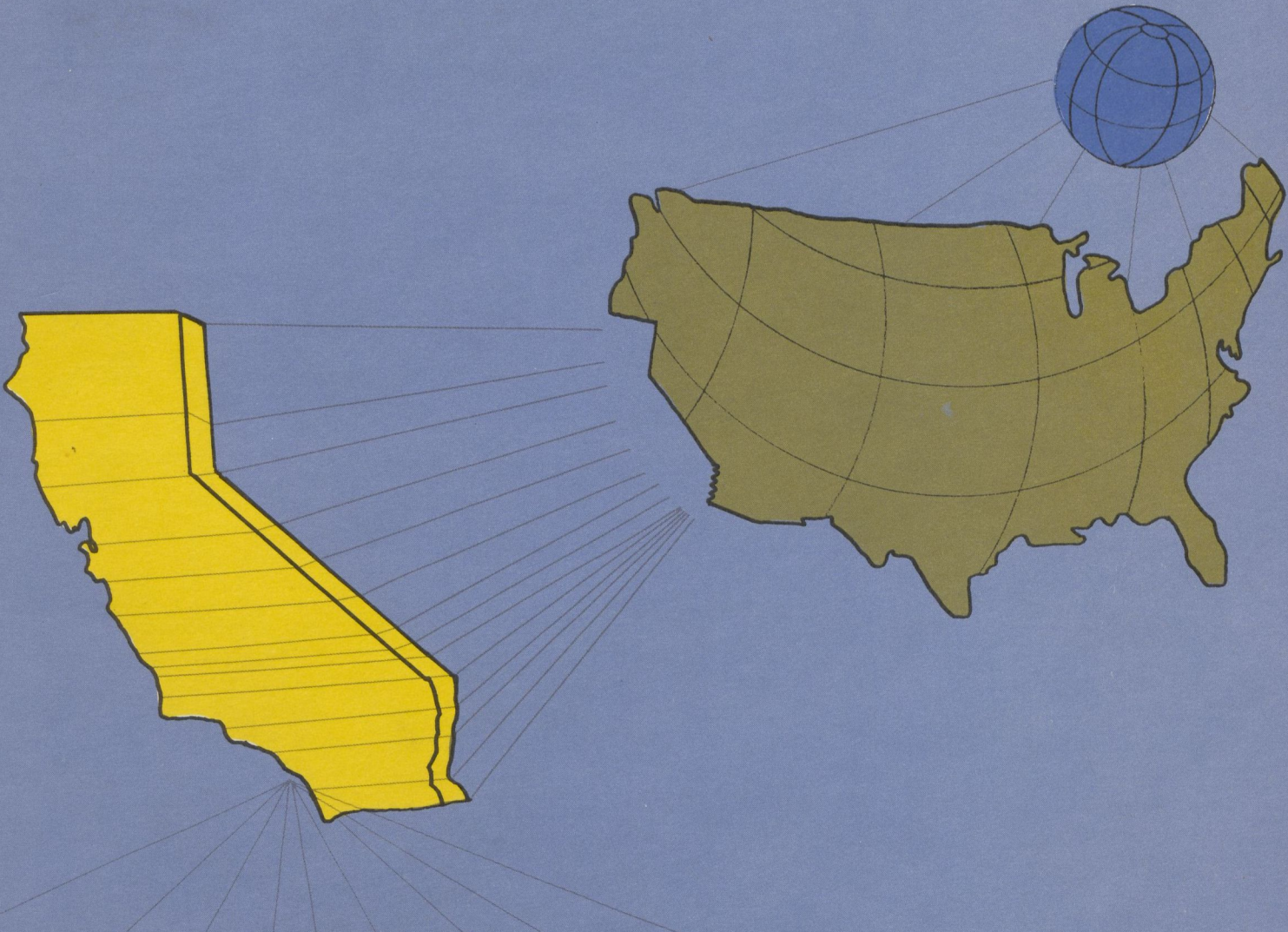


EXTENSION BULLETIN

California State University Dominguez Hills



Winter, 1982

WINTER, 1982

California State University
Dominguez Hills
Extension Bulletin



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

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

In addition, the Division offers off-campus undergraduate and graduate degrees. In the Humanities, both the bachelor's and master's degrees are offered through independent study correspondence courses. The PORTAL program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time employed student with management experience. In addition, a graduate Master of Science in Medical Technology degree is offered. For specific information on each of these programs, see page 36.

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EXTENDED EDUCATION IS A SELF-SUPPORTING
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CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS
Division of Extended Education, Carson, California 90747

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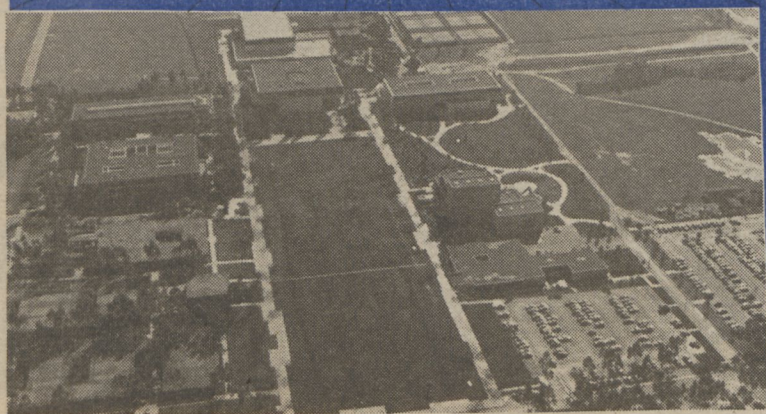
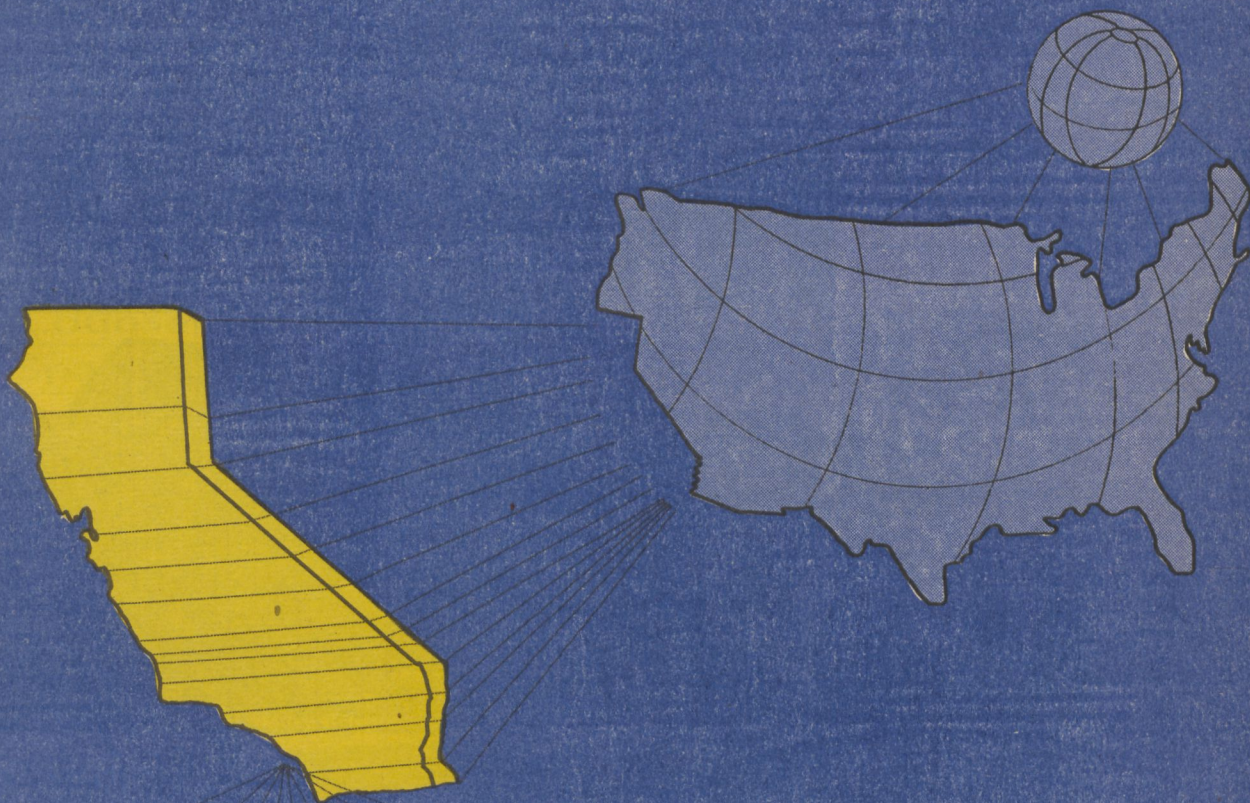
COVER DESIGN

Scott Gray
Photo by *Cliff Brown*

CALIFORNIA State University and Colleges Commission on Extended Education Statement of Quality Standards. The California State University and Colleges regards its Extended Education credit-bearing programs as integral parts of the institution. These programs are viewed as extensions of the institution's educational services and are in concert with the institution's overall mission and purpose. The programs and courses in Extended Education are expected to meet the standards of quality which the institution sets for its other programs and courses, in terms of resources, faculty, level of instruction, evaluation and support services.

EXTENSION BULLETIN

California State University Dominguez Hills



Winter, 1982

Phones to know at CSUDH

Extension Office **213/516-3741**

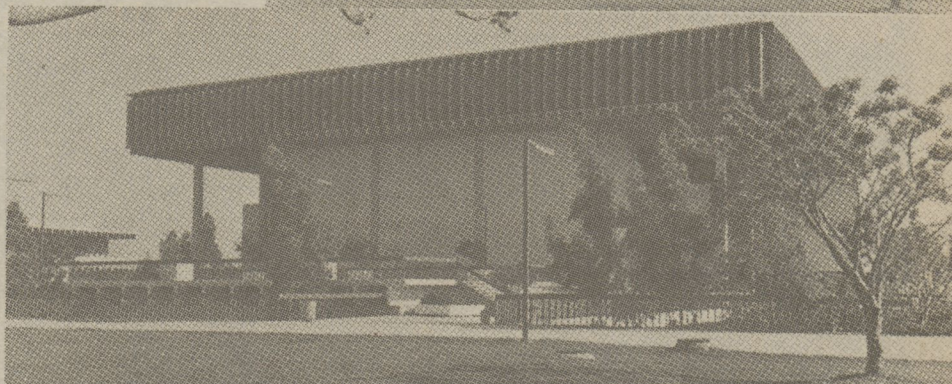
Information and Service Center **516-3696**

Theater Box Office **516-3589**

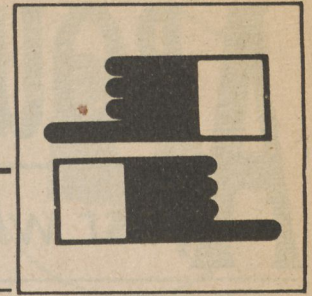
Art Gallery **516-3334**

Intellectual Life
Committee **516-3993**

Athletic Events
Information **516-3761**



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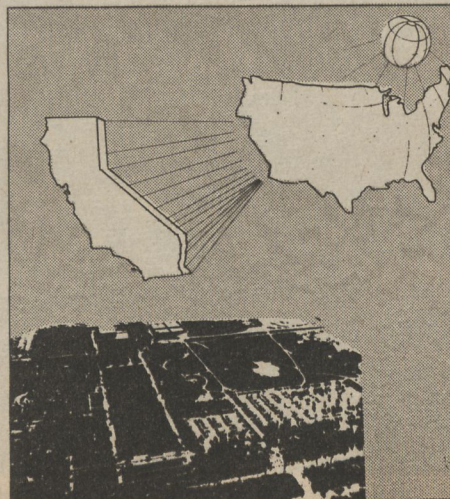


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About the cover . . .

THE COVER of this quarter's *Extension Bulletin* represents a particular view of CSUDH. Not necessarily visual, but rather the idea that no matter what it is you seek in the world, it is here at California State University Dominguez Hills. And no matter where CSUDH is located, it is everywhere.

The cover was designed and executed by Scott Gray. The photo of the campus was made by Cliff Brown.



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ABOUT CSUDH



Just what is an Urban University, anyway?

THE WOMAN was quite surprised. "I never knew this was such a beautiful campus."

"Well," she hesitated, looking a bit sheepish, "to tell you the truth, I never really knew the campus was here."

That's one of the ironies of California State University Dominguez Hills: It's easy to miss the campus, located among trees and built on multiple levels of a once-vast rancho. But from the campus you can see the world, figuratively and very nearly literally.

A figurative view of the world is available from the University as a center of the liberal arts, sciences and professional studies with all of the knowledge of the world and experience of the faculty, staff and students that is inherent in a cosmopolitan view of things.

Quite literally, from the vantage point of Dominguez Hill you can see a microcosm of the world as represented by the greater Los

Angeles basin. To the west and south are the beaches and their respective communities — Hermosa, Manhattan, Redondo, Palos Verdes — and the harbors and their communities — San Pedro and Long Beach. To the north is Compton, Watts, Gardena and the cluster of communities known as the Mid-Cities. To the east sit the bedroom communities of Lakewood, Cerritos, much of Long Beach and Orange County.

California State University Dominguez Hills is on a hilly 346-acre site nearly in the center of this diverse, exciting cosmopolitan community. But it does not merely sit on its hill as a bastion of passive education. Rather, CSUDH is a vital, active institution which reaches out into its surrounding communities to serve the needs of them.

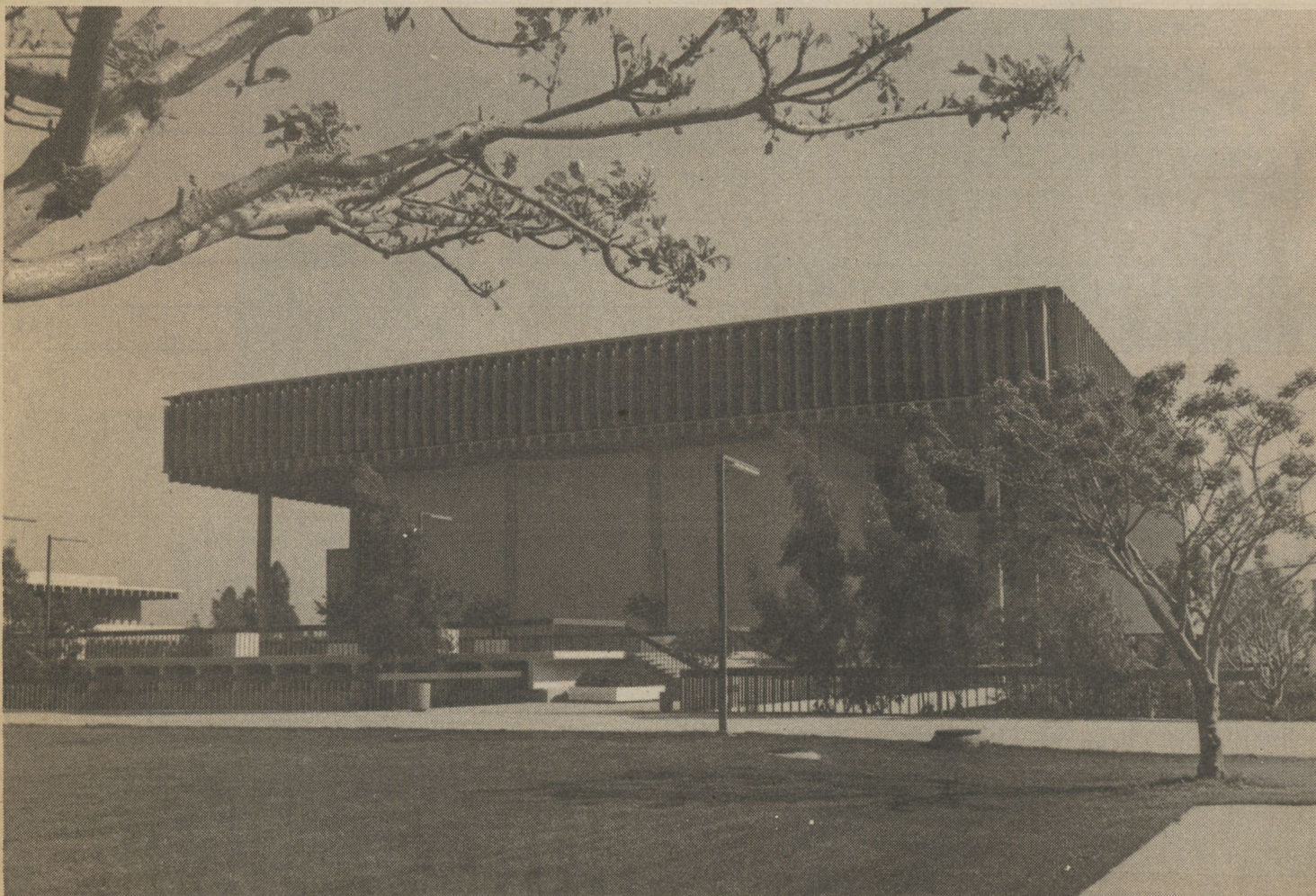
Vital to that effort is the Division of Extended Education. This *Bulletin* outlines the programs of Extended Education. As is stated

elsewhere, but which bears repeating, Extended Education is a self-supporting division of the University which reaches out into the community to serve the educational needs there.

Extended Education offers programs both on the University campus and at convenient locations throughout Southern California.

In case you, like our somewhat chagrined student mentioned at the beginning of this article, don't know exactly where CSU Dominguez Hills is located, look on page 40. You will find a freeway map to the campus and directions.

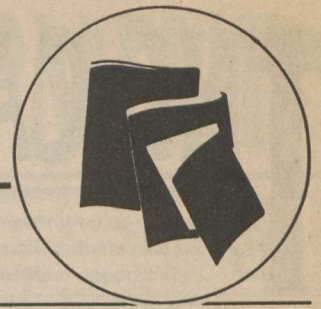
And as an indication of what kind of campus you will find when you come to CSU Dominguez Hills, throughout this *Bulletin* are photographs of the many activities, buildings and people who make California State University Dominguez Hills an interesting place to be.



THE EDUCATIONAL Resources Center serves as the University's library, instructional media services, classroom building and

administrative center. The Extension office is located on the fifth floor of the ERC in room C508 (back corridor).

CLASS NOTES



THE LOS ANGELES TIMES called our BABY DANCE class (see page 23) "An Exercise in Love" We can't think of a more succinct description.

Most people are amazed when told that Baby Dance classes really are for *babies* as young as two weeks.

Two sessions are held — one for infants two weeks old to toddler age and another for toddlers to two years old.

But the classes involve parents as much as the babies. Here's how the *Times* described it: "Six weeks out of the womb, still seeing the world as a blur, Tiffany Chiu turns tiny brown eyes up at the familiar figure moving above her: Daddy.

"Later, the positions are reversed as father lies on his back for breathing exercising and Tiffany relaxes on his chest, sharing the movement. Mother is by their side on the floor, and two other adults recline nearby

"... parents learn to 'be comfortable moving with their babies' and the children get used to rhythm and learn not to fear movement (Joan Levine, the class' instructor said)."

The article goes on to tell how the class is a combination of improvisational dance, discussion and yoga.

ANOTHER course being offered again this quarter also involves both parents and children. TODDLER UNIVERSITY, taught by Dr. Bill Puett is a chance for parents to give their children a head start both physically and intellectually.

The techniques and exercises he describes in the class also help carry the children through their formative years. In fact, Puett said, Toddler University will teach parents methods they can use with their children up to age nine and beyond.

Even though the course description refers to "old one year olds," Puett said children can begin the program up to about three years of age and still benefit.

And remember, children are welcome to accompany their parents to Toddler University at no extra charge.

The course description is on page 19.

APRIL 15 will be here before you know it and it will be time to file your tax return. You may start thinking about your tax statement now, a month from now, or you might wait until about 6:30 the evening of April 15.

Actually most experts on taxes and investing agree that you should think about taxes at least a year in advance and make arrange-

ments to get your fair share of deductions and credits.

According to a *Los Angeles Magazine* article, there are investments — and, incidentally tax deductions in some instances — that are or are not profitable now:

- *The Money Market* is safe and yields 17-18 percent — if you have \$10,000.
- *Stocks* are risky because the market is soft.
- *Strategic metals* "should be played as long-term stash-it-away-but-watch-it speculations by those who can afford to lose," *Los Angeles* says.
- *Diamonds* have been overexploited and new moves toward "deinflationary investments have tarnished investment-grade diamonds."
- *Collectibles* — forget 'em. There are just too many around for them to be very collectible any more.
- *Second mortgages* can be risky. Check out the broker very carefully.
- *Real Estate*, if you have cash, can sometimes be had at reasonable prices from homeowners unable to meet balloon payments on mortgages.



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(Incidentally, KFVB radio reported recently that because "creative financing" utilizing balloon payments began in earnest in 1979 and many of the mortgages stipulated three-year terms, this year there might be many foreclosures on homeowners unable to make balloon payments.)

- *Bonds*: Forget them.
- *Gold* will not run back up to the high 1981 levels, the *Los Angeles* experts said. Coupled with the dollar's continued strength, the bleak outlook for gold means it's not a good investment.

But you say you want to know more about investments before you try your hand at it. This quarter Gary Kuhlmann who teaches business administration at CSUDH will offer two one-day seminars dealing with REAL ESTATE INVESTMENT. The first class is a beginning workshop for the small investor and it shows you how to find low-priced properties and buy them, often with no money down. You will also learn how to make a profit on your investment and reduce your income taxes based on the latest tax law changes — all at minimum risk.

The other workshop is a beginning seminar for the small property manager which will teach you how to manage and operate real property successfully, select trouble-free tenants, avoid legal hassles and unnecessary evictions and in short make your investment less troublesome.

If real estate is the investment for you, and if you want to get into it in a big way, a syndication is the way to go. Raymond Asher, a lawyer who has taught about real estate before for CSUDH Extension will teach you exactly what a real estate syndicate is, what the tax alternatives with a syndicate are, recent laws and rulings and other details you want to know. The course is approved for five hours of real estate relicensure credit by the state of California.

All right, but what if those investments don't do you any good for this upcoming April 15?

While we do not vouch for the *Los Angeles Magazine* investments (they're presented as a matter of interest) we do have another kind of investment that will probably show you how to take some of the sting out of the tax bite: FUNDAMENTALS OF TAX PREPARATION is taught by Bob Wyche who works for the Internal Revenue Service.

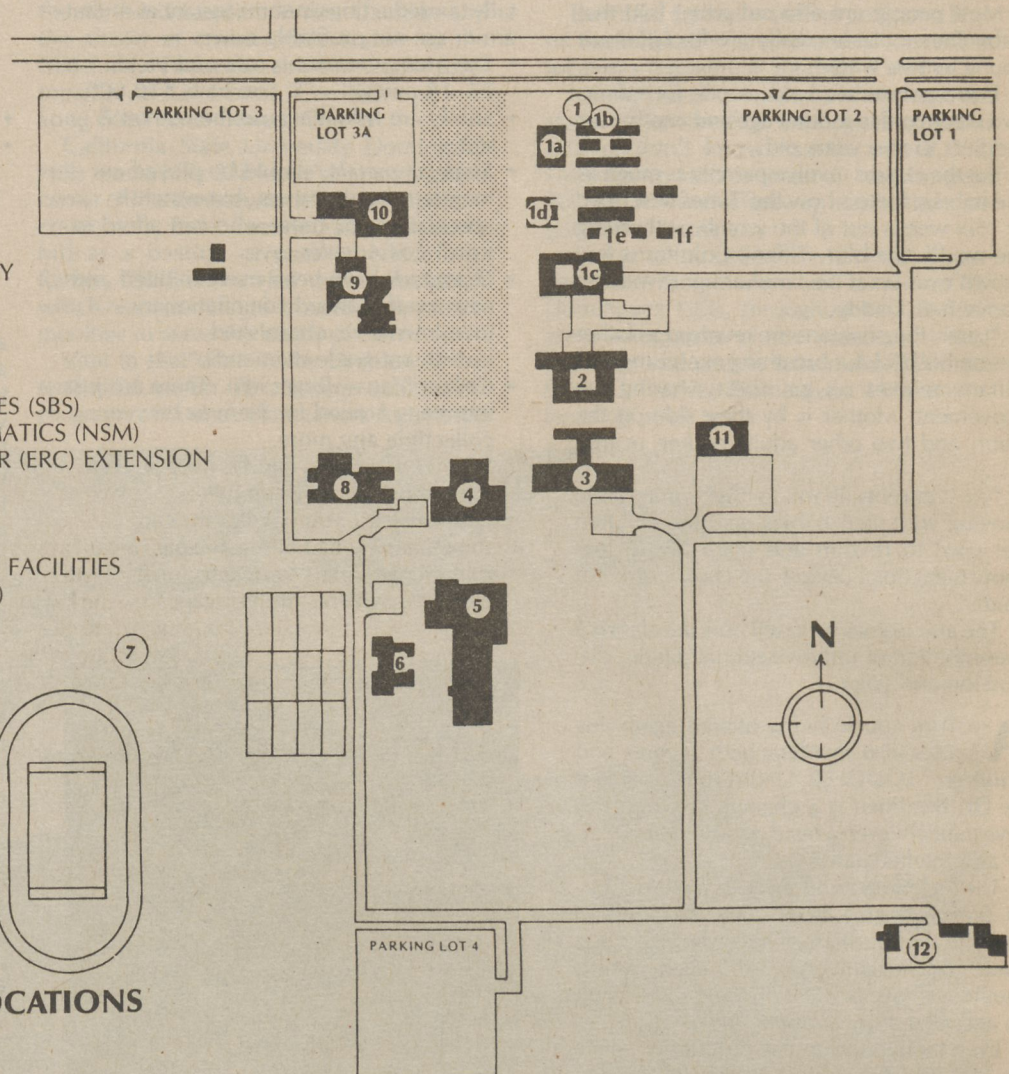
And remember, the course really won't cost you anything: it's fee is tax deductible.

The course descriptions are on page 7.

THE CAMPUS



- 1 SMALL COLLEGE (SC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c CAFETERIA
- 1d PLAYBOX THEATER
- 1e BOOKSTORE
- 1f UNIVERSITY CENTER
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 NATURAL SCIENCES AND MATHEMATICS (NSM)
- 4 EDUCATIONAL RESOURCES CENTER (ERC) EXTENSION OFFICE — ERC C508
- 5 GYMNASIUM
- 6 FIELD HOUSE (FHC)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL UTILITY PLANT
- 12 PLANT OPERATIONS



ALPHABETICAL BUILDING LOCATIONS

- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA
- 11 CENTRAL PLANT
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)
- 16 INFORMATION AND PUBLIC SAFETY
- 3 NATURAL SCIENCES AND MATHEMATICS (NSM)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 9 THEATER ARTS (UT)
- 1f UNIVERSITY CENTER

NOTE ON ROOM LOCATIONS:

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

PROFESSIONAL DEVELOPMENT

BUSINESS

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



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PLANNING YOUR FINANCIAL SUCCESS

—*You can do it* Seq.No. 65318

- Things to do:
- Set goals
 - Learn to apply tax laws to your advantage
 - Develop winning attitude about money
 - Become a financial success

This four-session course will show you the seven reasons people fail financially and how you can plan to avoid those pitfalls. You will learn how to plan your estate, about wills and trusts, probate and related topics. Through case studies you will learn how to develop a winning attitude. The course will cover investment opportunities including money market accounts, bonds, annuities, stocks, real estate, gold, oil, cattle and collectibles.

DATE: Tues, Jan 19—Feb 9
NO.MTNGS: 4 **UNITS:** Non-credit
TIME: 7–9 p.m.
FEE: \$40
LOCATION: Call Extension Office
 213/516–3741
INSTRUCTOR:
 John L. Grace, BA, account executive

BRIEFING IN REAL ESTATE SYNDICATION BUS 943

—*A workshop in an important aspect of real estate* Seq.No. 810A8

Syndication is one of the most strategic and lucrative operations in real estate. This workshop carefully explains the critical facts that agents, brokers or anyone interested in real estate needs to know when considering this form of investment.

- Key topics to be covered include:
- What is a real estate syndicate?
 - Public versus private offerings
 - Federal and state criteria
 - Tax alternatives
 - Recent laws and rulings

DATE: Saturday, February 20
NO.MTNGS: 1 **UNITS:** 0.5 CEU
TIME: 9:30 a.m.—3:30 p.m.
FEE: \$40
LOCATION: Call Extension Office
 213/516–3741

INSTRUCTOR:
 Raymond L. Asher, JD
 Raymond L. Asher is a lawyer with vast experience in the intricacies of real estate investment. In addition to this course he has taught about real estate tax, real estate exchanges, financial analysis in real estate investment and other areas of importance to the property investor.

This course is approved for five hours of State of California Department of Real Estate relicensure credit, certificate number 0231 0 07 1080 06.

FUNDAMENTALS OF TAX PREPARATION BUS 800

—*Basic Course* Seq.No. 65310

Co-sponsored with the Internal Revenue Service. This course deals with basic elements of taxation typical of the average tax return. Materials were designed by the IRS for the specific needs of new or inexperienced preparers or as a refresher course for the experienced practitioner. Emphasis will be on how to prepare individual tax returns and schedules using IRS forms. **This course is approved by the State Board of Accountancy to confer 30 hours of relicensure credit.** Topics include:

- Filing requirements, dates and status
- Exemptions
- Gross income
- Itemized deductions
- Standard deduction and computation of tax credit
- Depreciation
- Capital gains and losses
- What's new in tax law

DATE: Tuesdays, January 12–March 16
NO.MTNGS: 10 **UNITS:** 3
TIME: 6–9 p.m.
FEE: \$102 (includes materials)
LOCATION: Call Extension Office
 213/516–3741

INSTRUCTOR:
 Bob Wyche, field supervisor,
 IRS Carson office
THIS COURSE'S FEE IS TAX DEDUCTIBLE

HOW TO GET STARTED IN REAL ESTATE INVESTMENT AND PROPERTY MANAGEMENT

—*Techniques for the investor of the '80s*

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

BEGINNING COURSE FOR THE SMALL INVESTOR Seq.No. 81005

- This course teaches you how to:
- Acquire good properties with little or NO MONEY DOWN
 - Make 100% or more on your investments (rather than 6–12 percent available through most investments)
 - Take advantage of high inflation (rather than being a victim of it)
 - Start in your spare time with minimal capital
 - Minimize your risk
 - Maximize your potential (and profits)

DATE: Saturday, January 23
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9–4:30 p.m.
FEE: \$49 (includes materials)
LOCATION: CSUDH Campus, SBS A144
INSTRUCTOR:
 H. Gary Kuhlmann, PhD,
 associate professor of Business Administration, CSUDH

BEGINNING COURSE FOR THE SMALL PROPERTY MANAGER Seq.No. 810A9

- This specialized course will teach you how to:
- Manage and operate real property successfully
 - Select good, trouble-free tenants
 - Avoid legal hassles and unnecessary evictions
 - Write strong, safe, rental agreements or leases, avert collection problems and reduce operating costs
 - Avoid the rent-control issue
 - Exchange and avoid taxes legally

DATE: Sunday, January 24
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9 a.m.—4:30 p.m.
FEE: \$49 (includes materials)
LOCATION: CSUDH Campus, SBS A144
INSTRUCTOR:
 H. Gary Kuhlmann, PhD,
 associate professor of Business Administration, CSUDH
Total cost is \$88 for BOTH seminars



Marketing

HOW TO MAKE YOUR PRODUCT STAND OUT FROM THE CROWD

Seq. No. 65381

—A discussion on product positioning

How do you make your product — no matter what it is — stand out from all the others competing for the consumer's attention? In this three-hour lecture/discussion session, designed for those who are already in business you will find out just how important optimal "positioning" is in the marketplace, and how you can apply positioning techniques to your product or service. You will learn how to profile your product's "hot buttons" and how to create a positioning statement. Most importantly, you will learn to translate the positioning statement into an effective promotional theme and achieve market penetration through repetition of that theme.

In an ad or brochure, the most important product selling points are often lost in a jumble of lesser benefits. You will gain an understanding from this session on what key elements you need to isolate to make your product or service stand out from the competition. Finally, you will learn to deliver a sales message that drives home your product's image in a way the public will remember. The approaches taught in this session are suitable to both new and existing products or services.

DATE: Wednesday, February 24
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 6–9 p.m.
FEE: \$30

LOCATION: Call Extension Office
 213/516–3741

INSTRUCTOR:
 Chris Christensen, BA

Chris Christensen was for four years salon promotion manager for two major beauty salon manufacturers. Since 1972 he has owned and managed Magna Creative Services, an advertising and sales promotion agency in Long Beach, California with a client roster that is a blend of industrial, service and retail accounts.

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ADVERTISING PASTE-UP AND PRODUCTION

Seq.No. 65317

—For the small business and non-profit agency

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

- How to fit and order copy and headlines
- How to order stats for line shots and half-tones
- How to specify paper stock, ink colors, folds

Putting it all together — the mechanicals for line work, photos, color separation
 Suggested prerequisite: *Ad Design Nuts and Bolts* or a basic understanding of visual advertising fundamentals.

Participants are encouraged to bring samples of advertising projects they are currently involved with.

DATE: Saturday, February 27
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9:30 a.m.—4:30 p.m.
FEE: \$40

LOCATION: CSUDH Campus, HFA C104
INSTRUCTOR:

Bernard W. Baker, MFA, designer and advertising consultant, assistant professor of Art, CSUDH

MARKETING FOR NON-PROFIT ORGANIZATIONS

—Reaching your audience most effectively

Seq. No. 65382

In this four-meeting evening course, those already in non-profit management and those who would like to enter the field will learn how to apply marketing principles to non-profit organizations.

The instructor will discuss practical ways you can use your organization's resources to reach the people you want to reach.

Some of the topics to be covered include:

- Identifying whom you wish to reach and orienting your services to them
- Building a strong communications network
- How to conduct market research
- Understanding and implementing your marketing plan
- Publicity and promotions

DATE: Thursdays, Jan. 21–Feb. 11
NO.MTNGS: 4 **UNITS:** Non-credit
TIME: 6–9 p.m.
FEE: \$40

LOCATION: Call Extension Office
 213/516–3741

INSTRUCTOR:

Dean Brynildsen, MA, MBA, As director of marketing, Brynildsen has designed and implemented a three-year market plan for the UCLA Alumni Association.

MARKETING FOR THE SMALL MANUFACTURER

Seq.No. 65313

—Your company can have a cohesive, workable marketing plan

A full marketing program is a continuing integrated process beginning with the product idea and following through to delivery of the product to customers.

Ralph Dorff, the course's instructor said "90–95% of small manufacturing companies have no marketing program."

This course will cover forecasting, advertising, organization and customer relations. Each area will be analyzed and the needs of a smaller company will be discussed.

The process of converting product or services into company objectives and management's responsibilities and coordination efforts will be of prime concern.

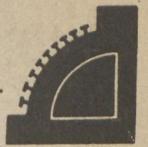
DATE: Wednesday, February 3.
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9 a.m.—4 p.m.
FEE: \$40

LOCATION: Call Extension Office
 213/516–3741

INSTRUCTOR:

Ralph Dorff, MPA, former marketing director for two distributor/manufacturers





Starting and operating your own business

STARTING AND OPERATING YOUR OWN BUSINESS

Seq.No. 65324



—For those who want a business of their own now or someday

This one-day workshop covers the major phases of a business venture:

- Planning
- Setting Up
- Operations

You will learn how to differentiate among investing, speculating or "buying a job." The day will cover how to structure for minimum overhead, how to win your share in a competitive market, how to build a strong company image and how to build a respected — and respectable — credit rating.

Ralph Dorff, long experienced in small business management, details step-by-step procedures from the idea for a business to bringing it to reality.

DATE: Saturday, February 20

NO.MTNGS: 1

UNITS: Non-credit

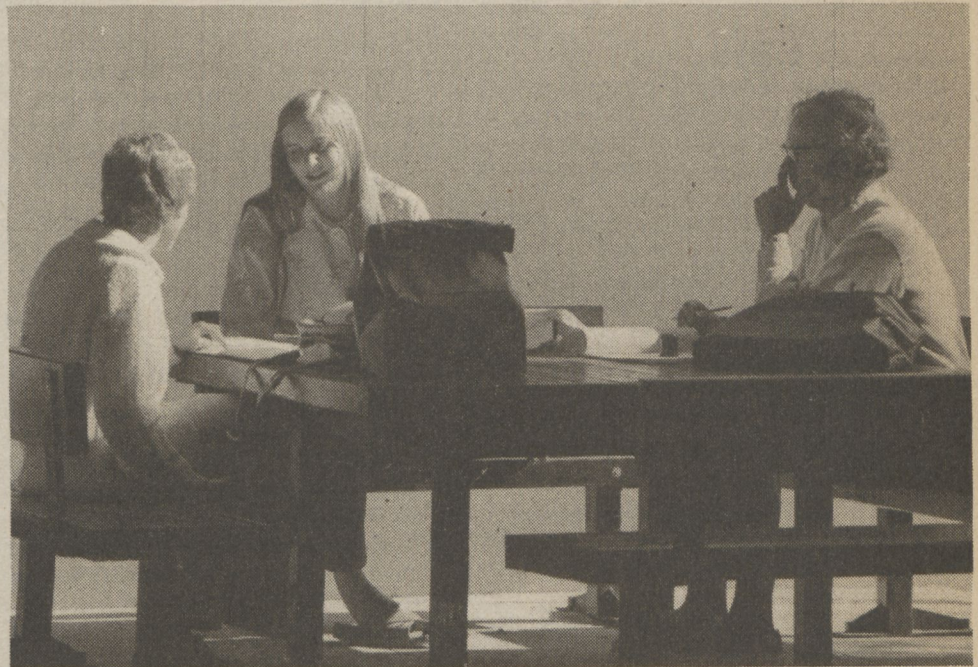
TIME: 9 a.m.—4 p.m.

FEE: \$40

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Ralph Dorff, MPA, instructor,
Orange Coast College



COMMERCIAL CREDIT AND COLLECTIONS MANAGEMENT

Seq.No. 65386

—Setting up a new department or deciding if the one you have is working

This class is designed for managers of small business selling to commercial accounts or similar type businesses who may need a credit department but may not know how to set one up. It is also for those who want to know whether the one they've got works right.

This one-day intensive workshop discusses credit department organization and procedures, the collection department, financial statement, determining credit risks, alternatives to credit departments and other issues.

Participants will also learn about the legal ramifications of in-house collections, how to make effective collection calls and how to make decisions between secured and unsecured credit.

DATE: Saturday, February 27

NO.MTNGS: 1

UNITS: Non-credit

TIME: 8:30 a.m.—5 p.m.

FEE: \$50 (includes materials)

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Thomas A. Settle, MBA,
regional credit manager,
Alpine Electronics of America.

SMALL BUSINESS EXECUTIVES' ROUNDTABLE

BUS 944

Seq.No. 65383



—A sharing of management problems and problem-solving techniques

This one-day workshop will bring together executives from different types of industry and levels of business activities to interchange problems and solutions common to all. By better understanding the methods used by other executives, participants will acquire insights to use in their own organizations.

Participants will be able to evaluate where their own companies fit into the economy and marketplace and share ideas with resources and marketers for new dimensions in management.

Topics to be covered include:

- Structuring for success
- Setting business objectives
- Building a credit rating
- Establishing a public image.

Other topics to be covered will be determined by participants the day of the workshop.

DATE: Friday, February 5

NO.MTNGS: 1

UNITS: 0.6 CEU

TIME: 9 a.m.—4 p.m.

FEE: \$45 (includes lunch)

LOCATION: CSUDH Campus, University Center, SC F172

INSTRUCTOR:

Ralph L. Dorff, MPA,
instructor Orange Coast College

FINDING THE SOURCES TO FUND YOUR BUSINESS ENTERPRISE

—The requirements of various lenders and the pluses and minuses of each

Seq.No. 653D6

This one-day workshop is designed for managers and technical personnel with a basic understanding of accounting and budgeting in business organizations.

The program will give an overview of funding sources and their typical requirements, including those of lending institutions and insurance companies. What you may have to give up to obtain funding and identifying appropriate funding sources for your needs will be discussed.

The various benefits of each type and source of funding will be covered.

Finally, you will learn how to put together your loan and funding application packages.

DATE: Saturday, February 27

NO.MTNGS: 1

UNITS: Non-credit

TIME: 9 a.m.—3 p.m.

FEE: \$35

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Anthony Lopilato

INFORMATION

213/516-3741



Management

SMILE IN THE FACE OF AN ANGRY CUSTOMER **BUS 908**

Seq.No. 65304

—A workshop in the dynamics of customer relations and public service

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

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

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

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

DATE: Friday, February 5

NO.MTNGS: 1 **UNIT:** 0.7 CEU

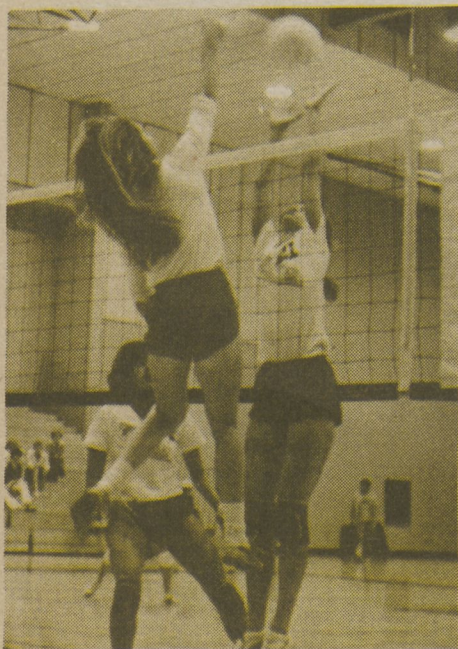
TIME: 9 a.m.—5 p.m.

FEE: \$35

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Les P. Herold, PhD, associate professor of Psychology California State College San Bernardino.



MANAGEMENT DEVELOPMENT FOR WOMEN **BUS 938**

—The skills you need to be a better manager *Seq.No. 65328*

In an all-day workshop session you will learn the skills necessary for success as a manager with special emphasis on the situations encountered by women.

Assertiveness, communication skills, exercising authority and dealing with problem people will all be covered.

Your own managerial skills — time management, acting decisively and responding to criticism will be discussed.

The special role and problems of women in business, including what is expected of women as far as managerial qualifications, trade offs and some common misconceptions are covered. The session will also discuss understanding male attitudes and masculine concerns in business.

DATE: Friday, February 26

NO.MTNGS: 1 **UNITS:** 0.7 CEU

TIME: 8:30 a.m.—4:30 p.m.

FEE: \$50 (includes lunch and materials)

LOCATION: CSUDH Campus, University Center SC F172

INSTRUCTOR:

Rose Dorrance, leadership consultant

Rose Dorrance on reentering the job market, was a public relations representative for a major savings and loan association. She has also been a writer for business publications, a trade newspaper columnist and author of a cassette program "Leadership for Women." She conducts workshops for organizations nationally as well as for local universities.

QUALITY CIRCLES AND BEYOND *Seq.No. 65319*



—The productivity challenge

This seminar encompasses managerial methods used by Japanese industry and the underlying philosophical bases of those methods which involve workers in improving a company's operations. It will provide in-depth understanding of Quality Circle methods of human resource management which resulted in a tremendous upsurge in Japanese productivity. Quality Circles help establish a positive motivational climate, turning "compliance" into "commitment."

These techniques may be applied in both service or manufacturing organizations. Participants will learn how to integrate aspects of this program into their individual business settings. Adaptation of these techniques will be explored with discussion of current American models, Theory Z concepts and the Strategy of the Five Rings.

DATE: Wednesday, January 27

NO.MTNGS: 1 **UNITS:** Non-credit

TIME: 9 a.m.—4 p.m.

FEE: \$40

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

James Dodson, MS

James Dodson, Director and Senior Consultant and one of the founders of Delta Institute, has many years of expertise training managers, trainers, and consulting with a variety of organizations, both private and public. He specializes in human resources development with emphasis on quality of work life. He spent many years in Japan and holds a degree from a major Japanese university, and an MS from Fordham. He is a board member of the LA Chapter of the American Society for Training and Development, a member of the Academy of Management, American Management Association, and other professional associations.

The Center for Training and Development at California State University Dominguez Hills is the focal point for the University's response to the wide range of

professional and career in-service training programs. The Center also offers workshops, symposia, conferences and specialized training and consulting services.

The CSUDH Center for Training and Development may be able to increase your company or agency's productivity by designing and providing training services especially suited to your needs.

For information, call 213/516-3741.



Management

YOU CAN BE AN EFFECTIVE INTERVIEWER

Seq.No. 65323

—*More than just the facts ma'am (or sir)*

This workshop, designed for management and others who have a responsibility for secondary interviews, is a how-to session that takes you step-by-step from preparation for the interview right through to how to end it.

The legalities involved in interviewing — what you may or may not ask — are covered. You will also learn about listening to get the most information you can from your questions.

This class will show you how to set the tone, direct the interview and ask questions that elicit the information you need to hire the most qualified candidates.

Through videotaping mock interviews, you'll be able to try the techniques immediately and receive a critique of your skills.

DATE: Saturday, March 6

NO.MTNGS. 1

UNITS: Non-credit

TIME: 8 a.m.—3 p.m.

FEE: \$35

LOCATION: Northrop Corp., One

Northrop Ave., Hawthorne

INSTRUCTOR:

Betty Koller, MSA, training and personnel administrator Northrop Corp.

MAKING WORD PROCESSING WORK FOR YOU

Seq.No. 65325

—*Sorting it out, getting it installed, making it efficient*

Yes, the word processing "revolution" promised by the computer companies is here. But it's still a major step for a company of any size to decide to implement a word processing system into the work environment. It's a major investment in money, time, personnel and training.

This course will lead you through the process of buying and working with word processing, making it as systematic and painless as possible.

In addition to discovering what word processing really is, you will learn:

- Optimal organizational structure
- How to determine if you need word processing
- Selecting the right equipment for your needs
- Budgeting the acquisition
- How to write center and user manuals

Word processing equipment will be demonstrated by a number of companies.

DATE: Friday, February 19

NO.MTNGS: 1

UNITS: Non-credit

TIME: 9 a.m.—4 p.m.

FEE: \$40

LOCATION: Call Extension Office

213/516-3741

INSTRUCTOR:

Reba Davis

Reba Davis has worked in the word processing field for many years gaining experience on a number of systems. She has been responsible for the implementation of systems as word processing manager and has owned her own secretarial/word processing service.



DOES YOUR BUSINESS NEED A COMPUTER?



—*A quick guide to small business computers.*

Seq.No. 653E4

Small business computers is a booming business and sooner or later you, as entrepreneur or manager, will be asked to think about adding one to your management system. Only you can decide whether you need a small business computer. But before you make a decision, get the facts about small business computers.

This one-day workshop, designed for anyone who might have to decide on investing in a computer, will show how various types, models and brands of computers work, what they can do and what pre-packaged applications are available.

A popular typewriter-size micro-computer will be demonstrated and you will learn how to determine whether it will pay for itself.

The important question of whether to lease, buy or time-share will be discussed and you will find out how to put together the best system for the least investment should you decide to add a computer.

You will also find out how, on a limited budget, you can operate a money-making service that lets you have your own system while others pay for it.

DATE: Friday, March 5

NO.MTNGS: 1

UNITS: Non-credit

TIME: 9 a.m.—2 p.m.

FEE: \$50 (includes lunch)

LOCATION: CSUDH Campus,

University Center, SC F172

INSTRUCTOR:

Dan Thompkins, PhD,
Business Consultant

INFORMATION
213/516-3741

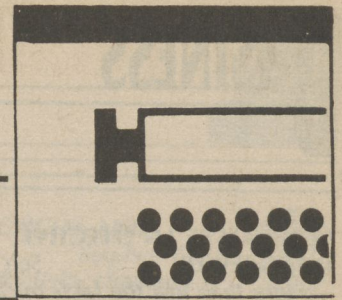
SUMMER 1982 MANAGEMENT PRACTICES IN ASIA

A timely new course will be offered through California State University Dominguez Hills Extended Education this summer in which participants will have the opportunity to visit businesses in Hong Kong, Taiwan and Japan and attend seminars at the National Taiwan Institute of Technology. Optional trips may be arranged in each country.

For further information call **Carol Lopilato** at 213/516-3577

or **Steve Van Dine** at 213/516-3737

COMMUNICATIONS



HOW TO MAKE MONEY WRITING AND SELLING SPORTS ARTICLES

Seq.No. 661C8

—From idea inception to publication

This seminar is geared for writers who are interested in selling sports articles and will discuss the article from its idea stage to how to get it published.

Included will be tips on finding ideas and how to sell them, preparing a salable manuscript and finding a market for it. Gaining access to major sports personalities and the many avenues to pursue in sports article writing, including magazines, newspapers and syndicates will be covered.

Participants will find out why *Sports Illustrated* won't buy their articles — but why hundreds of other publications will.

The workshop will also cover how to gain access to athletes to get the interview, including getting into the press box and locker room.

The all-important step of selling an article — writing the query letter — will be discussed and how to prepare your article for sale will be covered.

DATE: Saturday, January 16
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 1:30–5 p.m.
FEE: \$30

LOCATION: Call Extension Office
213/516–3741

INSTRUCTOR:
Jeff Rubin, professional freelance writer

Jeff Rubin is a former newspaper reporter and sports writer with nine years experience who recently began a full time career as a freelance writer. This past baseball season he covered the Oakland A's and San Francisco Giants on a freelance basis for newspapers, working with the *Freeline*, a news service based in San Francisco. In addition, he freelances articles for magazines. He has covered city hall and congressional campaigns, car accidents and cops and robbers, courts and community development, in addition to various high school, college and professional baseball, football, basketball, swimming, golf, wrestling, soccer and track and field events. His freelance articles have appeared in *Runner's World*, *The Runner*, *Basketball Weekly*, *Track & Field News* and *Family Weekly*.

Also of interest . . .

Ad production	8
Customer relations	10
Teacher talk	14
Instructional humor	15
English as a second language	22
Spanish for public service	30

HOW TO PUBLISH AND MARKET YOUR OWN BOOK

Seq.No. 661D7

—Avoiding both standard publishers and vanity presses

How-to books, memoirs, textbooks, cookbooks, poetry, instructional manuals, even fiction: someone publishes them. If that someone is you, you could lose your savings or earn a fortune, but done right you'd always be in control and in print.

This seminar outlines the basic steps of publishing and marketing your own book, then concentrates on topic selection, market evaluation, copy preparation, finding the right printer, media releases and appearances, ISBN and LC numbering and the all-important marketing. Classroom handouts include a sample-packed workbook and a self-published example called the *Query Book*.

Self-publishing is the "hot" topic in the book world. If you are anxious to see your ideas or expertise shared with others, this seminar might be for you.

DATE: Sunday, February 21
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 12:30–5:30 p.m.
FEE: \$45 (includes workbook)
LOCATION: Call Extension Office
213/516–3741

INSTRUCTOR:
Gordon Burgett, MA, MFT,
author of the *Query Book*

INFORMATION
213/516–3741

WRITING FEATURE ARTICLES THAT SELL

Seq.No. 661D8

—Entertaining and informative articles

Feature articles are the paymaster of the magazine industry and second in importance only to news in the journalism field. Ranging from light personal glimpses to in-depth investigative exposés, they are the best avenue into print for the freelance.

Feature articles allow greater play of creativity and are written as much to entertain as to inform. This seminar concentrates on the unique elements of feature writing and marketing, and how they can be used by the participant to break into and/or remain consistently, and lucratively, in print.

- How to find feature markets — and sell to them
- Humor/personal profiles/sidebars/seasonal pieces
- How the fiction writer backs into print
- Eight kinds of leads — and what follows
- Why and how feature and news articles differ

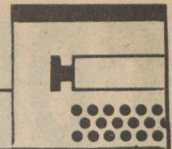
This workshop concentrates on the writing — the content and composition — and the packaging of "featuring," the bread and butter of most freelancers. Workbook included at no charge.

DATE: Monday, February 22
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 6–10 p.m.
FEE: \$35

LOCATION: Call Extension Office
213/516–3741

INSTRUCTOR:
Gordon Burgett, MA, MFT

GORDON BURGETT is a full-time writer, publisher and lecturer with more than 400 items in print, most in the fields of humor, travel, and general interest. Burgett, editor of seven books and pounds of comedy greeting cards, offers writing seminars at 18 of the 19 California State University and Colleges, and others. He twice attended college in Brazil, earned four degrees in the U.S., directed a CARE (and Peace Corps) program in Colombia and Ecuador, played professional baseball, led a gold search on the Paushi-Yaco (Upper Amazon) River, and runs 35 miles a week. He has also been an evening administrator, dean of students, and a college/university professor for 10 years. Recently Burgett wrote *The Query Book* and *Ten Sales From One Article Idea, The Process and Correspondence*.



REAL LISTENING TAKES MORE THAN TWO BIG EARS COM 801 : BRN
—A listening dynamics workshop
Seq.No. 66137

Professionals in the helping professions listen but do they always hear? To really be effective with a client, patient or student you have to hear what he's saying.

Even though we spend up to 70 percent of each day communicating (and 45 percent of that time is spent listening) we lose up to two-thirds of all the information we've heard.

This course presents effective listening techniques and styles and shows you how to overcome common barriers to good listening. You will also learn how to "listen" to non-verbal communication.

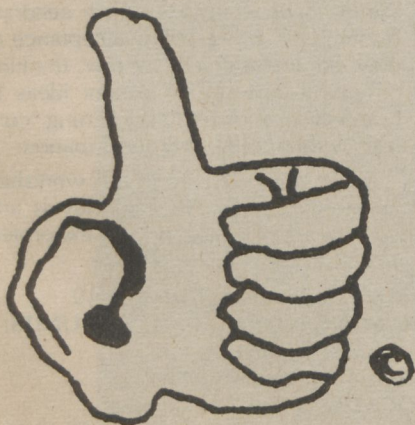
This one-day workshop is experiential/participatory and you will learn the skills through role-playing with an emphasis on skills needed by teachers; counselor and health professionals.

Bring a brown bag lunch

DATE: Saturday, February 27
NO.MTNGS: 1 **UNITS:** 1
TIME: 8:30 a.m.—6:30 p.m.
FEE: \$34 (plus a \$5 fee for workbook to be paid in class)
LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:
Katherine Kozel, MA, listening and reading specialist San Bernardino Unified School District

Katherine Kozel has more than 10 years experience in the listening field. In her work as a reading specialist and program designer and listening expert, she has found that regardless of a learner's age, sex or education or other background, self-concept and how much is learned is determined much by listening style.



WORKSHOP IN INTER-GROUP RELATIONS Seq.No. 653B5
—For managers, supervisors and administrators

This one-day workshop designed for managers, supervisors and administrators who work in a culturally diverse environment will help develop or reinforce understanding and communication skills. This workshop, a vehicle to help you meet EEO/AA objectives, is also designed to foster appreciation of varying perspectives.

Topics to be covered include:

- Overview of EEO regulations, new rulings
- Overview of compliance issues from a human relations aspect
- Productivity and morale
- Total use of human resources
- Sources of inter-group tension
- Establishing communication
- Creating the model of an ideal work relationship.

In addition, evaluation of action plans and generation of new plans and problem-solving sessions will be covered.

DATE: Friday, February 19
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9 a.m.—4 p.m.
FEE: \$40
LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:
Rita Boags, PhD,
Human Resource Consultant

WRITING IT RIGHT Seq.No. 66131
—How to write more effective business communications

Written communication in an organization fall into three major categories: simple informational communication; sensitive communications; and persuasive communications. This one-day workshop is designed to help you to understand the communication process and how to apply it to letters and memos that say what you want to say quickly, clearly and professionally. Topics include:

- How to Overcome Business Writing Weaknesses
- Writing Memos, Reports, and Staff Studies
- Writing With the Human Touch
The instructor will provide a critique on individual writing completed at the workshop.

DATE: Friday, January 15
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9 a.m.—4 p.m.
FEE: \$40
LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:
Mike Guichard, MS,
Extension instructor of English
Mike Guichard is managing editor of Integrated Logistics Support at Northrop Corp. He has taught in the City Colleges of Chicago Overseas Division and has worked for the Columbia Broadcasting System. He was recently listed in the *International Authors and Writers Who's Who*.



EDUCATION



Also of interest . . .

Customer relations	10
Management development for women	10
Sports medicine	20
NTE prep	25
Spanish for public service	30

ROLE PLAYING IN THE CLASSROOM

EDU 862

—A behavioral management alternative

Seq.No. 682E9

As an alternate form of behavior management, this workshop covers principles, practices and procedures for teaching role play. It focuses on role play as:

- An effective tool in controlling classroom behavior
 - Encouraging interaction between children of all ages and backgrounds
 - Developing critical thinking skills
 - Increasing awareness of self and others
- Sample problem situations, individual questions and discipline problems presented by class participants will be discussed. This workshop will aid the classroom teacher in dealing with a variety of situations and behavior problems which arise in every classroom.

DATE: Saturday, January 30

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Eva Schmidler, MA,
education consultant

PRACTICUM IN ROLE PLAY **EDU 862P**

Students enrolled in Education 862 may earn an additional one (1) unit of credit by using role play in their classroom over a five-week period and completing a documented paper on the results of each session.

DATE: TBA by instructor

UNITS: 1

FEE: \$34

INSTRUCTOR:

Eva Schmidler, MA,
education consultant

ORAL READING PRACTICUM **EDU 885**

—An alternative to round robin reading

Seq.No. 682C1

Round Robin Reading is dead(ly). But an alternative exists. There is a new strategy, taught in this one-day workshop for teachers that puts an end to the negatives of circle/row reading by using the Oral Re-Reading Strategy.

Teaching reading using this method puts an end to inhibiting poor readers and boring the able readers, having to group readers by ability, having to have enough copies of the same book for all members of the group, having to have the group read the same story, students losing their place/interest/attention while others read, and many of the other negatives associated with traditional methods of teaching reading.

Reading teachers of all grade levels have learned and adapted this strategy with welcome success and relief from the circle or row reading trap. Flexible and fun are the key words to describe the Oral Re-Reading Strategy. Picture a reading group where a 4.0 ability reader is next to a 6.3 ability reader and a 7.1 ability reader. They are all reading from different books that you have never seen before. They are reading aloud, listening to each other, discussing ideas. They are eager to share what they read.

This two-part one-day workshop will model and set-up small group learning activities to give the new and experienced reading teacher the skill and confidence to use this strategy in the classroom.

DATE: Saturday, February 6

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Katherine Kozel, MA, Reading specialist, San Bernardino Unified School District.

Katherine Kozel has designed reading programs for a number of educational institutions, including Sierra Continuation High School and Richardson PREP HI Junior High School in San Bernardino. Richardson PREP HI uses an individualized contract team approach educational program in its curriculum. She was selected to design and implement the program.

ALL ABOUT AIDES AND TEACHERS,

TOO

EDU 836

—Become more comfortable in your role

Seq.No. 682C2

Teachers and aides both want to be as successful as they possibly can in their respective roles. But are you communicating as well as you can with your aide/teacher?

All About Aides and Teachers will help you define and refine each respective role and will offer guidelines on how to function more effectively with each other in the classroom. You will gain new perspective, understanding and confidence to meet the demands of a unique working relationship. And that's bound to help you better serve your students.

DATE: Saturday, February 27

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Eva Schmidler, MA,
education consultant

TIME OUT FROM TEACHER TALK

EDU 886

—Classroom discussion techniques that work

Seq.No. 682C4

This two-evening workshop will show teachers techniques and structure for classroom discussions where students talk and the teacher listens. Participants will use the techniques in exercises during the workshop.

In this workshop teachers will learn to build their skills and confidence in designing open questions which generate student talk, using active acceptance to draw out the reluctant speaker, thinking on-your-feet by using student ideas to further discussion and maintaining "control" without inhibiting participation.

Techniques covered in this workshop are applicable for all grade levels and content area teachers new to the profession with years of experience.

DATE: Wednesdays, March 3, 10

NO.MTNGS: 2

UNITS: 1

TIME: 5—10 p.m.

FEE: \$40 (includes dinner)

LOCATION: CSUDH Campus,
University Center SC F172

INSTRUCTOR:

Katherine Kozel, MA,
listening and reading specialist

INFORMATION

213/516-3741



CELEBRATING THE SEASONS (Spring)

—*Music, art and activities*

Holidays and seasons were meant to be experienced and this course shows teachers various art projects, related songs, dances and creative activities for the holidays. (Children 8+ accepted if accompanied by an adult for an additional \$3).

DATE: Saturday, March 20

NO.MTNGS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34 (plus \$3 materials fee to be paid in class)

LOCATION: Call Extension Office, 213/516-3741

INSTRUCTOR:

Penelope Greeven, BA, art consultant, faculty, CSUDH

Cecilia Riddell, MAT, Extension instructor of Music

***Pre-registration required by March 12, \$5 late fee for registration at the door. Maximum 40 participants.**

EDU X255.3

Seq.No. 682C5

UNITS: 1

degree applicable

MULTICULTURAL MUSIC AND ART ACTIVITIES FOR YOUR STUDENTS

EDU X751

—*Enrich your classroom program*

Seq.No. 682C6

This one-day workshop will show teachers how to enrich their classrooms with a variety of creative expression activities. Teachers will find a garden of art, song, dance and language activities they can take back to the classroom and use right away. Among the cultures to be covered will be those of Asia, Africa and Native America.

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

Approved for Article 3.3

DATE: Saturday, February 20

NO.MTNGS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34 (plus a \$3 materials fee to be paid in class)

LOCATION: Call Extension Office, 213/516-3741

INSTRUCTOR:

Penelope Greeven, BA, art instructor and consultant, CSUDH

Cecilia Riddell, MAT, music instructor, CSUDH

UNITS: 1

degree applicable

INSTRUCTIONAL HUMOR

EDU 834

Seq.No. 68239

—*A course for teachers on using humor in the classroom*

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

DATE: Saturdays, February 20 and 27

NO.MTNGS: 2

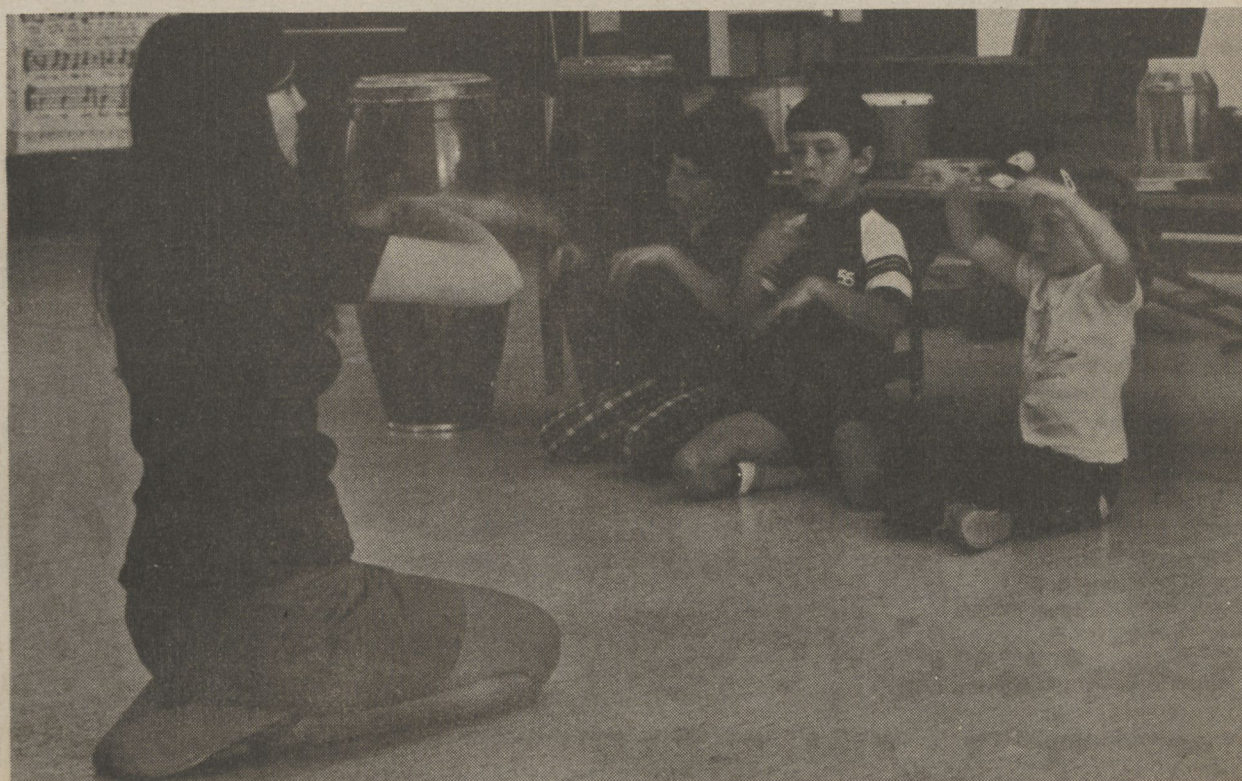
TIME: 8 a.m.—6 p.m.

FEE: \$48 non-credit; \$68 credit

LOCATION: Call Extension Office, 213/516-3741

UNITS: 2

INSTRUCTOR: Peter Desberg, PhD, professor of Education, CSUDH





THE NEW PHYS ED FOR 2-TO 8-YEAR OLDS PER 832 Seq.No. 79254

—Increase your school's phys ed effectiveness with innovation

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

Pre-registration required by January 29. After that date call 213/516-3741.

ENROLLMENT LIMITED TO 15

DATE: Saturday, February 6

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Dennis Estabrook, BA, Extension instructor of physical education.

SURVIVING AS A SUBSTITUTE TEACHER EDU 835

—Being productive in a temporary situation Seq.No. 682C3

Substitute teachers are often put in difficult situations because of the ways in which students, other faculty, the regular classroom teacher and district personnel relate to them. This course will give you insight into procedures, practices and basic survival hints, including:

- Hiring procedures followed by school districts and what you will be required to do
 - No lesson plan — how to prepare a learning activity kit
 - The effective use of the regular teacher's lesson plan
 - Common pitfalls and how to avoid them
 - Being productive in a temporary situation — don't just babysit
 - Classroom discipline and how to make it work for the students as well as for yourself
 - Evaluation of substitute teachers and ways to get on the preferred list
- Participants are encouraged to bring a sack lunch, as it will be a working session.

DATE: Saturday, February 6

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34 credit/\$24 non-credit

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Terrill R. Jones, BA, substitute teacher, San Bernardino City Unified School District; Extension instructor of Education



RYTHMS AND DANCE FOR TEACHERS OF 2-TO 8-YEAR OLDS PER 831

—Making physical education a physical experience Seq.No. 79255

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

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

Bring a sack lunch.

Pre-registration required by February 19. After that date call 213/516-3741.

ENROLLMENT LIMITED TO 15

DATE: Saturday, February 27

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.—6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516-3741

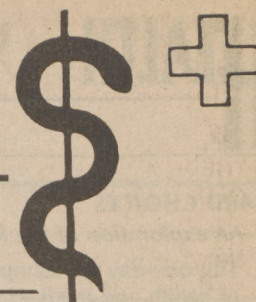
INSTRUCTOR:

Terri Thompson, BA, Extension instructor of physical education



For information about any CSUDH Extension course, call the Extension office at 213/516-3741. The index to this *Bulletin* is on page 37.

HEALTH



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

SEXUAL WELL-BEING



PSY 900

—Human sexuality as a transpersonal experience

Seq.No. 79262

Abraham Maslow, who laid the foundation of transpersonal psychology, believed "the process of healthy growth to be a never-ending series of free choice situations confronting each individual at every point throughout his/her life, in which he/she must choose between the delights of safety and growth, dependence and independence, regression and progression, immaturity and maturity."

- What is the process of healthy growth with regard to our sexual and reproductive potentials?
- Is human sexual activity a learned behavior or the result of an innate drive?
- Is sexual satisfaction available without the benefit of sexual intercourse?
- What is "creative" sexual activity?
- How can "sexual well-being" be attained, maintained, enabled and enhanced?
- Is there an experience of oneness and unity that can be a part of the human sexual experience?

Sexual Well-Being is a course in which a safe space is created for participants to confront these issues and others as they relate to their individual experience. Participants will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audio visual materials, purposeful communication in small groups, and guest speakers.

Fulfills the guidelines for training in human sexuality as mandated by AB 4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

Pre-registration required by February 13, after that date contact the Extension Office at 213/516-3741.

DATE: Saturday, February 20

NO.MTNGS: 1 **UNITS:** 1.0 CEU

TIME: 8:30-7:30 p.m.

FEE: \$45

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Gary L. Yates, family health education coordinator, Agency Office of Health Education, San Bernardino County Department of Public Health; author *Essential Components of Human Relationships*

BECOME A BETTER MANAGER IN A HEALTH CARE ENVIRONMENT

HEA 954



Seq.No. 71146

—A course for all health care professionals

This eight-hour class is designed for health care managers, nursing home administrators, nurses and others in the field who want to understand health care management.

It will provide a management overview of health care systems and organizations. Making adjustments for changing conditions, such as patient care expectations, medicolegal, financial and technological consideration will be covered. Personnel, regulatory, political and demographic realities and consumer clout will also be discussed.

The essential leadership skills, such as networking, keeping current with developments, financial control, multi-disciplinary teamwork, communicating, conflict resolution, self-motivation and delegation of authority will be addressed. Participants will explore personal strategies, plans and action for creating career growth opportunities.

Developing subordinates, using the media and marketing will also be covered.

Learning will be augmented by case studies, exercises and student interaction.

Participants are encouraged to bring a brown bag lunch.

Each participant will receive a workbook for reference and continued use.

Enrollment is limited to 30 participants

DATE: Saturday, February 6

NO.MTNGS: 1

UNITS: 0.7 CEU

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

FEE: \$40 (includes materials)

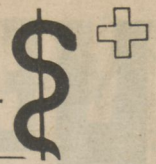
LOCATION: Call Extension Office, 213/516-3741

INSTRUCTOR:

Barry Hunt, MPA, health services program analyst, Preventive/Public Health Services, Los Angeles County Department of Health Services



California State University Dominguez Hills, because it is one of the state's newer campuses, has some of the most modern architecture to be found in California. But nestled in the center of one of the most modern buildings on campus — the Social and Behavioral Sciences Building — is a replica of a Japanese Tea Garden, where an ancient tradition of Japan, the tea ceremony has taken place. The garden was dedicated in 1979. For all of its delicacy, the garden was a lot of hard work to build. First money had to be raised to pay for the various materials needed to build it. A large fund-raising drive was begun with the local community donating money, labor and materials for the site. Boulders were brought to the campus from the Oxnard coastline, ground was cleared and graded and the garden built — all without taxpayers' funds. The garden is open all the time to the public and provides a lush respite in the campus' center.



HARD CHOICES

HEA 956

Seq.No. 710C7



—An exploration of the legal, economic and ethical issues of health care for the 80s.

This one-day workshop for health professionals will analyze and discuss the "hard choices" of health and medical care for the 1980s. Topics will include:

- Death and dying
- The use of life support machines
- The high cost of new medical technology
- Transplants
- Genetic testing and screening
- Surrogate mothers
- Sperm banks
- Malpractice
- Federal and state funding of abortions

Medical professionals and paraprofessionals will develop a knowledge about the "hard choices" of health care and analyze the critical issues. Participants will make the hard choices about some of these topics by role-playing the decision-making processes.

The rights of dying people will be discussed and the criteria used to determine "death" will be covered.

The pros and cons of a national health insurance program will also be discussed.

DATE: Friday, February 19

NO.MTNGS: 1

TIME: 9 a.m.—4 p.m.

FEE: \$30

LOCATION: Call Extension Office, 213/516—3741

INSTRUCTOR:

George Henneghan, PhD, professor of political science, CSUDH

George Henneghan, selected as the distinguished professor for teaching excellence at CSUDH, is a political scientist with an interest in various societal factors affecting the national interest.

UNITS: 0.6 CEU

Also of interest . . .

Management development for women	10
Customer relations	10
Coping with stress	19
Sports medicine	20
Alcoholism counseling certificate ...	28
Spanish for public service	30
Medical technology external degree	36

BRN courses

The following courses are approved by the Board of Registered Nursing for Nursing Relicensure credit.

Provider California State University Dominguez Hills approved by the California Board of Registered Nursing, Provider Number 02461.

Listening skills	13
Sexual well-being	17
Health care management	17
Hard choices	18
Alcoholism counseling	18
Sports medicine	20

INTRODUCTION TO ALCOHOLISM COUNSELING

HEA X280



—A basic course in the understanding of alcohol addiction

Seq.No. 64085

This course is designed to give the student a basic knowledge of alcohol and the effects of its abuse. Both the psychological and physiological aspects of addiction are discussed. The course is also designed to lay the groundwork for the understanding of the counseling relationship and processes—the basic tasks and responsibilities of the counselor—that are needed by those working in the alcohol counseling environment.

Students will also learn the specific duties a counselor has when treating alcohol abusers and what traits are needed in order to establish rapport and a working alliance with clients.

DATE: Weds, Jan 6—Mar 10

NO.MTNGS: 10

TIME: 6:30—10:00 p.m.

FEE: \$120

LOCATION: South High School

4801 Pacific Coast Highway
Torrance

INSTRUCTOR:

Mary Cook, BA, alcoholism therapist, Extension instructor of alcoholism counseling

UNITS: 4

degree

applicable

INDIVIDUAL COUNSELING TECHNIQUES

HEA X281



—A course to develop your abilities as an alcohol counselor

Seq.No. 640E2

This course, by presenting an understanding of psychological factors as they relate to the abuse of alcohol and the implications for treatment, will help develop students' abilities as alcohol counselors.

Students will learn how a counselor can help establish a trusting relationship with a client and what specific issues must be addressed in alcoholism counseling.

The various focuses and goals in alcoholism, depending upon stage of treatment, motivation, length of sobriety, nature and extent of drinking and personal problems will be covered.

DATE: Mondays, January 11—March 15

NO.MTNGS: 10

TIME: 6:30—10:00 p.m.

FEE: \$120

LOCATION: South High School

4801 Pacific Coast Highway
Torrance

INSTRUCTOR:

Mary Cook, BA, alcoholism therapist, Extension instructor of alcoholism counseling

UNITS: 4

degree

applicable

THESE courses are part of the Certificate program in Alcoholism Counseling offered by Extended Education. These courses may be taken apart from the certificate program. They are useful for nurses and other health professionals who deal with the alcoholic and for those who want a better understanding of the alcoholic personality and treatment of alcoholism, but who do not plan to enter the field of alcoholism counseling. These courses are also recommended for students of psychology and other counseling programs who wish a better understanding of alcohol and its effects.

For information about the Certificate Program in Alcoholism Counseling, see page 28.

PERSONAL DEVELOPMENT

TODDLER UNIVERSITY *Seq. No. 90152*

—Give your child an intellectual head start

Prospective parents, parents of newborns, and even parents of "old" one-year-old children all want to develop the full potential of their children. This two-meeting workshop will show you easy, safe, and spectacular techniques that may give your child an outstanding developmental start. The workshop will cover techniques that you can use from your child's day of birth onward. You will even learn to teach your baby to read and to do arithmetic as early as eight months. Not all children will be able to learn at the same pace, but these techniques will also help you make an early diagnosis of learning difficulties and to help to correct them.

Come to the first meeting and see what can be done for your baby. Children are welcome if parents are unable to make arrangements for their care.

DATE: Saturdays, January 16 and 23

NO. MTNGS: 2 **UNITS:** Non-credit

TIME: 10 a.m.—1 p.m.

FEE: \$35 (\$25 per person for couple registering together)

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

William Puett, PhD, lecturer in Philosophy, CSUDH

PUTTING YOUR BEST FOOT FORWARD

Seq. No. 90149

—Your wardrobe can affect your potential

What does your appearance tell a prospective employer or your boss about you? How can your wardrobe help you achieve higher work, social and personal goals?

This workshop will help you answer these and other questions while showing you how to assess the "successfulness" of your wardrobe and how to shop wisely for clothing with impact.

The workshop will also show you how to put it all together, what accessories — the real communicators — to use, the importance of good grooming and how to convey messages with color.

DATE: Monday, February 8

NO. MTNGS: 1 **UNITS:** Non-credit

TIME: 6–9:30 p.m.

FEE: \$35 (includes dinner)

LOCATION: CSUDH Campus,
University Center, SC F172

INSTRUCTOR:

Carol Ebersole, associate director, the Assert Consciously Today (A-C-T) Institute.

Also of interest . . .

Tax preparation	7
Real estate investment	7
Starting your own business	9
Management development for women	10
Sexual well-being	17
Open university	34
The arts	23

HOW TO ENJOY MID-LIFE UNREST

Seq. No. 901C8

—Making important life decisions from a position of personal strength and emotional stability

Dissatisfaction with career, lifestyle and marriage are becoming increasingly common psychological stresses in the time between 35 and 55 years old.

The desire for change can arise from a growing realization that time and freedom are precious; money and simply "surviving" are not enough for one's passage through life; that there is an urge to have more stimulating life experiences.

Sometimes, however, when making decisions to change one's life, the changes are too extensive because the decisions are made without an understanding of what the real issues are.

This workshop will help participants gain an understanding of the issues so that the life-change decisions are made from a position of personal strength and emotional stability.

DATE: Saturday, February 6

NO. MTNGS: 1 **UNITS:** Non-credit

TIME: 9 a.m.—12:30 p.m.

FEE: \$30

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Patricia McNaughton, PhD, instructor, Mt. San Antonio College

Patricia McNaughton is founder and director of center of the SELF and has taught extensively in the behavioral sciences and conducted personal enrichment seminars throughout Southern California.

INFORMATION
213/516-3741

TAKING THE DISTRESS OUT OF STRESS

Seq. No. 901C9

—A one-day workshop on avoiding burnout

You encounter stress everyday. The ability to cope with stress is a learned one. In this stress reduction workshop you will learn some quick coping skills to reduce tension and help control your own life instead of letting it control you.

Acting, instead of reacting can be a life-saver.

Topics covered will include:

- What is stress;
- The effects of stress on your body
- Eliminating the negative effects (burnout) of stress
- Controlling stress so it doesn't control you
- Living with tension productively
- Coping skills
- Relaxation methods to live a longer, less stressful life
- Waging the war against stress

DATE: Sunday, February 21

NO. MTNGS: 1 **UNITS:** Non-credit

TIME: 10 a.m.—3 p.m.

FEE: \$35

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Eve Cappello, PhD, director, the A-C-T Institute, Extension instructor of psychology.

Eve Cappello, PhD, is director of the Assert Consciously Today (A-C-T) Institute, a center for personal development and counseling located in Culver City. In addition to this workshop, Dr. Cappello has led seminars on assertiveness, behavior modification in the classroom, a workshop focusing on issues involved in facing death surviving a loss, dying and grief counseling, and she teaches a series of courses for CSU Dominguez Hills Extension called Let's Get Growing which is a step-by-step series on how to overcome self-defeating behavior.

Dr. Cappello appears regularly on the A.M. Los Angeles television program. See photo on page 22.

PERSONAL DEVELOPMENT

PHYSICAL EDUCATION



GREAT TRADITIONS OF THE SEA

PER X124

Seq.No. 79256

—A basic sailing and navigation class

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

DATE: Tuesdays, March 9 to May 11

NO.MTNGS: 10

UNITS: 3

TIME: 7:30–10:30 p.m.

degree

FEE: \$102 credit/
\$72 Non-credit

applicable

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

INSTRUCTOR:

Captain Ron Remsburg, MA, Extension navigation instructor

Captain Ron Remsburg is a student of philosophy, music and the sea. He has advanced degrees in philosophy and biology, has mastered the king of instruments — the pipe organ — and lives upon a sailing schooner.

GREAT TRADITIONS OF THE SEA

PER X125

—An advanced sailing course

Seq.No. 792E1

This course teaches practical aspects of sailing using the 51-foot Schooner *Atlantis*.

Boat handling, including docking under power and sail, what to do when capsizing, heavy seas handling and the rules of the maritime road will be covered. In addition, ship safety equipment, radio use, knot tying and other practical skills for safe sailing are discussed.

Navigation will be covered, including how to determine latitude and longitude and speed, time and distance problems.

Basic celestial navigation theory will be covered and the use of a sextant will be discussed and demonstrated.

DATE: Mondays, March 8–May 10

NO.MTNGS: 10

UNITS: 2

TIME: 7:30–9:30 p.m.

degree

FEE: \$68 Credit/
\$48 Non-credit

applicable

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

INSTRUCTOR:

Ron Remsburg, MA, Extension instructor of sailing

OPTIMIZING ATHLETIC PERFORMANCE

PER 838

—Will you choke or peak during competition?

Seq.No. 792D9

The course is a psychological approach to help each individual maximize physical skills at all levels. Some of the areas to be explored and discussed include:

- Overcoming performance anxiety
 - Increasing strength through relaxation
 - Using imagery and self-hypnosis to improve physical skills.
- Improving concentration, channeling competitive energy and improving stretching and breathing will be discussed.

DATE: Saturday, February 6

NO.MTNGS: 1

UNITS: 1

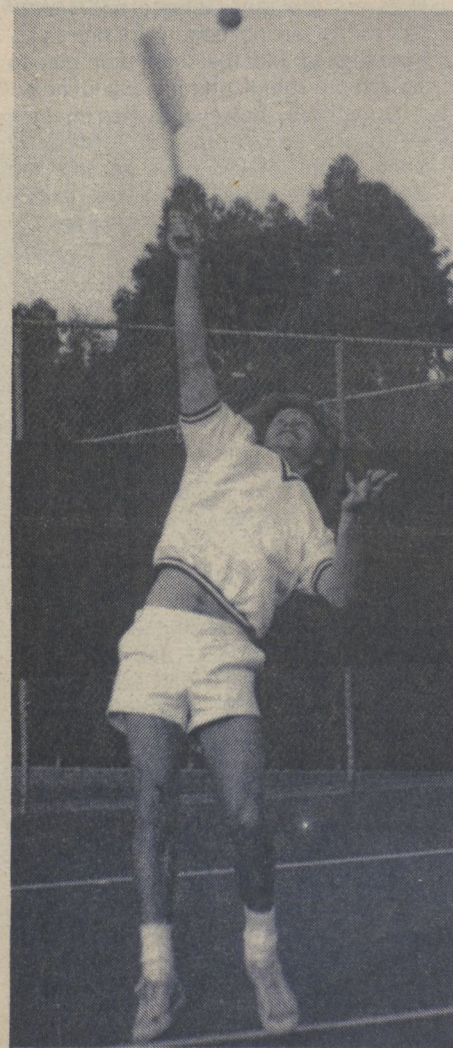
TIME: 8 a.m.–6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516–3741

INSTRUCTOR:

Peter Desberg, PhD, Professor of Education, CSUDH
Alfred Lewis Shore, PhD, practicing clinical psychologist



SPORTS MEDICINE

BRN

PER 840

Seq.No. 792D3

—A workshop for nurses, trainers, coaches and others who encounter athletic injuries

This one-day workshop will present a basic overview of sports medicine with particular emphasis on injury prevention. It is designed for the coach, trainer, school nurse or other allied health professional who wants a better understanding of prevention and treatment of sports injuries.

Participants will learn an organized approach to sports medicine and athletic trauma. This systematic approach will then be applied to the evaluation of specific injuries, with particular emphasis on prevention and rehabilitation.

Topics to be covered include:

- Strengthening and stretching muscles
- Stress fractures and compartment syndromes
- The feet and problems associated with them in sports injuries
- The knees and related sports problems
- The back and back pain in sports and strengthening and stretching exercises to avoid back injuries
- Chest and abdominal trauma in sports
- Head injuries
- Heat illness in athletes
- The shoulder/arm complex

Emphasis will be put on practical applications of specific methods and exercises to avoid or treat various athletic injuries.

DATE: Saturday, January 30

NO.MTNGS: 1

UNITS: 1

TIME: 8 a.m.–6 p.m.

FEE: \$34

LOCATION: Call Extension Office
213/516–3741

INSTRUCTOR:

Alan M. Strizak, MD, adjunct assistant professor of surgery, chief of sports medicine, Harbor/UCLA Medical Center

Alan M. Strizak, MD, before joining UCLA/ Harbor Medical Center, was a consultant to the Lennox Hill Hospital Institute of Sport Medicine and Athletic Trauma. He has also been team physician for the New York Rangers Ice Hockey team and assistant team physician for the New York Jets, New York Yankees, New York Cosmos, New York Knicks and Long Island Tomahawks lacrosse team. He has also served as sports medicine consultant to the New York State Commissioner of Health.

INFORMATION

213/516–3741

On the subject of
ATHLETICS . . .

CSUDH to host 1984 Olympic bicycle races

CALIFORNIA State University Dominguez Hills is the site for the 1984 Olympic Velodrome and work on the facility is advancing on schedule.

Southland Corporation donated \$4 million to the Los Angeles Olympic Organizing Committee to construct the facility, the only Olympic regulation velodrome in the United States.

Stolte Inc., which built the Oakland Coliseum and Ontario Motor Speedway is the contractor of the facility.

Velodrome is located in the northwest section of the campus and is close to the University's existing athletic facilities.

When completed, the Velodrome will have a 333.3 meter long track 6.9 meters wide designed for maximum speeds of 75 kilometers an hour.

The facility, campus officials said, will focus attention on the University during world-wide coverage of the 1984 Olympic Games as millions watch television coverage of the bicycle races from Carson, California.

Before the Olympics the United States team will use the facility for practices and weekly and three-time-a-week training sessions, Ric Whitson, president of the Southern California Cycling Federation was quoted as saying in the Long Beach *Press-Telegram*.

Athletes competing in the Olympic bicycle races will be housed on campus in the University's student apartments, due to be completed this quarter ahead of schedule.

After the Olympics, the Velodrome will serve as a resource to the entire community,

Dr. Donald R. Gerth, University president said.

Robert G. Jones, executive dean, University Relations for CSUDH said he recently traveled to Trexlertown, Pa., where the Lehigh County Velodrome is located, considered to be the finest velodrome in the nation. Dean Jones said that the Velodrome, built about five years ago, has been responsible in large part for a growing interest in bicycling throughout Pennsylvania.

CSU Dominguez Hills is not new territory for cyclists. The campus has been the site of the Southern California Intercollegiate Bicycle Championships the past five years.

While the Velodrome will be the site for the bicycle track races, road races will also be held in the South Bay area with the Palos Verdes Peninsula being considered as a possible site.



LOS ANGELES' Bicenennial Eagle (left) was present for the groundbreaking of the 7-11 Olympic Velodrome July 9, 1981 on the California State University Dominguez Hills campus. The Velodrome, as shown in the artist's rendering above, will be the site for the 1984 Olympic bicycle track races. The facility has a 333.3-meter-long track designed for maximum speeds of 75 kilometers an hour. It will seat 6,000 persons with a combination of temporary and permanent seating. The track is located in the northwestern quadrant of the campus just west of the Humanities and Fine Arts Building. It is expected to be completed this year and will be used to train the United States Olympic team before the Olympics.

PERSONAL DEVELOPMENT

The Intensive English Program

IN THE Intensive English Program you will learn the language skills and cultural knowledge you need for success in a number of situations, including American business and higher education.

You will be placed according to your level of proficiency in a number of skill areas, including speaking, listening, reading and writing. In addition to classroom instruction in these areas, you will carry out individualized study.

You also participate in field trips and social activities designed to bring you into contact with American culture and people. The program is a full-time course of study, occupying 20 hours each week (5 hours per day, Monday through Thursday). A form I-20,

Certificate of Eligibility for an "F" student visa, will be issued for students who request it. A non-refundable processing fee of \$25 is required.

Classes are kept small (10-15 students) to ensure that you receive a maximum of personalized attention. Instructors are friendly, experienced specialists in teaching English as a Second Language.

The program cycle is 10 weeks. Program fees are \$900 for the 10-week session. For more information and an application call 213/516-3746 or write Programs in American Language and Culture, California State University Dominguez Hills, Extended Education, Carson, CA 90747.

LET'S GET GROWING (II) **PSY X271**
Seq. No. 796D1

—Continuation of Social and Personal Effectiveness

This course (a continuation of Social and Personal Effectiveness, PSY X269) is an in-depth exploration of problem-solving and decision-making techniques you can apply to your individual needs.

You will learn to manage those emotions and behaviors that inhibit you from reaching your full potential.

DATE: Saturdays, Jan. 23-Feb. 27

NO. MTNGS: 6

UNITS: 2

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

degree

FEE: \$68

applicable

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Eve Capello, PhD, Extension instructor of psychology, director of Assert Consciously Today (A-C-T) Institute, Los Angeles



Dr. Eve Capello, director of A-C-T Institute will offer three classes throughout the year designed to help individuals become more effective in both their personal and professional lives. *Let's Get Growing I* looks at social and communication skills and how to become more effective personally in dealing with others both at home and on-the-job, *Let's Get Growing II* focuses on problem-solving and decision-making skills. These skills are useful whether you are dealing with decisions concerning children, employers or just everyday personal issues. *Let's Get Growing III* explores ways to handle criticism and putdowns without becoming defensive and withdrawing from people. These classes may be taken individually or as a group so that you, too, may begin to Assert Consciously Today.

INFORMATION

213/516-3741

THE ARTS CONSERVATORY



WINTER Session begins January 9, 1982

PRIVATE MUSIC LESSONS:

\$75 fee — Ten 30-minute lessons. Times to be arranged with instructor. Music recital Sunday, March 21, 1:30 p.m.

901—Piano	910—Trombone
902—Violin	911—French Horn
903—Cello	912—Tuba
904—String Bass	913—Drums and Percussion
905—Flute	914—Guitar
906—Oboe	915—Electric Bass
907—Clarinet	916—Voice
908—Saxophone	917—Recorder
909—Trumpet	

ORFF SCHULWERK CLASS:

Music activities for children. Prepares children for later musical instruction by developing hand and body coordination, sense of pitch and beginning note reading.

\$45 fee — Ten 45-minute classes held in HFA A-202.

Saturdays:

January 9 to March 20. Recital on the last class meeting.	
930—11:15—Noon	3—5 year olds
931—Noon—12:45	6—9 year olds

CREATIVE DRAMA AND ACTING:

Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities.

\$45 fee — Ten 45-minute classes held in HFA A-204.

Saturdays:

January 9 to March 20. Recital on the last class meeting.	
940—11—10:45	6—8 year olds
941—11—11:45	Teens
942—Noon—12:45	8—10 year olds
943—1—1:45	10—12 year olds

BABY DANCE:

Gentle, safe exercise and dance for new parents with the baby. Promotes creative and aesthetic growth.

\$45 fee — Ten 45-minute classes held in the CSUDH Child Development Center.

Saturdays:

January 9 to March 20.	
918—10—10:45	2 weeks to toddler
919—11—11:45	Toddler to 2 years

BALLET:

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet techniques.

\$45 fee — Ten 45-minute classes held in the Dance Studio of the CSUDH Gymnasium.

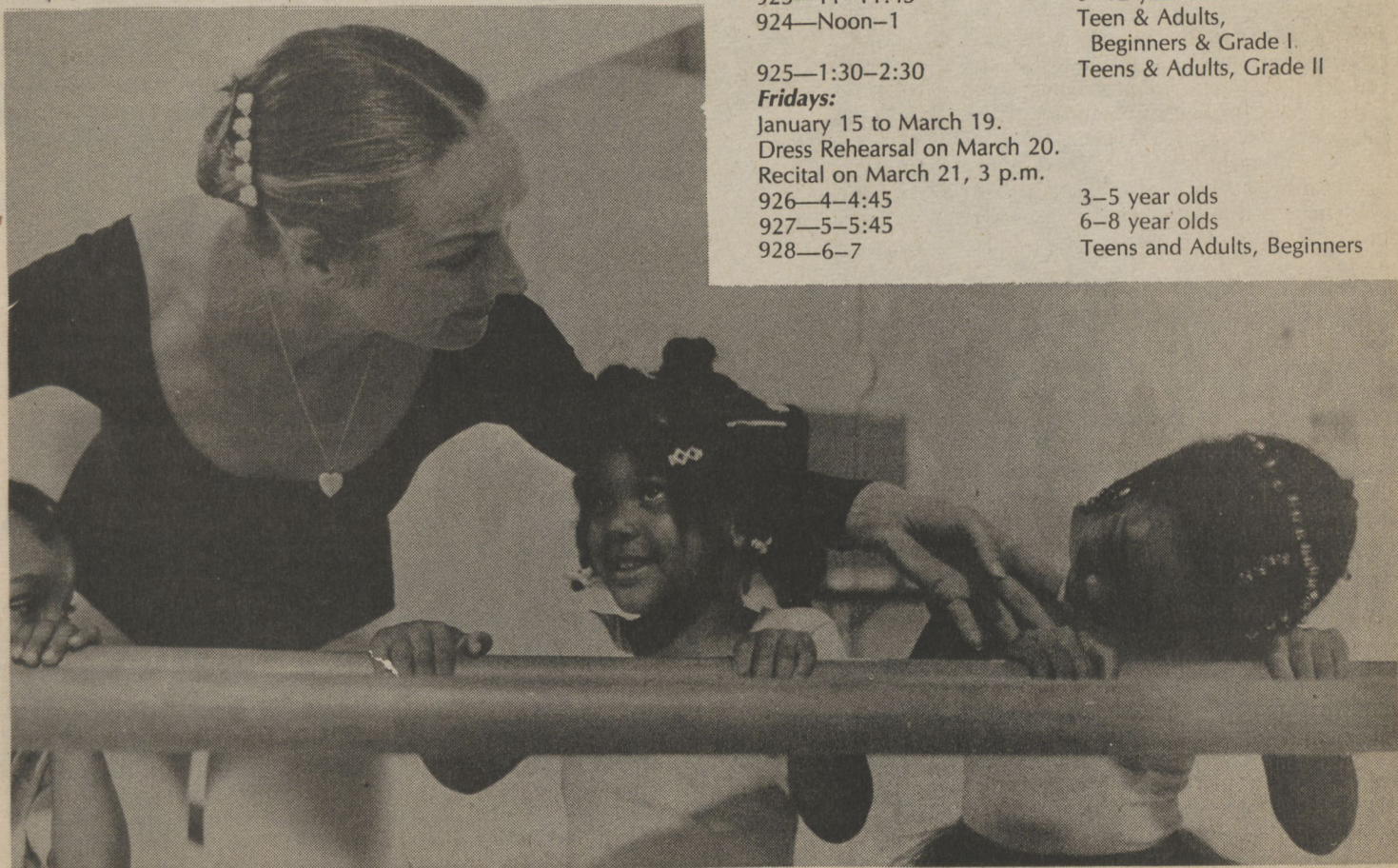
Saturdays:

January 9 to March 20.	
Dress Rehearsal on March 20.	
Recital on March 21, 3:00 p.m.	
921—9—9:45	6—8 year olds
922—10—10:45	3—5 year olds
923—11—11:45	9—12 year olds
924—Noon—1	Teen & Adults, Beginners & Grade I.
	Teens & Adults, Grade II

925—1:30—2:30

Fridays:

January 15 to March 19.	
Dress Rehearsal on March 20.	
Recital on March 21, 3 p.m.	
926—4—4:45	3—5 year olds
927—5—5:45	6—8 year olds
928—6—7	Teens and Adults, Beginners





CERAMICS I*

—Beginning ceramics

ART 150-02

A centuries old art form that is renewed with each individual's creation: ceramics.

This course will show you how to work with ceramic materials with the emphasis on hand-forming and low-fire glazing and firing techniques. Special problems in working with clay will be discussed and dealt with. The history of ceramics will also be covered.

DATE: Saturdays, January 9–March 20

NO.MTNGS: 10

UNITS: 3

TIME: 9:30 a.m.–3 p.m.

FEE: \$102 (plus a \$10 materials fee to be paid in class)

LOCATION: CSUDH Campus, HFA, A118

INSTRUCTOR:

Jake Gilson, MFA, chairman, art department, Mt. St. Mary's College

*This is an Open University course. See page 34 for registration information.

calligraphy for lefties

—Left can be write *Seq.No. 64103*

Why shouldn't you be able to do calligraphy too? Don't give in to right-handed stereotypes: Start to learn beautiful calligraphic lettering. This one-day laboratory experience will introduce you to the basic techniques of left-hand calligraphy, special left-handed pens, and appropriate materials. With what you learn in this workshop and practice, you could be making your own hand-lettered cards in time for the holidays. (A \$15 equipment and materials fee will be collected at the class meeting; it includes a left-handed pen set and a workbook.)

DATE: Saturday, January 30

NO.MTNGS: 1

UNITS: Non-credit

TIME: 10 a.m.–3:30 p.m.

FEE: \$15 (plus materials

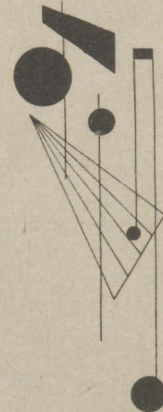
fee to be paid in class)

LOCATION: Call Extension Office
213/516-3741

INSTRUCTOR:

Betsy Settle, MA, calligrapher

YOU MAY enroll in the University Chorale, taught by Joel Pressman, through Open University. The one-unit class, MUS 380/02, will meet Tuesdays, 8–10 p.m. The Chorale will perform Stravinsky's Symphony of Psalms.



Between the University Theater and the Humanities and Fine Arts Building at CSU Dominguez Hills will soon be a sculpture garden. Dr. David J. Karber, vice-president of operations for the University, presided over ceremonies last year as the garden was dedicated. In

addition, the University Art Gallery displays various works of art throughout the year. The Gallery is located in the Humanities and Fine Arts Building. For information about the University Art Gallery's programs call 213/516-3334.

WEEKEND CALENDAR

January

- 9, Saturday—Graduate Record Exam preparation workshop, page 25
15, Friday—Writing it right, page 13
16, Saturday—How to sell sports articles, page 12
Toddler University, page 19
23, Saturday—Real estate investment, page 7
Let's get growing, page 23
24, Sunday—Property management seminar, page 7
30, Saturday—Role play in the classroom, page 14
Sports medicine, page 20
Calligraphy for lefties, page 24
National Teacher's Exam prep, page 25

February

- 5, Friday—Executive roundtable, page 9
How to deal with an angry customer, page 10
6, Saturday—Reading practicum, page 14
Substitute teaching, page 16
The new PE, page 16
Health care systems management, page 17
Enjoying mid-life unrest, page 19
Optimizing athletic performance, page 20

- 19, Friday—Word processing, page 11
Intergroup relations, page 13
Hard choices, page 18
20, Saturday—Real estate syndication, page 7
Starting your own business, page 9
Classroom art and music, page 15
Instructional humor, page 15
Sexual well-being, page 17
21, Sunday—How to sell your own book, page 12
Taking the distress out of stress, page 19
26, Friday—Management development for women, page 10
27, Saturday—Paste-up, page 8
Credit management, page 9
Funding sources, page 9
Listening skills, page 13
Teachers and aides, page 14
Rhythms and dance, page 16

March

- 5, Friday—Computers, page 11
6, Saturday—Interviewing techniques, page 11
20, Saturday—Celebrating spring with art, page 15

TEST PREPS

These workshops are not intended to replace formal classroom preparation in the subject areas covered. Rather they are supplemental to academic preparation and review test material and test-taking strategies.

CDP (CERTIFICATE IN DATA PROCESSING) EXAM REVIEW COURSE

This five-session course will provide experienced professionals with a comprehensive review of the materials normally encountered in the CDP Exam. The CDP Exam is given by the Institute for the Certification of Computer Professionals every year on the first Saturday in May.

DATE: Saturdays, February 20—March 20
NO.MTNGS: 5 **UNITS:** Non-credit
TIME: 9 a.m.—Noon
FEE: \$35
LOCATION: Call Extension Office
213/516-3741
INSTRUCTOR:
John P. Walter, DEA, associate professor of information systems, CSUDH

Dr. John Walter has made CDP Exam review presentations for more than four years. In this course his participation is augmented with presentations by experienced specialists with top-level individual expertise in the respective topics covered.

PREPARATION—NATIONAL TEACHER'S EXAM *Seq.No. 68273*

This workshop is designed to review general information about the test and its format as well as test-taking strategies and relaxation techniques. Each section of the test will be reviewed and mini-quizzes will be given. Bring a sack lunch.

DATE: Saturday, January 30
NO.MTNGS: 1 **UNITS:** Non-credit
TIME: 9 a.m.—3 p.m.
FEE: \$30 (includes materials)
LOCATION: Call Extension Office
213/516-3741
INSTRUCTOR:
Idell Holburt, MEd, Academic Advisement Programs, University of California, Los Angeles

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW *Seq.No. 68275*

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

DATE: Saturdays, Feb. 27—March 6
NO.MTNGS: 2 **UNITS:** Non-credit
TIME: 9 a.m.—3:30 p.m.
LOCATION: Call Extension Office
213/516-3741

GRE (GRADUATE RECORD EXAM) REVIEW *Seq.No. 68276*

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

DATE: Saturdays, Jan. 9, 16, 23 and 30
NO.MTNGS: 4 **UNITS:** Non-credit
TIME: 8:30 a.m.—1 p.m.
FEE: \$80 (includes materials)
LOCATION: Call Extension Office
213/516-3741

INFORMATION

213/516-3741

CALENDAR OF EVENTS

NOVEMBER

- 16—Extension Registration Opens
- 10—Maria Clodes, pianist in concert, University Theater, 8 p.m.
Call 516-3993 for information.

DECEMBER

- 4—**Dr. Faustus**, Christopher Marlowe's Renaissance drama directed by the distinguished British director, William Glover, 8 p.m., call 516-3589 for tickets.
- 5—**Dr. Faustus**, University Theater, 8 p.m.
- 6—**Dr. Faustus**, University Theater, 7 p.m.
- 25—Christmas Day

JANUARY

- 1—New Year's Day
- 6—Instruction begins
- 26—Last day to register for Open University or 10-week Extension classes

FEBRUARY

- 15—Washington's Birthday — Holiday
- 16—Spring Extension registration opens
- 20—Ntozake Shange's feminist spellbinder **For Colored Girls Who Have Considered Suicide When the Rainbow Is Enough**, 8 p.m., University Theater, 516-3586 for reservations.
- 21—**For Colored Girls**, University Theater 7 p.m., 516-3589.
- 27—**For Colored Girls**, University Theater, 8 p.m.
- 28—**For Colored Girls**, University Theater, 7 p.m.

MARCH

- 7—Carson/Dominguez Symphony will feature Jane Hardester Singers, and DH University Chorales, performing a program of works by Bialosky, Brahms and Stravinsky (in honor of Stravinsky's 100th birthday) 4 p.m., University Theater.
- 15—Last day of scheduled classes
- 22—Winter Quarter ends



UPCOMING THIS SPRING

Let's Get Growing I, III — The first and third classes in the "Let's Get Growing" series by Dr. Eve Capello

National Teacher's Exam Preparation Workshop — A comprehensive preparation for the NTE. Offered in time for the April 17 administration.

Adapted Aquatics — A course for water safety instructors to learn how to teach the handicapped how to swim.

SUMMER SESSION

Following the close of the spring quarter, the Division of Extended Education conducts a multi-session summer program. A comprehensive schedule of classes from the Regular University catalog is offered, as well as special courses designed for presentation during the summer Session only. Classes are offered both days and evenings

as well as condensed into shorter, more intensive time frames such as one or two weeks. Students may complete their degree requirements during the summer and graduate at the end of the Summer Sessions.

OFF-CAMPUS MEETING SITES

GREAT TRADITIONS OF THE SEA

See Page 20 Yankee Whaler Inn
Ports o' Call Village
San Pedro
(Harbor Freeway to Harbor Boulevard off ramp)

YOU CAN BE AN EFFECTIVE INTERVIEWER

See Page 11 Northrop Corporation
One Northrop Avenue, Hawthorne

ALCOHOLISM CERTIFICATE

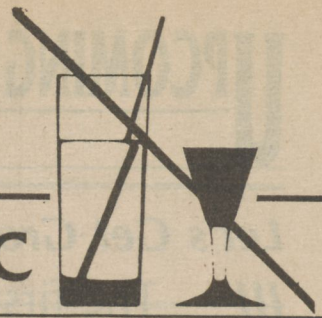
See page 28 South High School
4801 Pacific Coast Highway
Torrance

PRODUCTION INVENTORY CONTROL CERTIFICATE

See page 31 McDonnell Douglas Aircraft
190th and Normandie
Torrance
Aviation High School
Corner of Aviation and Manhattan Beach
Boulevards
Manhattan Beach
Xerox Medical Systems
125 North Vinedo Avenue
Pasadena
Natter Manufacturing
9440 Gidley Street
Temple City
Bell and Howell
360 Sierra Madre Villa
Pasadena

CERTIFICATE PROGRAMS

Counseling the Alcoholic



WHAT THE PROGRAM IS ABOUT

The overall goal of the Certificate Program in Alcoholism Counseling is to prepare individuals to enter the field at a variety of professional levels with the basic knowledge and counseling skills required by alcoholism treatment agencies. The program is taught from the medical and the social model perspectives.

The certificate program consists of eight courses which have been designed to give an essential education to the prospective alcoholism counselor.

WHO SHOULD ATTEND

The program is designed to help those people who are in the helping professions to gain a basic knowledge of alcoholism counseling. Additionally, this program is worthwhile in preparing those who want to enter the helping professions for alcoholism services.

ENTRANCE REQUIREMENTS

Applicants to the Alcoholism program must have completed at least two years of college and have two years of work experience in a health or human services related field. Students not meeting the minimum entrance requirement may be conditionally admitted based on a combination of education and experience and with permission of the program coordinator.

The applicant must complete an application form and send it to the Office of Extended Education along with all college transcripts and two letters of recommendation, at least one from a supervisor or other person knowledgeable of the applicant's counseling potential.

All applicants will be required to pass the introductory class, HEA X282, Introduction to Counseling Techniques, with a BC or better to qualify for admission to the certificate program. If the applicant feels he or she has sufficient experience in counseling, this class can be waived upon the satisfactory completion of an oral examination and approval of the program coordinator. This class does not count as units toward the certificate program.

COURSES

All students must attend and successfully complete all courses in the certificate program. No course waivers or substitutions are allowed. **All courses are degree applicable.**

QUARTER I

- *(4) HEA X282
Introduction to Counseling Techniques (Prerequisite to Certificate program) (Seq.No. 64067)

QUARTER II

- *(4) HEA X280
Introduction to Alcoholism (Seq.No. 64085)
- *(2) HEA X300
Group Counseling Techniques (Seq.No.64086)

QUARTER III

- (4) HEA X281
Individual Counseling Techniques
- (2) HEA X301
Introduction Practicum

QUARTER IV

- *(4) HEA X281 (Seq.No. 640E2)
Individual Counseling Techniques
- *(2) HEA X301 (Seq.No. 640E3)
Introduction Practicum

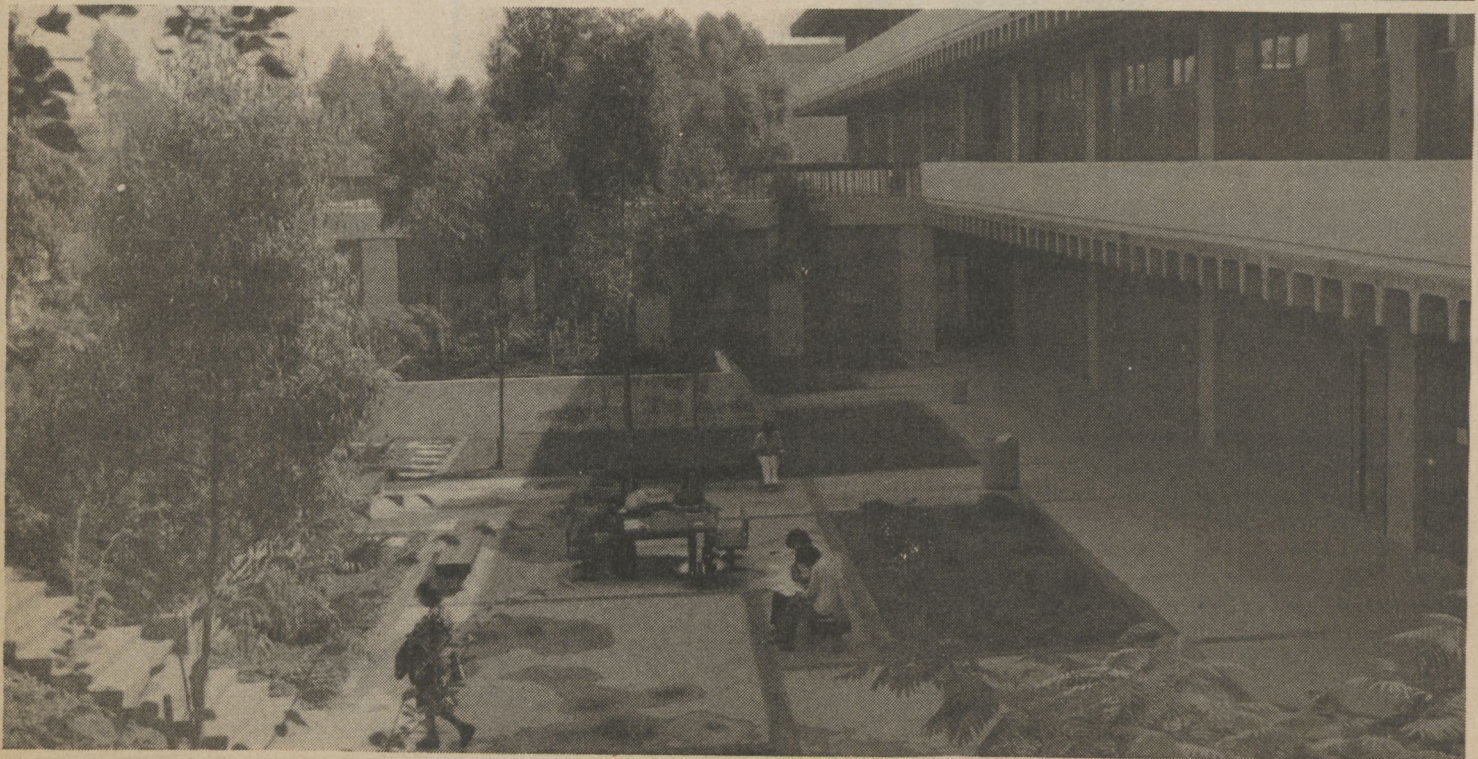
QUARTER V

- (4) HEA X303
Individual and Group Counseling (Seq.No. 64087)

*These classes will be offered this quarter.

CERTIFICATION

Upon completion of the program, the student must submit a Petition for Certification to the Office of Extended Education. These forms are available in the Extension Office. Upon verification of the completed courses, the student will be issued the certificate.



COST

The fee is \$30 per unit.

LOCATION:

South High School, Torrance (see page 27 for address).

INTRODUCTION TO ALCOHOLISM COUNSELING**HEA X280**

This course is designed to give the student a basic knowledge of alcohol and the effects of its abuse, both the psychological and physiological aspects of addiction are discussed. The course is also designed to lay the groundwork for the understanding of the counseling relationship and process — the basic tasks and responsibilities of the counselor — that are needed by those working in the alcohol counseling environment.

INDIVIDUAL COUNSELING TECHNIQUES**HEA X281**

This course, by presenting an understanding of psychological factors as they relate to the abuse of alcohol and the implications for treatment, will help develop students' abilities as alcohol counselors.

Various types of treatment will be discussed with the aim of sharpening perception and communication skills needed by counselors. Ethical concerns, guidelines for assessing clients and determining prognosis and the various personality dynamics present among alcoholics will be covered.

INTRODUCTION TO COUNSELING TECHNIQUES**HEA X282**

This course is a prerequisite for entrance to the Alcoholism Counseling Certificate Program. This course will introduce certain skills and techniques necessary to the field of counseling the alcoholic.

Students will learn to use active listening skills and develop a high empathy level. The course is both theoretical and experiential.

DYNAMICS OF THE FAMILY**HEA X283**

This course studies the dynamics of the family in relation to alcoholism, by learning to better understand themselves, students will be able to better relate to the behavioral changes and dynamics of family relationships involved in alcoholism.

INTRODUCTION TO GROUP COUNSELING**EXE X300**

This course shows students both theories and practices of group counseling, including the specific problems and situations they will encounter in a counseling situation. Students will learn specific techniques to effective group counseling through in-class exercises.

PRACTICUM: INTRODUCTION**EXE X301**

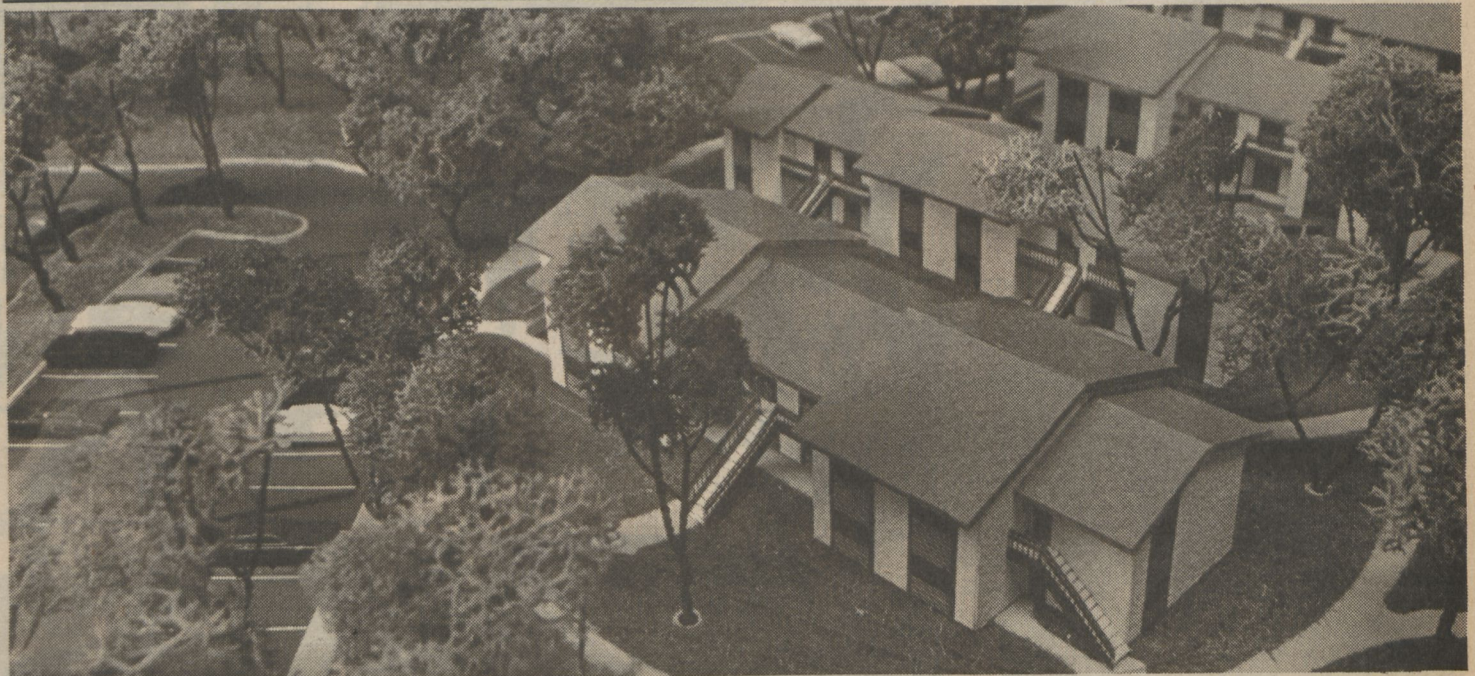
This class, the initial practicum experience will introduce the student to applied counseling experience. Students become aware of community resources, will learn techniques of documentation and gain knowledge of roles of the client, counselor, the public and others in the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

PRACTICUM: FAMILY**EXE X302**

Through this class the student will learn what resources are available for the family and special populations, become acquainted with charting techniques, become aware of the needs of special populations and develop further understanding of the counselor-client relationship and counseling techniques.

PRACTICUM: INDIVIDUAL AND GROUP COUNSELING**EXE X303**

This class will teach students to link clients with community resources and followup. The value of the multidisciplinary treatment team will be demonstrated. Students will learn how to take histories, and psycho/social evaluations and will learn about various alcoholism agency and program modalities.



The University's student residential apartments are scheduled for occupancy later this year. The apartments were built with federal funds and will help to alleviate a serious shortage of housing for

students. Until the apartments open, California State University Dominguez Hills is an entirely commuter campus.

CERTIFICATE PROGRAMS

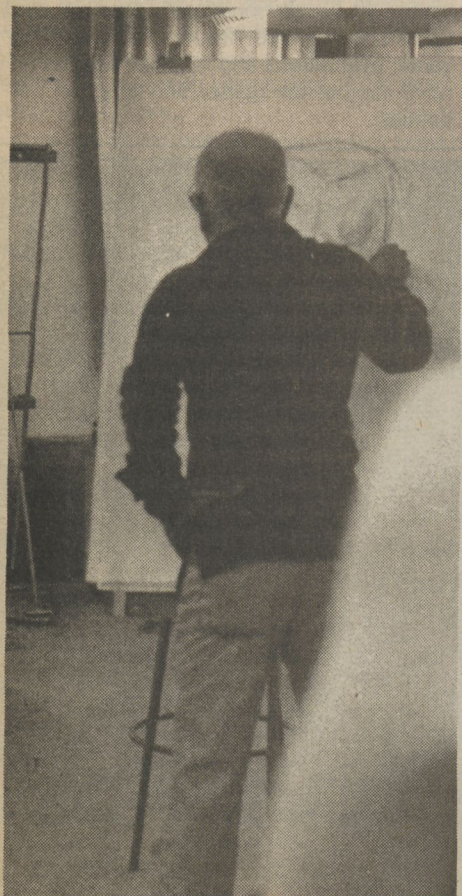


Spanish for public service

WHAT THE PROGRAM IS ABOUT

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

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



HOW IT WORKS

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. A new section will begin Fall quarter, 1982.

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

WHAT YOU GET

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

WHAT IS THE COST

Fee are \$34 per unit; a four-unit course is \$136.

For more information, call Dr. Raúl Romero, 213/516-3325.



CERTIFICATE PROGRAMS



Production and inventory control

WHAT THE PROGRAM IS ABOUT

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

COURSES

Four required courses, four (4) units each:

INM X219 *Basics of Production and Inventory Control;*

INM X220 *Inventory Planning and Control Systems;*

INM X221 *Production Planning and Control Systems;*

INM X222 *Manufacturing Resources Planning.*

The courses are to be taken in numerical order. All courses are offered every quarter and students may begin the cycle at any time of year. Minimum enrollment per course: 10 students. **All courses are degree applicable.**

WHO SHOULD ATTEND

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

THE CERTIFICATE

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

THE COST

The fee for each course is \$136.

BASICS OF PRODUCTION AND INVENTORY CONTROL INM X219

This course is designed for managers with relatively little exposure to formal Production and Inventory Control systems, and for individuals with less than one year experience in P and IC. A broad overview of manufacturing and distribution control systems is presented. The student will learn the terminology associated with materials management, and obtain a working knowledge of the tools, methods, functions and systems of P and IC.

Included are: How P and IC fits into the industrial organization, product classification and structure, lead time, routings and standards, basic shop floor control, formal systems versus informal systems, basic inventory planning and control, basic forecasting, system overview.

This course is a prerequisite for INM X220, X221, and X222. Students with more than one year experience in the field may take a written test at the first class session for exemption of the prerequisite requirement, or may be exempted by the instructor.

INVENTORY PLANNING AND CONTROL SYSTEMS INM X220

The student will learn how to apply the major inventory management tools and techniques. Basic topics include: Why have inventories; financial implications; forecasting, fundamentals of inventory management; materials control and purchasing; master scheduling; material requirements planning; inventory management as a system. Prerequisite: INM X219, entrance exam or consent of instructor.

PRODUCTION PLANNING AND CONTROL SYSTEMS INM X221

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

- production control
- shop floor planning
- a system overview

Prerequisite: INM X219, entrance exam or consent of instructor.

MANUFACTURING RESOURCES PLANNING INM X222

This course is designed to improve the student's ability to participate in the practical aspects of production and inventory management. Through a series of workshop examples and case studies, the course will stress the pros and cons of various techniques and approaches, and highlight potential pitfalls to be avoided. Application of the techniques to both computerized and manual systems will be discussed.

In addition to a thorough understanding of techniques, the student will gain insight into the human problems of developing and maintaining a formal system, especially the dynamics of change. The course will stress effective relationships with top management and all other departments of a manufacturing company. Prerequisite: INM X219, entrance exam or consent of instructor.

WINTER QUARTER, 1982 SCHEDULE

January 6–March 22

		Torrance	
72168	INM X219	Monday	Call Extension Office at
72177	INM X219	Tuesday	213/516-3741 for location
72178	INM X220	Monday	
72179	INM X221	Thursday	
72180	INM X220	Monday	
		Pasadena	
72181	INM X219	Monday	Call Extension Office at
72182	INM X220	Monday	213/516-3741 for location
72183	INM X221	Tuesday	
72184	INM X222	Thursday	

INFORMATION
213/516-3741

OPEN UNIVERSITY CERTIFICATES

See page 34 for registration information

City Management

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

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

COURSES (4 units each)

Four Required:

PUB 238

Principles and Practices of Urban Planning

PUB 424

Seminar: Personnel Management

PUB 403

Seminar: Urban Administration

PUB 452

Seminar: Public Financial Management

One Elective: *Upper Division Public Administration Course*

PUB 240

Police Administration in America

PUB 292

Special Topics — Urban Public Works Administration

Co-sponsored by:

International City Management Association

Data Processing

This certificate program is designed to meet the needs of present employees who want to learn more about computers and prepare for more challenging careers.

The certificate emphasizes a core of computer training courses and courses in Public Administration and basic management skills. A special feature of the program is the internship and practicum in which students apply to their jobs the information and skills learned in class.

Students accepted into the program must be employed by a governmental agency, special district, educational institution, hospital or non-profit organization. All students must be sponsored by employers.

Sixty-four units are required for the certificate.

For a list of courses and a brochure, call the Public Administration Department, 213/516-3444.



Just east of CSU Dominguez Hills' location, the first air meet in the United States was held in 1910.

Business Management

The Certificate Program in Business Management is designed to provide continuing business education to current professional managers and individuals who aspire to a management career. The requirements for obtaining the certificate include the completion of four courses totaling 16 units with an overall G.P.A. of 2.5. The typical certificate student will enroll in two courses per quarter and complete the program within two quarters. A petition for the certificate can be obtained from the Extension Office, ERC C508.

COURSES

Required:

BUS 205

Social Responsibility of Business

BUS 210

Management and Organizational Theory

BUS 211

Production Management

Elective (select one):

BUS 250

Elements of Marketing

BUS 260

Business Finance

ENG 252

Writing and Speaking Skills for Management

Paralegal Studies

CSUDH offers a Paralegal Studies Certificate program. The certificate requires 40 units, including 28 units of core courses, eight units of law-related courses from two academic departments, and four units of internship credit.

The paralegal certificate program prepares students to work under the direction of lawyers as a vital member of the law office team.

For information about the Paralegal Certificate Program, call Marilyn Garber at 516-3576.

COURSES (4 units each)

Three required:

PLS 200

Introduction to Paralegal Studies

PLS 201

Legal Research, Writing, Analysis

PLS 202

Legal Interviewing and Counseling

Four substantive courses selected in consultation with an advisor.

Computer Science

A certificate in Computer Science is available to students who satisfactorily complete the program listed below. The certificate may be taken with or apart from a major, minor or degree program.

In addition to the courses listed, students entering the program with inadequate background preparation may need to take one or more lower division courses as preparation. For individual course prerequisites, see the University catalogue, available from the Bookstore.

I. Core Courses (20 units):

Computer Science 200 Survey of Programming Concepts (4 units)

Computer Science 210 Data Structures (4)

Computer Science 220 Programming Languages I (4)

Computer Science 230 Computer Organization (4)

Computer Science 250 File Processing (4)

II. Elective (8 units)

Two courses chosen in consultation with an academic advisor. You may select any upper division Computer Science Course, or Math 260 Discrete Mathematics II (4).

For further information call 213/516-3591



Electronic Music and Recording Arts Electronic Music and Recording Engineering

Two Certificate Programs in Electronic Music and Recording are being offered at Dominguez Hills — Electronic Music and Recording Arts Certificate Program and Electronic Music and Recording Engineering Certificate Program. Classes will be offered

jointly by the Department of Music and Physics.

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

CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ENGINEERING

All courses required for Recording Arts, plus the following:

PHY 120 or 122

Elements of Physics (total 8 units)

OR

PHY 110, 112, and 114

General Physics (total 15 units)

AND

PHY 231

Electronics Laboratory I (2)

PHY 233

Electronics Laboratory II (2)

AND ONE OR MORE

PHY 235

Digital Electronics (4)

PHY 237

Microcomputers (4)

PHY 281

Scientific Instrumentation (2 or 4)

For further information on this program check the information request form on page 27 or contact Richard Bunker, coordinator Electronic Music Certificate program at 213/516-3543.

CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ARTS

MUS 369

The Techniques of Sound Recording (4)

MUS 369L

Sound Recording Laboratory (1,1)

MUS 371

Electronic Music (4)

MUS 371L

Electronic Music Laboratory (1,1)

MUS 372

Advanced Audio Recording (4)

MUS 374

Advanced Electronic Music (4)

PHY 239

Introduction to Recording Studio

Electronic Maintenance (3)

MUS 398

Electronic Music and Recording

Internship (4)

MUS 298

or Physics 297 Independent

Study/Directed Research (2)

THESE certificate programs may be completed through Open University. For information about the program see page 34.

NOTE: Students who complete the requirements for these certificates must file the required forms in appropriate offices for the certificate to be awarded.

Broadcasting

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

COURSES (4 units each)

Required Courses:

COM 280

Introduction to Television

COM 282

Writing for Radio/TV and Film Media

COM 293

TV Producing

COM 287

TV Directing and Scene Study

Plus two additional courses in Broadcasting selected through advisement:

COM 251

Radio and TV Newswriting

COM 256

Television News Workshop and Public Affairs

COM 281

Performing for Radio/TV

COM 284

Advanced TV Production

COM 285

Documentary Production

COM 286

Radio/TV Management and

Programming

COM X290B

Special Topics in Communications

For further information on this program, contact David Safer, coordinator Broadcast Certificate program, 213/516-3313.

Affirmative Action

THE EXTENSION Office in conjunction with the Public Administration Department offers a certificate program in Personnel/Affirmative Action.

Personnel and affirmative action officers must have a variety of knowledge and skills to effectively meet their responsibilities. These skills — including statistical analysis, data processing, personnel theory and administration, labor force analysis, grievance and compliance administration, intergroup racial relations and organizational responsibility — will be covered in this certificate program. Practitioners will be trained in both personnel functions and methods and laws of Affirmative Action.

The program consists of 36 units of upper-division, degree applicable credit. Taking

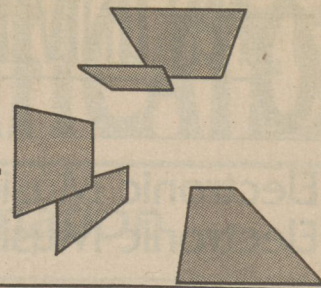
two classes a quarter, the program will require a little more than a year to complete. Each course is four units and will cost \$136 per course.

To qualify for the program students must have completed two years of college-level education and possess the equivalent of two years of work experience. Requirements may be substituted for one another. Decisions on requirement substitutions will be made by the program's academic advisor. Advising will be provided for all students when they are enrolled in the program. For information call Dr. Gill Robinson at 213/516-3357.

Brochures and application forms for the certificate program may be obtained by calling the Extension Office at 213/516-3741.

OPEN UNIVERSITY

Attend on-campus classes
without university enrollment.
Classes begin January 6.



"Open University" means you can take regular academic courses at CSUDH without being enrolled in the University. Anyone 18 or older can take any of the courses this quarter and earn degree-applicable credits by following the Three Easy Steps for Open University Registration.

NOT READY FOR A DEGREE PROGRAM RIGHT NOW?

"Open University" means that you can earn credit which can be applied toward a degree if you wish to apply for admission to the University at some future time. Degree-applicable extension credit will be recorded on your student record for courses that you complete. You may take a course any time — days, evenings, weekends — and you do not have to attend consecutive quarters or carry a specified course load.

Generally, 36 units for undergraduates and 13 units for graduates are accepted toward a degree.

TOO LATE OR TURNED DOWN?

"Open University" means that even if you applied too late, or have been turned down for admission to the University, you can still take classes. The grades you earn in Open University can help you raise your grade point average.

JUST WANT TO TAKE SOME CLASSES?

"Open University" means you can update your professional skills, prepare for a career change, enrich your personal development, and re-discover that learning can be an exciting adventure and a great accomplishment. Many of the regular resident courses are held in the late afternoon and evening, which opens up a new educational opportunity for adults who hold full-time jobs.

Extension Office hours are from 8 a.m. to 5 p.m. every weekday, and additionally from 5 p.m. to 6:30 p.m. Monday through Thursday the first three weeks of the quarter. The office is located in ERC C508 (Library Building, Fifth floor, back corridor).

Deadline for Open University enrollment for the Winter Quarter is January 26.

Classes start January 6 for the 10-week quarter. You should attend the first class meeting and pay your fees before January 26. Enrollment after that date is subject to petition and late fees.

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

THREE EASY STEPS FOR OPEN UNIVERSITY REGISTRATION

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

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

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

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

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

Fees are \$34 per unit (\$136 for a 4-unit class). Fees should be paid by check or money order, made payable to "CSUDH." Students wishing to use their VISA or MasterCard may do so in person or you may mail in your fees with your registration form after getting the instructor's signature to:

Extension ERC C508
CSUDH
Carson, CA 90747

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

SUMMARY

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

DO I HAVE TO TAKE A CERTAIN NUMBER OF UNITS?

No.

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

Yes.

CAN THE UNITS I EARN GO TOWARD A DEGREE?

Yes, generally 36 for undergraduate and 13 for graduate.

WHAT IF I WAS TURNED DOWN FOR ADMISSION?

You can still take classes, and the grades can help raise your GPA.

DO I HAVE TO PAY AN APPLICATION FEE? No.

DO I NEED TRANSCRIPTS? No.

WHAT DOES IT COST? \$34 a unit (2 units—\$68; 3 Units—\$102; 4 units—\$136).

WHEN DO I REGISTER? Classes start January 6 for the winter quarter. You should attend the first class meeting and pay your fees before January 26.

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

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

Information request form

To request further information on the courses and programs listed in this *Bulletin*, simply check the items of interest and mail this form to: Extension Office, CSUDH, Carson, CA 90747. The most up-to-date information will be sent to you in the areas you indicate. If current literature is not available, you will be placed on the mailing list. Please send me information on the following:

- | | |
|---|--|
| 762 <input type="checkbox"/> Administration, Master of Science
External Degree | 721 <input type="checkbox"/> Production and Inventory Control
Certificate |
| 640 <input type="checkbox"/> Alcoholism Counseling Certificate Program | 795 <input type="checkbox"/> Portal Program in Administration |
| 797 <input type="checkbox"/> City Management Certificate | 650 <input type="checkbox"/> Spanish for Public Service |
| 764 <input type="checkbox"/> Conservatory of Music, Dance and Drama | 710 <input type="checkbox"/> Programs in Health Care |
| 714 <input type="checkbox"/> Humanities, External Degrees | 652 <input type="checkbox"/> Business Programs |
| 763 <input type="checkbox"/> Medical Technology, Master of Science
External Degree | 900 <input type="checkbox"/> English as a Second Language
Programs |
| 764 <input type="checkbox"/> Electronic Music and Recording Certificates | |

Name _____ Daytime Phone _____

Address _____ Evening Phone _____

City _____ State _____ ZIP _____

Are you currently receiving Extended Education Publications? Yes No

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Extension Registration Form

Extension
 *Open University
 (instructor signature required)

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

Enclosed is \$ _____ in check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:
 VISA MasterCard

Card Number _____ Expiration Date _____

Cardholder's Signature _____

Cardholder's Name (print clearly) _____

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

Address (Street) (City) (State) (ZIP) _____

(County of Residence) (Daytime Telephone) (Birthdate) (Male) (Female) _____

Racial Ethnic Data

- | | |
|---|---|
| 0 <input type="checkbox"/> Decline to state | 5 <input type="checkbox"/> Asian |
| 1 <input type="checkbox"/> American Indian | 6 <input type="checkbox"/> Pacific Islander |
| 2 <input type="checkbox"/> Black, Afro-American | 7 <input type="checkbox"/> White, Caucasian |
| 3 <input type="checkbox"/> Hispanic | 8 <input type="checkbox"/> Filipino |
| 4 <input type="checkbox"/> Latin Amer. Central S. | 9 <input type="checkbox"/> Other |

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

Yes No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

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

_____ Date _____ Total Fees

Grade _____ Initial

CASHIERS STAMP

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

EXTERNAL DEGREES



Humanities

UNDERGRADUATE AND GRADUATE

The emphasis in both the bachelor's and master's programs is on off-campus, faculty-guided learning. In these non-traditional accredited degree programs, students can progress through either course of study without attending regular on-campus courses. Instead, the programs utilize a variety of teaching strategies, including complete course guides for every student, guided instruction via telephone and correspondence, and continued supervision by regular full-time CSUDH faculty.

The curricula of both programs have sufficient structure and direction to ensure a basic understanding of the Humanities and to give students a range of possibilities for the

direction of their studies in order to encourage intellectual freedom and the creative searching spirit. Five humanistic disciplines are included in the curricula: art, history, literature, music and philosophy. Students may choose a course of study that has an interdisciplinary focus or one that specializes in a single discipline with work in related disciplines.

Through this innovative approach, California State University Dominguez Hills is able to reach far beyond the traditional classroom walls — to the other side of the world, wherever students are — to provide educational opportunities. For information call 213/516-3743.

Med Tech

MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

The Master of Science in Medical Technology is an external degree program open only to licensed California Clinical Laboratory Technologists and/or registered Medical Technologists. The goal of the program is to meet professional development needs of medical technologists. Through a series of core courses required of all students, the curriculum emphasizes administrative skills, clinical and technical expertise and educational instructional techniques in medical technology. Option courses provide concentration reinforcement in a particular area of interest. For information call 213/516-3748.

Administration

UNDERGRADUATE PORTAL PROGRAM IN ADMINISTRATION

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

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

The Portal Program in Administration leads to certification of successful completion of a sequence of course work which is preparatory to the Master of Business Administration or the External Master of Science in Administration at California State University Dominguez Hills. Upon receipt of

this certification and completion of the Graduate Management Admissions Test (GMAT) with an appropriate score (MBA only), the student will be eligible for entrance into the MBA or MSA program.

MASTER OF SCIENCE IN ADMINISTRATION

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

A new section of courses will start spring quarter.

For information call 213/516-3742.



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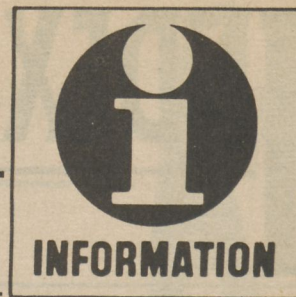
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GENERAL INFORMATION

Most any question you have about CSU Dominguez Hills Extension is answered here or on the next page. If your question is not addressed on either of these pages, check the Index on page 37.



ELIGIBILITY

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

STANDARDS

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

EXTENSION FACULTY

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

COURSE CANCELLATION

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

PARKING

Since regular classes will be in session, parking permits will be required for on-campus classes. They are available at the parking kiosk at the front of the campus for 50 cents per day.

CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only). Extension work is considered the same as transfer credit.

LIBRARY SERVICES

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

TEXTBOOKS

Textbooks may be purchased in most classes or at the University Bookstore. Registration fees do not include textbooks.

CREDIT/NON-CREDIT

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

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

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

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

COURSE NUMBERING SYSTEM

- 100-199 Lower division courses, degree applicable.
- 200-299 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.
- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension course granting credit for professional purposes only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

CONTINUING EDUCATION UNITS

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

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

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

EXTENSION GRADING PROCEDURES

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

NURSING RELICENSURE CREDIT

Courses approved for nursing relicensure credit are indicated by the designation BRN after the course title. Courses are offered in different subject areas throughout the *Bulletin*. See page 18 for a complete listing.

REGISTRATION

Registration procedures and forms for course offerings are on page 39. Open University registration procedures are on page 34.

TAX DEDUCTION INFORMATION

Treasury Department regulation 1.162.5 allows an income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in your employment, or (2) meet requirements of your employer or a law imposed as a condition to retention of employment, job status or rate of compensation.

DISABLED STUDENTS

The California State University and Colleges does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder.

More specifically, The California State University and Colleges does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Asana Tamaras, Coordinator of Disabled Students Services has been designated to coordinate the efforts of CSUDH to comply with the Act and its implementing regulations. Inquiries concerning compliance may be addressed to this person at 1000 East Victoria Street, Carson, CA 90747, 213/516-3660.

NOTE: Information in this *Bulletin* is subject to change without notice. We will, however, attempt to notify all early-registered students of any changes. If you will not be at your home or office a few days before the course begins, or if you must travel a significant distance where you will not be able to be reached, please contact the Extension Office (213/516-3741) to confirm that your course will meet as scheduled.

INFORMATION
213/516-3741

Information request form

To request further information on the courses and programs listed in this *Bulletin*, simply check the items of interest and mail this form to: Extension Office, CSUDH, Carson, CA 90747. The most up-to-date information will be sent to you in the areas you indicate. If current literature is not available, you will be placed on the mailing list. Please send me information on the following:

- | | |
|---|--|
| 762 <input type="checkbox"/> Administration, Master of Science
External Degree | 721 <input type="checkbox"/> Production and Inventory Control
Certificate |
| 640 <input type="checkbox"/> Alcoholism Counseling Certificate Program | 795 <input type="checkbox"/> Portal Program in Administration |
| 797 <input type="checkbox"/> City Management Certificate | 650 <input type="checkbox"/> Spanish for Public Service |
| 764 <input type="checkbox"/> Conservatory of Music, Dance and Drama | 710 <input type="checkbox"/> Programs in Health Care |
| 714 <input type="checkbox"/> Humanities, External Degrees | 652 <input type="checkbox"/> Business Programs |
| 763 <input type="checkbox"/> Medical Technology, Master of Science
External Degree | 900 <input type="checkbox"/> English as a Second Language
Programs |
| 764 <input type="checkbox"/> Electronic Music and Recording Certificates | |

Name _____ Daytime Phone _____

Address _____ Evening Phone _____

City _____ State _____ ZIP _____

Are you currently receiving Extended Education Publications? Yes No

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension

*Open University
(instructor signature required)

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

Enclosed is \$ _____ in
check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:
 VISA MasterCard

Card Number _____ Expiration Date _____

Cardholder's Signature _____

Cardholder's Name (print clearly) _____

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

Address (Street) (City) (State) (ZIP)

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

Racial Ethnic Data

- | | |
|---|---|
| 0 <input type="checkbox"/> Decline to state | 5 <input type="checkbox"/> Asian |
| 1 <input type="checkbox"/> American Indian | 6 <input type="checkbox"/> Pacific Islander |
| 2 <input type="checkbox"/> Black, Afro-American | 7 <input type="checkbox"/> White, Caucasian |
| 3 <input type="checkbox"/> Hispanic | 8 <input type="checkbox"/> Filipino |
| 4 <input type="checkbox"/> Latin Amer. Central S. | 9 <input type="checkbox"/> Other |

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

Yes No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

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

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

_____ Date _____ Total Fees

Grade _____ Initial

CASHIERS STAMP

Information request form

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CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Extension

Extension Registration Form

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Quarter: Su F W Sp (circle one)

_____ Date _____ Total Fees

Grade _____ Initial

CASHIERS STAMP

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

Address (Street) (City) (State) (ZIP)

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

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

Yes No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

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

REGISTRATION INFORMATION

Read this information carefully. Most any question you have about registration will be answered here. If your question is not answered here, call the Extension Office at 213/516-3741.



PRE-REGISTRATION

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

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

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

REGISTRATION IN PERSON: Fill out the Extension Registration Form here and bring it with your fees to the Extension Office, ERC C508 (Library Building, Fifth Floor, back corridor). The office is open Monday through Friday, 8 a.m.-5 p.m. and additionally from 5 p.m.-6:30 p.m. on Monday through Thursday during the first three

weeks of the quarter. **Students will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in the catalog unless otherwise notified by the Extension Office. STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS**

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

REFUND OF FEES

Refunds are granted in accordance with the state refund schedule.

- If a student withdraws 48 hours prior to the first class meeting, 100 percent of the total fee will be refunded.
- If an Extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25 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.

IMPORTANT

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

FEES

Registration fees for Extension classes are normally \$34 per unit. Some courses may have differential fees. The fees for each course are listed in this *Bulletin*. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA/MasterCard draft, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn.

Please Note: The fees listed in this Bulletin were correct at presstime, but are subject to change without notice.

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension
*Open University
(instructor signature required)

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

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

Address (Street) (City) (State) (ZIP)

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

Racial Ethnic Data

- 0 ___ Decline to state 5 ___ Asian
1 ___ American Indian 6 ___ Pacific Islander
2 ___ Black, Afro-American 7 ___ White, Caucasian
3 ___ Hispanic 8 ___ Filipino
4 ___ Latin Amer. Central S. 9 ___ Other

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

___ Yes ___ No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

Enclosed is \$ _____ in check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:

___ VISA ___ MasterCard

Card Number Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

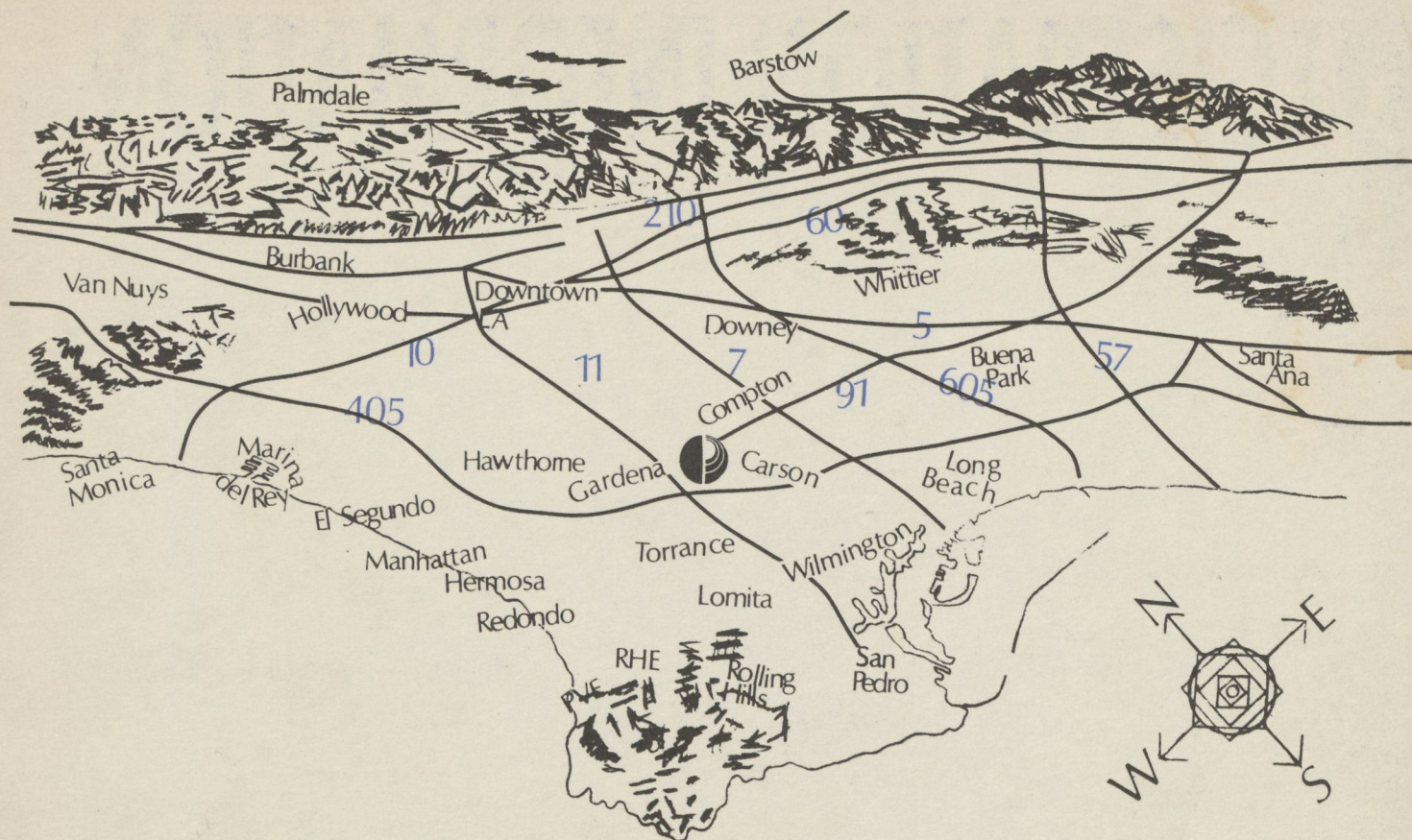
Office Use Only
Quarter: Su F W Sp (circle one)

___ Date ___ Total Fees

Grade ___ Initial

CASHIERS STAMP

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



FROM SAN BERNARDINO — 10 WEST —

Follow the San Bernardino Freeway (10) west to the San Gabriel Freeway (605) south, take the Artesia Freeway (91) west toward Redondo Beach, then exit on Avalon Boulevard. Turn left (south) on to Avalon Boulevard and then left (east) onto Victoria Street. The campus entrance is a right turn at traffic signal on Victoria Street.

FROM LOS ANGELES CIVIC CENTER — 11 SOUTH —

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

FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST —

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

FROM SANTA MONICA — 10 EAST —

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

FROM ANAHEIM — 5 NORTH —

Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Exit at Avalon Boulevard. Turn left (south) onto Avalon Boulevard. Turn left (east) onto Victoria Street. The campus entrance is a right turn at the next traffic signal.

FROM SAN DIEGO — 405 NORTH —

Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right

(east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

FROM SANTA BARBARA — 101 SOUTH —

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



**California State University
Dominguez Hills**
Office of Extended Education
Carson, California 90747

TO:

- Make the changes in your records I have noted on this label.
- Remove my name from your mailing list.

TIME VALUED MATERIAL

OR TO CURRENT OCCUPANT

NOT PRINTED AT STATE EXPENSE. EXTENDED EDUCATION IS A SELF-SUPPORTING PROGRAM