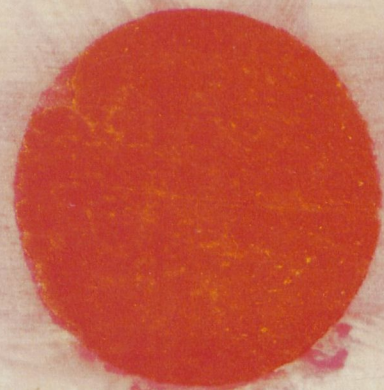


University Extension



**California State University,
Dominguez Hills
Winter 1986**

Dear Reader:

I would like to take a few lines at the beginning of our Winter Bulletin to share a few thoughts about Extended Education. A university is many things to a community, even a "community" as large as the South Bay. It is a sports venue, a cultural center, even open space to those who live around it. Fundamentally, though, it is a place of learning. For Extended Education, however, that notion of place is much broader than the campus in Carson. As you look through the Bulletin you hold in your hands, you will see classes offered in places quite distant from the campus. It is one of the purposes of Extended Education at Dominguez Hills to make university-level courses and programs available regardless of time or place, whether it is Redondo Beach or Ar Riyad. As a matter of fact, our students in Ar Riyad, Tokyo, Nisquit, Alaska and many other states in the United States and countries of the world enjoy a unique relationship with our full-time Dominguez Hills faculty through our world-wide Humanities External Baccalaureate and Masters Degrees. If you're closer to Redondo Beach than Ar Riyad, there is a full schedule of credit and non-credit classes being offered in our extension center in the Redondo Beach Community Center at Knob Hill Avenue and Pacific Coast Highway.

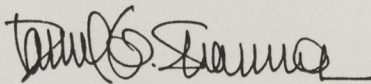
If you would rather be in Morelia, London, or Wuhan than Redondo Beach, Extended Education combines university programs with distant classrooms through its several residential travel programs. Credit and travel in England, China or Mexico in reasonably priced programs are described further along in this Bulletin.

But place is only one dimension of Extended Education; currency is another. Our programs are designed to meet current information and knowledge needs of people like yourself who work and live in Los Angeles. Whether for professional or purely academic purposes, courses and programs are planned to give you the most recent information or advances in research, like our annual tax institute, risk management certificate, or science programs.

We are also not bound by age. For the younger student, there is a full program of activities and courses to enhance their physical and mental development. These can be found in the Arts and the Lifestyle sections.

As you can see, there are many dimensions to Extended Education, each bringing fuller meaning to university education and its relevance to you. I hope you will take time to look carefully at what the staff of Extended Education at Dominguez Hills has prepared for you. If you have a need not met in these pages, please let me know. My telephone number is 213/516-3737.

Sincerely,



Daniel W. Shannon
Dean, Extended Education



The California State University, Dominguez Hills Extension Bulletin is published three 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 and for 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 external graduate degrees. In the Humanities, the Bachelor of Arts and Master of Arts degrees are offered through independent study correspondence courses. In addition, a graduate Master of Science in Medical Technology degree is offered.

Not printed or supported by State funds. Extended Education is a self-supporting program.

WINTER ACADEMIC CALENDAR

December 3

— Advanced Extension registration begins

January 6

— Quarter begins for university courses;
Open University registration and classes begins

February 17

— Academic Holiday, Washington's birthday observed

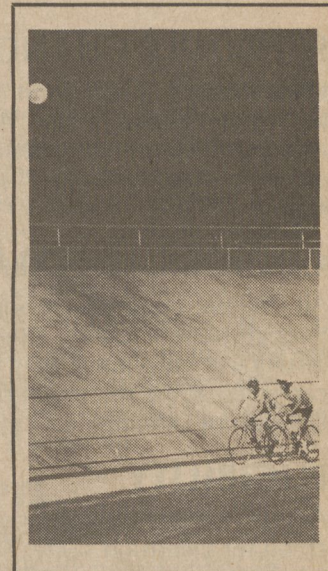
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Classes Now in Redondo Beach, Page 28

Cover Design by William Fridrich Design



General Information

SCHEDULE CHANGES

Information in this *Bulletin* is subject to change without notice. We will attempt, however, to notify all early-registered students of any changes.

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.

ELIGIBILITY

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

STANDARDS

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

EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the University or highly qualified persons.

PARKING

Parking permits are required for on-campus classes. They are available from the machines at the entrance to each parking lot and cost 75 cents per day.

CLASS LOCATIONS

Classes are scheduled at CSUDH or the off-campus sites as listed. The Redondo Beach Community Resource Center is located at 320 Knob Hill in Redondo Beach. The school is at the intersection of Pacific Coast Highway and Knob Hill.

DEGREE CREDIT

University Extension is not a degree-granting institution. For more information on applicability of Open University units, refer to the Open University class schedule, available from the Extension office. The maximum Open University or Extension degree credit which may be used toward a bachelor's degree at CSUDH is 36 units and 13 quarter units toward a graduate degree. Extension degree credit is not acceptable for units in residence. **Course numbering is X001–X399 for undergraduate and X400–X499 for graduate courses.**

UNIT VALUE OF DEGREE CREDIT

CSUDH is currently on the Quarter System, and all credit is offered in Quarter rather than Semester units. The following table should be used to convert Quarter to Semester units.

Quarter		Semester
6	=	4
5	=	3½
4	=	2⅔
3	=	2
2	=	1⅓
1	=	⅔

PROFESSIONAL CREDIT

A few courses in this *Bulletin* are offered for Professional Credit in Education. Professional Credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. Professional credit is not degree-applicable. **Course numbering is 800–899 for education professional credit.**

NON-CREDIT

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

CONTINUING EDUCATION UNITS (CEU)

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

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension degree-credit and professional credit courses are offered for letter grades. However, an undergraduate student in an Extension class offered for 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. For regular campus classes, follow University procedures.

TRANSCRIPTS

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

GRADE REPORTS

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

LIBRARY SERVICES

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

TEXTBOOKS

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

PRE-REGISTRATION

Pre-registration is highly recommended for all classes and required by some. By completing the registration form and returning it with the required fees, you are assured a place in the class. You may register at the first meeting of most extension classes unless otherwise indicated.

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

REGISTRATION BY PHONE: You may register with a VISA or MasterCard by calling 213/516-3741, 8 a.m.-5:30 p.m., Monday through Thursday.

REGISTRATION IN PERSON: Fill out the Extension Registration Form and bring it with your fees to the Extension Office, ERC C508 (Library building, fifth floor, back corridor). The office is open Monday through Thursday, 8 a.m.-5:30 p.m.; Friday, 8 a.m.-5 p.m.

You will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in this *Bulletin* unless otherwise notified by the Extension Office.

REGISTRATION PROCEDURES

Follow the three steps below. If you have any questions call the Extension office at 213/516-3741.

SELECT the classes in which you wish to enroll.

FILL OUT the registration form on the back cover, including class sequence number.

MAIL TO, WALK IN, OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date available. Minimum credit card registration is \$30.

The Extension Office is located in ERC C508, Library Building, fifth floor, south corridor.

STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

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

WITHDRAWAL

Official withdrawal from a course is determined by the date on which the Division of Extended Education, California State University, Dominguez Hills, *receives written request for your withdrawal.*

FEES

Registration fees for Extension **credit** classes are normally \$41.50 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, payable to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which it is drawn.

RECEIPTS

Receipts for payment of fees will *not* be automatically issued unless by written request. If you intend to obtain reimbursement for fees from your employer, your cancelled check or credit card statement must serve this purpose.

REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded.
- If an Extension course is discontinued, the entire course fee will be automatically refunded.
- If you withdraw 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.

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

Certificate Programs

PROFESSIONAL CERTIFICATE PROGRAMS

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

It is for these individuals that University Extension has designed a variety of course series which, if taken in their entirety, culminate in the awarding of a certificate to document their accomplishment.

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

Each series:

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

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

EXTENDED EDUCATION CREDIT CERTIFICATE PROGRAMS

Alcoholism/Drug Counseling,
page 18

Certificate in Career-Related Spanish, page 21

Certificate in Mexican Culture, page 20

Certificate in Orthotics, page 19

Certificate in Risk Management and Insurance, page 14

Component Engineering Certificate Program, page 12

Production and Inventory Control Certificate, page 11

EXTENDED EDUCATION NON-CREDIT CERTIFICATE PROGRAM

Certificate in Children's Movement Education, page 16

EXTERNAL DEGREE PROGRAMS

Master of Science in Medical Technology, page 19

Bachelor of Arts in the Humanities, page 20

Master of Arts in the Humanities, page 20

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory is a program that offers children and adults the opportunity to explore a variety of creative artistic experiences. We offer private music lessons, ballet, creative drama and acting for all ages, and Orff Schulwerk music and movement for children. Each program offered by the Conservatory provides personal attention.

ORFF SCHULWERK

— Music and movement for children

\$50 fee for ten 45-minute classes.

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Recital at the last class meeting. Classes held in HFA A-204.

DATES: Saturdays, Jan. 11–Mar. 15

SEQUENCE NUMBER: 10-041, plus course number

Course Numbers:

3-5-year-olds

0535 11:15 a.m.–noon

6-10-year-olds

0536 noon–12:45 p.m.

CREATIVE DRAMA AND ACTING

— For children and teens

\$50 fee for ten 45-minute classes.

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and other activities. Recital at the last class meeting. Class held in HFA A-202.

DATES: Saturdays, Jan. 11–Mar. 15

SEQUENCE NUMBER: 10-071, plus course number

Course Numbers:

6-9-year-olds

0540 11-11:45 a.m.

10-12-year-olds

0541 12-12:45 p.m.

Teens and returning students

0542 1-1:45 p.m.



PRIVATE MUSIC LESSONS

— For children and adults

\$85 fee for ten 30-minute lessons.

Session begins week of January 6. Music recital on Sunday, March 16. Lesson times to be arranged with instructor.

SEQUENCE NUMBER: 10-041-0, plus course number

Course Numbers:

501 Piano

502 Violin, Viola

503 Cello

504 String Bass

505 Flute

506 Oboe

507 Clarinet

508 Saxophone

509 Trumpet

510 Trombone

511 French Horn

512 Tuba

513 Drums and Percussion

514 Guitar

515 Electric Bass

516 Voice

517 Recorder

Call the Department of Music at 213/516-3543 to arrange lesson time.

BALLET

— For children and adults

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Classes are held in the rehearsal hall of the University Theatre.

DATES: Saturdays, Jan. 11–Mar. 15

SEQUENCE NUMBER: 10-081-0, plus course number

Course Numbers:

6-8-year-olds

521 9-9:45 a.m.

3-5-year-olds

522 10-10:45 a.m.

9-12-year-olds

523 11-11:45 a.m.

Teens and adults, beginning/grade I

524 12:30-1:15 p.m.

Teens and adults, grade II

525 1:30-2:15 p.m.

Advanced

526 2:30-3:15 p.m.

GUITAR WORKSHOP

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. In ten weeks you'll brush up on theory and refine your technique. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included.

Prerequisite: Previous experience in playing the guitar or the consent of the instructor.

DATE: Mondays, Jan. 6–Mar. 17

(no class Feb. 17)

TIME: 7:30–9:10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1 degree applicable

FEE: \$41.50

SEQUENCE NUMBER: 10-041-X283

LOCATION: CSUDH campus, HFA A207

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

RELATED COURSES:

Rhythmic Gymnastics, pg. 27

STEP Program, pg. 17

Business

Real Estate

REAL ESTATE LICENSE PREPARATION

— For the real estate salesperson's license

In this seminar you will learn about current real estate law, financing and encumbrances, contracts, taxation, property operation, appraisal and the mechanics of real estate transactions. Sample practice examinations similar to the California State license tests will be conducted. You will be taught how to prepare for and take the State exams successfully.

Sample documentation, including the listing agreement, the purchase contract and receipt for deposit, the counter offer, escrow instructions, leases and rental agreements, and broker-salesperson contracts will be provided and discussed.

DATES: Wednesdays, Feb. 19–Mar. 12

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$90 plus Real Estate manual (approximately \$35)

SEQUENCE NUMBER: 05–111–0501

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Kenneth Giss, M.S.A., Real Estate Instructor, CSUDH; real estate broker

DOUBLE YOUR MONEY WITH REAL ESTATE

Discover how to profit by buying and selling real estate. Learn basic money-making methods and the theories of real estate investing. This workshop will provide a step-by-step procedure for finding wise real estate investments. Find out about such topics as creative financing, equity build-up and the loan process.

Other workshop topics include:

- Tax benefits
- Early retirement possibilities
- Cash flow problems
- Securing low down payments

This seminar is suggested for individuals who have prior experience in buying property.

DATE: Saturday, February 22

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05–111–0902

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay Investments

FINDING AND FINANCING REAL ESTATE FORECLOSURES

Today's home foreclosures are at a 50-year high. Statewide there were 170,000 loan defaults in 1982, 61,000 in Los Angeles County alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

David Small, a local attorney, will share his expertise in purchasing these properties with you and outline a clear, step by step method so that you can learn how to pick up houses, condos and any real estate at a fraction of its true value.

Until now, the techniques used to finance multi-million dollar deals such as financing 100 percent of the property, cash to the buyer, and advanced forms of nothing down have been little known outside of large scale properties. These techniques will be applied to houses during the seminar's afternoon session.

Other seminar topics include:

- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license
- Getting people in foreclosure to call you
- Taking over low-interest loans
- Selecting the right properties for fast profit
- Saving on taxes
- Protecting yourself under foreclosure laws
- Financing the property 100 percent

Remember, a tax deduction is allowed for education expenses to maintain or improve professional skills.

DATE: Saturday, January 25

TIME: 10 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 Continuing Education Unit

FEE: \$80; \$15 for workbook, payable in class. Pre-registration highly recommended; enrollment limited.

SEQUENCE NUMBER: 05–111–0901

LOCATION: Redondo Beach Community Resource Center, Rm. 1

INSTRUCTOR: David Small, J.D., President, Small Time, Inc.

MANAGING PROPERTY EFFECTIVELY

Large numbers of real estate investors and potential investors are confused about property management. They may be unsure about the law concerning tenants with children, or unclear about evictions, taxation, record keeping, legitimate tax deductions, rent control, and other legal or financial areas which have undergone complex changes in the past few years.

In this seminar you will learn to: select good tenants, handle legal problems, write good rental agreements, avoid evictions but perform them if necessary, live with rent control, evaluate investments using a business analyst calculator as well as a computer, and take advantage of the new tax and rental laws.

DATE: Saturday, April 5

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05–111–0903

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Kenneth Giss, M.S.A., Real Estate Instructor, CSUDH; real estate broker



Investment

BUYING OR INVESTING IN A CONDOMINIUM

Before you purchase or invest in a condominium, examine all of the implications of the investment in this comprehensive class for first-time buyers.

The seminar will investigate whether a condominium is a timely investment as a home or rental property, and whether location is an important consideration in condominium investments. Other topics include selecting a realtor, selecting and evaluating condominiums, securing the best financing, negotiating the purchase, and understanding escrow documents and other paperwork you'll encounter in the purchase process.

Other topics:

- Purchasing a home versus a condominium
- Condominium amenities
- Monthly dues and association fees to expect
- Refinancing and resale
- Tax implications of your new home

DATE: Wednesday, Jan. 22

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 05–111–0535

LOCATION: Redondo Beach Community

Resource Center, Rm. 8

INSTRUCTOR: To be arranged

BUYING A HOME IN TODAY'S REAL ESTATE MARKET

Learn the ins and outs of today's complex real estate market. Feel confident about how to buy or sell a home. Participants will gain an understanding of loans and the market conditions which affect real estate prices.

The workshop will cover:

- Financing methods
- Negotiating for the best transaction
- Shopping for loans
- Choosing the right property for your income level

DATE: Saturday, February 8

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05–111–0521

LOCATION: Redondo Beach Community

Resource Center, Rm. 8

INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay Investments Company

TAX-PLANNING FOR FINANCIAL INDEPENDENCE

An informative seminar to help you review your current and future tax liabilities and develop strategies to reduce your tax burden.

Led by professional financial planners, the class will include discussion on tax planning options such as IRA, Keogh, 401-K, TSA and Salary Savings and help you to decide which vehicle is right for you. Traditional tax shelters such as real estate, municipal bonds and equipment leasing will be discussed and the effect of the new tax law on these shelters will be examined.

Investment strategies such as limited partnerships, private placement and mortgage refinancing will also be discussed.

DATE: Saturday, Feb. 1

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 05–041–0538

LOCATION: CSUDH campus, SC D154

INSTRUCTORS: John P. Giery, B.A., Financial Planner, Financial Planning Network; Glenn R. Stokoe, B.S., Financial Planner, Financial Planning Network

SUCCESSFUL INVESTING

With the myriad of investment options available to you, where do you start? Learn what your options are and how to develop a comprehensive investment portfolio in this introductory financial planning class. You'll learn to establish your investment strategies and objectives before you invest.

Other topics:

- Selecting stocks and bonds
- Fundamental analysis
- Types of tax shelters
- Futures and options
- Mutual funds

DATE: Saturday, Feb. 1, 8

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$90

SEQUENCE NUMBER: 05–051–0545

LOCATION: Redondo Beach Community

Resource Center, Rm. 7

INSTRUCTOR: Barry A. Pasternack, Ph.D., Executive Director, Center for Professional Development, CSU Fullerton; professor, Department of Management Science, CSU Fullerton

MAKING THE MOST OF YOUR RETIREMENT ASSETS

Investing your retirement assets doesn't have to be confusing — this step-by-step, practical class outlines the various options available to you. Led by a professional financial planner, the class covers family and estate planning issues and the immediate and long range tax impact your investments could have on your financial future.

The class is recommended for those persons terminating or retiring from employers with retirement programs such as Pension, Profit Sharing, 401K, SEP IRAs, Salary Savings, Tax Sheltered Annuities (TSA), Keogh Plans, and those who have existing IRA or IRA Rollover accounts.

DATE: Tuesdays, Feb. 18, 25

TIME: 6:30–10:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 05–043–0536

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Fred Harris, Certified Financial Planner; president, Harco Financial Group

1986 SUMMER SESSIONS

Take a class this summer at California State University, Dominguez Hills

Enroll in college-credit courses to help accelerate college graduation, meet credential requirements, update professional skills, or prepare for career changes.

Main Session *June 23–August 1*

Post Session *August 5–August 29*

For information, phone 213/516–3746 or send in this coupon.

Name _____

Address _____

State _____ Zip _____

Type of course I am interested in: _____

Mail to:

California State University,
Dominguez Hills
Office of Summer Sessions
Carson, CA 90747

Management

SUPERVISION: THE FUNDAMENTALS

Whether you've been recently promoted or are a seasoned supervisor, this intensive, one-day workshop can help you improve or refresh your practical skills in motivation, communication, hiring, performance appraisal and solving employee conflicts.

Techniques for setting a foundation of employee-supervisor relationships by establishing the positive motivational climate, improving communication and enhancing productivity will be discussed.

Other topics:

- Setting clear, achievable goals
- Improving coaching and counseling skills
- Handling difficult problems brought by your employees
- Delegating to former peers
- Guiding the development of your employees

DATE: Friday, Feb. 21

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$58

SEQUENCE NUMBER: 05-061-0534

LOCATION: CSUDH campus

INSTRUCTOR: David I. Wagemaker, Senior Management Development Trainer, Hughes Aircraft

NEGOTIATING FOR PERSONAL AND PROFESSIONAL SUCCESS

Each day you are confronted with countless opportunities for negotiation. How you handle these negotiations can directly affect the survival of your organization, your career, or your personal relationships. Negotiations occur between managers and specialists, supervisors and subordinates — between groups or individuals.

Business professionals who want to enhance their ability to communicate should have a basic understanding of the skills of negotiations. This seminar, led by a nationally recognized dispute resolver, can provide you with the solid grounding you need in the art of negotiation.

In this class you'll learn about different styles of negotiating, the elements of strategy development, steps in a negotiating process and how to close a negotiation. These techniques can be applied in the workplace and in other social interactions.

DATE: Saturday, Mar. 15

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05-161-0542

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Bonnie Prouty Castrey, R.N., B.S.N., former commissioner with Federal Mediation and Conciliation Service; arbitrator/mediator in private practice

TELEPHONE MARKETING AND MANAGEMENT

In 1965, the cost of making a face-to-face sales call to an industrial prospect was just over \$35. Today, the same call costs \$160, representing an inflation rate of 450% in sixteen years. The cost of making sales is squeezing the profits of large and small companies alike.

In this informative seminar, you'll develop skills for analyzing the telephone selling process and refine skills for constructing patterned sales calls.

You'll learn how to:

- Open and close tele-sales calls effectively
- Use the "Anatomy of a Sales Call" — a four-part selling strategy
- Overcome psychological resistance to buying and selling by phone

In addition, you'll learn about managing telemarketing personnel. You'll learn about finding telephone sales talent, transforming a "field rep" to an "inside rep," measuring telephone performance and more. Each participant will receive a comprehensive workbook and training and review cassette tapes.

DATE: Friday, Feb. 14

TIME: 9:30 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$66, plus \$29 materials fee

SEQUENCE NUMBER: 05-091-0550

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Gary Goodman, Ph.D., nationally recognized communications specialist, author of *Winning by Telephone*, and *Reach Out and Sell Someone: Principles of Telephone Marketing and Management*



WOULD YOU LIKE TO TEACH FOR CSUDH EXTENDED EDUCATION?

We are looking for professionals to conduct new seminars, courses, and workshops in professional skills development. If you have expertise in the following subject areas and would like to propose a course or a topic, please contact us.

- Professional development courses for educators
- Accounting and Financial Management
- Real Estate Appraisal, Finance, and Investment

Write to:

Dr. Joanne Zitelli
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

MOTIVATING FOR PRODUCTIVITY

Increase your ability to motivate your employees and to improve your own motivation. Learn how to be self-motivating, how to accurately evaluate your influence on your employees, and how to best serve as a dynamic role model for action.

Apply the successful technique of Quality Circles to secure the commitment of your work group to productivity improvement.

Participants will:

- Learn motivational skills for building leadership
- Learn performance management skills
- Develop communication skills
- Learn conflict resolution

DATE: Monday, Jan. 27

TIME: 7 p.m.—10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$28

SEQUENCE NUMBER: 05-161-0523

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Patricia McNaughton, Ph.D., management consultant and corporate stress management trainer

CREATIVE DECISION MAKING

Improving your capacity for effective decision-making can help advance your career. Gain an understanding of the advantages and disadvantages of working alone or with others on creative projects. Learn how to promote an internal and external environment supportive of your creative skills. Individual and group activities strengthen your rational and intuitive processes, and guide you into new methods of more creative decision-making.

DATE: Tuesday, Jan. 28

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$28

SEQUENCE NUMBER: 05-161-0526

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Patricia McNaughton, Ph.D., management consultant and corporate stress management trainer

PERSUASIVE COMMUNICATION AND NEGOTIATION

Communicating effectively is important when you are trying to persuade others or trying to negotiate an important proposal.

This session will help you develop strategies of persuasion which can be used to influence others.

The seminar will discuss how to:

- Send nonverbal messages which invite respect
- Clarify issues through active listening techniques
- Build motivation by giving positive reinforcement
- Influence project and program managers and other staff members without dominating them

DATE: Wednesday, Jan. 29

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$28

SEQUENCE NUMBER: 05-161-0525

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Patricia McNaughton, Ph.D., management consultant and corporate stress management trainer

EFFECTIVE TIME MANAGEMENT

If there doesn't seem to be enough hours in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive short course.

The class will examine time management problems, and help you increase your motivation and goal setting. You'll learn to set priorities, master time-saving strategies, minimize interruptions and maximize your work space. In addition, you'll learn how to increase your personal efficiency and effectiveness by delegating responsibility and using a time log in your daily time management.

Participants will receive a free "Day Timer" personal organizer system.

DATE: Tuesday, Mar. 4-18

TIME: 6:30-9:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65

SEQUENCE NUMBER: 05-061-0539

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: David I. Wagemaker, Senior Development Management Trainer, Hughes Aircraft

CONFLICT MANAGEMENT

Everyday, we are confronted with conflicts in one form or another. How to best cope with conflicts depends on one's understanding of the nature of conflict.

In this seminar, led by a professional arbitrator/mediator, you will learn to recognize the causes of conflict, the nature of the conflict, to understand "normal" conflicts, and to use five tools to escalate and to defuse conflict.

The techniques demonstrated in this class may be used in personal, as well as professional applications.

DATE: Saturday, Jan. 18

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05-161-0541

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Bonnie Poutry Castrey, R.N., B.S.N., former commissioner with Federal Mediation and Conciliation Service; arbitrator/mediator in private practice

AN EXECUTIVE'S GUIDE TO BUSINESS INFORMATION

As an effective businessperson, you realize the importance of having the right information to make informed, profitable decisions. Knowing how and where to get this information cuts down on research time and costs, helps you to make intelligent decisions quickly. In "An Executive's Guide," you'll learn the latest, most effective business research methods — hands-on, using a microcomputer and printed sources.

This seminar will illustrate how business libraries and on-line services can help you find information on your industry, your product, and your competitors. You'll learn how to find and use directories, computerized databases, statistical sources and government documents which can aid you and your assistants in researching a project or policy decision.

DATE: Saturday, Mar. 1

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50, plus \$10 materials fee

SEQUENCE NUMBER: 07-021-0517

LOCATION: CSUDH campus, SC E139

INSTRUCTORS: Claudia Baldwin, M.L.S., CSUDH Reference Librarian, on-line database researcher and information broker. Ellen Gerry, M.S.L.S., CSUDH Reference and Government Documents Librarian, business specialist.

RELATED COURSES:

Communications, pg. 12

THE CENTER FOR TRAINING AND DEVELOPMENT

—In-house programs for business and industry

Let our Center for Training and Development help you to tailor skills development programs specifically for your employees.

Whether you have a particular program idea in mind or you need some help in developing one, our informative staff can assist you in designing a custom seminar to suit the needs of your business. These programs can be conducted at your facility or on our campus, or at another convenient location of your choice.

Our experienced workshop leaders will bring practical, up-to-date information to you and your employees.

Some of our past programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer systems
- Production and Inventory Control Certificate Program
- English for foreign nationals
- Preretirement planning
- Speed reading and comprehension workshops
- Spanish for supervisors

We'll be happy to discuss what the Center for Training and Development can offer your organization. For a free consultation, call Paul Davis at 213/516-3741.

DELEGATION STRATEGIES

This one-day workshop will help today's supervisor or manager use the technique of delegation to be more effective and productive. Delegation is not skipping out on your duties — in today's complex and demanding business environment it's a manager's survival skill. This seminar is excellent for executives, middle managers, and supervisors.

Other topics include:

- The seven principles of delegation
- Guidelines for delegating without losing control
- Avoiding "upward delegation"
- Creating work standards that can lower stress for staff members
- Checking and improving your office's "Motivational Climate"

DATE: Saturday, Mar. 8

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$58

SEQUENCE NUMBER: 05-061-0535

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: David I. Wagemaker, Senior Development Management Trainer, Hughes Aircraft

TIME AND STRESS MANAGEMENT

Time seldom is viewed as a resource. This session will teach you to view time as a valuable resource, which can help you to reduce job-related stress.

Learn how to:

- Get organized to achieve goals
- Eliminate "time-wasters"
- Work smarter, not harder
- Recognize symptoms and apply strategies for coping
- Develop the self-care concept

DATE: Thursday, Jan. 30

TIME: 7–10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$28

SEQUENCE NUMBER: 05-161-0524

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Patricia McNaughton, Ph.D., management consultant and corporate stress management trainer

POWERLEARNING™ FOR EXECUTIVES, MANAGERS, AND BUSINESS PROFESSIONALS

You can handle "information overload" by using this proven learning and memory technique. Powerlearning can help you to learn faster and more easily, improve retention, develop professional level reading and study skills, and use your time more effectively.

You'll also learn to eliminate learning blocks., enhance creativity and make better use of the right side of the brain. Powerlearning is based on scientifically validated accelerated learning techniques.

DATE: Saturday, Jan. 25

TIME: 8:30 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 05-061-0518

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

Manufacturing

MANUFACTURING SYSTEMS FOR MICROCOMPUTERS

Using a computer for your manufacturing and production control needs can save your company time and money. This class, designed for small manufacturing company owners, managers, accountants, and consultants, will lead you through a step-by-step approach in selecting a new system — both the hardware and the software. Topic areas include functions and features of manufacturing software, file contents, output reports, implementation approaches, and operational procedures in manufacturing and production control. The class illustrates how manufacturing software can aid in the planning and control of manufacturing, materials, and production.

This practical class can help you to become an intelligent computer consumer. The series is designed for persons with little or no computer experience who are considering purchasing their first inhouse computer system to automate their manufacturing and materials management procedures.

Recommended for:

- Owners of small manufacturing companies
- Manufacturing managers
- Materials managers
- Operations managers
- Inventory control staff
- Production control staff

DATE: Thursday, Friday; Feb. 20, 21

TIME: 8:30 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1.4 Continuing Education Unit

FEE: \$245

SEQUENCE NUMBER: 05-064-0907

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Richard Savaiano, M.S., principal, Industrial Management Associates

RELATED COURSES:

Computer Applications, pg. 15

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society (APICS), California State University, Dominguez Hills School of Management and Division of Extended Education.

THE PROGRAM

The Certificate Program in Production and Inventory Control consists of four courses designed to provide education in the field of Production and Inventory Control.

WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and other individuals who work in related areas. The courses are an excellent preparation for the APICS CPIM examinations.

THE COURSES

Each of the four courses required for the program are four (4) units. ALL COURSES ARE DEGREE APPLICABLE. The courses are to be taken in numerical order as listed below. All courses are offered each quarter and students may begin the cycle at any time of the year.

THE CERTIFICATE

Students who complete all four courses with a 2.5 grade point average are awarded a certificate of recognition for their learning achievement and professional status.

THE COST

The fee for each four-unit course is \$166.00. Textbooks are required for X219 and X220. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees may be paid by check or money order only. CASH WILL NOT BE ACCEPTED.

LOCATION

Classes begin the week of January 6. Classes meet from 6:30–10:00 p.m. at Mira Costa High School, 701 S. Peck Avenue (corner Peck and Artesia), Manhattan Beach. See map, page 31.

SCHEDULE FOR WINTER

Classes meet once a week. Select a class session from the list below.

INM X219	Basics of Production and Inventory Control
Monday	Sequence #05-064-X219-01
Thursday	Sequence #05-064-X219-02
INM X220	Inventory Planning and Control Systems
Tuesday	Sequence #05-064-X220-01
INM X221	Production Planning and Control Systems
Tuesday	Sequence #05-064-X221-01
INM X222	Manufacturing Resources Planning
Thursday	Sequence #05-064-X222-01

INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

Establishes the foundation for formal Production and Inventory Control systems. The student will learn the terminology associated with manufacturing/distribution control and obtain a working knowledge of the tools, methods, functions, and systems of production and inventory control.

Topics include:

- How P & I control fits into the industrial organization
- Product structure
- Part numbering systems
- Manufacturing routings
- Lead time
- Basic shop floor control
- Inventory planning and control
- Basic forecasting

INM X220 — INVENTORY PLANNING AND CONTROL SYSTEMS

The student will learn how to apply inventory management tools and techniques. Topics include financial

implications, forecasting, fundamentals of inventory management, materials control and purchasing, master scheduling, material requirements planning, and inventory management as a system.

Topics include:

- Why have inventories?
- Financial implications
- Forecasting
- Fundamentals of inventory management
- Materials control and purchasing
- Master scheduling
- Materials requirements planning
- Aggregate inventory management

INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

Formal techniques and systems for controlling production and capacity in the shop. The student will learn practical shop floor control techniques, including the need for data gathering, feedback reporting, and evaluation of corrective action.

Topics include:

- Shop order release
- Dispatching
- Expediting
- Shop scheduling and loading
- Input/output control
- Shop data collection
- Labor reporting

INM X222 — MANUFACTURING RESOURCES PLANNING

This course will provide the student with the ability to participate in the practical aspects of manufacturing management. Through workshop examples and case studies, the student will learn the pros and cons of various techniques and approaches and identify the potential pitfalls to be avoided. Implementation of the techniques in both computerized and manual environments is covered. The inter-relationships with top management and communication among departments of the company are stressed.

Business

Communications

GRANT PROPOSAL WRITING FOR NON-PROFIT AGENCIES AND COMMUNITY ORGANIZATIONS

Non-profit social service agencies and community organizations find that they must look beyond their current base of support for the funds necessary to run their programs. Members and staff of these organizations can learn to tap potential fundraising resources in this informative seminar on grants proposal writing.

Participants will learn to:

- Plan projects from a grants-seeker standpoint
- Identify and make contact with potential funding sources
- Write proposals and letters-of-inquiry
- Develop project budgets
- Anticipate the questions of funding agencies

DATE: Saturday, Mar. 22

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 21-010-0501

LOCATION: CSUDH campus, SBS D225

INSTRUCTOR: Leon S. Cohen, Ph.D., Director of Research and Funded Projects for CSUDH

BUSINESS WRITING THAT WORKS

Your professional image is communicated through your business writing — if it's unorganized and untidy, that's how you'll be perceived. This intensive, two-part class will help you to write the clear, well-organized persuasive letters and memos that help you succeed in your business and career.

You'll develop skills to write dynamic, concise sentences and paragraphs that get the message across. You'll learn to write quickly, without writing-related stress. The class will cover writing and editing general business documents, including sales letters, letters of transmittal and complaint letters.

DATE: Saturdays, Feb. 1, 8

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 15-012-0503

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTORS: Stephanie J. Eubanks, M.A., Sanders and Eubanks, Consultants in Written Business Communication; Helen Sanders, Sanders and Eubanks, Director, UC Irvine Learning Skills Center

RELATED COURSES:

Advertising for Small Business, pg. 13

EFFECTIVE RESUMÉS AND INTERVIEWS

The secret to presenting your best self in your resumé and interviews is realizing that you have a wealth of marketable and desirable talents. Learn to communicate these acquired skills in an attractive, vibrant resumé.

Special emphasis will be placed on transferring skills — an important avenue for those re-entering the job market, changing careers or graduating from college.

Is the interview an obstacle or an opportunity? Learn to make the interview *your* meeting.

Through the use of small group exercises and group discussions, you'll discover the use of:

- Active networking
- Information surveys
- Interviews

This workshop will help you create a successful plan for your career path.

DATE: Saturdays, Feb. 1, 8

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$55

SEQUENCE NUMBER: 06-000-0504

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR: Adele Borman, B.A., Management Consultant in Career Awareness and Achievement

Engineering

COMPONENT ENGINEERING CERTIFICATE PROGRAM

Component Engineering is concerned with the selection, design application, acquisition and functioning of the individual parts of electronic, magnetic, mechanical and optical equipment. The engineering associated with their use is critical to the successful performance and reliability of both commercial and military systems.

The Component Engineering Certificate Program at CSUDH is at the graduate level and makes both general and specialized engineering and technology courses available for individuals with a variety of backgrounds, experience and training, but an undergraduate degree in Engineering is recommended. The initial course work provides a foundation required for all Component Engineers. The course of study is then directed toward specialization in either active devices (semi-conductor products), passive devices (non-active electronic and magnetic products), or electromechanical and optical components. The certificate requires a minimum of twenty-nine units. For further information, call Paul Davis at 213/516-3741.

HAZARDOUS WASTE MANAGEMENT

—A national symposium on this timely issue

Participate in a live videoconference discussion on hazardous waste disposal and management.

The videoconference will feature comprehensive discussion of regulations introduced by the U.S. Department of Transportation (DOT), the U.S. Environmental Protection Agency (EPA), and the U.S. Occupational Safety and Health Administration (OSHA), which are designed to minimize the impact of toxic waste. The six-hour seminar will also address the shortage of available disposal sites.

Workshop participants will receive a 200-page handout containing extracts of the documents required by federal agencies for every step of the disposal process, including labeling requirements, and discussion on possible resource recycling.

CSU Dominguez Hills will receive the symposium by satellite from the host site, Oklahoma State University. Two-way interaction technology will enable participants at the CSUDH site to speak live to the workshop leaders.

WHO SHOULD ATTEND

- Engineers
- Environmental advocacy personnel
- Attorneys
- Interested private individuals

ABOUT THE WORKSHOP LEADERS

Wayne C. Turner, Ph.D., P.E., has been active in industrial energy, water, and hazardous waste management for many years. He is a Certified Energy Manager by the Association of Energy Engineers.

Richard E. Webb, Ph.D., P.E., is a visiting assistant professor in the School of Industrial Engineering and Management at Oklahoma State University. He holds a B.S. in architectural studies, and an M.S. and Ph.D. in industrial engineering.

DATE: Thursday, Dec. 12

TIME: 7:30 a.m.—2 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$175

SEQUENCE NUMBER: 09-131-0501

LOCATION: CSUDH campus, ERC C112

Accounting

COMPUTERIZE YOUR ACCOUNTING PROCEDURES

Converting your business from manual to computerized accounting procedures requires careful planning. Care must be taken to select the best hardware/software combination for your specific requirements. And once a system is selected, then careful attention must be paid to converting over to the new system to avoid unnecessary loss of data.

Learn to be an intelligent computer consumer in this step-by-step analysis of the available accounting software packages. The seminar series is designed for businesspersons with little or no computer experience who are considering or will be involved with the purchase of an inhouse computer system to automate their accounting procedures.

Recommended for:

- Small Business Owners
- CPAs
- Financial Analysts
- Bookkeepers
- Tax Preparers
- Controllers

Topics discussed:

- 1st meeting
- **General Ledger and System Requirements**
- 2nd meeting
- **Accounts Payable and Purchasing**
- 3rd meeting
- **Accounts Receivable and Billing**
- 4th meeting
- **Payroll and Job Costing**

DATE: Thursdays, January 16–February 3

TIME: 1–5 p.m.

NUMBER OF MEETINGS: 4

UNITS: 2 Continuing Education Units

FEE: \$345

SEQUENCE NUMBER: 05–021–0951

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Richard A. Savaiano, M.S., principal, Industrial Management Associates, a management consulting and systems development firm

RELATED COURSES:

Computer Applications, pg. 15

Small Business/ Entrepreneurship

INTRODUCTION TO THE IMPORTING BUSINESS

Learn how to get started in the fascinating import industry in this practical class. You'll gain the initial information necessary to start your own business or to obtain a position with an import firm or international department of a financial institution.

This step-by-step class will help persons interested in going into international business on a full or part time basis.

Other topics:

- International banking
- Freight forwarding
- Customs brokerage

DATE: Wednesday, Feb. 5–12

TIME: 7–10 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$38

SEQUENCE NUMBER: 05–131–0553

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Sinclair Rimmon, M.A. in Economics and International Trade; president, S. Rimmon and Co., Inc.

IMPORTING: A PRACTICAL GUIDE TO A FASCINATING CAREER

If you've ever considered entering the field of international trade but didn't know where to begin, this class is for you. As a practical and informative guide to the import business, the class covers all aspects of the field, from finding the right product to negotiating with foreign suppliers.

The class also includes discussion on selling your imported product, as well as wholesaling and retailing. Guest speakers will complement and highlight course content.

Other topics:

- U.S. Customs — rules and procedures
- The customs broker
- International banking
- Importing on your own account vs. on commission
- Warehousing and inventory
- International market research

This course serves as a continuation of "Introduction to the Importing Business."

DATE: Wednesday, Feb. 19–Mar. 19

TIME: 7–10 p.m.

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$95

SEQUENCE NUMBER: 05–131–0554

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Sinclair Rimmon, M.A. in Economics and International Trade; president, S. Rimmon and Co., Inc.

ADVERTISING FOR SMALL BUSINESS

If you own a small business, whether retail or service, you recognize the importance of effective publicity and advertising. But learning how and where to advertise successfully is an acquired skill. Learn the fundamentals of small business advertising in this practical seminar. Discussion will include which medium (print or electronic) is the most appropriate, as well as how and where to place your advertising.

You'll learn how to make the most of your budget, and how to take advantage of no-cost publicity. Writing effective media releases will also be covered.

DATE: Thursday, Feb. 6

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 05–091–0552

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Jeffery D. Figler, M.B.A., J.D., small business and public organization consultant

MARKETING YOURSELF AS A CONSULTANT

Whether you're considering becoming a consultant or are already in the business, this comprehensive class can help you sell your skills most effectively. Discover how to promote yourself by gaining exposure and enhancing your professional reputation. You'll learn how to set up your business on a full- or part-time basis.

Other topics include applicable laws, considerations of home-based businesses, costs to expect, protecting your service through contract and letter of agreement, setting a fee, avoiding pitfalls of the trade and what customers seek from consultants. You'll also learn how to ensure success for your business by examining the profession in the 80s and deciding on an image for your consulting business.

DATE: Friday, Feb. 7

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05–996–0546

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Jeffrey D. Figler, M.B.A., J.D., instructor, San Diego State University, College of Business Administration; president of two corporations

CERTIFICATE PROGRAM IN RISK MANAGEMENT AND INSURANCE

As businesses seek new methods to streamline costs, the demand for services that help ease the cost-cutting processes grows.

Of great concern is the legal responsibility of an organization to provide a safe and secure workplace for both public and private sector managers.

The certificate satisfies the prerequisite requirements of the California Department of Insurance for taking the licensure examination for insurance brokers and agents.

The program provides two academic credit hours for each of the three courses of instruction, which may be applied to the degree requirements for the CSUDH Department of Public Administration. A certificate will be awarded upon completion of the three courses.

INSTRUCTOR

Aaron Liberman, Ph.D., F.A.C.H.A., has more than 17 years experience as a manager, executive and educator. Dr. Liberman is a risk management consultant to 15 organizations which include 2 national associations, a hospital, a defense contractor and three manufacturing companies. He is an Associate Professor of Public Administration at CSUDH. Dr. Liberman is a recognized teacher and lecturer on risk management.

For more information on the Certificate Program in Risk Management and Insurance, call 213/516-3741.

COURSE I: ESSENTIALS OF RISK MANAGEMENT

The fundamentals of risk management will be examined. Students will learn to identify and analyze a risk and then recommend methods to reduce, transfer, assume, or avoid that risk.

Other topics:

- New techniques in hiring practices, employee counseling procedures, termination practices
- Pre-employment screening devices which reduce incidence of liability and workers' compensation claims
- Physical plant safety checklists which ensure employee and visitor safety
- Protecting against product liability claims
- The role and responsibilities of a risk manager
- Instituting a risk management program

DATE: Friday, Saturday, Sunday;
Feb. 7-9

TIME: 8 a.m.-6 p.m.

NUMBER OF MEETINGS: 3 (plus
out-of-class assignments)

UNITS: 2 degree-applicable units
FEE: \$100

SEQ. NUMBER: 05-121-X381

LOCATION: CSUDH campus, SBS
E122

COURSE II: PROPERTY AND CASUALTY INSURANCE RISKS

The course covers the various types of property and casualty insurance risks as well as the attendant insurance coverages appropriate to the respective risks. Workers' compensation, professional liability, auto and property risks will be emphasized.

Other topics:

- Sections of an insurance policy
- California State Law as applied to each policy form
- Elements of a legal contract
- What is insured by each type of policy

- Classifications of persons selling insurance

DATE: Friday, Saturday, Sunday;
Feb. 14-16

TIME: 8 a.m.-6 p.m.

NUMBER OF MEETINGS: 3 (plus
out-of-class assignments)

UNITS: 2 degree-applicable units
FEE: \$100

SEQ. NUMBER: 05-121-X382

LOCATION: CSUDH campus, SBS
E122

COURSE III: HEALTH ACCIDENT, AND LIFE INSURANCE RISKS

This course emphasizes the policies and coverages addressing various types of physical disabilities. Upon completion of this course, you will understand health, accident and life insurance coverages and the mechanisms for controlling losses and reducing costs.

Other topics:

- Contents of each type of policy, its provisions and exclusions
- Risk selection and classification
- Application of insurance coverage in commercial or public enterprises
- Group versus individual health coverages

DATE: Friday, Saturday, Sunday;
Feb. 28-Mar. 1

TIME: 8 a.m.-6 p.m.

NUMBER OF MEETINGS: 3 (plus
out-of-class assignments)

UNITS: 2 degree-applicable units
FEE: \$100

SEQ. NUMBER: 05-121-X383

LOCATION: CSUDH campus, SBS
E122

Computer Applications

WORDPROCESSING WITH WORDSTAR

Students, businesspersons and educators, learn how to do word processing on a microcomputer. You will learn through hands-on experience how to do word processing applications and gain a thorough understanding of how to use a computer.

Practice setting up letters, reports, and your own documents. Each participant will have his own terminal. Topics to be discussed include:

- Basic computer concepts
- Commands, text management and insertions
- Deletions, margins, tabs and centering
- Merging, storage and retrieving

DATE: Saturdays, Jan. 18 and 25

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$90 plus \$5 materials fee

SEQ. NUMBER: 07-023-0502

LOCATION: CSUDH campus, SC D139

INSTRUCTOR: Reba Davis, computer consultant, author of *Wordprocessing Supervisor*

HOME-BASED COMPUTER BUSINESS OPPORTUNITIES

Both beginners and computer experts can benefit from an introduction to over 100 money making ideas for getting you started in your home based business and beginning to be an independent businessperson.

Eight areas will be discussed:

- Retailing, repairing
- Educating, lecturing
- Manufacturing, distributing
- Arts, crafts, design
- Typesetting, financial counseling, accounting
- Print media, writing, publishing
- Information brokering, data base time sharing
- Employment agenting, job shopping

You do not have to own a computer or have any computer experience to benefit from this class.

DATE: Thursday, Jan. 29

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-030-0507

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*.

COMPUTER CONSULTING AND FREELANCE PROGRAMMING

Be a part of this new field that is growing every year. This session will teach you what you need to learn to start your own freelance business.

- Where to find clients
- Fees to charge
- Retainers, contingency
- Proposals, contracts
- Billing, collecting

DATE: Tuesday, Jan. 28

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-030-0519

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*.

STARTING A WORDPROCESSING SERVICE

Learn the best way to start a word processing service bureau. From a profit-making perspective you will hear about:

- Where to find customers
- Fees to charge
- Licensing, permits
- Home-based, taxes
- Networking
- Hardware and software
- Dedicated word processors vs. computers
- Employees and independent contractors
- Job estimating

DATE: Monday, Jan. 27

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-030-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*.

RELATED COURSES:

- Manufacturing Systems for Microcomputers, pg. 15
- Computerize Your Accounting Procedures, pg. 13

START AND FINANCE YOUR OWN COMPUTER ENTERPRISE

Take the mystery out of self-employment and learn three essential concepts to create a successful enterprise — start up, capitalizing, and cash flow. You can work part-time or full-time.

Topics include:

- Start-up procedures
- Licenses and permits
- Home-based tax issues
- Business name, legal requirements
- Inventory, location, insurance

DATE: Wednesday, Jan. 29

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 05-996-0537

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*

CERTIFICATE IN COMPUTER SCIENCE

Earn a certificate in Computer Science through CSU Dominguez Hills' Open University. You can enroll in the certificate program with or without enrollment in any CSUDH degree program and earn college credit. The cost is only \$41.50 per unit.

Some students may be required to take one or more lower division classes as preparation for the Certificate. Consult the CSUDH general catalog for course descriptions and prerequisites.

CORE COURSES (20 units)

Survey of Programming Concepts (4)

- *Computer Science 200*

Data Structures (4)

- *Computer Science 210*

Programming Languages I (4)

- *Computer Science 220*

Computer Organization (4)

- *Computer Science 230*

File Processing (4)

- *Computer Science 250*

ELECTIVES (8 units)

Two courses chosen in consultation with the student's advisor. The student may select any upper division Computer Science course or Mathematics 260.

For more information on the program, please call 213/516-3378.

DIFFERENTIAL AND INTEGRAL CALCULUS I (MATH X110)

Math teachers and teachers who plan to retrain, to obtain a credential to teach Mathematics, or to prepare for the National Teacher Examination will benefit from this 4-unit math course.

Topics include: functions, introduction to the derivative and integral, analytic geometry, and vectors in a plane.

Prerequisite: Math 108 or two years of high school algebra and trigonometry.

For more information on the math program for teachers, contact Eunice Krinsky, associate professor of mathematics, 213/516-3363 or 213/516-3378.

Coming Spring '86 Quarter: Calculus II (Math X112)

DATE: Tuesdays and Thursdays; January 7-March 13

TIME: 4:40-6:20 p.m.

NUMBER OF MEETINGS: 20

UNITS: 4 quarter units (Math X110)

FEE: \$166, plus textbook

SEQUENCE NUMBER: 17-000-X110

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR: CSUDH staff

INDEPENDENT STUDY: BLACK STUDIES FOR EDUCATION

Increase your awareness and understanding of Black-American history and culture while studying at your own pace.

Students will research such topics as Black traditions, political/socio-economic conditions of Black Americans versus the population as a whole, past and current coping mechanisms, current legislation, future planning, organizations, and leaders and personalities.

The class will meet as a group at the beginning of the quarter to plan research projects; and will meet again at the close of the quarter to discuss research projects. During the quarter, students will meet with Dr. Carrison at mutually convenient times to discuss progress on the projects.

The class is intended to improve student-teacher relationships and to encourage teachers to develop relevant school curricular materials. The course fulfills LAUSD requirements for study of a specific minority group. Teachers seeking fulfillment for other districts should check with their district administration offices.

DATE: Saturday, Jan. 11 and Mar. 15

TIME: 9 a.m.-noon (on days of group meetings)

NUMBER OF MEETINGS: 2 group meetings

plus conferences with instructor

UNITS: 4 quarter units (GED X398)

FEE: \$166

SEQUENCE NUMBER: 08-000-X398

LOCATION: CSUDH campus, SBS D225

INSTRUCTOR: Muriel Carrison, Ed.D., professor of Education, CSUDH

ART IN THE ELEMENTARY CLASSROOM

Investigate the nature of creativity and stages of development in a child's expression. Explore teaching techniques which encourage originality and positive self-esteem. Create in a variety of media — drawing, painting, printmaking, batik, and tie die. Special focus on the interrelationship of art, language and social studies.

An outside assignment will be given to fulfill school district requirements for salary advancement credit.

Please bring the following supplies to class: assortment of marking pens, scissors, glue, newspaper.

DATE: Saturday, Feb. 22

TIME: 9 a.m.-7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Professional Credit (EDU 860)

FEE: \$45, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0860

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTORS: Penelope Greeven, Art Workshop instructor, Long Beach Unified School District. Kevin Doherty, Art Workshop instructor, Long Beach Unified School District; art consultant, Downey Unified School District; private art instructor

CELEBRATING THE SPRING SEASON

With emphasis on originality, this hands-on workshop is designed to help elementary school teachers plan art projects for the spring season. Easter, Passover, butterflies, insects, gardens, and animals will be themes for motivating drawing, painting, printmaking and batik work.

An outside assignment will be given to fulfill school district requirements for salary advancement credit.

Please bring the following supplies to class: assortment of marking pens, scissors, glue, newspaper.

DATE: Saturday, March 15

TIME: 9 a.m.-7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Professional Credit (EDU 856)

FEE: \$45, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0856

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTORS: Penelope Greeven, Art Workshop instructor, Long Beach Unified School District. Kevin Doherty, Art Workshop instructor, Long Beach Unified School District; art consultant, Downey Unified School District; private art instructor

SUPERLEARNING® FOR TEACHERS

Your turning point in educational excellence. Learn powerful new strategies to: (1) accelerate learning; (2) improve student memory retention; (3) reduce educational stress; and (4) consistently get successful results.

The course explains how to use the 5-step Superlearning cycle in your classroom. You experience a sample Superlearning session, get a free 18-page workbook, and specific references for various disciplines. You will gain the concrete knowledge to begin using the techniques immediately.

Superlearning is based on proven new accelerated learning techniques such as right brain/left brain learning methods, "Suggestopedia," imagery and N.L.P.

If you are looking for power and excellence in teaching, this seminar is for you.

DATE: Friday, Jan. 24

TIME: 5-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Unit

FEE: \$39

SEQUENCE NUMBER: 08-993-0902

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

11TH ANNUAL SPECIAL EDUCATION CONFERENCE

—Join professionals in the field for two days of workshops

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

DATE: Friday and Saturday, Feb. 7 and 8

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

NUMBER OF MEETINGS: 1 or 2

UNITS: Choose 1 or 2 quarter units of degree-applicable credit, or Non-credit

FEE: Conference registration for two days, \$50. Make check payable to CSUDH Foundation.

Conference registration for one day, \$35. Make check payable to CSUDH Foundation.

CREDIT: Two units of credit: \$33.20. Make check payable to CSUDH Extension.

One unit of credit: \$16.60. Make check payable to CSUDH Extension.

SEQ. NUMBER: 08-081-X406-01 (1 unit) 08-081-X406-02 (2 units)

LOCATION: CSUDH campus, University Theatre

For more information, contact Dr. Doris Okada, conference director, School of Education, CSUDH, 213/516-3522.

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

Seven courses — four required and three electives — make up this certificate designed to train professionals in the area of movement education and physical education for children. Persons working with children 1 to 12 years of age in a pre-school, day care, private or elementary school setting will benefit from these classes. Certificate classes are also open to those not earning credit toward the certificate.

Each course offers one Continuing Education Unit (CEU), acceptable in most school districts for salary adjustments.

The courses include stages of play, motor skill development, organization and development of physical education programs, fitness and nutrition. The six required and seven elective courses are rotated during the quarters of the school year. Pre-registration is required for all of the classes.

TEACHING GAMES CHILDREN LOVE TO PLAY

In this workshop you will learn more than 50 games children ages 2-8 years love to play. The program is useful for both parents and teachers. Old games, new games, singing games, circle games, indoor games, outdoor games, developmentally-oriented games and how to change games will be discussed, demonstrated and practiced.

You will learn how to organize and teach the games. The workshop will address rules, motivation, and unfair playing.

Wear comfortable clothes and rubber-soled shoes; this is an active participation workshop. Preregistration is necessary to receive the course handout materials.

This class is a required course for the Certificate in Children's Movement Education.

DATE: Saturday, Jan. 11

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0920

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook, B.A., Elementary and Secondary Credential; Director, Children's Health International

GET THE BEAT, DANCE YOUR FEET

(Formerly Rhythms and Dance for 7-12 Year Olds)

Get with the beat. Learn the basics of rhythms and dance as well as what's "in" and "cool." Discover themes and dances of the 50s, 60s, 70s and 80s. Find out how to incorporate Jazz and Tap basics in a fun way.

Learn how to choreograph your own aerobic routine. Use a jump rope to develop rhythm, and learn to teach breakdance basics.

Also included:

- How to set up a school or community performance
- Keeping students under control
- Positive mental music

Wear comfortable clothes and rubber sole shoes. Come ready to move.

This course is a required course for the Certificate in Children's Movement Education.

DATE: Saturday, Jan. 25

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0931

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook, BA, Elementary and Secondary Teaching Credential, Director, Children's Health International; Rianah Powers, B.S., instructor, Dance Dept., El Camino College

I CAN DO IT

— Sensory Motor Skills for 6 mos. to 4 yrs.

A number of neurological, structural, muscular and sociological changes occur in children between the ages of 6 months and 4 years that exert important influences on their movement capacities and potentials. In this workshop for parents and teachers you will become familiar with these changes and the sequential development of movement abilities. You will learn age appropriate exercises, games, movement songs, basic gymnastic stunts and ballhandling activities.

All activities are carefully selected to enhance coordination, balance, body awareness, and overall fitness of young children while developing the "I CAN DO IT" feeling of self-assurance. Wear comfortable clothes and rubber sole shoes to class.

This class is an elective for the Certificate in Children's Movement Education.

DATE: Saturday, March 8

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0935

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook, BA, Elementary and Secondary Credential, Director of Children's Health International

CREATIVE NUTRITION IN THE CLASSROOM

Based on sound nutritional theory, the class will explore learning experiences in language, arts, social studies, science and math as well as suggest seasonal and holiday ideas.

In addition you will experience and receive handouts on:

- Growing thins in the classroom
- Making vegetable people
- Making your own bread

This class serves as an elective for the Certificate in Children's Movement Education.

DATE: Saturday, March 22

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0929

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Lynne O'Brien, M.A., Registered Dietician, Nutrition Consultant, pediatric practice

RELATED COURSES:

Wordprocessing With Wordstar, pg. 15

CBEST Review, pg. 13

Test Preparation for Bilingual Certificate of Competence (Spanish), pg. 22

Take a STEP to the University this summer!

For Junior High School Students California State University, Dominguez Hills

Science Technology Enrichment Program

Special courses during the Summer of 1986 with an emphasis in interdisciplinary courses in the Sciences. For students entering the 7th, 8th and 9th grades in Fall 1986.

Topics in:

- Math
- Computer Science
- Physics
- Oceanography
- Biology
- Chemistry
- Geology, and more

Call 213/516-3741 for more information, or mail us this coupon.

Please send me information on the STEP courses.

Name _____

Address _____

State _____ Zip _____

School _____

Mail to: California State University,
Dominguez Hills
Extended Education
Carson, CA 90747

Health Services

CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

The Certificate Program in Alcoholism/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level.

ENTRANCE REQUIREMENTS

Applicants must have completed at least two years of college and have at least two years of work experience in a health or human service agency.

Two years continuous sobriety is required. With the permission of the Program Coordinator, students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience. New classes begin in the Fall and Spring quarters.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class HEA X282 with a grade of BC or better.

For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes are held from 6:30-10:00 p.m. week nights at Mira Costa High School, 701 S. Peck Avenue, Manhattan Beach (see map, page 31).

THE COST

The fee is \$41.50 per unit; a four-unit course is \$166.00.

Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — checks or money orders only. Cash will not be accepted.

THE COURSES

Students must successfully complete all nine courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

QUARTER I

HEA X282 — INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

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

HEA X280 — INTRODUCTION TO ALCOHOLISM (4 units)

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

QUARTER II

HEA X281 — COUNSELING THE INDIVIDUAL (4 units)

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

HEA X296 — PERSPECTIVES ON DRUG ABUSE: COUNSELING THE SUBSTANCE ABUSER (4 units)

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

QUARTER III

HEA X300 — GROUP COUNSELING TECHNIQUES (4 units)

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

HEA X301 — INTRODUCTORY PRACTICUM (2 units)

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

QUARTER IV

HEA X283 — DYNAMICS OF THE FAMILY (4 units)

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

HEA X302 — PRACTICUM: FAMILY (2 units)

This course covers the resources available to the family. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship including confidentiality and legal aspects.

QUARTER V

HEA X303 — PRACTICUM: INDIVIDUAL AND GROUP COUNSELING (2 units)

This course demonstrates how to link clients with community resources. The student learns about the multidisciplinary treatment team, how to take histories and make psycho-social evaluations. The various alcoholism treatment agencies and program modalities — their staffing, funding, operational procedures — are studied.

INSURANCE BILLING FOR MEDICAL OFFICES

Billing third party insurance carriers is often one of the most challenging tasks confronted by medical office personnel. Sending claims in time and receiving maximum reimbursement is the goal of every insurance biller, and changing policies and procedures demand that offices keep informed of new requirements. This course takes the mystery out of insurance billing by helping you become more familiar with insurance billing procedures.

The seminar emphasizes MediCal and MediCare billing in addition to the total process of billing. The class will help you to understand how to maximize insurance reimbursements for your doctor and your patients.

Other topics to help you master insurance billing:

- Insurance terminology
- Superbills and Charge Ticket usage
- Assignment of benefits
- Coding of claims
- Customary Charge Profiles
- The appeals process

Please bring to class your current fee schedule, Superbill or Charge Ticket and your Customary Charge Profile from MediCare.

DATE: Wednesdays, Jan. 22–Feb. 12

TIME: 4–7:45 p.m.

NUMBER OF MEETINGS: 4

UNITS: 1.5 Continuing Education Units

FEE: \$115

SEQUENCE NUMBER: 12–021–0901

LOCATION: CSUDH campus, ERC A115

INSTRUCTOR: Diane Jackson, M.S., M.P.H.,
Medical Office Management Consultant

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with California State University, Dominguez Hills offers an accredited long-term certificate program in Orthotics. Orthotics is the profession of providing orthopedic braces for the physically disabled. Interested students with an Associate degree or higher and familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical settings. Students study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

For more information, contact:
Darrell Clark
Rancho Los Amigos Hospital
(213) 922–7655

SPPH CHEMICAL DEPENDENCY AND EATING DISORDER TRAINING PROGRAM

This intensive five-day experience was developed by San Pedro Peninsula Hospital as a result of requests from professionals and para-professionals who wished to enhance their understanding of chemical dependency and eating disorders and to be exposed to our philosophy and methods of treatment. The program is of value for physicians, nurses, social workers, employee assistance counselors, personnel directors, and other professionals interested in increasing their understanding of the nation's primary health problem.

Continuing Education Units/ Degree-Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category 1) credit toward the California Medical Association Certificate in Continuing Medical Education. This course is approved for 45 contact hours of continuing education for R.N.s and L.V.N.s (BRN Provider No. 00302).

Four units of degree applicable credit is available from California State University, Dominguez Hills Extended Education. Each participant will receive a certificate of completion from SPPH.

Registration

Pre-registration and a screening of all potential enrollees is mandatory. Contact San Pedro Peninsula Hospital for information and registration materials, 213/832–3311, Extension 3456, or write:

Training Program Coordinator/CDU/
San Pedro Peninsula Hospital
1300 W. Seventh Ave.
San Pedro, CA 90372

FEE: \$135 for program plus \$62 for CSUDH degree credit

SEQ. NUMBER: 12–221–X200

INSTRUCTOR: San Pedro Peninsula Hospital
Alcoholism Recovery Service Staff

MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

The Master of Science in Medical Technology is a program unique in the area and is designed for a select few. Admission is open only to California licensed *clinical laboratory technologists and/or registered medical technologists*. Students must have a bachelor's degree and must have professional experience beyond the initial training period.

The program is designed for completion of all degree requirements within a minimum of six quarters (1½ years).

Five options are available:

- Clinical Laboratory Management
- Clinical Sciences
- Education
- Immunohematology and Blood Transfusion
- Clinical Laboratory Practice

Classes meet in hospitals throughout Southern California.

Forty-five units are required for the degree. Fees are \$65 per unit. There are no application fees.

For more information, call
213/516–3748.

RELATED COURSES:

Risk Management and Insurance Certificate,
pg. 14

Humanities and Social Science

CERTIFICATE IN MEXICAN CULTURE

Sponsored by the Mexican American Studies program and the Division of Extended Education, this is a program of university credit courses primarily for persons interested in regaining an understanding of their inherited culture and language.

The program consists of three core courses and three complementary courses which examine Mexican history, literature and language. A certificate of completion is awarded upon fulfillment of program requirements. Students of the program achieve a perspective through which another culture can be assimilated. Furthermore, students are stimulated to continue their education at the college level. (All courses are offered for non-baccalaureate credit, but a student intending to apply these credits toward CSUDH course requirements may appeal on an individual basis.)

CULTURA ESPAÑOLA

This course will provide an overview of the history, culture, and literature of Spain, plus discussion of especially important elements of Spanish art and literature. Film clips, slides, and literature selections will be featured. Students will study Spanish civilization in order to appreciate its affect upon the Mexican culture. The course will be conducted entirely in Spanish.

Este curso es dividido en dos partes:

- una visión general de la historia, cultura, arte y literatura de España, mediante un libro de texto muy adecuado
- discusión de puntos de interés especial en arte y literatura junto con una acertada selección de diapositivas películas

El objetivo de este curso es familiarizar al estudiante con los más importantes logros de España en América, con el fin de que adquiera una más, completa visión de la civilización hispanoamericana, mayormente en México.

DATE: Mondays, Jan. 13–Mar. 17

TIME: 6:30–10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22–131–0000

LOCATION: CSUDH campus, SBS E216

INSTRUCTOR: Juan M. Corominus, Ph.D.,
associate professor, Mexican American
Studies, CSUDH

CULTURA DE MÉXICO

Investigate and strengthen your understanding of the cultural roots of persons born and educated in Mexico who are now citizens or residents of the United States.

This 10-week course is specifically designed for Mexican-born persons who have matriculated through primary, secondary and even some postsecondary institutions. It will provide an overview of your cultural heritage to help incorporate your history into a more effective bicultural awareness. This course will be presented in Spanish.

Cultura de México es un curso que ofrece una visión general de la cultura de México: historia, arte y literatura. Su finalidad es hacer que el estudiante:

- se identifique con sus propias raíces culturales
- cobre confianza en sí mismo
- despierte la inquietud de progresar humana y técnicamente
- y haga del colegio o de la universidad el complemento de su propia familia

SECTION 1:

DATE: Friday, Jan. 10–Mar. 21

TIME: 6:30–10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22–131–0000–01

LOCATION: St. Emydius Church, 10900
California Ave., Lynwood

INSTRUCTOR: Juan Corominus, Ph.D.,
associate professor, Mexican American
Studies, CSUDH

SECTION 2:

DATE: Saturdays, Jan. 11–Mar. 22

TIME: 9 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22–131–0000–02

LOCATION: CSUDH campus, SBS D215

INSTRUCTOR: Juan Corominus, Ph.D.,
associate professor, Mexican American
Studies, CSUDH

HUMANITIES EXTERNAL DEGREE PROGRAMS

The **Master of Arts** in the Humanities offers a broad interdisciplinary exposure to all the areas of the Humanities — history, literature, philosophy, music and art, — and the establishment of an integrative perspective among them with emphasis on their interrelating effects and influences. Students are able to specialize in a particular discipline of the Humanities, or in specific cultural thematic areas which could be traced across all of the humanistic disciplines.

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

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

Fees are \$65 per unit. Forty-five units are required for the degree. Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

The **Bachelor of Arts in the Humanities** is an external degree program for those who have completed educational requirements for an Associate of Arts or its equivalent (two years of lower division college work, i.e., 84 quarter units or 56 semester units). It is for those who want

- intellectual stimulation in the Humanities — art, music, history, literature, philosophy
 - an accredited B.A. degree
 - a program of study at home
 - a self-paced course of study
- The major requires 90 upper division units, divided equally into three phases. Students progress from an initial highly structured series of courses to a faculty-guided independent plan of study. The major includes some courses which interrelate two or more subject areas to a specified topic or theme. In the third phase of the major, students may choose to concentrate on either a traditional single subject or an interdisciplinary theme. For information, call 213/516–3743.

CERTIFICATE PROGRAM IN CAREER-RELATED SPANISH

The Certificate Program in Career-Related Spanish is designed specifically for those currently employed or planning a career in fields in which Spanish is a necessary tool of communication with the public or co-workers. The Certificate Program is excellent for those in education, medicine, business, broadcasting, journalism, law and any other field which involves contact with the public. The program is recommended for beginning Spanish students.

THE COURSES

Students enroll in two Spanish courses per quarter. One is a Spanish language and culture class, and the other (SPA X220) is a bilingual internship which reinforces newly acquired Spanish skills throughout the program. Students may utilize their own employment or volunteer activity as an internship for the Certificate Program if it fulfills requirements. Students not presently working with Spanish-speaking persons will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 24 units.

All courses are degree applicable.

PROGRAM INFORMATION

For more information on this program, call Dr. Raul Romero, program coordinator, 213/516-3315.

SPANISH CONVERSATION

This practical class is specially designed for businesspersons, civil service personnel, educators, and others who come in contact with Spanish-speaking persons. Throughout the course, you will have ample opportunity to practice your conversational Spanish. The course is recommended for persons with one year of college-level Spanish or the equivalent. Standard, universal Spanish is taught as well as key regional (Mexican, Central, and South American) vocabulary and expressions.

DATE: Tuesday and Thursday, Jan. 7-Mar. 20

TIME: 4:40-6:20 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4 quarter units (Span X130), degree applicable

FEE: \$166

SEQUENCE NUMBER: 11-051-X130

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Ben Pena, Ph.D., assistant professor, Spanish, CSUDH

ELEMENTARY CAREER RELATED SPANISH II

- Practical Spanish for the work environment
- Excellent training for those employed or considering a career in education, health services, business, and social welfare
- You'll learn to communicate in Spanish in person and by telephone with co-workers, clients and others
- Saturday classes

This lively and entertaining class emphasizes conversational Spanish skills for the workplace. Students are encouraged to use their Spanish-speaking skills in class during simulated work situations. The class also stresses reading and writing in Spanish. Standard, universal Spanish is taught as well as key regional (Mexican, Central and South American) vocabulary and expressions. The class may be applied as required credit to the Career-Related Spanish Certificate offered by Extended Education.

Recommended for students who have at least one quarter or semester of college-level Spanish, or who already know some Spanish.

For more information, call Dr. Raul Romero at 213/516-3315.

DATE: Saturdays, Jan. 11-Mar. 15

TIME: 9 a.m.-12:25 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4 quarter units (Span X106), degree applicable

FEE: \$166

SEQUENCE NUMBER: 11-051-X106

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Ben Pena, Ph.D., assistant professor, Spanish, CSUDH

WOULD YOU LIKE TO TEACH FOR CSUDH EXTENDED EDUCATION?

We are looking for professionals to conduct new seminars, courses, and workshops in professional skills development. If you have expertise in the following subject areas and would like to propose a course or a topic, please contact us.

- Professional development courses for educators
- Accounting and Financial Management
- Real Estate Appraisal, Finance, and Investment

Write to:

Dr. Joanne Zitelli
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

SPEED READING AND STUDY SKILLS FOR STUDENTS

This program is designed to help your students and children lay the foundation of strong reading skills necessary for academic success and personal confidence.

The speed reading and study skills program has two main goals. First, to teach a reading process which will develop a love of reading and the lifelong habit of reading for enjoyment. The second goal is to teach a mastery-level of reading skill, through development of comprehension, reading speed, memory, concentration, and study skills.

Each student's initial level of reading skill is carefully evaluated, and materials and instruction are individually tailored to provide the correct balance of challenge and encouragement.

For Students Grades 4-6

DATE: Monday, February 24-April 14

TIME: 4-6 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$175

SEQUENCE NUMBER: 15-000-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Professional Staff of the Institute of Reading Development

For Students Grades 7-10

DATE: Mondays, February 24-April 14

TIME: 6:30-8:30 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$175

SEQUENCE NUMBER: 15-000-0506

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Professional Staff of the Institute of Reading Development

SUPERLEARNING FOR STUDENTS

Discover powerful new strategies to help you learn faster and easier, improve your reading and study skills, and to develop a better memory. These strategies can be applied to specific learning goals.

You'll learn detailed exercises to dissolve learning blocks and to use the neglected powers of the right side of the brain. Superlearning is based on new accelerated learning techniques — one, practiced in eastern Europe, reportedly helped students learn a foreign language in one month.

DATE: Saturday, Jan. 25

TIME: 1:30-5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$39

SEQUENCE NUMBER: 08-081-0518

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

Learning Skills

Test Preparation

BOBROW

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 26 universities, colleges, and law schools. The classes have been developed and evaluated by authors of 15 national best-selling test preparation textbooks (Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide among others published by Cliffs Notes).

The staff is composed of attorneys, CPAs, math and reading specialists and other specialist instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams and are carefully planned learning, practicing and analyzing experiences.

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

The emphasis is on the math section of the exam, but there will be careful analysis of reading comprehension, sentence completion, analogies and antonyms.

Important test-taking strategies and time-saving techniques will also be covered.

Short-form tests will also be given for practice under actual test-taking conditions.

For March 5 Exam

DATE: Saturdays, Feb. 22, Mar. 1, 8

TIME: 9 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQ. NUMBER: 08-000-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Bobrow Test Preparation Services

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Mathematical ability
- Reading comprehension
- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

For March 15 Exam

DATE: Saturday, Feb. 22, Mar. 1, 8

TIME: 9 a.m.–3:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$125 (includes materials)

SEQUENCE NUMBER: 05-001-0504

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Bobrow Test Preparation Services

CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

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

For February 15 Exam

DATE: Saturday, Jan. 25, Feb. 1, 8

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

SEQ. NUMBER: 08-011-0520-01

LOCATION: CSUDH campus, SBS E126

INSTRUCTOR: Bobrow Test Preparation Services

For April 12 Exam

DATE: Saturday, Mar. 15, 22, Apr. 5

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

SEQ. NUMBER: 08-011-0520-02

LOCATION: CSUDH campus, SBS E126

INSTRUCTOR: Bobrow Test Preparation Services

TEST PREPARATION FOR BILINGUAL CERTIFICATE OF COMPETENCE (Spanish)

CSUDH Extension offers two classes to prepare teachers for the Bilingual Certificate of Competence (Spanish) examinations. The morning session of these intensive workshops focuses on the Cultural component of the exam, and the afternoon session targets the Methodology component. Register for both the morning and afternoon sessions for a comprehensive review in preparation for the exam.

Dr. Max Contreras and Dr. Porfirio Sanchez, workshop leaders, helped develop competency standards for the State Certificate of Competency. This workshop is the only test preparation seminar being held in Southern California for the Bilingual Certificate of Competence Test.

Special emphasis will be placed on test taking strategies and time saving techniques. Practice mini-tests will be administered during the workshop.

INSTRUCTORS

Porfirio Sanchez, Ph.D., is past director of Mexican-American Studies at CSUDH.

Maximiliano Contreras, Ph.D., is an associate professor professor of Education, CSUDH, and is coordinator of the Bilingual/Crosscultural Specialist Credential Program at CSUDH.

METHODOLOGY COMPONENT

Topics include:

- Bilingual teaching methods
- E.S.L. teaching methods
- Spanish reading
- BICS and CALP
- Research on Bilingual Education

For the December 14 Exam

DATE: Saturday, Dec. 7

TIME: 1:30–5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0508-02

LOCATION: CSUDH campus, HFA A103

For January 25 Exam

DATE: Saturday, January 18

TIME: 1:30–5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0508-01

LOCATION: CSUDH campus, HFA A103

FVOR March 25 Exam

DATE: Saturday, March 22

TIME: 1:30–5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0508-03

LOCATION: CSUDH campus, HFA A103

CULTURAL COMPONENT

Topics include:

- Lifestyle of the target population
- Historical role and contributions of the target population to American Society
- Social class structure within the target population
- Relationship between learning the cultural background of the target population

For the December 14 Exam

DATE: Sat., Dec. 7

TIME: 8:30 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0507-02

LOCATION: CSUDH campus, HFA A103

For January 25 Exam

DATE: Saturday, Jan. 18

TIME: 8:30 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0507-01

LOCATION: CSUDH campus, HFA A103

For March 26 Exam

DATE: Saturday, March 22

TIME: 8:30 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQUENCE NUMBER: 08-994-0507-02

LOCATION: CSUDH campus, HFA A103

COUPLES: TECHNIQUES FOR SUCCESSFUL COMMUNICATION

All couples strive to maintain a satisfying relationship. But couples in the 80s face the task of maintaining a satisfying relationship in addition to carving out a successful career.

Effective communication is a fundamental element of all relationships. Using an educational approach, Dr. Brown will help you to identify and resolve the common communication problems. Emotional and physical disinterest, constant anger, and general dissatisfaction are often indicators of faulty communication. Case material will be presented along with effective strategies to improve communication.

Personal experience may be shared in this workshop, but this is not required or expected.

Many of the strategies learned in this workshop are applicable in the workplace as well as in the family setting.

DATE: Saturday, Mar. 1

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units

FEE: \$35

SEQUENCE NUMBER: 20-004-0920

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Sandra Z. Brown, Ph.D., M.F.C.C., specialist in the area of couple communication; Pauley, Parks & Brown, counseling service.

FOCUS ON FAMILY: CONTEMPORARY PARENTING STYLES

Examine family lifestyles of the 80s from a positive perspective. Special emphasis will be given to the evolution of modern family styles, an explanation of emerging trends in parenting and strategies for communication.

The seminar, led by family counseling professionals, will also examine alternative families such as single parenting, step-parenting, and gay parenting. The class will feature group strategies which will enhance your understanding of family communications. Panel discussions by adults and young people representing different family structures will be featured.

DATE AND TIME: Fri., Feb., 28, 6:30-10 p.m., Sat., Mar. 1, 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 Continuing Education Unit

FEE: \$50

SEQUENCE NUMBER: 20-004-0921

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTORS: Michael T. Donnelly, M.A., counselor and director, San Gabriel High School Peer Counseling Program. Mary C. Farrell, M.Ed., M.F.C.C., psychotherapist, partner, Peer Counseling Consultants

CLINICAL HYPNOSIS FOR PROFESSIONALS II

This class is for psychotherapists, counselors and individuals who wish to learn how to use Self-Hypnosis. The seminar meets 15 of the 40 Board of Behavioral Science Examiners educational hours required for Marriage, Family and Child counselors to receive certification in Hypnosis.

Topics include:

- Basic concepts of auto-hypnosis, relaxation, and the mind-body relationship
- Cheek's seven keys to psychosomatic conditions
- Specific techniques for relieving stress and anxiety in separation and divorce
- Guided imagery for couples to improve communication and trust
- Self-Hypnosis for dealing with phobias, such as fear of flying, raising self-esteem and self-confidence, and exam preparation

Textbooks for the class are available from the Either/Or Bookstore in Hermosa Beach and should be purchased before the first class meeting. Texts: Cheek & LeCron, *Clinical Hypnotherapy*; Erickson, Rossi & Rossi, *Hypnotic Realities: The Introduction of Clinical Hypnosis and Indirect Forms of Suggestion*; Kroger, *Clinical and Experimental Hypnosis*.

DATE: Wednesdays, Jan. 8—Feb. 5

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1.5 Continuing Education Units

FEE: \$75

SEQUENCE NUMBER: 20-0000-0913

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

CLINICAL HYPNOSIS PRACTICUM FOR PROFESSIONALS

— *Hypnotherapy for counselors*

This practicum offers training and supervision in hypnotherapy for mental health professionals who wish to integrate clinical hypnosis techniques into their psychotherapy with adults, children and couples. Meets the 10 hours of educational experience required in a clinical setting for using hypnosis as a Marriage, Family and Child Counselor; and offers 14 hours of clinical training and supervision for: treatment of phobias, habit and pain control, sexual dysfunction, relieving stress and anxiety, psychosomatic illness, depression, and assertion and self-esteem.

Class limited to 10 professionals.

DATE: Saturday and Sunday, Feb. 15, 16

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 Continuing Education Unit (Psychology 910)

FEE: \$70

SEQUENCE NUMBER: 20-000-0916

LOCATION: CSUDH campus, SBS D215
Pre-registration required.

INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

SELF-HYPNOSIS FOR SELF-CONTROL

Learn to use hypnosis to achieve your personal goals. The class includes discussion on: theories about hypnosis, principles of hypnotic induction, how to phrase post-hypnotic suggestions, the dangers of hypnosis, and the appropriate and inappropriate uses of the technique. You will learn to make your own self-hypnosis tape, selecting a topic from the following:

- Lose Weight
- Stop Smoking
- Exam Preparation
- Relax and Reduce Stress
- Improve Concentration and Performance

The class is limited to ten participants who want to learn about hypnosis and how to use it. Students are encouraged to come to class with the course materials, and to record this informative, six-hour workshop. Textbooks available from the Either/Or Bookstore in Hermosa Beach: *The Complete Guide to Hypnosis*, LeCron; *Self-Hypnosis: A Complete Manual for Health and Self-Change*, Alman. Also bring a cassette recorder and four 90-minute low-noise tapes.

DATE: Saturday, Jan. 11

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 20-000-0502

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

Telecommunications

INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

In-house education and training for business, industry, and government are now possible from CSU Dominguez Hills through the LA basin ITFS Network, a new closed circuit television broadcasting system available in the South Bay area. This new service will provide an opportunity to use television, with inter-active audio, for in-house education and training, through individualized company-owned installations. For more specifics about how you and your organization can use this new sophisticated medium, please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3737.

NATIONAL UNIVERSITY TELECONFERENCE NETWORK (NUTN)

California State University, Dominguez Hills now enables professionals to participate in live seminars on a national level. Keep abreast of new developments in your field by watching these pertinent, educational programs. Join in live discussions with distinguished experts in your field via telephone, and listen to questions raised by your fellow professionals participating in the videoconference at sites throughout the country. This informative videoconference system, called the National University Teleconference Network (NUTN), combines the technologies of satellite, television and telephone lines to provide a forum for discussion of topics of importance to professionals.

California State University, Dominguez Hills is a member of a national coalition of 67 universities which have joined together to develop the NUTN as a telecommunications system for higher education. Each quarter, CSUDH will offer videocommunications on a variety of topics. For information regarding upcoming conferences, please call 516-3737.

ELECTRONIC INFORMATION EXCHANGE SERVICE (EIES)

Through the Electronic Information Exchange System, students participate in a wide variety of seminars via computer telecommunications. EIES is an international computerized conferencing system based at the New Jersey Institute of Technology. Through CSUDH Extension's participation in EIES, students can enroll in various seminars, taught at home or in the office at any time of day. All that is necessary to have access to EIES seminars is a computer terminal or microprocessor and a modem. Via computer, participants join on-line seminars, ask and answer questions, and communicate at any time with instructors and other participants. Nor prior computer experience is necessary. On-time training in the use of EIES will be provided prior to the start of each seminar. For more information on EIES, call 516-3737.

Travel Programs

LONDON SEMESTER

— Earn CSU credit while enjoying London

The curriculum of this study program corresponds to the historical and cultural resources of the city of London. Participants study with other California State University students and under the instruction of outstanding CSU faculty from Social Sciences, Humanities or Fine Arts. Twelve semester units of degree-applicable CSU credit are earned upon successful completion of course work.

Fourteen-week Fall and Spring semester programs are available. Participants need not be matriculating CSU students to participate.

The London Program is co-sponsored by the CSU Extended Education Network and American Institute for Foreign Study, which is responsible for non-academic arrangements.

The Spring 1986 London semester begins in January 1986. Complete and mail the coupon below for a free, informative brochure and an application form.

CUT HERE AND MAIL

Please send me information on Travel Study Programs.

Name _____

Address _____

City _____

State _____

Zip _____

Mail to: Division of Extended Education, CSUDH, Carson, CA 90747

Travel Programs

A PASSAGE THROUGH CHINA

— June 20 through August 1, 1986

Discover the People's Republic of China, Summer of '86

CSU Dominguez Hills sponsors six weeks of travel study in the People's Republic of China — an extraordinary opportunity to explore the historical as well as the day-to-day aspects of Chinese society.

The program includes two weeks of travel, including Shanghai, Beijing, Nanjing, Suzhou, X'ian and a boat trip on the Yangtze River. Approximately four weeks of study in residence at Huazhong Normal University in Wuhan (Hubei Province) will be featured. During the four weeks in Wuhan, weekend and day trips to factories, schools and places of historical interest will be scheduled.

Group director for A Passage Through China is Linda Pomerantz, CSUDH History Professor.

The cost for the six week program, including food, lodging, travel, round-trip airfare, ground transportation, university credit and study at Huazhong Normal University is \$3,100.

There will be an orientation meeting on January 14 at 6 p.m. at CSUDH.

Send in the coupon on page 24 for more information.



MEXICO: MORELIA AND ITS ENVIRONS

—June 22 through July 20, 1986

Enjoy 28 days in Mexico studying Spanish and experiencing Mexican culture with Dr. Benjamin Peña. Explore the rich colonial and pre-Colombian traditions of Morelia and its surrounding villages and towns.

Morelia, capital of the state of Michoacan, is located in the beautiful central highland plateau of Mexico. There, among some of the finest colonial architecture in Mexico, participants in this program will live with selected Morelian families and attend morning classes in a beautifully maintained colonial building.

STUDY PROGRAM

All participants will enroll for 8 units of university credit: either Spanish 130, Beginning Spanish; or Spanish 241, Advanced Conversation. Also, all participants will enroll in Spanish 220, Field Research; this course can be tailored to your professional or academic interests. All of these courses help you to use Spanish skills immediately in real-life situations. At least one year of college Spanish or consent of Dr. Peña is required to participate.

Dr. Benjamin Peña, faculty director of the program, is associate professor of Spanish at CSUDH and has extensive experience in teaching career-related Spanish.

ACCOMMODATIONS

The non-academic portion of the program, including the homestay program, the instructional facility, and the excursions are arranged and supervised by CECEMMAC (Centro de Conocimiento Experienciales Multiculturales Mexicanos) an organization which specializes in educational travel programs to Mexico.

No more than two participants are placed in a home. The homestay arrangement enables students to practice Spanish and to learn about Mexican culture by living it. Participants will receive three meals daily. (Families with children can be accommodated, although host families are not responsible for baby sitting service.)

TRAVEL AND TOURS

Participants will fly from Los Angeles to Mexico City with a connecting flight to Morelia. In addition to discovering the cultural riches and natural beauty of Morelia, participants, with guides, will tour important historical and archeological sites in the region surrounding Morelia. Weekly one-day excursions include trips to: Santa Clara del Cobre, famous for handcrafted copperwork; Capula, known for its pottery; Tzin Tzun Tzan, a pre-Colombian archeological site featuring pyramids and a sacrificial altar; Janitzio, an island on Lake Pátzcuaro; Pátzcuaro, a fascinating city with a

江山如此多嬌

"This land so rich in beauty..."
(Quotation from a poem by Chairman Mao)



wonderful museum of Mexican crafts. Two weekend overnight excursions include a trip to Guanajuato and a trip to Urupán. Other towns on the tour itinerary are Quiroga, Santa María de Guide and Zinapécuaro, Paricutin, Angahuan. Accommodations for the overnight excursions will be in tourist class hotels.

COST OF PROGRAM

Total cost for the 1986 program is \$1600. This price includes round trip airfare (Los Angeles-Mexico City-Morelia); all scheduled travel and tours; food and lodging for six weeks; instructional fees for 8 quarter units. March 1 deposit of \$250 due (non-refundable \$25 application fee). May 1 balance of \$1350 due. Minimum and maximum enrollment quotas apply.

QUALIFICATIONS FOR APPLICATION

Applicants must be 18 and hold a current passport. (Applicants under 18 and children may be accepted if accompanied by parent or guardian. Fee for children under 6 is approximately \$650 for air fare, lodging, meals and excursions; for children over 6 years, fees are approximately \$1,200.)

For more information or to apply to the "Mexico: Morelia" travel study program, please contact Dr. Benjamin Peña, 213/516-3315, or the Division of Extended Education, 213/516-3741.

We invite you to attend an information and orientation meeting hosted by Dr. Peña (featuring slides of Morelia) on the CSUDH campus on January 16 at 6 p.m.

TRAVELING AS A SINGLE

Who says you need to travel with a partner? This class teaches you a practical approach to planning single trips, saving on single supplements, tours and tour packages. You'll also learn tips to ensure success and overcome any fears of traveling alone.

Other topics:

- Getting past the language barrier
- Shortcuts to planning successful vacations and business trips
- Avoiding extra charges for singles in hotels
- Making friends in foreign countries

DATE: Saturday, Jan. 25

TIME: 9:30 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 49-050-0501

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Eve Cappello, Ph.D., Director of Assert Consciously Today (ACT) Institute, business and behavior consultant

WHAT YOU SHOULD KNOW ABOUT EUROPEAN WINE

Have you been meaning to learn about wine, but didn't know where to begin? Let wine expert John Killeen guide you in a thorough yet unsnobbish introduction to the wines of Italy and France.

During the four-week series of sociable tastings you will learn the fascinating history that accompanies European wines. The first two meetings of the course will focus upon French wines: their mystery, history and the great satisfaction they bring those tasting them. The class will explore the wine regions of France and the classification of French wines as well as the art of tasting and the role of France in the history of wine.

The second two meetings of the course will feature the wines of Italy, the largest wine producing country in the world and land the ancient Greeks called "Enotria," the land of wine. You'll learn the various wine regions of Italy and the classifications of Italian wines as well as the Italian wine heritage — the significant names in Italian wine making and the "style" of Italian wines.

When you register for this adventure in wine, you may take the full four-week course, or one of the two-week sessions, on either Italian or French wines. Your course fee includes appetizers and wine.

DATE: French Wine, Thursday, Feb. 13, 20
Italian Wine, Thursday, Feb. 27, Mar. 6

TIME: 6:30-9:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$50 for each two-week session (includes wine and appetizers)

SEQUENCE NUMBER: 13-011-0502

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: John Killeen, Ed.D., proprietor of Le Grand Cru wineshop in Long Beach

MAGIC CLOSE UP: AN INTRODUCTORY COURSE

Learn how magicians mystify audiences. In this introduction to the craft of magic, you'll learn tricks you can perform at close range with few props. Each class meeting will focus on a different subject: cards, silks, money, and mentalism (ESP). Each lesson will begin with a 20 minute magic show. With each lesson you'll receive lecture notes on how to perform the trick and suggested dialogue, as well as necessary props, such as silk scarves.

Upon completion of the five sessions, you will be able to perform routines for other adults that are mystifying and entertaining. Instructor James Kahlert is a professional magician with considerable performing experience using material taught in this class.

DATE: Tuesdays, Jan. 28-Feb. 25

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$95, plus \$15 materials fee

SEQUENCE NUMBER: 20-000-0501

LOCATION: CSUDH campus

INSTRUCTOR: James Kahlert, B.A., member, Society of American Magicians; member/performer, The Magic Castle

Recreation

PRACTICAL BASIC SAILING

This basic sailing class utilizes a 22-foot longboat yawl in which you will be introduced to the fundamentals of sailing, the anatomy of a sailboat and sailing on all points of the wind.

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of way and man-overboard techniques will be discussed and demonstrated. A dockside demonstration using a 51-foot schooner will also be included.

Limit 6 students per class.

DATE:

Section 01: Sat., Feb. 1, 8

Section 02: Sat., Mar. 1, 8

TIME: 11 a.m.—4 p.m.

NUMBER OF MTGS.: 2 per section (14 hrs.

total instructional time)

UNITS: Non-credit

FEE: \$85 pre-registration required.

Confirmation and directions will be sent to you.

SEQ. NUMBER: 08-356-0522, please indicate section number

LOCATION: San Pedro

INSTRUCTOR: Ron Remsburg, M.A., U.S. Coast Guard Licensed Skipper

BASIC NAVIGATION THEORY

This shoreside navigation class will prepare your navigation skills for all but transoceanic passages. Considered as preparation for advanced electronic and celestial navigation study, this class employs a slide lecture format covering the following topics: chart reading, symbols and aids to navigation, definition of position, latitude and longitude determination, measurement of speed at sea, speed-time-distance concepts, the magnetic compass, compass error, plotting a voyage, course headings and distances, locational bearings, LOPs, fixes and dead reckoning, and the use of the hand bearing compass.

DATE: Monday, Feb. 24-Mar. 3

TIME: 7:30-10 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-356-0525

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Ron Remsburg, M.A., U.S. Coast Guard Licensed Skipper

SAILING AND SEAMANSHIP THEORY

Provides concepts which give the beginning sailor a basic understanding of sailing vessels and seamanship through a classroom slide-lecture presentation and dockside demonstration.

The discussions include basic nomenclature of a sailing vessel, hull types, rigging, general types of sailing rigs and their seagoing characteristics, parts and construction of sails, sailing positions and maneuvers, tacking for specific points, the problem of being "in irons" and the solutions, leeway and course heading, aerodynamics of sail drive, reefing, rules of the road, man overboard, and docking theory.

DATE: Mondays, Mar. 10-24

TIME: 7:30-10 p.m.

NUMBER OF MEETINGS: 3, plus dockside demonstration

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 08-356-0526

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Ron Remsburg, M.A., U.S. Coast Guard Licensed Skipper

RELATED COURSES:

Conservatory of Music, Dance, and Drama, pg. 5

Guitar Workshop, pg. 13

Couples: Techniques for Successful Communication, pg. 23

Self-Hypnosis for Self-Control, pg. 23

Focus on Family: Contemporary Parenting Styles, pg. 23

CYCLING ON THE OLYMPIC VELODROME

Now you can learn how to cycle on the velodrome or improve your cycling skills by enrolling in classes taught on the 1984 Olympic Velodrome.

ABOUT THE INSTRUCTOR

Senior Instructor Ron Skarin was Assistant Coach for the 1984 U.S. Olympic Cycling Team. He is a former member of the U.S. Olympic Cycling Team.

10-speed bicycle and safety helmet required. Pre-registration is recommended

BEGINNING VELODROME CYCLING

DATE: Thursdays, Feb. 6-27
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$65
 SEQUENCE NUMBER: 08-355-0540-01

DATE: Thursdays, Mar. 13-Apr. 3
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$65
 SEQUENCE NUMBER: 08-355-0540-02

RHYTHMIC GYMNASTICS FOR GIRLS 5-10 YEARS

— Learn the basics of this new Olympic sport

This eight-week after school program will introduce girls to the fun and skills of rhythmic gymnastics. The sessions will help girls develop strength, flexibility, balance and grace. Techniques for ballet, modern, and jazz dance will be covered as students learn to work with balls, ropes, hoops, clubs and ribbons. Physical conditioning as well as self-expression will be emphasized.

ABOUT THE INSTRUCTORS

Jolie Baretta, B.A., U.S. National Team Coach for Rhythmic Gymnastics; Head Coach, West Coast Waves. Sandy Shannon Conley, four-time National Rhythmic Gymnastics team member; Coach, West Coast Waves.

FEE: \$25 for 1 day per week for 4 weeks
 \$50 for 2 days per week for 4 weeks
 (CSUDH classes only)

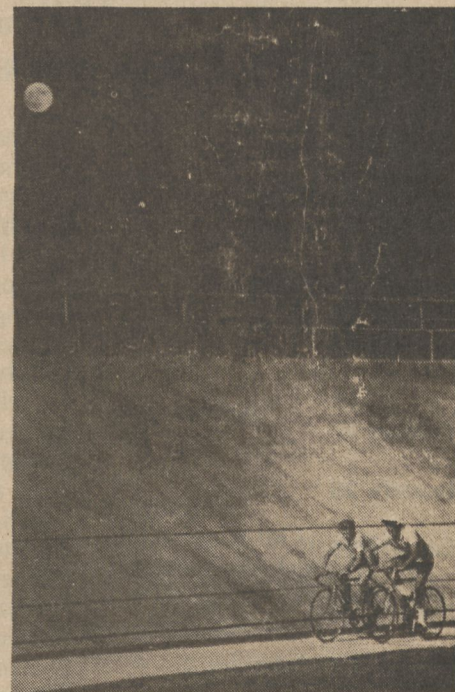
Students pay for Rhythmic Gymnastics classes by the calendar month or 4-week sessions (Jan./Feb./Mar.). Students may enroll for one, two or three months at a time. Please indicate month(s) you are enrolling for and section numbers of courses.

ADVANCED VELODROME CYCLING

DATE: Thursday, Feb. 6-Feb. 27
 (same dates as Beginning Cycling)
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$75
 SEQUENCE NUMBER: 08-355-0542-01

DATE: Thursdays, Mar. 13-Apr. 3
 (same dates as Beginning Cycling)
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$75
 SEQUENCE NUMBER: 08-355-0540-02

Beginning and Intermediate cycling not a prerequisite.

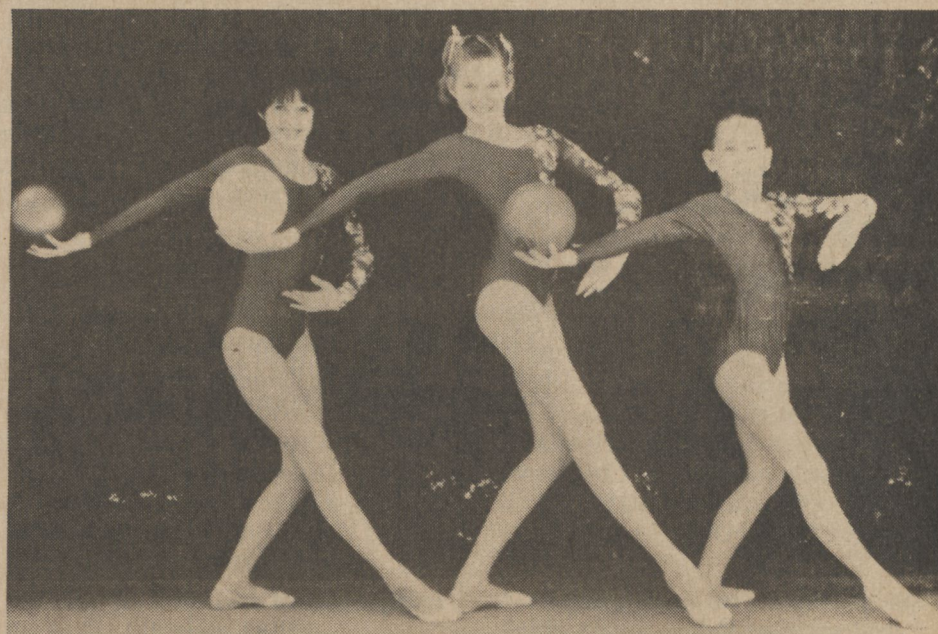


At Redondo Beach Community Resource Center, Rm. 7:

Section 01
For Girls Ages 5-7½
 SEQUENCE NUMBER: 08-350-0570
 DATE: Monday, Jan. 6-Mar. 3
 (no class Feb. 17)
 TIME: 3-4 p.m.

For Girls 7½-10

Section 03
 DATE: Mon., Jan. 6-Mar. 3
 (no class Feb. 17)
 TIME: 4-5 p.m.



Redondo Beach Community Resource Center

University Extension Offers Classes in Redondo Beach at the Redondo Beach Community Resource Center

320 Knob Hill Ave. (at Pacific Coast Highway, see map page 31)

January 6	Rhythmic Gymnastics for 5-7½ Year Olds, page 27
January 8	Rhythmic Gymnastics for 7½ to 10 Year Olds, page 27
January 11	Clinical Hypnosis for Professionals II, page 23
	Teaching Games Children Love to Play, page 17
	Self-Hypnosis for Self-Control, page 23
January 16-February 6	Computerize Your Accounting Procedures, page 13
January 22	Buying or Investing in a Condominium, page 7
January 25	Finding and Financing Real Estate Foreclosures, page 6
	Get the Beat, Dance Your Feet, page 17
	Traveling as a Single, page 26
January 27	Motivating for Productivity, page 9
	Starting a Wordprocessing Service, page 15
January 28	Time and Stress Management, page 10
	Start Up and Finance Your Own Computer Enterprise, page 15
January 29	Creative Decision Making, page 9
	Home-Based Computer Opportunities, page 15
January 30	Persuasive Communication and Negotiation, page 9
	Computer Consulting and Freelance Programming, page 15
February 1-February 8	Successful Investing, page 7
	Business Writing That Works, page 12
February 5-February 12	Introduction to the Importing Business, page 13
February 6	Advertising for Small Business, page 13
February 7	Marketing Yourself as a Consultant, page 13
February 8	Buying a Home in Today's Real Estate Market, page 7
February 14	Telephone Marketing and Management, page 8
February 18-February 25	Making the Most of Your Retirement Assets, page 7
February 19-March 12	Real Estate Licence Preparation, page 6
February 19-March 19	Importing: A Practical Guide to a Fascinating Career, page 13
February 20	Manufacturing Systems for Microcomputers, page 10
February 22	Double Your Money With Real Estate, page 6
	Art in the Elementary Classroom, page 16
February 22-March 8	SAT (Scholastic Aptitude Test) Review, page 22
February 24-March 3	Basic Navigation Theory, page 26
February 24-April 14	Speed Reading and Study Skills for Students, page 21
February 28	Focus on Family: Contemporary Parenting Styles, page 23
March 1	Couples: Techniques for Successful Communication, page 23
March 4-March 18	Effective Time Management, page 9
March 8	I Can Do It, page 17
	Delegation Strategies, page 10
March 10-March 24	Sailing and Seamanship Theory, page 26
March 15	Negotiating for Personal and Professional Success, page 8
	Celebrating the Spring Season, page 16
March 22	Creative Nutrition in the Classroom, page 17
April 5	Managing Property Effectively, page 6

Take advantage of hundreds of courses ideal for professional advancement, career change or personal enrichment. Through the Open University program, you can enroll in any regular CSUDH academic course without going through formal admission procedures. That means that in addition to the Extension classes featured in this *Bulletin*, most of the CSUDH academic curriculum is available to you.

EASY ACCESS

Open University offers you freedom — the freedom to take classes evenings, weekends, or weekdays, and you don't have to take classes in consecutive quarters. Take one class or more; there is no minimum load requirement.

The only classes not open to you are those for which you haven't completed the required prerequisite. Also, you may not register for Open University if you are already enrolled in a CSUDH degree program.

Simply follow the instructions below for Open University registration.

CREDITS

Through Open University you can earn academic credit toward a degree, should you want to apply for admission to CSUDH at some later time. Up to 36 undergraduate units and 13 graduate units will be accepted as elective units for a degree at CSUDH.

Often credits earned through Open University are transferable to other colleges and universities — subject, of course, to their requirements. **Open University credits do not satisfy CSUDH residence requirements but are accepted as elective units.** CSUDH records your Open University degree-applicable credits in your student file. For a \$4 fee, payable to the Cashier's Office, you can obtain a transcript of the Open University classes you have completed.

OTHER BENEFITS

Open University gives you the freedom to:

- Sample a particular field before enrolling in a degree program
- Take courses for professional or personal development
- Improve your grade point average if you have been turned down for admission by the university or have been academically disqualified

JUST A SAMPLE OF THE FIELDS OPEN UNIVERSITY OPENS TO YOU:

Business Administration
(Accounting, Management, Marketing)
Communications
(News and Feature Writing, Broadcasting, Film and TV, Photography)
Computer Science
Dance
East Asian/Asian-American Studies

Economics
Education
English
Fine Arts, Design and Art History
Foreign Languages
History
Humanities
Mathematics
Mexican-American Studies
Paralegal Studies
Philosophy
Physical Education and Recreation
Political Science
Psychology
Public Administration
Theater Arts
Urban Studies
Women's Studies

A complete schedule of courses offered through Open University is available at no cost from the Division of Extended Education. Course descriptions are in the University Catalog, available from the University Bookstore.

Registering for Open University

1. Fill out the Open University Registration form.

Use the Extension form on the back cover of this catalog, or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (ERC-C508).

2. Take the form to the first class meeting and have the instructor sign it.

The instructor will sign your registration form (giving you permission to register) based on available space in the class. Regularly enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis. You must also have satisfied any prerequisite requirements for the course. *Mathematics courses require satisfaction of the University's entry level mathematics requirements.*

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

Fees are \$41.50 per unit (\$166 for a 4-unit class). Fees should be paid by

check or money order, made payable to "CSUDH." Use your VISA or MasterCard to pay fees in person, or mail in your fees with your signed registration form to:

Extension ERC C508
CSUDH
Carson, CA 90747

Cash payments will only be accepted for the exact amount.

Those who register in person will receive fee receipts indicating your course enrollment and your student ID number. All classes will become part of your permanent academic record. You will receive an Extension Student ID card which entitles you to library privileges. If you choose to mail in your registration forms and fees, you can pick up your ID card at the Extension Office. We are unable to provide ID cards through the mail.

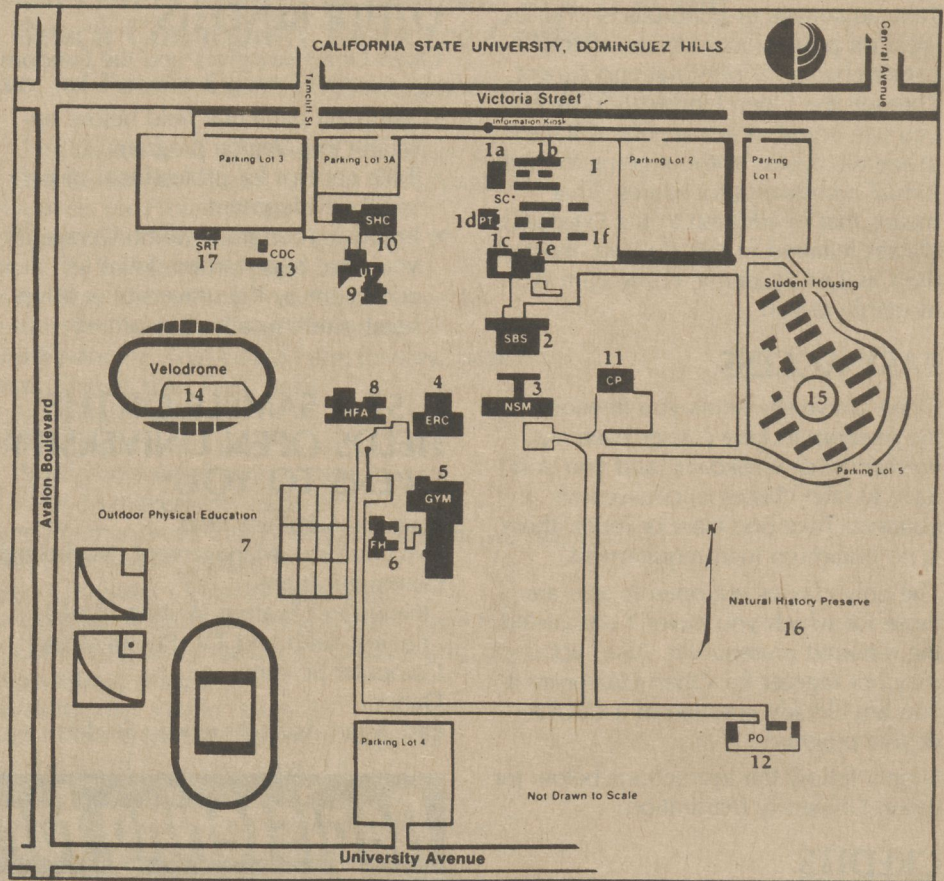
4. Deadline dates for completing adds, drops, and/or withdrawals are firm.

Please refer to the calendar in the *Open University Schedule* for dates.

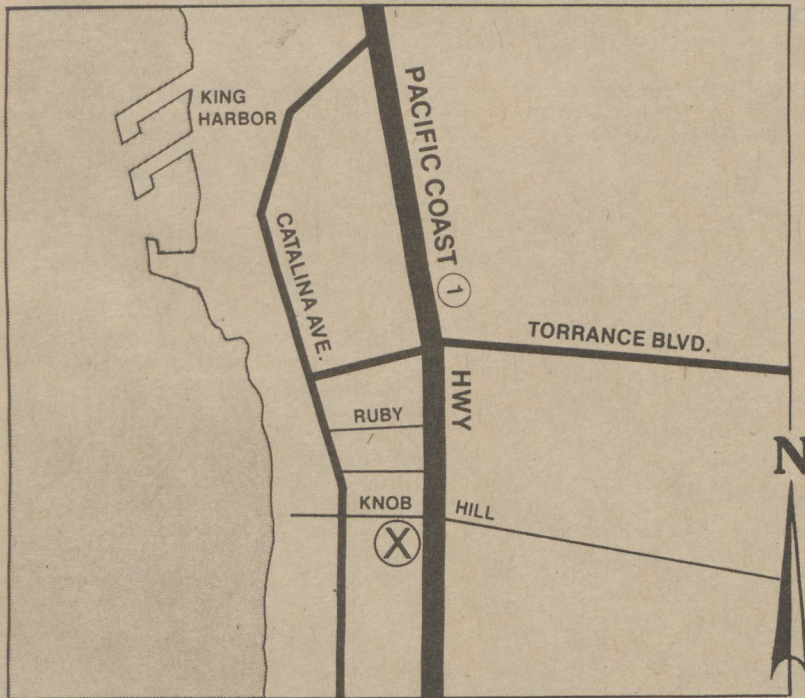
Maps to Campus

ALPHABETICAL BUILDING LOCATIONS

- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)
- 1b INFORMATION AND PUBLIC SAFETY
- 16 NATURAL HISTORY PRESERVE
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
- 1f UNIVERSITY CENTER
- 14 VELODROME
- * PARKING KIOSK



FREEWAY ACCESS TO CAMPUS



Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)
Redondo Beach, CA

FROM SAN DIEGO FREEWAY (405)

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

FROM HARBOR FREEWAY (110)

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

FROM PALOS VERDES

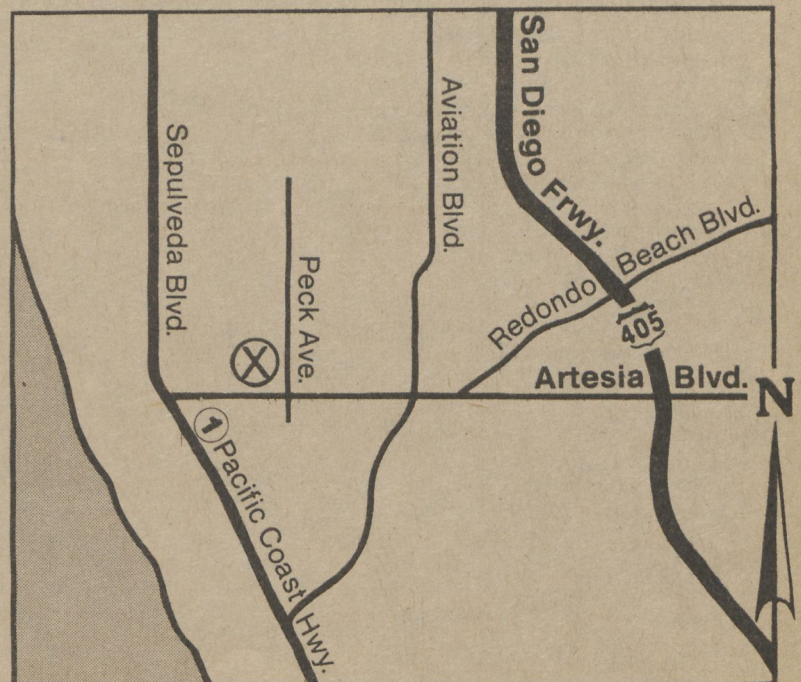
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

FROM EL SEGUNDO

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

Mira Costa High School

701 S. Peck Ave.
Manhattan Beach



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**CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS
DIVISION OF EXTENDED EDUCATION**

Bulletin Checklist

- Yes, I would like to register for Winter '86 classes. Please see my completed registration form on back.
- Please send a copy of this Bulletin to:

1. _____

2. _____

I can't register at this time, but please send me information:

- Summer Sessions
- External Degrees
- The Center for Training and Development
- Certificate Programs
- Travel/Study

My name _____
 Address _____
 City/State/Zip _____

Please Turn Page for Registration Form
 Fold Here

PLACE
STAMP
HERE

**CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS**
 Division of Extended Education
 ERC C508
 Carson, California 90747

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Assistant Principal
Worthington Elementary School
- Mr. Robert Seitz**
General Manager
Torrance Chamber of Commerce
- Mr. Tim Casey**
City Manager
City of Redondo Beach
- Mr. Gaddis Farmer**
Committee Member
Carson Cares Committee
- Mr. Laurence Windsor**
General Manager
Cable W Cable Inc.
- Ms. Alana Mastrian**
Assistant City Manager
City of Hermosa Beach
- Mr. Frank McGrath**
Employee Relations Manager
Shell Oil Company
- Ms. Eleanor M. English**
Director, Educational Services
KCET

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Winter 1986



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Carson, California 90747

Non-Profit Organization
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How to Enroll

By mail:

Fill out and return the entire registration form, including payment and the mailing label. Don't write your name and address unless they are different from those on the mailing label.

By phone:

You can register by phone with your Visa or MasterCard; call 213/516-3741, Monday through Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

In person:

The Division of Extended Education is located on the 5th floor of the Educational Resources Center (see map, page 30) and is open Monday through Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

To pay by check:

Make check payable to
CSUDH Extension.

To pay by Visa or MasterCard:

Provide information requested.

**Mail to:
Please:**

Dated Material

Not printed or supported at State expense. Extended Education is a self-supporting program.

Extended Education Registration Form

For Credit and Non-Credit Courses

CSUDH Student I.D. Number

_____._____._____

Social Security Number

Have you ever attended CSUDH as a (check one): Regular Summer

Open University student

_____._____._____

Name (First, MI, Last)

Home Address

City

State

Zip

() () _____

Home Telephone

Business Telephone

County of
Residence

Birthdate

Sex: Male Female

Ethnic Origin (Optional)

Decline to state Pacific Islander Hispanic White, Caucasian

Black, Afro-American Filipino Asian Other

Latin Amer., Central S. American Indian

Circle Highest Degree Earned: None Associate Bachelor's Master's Doctorate

Position: _____

Employer Name: _____

Address: _____

City/State/Zip: _____

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Enclosed is a check for \$ _____ Total Fees Enclosed \$ _____

I wish to use: Visa MasterCard

Account Number _____ Date Card Expires _____

Authorized Signature _____

Cardholder's Name _____

Cardholder's Address _____

Mail to: Extended Education, ERC C508, CSUDH, Carson, CA 90747

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