

California State University  
*Dominguez Hills*



*Spring*  
**1992**

**Extended Education**

# Extended Education

## • General Information

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

University offerings and by providing further educational opportunities for all who wish to gain new knowledge and skills or enhance those already acquired.

To enroll, see instructions on page 33 of this bulletin.

For further information, call (310) 516-3741.



## Residence Credit through Special Sessions

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

GED 548 Effective College Teaching

GED 549 The Community College

HEA 495 Workers Compensation

QAS 510 Advanced Probability and Statistics

QAS 512 Reliability

QAS 514 Advanced Experimental Design

QAS 516 Measurement and Testing Techniques

QAS 595 Special Topics by Directed Study: Quality Assurance Applications

REGISTER for these Special Sessions courses using application on Page 38.

## ITFS & Distance Learning

Instructional Television (Fixed Signal) classes offered this spring include graduate degrees in Behavioral Science and Quality Assurance, certificate programs in Production & Inventory Control, Manufacturing Supervision and Community College Teaching. See page 22.

## Effective Supervision

Customized study for those already in supervisory positions and those who aspire to be, the Effective Supervision Certificate courses are accessible and applicable to almost every workplace. See these offerings on page 12.

## TABLE OF CONTENTS

Arts and Humanities	03
Art courses	03
Master of Arts, Humanities	05
Languages	04
Music	05
Writing courses	06
Miscellaneous	06
Business and Management	08
Construction Management Certificate Program	08
Production and Inventory Control Certificate	09
Master of Science, Quality Assurance	10
Tax & Accounting	11
Supervision	11
Real Estate Certificate Program	13
Marketing courses	14
Entrepreneurship Workshops	17
Technical Writing Certificate Program	19
Computer courses	21
ITFS -- Classes over Television	22
Education	23
Community College Teaching Certificate	24
Early Childhood Education Certificate	25
Bobrow Test Preparation Workshops	26
Alcohol and Drug Counseling Certificate	28
Health and Behavioral Science	28
Orthotics Certificate Program	30
Fitness and Recreation	31
Travel Programs	32

## REGISTRATION INFORMATION

How to Register	33
Information and Policies	33
Resources to Students	34
Open University	35
Special Sessions Registration Form	38
Index	40
Registration Form	Inside Back Cover

## MAPS

Map to Satellite Facilities	36
Map to CSUDH campus	37

## GRADUATE DEGREE PROGRAMS

Humanities External Degree Program	.05
Master of Science in Quality Assurance	.10
Behavioral Science	.22

## CERTIFICATE PROGRAMS

Construction Management	.08
Production & Inventory Control	.09
Manufacturing Supervision	.11
Effective Supervision	.12
Real Estate	.13
Small Business Workshop	.17
Technical Writing	.19
Community College Teaching	.24
Early Childhood	.25
Alcohol and Drug Counseling	.28
Orthotics	.30

## COVER

"Iris" -- a fan print by the Japanese artist Hiroshige (1797 - 1858)



Not printed at taxpayers' expense.

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

Jan 27	Child, Family & Community	p.25	Mar 8	The Art of Making Gift Baskets	p.18
Jan 31	Medical Terminology	p.20	Mar 11	Children's Literature Across the Curriculum	p.25
Feb 1	Drawing on the Right Side of the Brain PT I	p. 3	Mar 11	Help! Help! Records & Numbers	p.16
Feb 5	Creative Activities & Learning Centers	p.25	Mar 14	Help Help Computers	p.21
Feb 6	Workers Compensation	p.20	Mar 18	How to Set Up and Market Your Own Seminar	p.14
Feb 8	Organic Resumes	p. 7	Mar 18	Organize Your Office	p.16
Feb 8	Training for World Class Performance	p.16	Mar 21	How to Advertise & Promote Small Business	p.15
Feb 11	Music Workshop for Recorder	p. 5	Mar 21	Designing Effective Ads for More Sales	p.15
Feb 11	Photography with Available Light	p. 6	Mar 25	Easy Money Strategies for Retirement	p.18
Feb 15	A Writers Workshop	p. 6	Mar 28	Increasing Your Business Profits Through P.R.	p.14
Feb 18	Preventing Destructive Behavior in Youth	p.30	Apr 4	Medical Insurance Billing	p.19
Feb 20	Conversational Spanish for Health Care	p. 4	Apr 4	SAT Review for May 2 Exam	p.27
Feb 22	Intensive Communication in Spanish -- Beg.	p. 4	Apr 11	Starting a Medical Billing Service	p.19
Feb 22	Writing from Within	p. 6	Apr 12	Writing Travel Articles that Sell	p. 7
Feb 26	Tax Class for Landlords	p.11	Apr 22	Music & Movement for Young Children	p.25
Feb 29	Business Communications -- Key to Success	p.14	Apr 25	Foreclosures in California	p.14
Mar 5	Magic Close Up	p. 6	Apr 25	Starting & Operating a Mail Order Business	p.16
Mar 5	Travel Survival in the 90's	p.31	Apr 29	Increasing Your Business Profits	p.18
Mar 7	Intensive Communication in Spanish -- Intermed.	p. 4	May 2	Drawing on the Right Side of the Brain PT II	p. 3
Mar 8	Pack the Perfect Suitcase	p.32	May 2	Importing & Exporting	p.18
Mar 8	Gift Baskets Presents for Profits	p.18	May 9	SAT Review for June 6 Exam	p.27

**Classes at California State University, Dominguez Hills campus,  
1000 East Victoria Street, Carson. Parking \$1.50.**

Jan 6	Quality Management in the Industrial Environment	p.11	Mar 7	Bookkeeping Basics for the Small Business	p.16
Jan 7	Inventory Management & Master Planning	p. 9	Mar 7	Financial Analysis for the Small Business	p.17
Jan 7	Introduction to Materials Management	p.11	Mar 14	GRE Review for Apr 11 Exam	p.26
Jan 7	Capacity & Priority Management	p. 9	Mar 14	CBEST Review for Apr 4 Exam	p.26
Jan 9	Introduction to Materials Management	p. 9	Mar 14	Managing the Small Business	p.17
Jan 9	Materials Requirements Planning & Purchasing	p. 9	Mar 14	Help! Help! Computers	p.21
Jan 9	Just-In-Time Quality Control	p. 9	Mar 15	Computerized Bookkeeping with Quicken	p.21
Jan 11	Assessment & Treatment of Child Abuse	p.29	Mar 16	Productivity Motivation	p.12
Jan 18	CBEST Review for Feb 8 Exam	p.26	Mar 19	Computer Tools	p.20
Jan 27	Treatment of Eating Disorders	p.30	Mar 20	Special Education Conference	p.23
Jan 28	Beginning Guitar Workshop	p. 5	Mar 21	Introduction to WordPerfect 5.1	p.21
Jan 28	Chamber Music	p. 5	Mar 21	Having What It Takes to Be an Entrepreneur	p.17
Jan 30	Contemporary Guitar Workshop	p. 5	Mar 21	Legal and Financial Basics	p.17
Feb 1	Methods & Materials for Parent Education	p.25	Mar 28	Aids Counseling	p.30
Feb 3	Time Management	p.12	Mar 28	Preparing the Business and Marketing Plan	p.17
Feb 8	Real Estate Principles	p.13	Mar 28	Market Your Small Business Successfully	p.17
Feb 8	Real Estate Law & Legal Aspects of Real Estate	p.13	Mar 30	Legal Aspects of Supervision I	p.12
Feb 8	Hazardous Waste Site Operations	p.21	Apr 4	Bookkeeping Basics for the Small Business	p.17
Feb 11	Construction Project Management	p. 8	Apr 4	Financial Analysis for the Small Business	p.17
Feb 12	Accounting for the Construction Industry	p. 8	Apr 11	Managing the Small Business	p.17
Feb 12	Writing Technical Instructions	p.19	Apr 11	Basic Payroll Training	p.20
Feb 13	Estimating and Bidding	p. 8	Apr 13	Legal Aspects of Management Action II	p.12
Feb 22	Introduction to DOS	p. 21	Apr 25	Introduction to Lotus 1-2-3	p.21
Feb 22	Having What it Takes to Be an Entrepreneur	p.16	Apr 27	Positive Discipline	p.13
Feb 22	Legal & Financial Basics	p.16	May 1	Conference on Educ of Asian/Pacific Children	p.23
Feb 22	Beginning Calligraphy	p. 3	May 2	CBEST Review for May 30 Exam	p.26
Feb 24	Understanding & Coping with Leadership Styles	p.12	May 2	Canoe Trip	p.31
Feb 29	Preparing the Business & Marketing Plan	p.16	May 4	How to Reduce Test Anxiety	p.27
Feb 29	Market Your Small Business Successfully	p.16	May 10	LSAT Review for June 15 Exam	p.27
Feb 29	GMAT Review for Mar 21 Exam	p.26	May 30	NTE Review for June 13 Exam	p.26
Mar 4	How to Reduce Test Anxiety	p.27	May 30	GMAT Review for June 20 Exam	p.25

# Arts & Humanities

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

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

**Beginning Basic Level Drawing: no experience necessary!**

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

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

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

- > 2 mtgs: Sat & Sun Feb 1 & 2  
9am - 4:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$85



↓ After training

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

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

Those who are already familiar with the perceptual skills in drawing, or have some formal study in drawing may wish to advance to a higher level of drawing through this portrait workshop. This course continues where the introductory workshop stopped, introducing the various views of the portrait, and introducing light shadow. Bring the following materials to the first class meeting: 8 1/2x11 plain bond typing paper (or drawing tablet), #2B and 4B drawing pencils, an eraser, and a hand held sharpener.

**Lynda Greenberg, M.F.A.**

- > 2 mtgs: Sat & Sun May 2 & 3  
9am - 4:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$85

Before training



## American Language and Culture Program

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

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

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

For more information, telephone (310) 516-3830.

## Beginning Calligraphy

Seq No: 10-021-0592 Noncredit

An introduction to calligraphy for the unexperienced. A self paced, hands on workshop teaching basic calligraphic styles suitable for creating awards, certificates, announcements, greeting cards, stationery and many other uses. All paper and reference materials provided. Equipment (pens and ink) \$15 if purchased in class. Students may also bring their own equipment.

**Bernard W. Baker**, professor of Art, CSUDH

- > 2 mtgs: Sat Feb 22 & 29  
9am - 12pm  
CSUDH campus, HFA C104  
\$50

## Conversational Spanish for Health Professionals Spanish Without Pain

Seq No: 11-051-0505 Noncredit

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

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

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

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

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

- > 8 mtgs: Thu Feb 20 - Apr 9  
6:30 - 9:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$119

## Intensive Communication in Spanish: Beginning

Seq No: 11-051-0509 Noncredit

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

**Josefina Culton**

- > 4 mtgs:  
Sat Feb 22, 9am - 4pm  
Mon Feb 24, 5:30 - 9:30 pm  
Sat Feb 29, 9am - 4pm  
Mon Mar 2, 9am - 4pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$145

## Intensive Communication in Spanish: Intermediate

Seq No: 11-051-0533 Noncredit

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

**Josefina Culton**

- > 4 mtgs:  
Sat Mar 7, 9am - 4pm  
Mon Mar 9, 5:30 - 9:30pm  
Sat Mar 14, 9am - 4pm  
Mon Mar 16, 5:30 - 9:30pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$145

## Live, Love and Learn Spanish in Cuernavaca, Mexico

**A three or four-week intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time**

**June 26 - July 17, 1992 3-wk session**

**June 26 - July 24, 1992 4-wk session**

**\$1625 - 3 wks      \$1870 - 4 wks**

**\$150 deposit due June 2nd**

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

**Contact the CSUDH Office of Extended Education for a brochure at (310) 516-3741 or write:  
Extended Education, SCC B141,  
CSUDH, 1000 E. Victoria, Carson, CA 90747.**

## Music

### Music Workshop for Recorder

Seq No 10-041-0569 Noncredit

Learn to play the soprano, alto or tenor recorder and to read music. The recorder is an ancestor of the flute - very popular in amateur music groups, easy enough to play simple melodies the very first session, yet also a serious wind instrument which many great composers have utilized. While no experience is necessary, prior instrumental or keyboard knowledge would be a plus. Students may bring their own recorder or obtain one with the instructor's assistance. This class is for adults and teens 13 and over.

**Jack Buck, M.A., Music**

- > 10 mtgs: Tue Feb 11 - Apr 28  
6:30-8:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$115

The Los Angeles Chapter, Orff Schulwerk Association co-sponsor, CSUDH Black History Month Celebration presents a musical seminar featuring **RENE BOYER-WHITE** Author, African American Expert in

"Rhyme, Rhythm & Song in the Multicultural Setting"

Saturday, February 8, 1992

9am - 3pm



Salary point credit available.  
LACAOSA members free.

General public: \$20, Students \$10  
Credit option: 1 semester unit, \$35 plus assignment.

Gymnasium Dance Studio, CSUDH campus. For information, phone Cecilia Riddell (310) 516-3543 or Ramona Gifford (310) 377-7711.

### Beginning Guitar Workshop

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

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

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

- > 15 mtgs: Tue Jan 28 - May 5  
7 - 8:50pm  
CSUDH campus, HFA A204  
\$90

### Contemporary Guitar Workshop

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

**Prerequisite: Previous experience or consent of instructor**

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

**William Davila, M.A.**

- > 15 mtgs: Thu Jan 30 - May 7  
7 - 8:50pm  
CSUDH campus, HFA A204  
\$90

### Chamber Music (Classical Guitar Ensemble)

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

1 ext unit credit

**Prerequisite: Previous experience or consent of instructor**

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

**Cornel Imry** is an acclaimed classical guitarist and teacher.

- > 15 mtgs: Tue Jan 28 - May 5  
7 - 9:30pm  
CSUDH campus, HFA A207  
\$90 (register at first class meeting)

## Humanities External Degree Program

### Master of Arts in Humanities

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

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

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

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

Call (310) 516-3743 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.

## Photography

### Photography with Available Light

Seq No: 10-111-0543 Noncredit

This course will introduce many innovative techniques in combination with long exposures at night with available light. Painting with light, multiple exposures using oneself as model, and time elapse, photography are examples of projects that aim at creative experimentation where students often discover new techniques for themselves. The assignments will introduce creative techniques and manipulations not encountered in most classes. There will be slide lectures and examples of work of how these techniques have been applied in historically important photographers' works with an emphasis on contemporary developments in the field. The assignments will be evaluated weekly. Students will be encouraged to define their goals and discuss others' work. The projects will center on producing mini series in the spirit of creative experimentations.

#### Magdalene Kispal, M.F.A.

- > 10 mtgs: Tue Feb 11 - Apr 21 (no class Feb 18)  
7 - 9pm  
Redondo Beach Community Resource Center, Rm 8  
\$175

## Magic

### 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: Thu Mar 5 - Apr 2  
7 - 10pm  
Redondo Beach Community Resource Center, Rm 7  
\$100 (plus \$15 materials fee payable to the instructor in class)

## A Writer's Workshop

Seq No: 15-071-0549 Noncredit

Writing is a lonely craft. Even the most lauded, accomplished writers want their peers' opinions and support. This expansive workshop provides a forum for students to bring their writing for constructive evaluation and critique.

Included in the workshop are:

- Detailed written critiques by the instructor
- Critical examination of submitted work by student peers
- An arena for students to learn how to effectively read and critique the writing of peers, helping themselves improve as writers in the process
- Tips on how to receive, or reject, workshop critiques
- Lesson/discussions on various aspects of fiction and nonfiction writing including characterization, plot, voice
- Critique of various genres of writing; short story, novel and novella excerpts, creative nonfiction

An opportunity to meet with writing peers in a supportive atmosphere led and guided by a workshop veteran. Submitted work will be discussed in private conference with the instructor. Emphasis on a constructive atmosphere for students working to develop their writing, perhaps to publishable level.

**Yolanda Barnes's** stories and novellas have appeared in various literary reviews and the *O. Henry Prize Stories*. She has published articles in The Los Angeles Times and The Hartford Courant.

- > 2 mtgs: Sat Feb 15 & 22  
9am - 3pm  
Redondo Beach Community Resource Center, Rm 8  
\$90

- > 2 mtgs: Sat & Sun Feb 22 & 23  
9:30am - 5pm  
Redondo Beach Community Resource Center, Rm 7  
\$130

**If you are interested in this course, also be sure and note other related courses:**

- > Alcoholism and Drug Counseling Certificate Program, pages 28-9
- > Assessment and Treatment of Child Abuse, page 29
- > Preventing Destructive Behavior in Youth, page 30
- > Treatment of Eating Disorders, page 30

## Writing

### Writing from Within

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

The process of self-assessment is important if we are to live wiser, more meaningful lives. To forgive ourselves for our errors and gain respect for our strengths has been the concern of writers from St. Augustine to Somerset Maugham. In the past, such writing has often taken the form of philosophical reflections or day-by-day diary entries or, more recently, oral histories as a means of recapturing the past. Bernard Selling offers an entirely different approach to recording life stories, probing the past deeply with techniques of the film maker, the playwright, and the fiction writer. Participants will

develop awareness of their own feelings, learn respect for other people's feelings and life experiences through non-judgmental listening and feedback skills, develop insight into human behavior through observation skills, gain confidence and self-esteem, and learn to value themselves for decisions they may have made throughout their lives.

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



## Writing Travel Articles That Sell!

Seq No:06-021-0503

Noncredit

Why not make money by traveling -- and create a tax deduction at the same time? Travel writers do it and so can you!

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

In four hours, Gordon Burgett, author of the new *Travel Writer's Guide*, will show you how you, like the professionals, can complete two-thirds of the work before you leave, include new stories en route, sell the same trip to newspapers and magazines, and often double your income through photography.

### The program and how-to workbook will also show:

- Where to find ever-eager markets
- The five-step planning process for "the big trip"
- What you must do before you leave to justify the tax deductions, and what to do if you didn't
- How and when you mail your slides and photos
- When you use first person -- and when you don't
- New ways to slant travel copy that sells

Travel writing has more "musts" than any other kind of writing. But that's simple for you: you must take this seminar if you have a trip in mind (or just completed) that you want to convert from fun to profit!

**Gordon Burgett** has 1,200 articles in print; offers 120 seminars annually about writing, speaking and publishing; speaks nationwide to conventions and professional associations; is a member of the American Society for Authors and Journalists; the National Speakers Association, and the Publishers Marketing Association, and has written the *Travel Writer's Guide*, *The Writer's Guide to Query Letters and Cover Letters*, *How to Sell More Than 75% of Your Freelance Writing*, *Self-Publishing to Tightly-Targeted Markets*, *Empire-Building by Writing and Speaking*, *Speaking for Money* (with Mike Frank), and *Ten Sales From One Article Idea*. The first four books were *Writer's Digest* Book Club selections.

> 1 mtg: Sun Apr 12

1 - 5pm

Redondo Beach Community Resource Center, Rm 8

\$50 (workbook included)

## Organic Resumes: How to Produce a Quality Reflection of Yourself

Seq No 15-012-0577

Noncredit

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

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

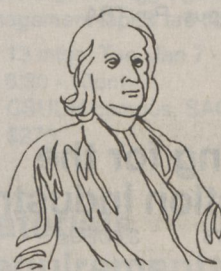
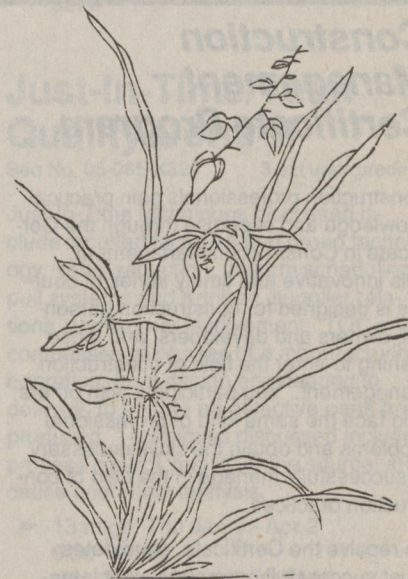
**Instructor: Karen Blank** is Marketing Director of Extended Education, has a B.A. in English from USC, and twenty years' experience in Public Relations.

> 2 mtgs: Sat Feb 8, 15

9 - 11am

Redondo Beach Community Resource Center, Rm 7

\$50



## OMNIOLORE SOCIETY

Over 50? ("seasoned?") Like to stretch your mind? Enjoy intellectual discussions?

Omniole Society South Bay Study/Discussion Groups may be just the thing for you. Groups meet every other week for 2 hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Interested? Plan to attend an orientation meeting:

Thursday, January 9, 2-4pm, Harbor Terrace Retirement Center, 435 W. 8th St., San Pedro

Thursday, January 16, 1:30-3:30pm, Peninsula Center Library, 650 Deep Valley Dr., Palos Verdes Peninsula

Thursday, January 23, 1:30-3:30 pm, Redondo Beach Community Resource Center, 320 Knob Hill, Redondo Beach, Room 7

Phone 310/373-7993 or 310/541-1397

# Business & Management

## Business & Management

### 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 (310) 516-3741.

### SPRING 1992 COURSE OFFERINGS

#### Construction Project Management

Seq No: 05-011-0979 3.0 CEUs

The integration of total construction management at the project level. Project planning, budgeting and scheduling, resource allocations and leveling, analysis of construction operations using critical path methods, time cost optimization, project control, review of available network modes for construction managers.

##### Ted Wendland

- > 10 mtgs: Tue Feb 11 - Apr 14  
6 - 9pm  
CSUDH campus, Rm TBA  
\$130

#### Accounting for the Construction Industry

Seq No: 05-011-0975 3.0CEUs

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.

##### William J. Stinde

- > 10 mtgs: Wed Feb 12 - Apr 15  
6 - 9pm  
CSUDH campus, Rm TBA  
\$130

#### Estimating and Bidding

Seq No: 05-011-0976 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.

##### Tim Finn

- > 10 mtgs: Thu Feb 13 - Apr 16  
6 - 9pm  
CSUDH campus, Rm TBA  
\$130

### The Faculty

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

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

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

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

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

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

**Timothy John Finn**, Engineer, Ollman's Construction Corporation

## **Certificate Program in Production & Inventory Control**

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

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

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

### **REQUIREMENTS**

#### **PI X319**

Introduction to Materials Management  
3 ext units credit

#### **PI X320**

Inventory Management & Master Planning  
3 ext units credit

#### **PI X321**

Materials Requirements Planning and Purchasing  
3 ext units credit

#### **PI X322**

Capacity and Priority Management  
3 ext units credit

#### **PI X324**

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

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

On-site programs can be developed by calling Scott MacKay at (310) 516-3741.

For more information, or a free brochure about the program, please call CSUDH, Extended Education at (310) 516-3741.

## **Introduction to Materials Management**

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

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

> 13 mtgs: Thu, Jan 9 - Apr 2  
6:30 - 10pm  
CSUDH campus, SAC B106  
\$270

> \* 13 mtgs: Tue Jan 7 - Mar 31  
4 - 7:30p:m  
CSUDH campus, ERC E133  
\$270

## **Inventory Management and Master Planning**

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

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

> 13 mtgs: Tue, Jan 7 - Mar 31  
6:30 - 10pm  
CSUDH campus, SAC B106  
\$270

## **Materials Requirements Planning and Purchasing**

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

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

> 13 mtgs: Thu, Jan 9 - Apr 2  
6:30 - 10pm  
CSUDH campus, SAC B110  
\$270

## **Capacity and Priority Management**

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

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

> 13 mtgs: Tue Jan 7 - Mar 31  
6:30 - 10pm  
CSUDH campus, SAC B110  
\$270

## **Just-In-Time/Total Quality Control**

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

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

> 13 mtgs: Thu Jan 9 - Apr 2  
6:30 - 10pm  
CSUDH campus, SAC B112  
\$270

> \*13 Mtgs: Thu Jan 9 - Apr 2  
4 - 7:30pm  
CSUDH campus, ERC E - 133  
\$270

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

Ask your company to contact Warren Ashley, Director of CSUDH Distance Learning at (310) 516-3741. for further information.

## **Master of Science Quality Assurance (MSQA)**

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

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

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

### **Spring Courses:**

#### **Advanced Probability and Statistics**

**Prerequisite:** *undergraduate calculus, probability and statistics*

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

**48090 QAS 510-71 3 sem units credit  
D. Gill**

- > 14 mtgs: Mon Jan 27 - May 11  
4-7pm  
Corona USN-NWAC (Check with Scott MacKay for directions on base: 310/516-3741)  
\$363

#### **Advanced Experimental Design**

**Prerequisite:** *QAS 510*

Analysis of statistical experimental design strategies. Planning of experiments for the best strategy and objectives.

**34565 QAS 514-71 3 sem units credit  
D. Dunahay**

- > 14 mtgs: Mon Jan 27 - May 11  
4-7pm  
Corona USN NWAC  
\$363

#### **Reliability**

**Prerequisite:** *QAS 510*

An overview of reliability including mathematics, distribution, and their interrelationships to study predictions, confidence assessment and system reliability. The emphasis is on practical applications for product or system design.

**48160 QAS 512-71 3 sem units credit  
A. Golant**

- > 14 mtgs: Fri Feb 1 - May 15  
11am - 2pm  
CSUDH campus, Rm ERC E-133  
\$297

**00092 QAS 512-79 3 sem units credit  
A. Golant**

- > 14 mtgs: Fri Feb 1 - May 15  
11am - 2pm  
CSUDH campus, Rm ERC E-133  
\$387 (additional \$90 fee for those taking course via television.)

#### **Measurement and Testing Techniques**

An in-depth discussion of equipment, principles and techniques of measurement assurance.

**28000 QAS 516-71 3 sem units credit  
E. Watson**

- > 14 mtgs: Mon Jan 27 - May 11  
1-4pm  
Corona USN NWAC  
\$363

#### **Special Topics By Directed Study: Quality Assurance Applications**

**Prerequisite:** *completion of 18 units toward degree.*

A course of study designed cooperatively by student and instructor, and approved by the Regional Program Director, in which the student will apply quality assurance theory and principles to a particular occupational setting relevant to his/her professional interest and aspirations. Examples include the following: Food manufacturing and processing, chemical and pharmaceutical products, aerospace industries, consumer industries. Additional topics can be developed to meet student needs.

**55786 QAS 595-71 3 sem units credit  
E. Watson**

- > 14 mts: Mon Jan 27 - May 11  
9:30 - 11am  
Corona USN-NWAC (Check with Scott MacKay for directions on base: 310/516-3741)  
\$363

## A Tax Class for Landlords

Seq No: 05-022-0578 Noncredit

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

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

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

- 1 mtg: Wed Feb 26  
6 - 10pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$40 (includes materials)



## Certificate Program in Manufacturing Supervision

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

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

### CERTIFICATE REQUIREMENTS

#### Introduction to Materials Management

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

PI X319 3 ext units credit

#### Quality Management in the Industrial Environment

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

APS X270 3 ext units credit

## Work Standards in Industrial Operations

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

APS X272 3 ext units credit

## Statistical Process Control

**Prerequisite: MAT 131**

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

APS 303 3 sem units credit

## Spring 1992 INTRODUCTION TO MATERIALS MANAGEMENT

PI X319 3 ext units credit

- 13 mtgs; Thu Jan 9 - Mar 26  
6:30 - 10pm  
CSUDH campus, SAC B106  
\$270

or

- 13 mtgs: Tue Jan 7 - Mar 24  
4 - 7:30pm  
CSUDH campus, ERC E-133  
\$270

## Quality Management in the Industrial Environment

APS X270 3 ext units credit

- 13 mtgs: Mon Jan 6 - Mar 30  
(no class 1/20/93)  
4 - 7:30pm  
CSUDH campus, ERC E-133  
\$270 (\$360 if over television)

Companies desiring information on the ITFS network or live on-site programs should call (310) 516-3741. Additional \$30 per credit unit if course is taken over television.

## 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 (310) 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.

### Time Management

Seq No: 05-061-0982 .6 CEUs

Learn to identify time wasters and how to avoid them, apply strategies for setting goals and assigning priorities, and recognize ideas on accomplishing the vital few versus the many trivial tasks. Also, each will consider key organizational and delegation skills to improve the use of time, apply the "blocking concept" to plan time effectively and complete evaluation instruments to self-test and score case study analysis of real situations in time management and skill-building to reduce interruptions and improve team-building attitudes. Participants can immediately apply time-saving ideas from the 300+ presented.

- 2 mtgs: Mon Feb 3 & 10  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes binder and materials

### Understanding & Coping with Different Leadership Styles

Seq No: 05-061-0983 .6 CEUs

Learn the essence of leadership and how to recognize the five styles, how to apply coping skills for effective response, how to be flexible, and how to develop your own leadership style. Participants can become personally flexible in recognizing differences in people's "styles" and relate to different styles of the boss, subordinates, customers and contemporaries.

- 2 mtgs: Mon Feb 24 & Mar 2  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes materials

### Productivity Motivation

Seq No: 05-061-0984 .6 CEUs

Learn to understand why every employee needs to be motivated and recognize the key elements and supervisor actions recommended by Fredrick Herzberg, Abraham Maslow, Douglas McGregor and Blake-Mouton. Utilization of the strengths of both the formal and informal organization, the application of actions that put motion into motivation and the "self-fulfilling prophecy" concept will be discussed. Traditional vs. emergency concepts, specific productivity "empowerment" of employees and teams, and the development of personal skills in creating a self-motivating work environment will be considered.

- 2 mtgs: Mon Mar 16 & 23  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes materials

### Legal Aspects of Supervision I

Seq No: 05-061-0985 .6 CEUs

Learn to understand legal aspects such as Federal and State Laws covering protected classes, current immigration laws regarding employment, what to say and what to avoid saying in an employment interview, including legal and illegal pre-employment questions. Proper structure of a correct job order ad, employee requisitions and using the job description and application form in the employment interview will also be covered. Difficult aspects such as how to legally reject an applicant, how to interview a handicapped person, and how to cope with pregnancy, AIDS and life-threatening diseases in the workplace will be discussed.

- 2 mtgs: Mon Mar 30 & Apr 6  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes materials

### Legal Aspects of Management Actions II

Seq No 05-061-0986 .6 CEUs

Such issues as sexual harassment and the complete Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions as the correct response to harassment claims will be detailed. How to utilize "Due process" and "Just cause", avoiding age discrimination and wrongful discharge suits, appraisal interviews, drug abuse, termination and crisis firing situations. Also, view a company industrial case history on EEO laws.

- 2 mtgs: Mon Apr 13 & 20  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes materials

CONTINUED ON NEXT PAGE.....

## Positive Discipline Strategies

Seq No: 05-061-0987 .6 CEUs

Learn how discipline can be a positive experience to change behavior, and why employees do not perform, how to recognize problems requiring discipline, and how to dispense discipline which is perceived as fair. Also, how to work closely with personnel and senior management, how to document each step of the discipline program, how to utilize discipline action checklists, and how to handle routine and crises discharge situations will be covered. A case study in handling absenteeism will be presented.

- 2 mtgs: Mon Apr 27 & May 4  
7 - 9:30pm  
CSUDH campus, SAC 1106  
\$85 includes materials

## To be offered Fall, 1992

- Introduction to the Role of a Supervisor
- Communication Skills for Supervisors
- Interviewing Skills for Supervisors
- Performance Evaluation Techniques
- Discipline Strategies and Practices
- Coping with Stress and Conflict

## Real Estate Certificate Program

### THE PROGRAM

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

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

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

On-site programs can be developed by calling Frances Bavaro at (310) 516-3741.

For more information or a complete brochure about the program, call Extended Education at (310) 516-3741.

## Real Estate Principles

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

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

- 10 mtgs: Sat Feb 8 - Apr 11  
9am-1:30pm  
CSUDH campus, SCC D154  
\$270

## Real Estate Law and Legal Aspects of Real Estate

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

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

- 10 mtgs: Sat Feb 8 - Apr 11  
9am - 1:30pm  
CSUDH Campus, SCC E145  
\$270

## Foreclosures in California

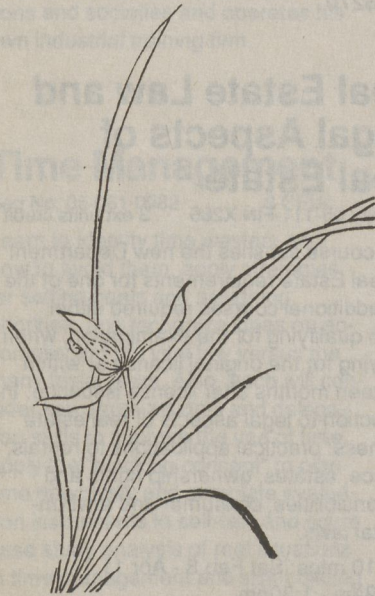
Seq No: 05-111-0501

Noncredit

Today's home foreclosures are at nearly a 50-year high. Statewide there were 130,000 defaults last year. \$1,000 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 and financing.

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

- 1 mtg: Sat Apr 25  
10am - 5pm  
Redondo Beach Community Resource Center, Rm 8  
\$80 (plus \$15 materials fee payable to the instructor in class)



### 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.

## Marketing and Public Relations

### Increasing Your Business Profits through Positive Public Relations

Seq No: 05-091-0562

Noncredit

Designed for any organization, large or small, this intensive workshop provides you with the practical tools to help you exert a powerful, positive impact on the people who make your business profitable. Through professional instruction and one-on-one guidance, you'll compile a 25-page guidebook, including a specific, step-by-step plan of action designed to build successful relationships with your publics -- from customers to suppliers to employees.

**Stephen J. Stirling**, president of Stirling communications

- 1 mtg: Sat Mar 28  
9am - 4pm  
Redondo Beach Community Resource Center, Rm 7  
\$65

### Business Communications Your Key to Success in the Marketplace

Seq No: 05-091-0572

Noncredit

In today's business world, communications relate directly to profit. Think about it. Skillful communication gets funding, makes contacts, closes deals, earns promotions, soothes employee fears, and strokes the egos of upper level management. A blend of established principles together with hard, practical applications, this comprehensive workshop will help you master the art of business communications. In-depth topics include:

- Effective interpersonal relationships
- Successful negotiations and sales presentations
- Diffusing emotional powderkegs
- Polishing writing, verbal & public speaking skills
- Cultivating quality leadership abilities

**Stephen J. Stirling**

- 1 mtg: Sat Feb 29  
9am - 4pm  
Redondo Beach Community Resource Center, Rm 8  
\$65

### How to Set Up and Market Your Own Seminar

Seq No: 05-091-0617

Noncredit

Earn a healthy income selling your know-how to others. Or learn to convey knowledge to clients or prospective customers. Seminar 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 seminar titles should include, promotional strategies, why 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 guide sheets 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** has 1,200 articles in print; offers 120 seminars annually about writing, speaking and publishing; speaks nationwide to conventions and professional associations; is a member of the American Society for Authors and Journalists, the National Speakers Association, and the Publishers Marketing Association, and has written *The Travel Writer's Guide*, *The Writer's Guide to Query Letters and Cover Letters*, *How to Sell More Than 75% of Your Freelance Writing*, *Self-Publishing to Tightly-Targeted Markets*, *Empire-Building by Writing and Speaking*, *Speaking for Money* (with Mike Frank), and *Ten Sales From One Article Idea*. The first four books were Writer's Digest Book Club selections.

- 1 mtg: Tue Mar 18  
6 - 10pm  
Redondo Beach Community Resource Center  
Rm 8  
\$45 (includes workbook)



## How to Advertise and Promote Your Small Business

Seq No: 05-091-0516

Noncredit

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

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

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

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

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

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

- 1 mtg: Sat Mar 21  
8:30am - 12pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$50

## Designing Effective Ads For More Sales

Seq No: 05-091-0518

Noncredit

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

If not, you need this seminar!

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

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

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

### Reece Franklin

- 1 mtg: Sat Mar 21  
1:30 - 5:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$50

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

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

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

Open University is for you if you:

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

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

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



## 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.



## Training for World Class Performance

Seq No: 12-040-0559 Noncredit

This course distills the hundreds of "new" operational techniques into a precise functional system that will maximize bottom line results by creating a win/win scenario for the company and the employees.

Today's employee, management and organization is faced with a trial and error scenario in relation to operational choices. Many of these choices are proven in the business world, while many are still of a theoretical nature. This course identifies the "box of state of the art tools" and shows you how to use them to your advantage.

The topics to be presented include:

- Creating a win/win scenario
- Successful organization secrets
- Just in Time training
- Overcoming paradigms
- Communication matrices
- Simple statistics
- Your customer
- Scientific problem solving and planning techniques
- High performance teams
- Simplified Hoshin Planning

**Jack Escover, M.B.A.**, has over 20 years experience in Operations Management involving the promotion of hundreds of people via both the committee and subjective evaluation process.

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

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

Seq No: 05-996-0581 Noncredit

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

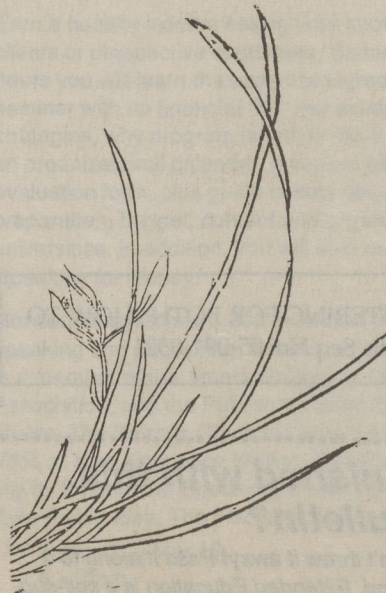
Whether you are just getting started or you own an established business, the basic bookkeeping terms and concepts you will learn can help you run the enterprise more efficiently.

You will learn how to maintain records of:

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

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

- > 1 mtg: Wed Mar 11  
6 - 10pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$55 (workbook included)



## Starting and Operating a Successful Mail Order Business

Seq No: 05-091-0563 Noncredit

Launching a successful mail order business requires an aptitude for merchandise selection, a knowledge of markets, organizational ability, some capital investment, and time. This workshop is for persons interested in supplementing their income, starting a business, or who find it necessary to work out of their home. Companies interested in expanding distribution through mail order sales will also find this a valuable seminar.

Topics include:

- Money management
- Customer knowledge
- Finding merchandise and service
- Product testing
- Advertising
- Media selection
- Record-keeping

Required textbook: *Mail Order Made Easy*

**Howard Goldsmith, MIM**, president, Intercontinental Trade Specialists; instructor, international trade, consultant and author of *Import/Export: a Guide to Growth, Profits and Market Share*.

- > 1 mtg: Sat April 25  
9am - 4pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$60 (plus \$21.35 materials fee payable to the instructor in class)

## Organize Your Office

Seq No: 05-041-0563 Noncredit

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

**David Westerfield.**

- > 1 mtg: Wed Mar 18  
6 - 9pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$45 (workbook included)

## Small Business Workshops

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

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

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

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

## Having What it Takes to Be an Entrepreneur

Seq No: 05-996-0528 Noncredit

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

**Yoram Neumann**, Professor of Management, Dean, School of Management.

- > 1 mtg: Sat Mar 21  
9am - 12pm  
CSUDH campus, Rm TBA  
\$75

## Legal and Financial Basics

Seq No: 05-996-0529 Noncredit

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

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

- > 1 mtg: Sat Mar 21  
1 - 4pm  
CSUDH campus, Rm TBA  
\$75

## Preparing the Business and Marketing Plan

Seq No: 05-996-0530 Noncredit

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

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

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

## Market Your Small Business Successfully

Seq No: 05-996-0531 Noncredit

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

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

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

## Bookkeeping Basics for the Small Business

Seq No: 05-996-0532 Noncredit

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

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

- > 1 Mtg: Sat Apr 4  
9am - 12pm  
CSUDH campus, Rm TBA  
\$75

## Financial Analysis for the Small Business

Seq No: 05-996-0533 Noncredit

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

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

- > 1 mtg: Sat Apr 4  
1 - 4pm  
CSUDH campus, Rm TBA  
\$75

## Managing the Small Business

Seq No: 05-996-0534 Noncredit

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

**Bryant Mills**, Professor of Management.

- > 1 mtg: Sat Apr 11  
9am - 12pm  
CSUDH campus, Rm TBA  
\$75

For further information, contact the Office of Extended Education, (310) 516-3741.

## Importing and Exporting An In-depth Guide

Seq No: 05-131-0554 Noncredit

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

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

Topics include:

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

Expert guest speakers will provide additional information.

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

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

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



## Gift Baskets: Presents for Profit

Seq No: 13-040-0572 Noncredit

If you have a flair for creativity and marketing techniques, you 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;

- Pricing your baskets
- The best and most cost-effective marketing techniques
- Getting those corporate accounts

**Patricia McNaughton**

- 1 mtg: Sun Mar 8  
11:30am - 2:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$35 (plus \$8 materials fee for the  
guide payable to the instructor in  
class).

## The Art of Making Gift Baskets

Seq No: 13-040-0574 Noncredit

Christmas, birthdays, weddings! The year is full of special occasions when people search, often in vain, for that "perfect gift." You can create your own works of art by designing and producing various kinds of gift baskets, each with a special theme. Learn the tricks and techniques to build beautiful, economical and memorable baskets for friends, family or even your own enterprise. List of students materials will be sent upon registration.

Topics include:

- Where to find the inventory you'll need
- How to assemble a gift basket
- Interesting and unusual theme ideas

**Patricia McNaughton**

- 1 mtg: Sun Mar 8  
3-5:00pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$30 (plus \$8 materials fee for the  
guide payable to the instructor in class)

Enroll in both courses for only \$55! Seq No 13-040-0576

**Instructor Patricia McNaughton** .During 25 years in the business she has founded five companies. As a consultant and speaker she presents over 100 seminars internationally each year on business opportunities and has authored several books and audiotapes.

## Discover Easy Money Strategies for Retirement

Seq No: 04-043-0555 Noncredit

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

Topics to be covered include:

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

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

**Ruth McHale and Regina McKernan**, Financial Consultants, Financial Network Advisory Corporation.

- 3 mtgs: Wed Mar 25, Apr 1, 8  
7:30 - 9:30pm  
Redondo Beach Community Resource Center, Rm 8  
\$35 or \$45 per spousal couple

## Technical Writing Certificate Program

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

### Writing Technical Instructions

Seq No: 06-041-0906 3 CEUs

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

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

- 10 mtgs: Wed Feb 12-Apr 15  
6:30 - 9:30pm  
CSUDH Rm SAC 1108  
\$130

### Advanced Technical Writing Topics

Seq No: 06-041-0907 3 CEUs

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

**Tom Moran**

- TO BE OFFERED JUNE 1992

### Technical Writing Fundamentals

Seq No: 06-041-0905 3 CEUs

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

**Tom Moran**

- TO BE OFFERED FALL 1992

**For more information about the Technical Writing Certificate Program, contact the Office of Extended Education, (310) 516-3741.**

## Medical

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

Seq No: 12-021-0512 Noncredit

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

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

- 2 mtgs:  
Sat Apr 4, 9:30am - 4:30pm  
Sat Apr 11, 9:30am - 12:30pm  
CSUDH campus, Rm TBA  
\$90 (plus \$40 materials fee payable to the instructor in class)

### Starting a Medical Billing Service

Seq No: 12-021-0513 Noncredit

(Medical billing knowledge or Medical Insurance Billing class recommended)

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

**Terry Rowen**

- 1 mtg: Sat Apr 11  
1:30 - 4:30pm  
CSUDH campus, Rm TBA  
\$45 (plus \$22 materials fee payable to the instructor in class)

## Medical Terminology

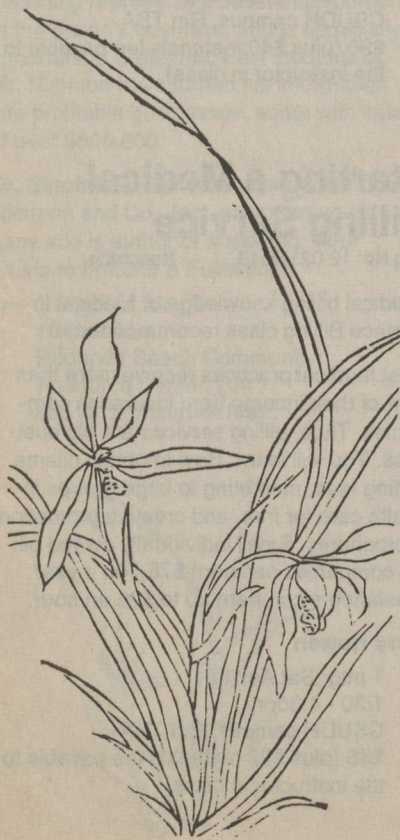
Seq No: 12-021-0535 Noncredit

This job-preparatory course is designed to familiarize those associated with or interested in medical or paramedical fields. Areas of study include the spelling, pronunciation, definitions and usage of anatomical, physiological and pathological terms applicable to all specialties of medicine. This course builds a workable medical vocabulary through the learning of Greek and Latin prefixes, suffixes, word roots and combined forms. Knowledge gained can be applied to case histories, insurance forms, transcription and all medical records.

Those students who successfully complete this course will receive a certificate award.

**Florine M. Coplan, M.A.**, has taught courses through the Los Angeles Community College District.

- 15 mtgs: Fri Jan 31 - May 15  
11am - 2pm  
Redondo Beach Community  
Resource Center, Room 7  
\$185



## Human Resources

### Computer Tools for Human Resources Management

Seq No: 07-011-0559 Noncredit

Discover how computers can help you fulfill HR management responsibilities. This course will equip you to identify HR management tasks in your organization that can be effectively automated; select from among the available computer tools those most likely to work for you; and avoid or solve common problems. Central to the course is a proven system development model that covers the steps from a preliminary needs assessment to system implementation, maintenance, and upgrading. Among the ways you'll become proficient with this model in the course is analysis of case studies that are based upon the experiences of a variety of organizations. The course is presented in the language of the HR professional, not the language of the computer specialist. Some prior experience using a computer is recommended. Enrollment limited. Early enrollment is advised.

**Bruce D. Sanders, Ph.D.**, consulting psychologist, Workgroup Associates, Vacaville, CA.

- 3 mtgs: Thu Mar 19, 6:30 - 9:30pm  
Fri Mar 20, 9am - 5pm  
Sat Mar 21, 9am - 5pm  
CSUDH campus, Rm TBA  
\$210

## Basic Payroll Training Class

Seq No: 05-061-0559 Noncredit

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

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

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

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

#### Lambert and Associates

- 1mtg: Sat Apr 11  
8:30am - 5pm  
CSUDH campus, Rm TBA  
\$95

## Special Session

### Workers Compensation

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

33165 HEA 495-71 3 sem units credit

**Robert Dickerson**

- 15 mtgs: Thu Feb 6 - May 14  
6 - 8:45pm  
Redondo Beach Community Resource Center, Rm 7  
\$297

## Waste Management

### Hazardous Waste Site Operations and Emergency Response 40 hour and 8 hour Update

This Hazwoper course is designed to comply with 29CFR 1910.120 and pending Cal/OSHA Hazardous Waste Operations requirements for Health and Safety Training. Topics include:

- Environmental law overview
- Medical surveillance
- Hazard definition
- Basic toxicology
- Hazard communication
- Site safety planning
- Air monitoring
- Respiratory protection
- Personal protective clothing
- Decontamination

All participants will receive CPR/First Aid Certification.

**Danny Gammage**, Onyx Environmental Company.

- > 40-hour: 4 mtgs: Sat Feb 8 - 29,  
7am - 7pm  
CSUDH, Rm TBA  
\$650 Seq No: 12-140-0595
- > 8-hour: 1 mtg: Sat Feb 8/15/22 or 29  
(TBA w/instructor)  
7am - 7pm  
CSUDH, Rm TBA  
\$250 Seq No: 12-140-0565



## 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** is the author of "Microcomputers: Shop with Savvy"

- > 1 mtg: Sat Mar 14  
9am - 12pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$25 (plus \$5 materials fee payable  
to the instructor)

### Computerized Bookkeeping with "Quicken" Software

Seq No: 07-022-0568 Noncredit

Automate your personal and/or small business using "Quicken" software on an IBM computer. Learn:

- How to set up expense & income accounts
- How to record & track expenses & income
- How to use a computerized check register
- How to prepare month-end expenses and income reports
- How to prepare profit & loss statements
- How to prepare a balance sheet

**David Westerfield**

- > 1 mtg: Sun, Mar 15  
9am - 3pm  
CSUDH campus, SBS A-110  
\$75

## Introduction to DOS

Seq No: 07-011-0556 Noncredit

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

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

- > 4 mtgs: Sat Feb 22 - Mar 14  
9am - 12pm  
CSUDH campus, Rm TBA  
\$145

### Introduction to WordPerfect 5.1

Seq No: 07-011-0553 Noncredit

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

**Frank Steffen**

- 4 mtgs: Sat Mar 21 - Apr 11  
9am - 12pm  
CSUDH campus, Rm TBA  
\$145

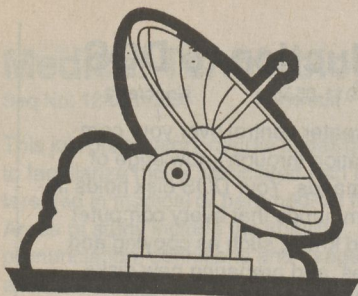
### Intro to Lotus 1-2-3

Seq no: 07-011-0552-01 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 Apr 25 - May 16  
9am - 12pm  
CSUDH campus, Rm TBA  
\$145



# CSU Dominguez Hills

## INTERACTIVE INSTRUCTIONAL TELEVISION

ITFS Channel 23 - Paragon Cable Channel 54

WINTER & SPRING 1992

### MASTER OF SCIENCE in QUALITY ASSURANCE

QAS 512 Systems Reliability (3)  
FRIDAY 11 AM - 2:00 PM Begins Jan. 31

### MASTER OF ARTS in BEHAVIORAL SCIENCE:

#### Negotiation & Conflict Management

BEH 522 Negotiation Tactics (3)  
TUESDAY 7 - 9:45 PM Begins Jan. 28

*Rebroadcast of BEH 522 w/live Q & A*  
WEDNESDAY 1 - 3:45 PM Begins Jan. 29

### PRODUCTION AND INVENTORY CONTROL CERTIFICATE

PIX 319 Introduction to Materials Management (3)  
TUESDAY 4 - 7:00 PM Begins Jan. 7 & April 7

PIX 324 Just In Time/Total Quality Control (3)  
THURSDAY 4 - 7:00 PM Begins Jan. 9

PIX 320 Inventory Management and Master Planning (3)  
THURSDAY 4 - 7:00 PM Begins April 9

### MANUFACTURING SUPERVISION CERTIFICATE

APSX270 Quality Management In The Industrial Environment (3)  
MONDAY 4 - 7:00 PM Begins Jan. 6

APSX272 Work Standards In Industrial Operations (3)  
MONDAY 4 - 7:00 PM Begins April 6

### EDUCATION

GED 520 The Teaching of English to Speakers of Other Languages (3)  
WEDNESDAY 6:30 - 9:00 PM Begins Feb. 5

*Simulcast on KLCS Channel 58*

### COMMUNITY COLLEGE INTERNSHIP CERTIFICATE PROGRAM

GED 548 Effective College Teaching (3)  
SATURDAY 9:00 AM - 5:00 PM Begins Feb. 8



# Education

## Courses for Teachers

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

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

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

Open University is for you if you:

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

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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



## 17th Annual Special Education Conference

Seq No: 08-081-X595-01 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 addresses 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, (310) 516-3524 or (310) 516-3519.

- > 2 mtgs: Fri & Sat, Mar 20 & 21  
7:30am - 5pm  
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

## Conference on the Education of Asian/Pacific Children

Seq No: 08-081-X595-02 1 sem unit credit

This two-day conference will focus on critical and current issues in the education of Asian/Pacific children. Experts on the various ethnic and cultural groups will present strategies for the classroom, especially for working with recent immigrants. A keynote address and workshops will be featured each day.

For more information on the conference, contact Dr. Doris Okada, conference director, at CSUDH, (310) 516-3524, or (310) 516-3519.

- > 2 mtgs: Fri & Sat, May 1 & 2  
7:30am - 5:00pm  
CSUDH Recital Hall (HFA A103)  
\$100 for conference registration for two days and one semester unit of degree applicable credit.  
\$50 for conference registration for two days and no credit  
\$40 for conference registration for one day and no credit.

## Community College Teaching Certificate

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

### Program Requirements:

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

### Effective College Teaching

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

#### GED 548 -71 3 sem units credit

- > 6 mtgs: Sat Feb 8, 22, 29; Mar 14, 21; Apr 4  
9am - 5pm  
CSUDH campus, Rm TBA  
\$297

### The Community College

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

#### GED 549-71 2 sem units credit

- > 4 mtgs: Sat Summer Session, TBA  
9am - 5pm  
CSUDH campus, Rm TBA  
\$198

### Independent Study: College Teaching Internship

#### GED 594-71 3 sem units credit

**Prerequisites:** GED 548 and GED 549 (may be taken concurrently); master's degree by the time the program is completed; and minimum grade of "B" in all courses in the program.

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

- > Feb 3 - May 22  
\$297

For further information contact Pattrice Sewell, Office of Extended Education, (310) 516-3741, or the Graduate Studies Office (310) 516-3308.

## Methods & Materials for Parent Education

Seq No: 011-X490-01

2 units ext 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 end 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 hours of verified field observation has been included in the thirty hours required for course credit. Written & oral reports will be required in order to verify field work.

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

- > 4 mtgs: Sat Feb 1, 8, 22 & 29 plus six hours verified field observation. For credit, all classes must be attended.  
9am - 3pm  
CSUDH campus, SAC 1104  
\$180



## 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.*



## 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 (310) 516-3741.

## SPRING 1992 SCHEDULE

### TED X355 Child, Family and Community

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

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

**Nancy DiCristina, M.A.**, Early Childhood Specialist

- > 15 mtgs: Mon Jan 27-May 18 (no class on Feb 17 & Apr 13)  
6:30 - 9:30pm  
Redondo Beach Community Resource Center, Rm 7  
\$270

### TED 425A Workshop in Teaching Methods: Creative Activities & Learning Centers for Young Children

Seq No: 08-011-X425A-01 1 ext unit credit

Planning, organizing & creating rich & creative activities & learning centers which enhance the curriculum for young children. Includes designing active learning experiences which promote decision-making, problem-solving, and individual growth.

**Joanne Sato, M.A.**, director CSUDH Child Development Center

- > 5 mtgs: Wed Feb 5 - Mar 4  
6:30pm - 9:30pm  
Redondo Beach Community Resource Center, Rm 7  
\$90

### TED 425B Workshop in Teaching Methods: Children's Literature Across the Curriculum

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

Includes the discussion of a variety of genre & the development of thematic units for curricular integration.

**J. Cynthia McDermott, Ed.D.**, Faculty CSUDH Teacher Education Department

- > 5 mtgs: Wed Mar 11 - Apr 8  
6:30 - 9:30pm  
Redondo Beach Community Resource Center, Rm 7  
\$90

### TED 425C: Workshop in Teaching Methods: Music & Movement for Young Children

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

Materials & techniques for teaching young children through music & movement. Focuses on lessons, movement games & active learning experiences for young children.

**Steven Traugh, M.A.** Movement & Music Specialist

- > 5 mtgs: Wed Apr 22 - May 26  
6:30 - 9:30pm  
Redondo Beach Community Resource Center, Rm 7  
\$90



## Bobrow Test Preparation

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

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

**Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exam, call the CSUDH Testing Office at 310/516-3909.**

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

## GRE (Graduate Record Examination) Review

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

### GRE Review for April 11 Exam

Seq No: 08-000-0503-01

- 4 mtgs: Sat Mar 14, 21, 28, Apr 4  
9am - 1pm  
CSUDH campus, SAC 1102  
\$145

## 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 18 Exam

Seq No: 05-011-0540-01

- 3 mtgs: Sat & Sun Jan 4, 5, 11  
9am - 3:30pm  
CSUDH campus, SCC E145  
\$155

### GMAT Review for Mar 21 Exam

Seq No: 05-011-0540-02

- 3 mtgs: Sat Feb 29, Mar 7, 14  
9am - 3:30pm  
CSUDH campus, SAC 1104  
\$155

### GMAT Review for June 20 Exam

Seq No: 05-011-0540-03

- 3 mtgs: Sat & Sun May 30, Jun 6, 13  
9am - 3:30pm  
CSUDH campus, SCC TBA  
\$155

## 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 8 Exam

Seq No: 08-011-0520-01

- 3 mtgs: Sat Jan 18, 25, Feb 1  
9am - 3pm  
CSUDH campus, SAC 1102  
\$135

### CBEST Review for Apr 4 Exam

Seq No: 08-011-0520-02

- 3 mtgs: Sat Mar 14, 21, 28  
9am - 3pm  
CSUDH campus, SAC 1106  
\$135

### CBEST Review for May 30 Exam

Seq No: 08-011-0520-03

- 3 mtgs: Sat May 2, 9, 16  
9am - 3pm  
CSUDH campus SAC 1102  
\$135

## 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 June 13 Exam

Seq No: 08-000-0545

- 3 mtgs: Sat & Sun May 30, 31, Jun 7  
9am - 3:30pm  
CSUDH campus, SCC TBA  
\$135

## 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 2 Exam

Seq No: 08-000-0505-01

- > 3 mtgs: Sat Apr 4, 11, 25  
9am - 12:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$95

### SAT Review for June 6 Exam

Seq No: 08-000-0505-02

- > 3 mtgs: Sat May 9, 16, 30 (no class 5/23)  
9am - 12:30pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$95

## 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 15 Exam

Seq No: 08-000-0529

- > 3 mtgs: Sun May 17, 31, Jun 7 (no class 5/24)  
9am - 3:30pm  
CSUDH campus SCC TBA  
\$155

## How to Reduce Test Anxiety & Increase Your Concentration & Memory Skills

How prepared are you for your Mid-term and Final Exams? Do you suffer from test anxiety? Have you experienced times when you could not concentrate or remember an answer to a question because you were experiencing too much stress? Learn how to reduce test anxiety with relaxation and visualization. Focus on better study habits, a keener sense of concentration and how to maintain a positive attitude about test-taking.

This workshop will be offered in March and again in May.

**Lorraine Destatte, Clinical Hypnotherapist, CT, H.A., B.A.**, is Associate Director of Statewide Nursing Admissions/Records

- > 1 mtg: Wed Mar 4  
7 to 8:30pm  
CSUDH University Center  
\$50 (includes materials)
- or
- > 1 mtg: Mon May 4  
7 - 8:30pm  
CSUDH University Center  
\$50 (includes materials)



## American Language and Culture Program

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

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

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

**For more information, telephone (310) 516-3830.**

# Health & Behavioral Science

## Certificate in Alcohol/Drug Counseling

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

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

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

### ● SEMESTER I ●

#### Intro to Alcoholism

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

AD X300 3 ext units credit

#### Intro to Counseling Techniques

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

AD X301 3 ext units credit

### ● SEMESTER II ●

#### Counseling the Individual

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

AD X302 3 ext units credit

#### Perspectives on Drug Abuse: Counseling the Substance Abuser

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

AD X303 3 ext units credit

### ● SEMESTER III ●

#### Group Counseling Techniques

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

AD X304 3 ext units credit

#### Introductory Practicum

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

AD X305 2 ext units credit

● SEMESTER IV ●

**Family Dynamics**

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

AD X306 3 ext units credit

**Advanced Practicum**

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

AD X307 2 ext units credit

**Treatment of Eating Disorders**

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

AD X308 3 ext units credit

**THE FACULTY**

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

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

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

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

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

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

**For More Information**

Call the Division of Extended Education at 310/516-3741 for a class schedule, an application or other information.

**Assessment and Treatment of Child Abuse**

Seq No: 12-140-0914 8 CEUs

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

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

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

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

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

> 1 mtg: Sat Jan 11  
8:30am - 5:30pm  
CSUDH campus, SAC 1102  
**\$45 CSUDH Students**  
**\$60 Non-CSUDH Student**

**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.*

## Preventing Destructive Behavior in Youth

Seq No: 12-140-0516 1 unit prof credit

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

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

- > 8 mtgs: Tue Feb 18 - Apr 7  
4 - 6pm  
Redondo Beach Community  
Resource Center, Rm 8  
\$85

> See related course page 6

## Treatment of Eating Disorders

Seq No: 12-223-X308 3 ext 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 multi-disciplinary approach.

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

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

- > 16 mtgs: Mon Jan 27 - May 21  
6:30 - 9:30pm  
CSUDH campus, SAC Rm TBA  
\$270

## AIDS Counseling Workshop

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

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

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

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

- > 2 mtgs: Sat Mar 28, Apr 4  
8:30am - 4:30pm  
CSUDH campus, SAC 1102  
\$45

## 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, 310/940-7655.



## Summer Session

### CSUDH 1992

two intensive sessions:

June 1- July 10

June 22 - July 31

Please send me information on CSUDH Summer Session, 1992.

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Day phone \_\_\_\_\_ Eve phone \_\_\_\_\_

Mail to Summer Session, Extended Education, SCC B141,  
1000 East Victoria, Carson, CA 90747 or call (310) 516-3741.



# Fitness & Recreation

## Fitness For The 90's

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

There are two categories for enrollment in the course:

### Full Membership

Seq No: 09-133-0510-01 Noncredit

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

\$120

### Limited Membership

Seq No: 09-133-0510-02 Noncredit

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

\$40.

## 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 to 5-hr drive from the LA area).

**Chuck Reynolds** has taught canoeing, wilderness survival, rescue skills, backpacking, scuba and skindiving for the past 18 years.

- 2 days: Sat & Sun May 2-3  
\$55 (Plus \$30 materials fee payable to the instructor)  
Advance registration is required.

## Travel Survival in the 90's

Seq no: 13-000-0522 Noncredit

Free yourself to travel the world safely and happily! By mastering the essential safety and survival principles taught in this course, you can dramatically lower your risk of falling victim. Find out:

- Which places and times to travel are safest and riskiest (not what most people think)
- Which airlines, airports, types of aircraft and seats on the plane are really safest
- How to protect yourself, your luggage, money & important documents from crime
- Medical & legal dangers and how to avoid them
- How to select the safest accommodations available
- Do's and don'ts for renting cars or using public transportation
- Special precautions for traveling alone
- Anticipating potential terrorist incidents
- Surviving hijacking & hostage situations
- Best baggage & security devices to carry
- How to dress for maximum safety

Travel safety involves more skill than luck. A must course for any business or pleasure traveler.

**Suzanne Hogsett** has traveled safely and happily to over 110 countries and 49 states over the last 30 years. She owns an itinerary planning firm, teaches travel classes at over 20 California colleges, and is author of the *Bargain Travel Resource Book*.

- 1 mtg: Thursday, Mar 5  
6:30 - 10pm  
Redondo Beach Community  
Resource Center, Rm 7  
\$40



## Pack the Perfect Suitcase ...in 10 minutes and in 10 easy steps

Seq No: 13-000-0542 Noncredit

Free yourself from the 'lug' in luggage forever. Arrive at your destination worry-free and looking great. Learn how to:

- Pick what to pack and organize it so everything stays fresh-looking
- Pack or unpack in less than 10 minutes
- Fit everything you need for most any trip into one small carry-on suitcase
- Select the best suitcases and travel organizers for you

Lots of innovative travel tips included too. A fun class. Free handout includes a comprehensive packing list

### Suzanne Hogsett

- > 1 mtg: Sun Mar 8  
2 - 5pm  
Redondo Beach Community Resource Center, Rm 7  
\$35



# A World of Travel

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

## This year we are visiting:

 <p><b>March 7 - 21</b> <b>MOROCCO</b></p>	 <p><b>March 2 - 12</b> <b>EGYPT</b></p>	 <p><b>July 25 - Aug. 9</b> <b>EASTERN EUROPE</b></p>
 <p><b>April 2 - 16,</b> <b>July 16 - 30</b> <b>IRELAND</b></p>	 <p><b>Feb. 21 - March 6</b> <b>PATAGONIA/ CHILE</b></p>	 <p><b>July 5 - 19,</b> <b>July 19 - Aug. 2</b> <b>SOVIET UNION</b></p>
 <p><b>June 30 - July 16,</b> <b>July 23 - Aug. 12</b> <b>CHINA</b></p>	 <p><b>July 10 - Aug. 1</b> <b>AUSTRALIA</b></p>	 <p><b>June 15 - July 1,</b> <b>June 29 - July 15,</b> <b>July 27 - Aug. 12</b> <b>KENYA</b></p>
 <p><b>August 5 - 22</b> <b>BRAZIL</b></p>	 <p><b>July 28 - Aug. 8</b> <b>HAWAII</b></p>	 <p><b>July 10 - 22</b> <b>DOMINICAN REPUBLIC</b></p>
 <p><b>June 26 - July 12,</b> <b>July 10 - 26, July 24 - August 9,</b> <b>August 7 - 23</b> <b>ALASKA</b></p>	 <p><b>March 11 - 25,</b> <b>June 19 - July 3, July 3 - 17,</b> <b>July 24 - Aug. 7, August 7 - 21</b> <b>GALAPAGOS ISLANDS</b></p>	

For complete itineraries and prices write or call Extended Education, SCC B141, 1000 East Victoria, Carson, CA 90747

(310) 516-3741.

# Registration & General Information

## How and When to Register

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

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

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

**BY PHONE:** You may register by phone with your Visa or MasterCard by calling 310/516-3741, 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 310/516-3971.

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

## Confirmation/Receipts

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

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

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

## Fees

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

## Tax Deduction

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

## Refund of Fees

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

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

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

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

Refunds are granted in accordance with the State refund schedule.

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

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

### Schedule Changes

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

### Course Numbering System

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

#### Extension Credit

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

#### Special Sessions

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

#### Professional Credit

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

#### Noncredit

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

### Continuing Education Units (CEUs)

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

### Grades and Records

#### Extension Grading Procedures

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

#### Grade Reports

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

#### Transcripts

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

### Class Cancellation

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

### Change of Address

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

### Nondiscrimination Policy

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

### Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 516-3737 or the Vice President for Student Affairs at (310) 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.

## Resources for Students

### Library Services

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

### Food Court

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 4:00 p.m. The Pub is open Monday through Friday from 10:am to 11:00pm. Carl's Jr. operates Monday through Thursday from 9:00am to 9:00pm. On Fridays, Carl's Jr closes at 6:00pm.

On Saturdays, the Food Court and Pub are closed. Carl's Jr. is open from 9:00am to 3:00pm.

There is no food service on Sundays.

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. - 2 p.m. For further information, please call (310) 516-3814.

### Parking

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

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

### Textbooks

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

## Open University

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

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

Spring semester classes begin January 25. 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..

**For a complete Open University schedule of classes, please call (310) 516-3741.**

## Extended Education Staff

**Dean, Extended Education**  
*Margaret Gordon, Ph.D.*  
310-516-3737

**Associate Dean**  
*Gary R. Levine*  
310-516-3737

**Secretary to the Dean**  
*Teresa J. Stevens*  
310-516-3737

**Director, American Language and Culture Program**  
*Debra Jonas, Ph.D.*  
310-516-3830

**Director, The Center for Training and Development**  
*Scott MacKay*  
310-516-3741

**Director, Distance Learning**  
*Warren Ashley, Ph.D.*  
310-516-3747

**Director, Extension Programs**  
*Frances H. Bavaro*  
310-516-3741

**Director, Marketing and Promotion**  
*Karen P. Blank*  
310-516-3737

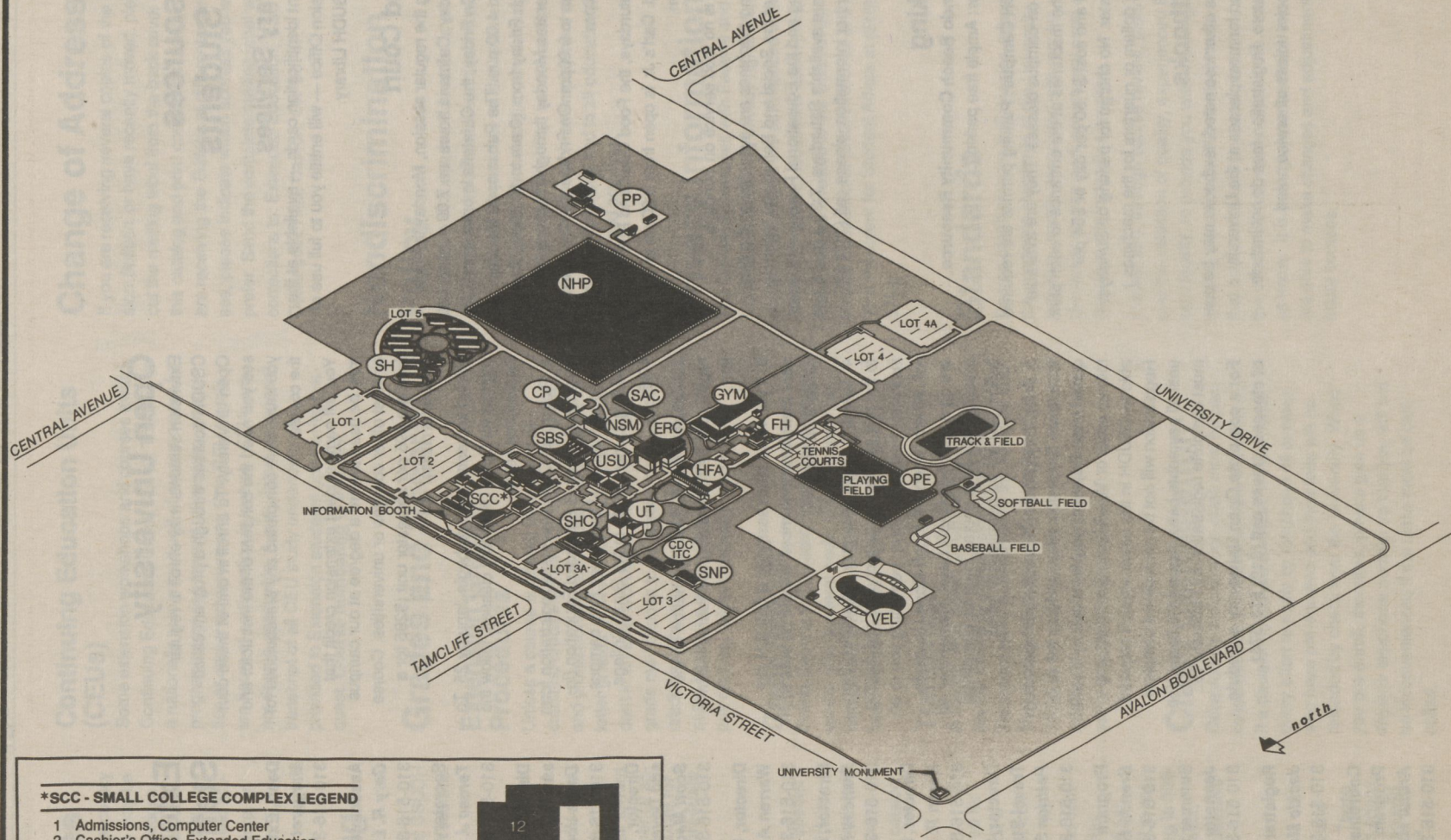
**Director, Special Sessions and Travel Study**  
*Patrice Sewell*  
310-516-3746

**Program Assistant and Office Manager**  
*Brenda Blow*  
310-516-3741

**Summer Sessions Program Assistant**  
*Jeanette Gimenez*  
310-516-3746

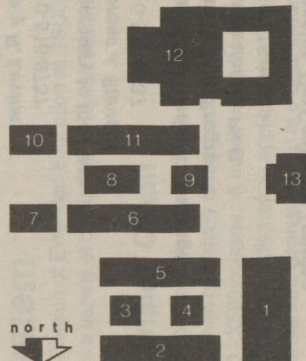
**Registrar**  
*Jackie McKenzie*  
310-516-3741

**Coordinator, Humanities External Degree Program**  
*Arthur Harshman, Ph.D.*  
310-516-3743



**\*SCC - SMALL COLLEGE COMPLEX LEGEND**

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



**UNIVERSITY GENERAL LEGEND**

- |  |  |
|--|--|
| CDC - CHILD DEVELOPMENT CENTER   | SAC - SOUTH ACADEMIC COMPLEX   |
| CP - CENTRAL UTILITY PLANT   | SBS - SOCIAL AND BEHAVIORAL SCIENCES   |
| ERC - CAIN EDUCATIONAL RESOURCES CENTER  | School of Management   |
| Central Administration Offices, Instructional Media, Learning Assistance Center, Library, TV Studios | School of Social and Behavioral Sciences   |
| FH - FIELD HOUSE   | Shinwa Japanese Garden   |
| GYM - GYMNASIUM  | SCC - SMALL COLLEGE COMPLEX (See legend at left)   |
| HFA - HUMANITIES AND FINE ARTS   | SH - STUDENT HOUSING (Pueblo Dominguez)  |
| School of Humanities and Fine Arts   | SHC - STUDENT HEALTH CENTER  |
| School of Education  | Disabled Students Center, Health Programs and Psychological Counseling, Veterans Affairs |
| ITC - INFANT TODDLER CENTER  | SNP - STATEWIDE NURSING PROGRAM (Temporary)  |
| NHP - NATURAL HISTORY PRESERVE   | USU - DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION                          |
| NSM - NATURAL SCIENCES AND MATHEMATICS   | UT - UNIVERSITY THEATRE  |
| School of Science, Mathematics and Technology  | VEL - 7-ELEVEN OLYMPIC VELODROME   |
| OPE - OUTDOOR PHYSICAL EDUCATION   |  |
| PP - PHYSICAL PLANT  |  |
| Warehouse and Receiving  |  |

## 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)

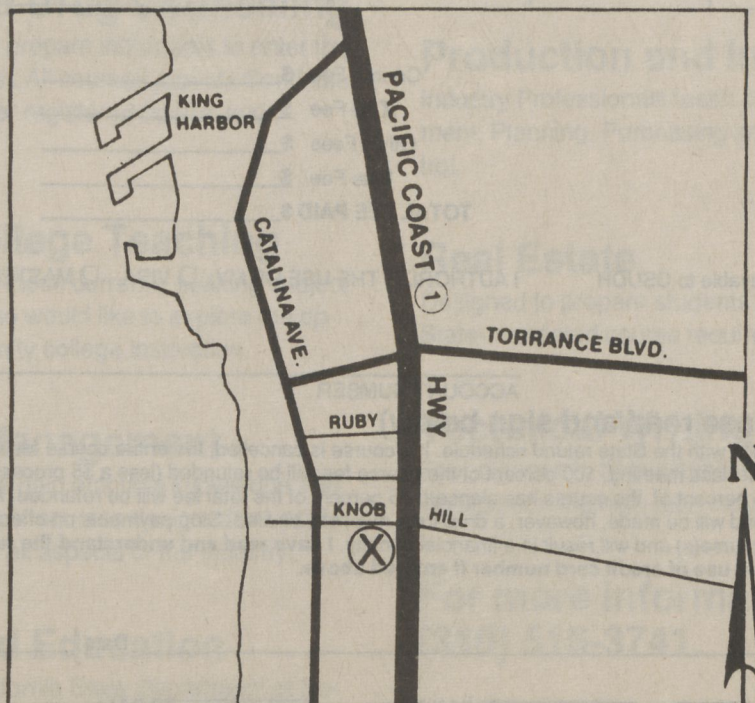
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

### 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.



# Special Sessions Registration Form

**Social Security No:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

Month/Day/Year

**Name:** \_\_\_\_\_

Last,

First,

M.I.

**Address:** \_\_\_\_\_

Street

City

State

Zip

**Telephone:** \_\_\_\_\_

Day Time

Evening

New address?  yes  no

male  female

Enrolled at CSUDH previously?  yes  no

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

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

Course Fee \$ \_\_\_\_\_

ITFS Fee \$ \_\_\_\_\_

Other Fees \$ \_\_\_\_\_

Late Fee \$ \_\_\_\_\_

**TOTAL FEE PAID \$** \_\_\_\_\_

Check/Money Order, Made Payable to CSUDH

I AUTHORIZE THE USE OF MY:  VISA  MASTERCARD

ACCOUNT NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_

**REFUND POLICY (Please read and sign below)**

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however, a drop form must still be filed. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. **I have read and understand the rules regarding the refund policy and I authorize the use of credit card number if entered above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HOW TO REGISTER**



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



**FAX TO:**  
 EXTENDED  
 EDUCATION  
 (310)516-3971.



**CALL:**  
 EXTENDED  
 EDUCATION  
 OFFICE,  
 (310)516-3741





# Certificate Programs

## Professional Certificate Programs

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

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

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

Each series of courses:

- *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*

## Alcoholism and Drug Counseling

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

## Community College Teaching

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

## Construction Management

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

## Early Childhood Education

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

## Effective Supervision

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

## Small Business Workshops

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

## Manufacturing Supervision

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

## Orthotics

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

## Production and Inventory Control

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

## Real Estate

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

## Technical Writing

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

**For more information:  
(310) 516-3741.**

# Index

## ABCD

AIDS Counseling Workshop . . . . .	30
Alcohol&Drug Counseling . . . . .	28
American Language & Culture Program .....	03
Art of Making Gift Baskets . . . . .	18
Assessment&Treatment of Child Abuse . . . . .	29
Basic Payroll Training . . . . .	20
Beginning Calligraphy . . . . .	03
Beginning Guitar Workshop . . . . .	05
Bobrow Test Preparation . . . . .	26
Business Communications . . . . .	14
Canoeing the Topock Gorge . . . . .	31
Chamber Music Workshop . . . . .	05
Children's Lit Across Curriculum . . . . .	25
Community College Certificate . . . . .	24
Computerized Bookkeeping with Quicken software . . . . .	21
Computer Tools for Human Resource Management . . . . .	20
Conference on Education -- Asian Pacific Children . . . . .	23
Construction Management . . . . .	08
Contemporary Guitar Workshop . . . . .	05
Conversational Spanish for Health Care Professionals . . . . .	04

Designing Effective Ads . . . . .	15
Drawing on Right Side Brain I & II . . . . .	03

## EFGH

Early Childhood Program . . . . .	25
Easy Money Strategies . . . . .	15
Effective Supervision Program . . . . .	12
Foreclosures in California . . . . .	14
Gift Baskets -- Presents for Profit . . . . .	18
Hazardous Waste Site Operations . . . . .	21
Help! Help! Computers . . . . .	21
Help! Help! Records & Numbers . . . . .	16
How to Reduce Test Anxiety . . . . .	27
How to Set Up & Market Seminar . . . . .	14

## IJKLM

Importing & Exporting . . . . .	18
Increasing Profits Through PR . . . . .	14
Intensive Comm. Spanish Beg . . . . .	04
Intensive Comm. Spanish Intr. . . . .	04
Introduction to DOS . . . . .	21
Introduction to Lotus 1-2-3 . . . . .	21
Introduction to WordPerfect 5.1 . . . . .	21
Magic Up Close . . . . .	06
Market Your Small Business . . . . .	16
Medical Insurance Billing . . . . .	19

Medical Terminology . . . . .	20
Methods for Parent Education . . . . .	25
Music Workshop for Recorder . . . . .	05

## NOPQRS

Organic Resumes . . . . .	07
Organize Your Office . . . . .	15
Pack the Perfect Suitcase . . . . .	32
Photography- Available Light . . . . .	06
Preventing Destructive Behavior . . . . .	30
Production&Inventory Program . . . . .	09
Real Estate Certificate Program . . . . .	13
Special Education Conference . . . . .	23
Starting a Medical Billing Service . . . . .	19
Starting a Mail Order Business . . . . .	16

## TUVWXYZ

Tax Class for Landlords . . . . .	11
Technical Writing Program . . . . .	19
Training - World Class Perf. . . . .	16
Travel Survival in the '90's . . . . .	31
Treatment of Eating Disorders . . . . .	30
Workers Compensation . . . . .	20
Writer's Workshop . . . . .	06
Writing From Within . . . . .	06
Writing Travel Articles That Sell . . . . .	07

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
UNIVERSITY EXTENSION REGISTRATION FORM**

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

Name

\_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.*

Address

\_\_\_\_\_ *Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip*

Telephone

\_\_\_\_\_ *Day* \_\_\_\_\_ *Evening*

Is this a new address?  yes  no  male  female

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

**COURSE INFORMATION**

\_\_\_\_\_ *Sequence No.* \_\_\_\_\_ *Course Title/No* \_\_\_\_\_ *Units* \_\_\_\_\_ *Course Fee*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total fee submitted \$ \_\_\_\_\_

**PAYMENT METHOD:**

Check/Money Order. Make check payable to CSUDH Extension

I authorize the use of my VISA/MC (circle one)

\_\_\_\_\_ *Account Number* \_\_\_\_\_ *Exp. Date*

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

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

**REFUND POLICY**

Refunds are not automatic (unless the class is cancelled); you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00 a.m. and 6:15 p.m. at least 2 working days before the course begins. You will be asked to send a written request for a refund to our office.

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be refunded. If you withdraw 2 working days prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however a drop form must still be filed. Courses of four meetings duration or less, no refund. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty.

Office Use Only	
Semester:	Sum Fall Spr (circle one)
Yr _____	
Date :	
Total Fees _____	
Grade _____	
Initial _____	

MAIL TO: CSU Dominguez Hills, Extended Education, SCC B141, 1000 East Victoria Street, Carson, CA 90747.

FAX TO: Office of Extended Education, (310) 516-3971.

FOR MORE INFORMATION CALL THE OFFICE OF EXTENDED EDUCATION, (310) 516-3741.

# Extended Education

American Language & Culture  
Program

Center for Training & Development

Certificate Programs

Distance Learning

Extension Programs

Open University

Special Sessions

Summer & Winter Sessions

Travel Study Programs



2-425



California State University  
**Dominguez Hills**

**DIVISION OF EXTENDED EDUCATION**

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Carson, CA 90747  
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