

Fall, 1981  
Extension Bulletin  
California State University  
Dominguez Hills



# Contents

**3** We want you to get to know about us. We're Extended Education and our purpose is to provide lifelong education. In this new feature you will find out who we are, what we are and why the programs we offer are special.

**4** THE GENERAL INFORMATION page has everything you've ever wanted — or needed — to know about CSU Dominguez Hills Extended Education. This is the place to look if you wonder about being eligible to enroll, where to park and for the answers to other important questions.

**5** THE REGISTRATION INFORMATION page tells you exactly how to register for the class you want to take and even provides a registration form. Before you call us to ask, read this page. Your question has probably already been answered.

**6** We've put PROFESSIONAL DEVELOPMENT right up front because our surveys show that most of you are taking our classes for that reason. Classifications in the Professional Development section have been refined also. Now, instead of just Business you will find Business separated by four specific areas of interest.

**15** This quarter we've put together some PERSONAL DEVELOPMENT courses that we think are especially relevant. For example, *Lose Those Holiday Blues* is a course that will help you make it through the joyful and stressful holiday season. *Toddler University* will show you how you can give your baby an intellectual head-start on the rest of the Pampers set.

**16** There's something of a hybrid classification on this page. The courses are related to business, but they're really for **you** and your career. In fact, we've headed it *YOUR CAREER*. These classes will take you step-by-step from getting the job, to dressing right for it, to making effective on-the-job presentations.

**18** THE CONSERVATORY OF MUSIC, DANCE AND DRAMA has something for all ages: *Baby Dance* for two-week to two year olds and ballet and music classes for pre-teens, teens and adults.

**19** Test-taking time can be an anxious time. But if you're prepared it's much easier. We offer preparation and review courses for most of the major tests. Preparation is probably the edge you need.

**20** If you need expertise, but not a degree a CERTIFICATE PROGRAM is for you. Spanish for Public Service, Counseling the Alcoholic and Production and Inventory Control programs are all offered by CSU Dominguez Hills Extended Education. In addition, the University's many on-campus certificate programs are available to you through Open University.

**24** If a degree is what you need, but you have to be able to attend classes at convenient times and places near work, an EXTERNAL DEGREE program is what you're looking for. Degrees are offered in the Humanities (bachelor's and master's), Medical Technology (master's) and Administration (master's). In addition, the Portal program will prepare you for graduate study even if you haven't quite completed your undergraduate degree.

**25** OPEN UNIVERSITY allows you to take courses from the University's regular class schedule without going through the paperwork of applying. You can also use Open University courses to help raise your grade point average to become eligible for regular admission to CSUDH.

**26** THE INDEX to everything in this *Bulletin*.

**27** Where are we? The map on this page will show you. The directions will tell you how to get here from anywhere in Southern California. Also, our off-campus class meeting sites are listed here.

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

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

In addition, the Division offers off-campus undergraduate and graduate degrees. In the Humanities, both the bachelor's and master's degrees are offered through independent study correspondence courses. The PORTAL program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time employed student with management experience. In addition, a graduate Master of Science in Medical Technology degree is offered. For specific information on each of these programs, see page 24.

NOT PRINTED OR SUPPORTED BY STATE FUNDS. EXTENDED EDUCATION IS A SELF-SUPPORTING PROGRAM.



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

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**COVER DESIGN**  
Scott Gray (from a William Rowe plate)



# About Extended Education

**RENAISSANCE, n.** A movement or period of vigorous artistic and intellectual activity.

**L**EARNING is a life-long process particularly in today's increasingly technical world. As adults we pass through many stages of life which require a revival or renaissance of ourselves geared to improving our professional and/or personal life. One of the biggest self-improvement trends in the United States is adult learning. Adult learning can be classified as the learning required for an adult to pass from one stage of life to another. A study by the College Board reports that half of all American adults studied some topic in the past year. The large majority did so in order to cope with a change (or renaissance) in their lives: more than half were career transitions; a smaller but substantial fraction were family or leisure transitions. The conclusion reached was that we are in the midst of a learning society where learning is being initiated not for pleasure, but for a professional or personal gain to help cope with life's changes.

**Why not begin your personal renaissance today** by continuing your education through the wide variety of programs offered through the Extension program at California State University Dominguez Hills. Some of the interesting features of the courses are listed here.

**I**F YOU fully comprehend more than half of what you hear each day you're in the minority. Katherine Kalinich, a listening consultant who is teaching two courses on listening this quarter (see pages 9 and 12), said authoritative studies estimate the average person's "listening efficiency" is less than 50 percent. That means, she said — and we listened — that at best only half the messages passed around in a day's work are fully understood. The implications to productivity are obvious: garbled messages means the job doesn't get done right.



Katherine has developed two courses for two specific audiences. The special listening needs of business are covered in the course "In Business to Listen" (page 9). Listening skills for educators and other helping professionals are covered in "Listening Takes More Than Two Big Ears" (page 12).

You doubt the impact of "good" or "bad" listening? Here's what Kathy says: "About 85–90 percent of the documents in files are never used after they're filed. Many memos that are filed are memos used to document verbal conversations; we just don't trust our listening skills. Look, file cabinets cost \$35–100 per year and an additional \$150 in personnel costs to maintain. Let's try listening better."



**W**HAT is for people the happiest season of the year can be for many the most trying and stressful season: the Christmas holiday time.

It's a fact that the burnout rate goes up during November and December as a myriad of confusing, contradictory feelings and experiences swirl about. The pressures of being "up" for a festive season while trying to cope with gift buying and other preparations. Suicide rates, too, take an alarming surge.

The major culprit is stress. Dr. Eve Cappello, a member of the Extension faculty will lead a timely workshop on dealing with **holiday stress**. And the good part is that the course meets *before* Thanksgiving so you'll be prepared when all the stress starts. See page 15 for the course description.

**C**ERTIFICATES in Alcoholism Counseling, Spanish for Public Service and Production and Inventory Control are offered by Extended Education.

In addition many departments of the University offer certificates which are available through Open University. See page 22 for information about Open University certificate programs. Open University details are on page 25.

**T**HAT small circle of workers can become a **Quality Circle**. Quality Circles is a managerial concept imported from Japan that involves small groups of workers to discuss problems or procedures in a company and make recommendations to improve productivity.

Quality Circles, said James Dodson, a management consultant teaching a workshop on the subject, turn worker compliance into worker commitment. Workers feel as though they have a voice in management — and indeed they do. And management has a built-in group — or groups — of expert advisors.

The workshop — Quality Circles and Beyond — is listed on page 8.

**Y**OU'VE heard about changing **careers** or how some people get started toward a successful career more easily than others. You wonder how it's done. How do you take the mystery out of getting a job? What do I wear? What's the best way for an executive secretary or administrative assistant to move up the management ladder? How can a woman develop her career more fully? See page 16.

**C**ALIFORNIA State University and Colleges Commission on Extended Education State 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.



# General Information

## ELIGIBILITY

Any interested high school graduate, college student or 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. They are available at the parking kiosk at the front of the campus for 50 cents per day.

## CREDIT FOR EXTENSION COURSES

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

## LIBRARY SERVICES

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

## TEXTBOOKS

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

## CREDIT/NON-CREDIT

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

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

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

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

## COURSE NUMBERING SYSTEM

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

## CONTINUING EDUCATION UNITS

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

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

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

## EXTENSION GRADING PROCEDURES

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

## NURSING RELICENSURE CREDIT

Courses approved for nursing relicensure credit are indicated by the designation BRN after the course title. Courses are offered in different subject areas throughout the *Bulletin*. See page 14 for a complete listing.

## REGISTRATION

Registration procedures and forms for course offerings are on page 5. Open University registration procedures are on page 25.

## TAX DEDUCTION INFORMATION

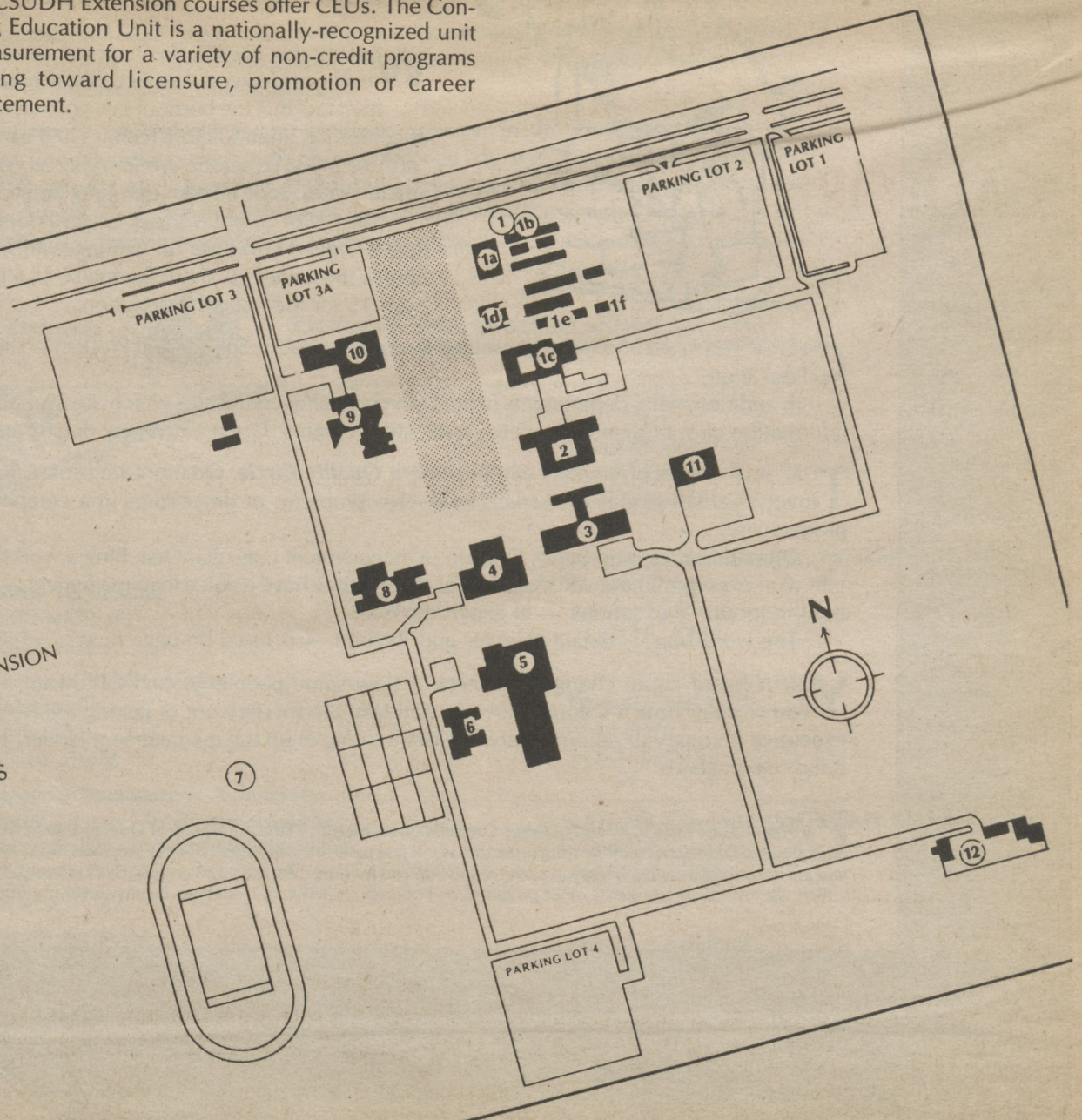
Treasury Department regulation 1.162.5 allows an income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in your employment, or (2) meet requirements of your employer or a law imposed as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

## NOTE:

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

# Campus Map

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





# Registration Information

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

## PRE-REGISTRATION

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

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

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

**REGISTRATION IN PERSON:** Fill out the Extension Registration Form here and bring it with your fees to the Extension Office, ERC C508 (Library Building, Fifth Floor, back corridor). The office is open Monday through Friday, 8 a.m.-5 p.m. and additionally from 5 p.m.-6:30 p.m. on Monday through Thursday during the first three weeks of the quarter. **Students will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in the catalog unless otherwise notified by the Extension Office.**

**STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS**  
Contact the Veterans' Office on campus for assistance with your registration — 516-3643.

## REFUND OF FEES

Refunds are granted in accordance with the state refund schedule.

- If a student withdraws 48 hours prior to the first class meeting, 100 percent of the total fee will be refunded.
- If an Extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

## IMPORTANT

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

## FEES

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

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

## CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension ☐  
\*Open University ☐  
(instructor signature required)

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

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

Make check payable to:  
**CSUDH EXTENSION**

I wish to use:

\_\_\_\_ VISA      \_\_\_\_ MasterCard

Card Number      Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

Office Use Only

Quarter: Su F W Sp (circle one)

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

☐ Grade      \_\_\_\_ Initial

**CASHIERS STAMP**

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

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

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

### Racial Ethnic Data

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

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

\_\_\_\_ Yes      \_\_\_\_ No

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

Occupation: \_\_\_\_\_

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

"The California State University and Colleges does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder."  
More specifically, The California State University and Colleges does not discriminate in admission or access to, or treatment or employment in, its programs and activities.

Asana Tamaras, Coordinator of Disabled Student Services, has been designated to coordinate the efforts of California State University Dominguez Hills to comply with the Act and its implementing regulations. Inquiries concerning compliance may be addressed to this person at 1000 E. Victoria St., Carson, CA 90747, 213/516-3660.



# Professional Development



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

## BUSINESS Finance

### Also of interest . . .

Counseling the alcoholic	page 20
How to sell your seminar	page 10
Upward management mobility	page 16
Health systems management	page 14
Master of science in administration	page 24
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Real estate test prep	page 19
English as a Second Language	page 11

### IMPROVE YOUR REAL ESTATE INVESTMENT DECISIONS BY USING FINANCIAL ANALYSIS

—The key factors in determining profit BUS 936  
Seq.No. 81066

Whether you are a real estate professional or a small investor you need a standard measure of profitability to guide your investment choices. Traditional methods of measuring investment returns from real estate fail to accomplish this purpose. As a result there has been a significant move toward the use of the Internal Rate of Return (IRR) as the standard measure of return on real estate investments. This workshop explores systematic and easy-to-understand procedures which any real estate professional or investor needs to know.

Through the use of standardized worksheets and a financial calculator you will learn how to analyze and compare real estate investments. You will learn:

- Preparation of annual property operating data statements
- Preparation of cash flow analysis
- Computation of Internal Rate of Return

**This course is approved for seven hours of State of California Department of Real Estate relicensure credit, certificate number 0512 6 01 0381 07.**

DATE: Saturday, November 14 NO.MTNGS: 1  
TIME: 9 a.m.—5 p.m. UNITS: 0.7 CEU  
FEE: \$45

LOCATION: CSUDH Campus, SBS B101

INSTRUCTOR: Raymond L. Asher, JD

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

### PLANNING YOUR FINANCIAL SUCCESS

Seq.No. 65318

—You can do it

Things to do:

- Set goals
  - Learn to apply tax laws to your advantage
  - Develop a winning attitude about money
  - Become a financial success
- Yes, through planning, it is possible to stay ahead of inflation and make your money work to your best advantage.

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

DATE: Tuesdays, October 6–27 NO.MTNGS: 4  
TIME: 7–9 p.m. UNITS: Non-credit  
FEE: \$40

LOCATION: CSUDH Campus, Dominguez Room B  
INSTRUCTOR: John L. Grace, BA,  
account executive

**John Grace is an account executive with a financial planning corporation which assists its clients in assessing their personal financial situations, cutting the tax liabilities legally, reducing insurance costs, increasing income and investing in meaningful productive financial programs.**

### THE IRS GENERAL TAX INSTITUTE

—For tax practitioners

Seq.No. 65322

Now you, the tax practitioner, can learn about new tax laws and rules from the agency that enforces them — the Internal Revenue Service.

The IRS, in cooperation with California State University Dominguez Hills is sponsoring the General Tax Practitioner Institute. The institute is designed for tax practitioners — and those interested in becoming tax preparers — whose practice is primarily preparation of individual, professional and smaller business returns.

The topics include:

- Tax implications of divorce, separation, dependents
- Depreciation
- IRS audit emphasis
- Current development in tax legislation

DATES: Friday, November 13 NO.MTNGS: 1  
TIME: 9 a.m.—5 p.m. UNITS: Non-credit  
FEE: \$40

LOCATION: CSUDH Campus,  
Humanities and Fine Arts Recital Hall,  
A103

**Materials and luncheon are included in the registration fee**

### YOU CAN QUALIFY FOR THAT LOAN

Seq.No. 65315

—And get the best available interest rates

This course presents real world methods to get the loan you want at the best available interest rates.

Obtaining a loan is more than just filling out the forms and qualifying. All lending institutions have formulas they apply to loan applications but this course will also show you how to negotiate with and cultivate your relationship with the loan officer for best advantage to you.

Since your personal financial statement has such a tremendous impact on whether you get the loan, you will learn how to best fill out the statement to qualify for the most advantageous terms and rates.

You will learn how to select the right lending institution and will cover real estate, consumer (autos, appliances, etc.), business (cash flow, expansion, etc.) and personal loans.

DATE: Saturday, November 14 NO.MTNGS: 4  
TIME: 9 a.m.—4 p.m. UNITS: Non-credit  
FEE: \$40

LOCATION: CSUDH Campus, SBS A110

INSTRUCTOR: Alan Davidson

management consultant,  
Davidson Business Associates,  
Long Beach

### FUNDAMENTALS OF TAX PREPARATION BUS 800

—Basic course

Seq.No. 65310

Co-sponsored with the Internal Revenue Service.

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

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

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

DATE: Tuesdays, Sept 29–Dec 1 NO.MTNGS: 10  
TIME: 6–9 p.m. UNITS: 3

FEE: \$102 (includes materials)

LOCATION: Heritage Park,  
1340 East Diamondale, Carson

INSTRUCTOR: Bob Wyche,

field supervisor, IRS Carson office

**This course's fee is tax deductible**

## INFORMATION:

213/516–3741



# BUSINESS Marketing

## AD DESIGN NUTS AND BOLTS Seq.No. 65316

### —A design course for the small businessperson

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, October 17 **NO. MTNGS:** 1  
**TIME:** 9:30 a.m.—4:30 p.m. **UNITS:** Non-credit  
**FEE:** \$40\*

**LOCATION:** CSUDH Campus, HFA C104

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

## ADVERTISING PASTE-UP AND PRODUCTION

Seq.No. 65317

### —For the small business and non-profit agency

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

- How to fit and order copy and headlines
  - How to order stats for line shots and half-tones
  - How to specify paper stock, ink colors, folds
  - Putting it all together — the mechanicals for line work, photos, color separation
- Suggested prerequisite: *Ad Design Nuts and Bolts* or a basic understanding of visual advertising fundamentals.

*Participants are encouraged to bring samples of advertising projects they are currently involved with. Participants must provide their own drawing paper and markers.*

**DATE:** Saturday, October 24 **NO. MTNGS:** 1  
**TIME:** 9:30 a.m.—4:30 p.m. **UNITS:** Non-credit  
**FEE:** \$40\*

**LOCATION:** CSUDH Campus, HFA C104

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

*\*Students who enroll in two or more of these courses will receive a \$5 discount making the fee for each course \$35.*

## MARKETING FOR THE SMALL MANUFACTURER

Seq.No. 65313

### —Your company can have a cohesive, workable marketing plan

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

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

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

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

**DATE:** Saturday, October 3

**TIME:** 9 a.m.—3 p.m.

**FEE:** \$40\*

**LOCATION:** CSUDH Campus, SBS A110

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

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

## INTERNATIONAL TRAFFIC ADMINISTRATION PUB 904

### —Emphasizing maritime transport Seq.No. 65370

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, Oct. 1–Dec. 10 **NO. MTNGS:** 10  
**TIME:** 6–10 p.m. **UNITS:** 4.0 CEU  
**FEE:** \$136

**LOCATION:** Peck Park Community Center, 560 North Western, San Pedro

**INSTRUCTOR:** **William Skelly, MBA**, Extension Instructor of business administration

## BASICS OF MARITIME OPERATIONS BUS 931

Seq.No. 65306

### —A course in the theory of commercial shipping

Basic theory and knowledge of commercial shipping management will be covered in this course. The principles and practices employed by owners, managers and agents of water carriers will be of prime concern. Vessel husbanding and port routine will be discussed along with freight handling and space accommodations, maritime labor-management relations and the characteristics of ships and line service.

Students will also have a thorough grounding in common carriers costs and revenue consideration. Scheduling activities, freight contracts and rates, space charters, container and specialized equipment handling, carriers and skipper organizations and other transportation issues will be covered.

**DATE:** Tuesdays, Sept. 29–Dec. 1 **NO. MTNGS:** 10  
**TIME:** 6–10 p.m. **UNITS:** 4.0 CEU  
**FEE:** \$136

**LOCATION:** Peck Park, Community Center, 560 North Western, San Pedro

**INSTRUCTOR:** **Everett Bell, BSC**, Master Mariner, Marine Operations Manager, United States Lines

## MAKE THE MOST OF YOUR ADVERTISING DOLLAR

Seq.No. 65305

### —Improve your small business marketing effort

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

This one-day session will be geared to businesses who have a marketing program, but want to improve it. Topics include:

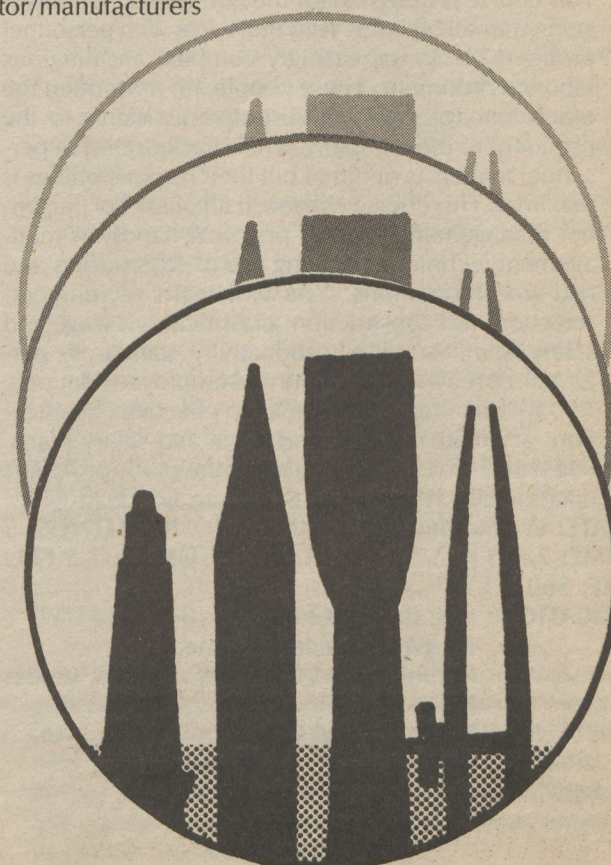
- Positioning your business in the marketplace
- How to create a memorable image
- The message: Communicating to Sell
- Developing an effective campaign, keeping costs at a minimum
- What belongs in a good ad and what doesn't

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:** Sunday, October 11 **NO. MTNGS:** 1  
**TIME:** 9 a.m.—4:30 p.m. **UNITS:** 0.7 CEU  
**FEE:** \$40\*

**LOCATION:** CSUDH Campus, SC J146

**INSTRUCTOR:** **Chris Christensen**, owner-manager, Magna Creative Services, advertising and sales promotion agency, Long Beach, CA





# BUSINESS Management

## DESIGN AND ADMINISTRATION OF TRAINING PROGRAMS

BUS 937

—Developing your

Seq.No. 65329



company's human resources

This basic course is for training and development personnel with minimal experience. It will cover the skills needed to design, implement and evaluate training programs and document the results. In addition participants will learn how to justify the need for employee training and management development, and select and evaluate outside resources and trainers. Various teaching methods proven effective in the business setting will be discussed.

The workshop is a combination lecture/discussion and each participant will complete a comprehensive training design.

DATE: Saturday, October 10

NO.MTNGS: 1

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

UNITS: 0.6 CEU's

FEE: \$50 (includes materials and lunch)

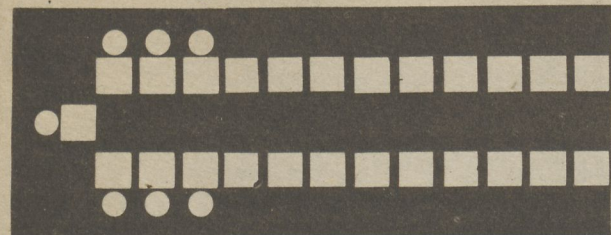
LOCATION: CSUDH Campus

University Center, SC F172

INSTRUCTOR: Richard Parque, M.A.,

management development specialist,  
Lockheed Aircraft Company

Richard Parque, former corporate director and training and development specialist for the Ralph M. Parsons Co., has much professional experience which has included similar key positions with McDonnell Douglas Astronautics Co., Aerojet-General, Lockheed, Hughes Aircraft and Rockwell International. He has taught extensively in the University of California and California State University and Colleges and has authored numerous business and management articles, training manuals and extensive development handbooks. He frequently addresses professional management associations and is currently president of his own management consulting firm.



## PERSONNEL MANAGEMENT FOR THE NON-PERSONNEL MANAGER

BUS 939

Seq.No. 65327



—A course to show small business managers how to avoid costly problems before getting hurt

This course is designed for the non-personnel manager in a small business who must deal with personnel problems in an increasingly complex and litigious labor environment. These people are most often the office managers or administrative assistants to the president of the company. Their background in personnel matters is minimal but their responsibilities is maximal. This course will teach all phases of personnel management through practical hands-on management techniques making use of case studies and real-world situations. You will learn recruitment, selection, test construction, classification, wage and salary administration, productivity standards, performance review, discipline and employee relations.

By learning how to develop effective classification, affirmative action and wage and salary plans, you will be able to avoid many of the costly problems encountered when these issues are not dealt with.

DATE: Wednesdays, Oct 7–Nov 11

NO.MTNGS: 5

TIME: 7–10 p.m.

UNITS: 1.5 CEU

FEE: \$60

LOCATION: First Baptist Church

28 West Moccasin Lane,  
Rolling Hills Estates Off of Palos Verdes  
Drive North

INSTRUCTOR: C. Richard Palmer,

director of human resources,  
South Coast Air Quality  
Management District

## QUALITY CIRCLES AND BEYOND

—The productivity challenge

Seq.No. 65319



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

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

DATE: Wednesday, October 7

NO.MTNGS: 1

TIME: 9 a.m.–4 p.m.

UNITS: Non-credit

FEE: \$40

LOCATION: CSUDH Campus, ERC B505

INSTRUCTOR: James Dodson, M.S.,

management consultant and director  
of Delta Institute, Long Beach

## STARTING AND OPERATING YOUR OWN BUSINESS

Seq.No. 65324



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

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

- Planning
- Setting Up
- Operations

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

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

DATE: Saturday, December 12

NO.MTNGS: 1

TIME: 9 a.m.–4 p.m.

UNITS: Non-credit

FEE: \$40

LOCATION: CSUDH Campus, SCC E143

INSTRUCTOR: Ralph Dorff, instructor,  
Orange Coast College

## YOU CAN BE AN EFFECTIVE INTERVIEWER

Seq.No. 65323

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

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

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

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

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

DATE: Saturday, October 17

NO.MTNGS: 1

TIME: 8 a.m.–3 p.m.

UNITS: Non-credit

FEE: \$35

LOCATION: CSUDH Campus, SBS A110

INSTRUCTOR: Betty Koller, MSA,

training and personnel administrator,  
Northrop Corporation

## ANTI-TERRORISM WORKSHOP

POL 800

Seq.No. 65314

—How to cope and negotiate with political terrorists and corporate kidnappers

Corporations doing business around the world are taking extra precautions to ensure the safety of their employees in other lands as terrorists and kidnappers have become a major security problem in many countries.

This two-day workshop will describe, analyze and teach methods of coping and negotiating with terrorists and kidnappers. Simulation and role playing of political and corporate executives, terrorists, captors and hostages will take place with case studies serving as the model, including a case involving Beckman Instruments of Fullerton in which one of its executives was held hostage for several months in South America. Similarities, differences and ideologies of various right- and left-wing groups will be discussed, as will social and political factors and theories that explain the similarities.

DATE: Thurs, Oct 22; Fri, Oct 23

NO.MTNGS: 2

TIME: 8 a.m.–6 p.m.

UNITS: 2

FEE: \$68

LOCATION: CSUDH Campus, ERC B505

INSTRUCTOR: George Heneghan, Ph.D.,

professor of Political Science,  
CSUDH

George Heneghan is an expert on international terrorism, violence and conflict. He has long been interested in terrorist tactics and organizations. Dr. Heneghan has won numerous teaching awards, including the Distinguished Professor Award at California State University Dominguez Hills.

## MAKING WORD PROCESSING WORK FOR YOU

Seq.No. 65325



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

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

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

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

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

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

DATE: Friday, October 16

NO.MTNGS: 1

TIME: 9 a.m.–4 p.m.

UNITS: Non-credit

FEE: \$40

LOCATION: CSUDH Campus, SBS B101

INSTRUCTOR: Reba Davis,

word processing consultant

Reba Davis has worked in the word processing field for many years gaining experience on a number of systems. She has been responsible for the implementation of systems as word processing manager and has owned her own secretarial/word processing service. She has conducted seminars on increasing productivity, word processing opportunities and related areas. Her views on word processing have been published in national trade publications.



# BUSINESS Getting ahead

Communications,  
Development,  
Advancement

## IN BUSINESS TO LISTEN

Seq.No. 66136

—A workshop to help managers and employees listen more effectively

Think about the last time a job wasn't done right because someone didn't listen carefully enough to the boss' instructions. But maybe the boss didn't feel like giving detailed instructions because the employee just didn't seem to listen.

Verbal communication is the most important way we communicate on the job and every time there's a foul-up in verbal communications it's going to cost — time, money . . .

This workshop, designed especially for business, will show you effective ways of listening. It will also show you what the common barriers are to good listening, what the common listening styles are, how to "listen" to non-verbal messages and how to match your listening technique to specific purposes.

DATE: Friday, Oct 23

NO.MTNGS: 1

TIME: 8:30 a.m.—4 p.m.

UNITS: Non-credit

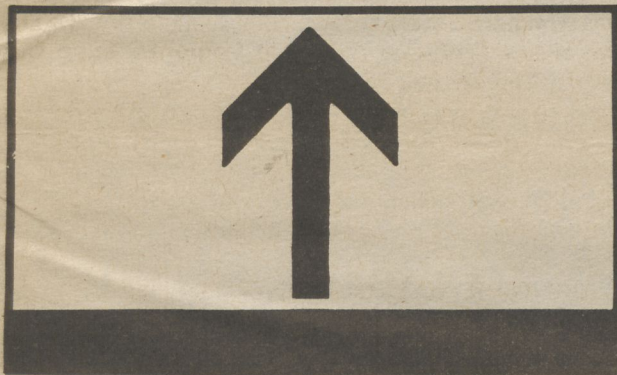
FEE: \$40 (includes lunch) plus a \$5 fee for workbook to be paid in class

LOCATION: CSUDH Campus

University Center, SC F172

INSTRUCTOR: Katherine Kalinich, MA,

listening consultant and reading specialist, San Bernardino Unified School District



## SMILE IN THE FACE OF AN ANGRY CUSTOMER

BUS 908

Seq.No. 65304

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

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

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

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

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

Pre-registration required by October 2. After that date contact the Extension Office, 213/516-3741

DATE: Friday, October 9

NO.MTNGS: 1

TIME: 9 a.m.—5 p.m.

UNITS: 0.7 CEU

FEE: \$50

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: Les P. Herold, Ph.D.

associate professor of Psychology, California State College San Bernardino

## WRITING IT RIGHT

ENG X252

Seq.No. 66131

—How to write more effective business communications

Written communication in an organization fall into three major categories: simple informational communication; sensitive communications; and persuasive communications. This course is designed to help you 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 in the course.

DATE: Tues, Sept 29 to Dec 1

NO.MTNGS: 10

TIME: 5:30—9:30 p.m.

UNITS: 4

FEE: \$136

degree applicable

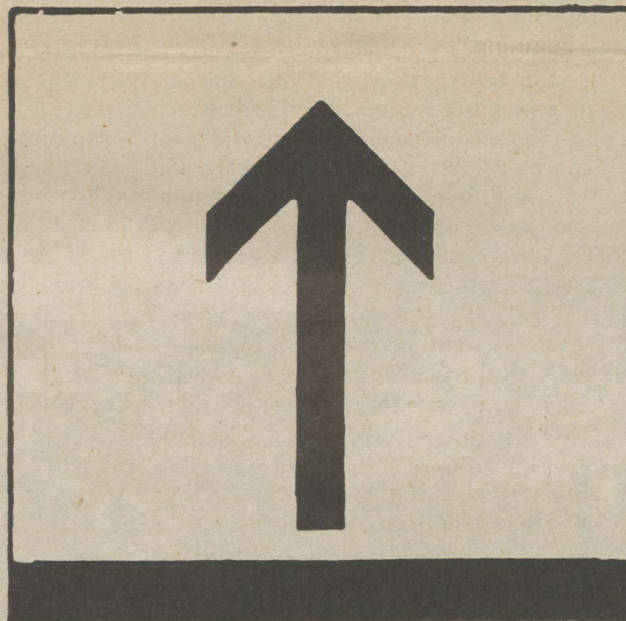
LOCATION: Northrop Corp., Cerise Facility

One Northrop Avenue, Hawthorne

INSTRUCTOR: Mike Guichard, MS,

Extension instructor of English

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



## HOW TO BE A MANUFACTURER'S REPRESENTATIVE

BUS 904

—Seminar in a lucrative field

Seq.No. 65312

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, December 5

NO.MTNGS: 1

TIME: 9 a.m.—3 p.m.

UNITS: 0.5 CEU

FEE: \$35

LOCATION: CSUDH Campus, SC E153

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.

## STAND UP AND SAY IT — EFFECTIVELY

BUS 907

—Getting your message across on the job

Seq.No. 65311

Your good ideas aren't worth much if you can't present them right. This course will help you increase your effectiveness in business presentation with step-by-step instructions on:

- 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: Mon, Weds, Oct 12,14,21

NO.MTNGS: 3

TIME: 5—8:30 p.m.

UNITS: 1.0 CEU

FEE: \$35

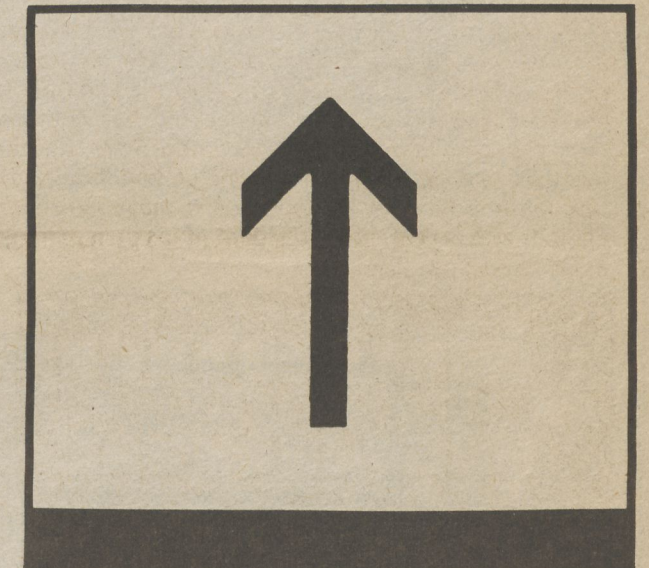
LOCATION: Northrop Corp.,

3901 West Broadway, Hawthorne

One Northrop Avenue, Hawthorne

INSTRUCTOR: Betty Koller, MSA,

training and personnel administrator, Northrop Corp.



## MANAGEMENT DEVELOPMENT FOR WOMEN

BUS 938

—The skills you need to be a better manager

Seq.No. 65328

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

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

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

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

DATE: Friday, November 6

NO.MTNGS: 1

TIME: 8:30 a.m.—4:30 p.m.

UNITS: Non-credit

FEE: \$50 (includes lunch and materials)

LOCATION: CSUDH Campus,

University Center SC F172

INSTRUCTOR: Rose Dorrance,

leadership consultant

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



# COMMUNICATIONS

## Also of interest . . .

Ad design nuts and bolts	page	7
Do it yourself ad campaign	page	7
Word processing implementation	page	8
In business to listen	page	9
Effective business presentations	page	9
Interviewing techniques	page	8
Real listening	page	12

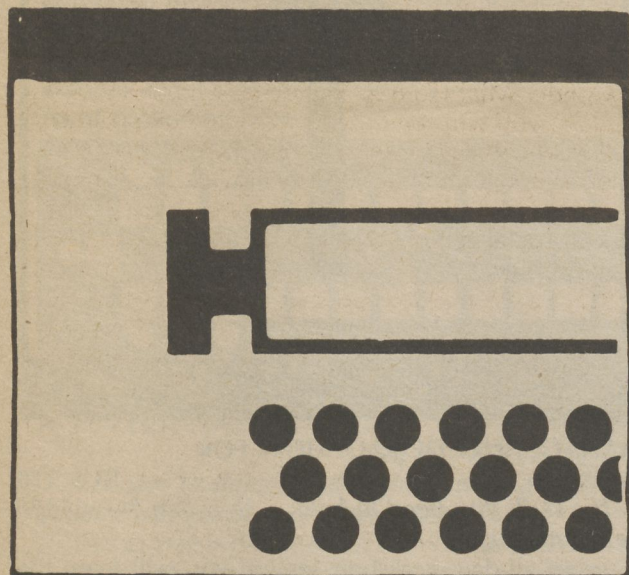
### SET UP AND "SELL" YOUR OWN SEMINAR

Seq.No. 66133

#### —Share your knowledge — at a profit

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:** Tuesday, December 1 **NO.MTNGS:** 1  
**TIME:** 6:30–10 p.m. **UNITS:** Non-credit  
**FEE:** \$35 (includes workbook)  
**LOCATION:** CSUDH Campus, Dominguez Room B  
**INSTRUCTOR:** Gordon Burgett, MA, MFT, full-time freelance writer, lecturer and publisher, author of the *Query Book*



### HOW TO SELL 75 PERCENT OF YOUR NON-FICTION WRITING I

Seq.No. 66134

#### —Becoming a selling author

To a freelancer tired of rejection letters, selling 75 percent of his writing sounds like a fantasy. Yet it is completely realistic. Professionals usually sell more than 100 percent 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:** Saturday, December 5 **NO.MTNGS:** 1  
**TIME:** 12:30–5:30 p.m. **UNITS:** Non-credit  
**FEE:** \$35 (includes materials)  
**LOCATION:** CSUDH Campus, SBS B209  
**INSTRUCTOR:** Gordon Burgett, MA, MFT, full-time freelance writer, lecturer and publisher, author of the *Query Book*

**How to sell 75 percent of your writing, Part I is designed as a general overview of the skills necessary to find your name in print. Part II is an in-depth case study designed to provide you with a step-by-step insight into the process of selling your writing.**

### WRITING AND SELLING TRAVEL ARTICLES

Seq.No. 66132

#### —Make your vacation pay off

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 bit trip to include a half dozen stories en route, 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 "dos" and "don'ts" than any other writing. Do take this seminar if you are serious about selling your fun.

**DATE:** Sunday, December 6 **NO.MTNGS:** 1  
**TIME:** 1–5 p.m. **UNITS:** Non-credit  
**FEE:** \$25  
**LOCATION:** CSUDH Campus, SC J146  
**INSTRUCTOR:** Gordon Burgett, MA, MFT, full-time freelance writer, lecturer and publisher, author of the *Query Book*

## The Renaissance Quarter

Fall, 1981, is the Renaissance Quarter at CSU Dominguez Hills. Listed here are the special courses designed around the Renaissance theme. These courses are available through Open University. See page 25 for registration information.

English 213	History of the English Language (with Particular Reference to Early Modern)	Mohr	MW	12–1:40pm
English 267	Shakespeare	Jordain	TTh	12–1:40pm
English 290	Seminar in the Magician	Eliet	MW	12–1:40pm
English 434	Seminar in Early Renaissance Literature: Hero and Anti-Hero	Geller	TTh	6–7:40pm
English 490	Seminar in Literature: The Renaissance Cosmos	J.Riddell	MW	6–7:40pm
History 253	Renaissance and Reformation	Udeze	TTh	12–1:40pm
Humanities 100–01	Humanities and World Culture	Champion	MW	8–9:40am
Humanities 100–02	Humanities and World Culture	Staff	MW	2–3:40pm
Humanities 100–03	Humanities and World Culture	Feuer	TTh	10–11:40am
Humanities 100–04	Humanities and World Culture	Vaughn	TTh	2–3:40pm
Humanities 420	Seminar in Art: Selected Studies in Renaissance Artists	Harshman	T	6–9:40pm
Humanities 421	Seminar in History: Explorations in Early Modern European History	Cady	MW	8 9:40pm
Linguistics 290–01	Seminar in Linguistics: Shakespeare's English	C.D.Rose	T	6–9:40pm
Music 265–02	Special Topics: Shakespearean Drama and Music	Stockhammer	TTh	4–5:40pm
Music 316	Medieval and Renaissance Music	Champion	MW	12–1:40pm

Music 395–01	Renaissance Vocal and Instrumental Music	Staff	M	2–3:40pm
PER 131	Lifetime Sport: Fencing	Greaney	MW	9–9:50am
PER 171	Selected Dance Styles: Renaissance Dance	Casten	T	7–8:40pm
Philosophy 102–01	Humanity, Nature and God: Faust, Good or Evil	Barnes	TTh	12–1:40pm
SC 150–01	General Studies: Science, Technology, and Society: Science and Imagination	Gash	MW	10–11:40am
SC 230–01	Interdisciplinary Topics: Civilization: Drama And Society in Shakespeare's England	Feuer	MW	10–11:40am
SC 230–02	Interdisciplinary Topics: Civilization: Seminar in Renaissance Revels	Sutton	TTh	12–1:40pm
SC 230–03	Interdisciplinary Topics: Civilization: Seminar in Modernization	Heifetz	TTh	2–3:40pm
SC 230–04	Interdisciplinary Topics: Civilization: Making of a Renaissance Book	J.Riddell	MW	4–5:40pm
SC 250–01	Interdisciplinary Topics: Science, Technology, and Society: Mapping the Renaissance World	Smith	F	9–12:40pm
Spanish 230	Interpreting Spanish Prose: Golden Age Prose: Lazarillo and Other Rogues	Lauerhaus	MW	10–11:40am
Spanish 232	Interpreting Hispanic Poetry and Drama: Golden Age Drama: Lope and Contemporaries	Lauerhaus	MW	4–5:40pm
Spanish 354	Don Quixote:	Sanchez	MW	2–3:40pm

*All of these courses are available through Open University. See page 25 for information*



COMMUNICATIONS
English as a Second Language

BE BETTER UNDERSTOOD  
—A course in accent modification
ESL 005  
Seq.No. 66138

This course will help you identify pronunciation problems that interfere with communication. In consultation with the instructor, you will undertake an individualized program for accent modification, including practice with cassette tapes in and out of class.
You will become familiar with specific sound differences between your native language and English, devise a plan to improve pronunciation, and be better able to predict and avert communication problems.
Extensive in-class practice with feedback from the instructor and other students will aid you in improving your English-speaking skills.
NOTE: Class size limited; early registration is recommended.
DATE: Wednesdays, Oct 21–Nov 25 NO.MTNGS: 6  
TIME: 6:30–9:30 p.m. UNITS: Non-credit  
FEE: \$95  
LOCATION: Call Extension Office 213/516–3741  
INSTRUCTOR: Cheryl Butoyi, BA,  
Extension instructor of  
English as a Second Language

ENGLISH FOR THE HEALTH CARE PROFESSIONAL  
—For career development
ESL 011  
Seq.No. 66140

If you are a nurse, technician or other professional in the health field or about to begin in a health profession this course will help you to develop the job-related language skills you need to fully develop your career. The course focuses on the English used in hospital services and other health care settings, but also includes discussions of typical work situations facing non-native speakers and how to deal with them.
In-class activities will include: vocabulary practice, explanation of modern hospital services to help synthesize your knowledge, discussion of health-related issues and presentation of individual projects. You will learn the vocabulary of a hospital and other language skills you need for success in a health care environment.
DATE: Tuesdays, Oct 27–Nov 24 NO.MTGS: 5  
TIME: 6:30–9:30 p.m. UNITS: Non-credit  
FEE: \$80  
LOCATION: Call Extension Office 213/516–3741  
INSTRUCTOR: Deborah Busch, MA,  
Extension instructor of  
English as a Second Language

The Intensive English Program

IN THE Intensive English Program you will learn the language skills and cultural knowledge you need for success in a number of situations, including American business and higher education.
You will be placed according to your level of proficiency in a number of skill areas, including speaking, listening, reading and writing. In addition to classroom instruction in these areas, you will carry out individualized study.
You also participate in field trips and social activities designed to bring you into contact with American culture and people. The program is a full-time course of study, occupying 20 hours each week (5 hours per day, Monday through Thursday). A form I-20, Certificate of Eligibility for an "F" student visa, will be issued for students who request it. A non-refundable processing fee of \$25 is required.
Classes are kept small (10–15 students) to ensure that you receive a maximum of personalized attention. Instructors are friendly, experienced specialists in teaching English as a Second Language.
The program cycle is 10 weeks, with the Fall session meeting from October 5 through December 11. Program fees are \$900 for the 10-week session. For more information and an application call 516–3746 or write Programs in American Language and Culture, California State University Dominguez Hills, Extended Education, Carson, CA 90747.

COMMUNICATION AND BUSINESS
ESL 006  
Seq.No. 66139

—A course for the foreign-born manager
You will learn the communication skills you need for success in American business through a series of exercises, projects and assignments, many of which directly relate to your current job.
The writing and speaking skills you use in American business will be emphasized in each session along with the reading and discussion about topics of interest in management. The course will provide an intercultural perspective on language and business.
You will choose, in consultation with the instructor, a project in an area of special interest to you, or an actual project from your job, for presentation to the class.
DATE: Saturdays, Oct 24–Dec 5 NO.MTNGS: 6  
TIME: 9 a.m.–noon UNITS: Non-credit  
FEE: \$125 (includes refreshments and materials)  
LOCATION: CSUDH Campus,  
Dominguez Room B  
INSTRUCTOR: Marcia Marshall, MSA, MA,  
corporate manager, Extension  
instructor of English as a Second  
Language

CONVERSATION AND CONTEMPORARY USAGE
ESL 012  
Seq.No. 66141

—For everyday use
Do you sometimes wish you knew more American idioms and slang? Would you like to have a better understanding of the differences between formal and informal speech? Would you like to feel more confident telling jokes and stories in English? Do you often wonder what word is "right" for a situation? In this class, you will not only learn more colloquial English, you will use it in lively discussions about topics of everyday interest. You will not only develop your conversational skills and build confidence in American social settings, but you will also expand your vocabulary.
NOTE: Because a different topic will be covered each week, you may enroll in one or both sections. Students enrolling in both sections will receive a discount of \$25 (FEE: \$125).
DATE: Thursdays NO.MTNGS: 5 per section  
Section I: October 8–November 5  
Section II: November 12–December 10  
TIME: 6:30–9:30 p.m. UNITS: Non-credit  
FEE: \$75 per section; \$125 for both sections  
LOCATION: Call Extension Office 213/516–3741  
INSTRUCTOR: Cheryl Butoyi, BA,  
Extension instructor of  
English as a Second Language



Programs in American Language and Culture

Programs in American Language and Culture

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Programs in American Language and Culture

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# EDUCATION

## PRE-SPEECH FEEDING THERAPY EDU X727

Seq.No. 77142



—For those who deal with patients, students or residents with oral dysfunction.

This lecture and lab class examines basic facilitation of good oral and physical management with special emphasis on feeding disorders, swallowing dysfunctions, positioning, behavioral rigidities, behavior management, and foods. Evaluations, facilitation and problem-solving techniques are utilized in the lab periods. This course is designed for OTRs, RPTs, speech pathologists, nurses, nutritionists and teachers of the handicapped. Practical skills will be stressed.

### DATES AND TIMES:

Sat, Nov 21; 8:30 a.m.—6:30 p.m.

Sun, Nov 22; 8:30 a.m.—6:30 p.m.

Sat, Dec 5; 8:30 a.m.—6:30 p.m.

Sun, Dec 6; 8:30 a.m.—6:30 p.m.

FEE: \$136

LOCATION: CSUDH Campus, ERC A127

INSTRUCTOR: Florence Yossem, MA, OTR



## CONTROLLING ASSAULTIVE HANDICAPPED STUDENTS (BRN) EDU 866

Seq.No. 68238



—Identification and prevention for professionals

This course is designed to help the educational professional develop intervention strategies for dealing with the physically aggressive client, specifically the handicapped 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, October 3, 10

NO.MTNGS: 2

TIME: 8:30 a.m.—6:30 p.m.

UNITS: 2

FEE: \$68

LOCATION: CSUDH Campus, SBS D219

INSTRUCTOR: Steve Zivolich, MA,  
program and teaching specialist  
L.A. County School System

## Also of interest . . .

Management development for women . . . .	page 9
Move up the management ladder . . . . .	page 16
How to sell your seminar . . . . .	page 10
Toddler university . . . . .	page 15
NTE prep . . . . .	page 19
Sign language . . . . .	page 14
Your career . . . . .	page 16

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

EDU 805

—A "must" for teacher who will be mainstreaming

Seq.No. 68241

This workshop 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. The class will discuss ways to adapt existing materials to meet your child's needs and others you may wish to make yourself. This workshop is a "must" for teachers who will be mainstreaming — preschool, kindergarten, first grade and for beginning teachers.

DATE: Saturday, October 24

NO.MTNGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1

FEE: \$34

LOCATION: CSUDH Campus, SBS A110

INSTRUCTOR: Eva Schmidler, MA,  
special education consultant,  
Los Angeles County School System

## HOW TEACHERS CAN LEARN FROM PARENTS

EDU 804

Seq.No. 68240

—Using parent-teacher conferencing to understand your students.

Parent-teacher relationships are becoming increasingly important in today's schools. This workshop is designed to teach you how to gain information that will result in better behavior management and realistic educational goals for your students. You will learn about various types of parents, how to handle them and what to say to them that will end in a positive working relationship.

Saturday is an all-day session — bring a bag lunch.

Practicum is available for an additional one or two units.

DATE: Saturday, November 7

NO.MTNGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1

FEE: \$34

LOCATION: CSUDH Campus, SBS A110

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

## REAL LISTENING TAKES MORE THAN TWO BIG EARS

COM 801



—A listening dynamics workshop

Seq.No. 66137

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

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

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



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

Bring a brown bag lunch

DATE: Saturday, October 24

NO.MTNGS: 1

TIME: 8:30 a.m.—6:30 p.m.

UNITS: 1

FEE: \$34

(plus a \$5 fee for workbook to be paid in class)

LOCATION: CSUDH Campus, SCC E153

INSTRUCTOR: Katherine Kalinich, MA

listening and reading specialist, San  
Bernardino Unified School District

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

## INSTRUCTIONAL HUMOR

EDU 834

Seq.No. 68239

—A course for teachers on using humor in the classroom

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

DATE: Saturdays, Nov 7, 14

NO.MTNGS: 2

TIME: 8 a.m.—6 p.m.

UNITS: 2

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

LOCATION: CSUDH Campus, SC E153

INSTRUCTOR: Peter Desberg, PhD,  
professor of Education CSUDH

# INFORMATION: 213/516-3741



## Survival as a Substitute Teacher

MASTERING MATHEMATICS

EDU 881  
Seq.No. 68245

Do you feel lost when you come face to face with math lesson plans? Do terms like: arrays, sets, paired numbers, hypotenuse, etc. confuse you? When students say they don't understand, can you show them alternative ways to grasp a concept? Can you determine where and how students make mistakes and correct their understanding of the concept?

This workshop covers:

- Definitions of common math terms you should know.
- Demonstrations and experimentation with various commercial math kits.
- Demonstrations and practice making math kits.
- Common computation errors and how to correct them.
- Alternative ways of teaching various concepts.
- Ways to relate math to real life.
- Fractions can be simple and fun to learn and to teach.
- Discussions of the problems you have experienced in teaching math and possible ways to deal with them.

**Bring a brown bag lunch**

DATE: Saturday, October 17 NO.MTNGS: 1  
TIME: 8 a.m.—6 p.m. UNITS: 1

FEE: \$34

LOCATION: CSUDH Campus, SBS D219

INSTRUCTOR: Terrill Jones, MA,  
substitute teacher, San Bernardino  
Unified School District

LANGUAGE AND COMPOSITION

EDU 882  
Seq.No. 68244

If you worry about how to correct composition papers or if you have trouble making language arts interesting this workshop is for you. This combination lecture and discussion workshop covers:

- Creative writing versus sloppy composition
- How do you handle papers written in the language of the streets?
- What is most important to look for when you correct papers?
- Ways to make language arts interesting and fun
- Spelling games anyone can win
- What do you do for the student that has learning disabilities and will never be a good speller?
- How do you work language arts and composition into other areas?

**Bring a brown bag lunch**

DATE: Saturday, October 24 NO.MTNGS: 1  
TIME: 8 a.m.—6 p.m. UNITS: 1

FEE: \$34

LOCATION: CSUDH Campus, SBS D219

INSTRUCTOR: Terrill Jones, MA,  
substitute teacher, San Bernardino  
Unified School District



## EDUCATION

## Activity Courses

THE NEW PHYS ED FOR 2 TO 8 YEAR OLDS

PER 832  
Seq.No. 79254

—Increase your school's phys ed effectiveness with innovation

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

**Pre-Registration required by September 28.**  
**After that date call 213/516-3741 for information.**

DATE: Saturday, October 3 NO.MTNGS: 1  
TIME: 8 a.m.—6 p.m. UNITS: 1  
FEE: \$34

LOCATION: CSUDH Campus, Playbox Theater

INSTRUCTOR: Dennis Estabrook, BA  
Extension instructor of  
Physical Education

RYTHMS AND DANCE FOR TEACHERS OF 2 TO 8 YEAR OLDS

PER 831  
Seq.No. 79255

—Making physical education a physical experience

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

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

**Pre-Registration required by October 16**  
**After that date call 516-3741 for information**

DATE: Saturday, October 24 NO.MTNGS: 1  
TIME: 8 a.m.—6 p.m. UNITS: 1  
FEE: \$34

LOCATION: CSUDH Campus, Playbox Theater

INSTRUCTOR: Terri Thompson, BA,  
extension instructor of physical  
education

CELEBRATING THE SEASONS

—Music, art and activities

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

EDU X255.1 — Fall Holidays, Saturday, October 10, Seq.No. 68242

EDU X255.2 — Winter Holidays, Saturday, December 5, Seq.No. 68243

EDU X255.3 — Spring Holidays, Saturday, March 20

TIME: 8 a.m.—6 p.m.

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

**Pre-registration required by October 3 for fall (EDU X255.1) and November 27 for winter (EDU X255.2)**  
**\*\$5 late fee for registration at the door. Maximum 40 participants.**

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Penelope Greeven, BA  
Art consultant, faculty, CSUDH  
Cecilia Riddell, BA, MAT,  
Extension instructor of Music



# HEALTH

## Also of interest . . .

Smile in the face of an angry customer . . .	page 9
Stand up and say it effectively . . . . .	page 9
Management development for women . . .	page 9
Move up the management ladder . . . . .	page 16
Controlling assaultive handicapped . . . . .	page 12
Real listening . . . . .	page 12
Pre-speech feeding therapy . . . . .	page 12
How to recognize learning disabilities . . .	page 12
Holiday stress . . . . .	page 15
Counseling the alcoholic . . . . .	page 20
Spanish for public service . . . . .	page 20
Med tech external degree . . . . .	page 24

### LIVING WITH THE PHYSICALLY LIMITED

HEA 904

—A class for the able bodied

Seq.No. 71148

This workshop will help you become aware of the misunderstandings, feelings, attitudes and beliefs that help or hinder the physically-limited in their continued adjustment to disability. It is specifically designed to deal with some common care concerns affecting the social and psychological issues of disability. It is recommended for health care professionals who want a better understanding of the handicapped.

Specific issues to be covered are:

- The grieving process
- Stages and phases, attitudes and feelings
- Problems reported by family members and significant others
- Communications skills
- Exploring myths

DATE: Saturday, October 10

NO.MTNGS: 1

TIME: 9 a.m.—5 p.m.

UNITS: 0.7 CEU

FEE: \$35

LOCATION: CSUDH Campus, SBS B 101

INSTRUCTOR: David Van Gorder, MA,  
licensed marriage, family and child counselor

### BECOME A BETTER MANAGER IN A HEALTH CARE ENVIRONMENT

HEA 954

—A course for all

Seq.No. 71146

health care professionals

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

It will provide a management overview of health care systems and organizations. Making adjustments for changing conditions, such as patient care expectations, medico-legal, financial and technological considerations, personnel, regulatory, political and demographic realities and consumer clout will be discussed.

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

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

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

Participants are encouraged to bring a brown bag lunch.

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

Enrollment is limited to 30 participants

DATE: Saturday, November 7

NO.MTNGS: 1

TIME: 9 a.m.—5 p.m.

UNITS: 0.7 CEU

FEE: \$40 (includes materials)

LOCATION: CSUDH Campus, SBS B101

INSTRUCTOR: Barry Hunt, MPA,  
assistant hospital administrator  
UCLA-Harbor Medical Center

### SIGN AND BODY LANGUAGE COM 803

—You don't have to

Seq.No. 66130



say a word

This class teaches you how to effectively communicate with the severely hearing impaired through the use of sign language and finger spelling.

Ameslan and Siglish are stressed, but all forms of manually-coded English will be touched upon.

Students will learn new signs during each class meeting and will review and practice signs already learned.

This course is especially useful to teachers and health care professionals.

Fulfills Sec. 504, Rehabilitation Act of 1973  
for hospital administrators

DATE: Tuesdays, Sept 29—Dec 1

NO.MTNGS: 10

TIME: 7:15—9:15 p.m.

UNITS: 2

FEE: \$68

LOCATION: CSUDH Campus, NSM C239

INSTRUCTOR: Robert J. Springer, MA

consultant in motivational therapy,  
speech and language therapy

### WHAT ABOUT SECTION 504?

Section 504 of the Rehabilitation Act of 1973 was issued by the (then) Department of Health, Education and Welfare of the Federal government. It says that, on the basis of a handicap, a patient may not be discriminated against. Moreover, hospitals are now required to take adequate steps to be sure that hearing impaired patients are provided with interpreters. It is the hospital's responsibility to be sure the patient understands the treatment and that the treatment is what the patient needs.

We love the same country.  
We care about the same things.  
We dream the same dreams.  
1981. The International Year  
Of Disabled Persons.



### SEXUAL WELL-BEING

—Human sexuality as a transpersonal experience



PSY 900

Seq.No. 79262

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

- What is the process of healthy growth with regard to our sexual and reproductive potentials?
- Is human sexual activity a learned behavior or the result of an innate drive?
- Is sexual satisfaction available without the benefit of sexual intercourse?
- 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 the human sexual experience?

Sexual Well-Being is a course in which a safe space is created for participants to confront these issues and others as they relate to their individual experience. Participants will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audiovisual 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 October 30, after that date contact the Extension Office at 213/516-3741

DATE: Saturday, November 7

NO.MTNGS: 1

TIME: 8:30 a.m.—7:30 p.m.

UNITS: 1.0 CEU

FEE: \$45

LOCATION: CSUDH Campus, SBS B209

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*



### Also of interest . . .

Personal tax prep course	page 6
Improve your real estate investment decisions	page 6
Planning your financial success	page 6
You can qualify for that loan	page 6
Starting and operating your own business	page 8
Sexual well-being	page 14
Living with the physically limited	page 14
Calligraphy for lefties	page 18
Portraiture	page 18
Conservatory of music, dance and drama	page 18
Open University	page 25

### SEPARATION AND DIVORCE *Seq.No. 90150*

#### —You can do it yourself and survive

Recent family laws in California are designed so that you may act as your own attorney to obtain a divorce (now called a dissolution). But the procedures are still complicated and the forms may appear formidable. This course is designed to help you obtain your own uncontested dissolution for less than \$200. All forms and an easy to understand step-by-step procedure will be reviewed in this all-day seminar. Those who may need an attorney because of custody, property and/or support issues will find the course helpful as well. The emotional aspects of divorce and separation will also be discussed. Emphasis will be on where to go for help and how to deal with various emotional stages that normally accompany this situation.

*Bring brown bag lunch; coffee and soft drinks will be provided.*

**DATE:** Saturday, October 10 **NO.MTNGS:** 1  
**TIME:** 8:30 a.m.—4:30 p.m. **UNITS:** Non-credit  
**FEE:** \$35  
**LOCATION:** CSUDH Campus, SBS E122  
**INSTRUCTOR:** Byron Pesin, JD  
 Beverly Sanborn, MSW  
 Lorraine Pesin, JD and  
 Martin Sloane, PhD

### LET'S GET GROWING I

#### —A course to help you become assertive

A dynamic eight-week approach that incorporates behavior modification, social and sexual assertiveness in a practical approach toward becoming more personally effective. The approach, unique in concept, 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:** Saturdays, September 26—November 14  
**TIME:** 10 a.m.—12:30 p.m.  
**FEE:** \$68 credit/\$48 non-credit  
**LOCATION:** CSUDH Campus, SC E149  
**INSTRUCTOR:** Eve Cappello, Ph.D.

behavioral consultant author of *Let's Get Growing*

**NOTE:** *Let's Get Growing I, II, III may be taken in any order.*

Dr. Eve Cappello, director of ACT Institute will offer three classes throughout the year designed to help individuals become more effective in both their personal and professional lives. *Let's Get Growing I* looks at social and communication skills and how to become more effective personally in dealing with others both at home and on-the-job. *Let's Get Growing II* focuses on problem-solving and decision-making

### TODDLER UNIVERSITY

*Seq.No. 90152*

#### —Giving your child an intellectual head start

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

Come to the first meeting and see what can be done for your baby. There are thousands of children who have gone through similar programs and now perform at a much higher level than they would have ordinarily. Many of the techniques you learn have been used by the "Better Baby Institute" of the Institutes for the Achievement of Human Potential in Philadelphia.

*Children are welcome.*

**DATE:** Sats, Sept 26, Oct 3, 10 **NO.MTNGS:** 3  
**TIME:** 10 a.m.—noon **UNITS:** Non-credit  
**FEE:** \$30  
**LOCATION:** CSUDH Campus, SC E143  
**INSTRUCTOR:** William Puett, PhD  
 lecturer in Philosophy, CSUDH



### PSY X269

*Seq.No. 79663*

**NO.MTNGS:** 8  
**UNITS:** 2  
 degree applicable

### LET'S GET GROWING III

#### —A course to help you act, not react

Does criticism make you defensive or angry? Do people listen when you speak? This class will teach you how to handle criticism or put-downs assertively. Discover tested alternative solutions to decision-making and relaxation methods that reduce stress. Topics will include:

- Achieving credibility
- Attitudes and their influence on your behavior
- Listening assertively
- Self-evaluation
- Building self-esteem with effective behavior

**DATE:** Saturdays, November 21, December 5, 12  
**TIME:** 10 a.m.—1:30 p.m.  
**FEE:** \$34

**LOCATION:** CSUDH Campus, SC E149

**INSTRUCTOR:** Eve Cappello, Ph.D.,

behavioral consultant, director A-C-T Institute

### PSY X273

*Seq.No. 79664*

**NO.MTNGS:** 3  
**UNITS:** 1  
 degree applicable

### LOSE THOSE HOLIDAY BLUES *Seq.No. 90161*

#### —The happiest season can be depressing

It's time for presents and parties and punch and prostration. Holiday stress can affect anyone because of the unrelenting demands of family, friends and colleagues at that time of the year.

This workshop will help you handle stress and make the most of the holiday season.

Topics will include:

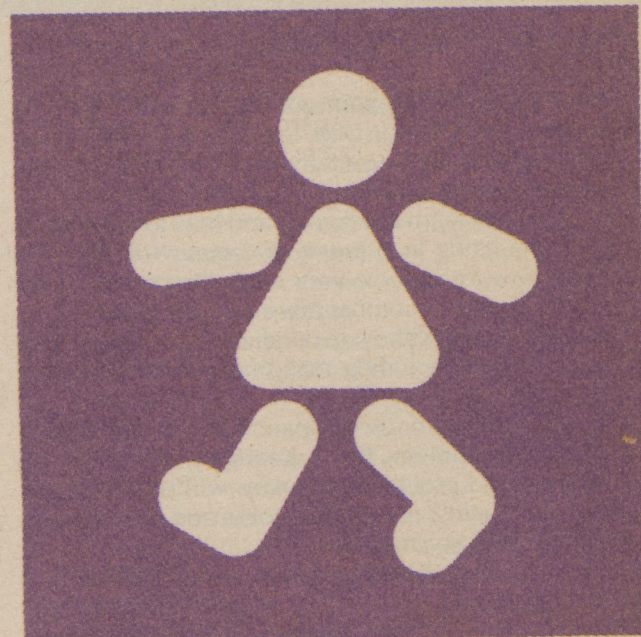
- Family pressures
- Social pressures
- Gift buying
- What to wear
- Loneliness
- Depression
- Handling disappointment and criticism

**DATE:** Tuesday, November 17 **NO.MTNGS:** 1  
**TIME:** 6—9 p.m. **UNITS:** Non-credit  
**FEE:** \$30 (includes dinner)

**LOCATION:** CSUDH Campus, University Center, SCC F172

**INSTRUCTOR:** Eve Cappello, PhD

behavioral consultant,  
 director, the A-C-T Institute



skills. These skills are useful whether you are dealing with decisions concerning children, employers or just everyday personal issues. *Let's Get Growing III* explores ways to handle criticism and putdowns without becoming defensive and withdrawing from people. These classes may be taken individually or as a group so that you, too, may begin to Assert Consciously Today.



# PERSONAL DEVELOPMENT

## Your Career

### FINANCIAL PLANNING FOR YOUR RETIREMENT

Seq. No. 65320

#### —Have some gold in your golden years

In four sessions you will learn how to make your retirement years financially secure by making wise investment decisions.

You will learn to set goals and how to reach them by formulating investment strategies. You will also learn how to preserve your capital once you've acquired it and to combat taxes and inflation.

You will learn how to conduct a personal audit of your finances including analysing your cash flow and financial situation.

Various methods of financing your retirement, including annuities, IRA's, Keough's, and corporate pension and profit-sharing plans will be discussed.

Gold, gems, real estate, stocks and other savings devices will be studied.

**DATE:** Mondays, October 5–26 **NO. MTNGS:** 4  
**TIME:** 7–9 p.m. **UNITS:** Non-credit

**FEE:** \$40**LOCATION:** CSUDH Campus, ERC B505

**INSTRUCTORS:** Charles G. Salfity, BA,  
registered representative;  
Ted B. Nelson, BS,  
registered representative

### Also of interest . . .

Plan your retirement . . . . .	page 6
Fundamentals of tax preparation . . . . .	page 6
Effective interviewing . . . . .	page 8
Starting a business . . . . .	page 8
Listening skills . . . . .	page 9
Business writing . . . . .	page 9
Business presentations . . . . .	page 9
Customer relations . . . . .	page 9

### PUTTING YOUR BEST FOOT FORWARD

Seq. No. 90149

#### —How your wardrobe and the ways you wear it can affect your potential for success

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

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

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

Putting your best foot forward will show you how to put a well-heeled best foot forward for success.

**DATE:** Weds, Oct 18, Nov 4\* **NO. MTNGS:** 2  
**TIME:** 6–9:30 p.m. **UNITS:** Non-credit

**FEE:** \$35 (includes dinner)

**LOCATION:** CSUDH Campus,  
University Center, SC F172

**INSTRUCTOR:** Carol Ebersole,  
associate director,  
the Assert Consciously Today  
(ACT) Institute

\*An extra evening was scheduled for this program because of participant response for more time to deal with this relevant topic.

### MANAGEMENT DEVELOPMENT FOR WOMEN

BUS 938

Seq. No. 65328

#### —The skills you need to be a better manager

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

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

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

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

**DATE:** Friday, November 6 **NO. MTNGS:** 1  
**TIME:** 8:30 a.m.–4:30 p.m. **UNITS:** Non-credit

**FEE:** \$50 (includes lunch and materials)  
**LOCATION:** CSUDH Campus,  
University Center, SC F172

**INSTRUCTOR:** Rose Dorrance,  
leadership consultant

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

### TAKING THE MYSTERY OUT OF GETTING A JOB

Seq. No. 65321

#### —A day with the experts who do the hiring

This practical one-day seminar brings you into direct contact with a vice-president from the banking industry, a personnel director from a large utility company and an executive recruiter who is a former school principal, adult education administrator and college professor. You'll fine-tune your skills in accurately assessing your own job abilities and talents and you'll learn how to sell yourself to the right organization. The emphasis here is to have the opportunity to learn from the experts exactly what personnel managers and businesses are looking for in contemporary job seekers.

Additionally, you'll learn some important truths about the "real" world of work, such as:

- What does it take to put together a resumé that gets read?
- What do you really need to know about a firm's social and technical structure?
- What are the current areas of high employability for professionals?
- What kinds of realistic salary and promotional expectations should you have?
- What types of companies suit your talents and abilities best?
- How do you get through a job interview successfully?
- How can you stand out from all the other job seekers and succeed where they fail?
- How will you get the position you really want and how can you keep it?

**DATE:** Saturday, November 14 **NO. MTNGS:** 1  
**TIME:** 8:30 a.m.–4 p.m. **UNITS:** Non-credit

**FEE:** \$40 (includes lunch)

**LOCATION:** CSUDH Campus,  
University Center, SC F102

**INSTRUCTOR:** Harlan Polsky, MA,  
consultant

### UPWARD MANAGEMENT MOBILITY

Seq. No. 65326

#### —For administrative assistants and executive secretaries

This is a two-day workshop that shows you how to get into the real world of management and stay there. You will learn how to use your individual strengths to enhance your progress in management and how to reap the benefits of climbing the corporate ladder. The workshop will cover:

- Management is . . .
- Collaboration vs. competition
- The unasked questions
- The art of negotiation
- Communication
- Power and politics
- Developing goals and action plans

You will receive realistic input about management life in the corporation and get practical guidance to help your career grow.

This workshop is scheduled for two Saturdays so that you can try out many of the ideas during the week in between.

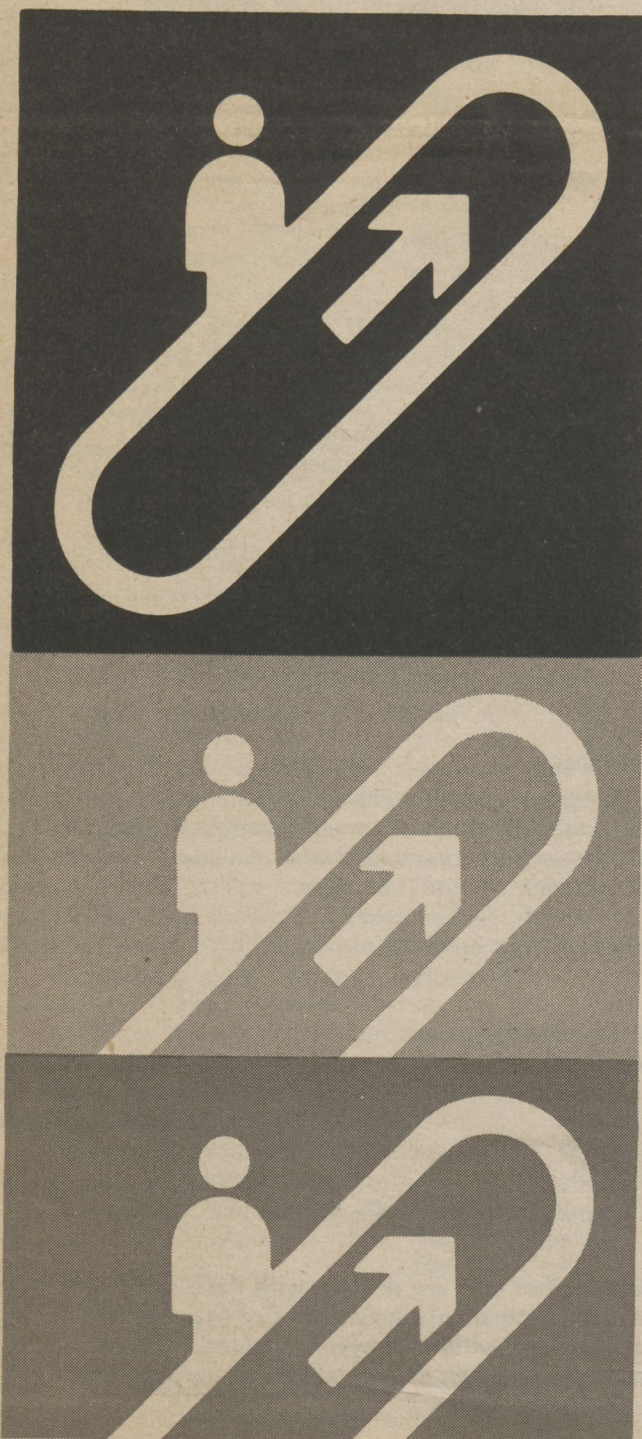
#### Bring a brown bag lunch

**DATE:** Saturdays, November 7, 14 **NO. MTNGS:** 2  
**TIME:** 9 a.m.–5 p.m. **UNITS:** Non-credit

**FEE:** \$60

**LOCATION:** CSUDH Campus, SBS D219  
**INSTRUCTOR:** Lin O'Neil, MBA,  
management consultant

Lin O'Neill has more than 10 years of management experience in both line and staff positions and has seen the corporate management world up close in positions including director of human relations for TRW and inflight service and regional flight attendants manager for Western Airlines. She has taught at a number of universities.





# PHYSICAL EDUCATION

## GREAT TRADITIONS OF THE SEA

PER 834

Seq.No. 79256

### —A sailing and navigation class

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

#### SECTION I

DATE: Mondays, Nov 9–Jan 11 NO.MTNGS: 10

TIME: 7:30–10:30 p.m. UNITS: 2

FEE: \$68

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

#### SECTION II

DATE: Tuesdays, Nov 10–Jan 12 NO.MTNGS: 10

TIME: 7:30–10:30 p.m. UNITS: 2

FEE: \$68

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

INSTRUCTOR: Captain Ron Remsburg, MA, Extension navigation instructor

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



## CALIFORNIA WILDLIFE SAFARI

BIO X295

Seq.No. 79258

### —A field course in understanding and appreciating the California wilderness

The mountains that appear to the east of the Los Angeles Basin on clear days abound in life — wildlife that play significant roles in some amazingly complex and simply beautiful ecological systems. This three-day field course will take you on a "safari" into the great outdoors of Southern California to help you understand the diversity of life in the local wilds and see how they fit into the natural system.

You will learn to recognize habitat types and the kinds of wildlife found in them.

The class will consist of a Friday organizational meeting and lecture followed by a weekend trip into nearby mountains beginning 8 a.m. Saturday and returning 5 p.m. Sunday.

DATE: October 16, 17, 18 NO.MTNGS: 3

TIME: Fridays, 8–10 p.m.; UNITS: 2

Sat, Sun, 8 a.m.–5 p.m. degree applicable

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

LOCATION: CSUDH Campus, SCC J146

INSTRUCTOR: David J. Morafka, PhD, associate professor of biological science, CSUDH

## LIFETIME SPORTS\*

PER X131

### —Bicycling

This course is designed for aspiring cyclists and active cyclists at every level of development. Through a combination of lectures, demonstrations, field trips and bicycle rides, students are introduced to all aspects of bicycling and encouraged to develop basic skills that will serve them throughout their cycling careers. The ability to ride a bicycle is not a prerequisite for this course and will be taught to those requiring it. Access to a bicycle is necessary, however, and students must arrange to bring a bicycle to campus for scheduled rides.

DATE: Tues, Thurs, September 24 NO.MTNGS: 20

TIME: 12–12:50 p.m. UNITS: 1

FEE: \$34 degree applicable

LOCATION: CSUDH Campus, Gymnasium

INSTRUCTOR: Ted Ernst

\*Open University offering. See page 25 for registration information.

## DEEPWATER CRUISING CLASS

PER 834P

Seq.No. 79259

### —Including a flotilla to Catalina

This class is designed for the student who understands basic sailing and navigation, and who wishes to develop his practical expertise in these arts. The program consists of one evening discussion-lecture and a two-day deepwater sail in a flotilla of sailing vessels with the schooner *Atlantis* as flagship under Captain Ron Remsburg.

The 50-foot schooner which he helped design, build and sail 25,000 miles is called the *Atlantis*, a replica of the famed racing schooner *Bluenose*, an image of which is engraved on the Canadian dime. The class will bring together knowledgeable sailors and boat owners, with or without crew, and assist them in becoming competent in seamanship and the responsibilities of command on the "high seas."

During the evening lecture the voyage program will be discussed in addition to navigation review, equipment and outfitting, sailing local waters, rights of way, techniques of anchoring and man overboard procedures. *Limit of 10 vessels in flotilla weekend.*

DATE: Monday, September 14 NO.MTNGS: 2

lecture, 7:30–10 p.m. UNITS: 2

September 19, 20, cruise

FEE: \$100 per vessel for weekend

\$ 75 per student for placement aboard a crew (if you have no boat and space is available)

LOCATION: Yankee Whaler Inn, Ports of Call, San Pedro

INSTRUCTOR: Ron Remsburg, MA Extension instructor of sailing

## PACKING IT ALL IN

PER X109

Seq.No. 79257

### —Backpacking as a leisure activity

This is a course designed to let you explore backpacking, a leisure activity that is becoming very popular as a way to see nature up close. The emphasis in this class is on understanding and properly using the specialized equipment of backpacking and developing the necessary skills for safe and enjoyable excursions in the backcountry.

You will learn map reading, first aid and other practical skills and develop an understanding of the wilderness experience through classroom lecture and two field trips.

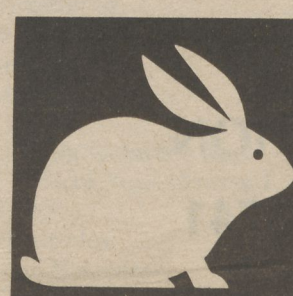
DATE: Saturdays, Oct 3–31 NO.MTNGS: 5

TIME: 9–11 a.m. UNITS: 1

FEE: \$34 degree applicable

LOCATION: CSUDH Campus, SCC E139

INSTRUCTOR: Jim Bales, BA, Extension instructor of physical education





## The Arts

## CONSERVATORY

Music,  
Dance,  
Drama

## Also of interest . . .

Ad design ..... page 7  
 Ad paste-up ..... page 7  
 Celebrating the Seasons ..... page 13  
 The Renaissance Quarter ..... page 10

## calligraphy for lefties

Seq.No. 64103

## —Left can be write

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

**DATE:** Saturday, October 17 **NO.MTNGS:** 1  
**TIME:** 10 a.m.—3:30 p.m. **UNITS:** Non-credit  
**FEE:** \$15 (plus a \$15 materials fee to be paid in class)  
**LOCATION:** CSUDH Campus, SBS A144  
**INSTRUCTOR:** Betsy Settle, M.A., calligrapher

## PAINTING THE PORTRAIT

ART X281

Seq.No. 64102

## —Understanding drawing and painting of the human head

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 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 Oct 3 to Nov 7 **NO.MTNGS:** 6  
**TIME:** 10 a.m.—1:30 p.m. **UNITS:** 1  
**FEE:** \$59 credit/\$45 non-credit **degree applicable**  
 (plus a \$10 model fee to be paid in class)  
**LOCATION:** CSUDH Campus, HFA A106  
**INSTRUCTOR:** Ron Shap, MFA, Extension instructor of Art

## INFORMATION

213/516-3741

## PRIVATE LESSONS

\$75 fee — Ten 30-minute lessons. Time to be arranged with instructor. Call 516-3741 for information.

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	

## BABY DANCE — BEGINS SATURDAY, OCT 3

\$45 fee — Ten 45-minute classes teaching gentle, safe exercise and dance for new parents — mothers and/or fathers — with baby. Develops coordination and promotes creative and aesthetic growth.

918—10—10:45 a.m. — 2 weeks to pre-toddler  
 919—11—11:45 a.m. — Toddler to 2 year old  
 Held in the CSUDH Child Development Center

## DRAMA

\$45 fee — Ten 45-minute classes held in HFA A204.

## 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.

## Saturday, October 3

940—10—10:45 a.m.	6—8 year olds
941—noon—12:45 p.m.	8—10 year olds
942—1:00—1:45 p.m.	10—12 year olds

## ACTING FOR TEENS

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

Saturday, October 3  
 943—11—11:45 a.m.

## ORFF SCHULWERK

## —Music activities for children

\$45 fee — Ten 45-minute classes. Classes held in Humanities and Fine Arts Building, A202. 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.

## Saturday, October 3

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

## BALLET

\$45 fee — Ten 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. Held in the Gym Dance Studio.

## Saturday, October 3

924—9—9:45 a.m.	6—9 year olds
925—10—11 a.m.	3—5 year olds
926—11—11:45 a.m.	6—12 year olds, Grade I
927—noon—1 p.m.	Teens and adults, beginning
928—1:30—2:30 p.m.	Teens and adults, Grade I

## Friday, October 9

921—4—4:45 p.m.	3—5 year olds
922—5—5:45 p.m.	6—9 year olds
923—6—6:45 p.m.	Teens and adults, beginning

For more information  
 call 213/516-3741

## CERAMICS I

ART X150

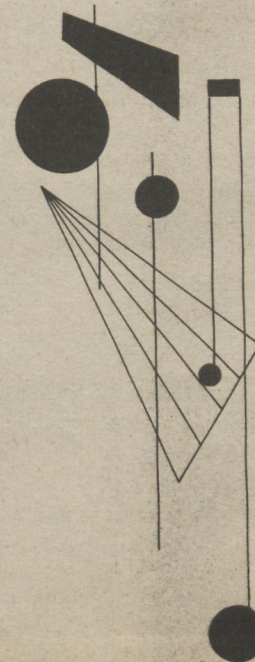
Seq.No. 64101

## —Beginning ceramics

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

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

**DATE:** Saturdays Sept 26—Dec 5 **NO.MTNGS:** 10  
**TIME:** 9:30 a.m.—3 p.m. **UNITS:** 3  
**FEE:** \$102 (plus a \$10 materials fee to be paid in class) **degree applicable**  
**LOCATION:** CSUDH Campus, HFA, A118  
**INSTRUCTOR:** Jake Gilson, MFA, chairman, art department Mt. St. Mary's College





# Test Preparation

## GRE (GRADUATE RECORD EXAM)

**REVIEW** Seq.No. 68276

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

**DATE:** Session I Saturdays, Oct 31  
Nov 7, 14, 21, Dec 5  
for the December 12 exam  
**NO.MTNGS:** 5  
**UNITS:** Non-credit

**TIME:** 9 a.m.—12:30 p.m.

**FEE:** \$80 (includes materials)

**LOCATION:** CSUDH Campus, SC E143

## SAT (SCHOLASTIC APTITUDE TEST)

**REVIEW** Seq.No. 68274

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.

**DATE:** Session I Saturdays, Oct 17, 24, 31  
Session II Saturdays, Nov 7, 14, 21  
**NO.MTNGS:** 3  
**UNITS:** Non-credit

**TIME:** 1—4:30 p.m.

**FEE:** \$55 (includes materials)

**LOCATION:** CSUDH Campus, SC E143

## GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

Seq.No. 68275

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

**DATE:** Sats, Oct 3, 10, 17  
for the Oct 24 exam  
**NO.MTNGS:** 3  
**UNITS:** Non-credit

**TIME:** 9 a.m.—3:30 p.m.

**FEE:** \$85 (includes materials)

**LOCATION:** CSUDH Campus, SC E153

## REVIEW FOR MEDICAL TECHNOLOGISTS/BIOANALYSTS

This review is designed to prepare medical technology and bioanalyst students to take the State and registry examinations.

This program should also be of interest to practicing medical technologists and bioanalysts who want to sharpen their knowledge in a particular area of medical technology or prepare for graduate school.

The review sessions are designed to cover major areas emphasized on examinations. Instructors for this program are recognized experts in their field of medical technology.

This new expanded review program is offered in a concentrated format. It runs for five weeks (two meetings per week) ending just prior to the State Licensure Exam for Clinical Laboratory Technologists.

For additional information contact:

**Dr. James L. Welch, Chair**

Department of Medical Technology

California State University Dominguez Hills

Carson, CA 90747 213/516-3748

## REAL ESTATE LICENSURE

Seq.No. 81072

—Salesmen's, 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 Broker's License examination.

**DATE:** Tuesdays Oct 6—Nov 24  
plus one additional meeting for brokers on December 1\*  
**NO.MTNGS:** 8  
**UNITS:** Non-credit

**TIME:** 7—10 p.m.

**FEE:** \$100 for brokers (includes materials)

\$ 90 for salesmen (includes materials)

**LOCATION:** Del Amo Park,  
703 East Del Amo Boulevard, Carson

**INSTRUCTOR:** Bob Jones, realtor

\*The extra meeting for brokers is scheduled to cover the additional material required for that exam.

## PREPARATION—NATIONAL TEACHER'S EXAM

Seq.No. 68273

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

**DATE:** Saturday, September 26  
For November 14 exam  
**NO.MTNGS:** 1  
**UNITS:** Non-credit

**TIME:** 9 a.m.—3 p.m.

**FEE:** \$30 (includes materials)

**LOCATION:** CSUDH Campus, SC E153

**INSTRUCTOR:** Idell Holburt, M.Ed  
Academic Advisement Programs,  
University of California,  
Los Angeles

# T.G.I.F.

## The weekend calendar of courses

### SEPTEMBER

19, Saturday—Deepwater cruise	page 17
26, Saturday—Let's Get Growing	page 15
National Teachers Exam Prep	page 19
Ceramics	page 18
Toddler University	page 13

### OCTOBER

3, Saturday—Marketing for the Small Manufacturer	page 7
Portraiture	page 18
Managing assaultive students	page 12
New P.E.	page 13
GMAT Review	page 19
Conservatory of Music, Dance, Drama	page 18
Backpacking	page 17
9, Friday—Customer Relations Workshop	page 9
10, Saturday—Celebrating Fall (In the classroom)	page 13
Living with the Physically Limited	page 14
Divorce	page 15
Designing Training Programs	page 8
11, Sunday—Improve your Marketing	page 7
16, Friday—Word Processing	page 8
Wildlife Safari	page 17

17, Saturday—Ad Design	page 7
Interviewing	page 8
Calligraphy	page 18
SAT Prep	page 19
Subbing Math	page 13
23, Friday—Business Listening Skills	page 9
24, Saturday—Ad Production	page 7
Recognizing Learning Disabilities	page 12
Real Listening	page 12
Rhythms and Dance	page 13
Subbing Language	page 13
31, Saturday—GRE Prep	page 19

### NOVEMBER

7, Saturday—Climb the Management Ladder	page 16
How Teachers Can Learn from Parents	page 12
Managing Health Systems	page 14
Sexual Well-Being	page 14
Instructional Humor	page 12
13, Friday—IRS Tax Institute	page 6
14, Saturday—How to Qualify for a Loan	page 6
Real Estate Investment	page 6
Getting a Job	page 16
21, Saturday—Let's Get Growing III	page 15
Pre-Speech Feeding Therapy	page 12

### DECEMBER

5, Saturday—How to Be a Manufacturer's Rep	page 9
How to Sell 75% of Your Writing I	page 10
Celebrate Winter	page 13
6, Sunday—Writing Travel Articles	page 10
12, Saturday—Starting a Small Business	page 8
13, Sunday—How to Sell 75% of Your Writing II	page 10



## Certificate Programs

A VARIETY of certificate programs are offered through the CSU Dominguez Hills Extension program. In addition, the University's regular on-campus certificate programs are available through Open University. See page 25 for information.

# Spanish for Public Service

Los Angeles County is rapidly becoming one of the world's largest Spanish-speaking communities. This year 3 out of 10 persons will be of Latino descent. Can you meet the linguistic and cultural understanding challenges that this vast demographic shift presents?

### WHAT THE PROGRAM IS ABOUT

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

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

effort to meet everyday needs. Courses are offered on Saturday mornings to accommodate work schedules.

### HOW IT WORKS

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter.

- A. First Quarter (Fall 1981), Saturday, September 26–December 5, 8:30 a.m.–noon
  1. Spanish X105—Spanish for Public Service (4) (Seq.No. 65069)
  2. Exper Edu X212—Bilingual Public Service Internship (2) (Seq.No. 65088)
- B. Second Quarter (Winter 1982), Saturday, January 9–March 13, 8:30 a.m.–noon
  1. Spanish X202—Commercial Spanish: Business Communications (4)
  2. Exper Edu X212—Bilingual Public Service Internship (4)
- C. Third Quarter (Spring 1982), Saturday, April 3–June 5, 8:30 a.m.–noon
  1. Spanish X251—Contemporary Hispanic Culture: Mexico and the Southwestern United States (4)
  2. Exper Edu X212—Bilingual Public Service Internship (4)

### LOCATION: SBS A104

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

### WHAT YOU GET

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

### WHAT IS THE COST

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

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

# Counseling the Alcoholic

### WHAT IS THE PROGRAM ABOUT?

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

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

**Applications are being accepted for a new section starting Fall quarter. For application packet, call 213/516-3741.**

### 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 (Prerequisite to Certificate program) (Seq.No. 64067)

### QUARTER II

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

### QUARTER III

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

### QUARTER IV

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

### QUARTER V

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

\*These classes will be offered this quarter.

### CERTIFICATION

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

### COST

The fee is \$30 per unit.

### LOCATION:

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



# Production and Inventory Control

## WHAT THE PROGRAM IS ABOUT

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

## COURSES

Four required courses, four (4) units each:

INM X219 *Basics of Production and Inventory Control*;  
INM X220 *Inventory Planning and Control Systems*;  
INM X221 *Production Planning and Control Systems*;  
INM X222 *Manufacturing Resources Planning*.

The courses are to be taken in numerical order. After students have completed INM X219 (or have been exempted by the instructor) they will enroll in INM X220, then INM X221 and then INM X222. All courses are offered every quarter and students may begin the cycle at any time of year. Minimum enrollment per course: 10 students.

## WHO SHOULD ATTEND

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

## THE CERTIFICATE

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



## THE COST

The fee for each course is \$136.

## BASICS OF PRODUCTION AND INVENTORY CONTROL

INM X219

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

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

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

## INVENTORY PLANNING AND CONTROL SYSTEMS

INM X220

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

## PRODUCTION PLANNING AND CONTROL SYSTEMS

INM X221

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

- production control
- shop floor planning
- a system overview

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

## MANUFACTURING RESOURCES PLANNING

INM X222

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

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

# SCHEDULE

## TORRANCE SECTION

Fall Quarter September 24–December 10

Sequence No.	Course	Night	Location
Seq. No. 72168	INM X219	Monday	Douglas Aircraft
Seq. No. 72177	INM X219	Tuesday	Aviation High School, Rm 223
Seq. No. 72178	INM X220	Monday	Douglas Aircraft
Seq. No. 72179	INM X221	Thursday	Aviation High School, Rm 223
Seq. No. 72180	INM X222	Monday	Aviation High School, Rm 223

See page 27 for off-campus course meeting sites

Winter Quarter January 6–March 22

INM X219	Monday	
INM X219	Tuesday	Call Extension Office
INM X220	Monday	at 213/516-3741
INM X221	Thursday	for location
INM X222	Monday	

Spring Quarter March 31–June 11

INM X219	Monday	
INM X219	Tuesday	Call Extension Office
INM X220	Monday	at 213/516-3741
INM X221	Thursday	for location
INM X222	Monday	

## PASADENA SECTION

Fall Quarter September 24–December 10

Sequence No.	Course	Night	Location
Seq. No. 72181	INM X219	Monday	Xerox Medical Systems
Seq. No. 72182	INM X220	Monday	Xerox Medical Systems
Seq. No. 72183	INM X221	Tuesday	Bell and Howell
Seq. No. 72184	INM X222	Thursday	Natter Mfg.

See page 27 for off-campus course meeting sites

Winter Quarter January 6–March 22

INM X219	Monday	
INM X220	Monday	Call Extension Office
INM X221	Tuesday	at 213/516-3741
INM X222	Thursday	for location

Spring Quarter March 31–June 11

INM X219	Monday	
INM X220	Monday	Call Extension Office
INM X221	Tuesday	at 213/516-3741
INM X222	Thursday	for location



# Open University Certificates

## City Management

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

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

### **COURSES (4 units each)**

#### *Four Required:*

PUB 238 Principles and Practices of Urban Planning

\*PUB 424 Seminar: Personnel Management

PUB 430 Seminar: Urban Administration

PUB 452 Seminar: Public Financial Management

*One elective: Upper Division Public*

#### **Administration Course**

PUB 240 Police Administration in America

PUB 292 Special Topics — Urban Public Works

Administration

Co-sponsored by: **International City Management Association**

\*Offered this quarter.



## Business Management

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

### **COURSES**

#### *Required:*

\*BUS 205 Social Responsibility of Business

\*BUS 210 Management and Organizational Theory

\*BUS 211 Production Management

#### *Electives (select one):*

\*BUS 250 Elements of Marketing

\*BUS 260 Business Finance

\*ENG 252 Writing and Speaking Skills for Management

\*Offered this quarter.

## Paralegal Studies

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

The paralegal certificate program prepares students to work under the direction of lawyers as a vital member of the law office team. Paralegals perform legal research, interview clients, represent clients before some administrative agencies, draft and interpret legal documents and assist in political advocacy and community work.

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

### **COURSES (4 units each)**

#### *Three required:*

\*PLS 200 Introduction to Paralegal Studies

\*PLS 201 Legal Research, Writing, Analysis

PLS 202 Legal Interviewing and Counseling

Four substantive courses selected in consultation with an advisor.

\*Offered this quarter.

## Data Processing

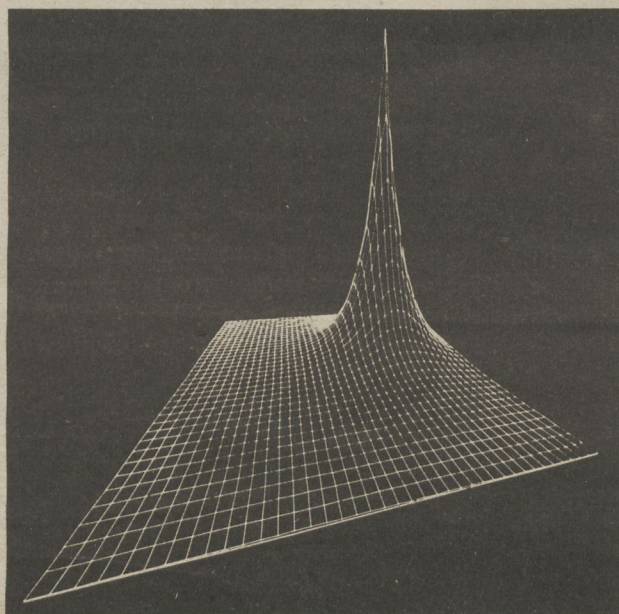
This certificate program is designed to meet the needs of present employees who want to learn more about computers and prepare for more challenging careers.

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

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

Sixty-four units are required for the certificate.

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



THESE certificate programs may be completed through Open University. For information about the program see page 25. **NOTE:** Students who complete the requirements for these certificates must file the required forms in appropriate offices for the certificate to be awarded.

## Computer Science

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

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

### **I. Core Courses (20 units):**

\*Computer Science 200 Survey of Programming Concepts (4 units)

\*Computer Science 210 Data Structures (4)

Computer Science 220 Programming Languages I (4)

\*Computer Science 230 Computer Organization (4)

Computer Science 250 File Processing (4)

### **II. Electives (8 units)**

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

For further information call 213/516-3591

\*Offered this quarter.

## Affirmative Action

Beginning winter quarter, the Extension Office in conjunction with the Public Administration Department will offer a certificate program in Personnel/Affirmative Action.

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

The program consists of 36 units of upper-division, degree applicable credit. Taking two classes a quarter, the program will require little more than a year to complete. Each course is four units and will cost \$136 per course.

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

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



## Electronic Music and Recording Arts Electronic Music and Recording Engineering

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

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

### CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING 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 or \*122 Elements of Physics (total 8 units)  
OR
- \*PHY 110, 112, and 114 General Physics (total 15 units)  
AND
- \*PHY 231 Electronics Laboratory I (2)
- PHY 233 Electronics Laboratory II (2)  
AND ONE OR MORE
- \*PHY 235 Digital Electronics (4)
- PHY 237 Microcomputers (4)
- PHY 281 Scientific Instrumentation (2or4)

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

\*Offered this quarter.

## Broadcasting

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

### COURSES (4 units each)

Required Courses:

- \*COM 280 Introduction to Television
- \*COM 282 Writing for Radio/TV and Film Media
- COM 293 TV Producing
- COM 287 TV Directing and Scene Study
- Plus two additional courses in Broadcasting selected through advisement:
- COM 251 Radio and TV Newswriting
- COM 256 Television News Workshop and Public Affairs
- COM 281 Performing for Radio/TV
- COM 284 Advanced TV Production
- COM 285 Documentary Production
- COM 286 Radio/TV Management and Programming
- \*COM X290B Special Topics in Communications

\*Offered this quarter

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

## On TV

You can't come on campus. But you want a college education.

California State University Dominguez Hills, in association with the National University Consortium for Telecommunications in Teaching has the program that fits your needs. This fall CSU Dominguez Hills will offer four television-assisted directed study courses broadcast over KCET Channel 28 in Los Angeles.

The courses, *Philosophy 100*, *English 101* and *Linguistics 100* are accepted as general education requirements toward the bachelor's degree at CSUDH and are directly transferrable to many other universities across the nation.

Psychology 272 is also a transferable course which can be used as an elective toward a major or minor in the Psychology degree program at CSUDH.

The National University Consortium is a nationally-organized but locally-based study program designed to enable the serious adult student to further his education. It is the first directed study television-assisted course of study designed for adults and takes into account the demands of work and family responsibilities that face an adult. NUC/CSUDH courses are a flexible, complete study program of proven success for disciplined, highly motivated students with the responsibility for learning on the student.

National University Consortium courses make extensive use of reading materials consisting of study unit guides, texts, supplementary readings, self-assessment tests, specific written assignments and broadcast notes. The materials are supplemented by television broadcasts and by telephone and mail contacts with CSUDH faculty. The credit you earn will be CSUDH credit.

## Television-assisted Directed Study



Fees are \$34 per unit. Books are extra and available from the University bookstore.

In addition to the regular broadcast, tapes of the programs will be made available on campus for review at the University's Instructional Media Center during convenient extended hours.

**PHILOSOPHY 100** — (4 units): The course will introduce some of the basic themes of Western philosophy through the works of Plato, Descartes, Hume, Hegel, Marx and Sartre. Concepts such as "What is Truth?", the logic of the dialectic and proof of the existence of God will also be discussed. Readings will be from the writings of the six philosophers, but will be related to today's world.

**ENGLISH 101-07** — (4 units): This course will teach communications skills through writing assignments based on language materials. This course will provide an opportunity to develop the writing skills which are essential to success in the world today.

*It is recommended that this course be taken along with LINGUISTICS 100.*

**LINGUISTICS 100-02** — (4 units): This course is designed to provide an understanding of language's form and the various intervening factors which affect oral and written communication. Factors, such as the politics of language, various types of spoken and written communications, the effect of their differences and how messages are received will be covered in this course.

*It is recommended that this course be taken along with ENGLISH 101.*

**PSYCHOLOGY 272-01** — (4 units): This course surveys the application of psychology to organization, personnel, work environment, buying, and selling, with particular attention to current issues. The origins, mechanisms, implications and consequences of processes of organizational control are presented.

**These courses are Open University offerings — for registration information, see page 25.**

NOTE: The instructor's signature is not required to enroll in these courses.

For more information about any of the National University Consortium courses, call the Dean of Educational Resources at CSUDH, 213/516-3700.



# External Degrees

**E**XTERNAL Degree programs offer a variety of options in earning college degrees or getting the necessary background for graduate study. All CSU Dominguez Hills External Degrees are designed for the self-motivated adult learner who wants to be challenged.

## HUMANITIES

### UNDERGRADUATE AND GRADUATE

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

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

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

## 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 or the External Master of Science in Administration at California State University Dominguez Hills. Upon receipt of this certification and completion of the Graduate Management Admissions Test (GMAT) with an appropriate score (MBA only), the student will be eligible for entrance into the MBA or MSA program.

### MASTER OF SCIENCE IN ADMINISTRATION

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

Deadline for fall applications for both programs was August 14. Space may still be available, call the External Degree Office at 213/516-3741. A new section of courses will start spring quarter.



## MED TECH

### MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

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

## The Center for Training and Development at California State

University Dominguez Hills is the focal point for the University's response to the wide range of

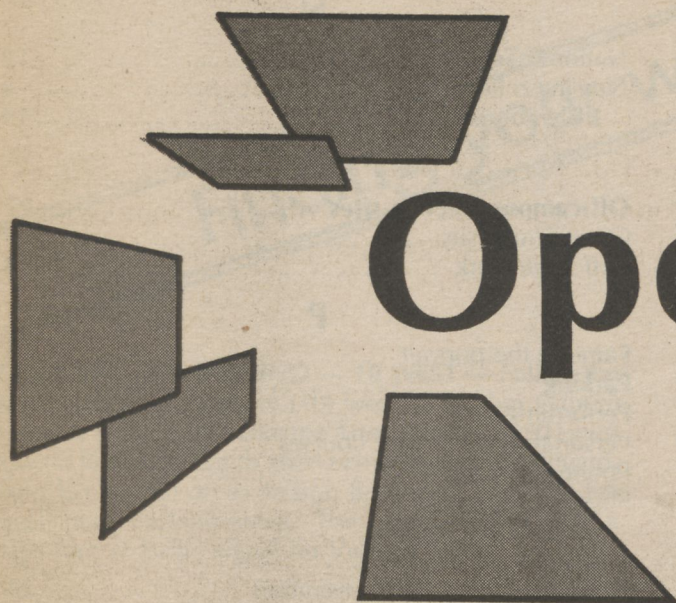
professional and career in-service training programs. The Center also offers workshops, symposia, conferences and specialized training and consulting services.

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

For information, call 213/516-3741.

Barbara A. Mohney,  
Director





# Open University

## Attend On-Campus Classes Without University Enrollment

### Classes begin September 24

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

#### READY FOR A DEGREE PROGRAM RIGHT NOW?

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

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

#### TOO LATE OR TURNED DOWN?

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

#### JUST WANT TO TAKE SOME CLASSES?

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

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

**Deadline for Open University enrollment for the Fall Quarter is October 14.** Classes start September 24 for the 10-week quarter. You should attend the first class meeting and pay your fees before October 14. Enrollment after that date is subject to petition and late fees.

## 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 front of the campus, near the flagpole) or at the Extension Office (fifth floor, ERC building).

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

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

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

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

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

Extension ERC C508  
CSUDH  
Carson, CA 90747

Fee receipts will be given those who register in person. This will indicate that you are enrolled in the course, and will show your student ID number. All classes you take will become part of your permanent academic record. You will receive an Extension Student ID Card which will entitle you to library privileges. If you choose to mail in your registration form and fees, you may want to come to the Extension Office in person

at some other time to get your ID card — we are not able to provide ID cards through the mail.

## SUMMARY

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

**DO I HAVE TO TAKE A CERTAIN NUMBER OF UNITS?**

No.

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

Yes.

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

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

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

**DO I NEED TRANSCRIPTS?** No.

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

**WHEN DO I REGISTER?** Classes start September 24 for the fall quarter. You should attend the first class meeting and pay your fees before October 14.

**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.

## CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension ☐  
\*Open University (instructor signature required) ☐

SEE COURSE DESCRIPTION			
Dept.	Course No. Section No.	Course Title	*Instructor's Signature

(Last Name) (First Name) (Middle Initial) (Maiden Name) Student File (if known)  
Address (Street) (City) (State) (ZIP)  
(County of Residence) (Daytime Telephone) (Birthdate) (Male) (Female)

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

Have you ever, or are you currently enrolled at CSUDH?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

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

Occupation: \_\_\_\_\_

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

\*The California State University and Colleges does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder.  
More specifically, The California State University and Colleges does not discriminate in admission or access to, or treatment or employment in, its programs and activities.  
Asina Tamara, Coordinator of Disabled Student Services, has been designated to coordinate the efforts of California State University Dominguez Hills to comply with the Act and its implementing regulations. Inquiries concerning compliance may be addressed to this person at 1000 E. Victoria St., Carson, CA 90747, 213/516-3660.

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

Make check payable to:  
**CSUDH EXTENSION**

I wish to use:  
\_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

Cardholder's Name (print clearly) \_\_\_\_\_

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

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

Grade \_\_\_\_\_ Initial \_\_\_\_\_

CASHIERS STAMP



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# Finding your way to CSUDH

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

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

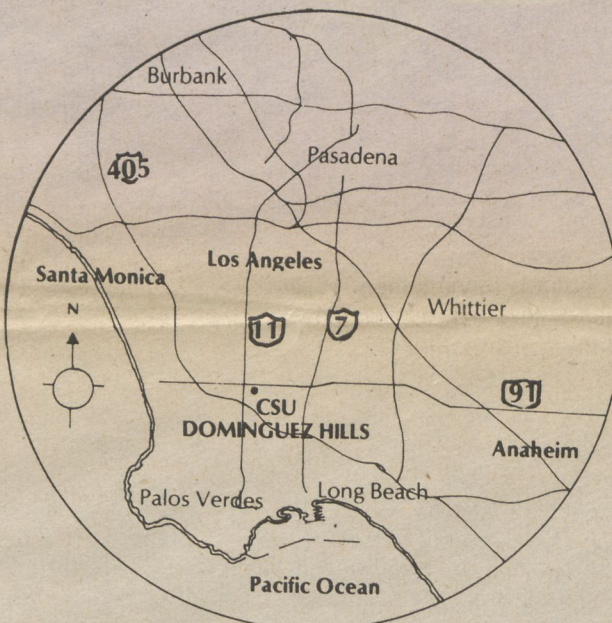
**FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST** — Follow the San Diego Freeway (405) south toward Long Beach. Exit on the Vermont Avenue off ramp. Turn left (east) at the end of the off-ramp onto 190th Street. Follow 190th Street (east) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

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

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

**FROM SAN DIEGO — 405 NORTH** — Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

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



## Off-campus meeting sites

### FUNDAMENTALS OF TAX PREPARATION

See page 6 Heritage Park  
1340 East Diamondale  
Carson

### INTERNATIONAL TRAFFIC MANAGEMENT

See page 7 Peck Park Community Center  
560 North Western Avenue  
San Pedro, 90732

### REAL ESTATE TEST PREPARATION

See page 19 Del Amo Park  
703 East Del Amo Boulevard  
Carson

### PERSONNEL MANAGEMENT FOR THE NON-PERSONNEL MANAGER

See page 8 First Baptist Church  
28 West Moccasin Lane  
Rolling Hills Estates

### GREAT TRADITIONS OF THE SEA

See page 17 Yankee Whaler Inn  
Ports o' Call Village  
San Pedro

### STAND UP AND SAY IT EFFECTIVELY

See page 9 Northrop  
One Northrop Avenue, Hawthorne,  
Building 30, second floor training room

### WRITING IT RIGHT

See page 9 Northrop Corporation  
Cerise Facility  
One Northrop Avenue, Hawthorne

### PRODUCTION INVENTORY CONTROL CERTIFICATE

See page 21 McDonnell Douglas Aircraft  
190th and Normandie  
Torrance  
Aviation High School  
Corner of Aviation and Manhattan  
Beach Boulevards  
Manhattan Beach  
Xerox Medical Systems  
125 North Vinedo Avenue  
Pasadena  
Natter Manufacturing  
9440 Gidley Street  
Temple City  
Bell and Howell  
360 Sierra Madre Villa  
Pasadena

### ALCOHOLISM CERTIFICATE

See page 20 South High School  
4801 Pacific Coast Highway  
Torrance

## Information request form

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

- |   |  |
|---|--|
| 762 <input type="checkbox"/> Administration, Master of Science<br>External Degree     | 721 <input type="checkbox"/> Production and Inventory Control<br>Certificate |
| 640 <input type="checkbox"/> Alcoholism Counseling Certificate Program                | 795 <input type="checkbox"/> Portal Program in Administration                |
| 797 <input type="checkbox"/> City Management Certificate                              | 650 <input type="checkbox"/> Spanish for Public Service                      |
| 764 <input type="checkbox"/> Conservatory of Music, Dance and Drama                   | 832 <input type="checkbox"/> Directed Study: Television Courses              |
| 714 <input type="checkbox"/> Humanities, External Degrees                             | 710 <input type="checkbox"/> Programs in Health Care                         |
| 763 <input type="checkbox"/> Medical Technology, Master of Science<br>External Degree | 652 <input type="checkbox"/> Business Programs                               |
| 764 <input type="checkbox"/> Electronic Music and Recording Certificates              | 900 <input type="checkbox"/> English as a Second Language<br>Programs        |

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

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

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

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# California State University Dominguez Hills EXTENSION BULLETIN

Fall, 1981



Events, Fall 1981

## AUGUST

15—Extension registration opens

## SEPTEMBER

21—CSUDH regular registration opens

24—Instruction for fall quarter begins

## OCTOBER

14—Last day to register for 10-week courses

## NOVEMBER

4—Actors from the Royal Shakespeare Company will visit the campus giving performances and speaking to classes. CSUDH is one of only seven United States stops for the troupe. For information and tickets to the Company's public performances call 213/516-3589

Fall, 1981

Extension Bulletin

Carson, California 90747

16—Reception for University Art Gallery Exhibition "Renaissance Perspective: Contemporary Vision(s)" an exhibition of art based on the use of Renaissance Perspective. Through December 11.

26—Thanksgiving holiday.

## DECEMBER

5—Dr. Faustus, Christopher Marlowe's great Renaissance drama. Through December 13. For information and tickets, call 213/516-3589.

For an updated recording of campus events, call the CSU Dominguez Hills Campus events hotline at 213/516-3337.



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

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—page 8

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workshop  
—page 9

Listen up—It takes more than  
two big ears to really hear  
—page 12

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