

# EXTENSION BULLETIN

FALL  
1980

California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747



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

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

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

## Extended Education Staff

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TION IS A SELF-SUPPORTING PRO-  
GRAM**

California State University  
Dominguez Hills



Office of Extended Education  
Carson, California 90747

**NOTE: AS OF SEPTEMBER 15, 1980, THE  
TELEPHONE NUMBER AT THE UNIVERSI-  
TY WILL BE CHANGED. THE NEW PREFIX  
WILL BE 516 INSTEAD OF 515. THUS THE  
EXTENSION OFFICE'S TELEPHONE NUM-  
BER WILL BE 516-3741. WE HOPE THIS  
WILL NOT CAUSE ANY OF YOU ANY IN-  
CONVENIENCE AND WE THANK YOU FOR  
YOUR PATIENCE.**



# Division of Extended Education

## External Degrees

### Humanities

#### Undergraduate and Graduate

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

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

### Programs in Administration

#### Undergraduate

##### Portal Program in Administration

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

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

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

#### Graduate

##### Master of Business in Administration

The Division of Extended Education will be offering a new cycle of the External MBA program in the near future. For more information on the program, call or write the Division of Extended Education, California State University Dominguez Hills, Carson, CA 90747, 213/515-3741.

##### Master of Science in Administration

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

### Medical Technology

#### Graduate

##### Master of Science in Medical Technology

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

### Summer Session

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



# General Information

## ELIGIBILITY

Any interested high school graduate, college student and individual 18 years of age or over, may enroll for Extension Study. Formal admission to the University is not required. However, registration for courses may be limited to those who have completed certain prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation for upper division work.

## STANDARDS

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

## EXTENSION FACULTY

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

## COURSE CANCELLATION

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

## PARKING

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

## CREDIT FOR EXTENSION COURSES

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

## LIBRARY SERVICES

Library facilities available upon request.

## TEXTBOOKS

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

## CREDIT/NON-CREDIT

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

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

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

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

## CONTINUING EDUCATION UNITS

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

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

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

## EXTENSION GRADING PROCEDURES

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

## COURSE NUMBERING SYSTEM

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

## NURSING RELICENSURE CREDIT

Courses approved for nursing relicensure Credit are indicated by the designation **BRN** after the course title. Courses are offered in different subject areas throughout the Bulletin. See page 16 for a complete listing.

## REGISTRATION

Registration procedures and forms for course offerings are on the next page. Open University offerings and registration procedures are on Page 26.

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



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# Extension Course Offerings

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

## Art

### Also of interest:

Advertising Design and Layout for Small Business ..... Page 9

### PORTRAITURE

ART X281

This course will focus on the construction of the human head and the skills required in getting a likeness of an individual in drawing and painting. Each session will focus on some important aspect of a portrait such as proportion, anatomy, light and shade, character development and art techniques. Students will develop a better understanding of the drawing of the human head and will prepare a portfolio of work. Students must furnish their own paints and paper.

DATE: Saturdays, Sept 27-Nov 1 NO. MTNGS: 6

TIME: 10 a.m.-4:00 p.m. UNITS: 3

FEE: \$90 credit/ Degree Applicable

\$60 non-credit

LOCATION: CSUDH Campus, HFA A106

INSTRUCTOR: Ronald Shap, MFA,  
Extension Instructor of Art

## calligraphy for lefties

Do your part to end the tyranny of the right handed world: learn to write exquisitely. This one-day lecture and laboratory will introduce you to the proper techniques of left-handed italic calligraphy, special equipment made especially for left-handed people, and appropriate materials. Italic calligraphy is fun, and can be profitable. Don't put off learning any longer. (A \$15 materials fee will be assessed at the class meeting. • • • left-hand pen set which includes a fountain pen and • • • nibs plus practice sheets especially designed for left-handed people.)

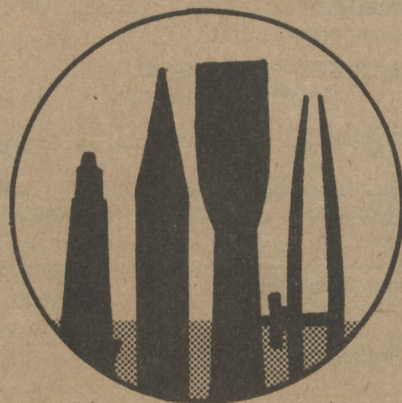
DATE: Saturday, Oct 4 NO. MTNGS: 1

TIME: 10 a.m.-3:30 p.m. UNITS: non-credit

FEE: \$15 plus \*\$15 to be paid in class

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Betsy Settle, Calligrapher



## Business

### Also of Interest:

Impasse Resolution ..... Pub 903, Page 21  
International Traffic Administration ..... Pub 904, Page 21  
GMAT Test Review ..... Page 39  
Real Estate Licensing Test Review ..... Page 39  
Effective Writing in Business ..... Com X215, Page 12  
Supervision '81: Update for Health Care ..... Hea 953, Page 16

### FUND RAISING FOR PRIVATE NON-PROFIT ORGANIZATIONS BUS 904

Are you a volunteer who helps raise money for a non-profit organization? Are you a paid staff member of such an organization who is responsible for the fund raising? This one-day seminar covers all aspects of fund-raising . . .

- The feasibility of a fund program
- Sources of gifts and keys to obtaining them
- Special events — are they worth it?
- Tax implications of gifts

DATE: Saturday, Oct 11

NO. MTNGS: 1

TIME: 10 a.m.-4 p.m..

UNITS: 0.5 CEU's

FEE: \$30

LOCATION: CSUDH Campus, SC E139

INSTRUCTOR: Robert Lamkins,  
Director of Development and Community  
Relations,  
Little Company of Mary Hospital,  
Torrance, CA

### WOMEN IN THE AMERICAN LABOR MOVEMENT Special Topics Labor Studies X292

This course examines various aspects of women in the labor force. Historical, economic, social and legal factors which influence women's choice of careers, work socialization and training, and subsequent labor market experience are considered. This history of women in the American labor movement is coupled with an analysis of the present situation and concerns of working women. Particular attention is paid to the special experience of third world women, women's collective action, and alternatives for the future. Primary sources, and guest speakers are utilized to ensure a pragmatic as well as theoretical exposure to the subject.

DATE: Thursdays, Oct 2-Dec 5

NO. MTNGS: 10

TIME: 6-9:40 p.m.

UNITS: 4

FEE: \$120

Degree Applicable

LOCATION: CSUDH Campus SC E149

INSTRUCTORS: Janis Breidenbach, BA  
Bonnie Saland, BS  
Lydia Baca, BA, Founder,  
Los Angeles Working Women



## ASSERTIVE MANAGEMENT SKILLS (BRN)

Bus 921

Assertive behavior is being able to express thoughts, feelings and beliefs in open, honest, direct and appropriate ways which do not violate another person's rights. Assertiveness training has been quite popular in a variety of settings for the past several years.

This workshop has been designed for people who are concerned with being assertive in the work situation. The major focus will be on the utilization of assertiveness as a management skill. Assertiveness training procedures can be used to help create a positive atmosphere and to help colleagues function more effectively with each other.

Supervisors and managers can use the techniques to become more effective with their staffs, in conducting meetings, in confronting staff members with problems of criticism, in dealing with others as a representative of the organization. **Enrollment limited. Pre-registration required by September 27. After that date contact the Extension Office at 516-3741.**

DATE: Saturday, Oct 4

NO. MTNGS: 1

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

UNITS: 0.7 CEU

FEE: \$40

LOCATION: CSUDH Campus, SC E153

INSTRUCTOR: **Martha Kazlo, Ph.D.,**  
Counseling Psychologist,  
Counseling Center, California State  
College, San Bernardino

## FUNDAMENTALS OF TAX PREPARATION—Basic Course

Bus 800

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

- Filing requirements, dates and status
- Exemptions
- Gross income
- Adjustments to gross income
- Itemized deductions
- Standard deduction and computation of tax credit
- Other taxes and payments
- Supplemental income on Schedule E
- Basis of assets
- Depreciation
- Capital gains and losses
- Supplemental gains and losses
- Form 4797
- What's New in Tax Law

Individuals wishing to learn how to prepare their own tax returns are also welcome.

DATE: Tuesdays, Sept 30-Dec 2

NO. MTNGS: 10

TIME: 6-9 p.m.

UNITS: 3

FEE: \$90 (includes materials)

LOCATION: CSUDH Campus ERC B505

INSTRUCTOR: **Bob Wyche, Field Supervisor IRS,**  
Carson Office

## COMMUNITY LECTURE SERIES AND BRUNCH

This is the first of a series of Saturday morning programs designed to meet the needs of the adult learner in the surrounding communities. Topics will be presented by experts in the field in an informal setting where ideas can be shared. A continental brunch will be served at each session. The program for Fall is **Economics Issues for the 1980s** presented by **Dr. Martin Blyn, Professor, California State University Dominguez Hills.**

## ECONOMIC ISSUES FOR THE 1980s

Bus 924

This course is designed to heighten your understanding of some major economic issues that will concern all of us over the next ten years. Using a lecture/discussion format the weekly sessions will include:

- Inflation — nation's number one economic problem
- The serious decline in productivity — causes, consequences and cures
- Government regulation of business — who benefits, who loses
- Dealing with the energy shortage — free markets vs. control

DATE: Saturdays, Oct 4, 11, 18, 25 NO. MTNGS: 4

TIME: 9 a.m.-11:30 a.m.

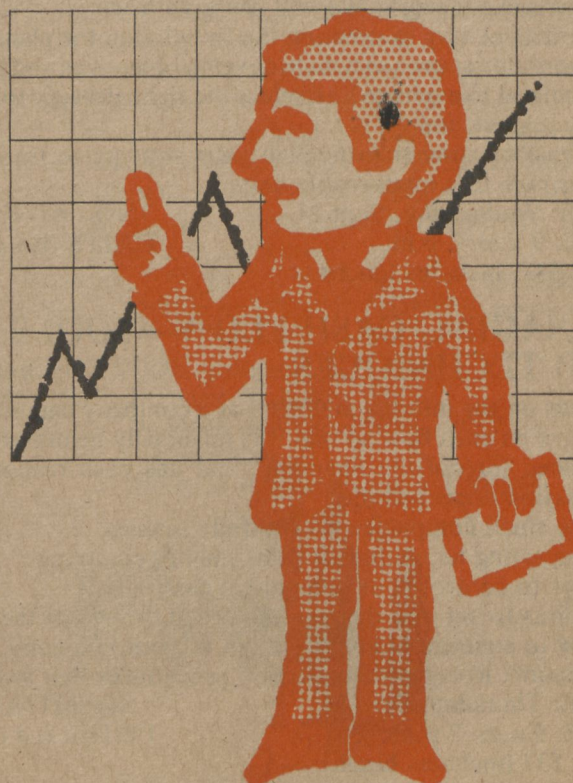
UNITS: 1 CEU

FEE: \$40 (includes continental breakfast)

LOCATION: Torrance Chamber of Commerce

Conference Room,  
3828 Carson Street,  
Suite 100, Torrance, CA

INSTRUCTOR: **Martin Blyn, Ph.D.,**  
Professor of Economics  
and Business Administration  
at CSUDH





# Programs for Small Businesses

## CO-SPONSORED WITH THE SMALL BUSINESS ADMINISTRATION

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

**INSTRUCTORS:** John LaBarbera, Phillip Sabol,  
Jim Crookes, Management Consultants,  
The Corporate Group, Torrance;  
Extension Instructors of Business

**LOCATION:** Ramada Inn,  
350 E. Dominguez St., Carson

### DATA PROCESSING IN THE SMALLER COMPANY — CAN IT PAY OFF?

**Bus 915**

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

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

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

**DATE:** Tuesday, Sept 23

**NO. MTNGS:** 1

**TIME:** 9 a.m.-2 p.m.

**UNITS:** 0.4 CEU

**FEE:** \$37 (includes lunch)

### PLANNING IN THE SMALLER COMPANY

**Bus 914**

This workshop focuses on the realistic elements of planning — the importance of planning in the smaller company and how to make it work. We will share with you:

- A practical way of creating the foundation for planning
- A workable approach to help develop objectives and goals
- A method to evaluate and select the right strategy to help you achieve goals
- A feasible manner to finalize your strategy to translate your plan into manageable units

**DATE:** Wednesday, Sept 24

**NO. MTNGS:** 1

**TIME:** 9 a.m.-2 p.m.

**UNITS:** 0.4 CEU

**FEE:** \$37 (includes lunch)

### MANAGING CASH FLOW—TOOLS AND TECHNIQUES

**Bus 916**

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

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

**DATE:** Thursday, Sept 25

**NO. MTNGS:** 1

**TIME:** 9 a.m.-2 p.m.

**UNITS:** 0.4 CEU

**FEE:** \$37 (includes lunch)

### HOW TO RAISE MONEY — THE RIGHT WAY

**Bus 918**

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

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

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

**DATE:** Tuesday, Sept 30

**NO. MTNGS:** 1

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

**UNITS:** 0.7 CEU

**FEE:** \$52 (includes lunch)



### THE EXECUTIVE ROUNDTABLE

**Bus 917**

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

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

**DATE:** Thursday, Oct 2

**NO. MTNGS:** 1

**TIME:** 9 a.m.-2 p.m.

**UNITS:** 0.4 CEU

**FEE:** \$37 (includes lunch)



## HOW TO BE A MANUFACTURER'S REPRESENTATIVE

Bus 904

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

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

DATE: Saturday, Nov 1

TIME: 9 a.m.-3 p.m.

FEE: \$25

LOCATION: CSUDH Campus, SC E149

INSTRUCTOR: **Ralph Dorff**, Instructor,  
Orange Coast College

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

NO. MTGNS: 1

UNITS: 0.5 CEU

## MANAGING THE PROBLEM EMPLOYEE

Bus 903

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

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

The instructors will provide individual coaching/counseling during a special half-day follow-up session, to be arranged.

DATE: Thursdays, Oct 30, Nov 6\*

TIME: 8:30 a.m.-4:30 p.m.

FEE: \$80 (includes lunch and course materials)

LOCATION: CSUDH Campus, University Center

INSTRUCTOR: **Noble McKay**, Vice President,  
Western Center Associates,  
a consulting and training services unit of  
the University of California  
**Ray Thorne**, MA,  
Organizational Behavior, Consultant,  
Organizational Development,  
Management Development Training

NO. MTNGS: 2

UNITS: 1.4 CEU

\*The workshop is held a week apart so participants can have time to implement the skills they have acquired.

## Cut Your Advertising Costs and Increase Your Advertising Efforts!

### HOW TO RUN A SUCCESSFUL ADVERTISING CAMPAIGN IN YOUR SMALL BUSINESS

Bus 923

Advertising is a business tool that often means the difference between surviving and not surviving. When the program is properly administered, advertising can turn a good business into a gold mine.

This one-day session will be geared to learning practical how-to-do-it information that can be immediately applied to promote your store, product or service. Topics include:

- Positioning your business in the marketplace
- How to create a memorable image
- The message: Communicating to Sell
- Developing an effective campaign, keeping costs at a minimum
- What belongs in a good ad and what doesn't

The goal of the seminar is to help you make the most effective use of any dollar you invest in advertising and promotion. Those who wish to participate in the workshop critique session should bring old ads, flyers and other promotional materials to class.

DATE: Friday, Nov 14

TIME: 9 a.m.-4:30 p.m.

FEE: \$30

LOCATION: CSUDH Campus SCC E145

INSTRUCTOR: **Chris Christensen**, Owner-Manager

Magna Creative Services,  
advertising and sales promotion agency,  
Long Beach, CA

NO. MTNGS: 1

UNITS: 0.7 CEU

### ADVERTISING DESIGN AND LAYOUT FOR THE SMALL BUSINESS

A presentation of the visual advertising fundamentals used in small businesses. Learn how to put together newspaper ads, flyers, folders, posters, direct mail and many more advertising instruments. Become familiar with the design and printing processes, and learn to know what you are paying for. This seminar can help you cut your advertising costs and increase your advertising efforts. Participants are encouraged to bring samples of advertising projects they are currently involved with. Participants must provide their own drawing paper and markers.

DATE: Saturday, Nov 15

TIME: 9:30 a.m.-2:30 p.m.

FEE: \$25

LOCATION: CSUDH Campus, SCC K147

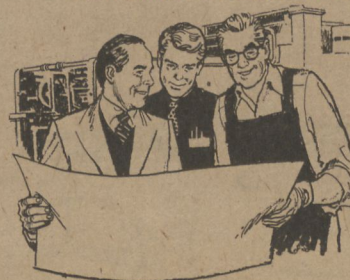
INSTRUCTOR: **Bernard W. Baker**, MFA

Designer and Advertising  
Consultant

Assistant Professor of Art, CSUDH

NO. MTNGS: 1

UNITS: non-credit





## EFFECTIVE PRESENTATION IN A BUSINESS ENVIRONMENT

Bus 907

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

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

DATE: Saturdays, Oct 4, 11

NO. MTNGS: 2

TIME: 8 a.m.-1 p.m.

UNITS: 1.0 CEU

FEE: \$32

LOCATION: Northrop Corp., 3901 W. Broadway,  
Hawthorne, Building 30, 2nd Floor,  
Training Room

INSTRUCTOR: **Betty Koller**, MA, Administrator,  
Management Development and  
Public Relations, Northrop Corp.

## DYNAMICS OF CUSTOMER RELATIONS AND PUBLIC SERVICE

Bus 908

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

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

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

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

**Pre-registration required by September 26. After that date, contact the Extension Office, 516-3741.**

DATE: Friday, Oct 3

NO. MTNGS: 1

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

UNITS: 0.7 CEU

FEE: \$42

LOCATION: CSUDH, SC E149

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



## CURRENT PROBLEMS IN SUPERVISION

Dr. Howard Schwartz, nationally recognized consultant in supervision and management will be offering two timely seminars this fall. Designed for all levels of supervisors, those participants enrolling in both seminars by September 24 will receive a \$10 discount.

## SUPERVISION IN A DECLINING ECONOMY

Bus 926

An intensive one-day seminar that will provide techniques in maximizing human resources and increasing productivity. Topics include:

- Getting the most from your employees
- When to cut staff
- Controlling personnel
- Rules and policies that improve production
- Doubling up responsibilities
- Time management
- Supervisory problems of today

Participants are encouraged to bring current problems for the afternoon problem-solving clinic. **Pre-registration required by September 24. After that date contact the Extension Office at 516-3741.**

DATE: Friday, Oct 3

NO. MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: 0.6 CEU

FEE: \$45 (includes lunch and refreshments)

LOCATION: CSUDH University Center

## LAYOFFS AND DISCHARGES IN A RECESSION ECONOMY

Bus 927

Designed to prepare participants to deal in a sensitive manner with discharge and layoff problems. The seminar will assist management in making fair decisions, without discrimination with the least cost and liability to the organization. Losing the wrong employee or the right employee who seeks recourse, can be costly! Topics include:

- Establishing rules
- Determining when to layoff
- Deciding who goes
- Layoffs or discharge — why?
- System for layoffs: seniority, performance or a combination
- Alternatives to layoffs or discharge
- When and how to inform the employee
- Preventing discrimination charges
- Vacations, sick leave and other benefits — how to handle them

**Pre-registration required by October 17. After that date contact the Extension Office at 516-3741**

DATE: Friday, Oct 24

NO. MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: 0.6 CEU

FEE: \$45 (includes lunch and refreshments)

LOCATION: CSUDH, University Center

INSTRUCTOR:

**Dr. Howard Schwartz** of Howard Schwartz & Associates, Consultants to Management, Beverly Hills, California is a nationally-known teacher, lecturer, author, and consultant. He is a member of the Personal Industrial Relation Association and the American Society for Training and Development.



## THE CENTER FOR TRAINING AND DEVELOPMENT

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

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

Groups or organizations interested in learning more about the services of the Center may contact the Extension Program Administration, Office of Extended Education, California State University Dominguez Hills, Carson, CA 90747, phone 213/515-3741.



## Communications

### WRITING AND SELLING TRAVEL ARTICLES

Fame and fortune traveling to the corners of the world or California — tax deductible. Travel writing is the gem of the genres. Nothing sells like travel, and if you know the tricks and can match sites to words, this is an excellent field for the beginner as well as the foot-weary veteran.

This seminar shows you how to preplan the big trip to include a half dozen stories enroute, how to write newspaper articles which sell faster as well as magazine articles where the money is better and covers areas such as tax write-offs, using photography and selecting publications.

Travel writing has more "do's" and "don'ts" than any other writing. Do take this seminar if you are serious about selling your fun.

DATE: Thursday, Nov 13

NO. MTNGS: 1

TIME: 6-10 p.m.

UNITS: non-credit

FEE: \$25

LOCATION: CSUDH Campus, Dominguez Room B

INSTRUCTOR: **Gordon Burgett, MA, MFT**  
professional writer

### HOW TO SET UP AND "SELL" YOUR OWN SEMINAR

Want to earn a second income selling your know-how to others? Or convey knowledge to clients or prospective customers at free, informative image-enhancing gatherings? Seminars is the magic word sweeping across the nation. In three hours you will learn the essential ingredients of seminar success, how to market them, scheduling and pricing techniques, the use of audio-visual supports, content designs and evaluation, and result-yielding follow-up. The seminar registration is limited to 40!

DATE: Wednesday, Nov 12

NO. MTNGS: 1

TIME: 6:30-10 p.m.

UNITS: non-credit

FEE: \$40 (includes materials)

LOCATION: CSUDH Campus,  
Dominguez Room A

INSTRUCTOR: **Gordon Burgett, MA, MFT**  
professional writer

### HOW TO PUBLISH 75% OF YOUR NON-FICTION WRITING

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

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

- Querying
- Rewrites
- Multiple submissions

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

DATE: Sunday, Sept. 28

NO. MTNGS: 1

TIME: 12 noon-5 p.m.

UNITS: non-credit

FEE: \$35 (includes materials)

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: **Gordon Burgett, MA, MFT**  
professional writer



## THE COMEDY WORKSHOP

Joan Rivers

George Carlin

Richard Pryor

Jonathan Winters

What do these people have in common? They are all crazy! You too can be crazy, if you understand your own sense of humor. What is your definition of humor? Do you want to perform, write, learn how to communicate with people in a humorous way? Anyway you look at it, you will have a great time! Just be yourself (whatever that is).

Past guests at the Comedy Workshop have included: George Carlin, Pat McCormick, Avery Schreiber, Peter Bonerz, Bill Kirchenbauer ("America Tonight"), Paul Keyes (producer/head writer for Laugh-In), Kip Addotta, Gary Muldeer, Vic Dunlop, Billy Beck and Gale Gonyea. We will use a stage, video-recorder (TV), scripts, monologues, dialogues, puns, satire, divine humor and etc. Then those interested will perform at either: The Comedy Store, The Improvisation, The Laff Shop, or the Ice House.

DATE: Saturdays, Oct 4-Nov 8

NO. MTNGS: 6

TIME: 2:30-5 p.m.

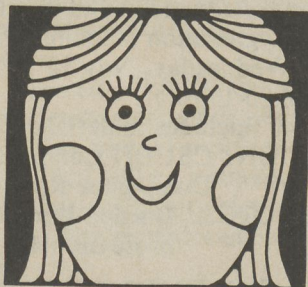
UNITS: non-credit

FEE: \$55

LOCATION: CSUDH Campus, HFA A103

INSTRUCTOR: **David Holland,**

Professional Comedian



### TAX DEDUCTION INFORMATION

Treasury regulation 1.162.5 permits and income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to:

(1) maintain or improve skills required in one's employment, or (2) meet requirements of an employer or a law imposed as a condition to retention of employment, job status or rate of compensation.

## NURSES: HOW TO WRITE FOR PUBLICATION (BRN)

Com 900

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

Offering eight contact hours toward RN or LVN relicensure credit, the one-day program will be strictly limited to 25 participants. Workbooks, included in the fee, contain "guideline to writers" sheets from nine nursing-related publications plus a comparison of the publishing opportunities for nurses in 65 selected journals.

DATE: Friday, Nov 14

NO. MTNGS: 1

TIME: 8 a.m.-5 p.m.

UNITS: 0.8 CEU

FEE: \$47 (includes materials)

LOCATION: CSUDH Campus SC E157

INSTRUCTOR: **Gordon Burgett, MA, MFT**  
professional writer

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

## EFFECTIVE WRITING IN BUSINESS

Com X215

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

- How to Overcome Business Writing Weaknesses
- Writing Memos, Reports, and Staff Studies
- Being Specific — Avoiding Generalities
- Choosing the Appropriate Strategy
- Writing With the Human Touch

The instructor will provide a critique on individual writing completed at the workshop.

DATE: Friday, Oct 17

NO. MTNGS: 1

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

UNITS: 1

FEE: \$30

Degree Applicable

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: **Violet Jordain, Ph.D.**

Professor of English, CSUDH





# Education

## ALSO OF INTEREST:

New Physical Education for 2-7 Year Olds ..	Per 832 Page 18
Rhythms and Dance for 2-8 Year Olds .....	Per 831 Page 18
National Teacher's Exam Test Review .....	Page 39
Sports Psychology .....	Per 841 Page 18
Counseling Skills Update .....	Psy 800 Page 20

## ROLE PLAY AND BEHAVIOR MANAGEMENT FOR THE CLASSROOM

Edu 862

This intensive workshop will focus on alternate forms of behavior management for the classroom. Participants will learn to recognize and deal effectively with negative behaviors before they arise. The effective use of role playing in the classroom will also be presented. Ample opportunity to experience the techniques firsthand, while learning to implement them effectively in the classroom will be provided.

DATE: Friday, Oct 17, 5-10 p.m. NO. MTNGS: 2  
Sat, Oct. 18, 9 a.m.-6 p.m. UNITS: 1.5

FEE: \$45

LOCATION: CSUDH Campus, SCC E145

## PRACTICUM IN CLASSROOM MANAGEMENT

Edu 862P

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

DATE: TBA by instructor UNITS: 1

FEE: \$30

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

## ETHNIC IMAGES IN AMERICAN FILMS

Edu 875

This course will explore the depiction of the cultural, social and historical images of the Black, Latino, Asian and Native American populations in American films. It will analyze the issues of poverty, unemployment, discrimination, cultural stereotyping and family structure as they pertain to these groups. Traditional ethnic culture . . . including music, dance, theater and the visual arts . . . will be examined and compared with the cultural images in the films. This course is designed to increase teachers' sensitivity to the needs, backgrounds, values and life experiences of ethnic students and to increase their awareness of the ways in which popular film reflects and communicates the cultural, social, political and ethnic values of their students. (Applies to Article 3.3 of the Education Code.)

DATE: Thursday, Oct 23-Dec 18 NO. MTNGS: 8  
TIME: 6-10 p.m. UNITS: 3

FEE: \$90 credit/\$60 non-credit plus \$15 material fee to be assessed in class.

LOCATION: CSUDH Campus, SCC E157

INSTRUCTOR: Ted Simonoski, Ph.D.  
Extension Instructor of Film

## MANAGEMENT OF ASSAULTIVE AND PHYSICALLY AGGRESSIVE BEHAVIOR FOR SEVERELY HANDICAPPED, AUTISTIC AND EDUCATIONALLY HANDICAPPED (BRN)

Edu 866

This course is designed to help the educational professional develop intervention strategies for dealing with the physically aggressive client.

Assault and aggression will be discussed from the aspects of causes, preventions and self-defense. Topics covered will include:

- Identifying symptoms of pre-assaultive behavior
- Self-defense techniques for use during an assaultive incident
- Physical intervention techniques to maintain control
- The psychological and environmental aspects of aggression.

The course is of particular interest to educators, school nurses and those working with the developmentally disabled.

DATE: Saturdays, Oct 4, 11

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

FEE: \$60

NO. MTNGS: 2

UNITS: 2

LOCATION: CSUDH Campus SCC E149

INSTRUCTOR: Steve Zivolich MA Program and  
Teaching Specialist, L.A.  
County Schools

## PRE-SPEECH FEEDING THERAPY (BRN)

Edu x727

This lecture and lab course will examine pre-speech feeding therapy. Consideration will be given to the basic facilitation of good oral and physical management, care and management of the total child and problems of oral-dysfunction leading to speech deficiencies. Also neurological dysfunction versus primitive problems (Cerebral Palsy/M.R.); the handling of feeding difficulties such as extended bottle drinkers; rigidities and behavior management. An overview of normal and abnormal growth and development will be examined. This course is designed to guide and assist, not train feeding specialists. (Limited enrollment to 20 students.) This class is of particular interest to special education instructors, school nurses and parents.

DATE: Oct 24, 4-10 p.m.

NO. MTNGS: 6

Oct 25, 8:30 a.m.-6 p.m.

UNITS: 4

Oct 26, 8:30 a.m.-6 p.m.

Degree Applicable

Nov 7, 4-10 p.m.

Nov 8, 8:30 a.m.-6 p.m.

Nov 9, 8:30 a.m.-6 p.m.

FEE: \$120

LOCATION: CSUDH, SC K147

INSTRUCTOR: Florence Yossem, MA, Director,  
Occupational Therapy,  
United Cerebral Palsy





CSUDH Extension is pleased to present . . .  
*The Stations of the Mind — New Approaches to Reality Therapy*

## A Day With William Glasser (B R N)

Edu x355

For over 15 years Dr. William Glasser, the author and founder of *Reality Therapy* and *Schools Without Failure*, has been lecturing widely on these and new ideas to large groups of people who work in the teaching and helping professions. During this time *Reality Therapy* has enjoyed a slow and steady growth to the point where it is, for many people, the dominant therapeutic mode.

1980 brings Dr. Glasser's latest concepts on how our brain works, and its relationship to reality therapy. Based on his work with positive addiction, in which he advanced the idea of a meditative or positive addiction state of mind that helps us to function more effectively, he has advanced the theory of William Powers on how our brain works and how we behave.

Recently he has been able to present these ideas to many audiences and the response has been overwhelmingly positive. People are fascinated to discover that our brain works much differently than almost any of us believe; for example, we do not answer the telephone because it rings. What he will present is a very humanistic approach to the workings of our mind, an approach far different from the mechanical concepts of currently popular behavior-mod psychology.

Dr. Glasser is personally very excited about these ideas and his enthusiasm, we guarantee, will be contagious. His excitement stems from the fact that what he has worked out can be practically applied both in helping others and also in helping ourselves to live more effectively. Knowing how our brain works is valuable in dealing with children, especially in schools. It makes much more clear both what to do and what not to do as we attempt to motivate children and reduce discipline problems.

Dr. Glasser makes himself available before, after, and during breaks for personal contacts. During the day he answers questions and will role play with audience volunteers. His role playing will reflect the understanding of brain function and give us a greater grasp on the helping process.

For those who have heard Dr. Glasser before, this will be a whole new learning experience. For those hearing him for the first time, we promise a warm and humorous lecturer who never spares himself in his efforts to enlighten his audience.

**Pre-registration required by October 16. After that date contact the Extension Office at 516-3741.**

DATE: Thursday, October 23

TIME: 8:30 a.m.-4:30 p.m.

NO. MTNGS: 1

UNITS: 1

Fee:	Pre-Registration Public	CSUDH Students with current I.D.	Door Public	CSUDH Students with current I.D.
	\$37 (CR) Degree Applicable \$27 (NCR)	\$23.00 (CR) Degree Applicable \$13.00 (NCR)	\$42 (CR) Degree Applicable \$32.00 (NCR)	\$28.00 (CR) Degree Applicable \$18.00 (NCR)

LOCATION: CSUDH Campus, University Theater

INSTRUCTOR: William Glasser, M.D., Founder of the Institute for Reality Therapy,  
 Author, *Reality Therapy*, *Schools Without Failure*, and *Positive Addiction*.



## CLASSROOM OF THE SEA

Edu 827

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

DATE: First meeting, Sat, Sept 27; NO. MTNGS: 11  
subsequent meetings on following Saturdays

TIME: 9 a.m.-12 noon UNITS: 4

FEE: \$120 credit/

\$ 80 non-credit

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

### INSTRUCTOR:

Rosemary Marimon, BA, Docent Trainer for the Palos Verdes Peninsula Oceanographic, Coordinator and Instructor of Marine Biology at Malaga Cove Intermediate School.

## INSTRUCTIONAL HUMOR

Edu 834

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

DATE: Saturdays, Nov 8, 15

NO. MTGNS: 2

TIME: 10 a.m.-5 p.m.

UNITS: 1.5

FEE: \$45 credit/\$30 non-credit

LOCATION: CSUDH Campus, SC E145

INSTRUCTOR: Peter Desberg, Ph.D.

Professor of Education, CSUDH

## HOW TO RECOGNIZE AND DEAL WITH LEARNING DISABILITIES IN A REGULAR CLASSROOM

Edu 805

This course is designed to give the regular classroom teacher a working definition of the various learning disabilities. It will help to recognize when a child might have a special problem and will teach you how to deal with the problem and when to ask for help. We will discuss ways to adapt existing materials to meet your child's needs and others you may wish to make yourself. This course is a "must" for teachers who will be mainstreaming — pre-school, kindergarten, first grade and for beginning teachers.

DATE: Friday, Nov 14, 5-10 p.m.

NO. MTNGS: 2

Saturday, Nov 15, 9 a.m.-6 p.m.

UNITS: 1.5

FEE: \$45

LOCATION: CSUDH Campus, SC E149

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

## "PUT MY WHOLE SELF IN:" AN EXPERIENCE OF MUSIC AND MOVEMENT WITHIN THE TOTAL EDUCATION PROCESS

Edu 852

A stimulating, active, all-day workshop for elementary school teachers. Be prepared to move in bare feet, and try new approaches to learning and teaching children through a variety of movement activities, games, and "Orff Schulwerk" music making. Pre-registration required by Tuesday, September 30.

DATE: Saturday, Oct 4

NO. MTNGS: 1

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

UNITS: 1

FEE: Public

\$20 —pre-registration

\$25 —at the door

CSUDH Students with current I.D.

\$ 7.50—pre-registration

\$12.50—at the door

LOCATION: CSUDH Campus, Playbox Theater

### INSTRUCTOR:

Avon Gillespie, Orff Schulwerk Specialist;  
Music and Movement Consultant, Pasadena Schools; Consultant "Liturgy and Afro-American Culture" for National Office of Black Catholics; Guest American Instructor, Orff-Institute, Salzburg; Participant in Summer '80 1st International Symposium of Teachers of Music for Handicapped, France; Instructor in 3rd Summer International Course for Teachers of Gymnastics and Dance, Switzerland, 1980.



## SEASONS AND CELEBRATIONS

Art projects, related songs, dances and creative activities for the holidays will be covered in these one-day workshops. (Children 8+ accepted if accompanied by an adult for an additional \$2.50).

EDU X255.1—FALL HOLIDAYS, Saturday, Oct 18

EDU X255.2—WINTER HOLIDAYS, Saturday, Dec 6

EDU X255.3—SPRING HOLIDAYS, Saturday, Mar 14

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

NO. MTNGS: 1

UNITS: 1 per course

Degree applicable

FEE: \$30 per course/

\*plus \$2.50 material fee to be assessed  
at each class meeting

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Penelope Greeven, BA

Art Consultant, Faculty, CSUDH  
Cecila Riddell, BA, MAT,  
Extension Instructor of Music



# Health

## ALSO OF INTEREST:

Social and Personal Effectiveness Training	Psy x261 Page 19
The Single Parent Experience .....	Page 19
Battered Women:	
Prisoners in Their Own Homes .....	Soc x363 Page 20
Fund-Raising for Private Non-profit Organizations .....	Bus 924 Page 6
Counseling Skills Update .....	Psy 800 Page 20

## In addition to the courses in this listing, the following are BRN-approved for nursing relicensure credit:

Assertive Management Skills .....	Bus 921 Page 7
Nurses: How to Write for Publication .....	Com 900 Page 12
Sexual Well-Being:	
Human Sexuality As a Transpersonal Experience ..	Psy 802 Page 21
Alcoholism Counseling Certificate Program .....	Page 32
Management of Assaultive and Physically Aggressive Behavior for the Severely Handicapped .....	Edu 806 Page 13
Pre-Speech Feeding Therapy .....	Edu 727 Page 13
Battered Women .....	Soc. x363 Page 20
A Day With William Glasser .....	Edu x355 Page 14

## HIGH-LEVEL WELLNESS (BRN)

Hea 900

Explore the new frontiers of high-level wellness — the fusion of the ancient healing arts with modern advanced technology; acupuncture, dream therapy, biofeedback, hypnosis, meditation, yoga, etc. A fast-paced program of theory and practice including demonstrations, group and individual experiences in holistic health techniques.

DATE: Saturday, Oct 18 NO. MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 0.7 CEU  
FEE: \$30

LOCATION: CSUDH Campus, SC E149  
INSTRUCTOR: Christine Kinney, MBA, CRC;  
Instructor Health Science  
CSUDH

## THERAPEUTIC TOUCH IN HOLISTIC HEALING (BRN)

Hea 851

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

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

Participants should wear clothing suitable for movement and should bring a mat to sit or lie on.

DATE: Friday, September 26, 7-10 NO. MTNGS: 2  
Saturday, Sept. 27, 9 a.m.-5 p.m. UNITS: 1  
FEE: \$30

LOCATION: CSUDH Campus,  
Dominguez Room B  
INSTRUCTOR: Allan Comeau, Ph.D.  
Training Coordinator,  
San Bernardino Dept. of Mental Health

## CLINICAL MYCOLOGY Bio 327/Bio 327.01L

The goal of this course is to present an introduction to practical medical mycology which will enable students and medical technologists to isolate and identify fungi in clinical materials. The course should also serve as a review of the subject for technologists or trainees preparing for licensing examinations. The course consists of a lecture two nights a week and a lab one night a week.

DATE: Mon, Wed, Sept 29-Dec 8 NO. MTNGS: 20

TIME: Mon, 6-7:40 p.m.—Lecture UNITS: 4

Wed, 6-6:50 p.m.

Wed, 7-9:50 p.m.—Lab Degree Applicable

FEE: \$120 + \$10 laboratory fee

LOCATION: CSUDH Campus, SBS G126;

Lab, NSM C151

INSTRUCTOR: Laura M. Phillips, Ph.D.

Associate Professor,

Department of Biological Science

OPEN UNIVERSITY OFFERING—SEE PAGE 26

## SUPERVISION '81 (BRN) Hea 953

### A Two-Day Update for Health Care Professionals — December 9, 10.

An intensive seminar that will provide the health care supervisor with practical knowledge which can immediately be used on the job. This program is intended as an update for the experienced supervisor as well as an introduction to those new to the field. The seminar will bring you up to date on the latest laws affecting health care supervisors. Topics include:

- Management and supervisors: goals and objectives
- Decision making — Are your decisions influenced by politics, crises or objectives?
- Disciplinary actions that help — when and how to use them
- Documentation — does it prove your case?
- What's new in '81 — a review of every recent court decision and new laws which affect every supervisor.

Pre-registration required by December 2. After that date contact the extension office. 213/516-3741.

DATE: December 9, 10 NO. MTNGS: 2

TIME: 9 a.m.-4 p.m. UNITS: 1.2 CEU

FEE: \$80 (includes lunch and materials)

LOCATION: University Center

INSTRUCTOR:

Dr. Howard Schwartz, of Howard Schwartz & Associates, Consultants to Management, Beverly Hills, California. Dr. Schwartz is a nationally-known teacher, lecturer, author and consultant. He is a member of the Personnel Industrial Relations Association, and the American Society for Training & Development.





## LONG TERM CARE FOR THE ELDERLY (BENHA)

BEH 900

This course will provide an overview into the challenging field of long-term care for the infirmed elderly. This course is designed for those individuals involved in the Convalescent Hospital experience. Areas covered include:

- Nursing home administration
- Nursing, nutrition, rehabilitation
- Emotional, physical problems
- Patient-Physician relationship
- Psychosocial care

Increase sensitivity to the needs and treatment of the hospitalized elderly is a major goal of this class. Hands-on hospital experience will be provided.

DATE: Thursday, Sept. 25-Oct. 23

NO. MTNGS: 5

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

UNITS: 1.0 CEU

FEE: \$30 Credit

LOCATION: CSUDH, HFA A211

INSTRUCTOR: Karen Rabin, MA

Elden Taber, MS,

Licensed Nursing Home Administrator

## Music and Theatre Arts

### ALSO OF INTEREST:

I Put My Whole Self In

With Avon Gillespie ..... Edu 852 Page 15

Rhythms and Dance ..... Per 831 Page 18

Electronic Music Certificate ..... Page 36

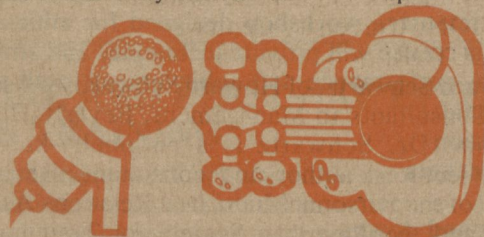
Conservatory of Music,

Dance and Drama ..... Page 24

On Stage at CSUDH ..... Page 23

## MUSIC CLASSES THROUGH OPEN UNIVERSITY

Music 181/01 Class Voice	MW	5-5:40p	M. Hunt
Music 191/01 Class Piano	W	6-6:40p	R. Hyler
Music 110/02 Music Theory I	TTH	6-7:40p	S. Stockhammer
Music 360/01 Musical Activities for Children	T	6-9:40p	C. Riddell
Music 375/02 University Orchestra	W	7:30-10p	F. Steiner
Music 380/02 University Chorale	M	6-8p	J. Pressman



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

Mus X365

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

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

- Intrinsic musicality of the electronic composer
- Tools for the synthesist/recording engineer of the 80s.
- Technical aspects of the craft of synthesis
- Theory of music, electronics, and acoustics

DATE: Friday, Nov 14, 6-10 p.m.

MTNGS: 3

Saturday, Nov 15, 9 a.m.-5 p.m.

UNITS: 2

Sunday, Nov 16, 9 a.m.-5 p.m. Degree applicable

FEE: \$60 credit/\$40 non-credit

LOCATION: CSUDH, HFA A201

INSTRUCTOR: Malcolm Cecil

Born in London, Malcolm held the position of principal bass with the BBC Radio Orchestra for three years. Upon arrival in the U.S., he turned to synthesis, and since that time has been involved in a number of albums with Stevie Wonder, The Isley Brothers, Steven Stills, and Herbie Mann, to name a few. He is the designer of TONTO (The Original New Timbral Orchestra), a performance instrument composed of 12 synthesizers linked together. With TONTO, Malcolm worked with Stevie Wonder on *Music on My Mind*, *Talking Book*, *Innervisions* and *Fullfillingness*; Weather Report on *Talespinning*; Quincy Jones *Bodyheat*; Joan Baez *Diamonds and Rust*; and the Isley Brothers *3+3*, *Live It Up*, and *The Heat Is On*. Winning several Gold records and a Grammy, he has two albums, *Zerotime* and *It's About Time*. He is the co-producer of Gil-Scott Heron's albums *Secrets*, *Mind of Gil-Scott Heron* and *1980*. TONTO also provides special musical effects on *Star Trek — the Motion Picture*. His 24-track recording studio is one of the busiest on the west coast.

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

## DANCE AND THEATER CLASSES THROUGH OPEN UNIVERSITY

Number	Title	Instructor:	Units	Day	Time
THE 100 01	Theater Appreciation	M. Riherd	4	W	6:00-9:40
THE 130 01	Acting I: Voice and Diction	TBA	2	MW	2:00-3:40
THE 131 01	Acting I: Stage Movement	TBA	2	TTh	2:00-3:40
THE 141 01	Makeup for Stage and Television	M. Spryer	2	MW	4:00-5:40
THE 215 01	Selected Dance Studies:	C. Valdez	2	TTh	6:00-7:40
	Beginning Jazz and Musical Comedy				
THE 215 02	Selected Dance Studies:	TBA	2	TTh	4:00-5:40
	Beginning Ballet				



# Philosophy

## BUDDHIST POLITICAL THOUGHT

Phi X284

California State University Dominguez Hills is pleased to present the venerable Reverend Chhean Kong, scholar, author and Cambodian Buddhist monk. Dr. Kong, currently chairman of the Board of Directors for the Cambodian Buddhist Monastery of California, will bring to all interested students of eastern philosophies a new understanding of Buddhist Political Thought, as timely today as it was in the Sixth Century, B.C.

The course will focus on the Buddha, his philosophy of social welfare and political problems and its relationship to the political realities of the 1980s.

Topics include:

- Development of Indian political thought
- Buddhist views of socio-political conditions and the role of government
- Political thought in the Pali Canon
- Political thought in the non-canonical literature
- Dhamma and Salvation—the twin concepts at the basis of Buddhist political thought

DATE: Mon, Wed, Sept 29-Nov 30 NO. MTNGS: 10  
TIME: 4-5:40 p.m. UNITS: 4  
FEE: \$120 Degree applicable  
LOCATION: CSUDH Campus, SBS F121  
INSTRUCTOR: Venerable Rev. Chhean Kong, Ph.D.

## THE NEW PHYS ED FOR 2 TO 7 YEAR OLDS

Per 832

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

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

DATE: Saturday, Oct 11 NO. MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 1  
FEE: \$30

LOCATION: CSUDH Campus, Field House C016

INSTRUCTORS: Dennis Estabrook, BA  
Extension Instructor of Physical Education

Terri Thompson, BA  
Extension Instructor of Physical Education

# Physical Education

## RHYTHMS AND DANCE FOR 2 TO 8 YEAR OLDS

Per 831

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

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

DATE: Saturday, Oct 25

NO. MTNGS: 1

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

UNITS: 1

FEE: \$30

LOCATION: CSUDH Campus, Field House C016

INSTRUCTOR: Dennis Eastbrook, BA

Extension Instructor of Physical Education

Terri Thompson, BA

Extension Instructor of Physical Education



## SPORTS PSYCHOLOGY

Per 841

A one-day intensive workshop designed for athletes and coaches, this course will provide techniques and strategies to maximize performance and achievement in all sports.

Topics include:

- concentration
- barrier breakers
- nutrition
- warm-ups and downs
- meditation and visualization

Participants will have the opportunity to practice the techniques as they learn them. Materials will be provided for continued practice and improvement.

DATE: Saturday, Oct 18

NO. MTNGS: 1

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

UNITS: 1

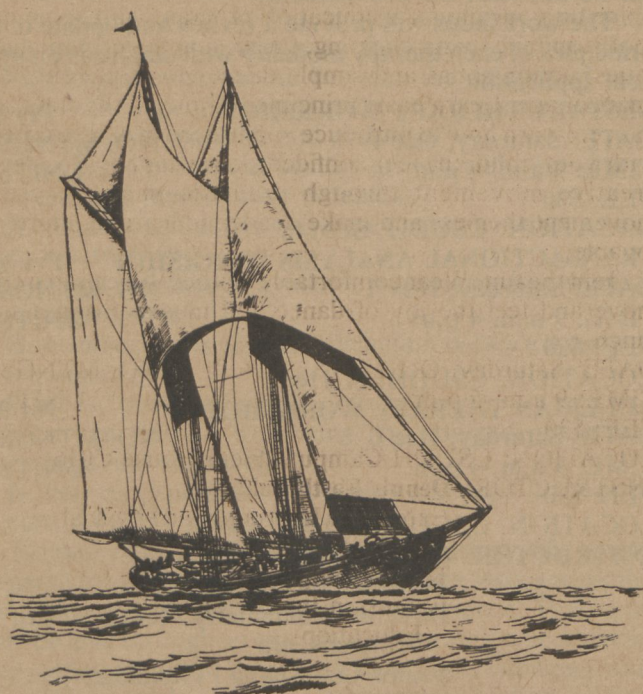
FEE: \$30 (includes materials)

LOCATION: CSUDH Campus, SCC E139

INSTRUCTOR: Kurt Krueger, MS,

Instructor,  
Glendale Community College,  
Coach, Water Polo





## GREAT TRADITIONS OF THE SEA: A SAILING AND NAVIGATION CLASS

Per 834

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

### SECTION I

DATE: Monday, Nov 3-Jan 5

NO. MTNGS: 10

TIME: 7:30-10:30 p.m.

UNITS: 2

FEE: \$75 credit/\$60 non-credit

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

### SECTION II

DATE: Tuesday, Nov 4-Jan 6

NO. MTNGS: 10

TIME: 7:30-10:30 p.m.

UNITS: 2

FEE: \$75 credit/\$60 non-credit

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

INSTRUCTOR: Captain Ron Remsburg, MA  
Extension Navigation Instructor

## Psychology/Sociology

### ALSO OF INTEREST:

Sports Psychology ..... Per 841 Page 18  
A Day With William Glasser ..... Edu x355 Page 14  
Women in the American Labor  
Movement ..... Lab Stu x292 Page 6  
High Level Wellness ..... Hea 900 Page 16  
Therapeutic Touch and Holistic Healing .... Hea 851 Page 16  
Ethnic Images in American Films ..... Edu 875 Page 13

## SOCIAL AND PERSONAL EFFECTIVE- NESS TRAINING

Psy X269

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

DATE: Saturday, Sept 27-Nov 15

NO. MTNGS: 10

TIME: 10 a.m.-12 noon

UNITS: 2

FEE: \$60 credit/\$40 non-credit

Degree applicable

LOCATION: CSUDH, SC E157

INSTRUCTOR: Eve Cappello, Ph.D.

Behavioral Consultant,

author of *Let's Get Growing*

## THE SINGLE PARENT EXPERIENCE

This one-day experientially-oriented workshop is designed to explore the realities and possibilities of the single parent lifestyle. Topics covered include:

- Dispensing with society's stereotypes;
- The dynamics of loss and dealing with loneliness;
- The unique needs of a single parent family and resources and networking for single parents and their children.

DATE: Saturday, Oct 4

NO. MTNGS: 1

TIME: 9:30 a.m.-4 p.m.

UNITS: non-credit

FEE: \$25

LOCATION: CSUDH Campus, SCC E139

INSTRUCTOR: Donna Arroyo,  
LCSW Counselor,  
Family Service of L.A.  
Jan Scott, MA,  
Counseling Intern,  
Harbor Area Refuge, San Pedro



## BATTERED WOMEN: PRISONERS WITHIN THEIR OWN HOMES (BRN)

Soc X363

This course will provide students with a basic understanding of the social and psychological aspects of spouse abuse, and address the question of why some women find it so difficult to leave abusers. The present law enforcement and criminal justice procedures, emergency medical care, and shelter programs available to women will be critically reviewed and specific approaches currently used to help the victim and her family will be explored.

This course is designed to equip the layman, or social service/hospital professional with information and resources that will help in identifying and dealing with battered women.

DATE: Wednesdays, Oct 1-Dec 3 NO. MTNGS: 10  
TIME: 7:30-9:30 p.m. UNITS: 2

FEE: \$60 Degree applicable

LOCATION: CSUDH Campus, NSM C235

INSTRUCTOR: Betsy Conklin, Ph.D.

Cultural Anthropologist;

Research director, battered

women's projects;

Counselor for abused spouses

## DREAM WORKSHOP

Psy X170

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

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

DATE: Friday, Oct 17, 7:00-10 p.m. Units: 1  
Saturday, Oct 18, 9:30-4 p.m. NO. MTNGS: 2

FEE: \$40 credit/\$30 non-credit Degree applicable

LOCATION: CSUDH Campus, Dominguez Room B

INSTRUCTOR: Art Bernard, MFCC,

Director, Dream Center,

San Fernando Valley



## COUNSELING SKILLS UPDATE

Three timely workshops designed specifically for the helping professional will provide an in-depth emphasis in the areas of Gestalt, Transactional Analysis and Adlerian therapies. Students enrolling in all three workshops by September 26 will receive a \$10 discount.

The workshops will provide a review and update of the principles of each therapy modality with emphasis on practical application.

### GESTALT THERAPY WORKSHOP

Psy 800

DATE: Saturday, Oct 4

NO. MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: 1

FEE: \$30

LOCATION: CSUDH, SCJ146

### TRANSACTIONAL ANALYSIS WORKSHOP

Pys 801

DATE: Saturday, Nov 1

NO. MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: 1

FEE: \$30

LOCATION: CSUDH, SCJ146

### ADLERIAN THERAPY WORKSHOP

Psy 802

DATE: Saturday, Dec 6

NO. MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: 1

FEE: \$30

LOCATION: CSUDH, SCJ146

INSTRUCTOR: Hymen Goldman, Ph.D.

Professor of Education,

Director, Community Mental Health

Programs and

Senior Counseling Psychologist,

CSUDH



## FILIPINO EXPERIENCE IN AMERICA (ANG PAK-KATAONG PILIPINO SA AMERICA)

Unc X240

Basic themes and key issues in Philippine history, U.S. Philippine Relations and Filipino-American history from immigration to the present, emphasizing the political and social factors, and including philosophy, literature, religion, and art, to provide a comprehensive understanding of the Filipino.

Of particular interest to teachers, nurses, and all human service personnel.

DATE: Wednesdays, Oct 1-Dec 3

NO. MTNGS: 10

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

UNITS: 2

FEE: \$35 credit/\$15 non-credit

Degree applicable

LOCATION: CSUDH Campus, ERC B505

INSTRUCTOR: Alan Constantino, BA

Affirmative Action staff member,

CSUDH



## SEXUAL WELL-BEING: HUMAN SEXUALITY AS A TRANSPERSONAL EXPERIENCE (BRN)

Psy 803

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

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

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

Designed for health and human service professionals, paraprofessionals, educators and concerned individuals. **Fulfills the guidelines for training in human sexuality as mandated by AB 4178 for licensing requirements for psychologists, social workers and marriage and family counselors. Pre-registration required by November 28, after that date contact the Extension Office at 516-3741.**

DATE: Saturday, Dec 6

NO. MTNGS: 1

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

UNITS: 1

FEE: \$35

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: Gary L. Yates,

Family Health Education Coordinator,  
Agency Office of Health Education  
San Bernardino County  
Department of Public Health  
Author, *Essential Components of  
Human Relationships*



## Public Administration

### ALSO OF INTEREST:

Women in the American Labor Movement Lab Stu X292 Page 6  
Certificate in City Planning ..... Page 35

## IMPASSE RESOLUTION TECHNIQUES AND GRIEVANCE ARBITRATION IN THE PUBLIC SECTOR: WHAT'S OLD—WHAT'S NEW

Pub 903

Focusing on third-party impasse/dispute resolving techniques in both pre-contract and post-contract stages, this intensive course will examine current techniques in collective bargaining and grievance arbitration. Topics include:

- Effective negotiations
- Mediation
- Factfinding
- Interest arbitration

Additional information on standards utilized and applied in contract interpretation/application, discipline matters after contract negotiation, and the roles and responsibilities of the parties and the neutral in resolving differences will also be included.

DATE: Thursday, Oct 23

NO. MTNGS: 1

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

UNITS: 0.7 CEU

FEE: \$30

LOCATION: CSUDH Campus, SCC E157

INSTRUCTOR: Philip Tamoush, MBA,

Independent Arbitrator/Factfinder

## INTERNATIONAL TRAFFIC ADMINISTRATION

Pub 904

This course provides a working knowledge of foreign commerce and international trade with emphasis on maritime transport. It is designed to meet the continuing educational needs of specialized task personnel at entry and intermediate levels and general supervisory and middle level management who deal with international traffic and maritime transport. Topics include:

- Background and evolution of international traffic and maritime transport
- Development of multinational corporate business and principles of foreign marketing
- Commercial negotiation and pricing
- Customs brokerage, banking, insurance and legal requirements

DATE: Thursdays, Sept 25-Nov 27

NO. MTNGS: 10

TIME: 6-10 p.m.

UNITS: 4 CEU's

FEE: \$120

LOCATION: Maritime Museum, Berth 84,  
foot of Sixth St., San Pedro

INSTRUCTOR: Mr. William Skelly, MBA



## DIRECTED STUDY—TELEVISION ASSISTED COURSES

CSUDH and KCET-TV, Los Angeles are participating in a unique educational project — the National University Consortium. Through a proven combination of printed study materials, television broadcasts and telephone tutoring, it will provide upper division degree applicable credit courses. Classes for Fall quarter are:

### SYSTEMS MANAGEMENT (13.5 quarter units):

**MGMT x250**

A broad survey course covering the management and behavior of organizational and technical systems. The course introduces the student to several disciplines and techniques based on systems and organizational theory. Through unit headings, case histories and basic texts, Systems Management demonstrates how organizational systems relate to the outside world, develops goals, resolves conflicts and provides information systems, and how managers produce the behavior of human and organizational systems. Specific disciplines covered include:

- Systems Theory
- Organizational and Business Management Theory
- Psychology of Personal Motivation and Implications for Job Development
- Conflict Resolution Models
- Information Systems Theory and Operations
- Feedback and Marketing Approaches
- Concepts of Organizational Design
- Systems and Work Flow

The basic objective of the course is to introduce systems management concepts, and to demonstrate their validity for professional and personal developments.

Since Systems Management is an upper division course, it is suggested that students have a practical or academic background in management, such as might be acquired from an introductory management course, or several years experience in a management environment.

**Pre-registration suggested by September 8**

**FEES: \$405**

**UNITS: 13.5**

Degree applicable

**WHEN:** Course will begin with the broadcast scheduled to run the week of September 15, 1980

**INSTRUCTOR: Martin Blyn, Ph.D.**

Professor of Economics, CSUDH

**Peter Herne, Ph.D.**

Associate Professor of

Business Administration

**Anthony Mastor, Ph.D.**

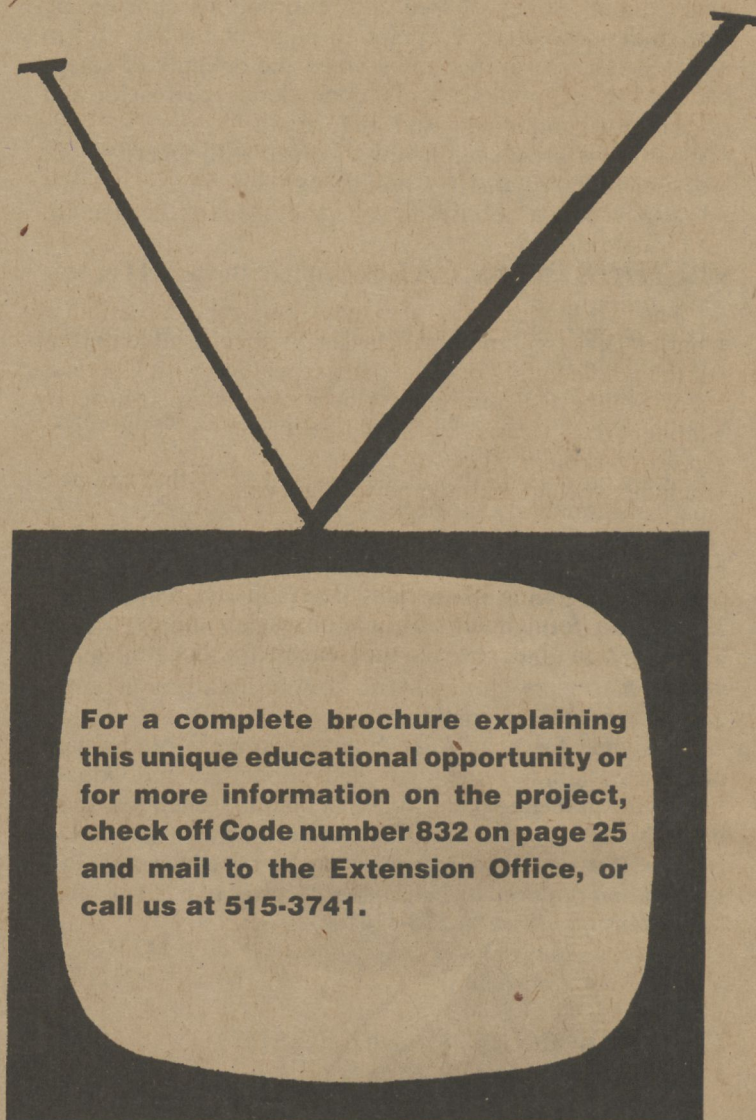
Associate Professor of

Business Administration

**Richard Nehrbass, Ph.D.**

Associate Professor of

Business Administration



**For a complete brochure explaining this unique educational opportunity or for more information on the project, check off Code number 832 on page 25 and mail to the Extension Office, or call us at 515-3741.**

### INTRODUCTION TO MATHEMATICS

**MATH 103**

Students should have taken a minimum of one year high school level algebra. The course is designed for students majoring in biological, social and management sciences. Course content includes linear programming; straight line; quadratic functions; systems or linear equations; algebra-view; matrices; mathematics of finance exponential and logarithmic functions, and trigonometry.

**Pre-registration suggested by September 22, 1980.**

**FEES: \$120**

**UNITS: 4**

Degree Applicable

**WHEN:** Course will begin with the broadcast scheduled to run the week of September 29.

**INSTRUCTOR: William Armacost, Ph.D.**

Professor of Mathematics,  
CSUDH



# On Stage at CSUDH

## Shakespeare's **ROMEO AND JULIET**

The world's greatest love story — a 400-year-old drama that continues to speak to modern audiences through countless stage versions, motion pictures and the musical theater.  
*Opens November 15, 1980*

## **A CHRISTMAS CAROL**

The world premiere of a new musical adaptation of Charles Dickens' immortal classic. A special holiday treat for the whole family produced in association with University of Southern California's Opera Workshop. Music by Stephen Tosh, Lyrics by Lloyd Severson.  
*Opens December 13, 1980*  
(Includes special matinee performances)

## **EQUUS**

Award-winning playwright Peter Shaffer's compelling drama of a young man's bizarre obsession and psychiatric investigation that reveals the reason for his destructive behavior.  
*Opens February 21, 1981*



## **JACK EDDLEMAN in A KURT WEILL CABARET**

The University Theater becomes a thirties' cabaret with intimate seating on a specially-designed stage. Food and beverage service will complement this musical retrospective of one of the great twentieth-century composers, performed by professional musical-theater personality, Jack Eddleman (Cabaret seating will be limited; Guild Members and Subscribers will receive priority consideration.)  
*Opens March 20, 1981*

## **THE MIKADO**

The favorite comic operetta by W. S. Gilbert and Sir Arthur Sullivan. First performed in 1885, this delightful spoof of operatic conventions has become a classic of the modern musical theater. (Negotiations are currently under way for a guest-artist appearance.)  
*Opens May 30, 1981*



## **CSUDH Theater Arts Program Season '80-'81**

### **SUBSCRIBE NOW**

California State University  
Dominguez Hills  
University Theater  
Season '80-'81

### **SEASON SUBSCRIPTION**

Season subscribers may purchase books of vouchers in multiples of five at \$15.00 per book. Each voucher is redeemable for a ticket to any production. (Students currently enrolled at CSUDH may purchase one book of five vouchers for \$12.50)

Phone charge orders for Season Subscriptions may be placed by calling 515-3588 M-F between 9:00 a.m. and 1:00 p.m.



# California State University Dominguez Hills

## Conservatory of Music, Dance & Drama

### FALL 1980 OFFERINGS

#### BALLET

\$35 Fee — 10 Classes. Taught by Frances Caldwell, Checchetti Method. Ballet classes are for people of all ages and abilities who are interested in improving grace and flexibility, as well as acquiring a solid grounding in classical ballet techniques. Also improves posture and self-image.

#### ORFF SCHULWERK (Music Activities for Children)

\$35 Fee — Ten 45-minute classes. Classes held in Humanities and Fine Arts Building, A-202. Excellent preparatory work for later musical instruction. Music and movement games develop hand and body coordination, sense of pitch, and beginning note reading. Children sing, dance, and play a variety of musical instruments. Children learn to control their muscles, to expand their movement vocabulary, to react to others and to space, to feel the power and beauty in their own expressions, and to experience the joy which accompanies music making.

*Saturdays, October 11-December 13*

Course No.	Time	Age Group
930	11:15-12:00 noon	3-5 year olds
931	12:00-12:45 p.m.	6-9 year olds

#### PRIVATE LESSONS

\$65 Fee — Ten 30-minute lessons. Time to be arranged with instructor.

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

#### ELECTRONIC MUSIC: Recording and Synthesizer Techniques

\$65 Fee — Ten one-hour classes. Time to be arranged with the instructor.

#### DRAMA

\$35 Fee — Ten 45-minute classes held in the University Theater. Instructor: Mike Riherd.

##### Creative Drama for Children

Through the use of theater games, improvisations, story telling, and pantomime, children will learn the basic techniques of creative drama. Emphasis will also be placed on developing verbal and non-verbal communication skills of each child. The children will learn to work individually as well as with the larger group.

*Saturdays, October 11-December 13*

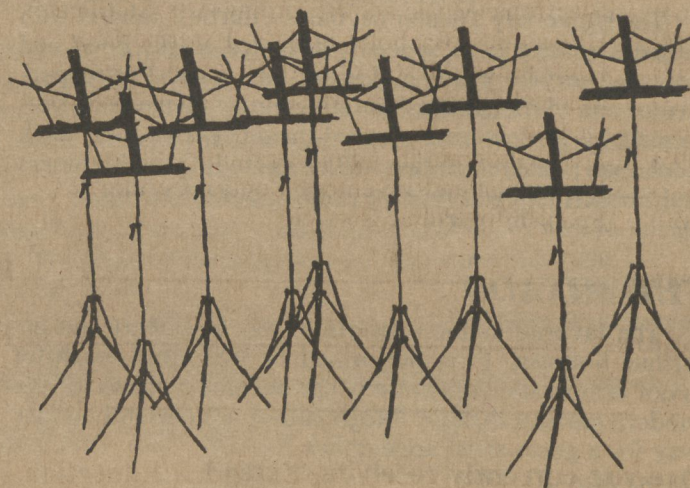
940	10:00-10:45	6-8 year olds
941	12:00-12:45	8-10 year olds
942	1:00- 1:45	10-12 year olds

##### Acting for Teens

Emphasis will be placed on developing the basic acting skills of the students. Improvisations, pantomime, and theater games will be included, along with some scene work. Development of basic vocal and movement techniques will also be stressed.

*Saturdays, October 11-December 13.*

943	11:00-11:45	Teens
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# Conservatory of Music, Dance & Drama

## Registration And Information Form

☐ I would like to register for Class No. \_\_\_\_\_ Title: \_\_\_\_\_

☐ I would like to know more about classes, please call me.

☐ Fee enclosed. Total amount \$ \_\_\_\_\_

Student's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_ Evening Phone \_\_\_\_\_

Home Address \_\_\_\_\_

**RETURN TO: Extension ERC C508, CSUDH, Carson, CA 90747**  
For further information, call the Extension Office, 515-3741

New classes will begin the week of October 6. A schedule of courses and times is available by checking the Information Request Card below. Or phone the Extension Office 213/515-3741.

Classes will be held on the CSUDH campus. Students may register at the first class meeting or through the Office of Extended Education.

# Information Request Form

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

Please send me information on the following:

- |   |  |
|---|--|
| <p>(762) <input type="checkbox"/> Administration, Master of Science External Degree</p> <p>(640) <input type="checkbox"/> Alcoholism Counseling Certificate Program</p> <p>(661) <input type="checkbox"/> Broadcasting Certificate</p> <p>(797) <input type="checkbox"/> City Management Certificate</p> <p>(764) <input type="checkbox"/> Conservatory of Music and Dance</p> <p>(764) <input type="checkbox"/> Electronic Music and Recording Arts Certificates</p> <p>(714) <input type="checkbox"/> Humanities, Bachelor of Arts, External Degree</p> <p>(714) <input type="checkbox"/> Humanities, Master of Arts External Degree</p> <p>(763) <input type="checkbox"/> Medical Technology, Master of Science External Degree</p> <p>(795) <input type="checkbox"/> Portal Program in Administration</p> <p>(652) <input type="checkbox"/> Production and Inventory Control Certificate</p> <p>(650) <input type="checkbox"/> Spanish for Public Service</p> | <p>(823) <input type="checkbox"/> Spanish Journalism Certificate</p> <p>(625) <input type="checkbox"/> Summer Sessions</p> <p>(832) <input type="checkbox"/> Directed Study: Television Courses in Business and Math</p> <p>(780) <input type="checkbox"/> Orthotics Certificate</p> <p>(682) <input type="checkbox"/> A Day With William Glasser</p> <p>(830) <input type="checkbox"/> Tax Preparation</p> <p>(765) <input type="checkbox"/> Malcolm Cecil: The Role Of The Synthesizer In Music For The 80s</p> <p>(781) <input type="checkbox"/> Open University Schedule</p> <p>(710) <input type="checkbox"/> Programs in Health Care</p> <p>(652) <input type="checkbox"/> Business Programs For '80-'81</p> <p>(652) <input type="checkbox"/> Business Management Certificate</p> <p>(652) <input type="checkbox"/> Business Workshops with Howard Schwartz</p> |
|---|--|

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

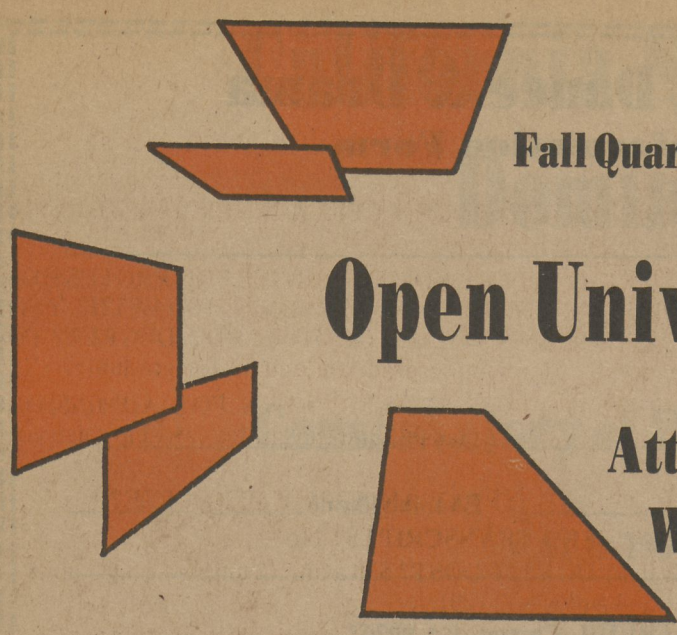
Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Are you currently receiving Extended Education Publications?

☐ Yes ☐ No





**Fall Quarter (10 Weeks) — September 25–December 15**

# Open University

**Attend On-Campus Classes  
Without University Enrollment**

“Open University” means you can take regular academic courses at CSUDH without being enrolled in the University. Anyone 18 or older can take any of the courses this quarter and earn degree-applicable credits by following the 3 Easy Steps for Open University Registration.

## **NOT READY FOR A DEGREE PROGRAM RIGHT NOW?**

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

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

## **TOO LATE OR TURNED DOWN?**

“Open University” means that even if you applied too late, or have been turned down for admission to the University, you can still take classes. The grades you earn in Open University can help you raise your Grade Point Average.

## **JUST WANT TO TAKE SOME CLASSES?**

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

**Extension Office Hours** are from 8 am to 5 pm every weekday, and additionally from 5 pm to 6:30 pm Monday through Thursday the first three weeks of the quarter. The office is located in ERC C508 (Library Building, 5th floor, back corridor).

**Deadline** for Open University enrollment for the Fall Quarter is **October 10**. Classes start September 25 for the ten-week quarter. **You should attend the first class meeting and pay your fees before October 10.**

For a complete schedule of Open University classes call or write the Extension Office, California State University Dominguez Hills, Carson, CA 90747, 213/515-3741 or check off the Open University information line on page 25.

## **THREE EASY STEPS FOR OPEN UNIVERSITY REGISTRATION**

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

### **1. Fill out the Open University Registration Form.**

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

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

Lunch hour courses are listed in the Extension Bulletin. For others, obtain a regular class schedule from the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

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



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

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

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

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

**DO I HAVE TO PAY AN APPLICATION FEE? No.**

## DO I NEED TRANSCRIPTS? No.

**WHAT DOES IT COST?** \$30 a unit (2 units — \$60; 3 units — \$90, 4 units — \$120).

**WHEN DO I REGISTER?** Classes start September 25 for the Fall Quarter. You should attend the first class meeting and pay your fees before October 10.

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

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

**This form is not valid without instructor's signature.**

INSTRUCTORS' SIGNATURE \_\_\_\_\_

Student File Number

Office Use Only

Total Fee

Date Paid

Enclosed is \$ \_\_\_\_\_ in check  
or money order.

[illegible]

MAKE CHECK PAYABLE TO:  
CSUDH EXTENSION

I wish to use my \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Card Number

Expiration Date

Cardholder's Signature

- Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black/Negro, not of Hispanic origin
- Caucasian/White, not of Hispanic origin

Cardholder's Name (print clearly)



# "Learn and Lunch Bunch" Program

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

*NOTE: Courses are offered through Open University on a space-available basis. See page 26 for registration information.*

## ANTHROPOLOGY

ANT 100/03	The Human Adventure: Introduction to Culture (4)	S. Orellana	TTH	12:00-1:40 p.m. SBS D219
ANT 215/01	Magic and Religion (4)	K. Kuykendall	MW	12:00-1:40 p.m. SBS A144
ANT 355/01	Culture and Ecology (4)		TTH	12:00-1:40 p.m. SBS A144

## BUSINESS ADMINISTRATION

BUS 102/01	Legal Aspects of Bus Trans (4)		MW	12:00-1:40 p.m. ERC D120
BUS 130/03	Essentials of Accounting I	C. W. Lee	TTH	12:00-1:40 p.m. SBS E220
BUS 170/01	Intro to Comp and Data Proc (4)	P. Vacca	MW	12:00-1:40 p.m. SC J146
BUS 171/03	Computer Systems for Bus (4)	P. Herne	TTH	12:00-1:40 p.m. SBS B231
BUS 202/01	Law of Bus Organizations (4)	S. Schoen	TTH	12:00-1:40 p.m. SC K147
BUS 205/01	Social Respon of Business (4)	B. Chrispin	MW	12:00-1:40 p.m. ERC A127
BUS 205/03	Social Respon of Business (4)		TTH	12:00-1:40 p.m. SC J146
BUS 210/03	Mgmt and Organ Theory (4)	R. Nehrbass	TTH	12:00-1:40 p.m. SBS B143
BUS 211/01	Production Management (4)	J. McCloskey	MW	12:00-1:40 p.m. SBS B143
BUS 233/01	Income Taxation I (4)	M. Auerbach	MW	12:00-1:40 p.m. SBS B209
BUS 235/01	Auditing (4)	R. Schueler	TTH	12:00-1:40 p.m. SBS B209
BUS 251/01	Sales Practices and Admin (4)	G. Morris	MW	12:00-1:40 p.m. SBS B231
BUS 255/01	Consumer Market Behavior	C. Zoerner	TTH	12:00-1:40 p.m. SBS B101
BUS 262/01	Real Est Prin and Practice (4)	G. Kuhlmann	TTH	12:00-1:40 p.m. ERC A127
BUS 280/02	Economics of the Firm (4)	C. Lopilato	MW	12:00-1:40 p.m. SBS E220

## CHEMISTRY

CHE 102/01	Chemistry for the Citizen (4)		MW	12:00-1:40 p.m. NSM C221
CHE 250/01	Biochemistry I (5)	E. Garcia	MWF	12:30-1:50 p.m. SBS B215
CHE 252/01	Biochemistry II (5)	E. Garcia	TTH	12:00-1:15 p.m. NSM D129

## COMMUNICATIONS

COM 253/01	Newspaper and Magazine Wkshp (4)	M. Klein	TTH	12:00-1:40 p.m. ERC D134
COM 282/01	Writing for Radio/TV Film (4)	H. Marienthal	MW	12:00-1:40 p.m. ERC D134

## COMPUTER SCIENCE

CSC 110/01	Computer Prog in Basic (2)	J. Henry	W	12:00-1:40 p.m. NSM C235
CSC 210/01	Data Structures (4)	F. Miles	MW	12:00-1:40 p.m. NSM C239
CSC 260/01	Advanced System Program (4)	J. Bahr	TTH	12:00-1:40 p.m. NSM C239

## EARTH AND MARINE SCIENCES

EMS 120/01	Intro to Earth Science (4)		MW	12:00-1:15 p.m. NSM D129
EMS 152/01	Historical Geology (4)		TTH	12:00-1:15 p.m. NSM C235

## ECONOMICS

ECO 111/01	Economic Theory IB (4)	A. Kidane	MW	12:00-1:40 p.m. SBS B110
ECO 242/01	Comp Economic Systems (4)	P. Bouris	TTH	12:00-1:40 p.m. SBS A204
ECO 275/01	Ind Organ and Amer Econ (4)	F. Billes	TTH	12:00-1:40 p.m. SBS E116

## EDUCATION

EDU 210/01	Motivation and Learning (4)	P. Desberg	MW	12:00-1:40 p.m. SBS E122
EDU 239/02	Multic Perspective Tchrs (4)	J. Ng	TTH	12:00-1:40 p.m. HFA A224

## ENGLISH

ENG 101/02	Oral and Wrtn. Expression II (4)	A. Harshmann	TTH	12:00-1:40 p.m. HFA A221
ENG 101/03	Oral and Wrtn. Expression II (4)	D. Rankin	MW	12:00-1:40 p.m. HFA A221
ENG 130/01	Literary Perceptions (Formerly Modern Fiction) (4)	L. Geller	MW	12:00-1:40 p.m. HFA A223
ENG 207/01	Practice in Lit Criticism (4)	V. Jordain	TTH	12:00-1:40 p.m. HFA A209
ENG 210/01	The Study of Language (4) Same as FRE/SPA 210/01	R. Beym	MW	12:00-1:40 p.m. HFA A223



ENG 218/01	Intro To Historical Ling (4)	B. Mohn	MW	12:00-1:40 p.m. HFA A219
ENG 266/01	Prose Fiction (4)	M. Shafer	TTH	12:00-1:40 p.m. HFA A219
ENG 250/03	Advanced Composition (4)	J. Riddell	MW	12:00-1:40 p.m. HFA A227
ENG 251/01	Creative Writing (4)	E. Sando	TTH	12:00-1:40 p.m. HFA A227
ENG 252/02	Writ Spkg Skills Mgmt (4)	W. Wells	TTH	12:00-1:40 p.m. HFA A229
<b>FRENCH</b>				
FRE 21 /01	The Study of Language (4)	R. Beym	MW	12:00-1:40 p.m. HFA A223
FRE 250/01	Same as ENG/SPA 210/01 French Culture I (4)	V. Lenard	TTH	12:00-1:40 p.m. HFA A222
<b>GEOGRAPHY</b>				
GEO 100/03	Elements of Geography (4)	R. Johnson	TTH	12:00-1:40 p.m. SBS A104
GEO 322/01	Environmental Problems (4)	G. Smith	TTH	12:00-1:40 p.m. SBS B203
GEO 375/01	Environmental Perception (4)	M. Romanov	TTH	12:00-1:40 p.m. SBS A104
GEO 392/01	Spec Topics in Geography: Energy Technologies (4) Same as NSM 240/01 SMC 250/02	L. Jacowitz	TTH	12:00-1:40 p.m. SC E139
<b>HISTORY</b>				
HIS 101/03	History of United States (4)	F. Stricker	TTH	12:00-1:40 p.m. SBS D225
HIS 101/04	History of United States (4)	C. Udeze	MW	12:00-1:40 p.m. SBS F225
HIS 110/01	Western World: Classical (4)	N. Hollander	MW	12:00-1:40 p.m. SBS F125
HIS 113/01	Latin America: Conflicts (4)	L. Pomerantz	TTH	12:00-1:40 p.m. SBS B203
HIS 238/01	Special Topics in History: Prostitution in History (4)	D. Churchman	TTH	12:00-1:40 p.m. SBS E126
HIS 238/02	Special Topic in History: Apocalypse Then: WW II (4)	H. Holter	MW	12:00-1:40 p.m. SBS B140
HIS 238/07	Special Topic in History: Art As Veh Soviet Dissent (4) Same as SMC 230/02	D. Cady	TTH	12:00-1:40 p.m. SC D138
HIS 271/01	U.S.: Recent Period (4)	H. Caldwell	MW	12:00-1:40 p.m. SBS A210
<b>HUMANITIES</b>				
HUM 105/01	Hum in Afro-Amer Culture (4)	G. Hart	MW	12:00-1:40 p.m. SBS G126
<b>MATHEMATICS</b>				
MAT 150/01	Elem Stat and Probability (4)	C. Chang	MW	12:00-1:40 p.m. NSM B208B
MAT 208/01	Multivariable Calculus (4)	W. Armacost	MW	12:00-1:40 p.m. SBS E122
MAT 320/01	Func of Comp Variables I (4)	F. Steiner	MW	12:00-1:40 p.m. HFA A204
<b>MUSIC</b>				
MUS 110/01	Music Theory I (4)	D. Champion	MW	12:00-1:40 p.m. HFA A202
MUS 316/04	Medieval and Ren Music (4)	F. Steiner	T	12:00-1:40 p.m. HFA A204
MUS 375/01	University Orchestra (1)	M. Bialosky	TTH	12:00-1:40 p.m. HFA 202
MUS 380/01	University Chorale (1)	L. Jacowitz	TTH	12:00-1:40 p.m. SC E139
<b>NATURAL SCIENCE AND MATHEMATICS</b>				
NSM 240/01	Energy Technologies (4) Same as GEO 392/01 SMC 250/02	T. Pyne	MW	12:00-1:40 p.m. HFA A324
<b>PHILOSOPHY</b>				
PHI 120/01	Basic Logic (4)	E. Shimomisse	TTH	12:00-1:40 p.m. HFA A324
PHI 120/03	Basic Logic (4)	C. Fay	MW	12:00-1:40 p.m. HFA A228
PHI 280/01	Philosophy of Religion (4)	G. Guthrie	TTH	12:00-1:40 p.m. HFA A228
PHI 293/01	Special Topics: Old Testament (4)	S. Carberry	W	12:00-1:40 p.m. SBS F121
<b>PHYSICAL EDUCATION AND RECREATION</b>				
PER 123/01	Physical Educ Profession (2)	F	F	12:00-1:40 p.m. GYM D102
PER 131/05	Lifetime Sports Basketball/Coed (1)	TTH	TTH	12:00-12:50 p.m. GYM A102
PER 131/10	Lifetime Sports Dancersize/Coed (1)	MW	MW	12:00-12:50 p.m. GYM D102
PER 131/17	Lifetime Sports Jogging/Coed (1)	R. Bafia	TTH	12:00-12:50 p.m. FH B017
PER 131/21	Lifetime Sports Physical Conditioning/Coed (1)	D. Depree	T	12:00-1:40 p.m. GYM A104
PER 131/24	Lifetime Sports Self Defense/Coed (1)			



PER 131/25	Lifetime Sports Self Defense/Coed (1)	D. Depree	TH	12:00-1:40 p.m. GYM A104
PER 131/27	Lifetime Sports Swimming/Conditioning/Coed (1)	M. Frank	TTH	12:00-12:50 p.m. POOL
PER 131/28	Lifetime Sports Swimming/Lifesaving/Coed (1)	M. Frank	TTH	1:00-1:50 p.m. POOL
PER 131/30	Lifetime Sports Tennis/Coed (1)	J. Johnson	TTh	1:00-1:50 p.m. GYM D102
PER 132/01	Sports Appreciation (2)	D. Yanai	MW	12:00-1:40 p.m. HFA A230
PER 133/01	Intramurals (1)	M. Miyasato	W	12:00-1:00 p.m. GYM D102
PER 143/05	Selected Sports Studies Dance/Modern/Coed (2)	C. Casten	MW	12:00-1:40 p.m. GYM A102
PER 220/01	Hist and Phil of Phy Educ (4)	J. Johnson	TTH	12:00-1:40 p.m. HFA A230

## PHYSICS

PHY 120/01	Elements of Physics (4)	J. Imai	TTH	12:00-1:40 p.m. SBS B215
PHY 160/01	Elementary Astronomy (4)	K. Lee	TTH	12:00-1:40 p.m. SBS G126

## POLITICAL SCIENCE

POL 100/02	General Studies Poli Sci (4)	W. Martin	TTH	12:00-1:40 p.m. SBS A110
POL 101/05	American Institutions (4)	G. Heneghan	MW	12:00-1:40 p.m. SBS B110
POL 238/01	Global Planning Future (4)	L. Groff	MW	12:00-1:40 p.m. SBS A110
POL 247/01	Comp Communist Syst Move (4)	M. Ohara	TH	12:00-1:40 p.m. SBS D121
POL 251/01	Modern Policital Thought	J. Kaplan	TH	12:00-1:40 p.m. SBS E126

## PSYCHOLOGY

PSY 130/01	Elem Stat Analysis Psych (4)	Q. Stodola	TTH	12:00-1:40 p.m. ERC G152
PSY 242/01	Interprsn and Group Dynam (4)	R. Palmer	MW	12:00-1:40 p.m. SBS D125
PSY 254/01	Clin-Prac Life-Span Dev Counseling the Family (4)	R. Mohamed	MW	12:00-1:40 p.m. SBS B238
PSY 263/02	The Abnormal Personality (4)	A. Bohart	TTH	12:00-1:40 p.m. SBS B238
PSY 276/01	Psych of Female Identity (4)	D. Harrison	TTH	12:00-1:40 p.m. SBS B140

## PUBLIC ADMINISTRATION

PUB 204/01	Quant Methods PUB Admin (4)	H. Loether	TTH	12:00-1:40 p.m. ERC D120
PUB 206/01	Admin Financial Resources (4)	J. Smith	TTH	12:00-1:40 p.m. ERC D126
PUB 207/01	Public Personnel Admin (4)	G. Robinson	MW	12:00-1:40 p.m. ERC D126

## SMALL COLLEGE

SMC 160/01	Human Potential (4)	R. Larson	MW	12:00-1:40 p.m. SC E139
SMC 230/01	Interdis Topics Civiliztn Utopias (4)	L. Feuer	MW	12:00-1:40 p.m. SC D138
SMC 230/02	Interdis Topics Civiliztn Art as Veh Soviet Dissent (4) Same as HIS 238/07	H. Holter	TTH	12:00-1:40 p.m. SC D138
SMC 250/02	Interdis Topic Sci and Tech Energy Technologies (4) Same as GEO 392/01 NSM 240/01	L. Jacowitz	TTH	12:00-1:40 p.m. SC E139

## SOCIOLOGY

SOC 101/01	Career Role Occup Opport (4)	F. Hosokawa	MW	12:00-1:40 p.m. SBS F225
SOC 205/01	Methods of Soc Research (4)	E. Bryan	TH	12:00-1:40 p.m. SBS D215
SOC 229/01	Soc of Adult Life Aging (4)	S. Raphael	TTH	12:00-1:40 p.m. SBS D125
SOC 251/01	Field Studies II (4)	A. Peters	T	12:00-1:40 p.m. SBS D215
SOC 255/01	Modern Soc Theories (4)	A. Bomser	MW	12:00-1:40 p.m. SBS D219
SOC 260/01	Minority Racial Ethnc Rel (4)	H. Charnofsky	MW	12:00-1:40 p.m. SBS D121
SOC 269/01	Juvenile Delinquency (4)	J. Quicker	MW	12:00-1:40 p.m. SBS E126
SOC 313/01	Sociology of Education (4)	W. McCoy	TTH	12:00-1:40 p.m. SBS A204
SOC 352/01	Soc of Conversation (4)	A. Ryave	TTH	12:00-1:40 p.m. SBS A210

## SPANISH

SPA 210/01	The Study of Language (4) Same as ENG/FRE 210/01	R. Beym	TTH	12:00-1:40 p.m. HFA A223
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## THEATER ARTS

THE 110/01	Theater: Script to Stage (4)		MW	12:00-1:40 p.m. UT A102
THE 143/01	Theater Operations (2)	S. Christie	TTH	12:00-1:40 p.m. UT A102

## UNIVERSITY COLLEGE

UNC 104/01	Assertiveness Training (2)	J. Smith	MW	12:00-1:40 p.m. SC M110
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# Weekend Calendar

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

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

Please refer to pages indicated for full description of the class.

## SEPTEMBER 26, Friday

Therapeutic Touch in Holistic Healing — page 16

## SEPTEMBER 27, Saturday

Portraiture — page 6  
Classroom of the Sea — page 15  
Social and Person Effectiveness Training — page 19  
Test Preparation — National Teachers' Exam — page 39

## SEPTEMBER 28, Sunday

How to Publish 75% of your Non-Fiction Writing — page 11

## OCTOBER 4, Saturday

Management of Assaultive and Physically Aggressive Behavior for Severely Handicapped — page 13  
Comedy Workshop — page 12  
Calligraphy for Lefties — page 6  
Assertive Management Skills — page 7  
The Single Parent Experience — page 19  
Effective Presentation in a Business Environment — page 10  
GMAT Review — page 39  
I Put My Whole Self In with Avon Gillespie — page 15

## OCTOBER 11, Saturday

Fund Raising for Private Non-Profit Organizations — page 6  
The New Phys Ed for 2- to 7-Year Olds — page 18  
SAT Review — page 39

## OCTOBER 17, Friday

Dream Workshop — page 20

## OCTOBER 18, Saturday

Seasons Celebrations — page 15  
High Level Wellness — page 16  
Sports Psychology — page 18

## OCTOBER 23, Thursday

A Day with William Glasser — page 14

## OCTOBER 25, Saturday

Rhythms and Dance for 2- to 8-Year-Olds — page 18

## NOVEMBER 1, Saturday

How to Be a Manufacturer's Representative — page 9  
GRE Review — page 39

## NOVEMBER 8, Saturday

Instructional Humor — page 15

## NOVEMBER 14, Friday

The Role of the Synthesizer in Music for the 80s — page 17  
How to Run a Successful Advertising Campaign — page 9

## NOVEMBER 15, Saturday

Advertising Design and Layout for the Small Business — page 9

## DECEMBER 6, Saturday

Season's Celebrations — page 15  
Sexual Well-Being: Human Sexuality as a Transpersonal Experience — page 21



# Certificate Programs

A variety of certificate programs are offered through the Extended Education program at the University. In addition on-campus certificate programs are available to Extension students through the Open University program. For more information and a brochure on the certificate programs, check the appropriate box on the Information Request Form on page 25 or call the Extension Office, 515-3741.

## Counseling the Alcoholic

### WHAT THE PROGRAM IS ABOUT

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

The certificate program consists of seven courses which have been designed to give an essential education to the prospective alcoholism counselor. Each course will present principles and techniques as they relate to the disease of alcoholism. Experienced professionals will present the students with the physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences.

### WHO SHOULD ATTEND

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

### ENTRANCE REQUIREMENTS

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

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

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

### COURSES

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

#### Quarter I

- \*(4) HEA X282 Introduction to Counseling Techniques  
(Pre-requisite to certificate program)

#### Quarter II

- (4) HEA X280 Introduction to Alcoholism
- (2) HEA X300 Group Counseling Techniques

#### Quarter III

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

#### Quarter IV

- \*(4) HEA X283 Dynamics of the Family
- \*(2) HEA X302 Practicum: Family

#### Quarter V

- (4) HEA X303 Practicum: Individual and Group Counseling

\* These class will be offered this fall at North Torrance High School.

### CERTIFICATION

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

### COST

The fee is \$30 per unit for each course. New classes begin Fall and Spring Quarter. Courses offered for Fall quarter are HEA X282, HEA X283 and HEA X302.



## MANUFACTURING RESOURCES AND PLANNING

INM X222

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

DATE: Tuesday, September 23-November 25

TIME: 6:30-10 p.m.

FEE: \$120

NO. MTNGS: 10

UNITS: 4

LOCATION: North High School,  
Torrance, Room 305

INSTRUCTOR: Aman Motwane, MS,  
Director of Materials,  
Western Gear Corp, CPIM\*

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

# City Management (ICMA)

**OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 26.**

## WHAT THE PROGRAM IS ABOUT

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

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

Each course will provide four quarter units of credit. Students may apply 36 units to an undergraduate degree or 12 units to graduate degrees at CSUDH.

*For further information on this program, check the Information Request Form on page 25 or contact Dr. Kenneth Fleagle, Associate Professor of Public Administration; Coordinator, City Management Certificate Program, 213/515-3444.*

## WHO SHOULD ATTEND

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

## THE COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

## COURSES (4 units each)

### Four Required:

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

**One Elective: Upper Division Public Administration Course**  
Pub 240 Police Administration in America

### Courses Offered Fall Quarter

PUB 452-01 SEM: Pub Financial Mgmt  
TH 6:00-9:40 4 Units

J. Smith  
SBS E216



International  
City  
Management  
Association



# Electronic Music & Recording Arts

## Electronic Music & Recording Engineering

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 26.

### WHAT THE PROGRAMS ARE ABOUT

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

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

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

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

The Laboratory equipment includes:

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

### WHO SHOULD ATTEND

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

### ENTRY REQUIREMENTS

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

### COST

The fee is \$30 per unit for each course.

### INTERNSHIP

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

### CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ARTS

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

### CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ENGINEERING

All courses required for Recording Arts, plus the following:

- Phy 120 and 122 Elements of Physics (total 8 units)
- OR
- Physics 110, 112, and 114 General Physics (total 15 units)
- AND
- Phy 231 Electronics Laboratory I (2)
- Phy 233 Electronics Laboratory II (2)
- AND ONE OR MORE
- Phy 235 Digital Electronics (4)
- Phy 237 Microcomputers (4)
- Phy 281 Scientific Instrumentation (2 or 4)
- See Also: THE ROLE OF SYNTHESIZERS IN MUSIC FOR THE 80s — SPECIAL STUDIES IN MUSIC listed in the Course Offerings section under Music

For further information, check the Information Request Form on page 25 or contact Armando Sidon, Coordinator, Electronic Music and Recording Certificate Programs, 213/515-3543.



## Courses Offered Fall Quarter

### ELECTRONICS MUSIC AND RECORDING ARTS

MUS 369 01	Techniques of Sound Record	Bunger	TTH	10:00-11:40 a.m.	4.0 HFA A201
MUS 369 01L	Sound Recording lab	Sidon	TBA	TBA	1.0 TBA
MUS 369 02L	Sound Recording Lab	Sidon	TBA	TBA	1.0 TBA
MUS 371 01L	Electronic Music Lab	Sidon	TBA	TBA	1.0 TBA
PHY 279 01	Directed Research		TBA	TBA	2.0 TBA

### ELECTRONIC MUSIC AND RECORDING ENGINEERING

PHY 120 01	Elements of Physics	Imai	TTH	12:00- 1:40 p.m	4.0 SBS B215
PHY 120 01L	Elements of Physics	Alt	T	2:00- 3:40 p.m.	NSM B242
PHY 120 02L	Elements of Physics	Alt	TH	2:00- 3:40 p.m.	NSM B242
PHY 231 01	Electronics Lab I	Imai	F	9:00-12:20	2.0 NSM C239
PHY 237 01	Microcomputers	Daugherty	MW	6:00- 7:15 p.m.	4.0 NSM C239
PHY 237 01L	Microcomputers	Daugherty	MW	7:15- 8:30 p.m.	NSM C251
PHY 281 01	Scientific Instrumentatn	Alt	TTH	10:00-11:40 a.m.	NSM C239
PHY 110 01	General Physics	Wiley	MWF	10:00-11:40 a.m.	5.0 SBS B215
PHY 110 01L	General Physics	Alt	M	2:00- 3:40 p.m.	NSM B242
PHY 110 02L	General Physics	Alt	W	2:00- 3:40 p.m.	NSM B242

# Business Management

**OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 26.**

#### WHAT THE PROGRAM IS ABOUT

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

#### WHO SHOULD ATTEND

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

#### COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

#### THE CERTIFICATE

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

#### COURSES

##### Required:

- BUS 205 — Social Responsibility of Business
- BUS 210 — Management and Organizational Theory
- BUS 211 — Production Management

##### Electives (Select one):

- BUS 250 — Elements of Marketing
- BUS 260 — Business Finance
- ENG 252 — Writing and Speaking Skills for Management

#### COURSES OFFERED FALL QUARTER

##### BUS 205 Social Responsibility of Business (4)

01 Chrispin MW 12:00- 1:40 p.m. ERC A127

02 Lopilato M 6:00- 9:40 p.m. SBS B215  
 03 TTH 12:00- 1:40 p.m. SC J146  
 04 TH 6:00- 9:40 p.m. SC D138/SC E139

##### BUS 210 Management and Organizational Theory (4)

01 Unterbrink M 6:00- 9:40 p.m. SBS B143  
 02 Laws TTH 8:00- 9:40 p.m. SBS B143  
 03 Nehrbass TTH 12:00- 1:40 p.m. SBS B143  
 04 Hughes TTH 4:00- 5:40 p.m. SBS B143  
 05 Clawson TTH 6:00- 7:40 p.m. SBS B143  
 06 S 8:30-12:10 SBS B143

##### BUS 211 Production Management (4)

01 McCloskey MW 12:00- 1:40 p.m. SBS B143  
 02 Rothbart TTH 10:00-11:40 a.m. SBS B143  
 03 Spier TTH 8:00- 9:40 p.m. SBS B143

##### BUS 250 Elements of Marketing (4)

01 Morris MW 8:00- 9:40 a.m. SBS B143  
 02 Ottens M 6:00- 9:40 p.m. SBS F225  
 03 Zoerner TTH 2:00- 3:40 p.m. SBS B143  
 04 Berry F 8:30-12:10 SBS B143  
 05 Unterbrink W 6:00- 9:40 p.m. SBS B143

##### BUS 260 Business Finance (4)

01 Nashif MW 10:00-11:40 a.m. SC J146  
 02 Nashif M 6:00- 9:40 p.m. SBS F125  
 03 Miller TTH 2:00- 3:40 p.m. SBS B209  
 04 Miller W 6:00- 9:40 p.m. SC E157  
 05 Johnson S 8:30-12:10 SBS E220

##### ENG 252 Writing & Speaking Skills for Management (4)

01 Ravitz TTH 10:00-11:40 a.m. HFA A229  
 02 Wells TTH 12:00-1:40 p.m. HFA A229  
 03 Shafer TTH 4:00- 5:40 p.m. HFA A227  
 04 Jordain MW 6:00- 7:40 p.m. HFA A227  
 05 S 8:30-12:20 SBS A204



# Broadcasting — Radio/Television

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 26.

## WHAT THE PROGRAM IS ABOUT

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

## WHO SHOULD ATTEND

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

## COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

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

## COURSES (4 Units Each)

### Required Courses

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

Plus two additional courses in Broadcasting selected through advisement:

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

### Courses Offered Fall Quarter:

COM 280 01	Intro to Television	S. Roye	MW	8:00- 9:40	4.0 ERC B118
COM 282 01	Writing for Radio/TV Film	H. Marienthal	MW	12:00- 1:40 p.m.	4.0 ERC D134
COM 283 01	TV Production	D. Cort	F	10:00- 3:40 p.m.	4.0 ERC B118
COM 251 01	Newswriting for Radio/TV	W. Wood	TTH	8:00- 9:40	4.0 ERC D134

## Certificate in Orthotics

Extended Education and the Health Sciences Department, CSUDH in conjunction with Rancho Los Amigos Hospital is offering a new Certificate in Orthotics beginning Fall, 1980. The year-long program consists of 36 upper division units including Supervised Experience in Orthosis Design, Layout, Fabrication, Assembly, and Fitting of Orthotic Devices.

For more information contact:

Darrell Clark  
Rancho Los Amigos Hospital  
7450 Leeds Street  
Downey, CA 90242  
Telephone: 213/922-7655



# Test and Exam Reviews

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

## GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

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

**SESSION I** — for October 25 Exam

DATE: Saturdays, Oct 4,11,18

NO. MTNGS: 3

TIME: 9 a.m.-3:30 p.m.

UNITS: Non-credit

FEE: \$80 (includes materials)

LOCATION: CSUDH Campus, SC E143

## SAT (SCHOLASTIC APTITUDE TEST) REVIEW

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

**SESSION I** — for November 1 Exam

DATE: Saturdays, Oct 11, 18, 25

NO. MTNGS: 3

TIME: 1 p.m.-4:30 p.m.

UNITS: Non-credit

FEE: \$49 (includes materials)

LOCATION: CSUDH Campus, SC E157

## GRE (GRADUATE RECORD EXAM) REVIEW

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

**SESSION I** — for December 13 Exam

DATE: Sat, Nov 1,8,15,22,Dec 6

NO. MTNGS: 5

TIME: 9 a.m.-12:30 p.m.

UNITS: Non-credit

**SESSION II** — for February 7 Exam

DATE: Saturdays, Jan 10,17,24,31

NO. MTNGS: 4

TIME: 8:30 a.m.-1 p.m.

UNITS: Non-credit

FEE: \$70 (includes materials)

LOCATION: CSUDH Campus, SC E143

## REAL ESTATE LICENSURE— SALESMEN'S AND BROKER'S

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

DATE: Thursdays, Oct 2-Nov 20

NO. MTNGS: 8

TIME: 7-10 p.m.

UNITS: Non-credit

FEE: \$70 Salesmen (includes materials)

\$85 Broker (includes materials)

LOCATION: CSUDH, NSM C239

INSTRUCTOR: Crest Real Estate Schools, Inc.

## MFCC TEST PREPARATION

An intensive review course designed to prepare participants for taking the state licensing examination for Marriage, Family and Child Counseling. The course will cover the ten required content areas:

- Applied Psychotherapeutic Techniques
- Theories of Marriage, Family and Child Counseling
- Human Communication
- Psychopathology
- Human Growth and Development
- Human Sexuality
- Professional Ethics and Law for Counselors
- Cross-Cultural Mores and Values
- Research Methods
- Psychometrics

DATE: Sat, Sept 27, Oct 4,18,25, Nov 8,15,29

NO. MTNGS: 7

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

UNITS: Non-credit

FEE: \$90 (includes materials)

LOCATION: CSUDH Campus, SCD138

INSTRUCTOR: Barry Levy, BA, MFCC,

Counselor, Santa Ana

Community College;

Private practice, MFCC

## PREPARATION — NATIONAL TEACHER'S EXAMINATION

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

DATE: Saturday, Sept 27

NO. MTNGS: 1

TIME: 9 a.m.-3 p.m.

UNITS: Non-credit

FEE: \$30 (includes materials)

LOCATION: CSUDH Campus, SC E143

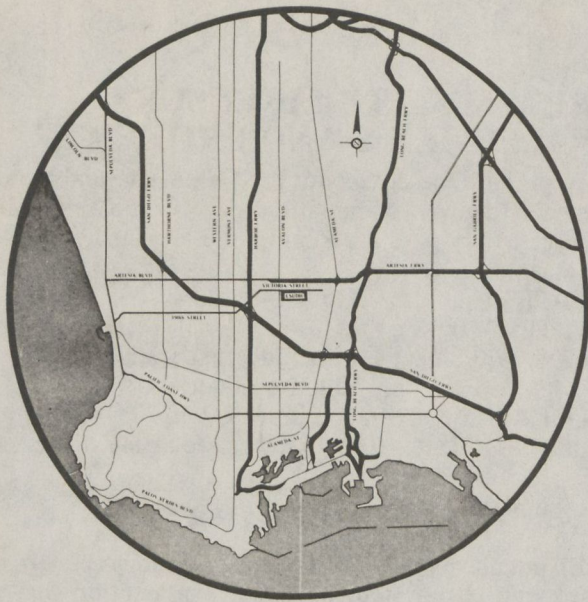
INSTRUCTOR: Idell Holburt,

Learning Skills Center

University of California, L.A.



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