16	How to Respond to an RFP or Bid Proposal .	13	Apr 18	Travel: Beating the High Cost Part II . . . . .	33
Feb 18	How to Self-Publish & Market Your Book . .	06	Apr 20	Learning About Self & Sex Through Art . . .	31
Feb 19	Interview for Success: Video-Taped Sessions	29	May 11	How to Market Your Art in the 1990s . . . . .	15





# Arts & Humanities

## Art Studio Workshop

### Drawing on the Right Side of the Brain: Perceptual Skills in Drawing

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

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

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

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

- > 2 mtgs: Sat & Sun, Feb 23 & 24  
9:00 a.m. - 4:30 p.m.  
Redondo Beach Community Resource Center, Rm 8  
\$70

## Humanities Degree Program

### Master of Arts in Humanities

The Master of Arts in the Humanities offers a broad interdisciplinary exposure to all the areas of the Humanities — history, literature, philosophy, music and art. Students are able to specialize in a particular discipline of the Humanities, or in specific cultural thematic areas which could be traced across all of the humanistic disciplines.

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

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

Fees are \$110 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree.

- > Call (213) 516-3743 for more information.

## Language Workshops

### Conversational Spanish for Health Professionals Spanish Without Pain

Seq No: 11-051-0505 Noncredit

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

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

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

**Ute Margarete Saine, Ph.D.**, Yale University, has taught at UCI, CSULB, CSU Bakersfield and Yale.

- > 8 mtgs: Thu, February 7 - March 28  
6:30 - 9:30 p. m.  
Redondo Beach Community Resource Center, Rm 8  
\$119

## Music Classes

### Conversational French II

Seq No: 11-021-0531 Noncredit

Continuation of an introduction to basic spoken French, emphasizing the culture, customs and language of everyday life. Designed for those planning to travel, study or work in France, or those who wish to learn conversational French within a cultural context. Some previous knowledge of French required.

**Jamile Choopani, Ph.D.** French Literature, currently teaches at UCLA and CSUDH.

- > 12 mtgs: Tue, Feb 5 - Apr 23  
6:30 - 9:30 p. m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$145



### Finished with this Bulletin?

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

### Beginning Guitar Workshop (MUS X122)

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

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

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

- > 15 mtgs: Tue, Jan 29 - May 21,  
7:00 - 8:50 p.m.  
CSUDH campus, HFA A207  
\$85

### Guitar Ensemble (MUS X322)

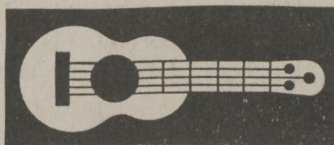
Seq No: 10-041-X322-02 1 sem unit credit

*Prerequisite: Previous experience or consent of instructor.*

Join in an ensemble of trios, quartets and larger ensembles in music from the great composers: Byrd, Palestrina, Praetorius, Bach, Mozart, Schubert, Brahms, Debussy and others. Specializing in techniques of sight-reading, ensemble phrasing and musicianship.

**Cornel Imry**, Acclaimed classical guitarist and teacher.

- > 15 mtgs: Tue, Jan 29 - May 21  
7:00 - 8:40 p.m.  
CSUDH campus, HFA A204  
\$85 (register at the 1st class meeting)



### Contemporary Guitar Workshop (MUS X322)

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

*Prerequisite: Previous experience or consent of instructor.*

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

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

- > 15 mtgs: Thu, Jan 31 - May 23  
7:30 - 9:20 p.m.  
CSUDH campus, HFA A204  
\$85

#### The Los Angeles Chapter American Orff-Schulwerk Association

*presents two events*

#### FOLK DANCE

Fri, Feb 1, 7:30 - 9:30 p.m.  
featuring Phyllis Weikart  
CSU, Dominguez Hills

#### TEACHING RHYTHMIC MOVEMENT

Sat, Feb 2, 9:00 a.m. - 3:00 p.m.  
Special Workshop Fee: LACAOSA or  
K&DA members: Friday, Free, Saturday,  
\$10. Others: Friday Night, \$5,  
Saturday, \$25, students \$10.

Credit: 1 sem unit (Feb 1 & 2), \$35  
Information:

Dr. Carole Casten (213) 516-3933/3761  
or Dr. Cecile Riddell (213) 516-3543

#### DALCROZE & ORFF

Two uniquely Compatible Approaches  
for Developing the Musical Child  
California State University, Northridge  
Music Building, Rm 159

Sat, March 16, 9:00 a.m. - 1:00 p.m.  
LACAOSA members free, others \$20,  
students \$10

Information:  
Dr. Mary Shamrock (213) 470-1290

## Museum Studies

### How To Visit An Art Museum

Seq No: 10-031-0531 Noncredit

This class will teach you: how to use the "arts vocabulary;" how to look at art; how to get the most from a museum visit; how to expand your worldly knowledge through art; and how to gain personal psychological insights while looking at art. You'll also learn how to tap the wisdom of the past that is stored in works of art, and how to approach art with joyful confidence.

**Geri Rogers, M.A.**, former director of the tour program at the Norton Simon Museum.

- 2 mtgs: Thu, Apr 4 & 11  
7:00 - 9:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$45



## Writing Workshops

### Life Story Writing Workshop

Seq No: 15-012-0827 1 unit prof. credit

Participants learn techniques to recover and write vividly the memories of their past experiences. Fear of writing and writer's block will be considered with particular attention given to the creator-critic conflict. Earliest childhood memories will be told aloud, then written down using techniques which enable the listener to experience the event from the child's point of view. Non-judgmental, insightful feedback techniques will be introduced and applied to additional memories, feedback refined and expanded, rewriting techniques applied. The use of "updates" at story's end chronicling the impact or meaning of the experience will be explored.

The skills and techniques covered in this course are of interest to writers, teachers (ESL, English grades 5-12, college, adult, special needs), counselors, therapists, and senior citizens.

**Bernard Selling** graduated from the University of Michigan with a Masters degree in English Literature as well as a Masters degree from UCLA's Film School. He is the author of *WRITING FROM WITHIN: A Step by Step Guide to Writing Your Life's Stories*.

- 3 mtgs: Sat, Apr 13  
8:30 a.m. - 5:30 p.m.  
Thu, Apr 25  
6:30 - 10:00 p.m.  
Thu, May 2  
6:30 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$110



### Intensive Writing Workshop

Seq No: 15-071-0568 Noncredit

In the four-session Intensive Writing Workshop, techniques are taught to provide the ability to hear one's own distinctive writing voice and the skills to develop structure, dialogue, action, scene and character. Poets find the techniques helpful to increase imaginative concepts and imagery.

This workshop is especially useful to individuals struggling with a particular project, or those who have wanted to write, but somehow haven't been able to get started. Students learn special breakthrough techniques to eliminate writer's block.

Student's writing will receive continuous, sensitive critiques. Writing and editing sessions and discussions of writers' concerns will also enhance skills and experience. At the end of the course, each student will have a product to be proud of and a host of techniques to use in all writing situations.

**Mari Stachenfeld** is a working writer with a Ph.D. from UC, San Diego and a master's of professional writing from USC. She has been teaching for 20 years and regularly publishes fiction and poetry.

- 4 mtgs: Sat, Feb 23 - March 16  
9:30 a.m. - 1:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 8  
\$119

### Need Information?

Call (213) 516-3741

## Writing for Film & Television: Fundamentals of Screenwriting

Seq No: 06-051-0509 Noncredit

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

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

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

**Lawrence Riggins, M.F.A.**, award-winning screenwriter is the instructor. He was the recipient of the Jack Nicholson Screenwriting Award and the Lawrence Thor Screenwriting Award.

- > 4 mtgs: Tue, Apr 2 - 23  
7:00 - 10:00 p.m.  
CSUDH Campus, SCC E 143  
\$95 (plus \$5 materials fee payable to the instructor in class)

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## Finished with this Bulletin?

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

## Understanding and Evaluating Scripts

Seq No: 10-992-0501 Noncredit

This course will present techniques for understanding and evaluating screenplays and stage plays. It will provide methods for and practice in writing script analyses such as those used by motion picture studios. The course is designed for actors, writers, directors, producers, and freelance script readers. In the first session, a detailed method for analyzing and critiquing a script will be presented and discussed. A screenplay will be assigned to be read and a written critique will be prepared by students. The critiques will be presented and discussed in the second class, and techniques will be further illustrated and refined. A second script will be assigned to be read and analyzed for the last class; also at this class a guest speaker will talk about working as a script analyst in the film industry. The basic elements of script analysis (story, character, dialogue, theme and visual elements) will be discussed and utilized in class work. Portions of films will be shown on videotape so that the written text can be compared with what is presented to audiences.

**Jan Lewis, B.A., M.A., M.F.A.**, literary manager and *Dramaturg* at the Odyssey Theatre Ensemble. Ms. Lewis has worked as a story analyst for two film production studios, teaches acting, playwriting and script evaluation, and works professionally as an actress and director.

- > 3 mtgs: Wed, Apr 10 - 24  
7:00 - 10:00 p.m.  
Redondo Beach Community Resource Center, Rm 7  
\$125

## How to Self-Publish and Market Your Own Book

Seq No: 06-021-0512 Noncredit

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

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

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

You don't want to self-publish fiction, children's books or poetry. But nonfiction, which comprises 92% of the books published by title, is usually too lucrative to put in the hands of the big publishers, even if you can find one and willing to earn only 10% of the book's price. Self-publishing is more work, and this seminar, and the free workbook, will show you how you can do it, step-by-step. You'll also learn which books can guide you, and what you hire others to do and when.

**Gordon Burgett** has self-published eight books averaging \$67,000 profit.

- > 1 mtg: Mon, Feb 18, 6:00 - 10:00 p.m.  
Redondo Beach Community Resource Center, Rm 7  
\$50





**Miscellaneous****Magic Close Up:  
An Introductory  
Course**

Seq No: 20-000-0501 Noncredit

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

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

- > 5 mtgs: Tue, Feb 12 - Mar 12,  
7:00 - 10:00 p. m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$100 (plus \$15 materials fee payable  
to the instructor in class)

**Kings and Queens of  
England**

Seq No: 03-120-0502 Noncredit

Kings and Queens of England have been around for hundreds of years. Despite our declaration of independence in 1776, we're still unable to escape their hold on us.

Was Shakespeare's Richard III a true portrait, or was it just a story? How had William and Mary's influence been felt? Was queen Victoria's reign the longest in history? What changes did she make to the modern monarchy? Where did the Order of the Garter come from?

Hear the stories, legends and facts about the past monarchies of England. Attend this exciting course and enjoy the grandeur and history of the Monarchy.

**Nancy Miller**, one of the most avid fans and students of the British Monarchy.

- > 1 mtg: Tue, Feb. 5  
6:30 - 9:30pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$30

**CHAOS: Non-linear  
Phenomena  
(PHY X380)**

Seq No: 01-380-83414 3 sem units

This course examines the inherent predictability and unpredictability of natural systems ranging from quantum physics to chemical reactions. to fluid dynamics, to population dynamics and economics. Topics will include conservative Hamiltonian systems, perturbation theory, linear systems, simple harmonic oscillators, phase space, Poincare sections, bifurcations, period doubling, Lyapunov exponents, mapping, fractals, chaotic attractors, and applications.

**Peter B. Siegel**. Dr. Siegel is on the faculty of California State Polytechnic University, Pomona.

- > 30 mtgs: Tue-Thu, Jan 29 - May 28  
4:00 - 5:30 p.m.  
CSUDH campus, NSM D-123  
\$255

**British Royalty:  
Legend and  
Pageantry**

Seq No: 03-129-0501 Noncredit

From the romantic elegance of Diana, the Princess of Wales, to Fergie, the Duchess of York, we have all read their headlines in magazines and tabloids. Now, find out for yourself the stories, the mythology and facts surrounding the Windsors, the most photographed Royalty in the world. This is a course for anyone who has ever wondered about the monarchy, beauty and pageantry of modern England. You don't have to be a full-time student of world history to enjoy the spectacular drama of the Royal Family. Attend this colorful seminar of stories, legends, "inside information," facts and slides. Be dazzled by the first family of the world's reigning monarchs. Find out just what a royal year is.

**Nancy Miller**

- > 1 mtg: Tue, Feb 12  
6:30 - 9:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$30

**Easy Money  
Strategies for  
Retirement**

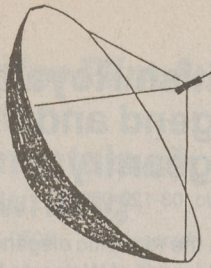
Seq No: 04-043-0555 Noncredit

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

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

**Ruth McHale and Regina McKernan** of American Pacific Securities Corporation.

- > 3 mtgs: Thu, Mar 7, 14, 21  
7:30 - 9:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 8  
\$35 or \$45 per individual/couple



## CSU Dominguez Hills INTERACTIVE INSTRUCTIONAL TELEVISION SPRING '91 SCHEDULE

### COMPUTER SCIENCE COURSES

CSC 123

#### **Introduction to Computer Science and Programming II (3)**

prerequisite: some understanding of programming

MW 1:00 - 2:30 p.m.

Begins Jan 28 -- Open University or Regular Session

CSC 255

#### **High Level Languages: ADA Language (3)**

prerequisite: good understanding of programming and Pascal

MW 10:00 - 11:30 a.m.

Begins Jan 28 -- Open University or Regular Session

### MASTER OF ARTS IN BEHAVIORAL SCIENCE: Negotiation & Conflict Resolution

BEH 522

#### **Negotiation Tactics (3)**

prerequisite: none

M 6:30 - 10:00 p.m. and/or T 1:00 - 4:00 p.m. (one Saturday meeting on campus)

Begins Jan 28 -- Open University or Regular Session

### MASTER OF SCIENCE IN QUALITY ASSURANCE

QAS 510

#### **Advanced Probability and Statistics (3)**

prerequisites: undergraduate calculus, probability and statistics

F 11:00 a.m. - 2:00 p.m.

Begins Feb 1 -- Special Session

### CERTIFICATE IN PRODUCTION AND INVENTORY CONTROL

PIX319

#### **Introduction to Materials Management (3)**

prerequisite: none

T 4:00 - 7:00 p.m.

Begins Jan 8 -- Extension

PIX320

#### **Inventory Management and Master Planning (3)**

prerequisite: PIX319

W 4:00 - 7:00 p.m.

Begins Jan 8 -- Extension

PIX321

#### **Material Requirement Planning and Purchasing (3)**

prerequisite: PIX320

W 4:00 - 7:00 p.m.

Begins April 10 -- Extension

### CERTIFICATE IN MANUFACTURING SUPERVISION *(Pending approval of Curriculum Comm.)*

APS 303

#### **Statistical Process Control (3)**

prerequisite: none

T 4:00 - 7:00 p.m.

Begins April 9 -- Special Session

### EDUCATION COURSES

GED 503

#### **Socio-Cultural Issues in Education (3)**

prerequisites: none

Th 4:00 - 7:00 p.m.

Begins Jan 14 -- Open University or Regular Session

### INTERACTIVE INSTRUCTIONAL TELEVISION

CSUDH broadcasts ITFS courses live from a specially equipped classroom on campus. Phone numbers are provided for communicating with instructors during class session. Students will also be provided with a phone number that can be used to reach their instructors during office hours. A courier will come to each site at least once a week to deliver materials and pick up assignments.

#### EDUCATIONAL PROGRAMS:

The Masters of Arts in Behavioral Science: Negotiation and Conflict Resolution offers a comprehensive study of techniques, theory and research pertaining to conflict resolution.

The Master of Science in Quality Assurance will prepare students in quality, engineering, science and management for career advancement using an interdisciplinary approach that blends mathematics, quality concepts and statistics.

The Certificate Program in Production and Inventory Control is a series of practical courses that teach students the basics of materials management, master planning, purchasing, capacity and priority management, manufacturing resources planning, Just In Time techniques and quality control. The program is co-sponsored by the Los Angeles Chapter, American Production and Inventory Control Society (APICS).

All of the courses offered over television earn academic credit.

For additional information, call (213) 516-3747.

# Business & Management



## Entrepreneurship Workshops

### Entrepreneurship Certificate

Complete the following four courses and receive a Certificate of Completion.

### How to Keep Books for a Small Business

Seq No: 05-996-0581 Noncredit

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

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

You will learn how to maintain records of:

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

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

- > 1 mtg: Wed, Mar 6  
6:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$55 (workbook included)

### Financial Basics for Small Business

Seq No: 05-041-0558 Noncredit

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

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

- > 1 mtg: Wed, Mar 20  
6:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$55 (workbook included)

### Organize Your Office

Seq No: 05-041-0563 Noncredit

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

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

- > 1 mtg: Wed, Mar 13  
6:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$55 (workbook included)

### Marketing Your Small Business or Product Successfully

Seq No: 05-091-0595 Noncredit

Most small businesses or product introductions fail as a result of poor or inadequate marketing. Here is help for anyone who is planning to launch a new product/business or reposition an established one. This intensive hands-on seminar is designed for the entrepreneur who needs effective marketing strategies to make their business successful. Topics include: Improving your product positioning, targeting your best potential customers, developing low cost, highly effective promotion programs, and inexpensive do-it-yourself research that takes the unknown out of your business decisions.

**Dennis Morgan, MBA** Consultant, Creative Marketing Concepts, Inc.

- > 2 mtgs: Wed, Mar 27 & Apr 3  
7:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$65 (Workbook included)



## Medical Insurance Billing & Legal Aspects of Collections

Seq No: 12-021-0512 Noncredit

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

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

- > 2 mtgs: Sat, Feb 9 & 16  
9:30 a.m. - 4:30 p.m.  
CSUDH Campus, room TBA  
\$90 (plus \$40 materials fee payable to the instructor in class)

## Starting a Medical Billing Service

Seq No: 12-021-0513 Noncredit

(Medical billing knowledge or Medical Insurance Billing class recommended)

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

**Terry Rowen**

- > 1 mtg: Sat, Feb 16,  
1:30 - 4:30 p.m.  
CSUDH, room TBA  
\$45 (plus \$20 materials fee payable to the instructor in class)

## Need to take university credit courses? Then Open University is for you!

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

Update professional skills or allow yourself to discover the joys of exploring new frontiers of learning.

See the registration form on page 18 for more information.



## Finished with this Bulletin?

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

## Senior Level Accounting

### Controllership (ACC X437)

Seq No: 01-437-63593 3 sem units

*Prerequisites: ACC 330, ACC 337 or consent of instructor: An integrating course dealing with administrative problems of the accounting function; internal control system design and maintenance; relations with audit committee, CPA firm, and regulatory agencies pertaining to internal and external reporting. This course will provide 45 hours of continuing professional education for persons holding the CPA, CMA or CIA.*

**Rita Hopewell** is a professor of Accounting and Law at CSUDH.

- > 30 mtgs: M&W, Jan 28 - May 22  
5:30 - 6:45 p. m.  
CSUDH campus, SBS G126  
\$255 (Students must register with instructor when they report to class).

### EDP Auditing (ACC X436)

Seq No: 01-436-48403 3 semester units

*Prerequisite: ACC 231 or consent fr instructor*

Auditing in a computerized business environment, risk analysis, information management, designing and flowcharting systems, general and application controls, auditing EDP systems, service centers and data systems. This course will provide 45 hours of continuing professional education for persons holding the CPA, CMA or CIA.

**Rita Hopewell**

- > 30 mtgs: M&W, Jan 28 - May 22  
7:00 - 8:15 p. m.  
CSUDH campus, SBS E216  
\$255 (Students must register with instructor when they report to class).

## International Business Seminar

### Importing and Exporting An In-depth Guide

Seq No: 05-131-0554 Noncredit

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

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

Topics include:

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

Expert guest speakers will provide additional information.

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

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

- > 1 mtg: Sat, May 4  
10:00 a.m. - 4:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$65 (\$15 materials fee)

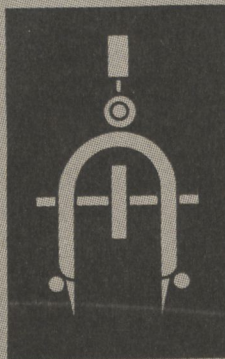
### Construction Management Certificate Program

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

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

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

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



### SPRING 1991 COURSES OFFERINGS

#### Estimating and Bidding

Seq No: 05-066-0976 3.0 CEUs

Conceptual estimating, quality surveying, pricing skills -- materials and labor, quality survey methods, bidding strategies and mark-up, computer-based estimates and statistical methods.

- > 10 mtgs: Mon, Feb 4- April 15  
6:00 - 9:00 p.m. (no class 3/25)  
CSUDH campus, Rm TBA  
\$130

#### Accounting for the Construction Industry

Seq No: 05-066-0975 3.0 CEUs

Accounting systems, cost control systems, forms and records. Project cost accounting, overhead allocation, taxes, depreciation methods, insurance, payroll, forecasting, analysis of financial statement, cash flow requirements, management information systems.

- > 10 mtgs: Wed, Feb 6 - Apr 17  
6:00 - 9:00 p.m. (no class 3/27)  
CSUDH campus, Rm TBA  
\$130

#### Construction Methods and Equipment Utilization

Seq No: 05-066-0977 3.0 CEUs

Equipment application, field operating conditions and working environment, equipment economics--cost, time and production records, equipment financing, maintenance and operation policy, operation and safety and code requirements, equipment characteristics and their selection for optimal utilization.

- > 10 mtgs: Tue, Feb 5 - Apr 16  
6:00 - 9:00 p.m. (no class 3/26)  
CSUDH campus, Rm TBA  
\$130

## Certificate Program in Production and Inventory Control

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

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

Certificate completers have found employment in aerospace, military, manufacturing, hospital, retail and warehouse supervision.

### REQUIREMENTS

#### PI X319

Introduction to Materials Management (3)

#### PI X320

Inventory Management & Master Planning

#### PI X321

Material Requirements Planning & Purchasing (3)

#### PI X322

Capacity & Priority Management (3)

#### PI X324

Just-In-Time/Total Quality Control (3)

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

On-site programs can be developed by calling Scott MacKay at (213) 516-3741. For more information, or a free brochure about the program, please call CSUDH, Extended Education at (213) 516-3741. See page 8 for information on televised classes.

## PI X319 Introduction to Materials Management

Seq No: 05-065-X319 3 sem. units credit

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

- > 13 mtgs: Thu, Jan 10 - Mar 28  
6:30 - 10:00 p.m.  
CSUDH campus, SAC B106  
\$255

## PI X320 Inventory Management and Master Planning

Seq No: 05-065-X320 3 sem. units credit

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

- > 13 mtgs: Tue, Jan 8 - Mar 26  
6:30 - 10:00 p.m.  
CSUDH campus, SAC B106  
\$255

## PI X321 Material Requirements Planning and Purchasing

Seq No: 05-065-X321 3 sem. units credit

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

- > 13 mtgs: Thu, Jan 10 - Mar 28  
6:30 - 10:00 p.m.  
CSUDH campus, SAC B110  
\$255

## PI X322 Capacity and Priority Management

Seq No: 05-065-X322 3 sem. units credit

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor

control, and elements of Just-In-Time manufacturing are covered.

- > 13 mtgs: Tue, Jan 8 - Mar 26  
6:30 - 10:00 p.m.  
CSUDH campus, SAC B110  
\$255

## PI X324 Just-In-Time/ Total Quality Control

Seq No: 05-065-X324 3 sem. units credit

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

- > 13 mtgs: Tue, Jan 8 - Mar 26  
6:30 - 10:00 p.m.  
CSUDH campus, SAC B112  
\$255

## Principles & Methods of Physical Distribution

Seq No: 05-063-0591 Noncredit

This course covers the requirements and options in the supply of physical goods from sources to end-users. It focuses on and explores the functions, techniques and cost considerations of in-house warehousing activities and field distribution elements.

Among activities addressed are the receiving storage, order processing and shipping functions. Field distribution topics include: freight considerations such as terms, classification, rates and claims and traffic functions.

**Richard F. Degenhardt, M.B.A.**,  
operations planning & management  
consultant

- > 3 mtgs: Mon, Mar 4, 11, & 18  
6:00-9:00 p.m.  
Redondo Beach Community  
Resource Center Rm 7  
\$65

## Industrial Coursework

### How to Successfully Respond to an RFP or Bid Proposal

Seq No: 05-996-0594 Noncredit

Learn how to "stay in the running," improve your personal skills in presenting proposals and increase your sales. This course will identify the areas that will disqualify a response and give you the guidelines to respond successfully. You will learn to recognize the mistakes that may cause your proposal to be rejected and how to avoid them in the first place. Through taking this course, you will understand what your buyer really wants from your proposal. You will also learn:

- The process of RFP screening and selection
- What analyses are done on RFPs by the receiver
- How to conduct yourself at a "Pre-Bid" meeting
- Tips to assembling an RFP
- How to sell using an RFP

**Leo D. Hotopp**, president of L&P Consultants, Inc., has 35 years experience in the electronics industry and has been an independent consultant since 1980. He has presented training courses on business management, installation and service, sales and marketing techniques to many national and international corporations.

- > 1 mtg: Sat, Feb 16  
9:30 a.m. - 12:30 p.m.  
Redondo Beach Community  
Resource Center, Rm. 7  
\$45 (plus \$10 materials fee payable  
to the instructor in class)

### Need information?

Call (213) 516-3741

### Technical Writing Certificate Program

Technical Writing is a career field entered from many different paths. Certification is a means of establishing basic proficiency and is of growing importance within the field. The Technical Writing Certificate consists of 3 courses: Technical Writing Fundamentals, Writing Technical Instructions, Advanced Technical Writing Topics. Each course offers three units of Continuing Education Units (CEUs).

#### Writing Technical Instructions

Seq No: 15-012-0906 3 CEUs

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

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

- > 10 mtgs: Wed, Feb 13 - Apr 24  
6:30 - 9:30 p.m. (no class 3/27)  
CSUDH campus, rm TBA  
\$130

### Technical Writing Fundamentals

Seq No: 15-012-0905 3 CEUs

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

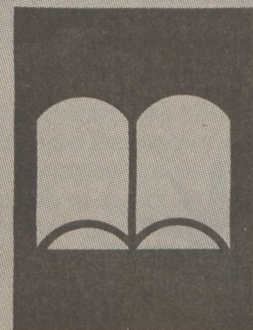
- > TO BE OFFERED SEPTEMBER 1991

### Advanced Technical Writing Topics

Seq No: 15-012-0907 3 CEUs

This course will present a number of advanced topics in technical writing, including the development of fault isolation and troubleshooting data, writing for computer-controlled processes, special needs of sophisticated technology, validation/verification techniques, maintaining configuration, methods of updating instructions, and the adherence to writing specifications. This course will also introduce students to technical manual production, including editing, typesetting, layout, and printing. The class will also survey the special requirements of managing a technical manual program.

- > TO BE OFFERED JUNE 1991



# Winter Session 1991

Up to 4 credits in 3 weeks during January, 1991

Winter Session 1991 allows students the opportunity to accelerate their academic careers. All courses provide full CSU semester credits and are taught by regular CSU Dominguez Hills faculty. Many of the courses complete General Studies requirements.

Winter Session dates are January 7 to 25, 1991

Contact the Winter Session Office at (213) 515-3741 to receive a schedule.



## Management Workshops

### Managing Today's Multicultural Workforce

Seq No: 05-061-0573 Noncredit

Cultural values and attitudes frequently impact work behavior. Americans, for example, are generally time-conscious, competitive and results-oriented, while many immigrants come from cultures that are more relationship oriented.

Often, this cultural diversity can cause conflict and confusion in the workplace. Misunderstanding and miscommunication impacts performance and productivity, and a company's success may be closely connected to how well management/employee relationships are managed in the work place.

This workshop provides a unique opportunity to acquire relevant knowledge, skills and strategies for interacting successfully with employees and co-workers in both services and corporate work environments.

Participants will learn to:

- Describe basic assumptions of one's culture
- Perform an assessment of regional value systems based on education, childhood and peer relationships, work experience
- Understand the key concepts of communications across various cultures
- Develop an awareness of frequent cross-cultural miscommunications occurring in the work place
- Identify bicultural and other cultural behavioral styles and their impact on managing a culturally diverse work force
- Develop strategies for successful interaction with employees and co-workers

**Alex Moreno Oreyon, M.A.**, Employee Relations Administrator at Northrop Corporation and **Beverly Battaglia, M.B.A.**, president of Battaglia, Ltd., a consulting and training firm specializing in human resource management & problem solving.

- > 3 mtgs: Thu, Feb 21, 28 & Mar 7  
6:30 p.m. - 9:30 p.m.  
Redondo Beach Community Resource Center  
\$85

## How to Set Up and Market Your Own Seminar

Seq No: 05-091-0517 Noncredit

Earn a healthy income selling your know-how to others. Or learn to convey knowledge to clients or prospective customers. Seminars is the magic word sweeping the nation. In four hours you will learn the essential ingredients of seminar success: How to give your first seminar with no financial risk, key words most titles should include, promotional strategies, program length is more important than cost. A 24-page workbook includes an organizational calendar, a current bibliography, two sample news releases and a model evaluation form, plus guidesheets about publicity, mailing lists, locations, flyer/brochure preparation, budget, content and organization, and how to get scheduled at colleges and universities. In addition, you will also receive a free copy of the \$9.95 bookstore text, *Speaking for Money!*

**Gordon Burgett** is a member of both the National Speakers Association and the American Society for Journalists and Authors; and has written numerous books.

- > 1 mtg: Thu, April 18  
6:00 - 10:00 p.m.  
Redondo Beach Community Resource Center, Rm 7  
\$45 (workbook included)

## Workers Compensation (HEAX495)

Seq. No. 12-140-495-03 3 sem units credit

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

**Robert Dickerson, B.S.** in Business Administration.

- > 15 mtgs: Thu, Jan 31 - May 16  
6:00 p.m. - 8:45 p.m.  
Gardena Japanese Cultural Institute,  
16215 South Gramercy Pl. Rm 204  
\$285



## How to Market Your Art in the 1990s

Seq No: 05-091-0563 Noncredit

This one day workshop is designed to teach artists and art reps about the business practices and marketing techniques for successful sales and promotion in the art marketplace. Topics discussed will be:

- Portfolio development
- Resume preparation
- Pricing your art and dealer/rep percentages
- Grants and corporate foundations
- Contracts and commissions/copyrights
- Business licenses and bookkeeping
- Artist/gallery relationships
- Approaching galleries and private collectors
- Marketing goals and organization techniques
- Advertising and public relations
- Prospecting and referrals
- Publishing and distribution

Bring samples or portfolio to class. Class limited to 25 participants.

**Michelle Carter, B.A.** in Art, is a consultant in the arts. Her professional background includes 10 years of owning her own business specializing in public relations and marketing for creative clients. Michelle has coordinated exhibits, trade shows and sales on a national level for artists, galleries and special events.

- > 1 mtg: Sat, May 11  
9:00 a.m. - 4:00 p.m.  
Redondo Beach Community Resource Center, Rm 8  
\$50



## Payroll Training For The One-Person Payroll Department

Seq No: 05-061-0559 Noncredit

**The Lone Ranger Syndrome.** One person trying to keep up with the responsibilities of payroll for the smaller company. But the payroll isn't small to you. It takes just as much knowledge and hard work to process your payroll as for the big conglomerates, but you do it alone.

This one day seminar is just for you. You will learn how to calculate earnings and what constitutes "other compensation". You will see how setting up a yearly calendar will help in alleviating those problems unique to your type of payroll. Taught nationwide, this information packed seminar will help you in keeping your company in compliance with the ever changing regulatory environment.

**Vicki M. Lambert, B.B.A.**, personnel management

- > 1 mtg: Sat, Apr 13  
9:00 a.m. - 4:00 p.m.  
CSUDH SAC  
\$60

## Payroll Training For The Non Payroll Professional

Seq No: 05-061-0558 Noncredit

Supervising or managing a payroll department is an arduous task. With the ever changing needs and demands made by government regulation, it can become overwhelming. Especially for the professional whose field of expertise is not payroll. This seminar was created especially for you.

Information packed, this one day seminar concentrates on the overall picture of how a payroll department should be run. What deadlines do your payroll personnel face daily, weekly, monthly, quarterly, and that extra demand at year-end? What are wages? How do you handle special compensation? What taxes are you required to deduct and when do you deposit them? And what sources are available to find the answers to those tough questions you face everyday?

For the nonpayroll supervisor, manager, or owner who is responsible for his/her company's payroll and needs to better understand the requirements of the department.

**Vicki M. Lambert, B.B.A.**, personnel management

- > 1 mtg: Sat, Apr 27  
9:00 a.m. - 4:00 p.m.  
CSUDH SAC  
\$60

## Ensuring Customer Satisfaction

Seq No: 05-062-0510 Noncredit

This program is intended to enhance front-line employees' skills in dealing with both internal and external customers. Special attention is paid to communicating effectively with the customer, resolving complaints and avoiding confrontations.

Participants of this program will:

- Apply service-oriented techniques when dealing with internal and external customers
- Practice active listening skills to improve communication
- Practice the techniques for avoiding confrontations
- Respond to customer requests and complaints by telephone
- Identify steps for follow-up in resolving situations
- Focus upon approaches for ensuring customer satisfaction

**Elyse D. Kushner, M.B.A.**, member of the American Society for Training and Development.

- > 2 mtgs: Thu, Feb 21 & 28  
6:30 - 9:30 p.m.  
Redondo Beach Community Resource Center, Rm 7  
\$65

## Finished with this Bulletin?

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

## Real Estate Seminar

### Foreclosures in California

Seq No: 05-111-0501 Noncredit

Today's home foreclosures are at nearly a 50-year high. Statewide there were 130,000 defaults last year, 51,000 in Los Angeles County alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent. Topics include: obtaining lists of hot properties, finding foreclosures, buying for little or nothing down, buying without a real estate license, obtaining loans, getting people in foreclosure to call you, taking over low interest loans, selecting the right properties, saving on taxes, financing.

**David Small, J.D.**, author, investor, member of LA Trial Lawyers Association.

- > 1 mtg: Sat, Feb 2  
10:00 a.m. - 5:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$80 (plus \$15 materials fee payable to  
the instructor in class)

### Need information?

Call (213) 516-3741

### Real Estate Certificate Program

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

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

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

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

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

### Real Estate Principles (FIN X262)

Seq No: 05-111-X262 3 sem units credit

This course satisfies the new Department of Real Estate requirements for salesperson licensing. Since January 1, 1986, anyone who wishes to obtain a real estate salesperson's license must complete an approved 45 hour course on real estate principles. This course covers owner-

ship, use, valuation, financing, transfer and government regulation of business use, investment and personal use, law of contracts, license law and ethics, closing and closing costs, law of agency, real estate math, and real property with emphasis on the unique nature of this important part of the economy.

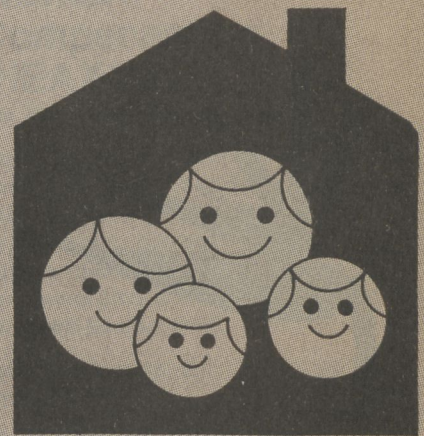
- > 10 mtgs: Sat, Feb 2 - Apr 13  
9:00 a.m. - 1:30 p.m. (no class 3/24)  
CSUDH campus, SCC D154  
\$255

### Real Estate Law and Legal Aspects of Real Estate (FIN X265)

Seq No: 05-111-X265 3 sem units credit

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

- > 10 mtgs: Sat, Feb 2 - Apr 13  
9:00 a.m. - 1:30 p.m. (no class 3/24)  
CSUDH campus, SCC E145  
\$255



## Taxation Seminars

### Tax Workshop for the Small Business Owner

Seq No: 05-022-0580 Noncredit

Topics in this workshop include: Tax advantages and disadvantages of partnerships, corporations, sole proprietorships. Also basics of business income tax requirements, self-employment and estimated taxes, services, appeal rights, and penalties. Deductible expenses and credits available to business; and how the IRS works will be covered.

**Mark Tracht**, IRS Group Manager, has given over 100 speeches and has been working in the tax field since 1981.

- > 1 mtg: Sat, Feb 23  
8:30 a.m. - 12 noon  
Redondo Beach Community  
Resource Center, Rm 7  
\$35

### Need information?

Call (213) 516-3741

### A Tax Class for the Consumer

Seq No: 05-022-0577 Noncredit

Register for this basic tax workshop and learn the mechanics of doing your own 1040 tax form. You will be provided with a workbook and guided step-by-step towards a better understanding of the individual 1040 return. This class will cover:

- understanding the new tax laws
- the basics of doing an individual 1040 tax form (a 1040 form is provided and gone over)
- itemized deductions vs standard deduction
- determining what deductions are available and best
- computing your tax liability correctly
- identifying areas of tax savings on the 1040 tax form
- proper tax recordkeeping methods
- taxpayers' rights, audit, secrets, and other miscellaneous tax tips and advise

If you pay taxes this information packed, consumer oriented, tax seminar is a must! Come and learn to take charge of your tax return. A workbook is provided.

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

- > 1 mtg: Tue, Mar 12  
6:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$35 (plus \$5 materials fee payable to the instructor in class)

### A Tax Class for Landlords

Seq No: 05-022-0578 Noncredit

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

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

#### David Westerfield

- > 1 mtg: Tue, Mar 19  
6:00 - 9:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$40 (includes materials)



Need to take university credit courses?...Then...

### ...Open University is for You!

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

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

Open University is for you if you:

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

Send me more information about the Open University Program!

Name \_\_\_\_\_

Address \_\_\_\_\_

City\State\Zip \_\_\_\_\_

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

## How to Make Money in your own Food Business

Seq No: 13-040-0572 Noncredit

Do you enjoy eating? Here's your opportunity to turn that interest into profit with a food-related business. Learn how to use your recipes, food product or gourmet entertaining for a money-making enterprise.

In these seminars you learn the many opportunities in the food industry, the insider tricks of the trade, and all the information you need for your venture. This in-depth course is of importance to beginners and those experienced in the food industry. Simple methods to conform to local and federal health laws will be emphasized.

**Patricia McNaughton** is a consultant in small business startup and management. Dr. McNaughton presents over 100 seminars internationally each year on business opportunities. She is author of several books and audiotapes and is listed in World Who's Who of Women.

- 1 mtg: Sat, Feb 9  
9:00 a.m. - 4:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$55

## Gift Baskets: Presents for Profit

Seq No: 13-040-0574 Noncredit

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

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

**Patricia McNaughton**

- 1 mtg: Sun, Feb 10  
1:00 - 4:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$30



## SPEND A WEEKEND ENJOYING THE MOJAVE DESERT, AND LEARN SOMETHING NEW!

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

### SPRING COURSES INCLUDE:

Flowering Plants of Death Valley  
April 5-7, 1991

Painting the Desert Landscape: A Weekend with Don Miles  
April 5-7, 1991

Ecology of Mojave Desert Wetlands  
April 12-14, 1991

Exploring the Mojave Desert: Shoshone and Tecopah Hot Springs  
April 19-21, 1991

Insects of the Mojave Desert  
April 19-21, 1991

Birds of the Mojave Desert  
April 27-28, 1991

Exploring the East Mojave: The Afton Canyon Area  
May 3-5, 1991

Reptiles of the Mojave Desert  
May 10-12, 1991

The Desert Sky in Spring  
May 17-19, 1991



For more information contact Susan Summers at California State University, San Bernardino  
Office of Extended Education (714)880-5975.

## Effective Supervision Certificate

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

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

## Introduction to Supervision

Seq No: 05-061-0975 .6 CEUs

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

- > 2 mtgs: Mon, Feb 4 & 11  
6:45 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes binder and materials)

## Communication & Listening Skills

Seq No: 05-061-0976 .6 CEUs

This course provides detailed ideas for communications skills required by the supervisor. Learn how to give meaningful

work assignments. Listening skills will enable you to be more helpful to others, build personal confidence. Recognize communication filters, temperament clues, verbal and nonverbal skills. Review list of effective techniques including questioning strategies for improved interviewing. This workshop will help you write work objectives and conduct dialogue to gain subordinate commitment to clearly-stated work assignments.

- > 2 mtgs: Mon, Feb 25 and Mar 4  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)

## Delegating Strategies and Team Building Techniques

Seq No: 05-061-0977 .6 CEUs

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

- > 2 mtgs: Mon, Mar 25 & Apr 1  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)

## Stress Coping and the Reduction of Conflict

Seq No: 05-061-0978 .6 CEUs

Recognize work stressors and how to cope with stress on the job. Be aware of both negative and positive ways of responding with stress. Become more sensitive to the needs of others and learn supportive actions to build team

productivity. Reduce interruptions, increase personal productivity by working more effectively by being better organized.

- > 2 mtgs: Mon, Mar 25 & Apr 1  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)

## Time Management for Supervisors

Seq No: 05-061-0979 .6 CEUs

This workshop presents the fundamentals of effective time management including planning day-to-day business goals, identifying and setting priorities, preparing schedules and managing for a more productive day. Techniques to reduce distractions, interruptions, avoid conflicts, and other issues will be discussed.

- > 2 mtgs: Mon, Apr 8 & 15  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)

## People Skills to Motivate Employees

Seq No: 05-61-0980 .6 CEUs

Motivation begins with recognizing the importance of the people to the organization's achievements. Factors involved in the motivation process include organizing the workplace and assigning performance standards, matching people to jobs and orientation requirements, stressing results rather than activities accomplishments and tactics which motivate improved performance. A practical workshop in how to motivate outstanding, average and marginal employees is included.

- > 2 mtgs: Mon, Apr 22 & 29  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)

## Performance Appraisal

Seq No: 05-061-0981 .6 CEUs

- > 2 mtgs: Mon, May 6 & 13  
6:30 - 9:30 p.m.  
CSUDH campus, SAC B112  
\$85 (includes materials)



# Computers

## Help! Help! Computers

Seq No: 07-011-0547 Noncredit

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

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

- > 1 mtg: Tue, Jan 29  
6:30 p.m. - 9:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$25 (plus \$5 materials fee payable to the instructor)

## Introduction to DOS

Seq No: 07-011-0556 Noncredit

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

**Frank Steffen**, employed in Software Procurement at Xerox Corporation

- > 4 mtgs: Sat, Jan 26, Feb 2, 9, 23  
9:00 a.m. - 12:00 p.m. (no class 2/16)  
CSUDH campus, SBS A-110  
\$175 (Preregistration required)

## Introduction to WordPerfect 5.0

Seq No: 07-011-0553-01 Noncredit

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

**Frank Steffen**

- > 4 mtgs: Sat, Jan 26, Feb 2, 9, 23  
9:00 a.m. - 12:00 p.m. (no class 2/16)  
CSUDH campus, SBS A-110  
\$175 (Preregistration required)

## Introduction to Lotus 1-2-3

Seq No: 07-011-0552 Noncredit

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

**Frank Steffen**

- > 4 mtgs: Sat, Mar 2, 9, 16, 30  
1:00 - 4:00 p.m. (no class 3/23)  
CSUDH campus SBS A-110  
\$175 (Preregistration required)

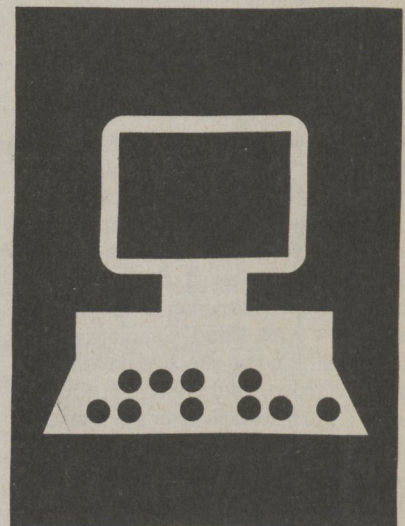
## Introduction to dBase III+

Seq No: 07-011-0555 Noncredit

This introductory course will teach you how to store, organize, and retrieve information through a data base management system. With its versatile command structure, you can easily add, change, or sort information, and print custom reports and labels.

**Frank Steffen**

- > 4 mtgs: Sat, Mar 2, 9, 16, 30  
1:00 - 4:00 p.m. (no class 3/23)  
CSUDH campus, SBS A-110  
\$175 (Preregistration required)



## Finished with this Bulletin?

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

## Convenient Off-Campus Computer Classes

Offered at the Productivity Center in Ceritos (see map on page 39), you will enjoy personalized professional hands on instruction (one person per computer). Tuition includes: workbook, diskette, and lunch.

PLEASE NOTE: Preregistration for these classes is required at least 48 hours prior to class meeting.

## Hard Disk Management

Many hard disk users have little knowledge of DOS, and often lack even the rudimentary skills necessary to move around within the hard-disk directory system or to transfer data from the hard disk to floppy disks. Furthermore, lack of proper backup procedures for protecting data can lead to disastrous data loss. This course teaches participants the essential repertoire of DOS commands and techniques required for proper setup, operation, and backup of the hard disk.

- SECTION 1: Seq. No. 07-011-554  
1 mtg: Wed, Jan 2  
9:00 a.m. - 5:00 p.m.  
\$179 (includes lunch and materials)

or

- SECTION 2: Seq. No. 07-011-554  
1 mtg: Wed, Feb 6, 9:00am - 5:00pm  
\$179 (includes lunch and materials)

or

- SECTION 3: Seq. No. 07-011-554  
1 mtg: Wed, Mar 6  
9:00 a.m. - 5 p.m.  
\$179 (includes lunch and materials)

or

- SECTION 4: Seq. No. 07-011-554  
1 mtg: Wed, Apr 3  
9:00 a.m. - 5:00 p.m.  
\$179 (includes lunch and materials)

or

- SECTION 5: Seq No: 07-011-554  
1 mtg: Wed, May 1  
9:00 a.m. - 5:00 p.m.  
\$179 (includes lunch and materials)

## dBase IV Skills

Students are led through the fundamentals of creating, editing, sequencing, viewing, and printing reports from a database.

You will learn:

- Concepts and applications of database management systems
  - How to use dBase IV's menu systems and Control Center
  - How to create append and edit reports
  - How to sort, index, copy and modify information
  - Ways to perform mathematical operations in queries and reports
  - How to create custom data-entry forms
  - How to organize and manage dBase IV files using catalogs
  - How to establish relational databases by linking files
- SECTION 1: Seq. No. 07-011-557  
2 mtgs: Thu & Fri, Jan 17 & 18  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 2: Seq. No. 07-011-557  
2 mtgs: Thu & Fri, Feb 21 & 22  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 3: Seq. No. 07-011-557  
2 mtgs: Thu & Fri, Mar 14 & 15  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 4: Seq. No. 07-011-557  
2 mtgs: Thu & Fri, Apr 18 & 19  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

## PageMaker Skills

This course is for people who need to create complex page layouts or produce publications such as brochures, annual reports, and newsletters. you will learn:

- How electronic desktop publishing can speed up the traditional publishing cycles
  - How PageMaker can be used to assemble text and graphics created in other programs
  - How to place text in one-page and multiple-page publications and in columns
  - How to crop, size and move graphics
  - How to wrap text around graphics
- SECTION 1: Seq. No. 07-011-558  
2 mtgs: Thu & Fri, Jan 3 & 4  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 2: Seq. No. 07-011-558  
2 mtgs: Thu & Fri, Feb 7 & 8  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 3: Seq. No. 07-011-558  
2 mtgs: Thu & Fri, Mar 7 & 8  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 4: Seq. No. 07-011-558  
2 mtgs: Thu & Fri, Apr 4 & 5  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 5: Seq No: 07-011-558  
2 mtgs: Thu & Fri, May 2 & 3  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

## Xerox Ventura Publisher Orientation Workshop

Learn the fundamentals of desktop publishing in just one day. And see how easily you can create typeset quality printed materials for all your business and professional needs. You will learn:

- How Ventura Publisher automates the traditional publishing process to save you time, money and effort
  - How to use the four principal modes of Ventura Software-frame setting, paragraph tagging, text editing and graphic drawing-to create the look you want
  - How to create basic documents by using pull down menus, function keys and the design templates provided in Ventura
  - How to incorporate graphic elements to add interest and flair to your work
- SECTION 1: Seq. No. 07-011-559  
2 mtgs: Thu & Fri, Jan 24 & 25  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 2: Seq. No. 07-011-559  
2 mtgs: Thu & Fri, Feb 28 & Mar 7  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)

or

- SECTION 3: Seq. No. 07-011-559  
2 mtgs: Thu & Fri, March 28 & 29  
9:00 a.m. - 5:00 p.m.  
\$379 (includes lunch and materials)



## Math Facts Mastery How to Teach Your Child to Get A's in Math Facts.

Seq No: 08-993-0552 Noncredit

Do you have a child learning math facts? Are you a parent wanting to teach your child a quick, stress-free method for immediate recall of math facts? Attend this workshop with your child and leave knowing THE most proven educational technique to accurately learn math facts. This method has been taught successfully to thousands of students. The technique programs the facts into long term memory, not just for math facts tests. Your child will experience increased self-image and confidence in learning immediately.

**Pat Mavredakis, M.A.**, founder of Discoveries in Learning Potential.

1 mtg: Sat, Apr 16

2:30 - 4:30 p.m.

Redondo Beach Community

Resource Center, Rm 7

\$45

## Super Speller Strategy

### How to Teach Your Child to Get A's in Spelling.

Seq No: 08-993-0551 Noncredit

Do you have a child who would like to get A's on weekly spelling tests? Are you a parent wanting to help your child get A's each week on spelling tests but aren't sure how? Attend this workshop with your child and leave knowing the most proven educational technique to raise spelling grades.

**Pat Mavredakis**

> 1 mtg: Sat, Apr 16

12:00 - 2:00 p.m.

Redondo Beach Community

Resource Center, Rm 7

\$45

## Education Conference

### 16th Annual Special Education Conference

Seq No: 08-081-X507 1 sem unit credit

Join professionals in the field of education for two days of workshops. Nationally recognized speakers will present papers and will conduct special-interest workshops at this two-day conference for special and regular education professionals. Keynote address and 14 workshops are scheduled on timely topics for teachers and other professionals.

For more information on the conference, contact Dr. Doris Okada, conference director, at CSUDH, (213) 516-3519 or (213) 516-3524.

• 2 mtgs: Fri & Sat, Mar 1 & 2

7:30 a.m. - 5:30 p.m.

Carson Community Center

\$100 for conference registration for two days and one semester unit of degree-applicable credit.

\$60 for conference registration for two days and no credit.

\$40 for conference registration for one day and no credit.

### Finished with this Bulletin?

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

## Methods and Materials for Parent Education

Seq No: 08-993-0881 2 units prof. credit

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

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

The class will provide specific methods and techniques for teaching parent education.

At the conclusion of the course, students will:

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

Who should attend:

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

Six (6) hours of verified field observation have been included in the thirty hours required for course credit. Written and oral reports will be required in order to verify field work. Attendance in all four sessions is mandatory for credit.

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

> 4 mtgs: Sat Jan 26, Feb 2, 23, Mar 2  
(+6 hours field work)  
(no class 2/9 and 2/16)  
CSUDH Campus, rm TBA  
\$130



## Bobrow Test Preparation Services

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

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

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

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

## GRE (Graduate Record Examination) Review

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

### GRE Review for April 13 Exam

Seq No: 08-000-0503-01

- 4 mtgs: Sat, Mar 9, 16, 23, Apr 6 (no class 3/30)  
9:00 a.m. - 1:00 p.m.  
CSUDH Campus, SCC E145  
\$135

## Need information?

Call (213) 516-3741

## GMAT (Graduate Management Admission Test) Review

This course will cover the various areas of the GMAT:

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

### GMAT Review for Jan 19 Exam

Seq No: 05-011-0540-01

- 3 mtgs: Sat, Jan 5, Sun Jan 6, Sat Jan 12  
9:00 a.m. - 3:30 p.m.  
CSUDH Campus, SCC E145  
\$145

### GMAT Review for March 16 Exam

Seq No: 05-011-0540-02

- 3 mtgs: Sat Feb 23, Mar 2 & 9  
9:00 a.m. - 3:30 p.m.  
CSUDH Campus, SCC E145  
\$145

## CBEST (California Basic Educational Skills Test) Review

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

### CBEST Review for Feb 9 Exam

Seq No: 08-011-0520-01

- 3 mtgs: Sat Jan 19, 26, Feb 2  
9:00 a.m. - 3:00 p.m.  
CSUDH Campus, SCC E157  
\$125

## CBEST Review for April 6 Exam

Seq No: 08-011-0520-02

- 3 mtgs: Sat Mar 9, 16, 23  
9:00 a.m. - 3:00 p.m.  
CSUDH Campus, SCC E157  
\$125

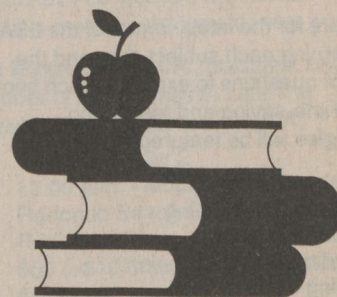
## NTE (National Teacher Exam Core Battery) Review

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

### NTE Review for Jun 22 Exam

Seq No: 08-000-0545

- 3 mtgs: Sat & Sun Jun 8, 9, 16  
9:00 a.m. - 3:30 p.m.  
CSUDH Campus, SCC E157  
\$125



## SAT (Scholastic Aptitude Test) Review

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

### SAT Review for May 4 Exam

Seq No: 08-000-0505-01

- > 3 mtgs: Sat, Apr 13, 20, 27  
9:00 a.m. - 12:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$85

### SAT Review for Jun 1 Exam

Seq No: 08-000-0505-02

- > 3 mtgs: Sat, May 4, 11, 18  
9:00 a.m. - 12:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$85

## LSAT (Law School Admission Test) Review

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

Workshop topics include:

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

### LSAT Review for June Exam

Seq No: 08-000-0529

- > 3 mtgs: Sun May 12, 19, Jun 2  
9:00 a.m. - 3:30 p.m. (no class 5/26)  
CSUDH Campus, SCC E145  
\$145

## A Survey of Our Environment for Teachers and Others

Seq No: 08-011-0859 2 units prof. credit

This course will provide teachers with an extensive look at the environmental problems that beset us today, from both national and global perspectives. The need to teach children about the environment through the development of environmental curriculums has never been more important. This course is a detailed overview presenting such topics as: air and water quality, toxic wastes, urban problems such as transportation and open space, energy and conservation, population and food production, pollution, the condition of the world's oceans, recycling, the preservation of our forests and wildlife, and other topics.

There is a vast amount of information being presented to the public concerning the environment--via newspapers, television, and magazines. For teaching purposes background data and some technical knowledge is needed to better understand how tough environmental problems can be solved. Also, the inter-relationships that exist in the environment are both complex and fascinating, and a basic understanding of them is very helpful to environmental awareness. Any person who values the preservation of our environment will benefit considerably with the information presented in this course. The interested public is invited to enroll.

TEXT: Environmental Conservation, by R.F. Dasmann, fifth ed.

**Steven P. Jasper, M.A.**, Environmental Planner

- > 11 mtgs: Tues Feb 12 - Apr 23  
6:00 - 9:00pm  
Redondo Beach Community  
Resource Center Rm 8  
\$130



California State  
University, Chico  
presents a Teleconference

## Africa: The Geography of a Diverse Continent on Wednesday January 30, 1991

A teleconference for teachers in grades 4 through 12, the program will focus on Africa's physical, cultural and economic diversity.

For further information, contact the Center for Regional and Continuing Education, California State University, Chico, CA 95929-0250 (916) 898-6105.

## Effective College Teaching (GEDX548)

Seq No: 01-548-63980 3 sem units

Study of research, theory and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, instructional technology. (Or, discipline specific methodology course in the discipline in which the student intends to teach, subject to prerequisites of the department offering those courses.)

This course satisfies one of the two courses required for the Certificate in Community College Instruction.

**James Cooper**, professor of Graduate Education at CSUDH.

- 15 mtgs: Wed, Jan 30 - May 22  
7:00 - 9:45 p.m.  
CSUDH campus, ERC C112  
\$255

## Early Childhood Certificate Program

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

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

### The Courses

#### All Students (required core courses):

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

#### Administration Only:

- TED X356 Early Childhood Administration and Supervision

#### Specialization Courses:

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

### Additional Courses

- Workshop in Teaching Methods Series

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

## TEDX355 Child, Family and Community

Seq No: 08-011-X355 3 sem units credit

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

**Nancy DiCristina, M.A.**

- 15 meetings: Mon, Jan 28 - May 20  
6:30 - 9:30 p.m. (No class on Feb 18 and March 25)  
Redondo Beach Community Resource Center, Rm 8  
\$255

## TED 425A WORKSHOP IN TEACHING METHODS: Self Esteem and the Young Child.

Seq No: 08-011-X425A 1 sem unit credit

**Dorothea Gillespie, M.A.**

Understanding the social and emotional development of young children. Techniques for building self esteem. Classroom activities for developing positive self concepts in young children.

- 5 mtgs: Wed, Jan 30 - Feb 27  
6:30 - 9:30 p.m.  
Redondo Beach Community Resource Center, Rm 8  
\$85

## TED 425B WORKSHOP IN TEACHING METHODS: Food, Nutrition and the Young Child

Seq No: 08-011-X425B 1 sem unit credit

Basic concepts of food and nutrition; effective ways of teaching nutrition awareness. Techniques for integrating food and nutrition into menu-planning and educational activities. Hands-on classroom cooking experiences with ethnic food.

**Joanne Sato, M.A.**

- 5 mtgs: Wed Mar 6 - Apr 10  
6:30 - 9:30 p.m. (no class Mar 27)  
Redondo Beach Community Resource Center, Rm 8  
\$ 85

## TED 425C WORKSHOP IN TEACHING METHODS: Guiding the Behaviors of the Young Child

Seq No: 08-011-X425C 1 sem unit credit

Developmental approach to communicating and interacting with young children in infant and child care centers. Techniques for solving behavior problems and strategies for handling daily routines. Effective guidance practices through positive discipline.

**Dolores Skjervem, Ed.D.**

- 5 mtgs: Wed Apr 17 - May 15  
6:30 - 9:30 p.m.  
Redondo Beach Community Resource Center Rm 8  
\$85

## Accelerated Vocabulary Learning

Seq No. 08-0093-0557 Noncredit

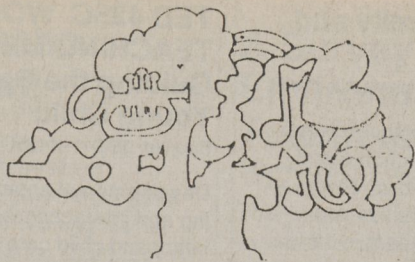
Are the right words on the "tip of your tongue?" Do you feel frustrated and limited in your ability to express yourself as eloquently as you'd prefer? Open up to the world of words and learn as many new words as you would like in one quick, joyful, stimulating and stress-free day! See and hear yourself with a vastly-improved vocabulary and astound your friends and co-workers with an incredible memory strategy for new words.

**Pat Mavredakis, M.A.**, president and founder of Discoveries in Learning Potential, Inc. in Menlo Park, CA.

- 1 mtg: Sat, Mar 2  
10:00 a.m. - 4:00 p.m.  
Redondo Beach Community Resource Center, rm 7  
\$50 (+\$10 materials fee payable to the instructor in class)

## Need information?

Call (213) 516-3741



# The Performing Tree Goes to Idyllwild

## Two Weekend Retreats for Teachers

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

### RETREAT I: Americans All

January 18-29, 1991

Enhance your multi-cultural development by participating in this retreat. You will explore the chronicled history of the major ethnic groups that make up this nation.

Teachers will engage in participatory learning activities and have hands-on opportunities to work with "Americans All" program materials and receive feedback from their peers. Program materials include 24 different components (slides, photographs, posters, music tapes) which tell the story of the peopling of America. This weekend will also feature performances with selected Performing Tree artists who have come to America as immigrants.

### RETREAT II: ZUM ZUM ZUM

March 8 -10, 1991

Teams of educators from elementary and junior high schools, composed of an administrator and one or more teachers, will design a three-to-five year sequential arts education plan which includes arts instruction in all disciplines and community-based performances and workshops. This weekend will feature performances and workshops with selected artists and the California Arts Project's teacher trainers.

### RETREAT III: ARTS EDUCATION PLANNING

April 12-14, 1991

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

- > \$160 per person per weekend. This includes round-trip bus transportation, food, lodging and workshops. In cooperation with the LAUSD Human Resources Development Branch, participants from the LAUSD may receive 2 units of professional credit per weekend.

*Those attending for credit must attend a follow-up session. Homework will be required for point credit. For additional information, and to register, please contact Susan Cambique-Tracey at Performing Tree, (213) 625-6285.*

## On Vocabulary Overload?

### How To *Speed-Learn* Any New Vocabulary

Seq No: 08-993-0562

Noncredit

For grades 6-12, college students and adults learning new terms are welcome too. Master new words for all your tests. Breeze through PSAT and SAT vocabulary. Put new word meanings into long-term memory.

If you have ever felt overwhelmed while trying to learn new terms for your school work, this class is for you. Using the latest in accelerated learning strategies, vocabulary is taught through the use of association and pictures. Studying time is cut in half once you master this technique.

**Pat Mavredakis, M.A.**, founder of Discoveries in Learning Potential.

- > 1 mtg: Sat, Apr 6  
9:00 - 11:00 a.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$45

## Super Teaching Strategies

Seq No: 08-011-0846

1 unit prof. credit

By the end of this 15 hour course, teachers will be able to utilize accelerated teaching methods and successfully teach any student the appropriate strategy to learn math facts, spelling, vocabulary, and rapid reading skills as measured by written lab reports and formal instructor evaluation.

**Pat Mavredakis, M.A.**

- > 1 mtg: Sun, Apr 17  
8:00 a.m. - 6:00 p.m.  
(plus 6 hours of follow-up lab &  
paper)  
Redondo Beach Community  
Resource Center, Rm 7  
\$65

## Finished with this Bulletin?

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



## AIDS Counseling Workshop

Seq No: 12-140-0890

1 unit  
professional credit

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

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

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

- > 2 mtgs: Sat & Sun, Date TBA  
8:30 a.m. - 4:30 p.m.  
CSUDH campus, SAC B102  
\$45

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## Assessment and Treatment of Child Abuse

Seq No: 12-140-0516

8 hours credit

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

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

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

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

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

- > 1 mtg: Sat, date TBA  
8:30 a.m. - 5:30 p.m.  
CSUDH Campus, SAC B 106  
\$45 CSUDH Students  
\$60 Non-CSUDH Students

## The At-Risk Student

Seq No: 08-011-0817

1 unit professional  
credit

This class will present the following: background information on youth at-risk; legal/ethical implications involved in conducting youth suicide prevention programs; Los Angeles Unified School District's suicide prevention program; how to handle at-risk counselees; team building for crisis prevention/intervention; and finding/utilizing school and community resources. Also discussed will be school support strategies for at-risk youth and suggested postvention procedures for use subsequent to a suicide. Specific risk factors associated with self destructive behavior will be presented together with program components which could ameliorate the problems. Practice in developing communication/interviewing skills and in enhancing student self-esteem will also be provided as will practical death/grief education guidelines.

**Bonnie Burka Shannon, Ph.D.**, Senior Psychologist LA Unified School District Suicide Prevention Unit.

- > 8 mtgs: Wed, Feb 13 - Apr 3  
4:00 - 6:00 p.m.  
CSUDH Campus rm TBA  
\$85



## Treatment of Eating Disorders (AD X308)

Seq No: 12-223-X308 3 sem units credit

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

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

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

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

> 16 mtgs: Mon, Jan 28 - May 20  
6:30 - 9:30 p.m. (no class 3/25)  
CSUDH  
\$255



## Career Assistance

### College Admissions: How to Get Accepted to the College of Your Choice

Seq No: 15-012-0573 Noncredit

It is not too early to begin the college selection and application process. In fact, this is the ideal time for you to start. The sooner you know what college admissions officers are looking for in applicants, the better your opportunity to position yourself in a competitive position for acceptance to top colleges across the nation!

Not every student has a 4.0 grade point average and 1400 SAT test score; however, top colleges seek a diversified student body and this will work to your advantage if you understand and utilize the concepts and skills that will be taught in this course.

The instructor guides students through effective application preparation which includes how to successfully market your qualifications to college admissions committees.

This course is designed for high school freshmen, sophomores, and juniors as well as for community college and other transfer students. Topics include:

- Strategic college preparation for high school and transfer students
- Creative college selection and placement
- How to cut college costs
- Interviewing skills
- Resume and essay writing skills
- College survival skills

*Note: Instructor recommends that students also enroll in "Interviewing for Success: Video-taped Sessions" page 29.*

**Julie D'Aguanno, B.A.**, UC Berkeley, University of Sussex, England, President and Owner, Accredited Colleges' Admissions Services.

> 2 mtgs: Tue, May 7 & 14  
6:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center Rm 7  
\$85

## Foreign Students' College Admissions Strategies

Seq No: 15-081-0577 Noncredit

Foreign students require special assistance with American college selection and placement. This course helps English as a Second Language students apply and get accepted to American colleges.

Special attention will be given to college essay and resume writing skills, interviewing skills, and the ability to be strategic and resourceful to get the most out of the American college experience.

Although similar to our regular college admissions course, this course is unique and tailored to meet the direct needs of foreign students. Topics for this course include:

- Understanding the American college admissions system and application process
- Special needs of a foreign student
- TOEFL as an entrance requirement
- Financial aid options for foreign students
- Organizing paperwork and meeting deadlines

*Note: The instructor recommends additional enrollment in Interviewing for Success: Video-taped Sessions, page 29.*

**Julie D'Aguanno**

> 2 mtgs: Sat, Feb 16 & 23  
10:00 a.m. - 3:00 p.m.  
CSUDH  
\$85

## Need information?

Call (213) 516-3741

## Resume Writing Made Easy

Seq No: 15-012-0567 Noncredit

Employers typically spend thirty seconds or less glancing at each resume they receive! Discover how to create winning resumes that open doors to interviews and employment opportunities. Creative composition brings value to every job and activity performed. This course is designed to simplify resume writing and to save you money by teaching you how to update and change resumes to suit the needs of any job description. Everyone benefits from Resume Writing Made Easy because everyone needs to keep their resumes up-to-date. You need a resume summarizing who you are and what you can offer potential employers. This course is for students and professionals alike.

Topics include:

- Examples of when resumes can and should be used
- Resume content and style tips
- What an effective resume should do
- What are resume "red flags" that make employers reject applicants
- Letter writing suggestions and samples

*Note: Instructor strongly recommends additional enrollment in Interviewing for Success: Video-taped Sessions.*

Participants are requested to bring their current resume or a list of their work experience, educational background, skills and their employment or career objectives.

**Julie D/Aguzzo, B.A.**, UC Berkeley, University of Sussex, England, President and Owner, Accredited Colleges' Admissions Services.

- 1 mtg: Sat, Feb 9  
9:00am - 1:00pm, Redondo Beach Community Resource Center Rm 8  
\$20

## Interviewing for Success: Video-taped Sessions

Seq No: 15-012-0568 Noncredit

Minimize feelings of anxiety and nervousness during an important interview. Stop feeling as though the interview is happening to you and take charge of your destiny. Increase your self-confidence and get the job of your dreams.

Successful interviewing requires practice, practice, and more practice. This unique course combines learning effective interviewing skills with interview practice sessions, including a take-home video tape of your formal simulated interview. Ideal for job and promotion seekers, and for everyone who interacts with people in a sales capacity, especially real estate, financial services, customer service, and retail professionals.

Topics include:

- How to get the interview
- What the employer is looking for
- Preparing for the interview
- Questions the applicant may ask in the interview
- Panel interviews and second interviews
- Accepting and rejecting job offers
- When to talk money and how to negotiate

**Julie D/Aguzzo**

- 3 mtgs: Tue, Feb 19 & 26  
6:30 - 9:30 p.m.  
Sat. March 2  
9:00 a.m. to 5:00 p.m. (for a pre-arranged 30-min. appointment)  
Redondo Beach Community Resource Center Rm 7  
\$50  
(Plus 12.95 materials fee payable to instructor in class)

## Finished with this Bulletin?

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## Travel Study Programs for Health Care Professionals

*Learn, Live & Love Spanish in*

**Cuernavaca, Mexico**

**January 10 - 24, 1991**

**and**

**July 5-27 or**

**July 5 - August 4, 1991**

Intensive Spanish language immersion program specifically designed to develop conversational fluency in the shortest possible time.

**Compare Health Care & Health Education Systems in a Study/Cultural program in**

**England**

**July 21 - August 4, 1991**

Program designed to provide health care professionals with a unique opportunity to compare issues associated with socialized medicine in Great Britain with those in the U.S.

For more information, contact Extended Education, California State University, Dominguez Hills, 1000 East Victoria Street, SCC B141, Carson, CA or call (213) 516-3741.



## **Certificate in Alcohol/Drug Counseling**

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

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

The fee is \$85 per unit; a three-unit course is \$255. Classes are held from 6:30 - 9:30 p.m. weeknights on the CSU Dominguez Hills campus in Carson.

### ● SEMESTER I ●

#### **AD X300 - Intro to Alcoholism (3 units)**

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

#### **AD X301 - Introduction to Counseling Techniques (3 units)**

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

### ● SEMESTER II ●

#### **AD X302 - Counseling the Individual (3 units)**

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

#### **AD X303 - Perspectives on Drug Abuse: Counseling the Substance Abuser (3 units)**

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

### ● SEMESTER III ●

#### **AD X304 - Group Counseling Techniques (3 units)**

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

#### **AD X305 - Introductory Practicum (2 units)**

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

### I SEMESTER IV ●

#### **AD X306 - Family Dynamics (3 units)**

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

#### **AD X307 - Advanced Practicum (2 units)**

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

#### **AD X308 - Treatment of Eating Disorders (3 units)**

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

### **For More Information**

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



## About Self Esteem

### How to Make Love All the Time: Secrets for Making Love Work

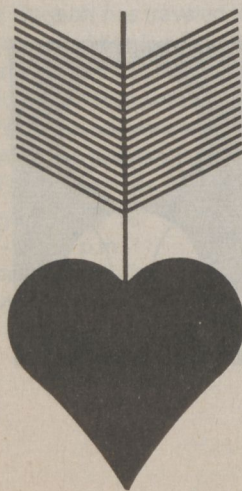
Seq No: 13-050-0592 Noncredit

Do you want to rekindle your passion for living and loving? Do you know how to avoid the 4 big mistakes in love? Would you like to know how to prevent relationship burnout and write scripts for a successful, happy relationship?

Loving does not mean settling. Whether or not you are in a relationship, this class gives you step-by-step techniques for making love last a lifetime and at a level you can be proud of. "How to Make Love All the Time" is a stimulating, stress-free class designed to light your path to a loving, lasting relationship.

**Pat Mavredakis, M.A.**, president and founder of Discoveries in Learning Potential, Inc., lectures nationally on accelerated learning techniques and styles of loving and learning.

- > 1 mtg: Fri, Apr 1  
7:00 - 10:00 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$40 (+ \$10 materials fee paid to the instructor in class includes the best-selling book on which the class is based.)



### Learning about Self and Opposite Sex Through Art

Seq No: 13-050-0555 Noncredit

Learning about yourself and the opposite sex through art (for both men and women). Many feelings we have about relationships and the opposite sex are unconscious. This course will help you become aware of these hidden thoughts and feelings through drawing and writing. Ms. Deasy will use theories of Carl Jung to help you understand that which is hard to understand and to help you solve the problem in a creative way about how to connect with the opposite sex in a different way.

**Ann B. Deasy, M.F.A., M.F.C.C.**, has a private practice in Long Beach, and gives seminars throughout the area.

- > 1 mtg: Sat, Apr 20  
9:00 a.m. - 12:30 p.m.  
Redondo Beach Community  
Resource Center, Rm 7  
\$35

### Essence of Romance

Seq No: 13-050-0559 noncredit

This course is an exciting presentation on one of life's consummate pleasures. The spotlight will be on the ever wonderful, exhilarating and exciting theme of Romance!

Participants will be guided through an intriguing look at creating the pure essence of romance. Topics covered will include: the definition of romance; assessment of your personal openness to relationships, do's and don'ts of romance, rekindling that old flame and much more. Attention will also be given to the essential elements needed for the creation, initiation and fun implementation of a romance plan. Participants will have an opportunity to share ideas, receive feedback and gain skills that will enhance their romance strategies for life!

**Sheila Mears, M.S.** in Counseling, is a counselor at CSUDH

- > 1 mtg: Sat Feb 9  
9:00 a.m. - 12 noon  
Redondo Beach Community  
Resource Center, Rm 7  
\$35

### Certificate Program in Orthotics

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

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

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



### Finished with this Bulletin?

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# Fitness & Recreation



## Canoeing: Topock Gorge (Colorado River)

Seq No: 08-356-0552 Noncredit

Explore a 17-mile section of the Colorado River's Havasu Wildlife Refuge, including sandy beaches, hidden lagoons, the Devil's Elbow, sand dunes, and nocturnal burro "visits." Instruction provided in paddling strokes, canoe camping and safety procedures. Participants furnish their own food, camping equipment, and transportation.

Prerequisites: no prior canoeing experience is necessary, but participants must be in good physical condition and have basic swimming skills. Canoeing field trip starts near Needles, CA (approx 4 1/2-5 hr. drive from the LA area).

**Chuck Reynolds** has taught canoeing, wilderness survival, rescue skills, backpacking, scuba and skindiving for the past 17 years.

- > 2 days: Sat & Sun, May 18 & 19 \$45 (Plus \$35 materials fee payable to the instructor)

Advance registration is required.

## Great Golf Clinic

Seq No: 08-350-0598 Noncredit

How would you like to play your best game of golf, have an outstanding score, enjoy the day and win? This informative clinic is for players of all skill levels. Great Golf is an effective, easy way to improve your game.

You will increase your enjoyment, build confidence, stay focused and relaxed.

This course includes:

- The 7 secrets of Great Golf
- Creative visualization
- The 30 second zap
- How to breathe and win

- Self-hypnosis
- How to chart your improvement on paper

**Shelley Lessin Stockwell**, a hypnotherapist, presents motivational workshops and is the author of several books and videotapes. **Dr. John Goode, D.D.S. and B.A.**, Psychology, is in private practice as well as being a consultant on the psychology of golf.

- > 1 mtg: Sat, Apr 13 9:00 a.m. - 1:00 p.m.
- > Redondo Beach Community Resource Center, Rm 7 \$55

(plus \$10 materials fee payable to the instructors in class for the Great Golf tape.)

## Introduction to Velodrome Cycling

Seq No: 08-355-0540 Noncredit

This course introduces cyclists to the excitement and benefits of training on the 1984 Olympic Velodrome. Participants will learn the idiosyncrasies (do's and dont's) of track riding. Pacelines and pack riding skills are emphasized and you'll race both time trial and mass start (group) events.

Track racing bicycle provided. Students must bring shoes that work with toe clips and straps. Preregistration is required.

- > Sec 01 - 4 mtgs: Thu, Feb 7 - Feb 28 7:00 - 9:00 p.m. CSUDH Campus, 7-Eleven Olympic Velodrome \$65
- > Sec 02 - 4 mtgs: Thu, Mar 14 - Apr 4 7:00 - 9:00 p.m. CSUDH Campus, 7-Eleven Olympic Velodrome \$65
- > Sec 03 - 4 mtgs: Thu, Apr 18 - May 9 7:00 - 9:00 p.m. CSUDH Campus, 7-Eleven Olympic Velodrome \$65

## Winning Velodrome Races

Seq. No. 08-355-0542 Noncredit

Prerequisite: Permission of Instructor. A special course for cyclists who want to race competitively on velodromes. Learn and practice racing tactics used by cycling's elite competition.

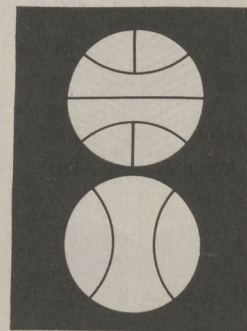
Track racing bike may be rented. Students must provide shoes that work with toe clips and straps.

- > CSUDH Campus, 7-Eleven Olympic Velodrome \$50

Call for hours and dates

**Rick Denman**, Senior Instructor, former California and Far West region track champion, and was Head Coach for the 1987 Olympic Festival Men's Cycling Team.

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



**Travel**

**Travel: Beating the High Cost -- Part I: Airfares**

Seq No: 13-000-0524 Noncredit

Fly Better, Farther, & More Often than you do now, all for much Less Money!

You'll discover

- How to fly free--5 ways, all legal
- How airline prices and routes are set up and which destinations are this year's values
- Strategies and tactics to maximize savings
- How to realize savings on international and domestic tickets
- How you can fly around the world for a lot less than you think
- Which 18 factors dramatically impact ticket prices
- How to pay significantly less for your tickets than others on your flight
- How to get free upgrade
- How to get best seats and meals
- What your airline rights are
- How to fly for next to nothing as an air courier
- How to avoid costly mistakes and avoid deceptive airline ads
- How to minimize or avoid effects of jet lag

Most of the information in this workshop can't be found in books or from other travel sources.

**Suzanne Hogsett** has traveled to over 100 countries, and has lived in 10 of them over the past 28 years. She is a "travel addict" and the owner of Travel Easy, a Palo Alto independent travel consulting firm and is also the author of the Bargain Travel Resource Book.

- > 1 mtg: Tue, Apr 16  
6:30 - 10:00 p.m.  
Redondo Beach Community Resource Center, Rm 8  
\$30

**Travel: Beating the High Cost -- Part II: Lodging, Dining, Getting Around and Cruising**

Seq No: 13-000-0526 Noncredit

Getting there is just half the battle and usually less than half the cost, too. Pay less, get more than ever for accommodations, food, car rentals, trains, cruises and more.

No matter where you're travelling, you'll learn:

- Lots of ways to stay for free
- How to get great deals on almost any hotel room, including many luxury rooms at half price
- How to find reasonably-priced lodgings anywhere (including options other than hotels)
- How to always find a room, no matter what the season
- How to dine for less anywhere
- How to cruise for free
- How to get cut-rate bargains on brand name cruises
- How to get a rental car almost free and get free car rental insurance, too
- Ways of getting around town and country cheaply without a car
- Strategies which let you book ahead but still keep your flexibility
- Which train fares and passes are really most beneficial
- How to get exchange rates to work in your favor and how to avoid paying commissions when buying and selling travelers checks
- Different ways to avoid tipping and paying sales taxes overseas
- How to save on shopping and entertainment
- Which easy, spare-time jobs earn you free travel

You can afford to take that dream trip. Learn how now, before you pay too much.

**Suzanne Hogsett**

- > 1 mtg: Thu, Apr 18  
6:30 - 10:00 p.m.  
Redondo Beach Community Resource Center, Rm 7  
\$30

**Summer 1991 Travel Programs**

All programs are escorted by faculty well acquainted with the cultural opportunities available in the country being visited. Quality accommodations and transport coupled with comfortably paced itineraries enable you to combine a vacation with learning.

- *China*
- *Galapagos Islands & Ecuador*
- *Brazil*
- *Alaska*
- *Ireland*
- *Hawaii*
- *Soviet Union*
- *Eastern Europe*
- *Australia*
- *Kenya*
- *Dominican Republic*

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



# Registration & General Information



## How and When to Register

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

## There are Four Convenient Ways to Register for Courses:

**BY MAIL:** Complete the original or photocopy of the registration form on page 40. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order, payable to CSUDH Extension, or a credit card authorization to CSUDH Extension, 1000 E. Victoria St., Carson, CA 90747.

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

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

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

## Confirmation/Receipts

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

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

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

## Fees

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

## Tax Deduction

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

## Refund of Fees

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

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

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

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

Refunds are granted in accordance with the State refund schedule.

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

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

## Registration and General Information

### Schedule Changes

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

### Course Numbering System

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

#### Extension Credit

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

#### Professional Credit

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

#### Noncredit

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

### Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized unit of measurement for programs applying toward

relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. **Course numbering is 900-999.**

### Grades and Records

#### Extension Grading Procedures

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

#### Grade Reports

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

#### Transcripts

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

### Class Cancellation

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

### Change of Address

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

### Nondiscrimination Policy

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

### Privacy Information

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

### Standards

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

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

## Registration and General Information

### Resources For Students

#### Library Services

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

#### Cafeteria

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

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

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

#### Parking

**Redondo Beach Community Resource Center:** Ample free parking.

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

**Gardena Japanese Cultural Center:** Ample free parking.

#### Textbooks

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

### Open University

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

You will earn resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$85 per semester unit (\$255 for a three unit class).

Spring semester classes begin January 26. To register for Open University classes, follow the instructions below.

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, Building 2, room B141 in the Small College area).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be made by check, money order or Visa/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until all payments have cleared the bank. You must complete registration by February 15, 1991.

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

### Extended Education Staff

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

**Associate Dean**  
*Gary R. Levine*  
213/516-3737

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

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

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

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

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

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

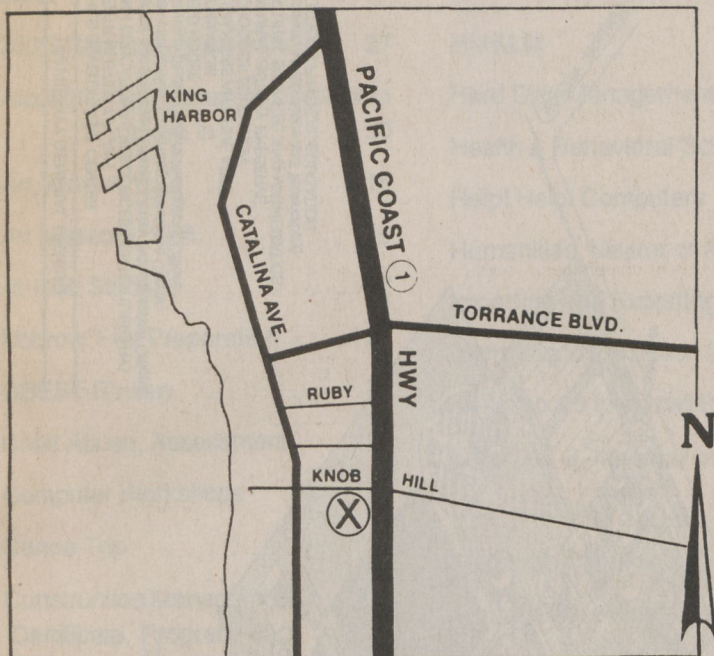
**Program Assistant and Office Manager**  
*Brenda Blow*  
213/516-3741

**Summer Sessions Program Assistant**  
*Jeanette Gimenez*  
213/516-3746

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

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

## Map



## Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)

### FROM SAN DIEGO FREEWAY (405)

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

### FROM HARBOR FREEWAY (110)

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

### FROM PALOS VERDES

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

### FROM EL SEGUNDO

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

## The Productivity Center 10900 E. 183rd Street First Floor, East Wing

### FROM LOS ANGELES

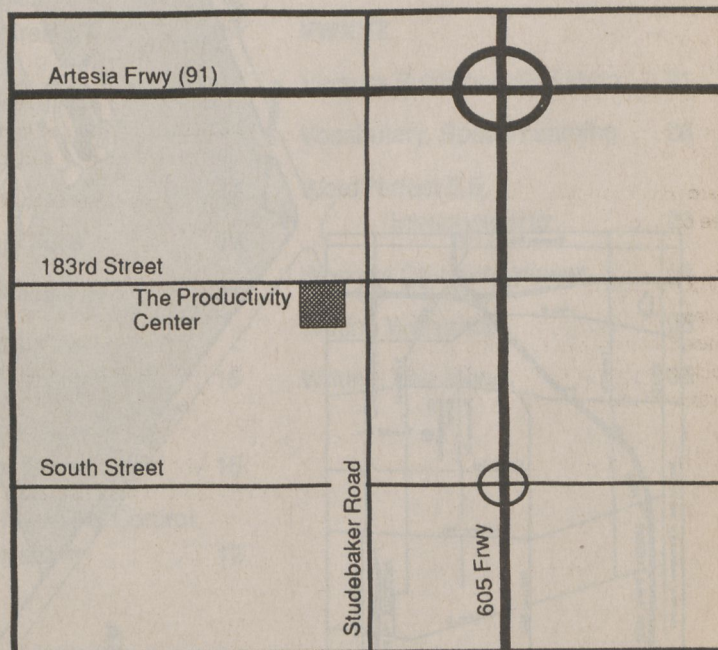
Take the 605 south and exit South Street. Turn right(west) at South Street and right(north) onto Studebaker Road. At 183rd Street turn left(west) and left again into the first driveway.

### FROM THE SOUTH BAY

Take the 91 east, the 605 south and exit South Street. Turn right(west) at South Street and right(north) onto Studebaker Road. At 183rd Street turn left(west) and left again into the first driveway.

### FROM LONG BEACH

Take take the 605 north and exit South Street. Turn left(west) at South Street and right(north) onto Studebaker Road. At 183rd Street turn left(west) and left again into the first driveway.

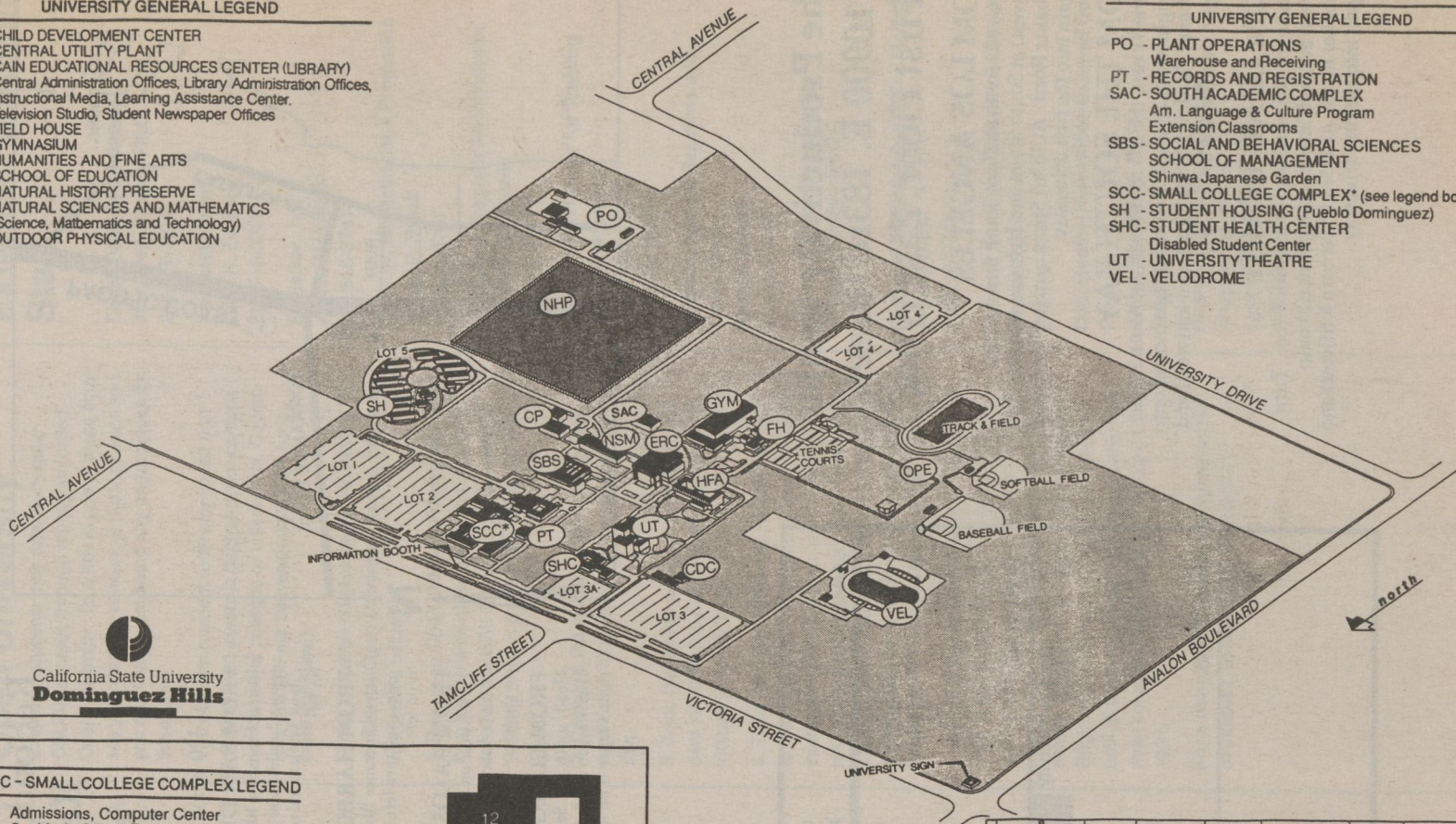


UNIVERSITY GENERAL LEGEND

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

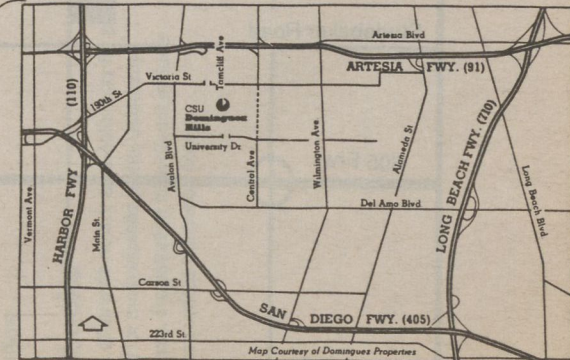
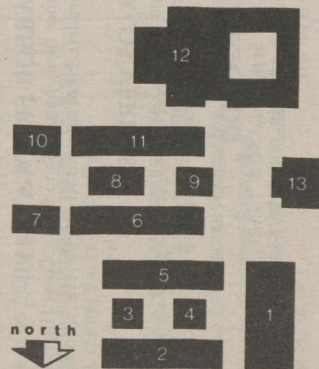
UNIVERSITY GENERAL LEGEND

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



\*SCC - SMALL COLLEGE COMPLEX LEGEND

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education,  
Information Center, Public Safety,  
Relations with Schools
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Financial Aid, Student Affirmative Action,  
Student Development, Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms, International Students
- 8 Classrooms
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# Registration Form

## **FOUR WAYS TO REGISTER**

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## **REFUND OF FEES**

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Course Title	Seq No	Units, if any	Course Fee
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Course Title	Seq No	Units, if any	Course Fee
--------------	--------	---------------	------------

Course Title	Seq No	Units, if any	Course Fee
--------------	--------	---------------	------------

Social Security Number \_\_\_\_\_ Male  Female

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Birthdate \_\_\_\_\_ Date Last Enrolled \_\_\_\_\_

Occupation \_\_\_\_\_ Have you ever attended CSUDH?  Yes  No

CSUDH Student ID Number (if known) \_\_\_\_\_  
 If yes, indicate the type of student you enrolled as:  
 Regular  Open University  
 Extension  Summer Session

### CHECK/MONEY ORDER PAYMENT

Enclosed is a Check/Money Order in the amount of \$ \_\_\_\_\_

Make Check payable to:  
**CSUDH Extension**

### CREDIT CARD PAYMENT

VISA  MasterCard

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

### OFFICE USE ONLY:

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

Semester: Sum Fall Spr Initial \_\_\_\_\_

California State  
University  
Dominguez Hills

# American Language and Culture Program

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

California State University, Dominguez Hills offers a year-round program designed to effectively teach English to non-native speakers.

This intensive on-campus program allows students to take advantage of campus facilities plus enjoy seminars, field trips, social events and other enriching life experiences that introduce them to the American way of life.



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

For more information, telephone the California State University, Dominguez Hills American Language and Culture Program, (213) 516-3830.

Offering a convenient and effective way to learn the English language.

# Certificate Programs in

*Alcoholism/Drug Counseling*

*Construction Management*

*Early Childhood*

*Orthotics*

*Production and Inventory Control*

*For free brochures on  
each certificate,  
telephone California  
State University,  
Dominguez Hills Office  
of Extended Education,  
(213) 516-3741*

*Effective Supervision*

*Real Estate*

*Technical Writing*

2-425



California State University  
**Dominguez Hills**

**DIVISION OF EXTENDED EDUCATION**

1000 East Victoria Street  
Carson, CA 90747

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Gardena, CA

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