

EXTENSION BULLETIN



CSU Dominguez Hills

FINANCIAL PLANNING

COMPUTERS

THE ARTS

YOUR CAREER

AND MORE

INSIDE

Fall 1982

FALL 1982

CSUDH Extension Bulletin



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

Courses are offered for the continuing education of professionals, development for personal and professional goals and general self-improvement. Many certificate programs offer a series of specially designed courses, indicating that the

student has had exposure to a significant amount of detailed study of the subject.

In addition, the Division offers off-campus undergraduate and graduate degrees. In the Humanities, both the bachelor's and master's degrees are offered through independent study correspondence courses. The Portal program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time

employed student with management experience. In addition, a graduate Master of Science in Medical Technology degree is offered. For specific information on each of these programs, see page 46.

**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

NEW THIS FALL

THE FOLLOWING classes are all new to California State University Dominguez Hills Extension this fall.

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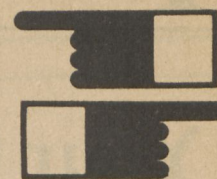
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CALIFORNIA State University Commission on Extended Education Statement of Quality Standards. The California State University regards its Extended Education credit-bearing programs as inte-

gral 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 Ex-

tended 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.

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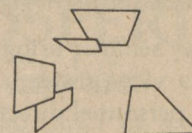
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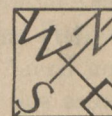


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PROFESSIONAL AND

Your Career

HOW TO GET THE RIGHT JOB

-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 high school principal, adult education administrator and college professor.

You will learn from the experts exactly what personnel managers and businesses are looking for in contemporary job seekers.

- How to put together a resume that gets read.
- What are the current areas of high employability for professionals?
- What kind of realistic salary and promotion expectations should you have?
- What types of companies suit your talents and abilities best?
- How do you get through a job interview successfully?

DATE: Saturday, October 23

NUMBER OF MEETINGS: 1

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

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65306

LOCATION: California State University Dominguez Hills campus, ERC A135

INSTRUCTOR: Harlan Polsky, MA, consultant

MANAGEMENT DEVELOPMENT FOR WOMEN

-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 managerial qualifications are expected of women, trade-offs and some common misconceptions are covered. The workshop will also discuss understanding male attitudes and masculine concerns in business.

DATE: Friday, October 15

NUMBER OF MEETINGS: 1

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

UNITS: 0.7 CEU, BUS 908

FEE: \$50

SEQUENCE NUMBER: 653B3

LOCATION: California State University Dominguez Hills campus, SBS D215

INSTRUCTOR: Rose Dorrance, leadership consultant

BASICS OF THE TRAVEL INDUSTRY

The background you need to enter this exciting field



This introductory course will give you the basic technical skills for an entry-level position in a travel agency, airline or steamship company. You will also learn to book travel for yourself, friends, or the company where you work.

- | | | |
|------------------------|------------------------|-------------------------------|
| • Travel geography | • Fare structures | • Sales skills |
| • Itinerary scheduling | • Ticketing procedures | • Utilizing travel literature |

DATE: Wednesdays, October 6-November 24

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

NUMBER OF MEETINGS: 8

UNITS: Noncredit

FEE: \$95

SEQUENCE NUMBER: 653C1

LOCATION: California State University Dominguez Hills campus, ERC D134

INSTRUCTOR: Letha Worden, BA, travel counselor

CAREER DEVELOPMENT

CAREERS IN THE COMPUTER WORLD

—Get on the computer bandwagon



Learn what jobs are available, what they pay, what training is required and other important facts about the computer field in this one-day four-hour seminar.

Business, industry, public and private agencies need people with computer competency as the world rapidly becomes computerized. This seminar will help you prepare to enter the field and could motivate you to make an exciting career change for greater opportunity and rewards.

DATE: Saturday, December 4

TIME: 10 a.m.-2 p.m.

NUMBER OF MEETINGS: 1

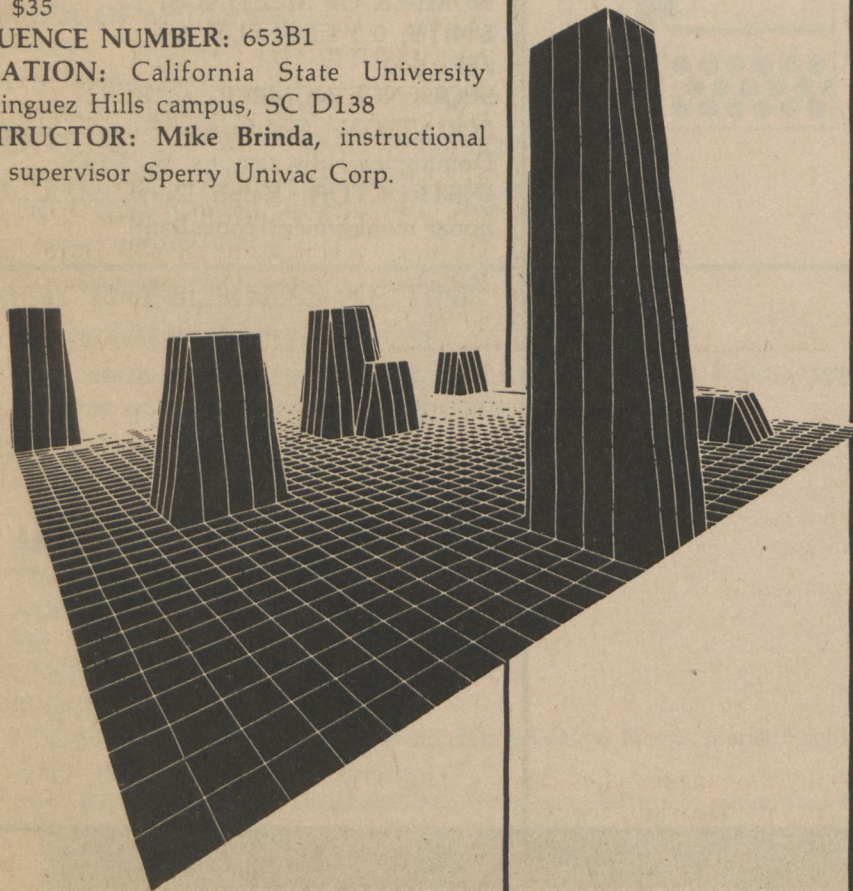
UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 653B1

LOCATION: California State University Dominguez Hills campus, SC D138

INSTRUCTOR: Mike Brinda, instructional staff supervisor Sperry Univac Corp.



PROSPERING

In the Eighties

THE SUBJECT on many people's minds is economic survival. Economic challenges that exist put more emphasis on surviving than on prospering.

But while economic survival may be the first task for many businesses and individuals, there exist opportunities to **prosper** during turbulent economic times.

To help you find the descriptions of these classes this symbol is at the top of programs designated for Prospering in the Eighties:



- Management development for women
- Financial planning for educators
- Management skills for health care professionals
- Security interests in personal property
- Speed reading for managers
- Computers made easy for managers
- Should you incorporate
- Planning your financial success
- Personal tax preparation
- Stagefright
- Let's get growing I, II
- Managing stress
- Introductory statistics
- Careers in the computer world
- How to be a manufacturer's representative
- Basics of travel consulting
- How to get the right job
- Sell your freelance writing
- Supplement your income by writing
- Fundamentals of selling
- How to start your own business
- Marketing for a small business
- How to create successful home-based business
- Creating and marketing your own seminar
- Analyzing your advertising art
- Cut your phone costs

PROFESSIONAL AND

Your Career

SALES CAREERS FOR WOMEN

— Find out if you have what it takes

This one-day seminar will show you what you need to know to make it in the competitive world of sales.

The program will cover the specific challenges a woman faces in selling and how to overcome them.

The basics of breaking in and the developing credibility will be covered.

Specific areas to be covered include:

- Establishing self-confidence
- Opportunities in sales
- Remembering names and important data
- Creating a business-like image
- Being assertive
- Identifying potential customers
- Getting appointments
- Making the sales presentation
- Closing the sale

DATE: Friday, October 22

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 653B2

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Rose Dorrance, leadership consultant

HOW TO BE A MANUFACTURER'S REPRESENTATIVE

— Learn the basics of this lucrative field



This workshop presents the complete picture of the career field of manufacturer's representatives, including:

- Type — agents, brokers, salesmen, reps
- Where the opportunities are
- Selecting your field, acquiring credentials
- Techniques for success
- Methods of operation
- Pitfalls
- Overcoming obstacles

A manufacturer's representative is the critical link in retailing/wholesale marketing, especially for the small businessperson.

DATE: Saturday, October 2

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

NUMBER OF MEETINGS: 1

UNITS: 0.5 CEU, BUS 904

FEE: \$40

SEQUENCE NUMBER: 653B1

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Ralph Dorff, MPA, directional management consultant

INFORMATION:

213/516-3741

CAREER DEVELOPMENT

Communications

EIGHT WAYS TO SUPPLEMENT YOUR INCOME BY WRITING

— Learn where the best markets are



If you are seeking supplemental income through writing or would like to try your hand at various forms while you continue working at another job, this practical analysis of each of eight writing fields will show where you might be best suited to break into print and earn cash for your writing.

- Books
- Articles
- Short stories
- TV scripts
- Greeting cards
- Newspaper columns
- Ghost writing
- Newsletters

A workbook is included which contains a bibliography of each field plus how-to information, checklists, a risk sheet, and an income tax deduction guide.

DATE: Tuesday, September 28

TIME: 6:30 - 10 p.m.

NUMBER OF MEETINGS: 1

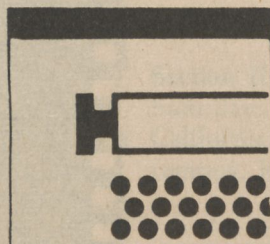
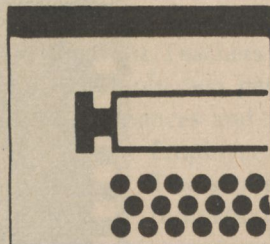
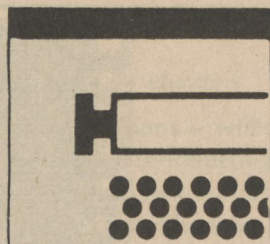
FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 661C5

LOCATION: California State University Dominguez Hills campus, ERC E133

INSTRUCTOR: Gordon Burgett, MA, freelance writer and lecturer



SELL YOUR FREELANCE WRITING

— Break into the lucrative non-fiction markets



If you are a beginner eager to tap the non-fiction field for steady income and the joy of seeing your name in print, this one-day workshop will teach you how to think, sell and write like a professional.

- How professionals sell and beginners don't, and why the difference is seldom the writing
- What kinds of writing sell best
- When you should query and when you should send the copy non-stop

The fee includes a workbook **Fifteen Steps to Super Articles That Sell**, sample query letters, the manuscript format, an income tax deduction guide and instructions for submitting photos and slides, etc.

DATE: Saturday, September 18

TIME: 12:30 - 5 p.m.

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 661C4

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Gordon Burgett, MA, freelance writer and lecturer

EFFECTIVE BUSINESS WRITING

— Develop this important management skill

This course will help you to communicate your ideas in letters, reports and memos that express your thoughts quickly, clearly, and with impact.

- A comprehensive review of basic grammar and punctuation
- Techniques for conciseness, clarity, and precision
- Critiques by the instructor of writing assignments

DATE: Tuesdays, September 21 - November 30

TIME: 5:30 - 9 p.m.

NUMBER OF MEETINGS: 11

FEE: \$144

UNITS: 4, ENG X252 degree applicable

SEQUENCE NUMBER: 653B2

LOCATION: Northrop Corporation, Black Widow Room, Cerise Facility, El Segundo and Cerise, between Prarie and Crenshaw, Hawthorne.

INSTRUCTOR: Mike Guichard, MS, managing editor of integrated logistics support, Northrop Corporation.

PROFESSIONAL AND

Communications

MOTION PICTURE PRODUCTION

—Super 8 mm filmmaking

This course is a beginning workshop in the practical and aesthetic problems in filmmaking for professional and personal use. You will be led through the basics of filmmaking and will produce a single concept super 8 mm film. You will be responsible for all elements of production and for evaluating other student projects.

Topics to be covered will include:

- Scripting
- Editing
- Story boarding
- Sound
- Cinematography

Students must supply their own camera equipment, film and film processing.

Pre-enrollment is required for this class.

This course is recommended for: Home filmmakers, cinema students, public relations and advertising professionals.

DATE: Saturdays, October 9-November 27

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

NUMBER OF MEETINGS: 8

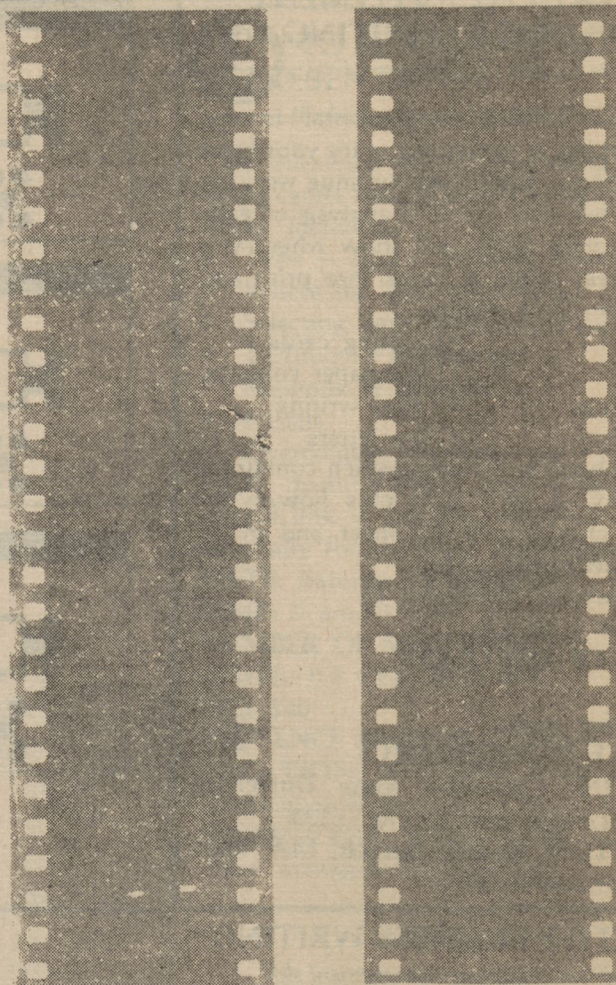
UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 661C2

LOCATION: California State University Dominguez Hills campus, SC E153

INSTRUCTOR: James Ursini, MA, writer-director, author and film educator



COMMUNICATING *In the eighties*

COMMUNICATION is the key to effective management, according to Dr. James Dodson, who teaches an Extension class in communication among diverse cultures.

For example, do you sometimes wish you could write clear, concise memos and reports which express what you want them to? **Effective Business Writing** is offered in two convenient sections to fit your schedule and needs.

The first section is an 11-week seminar which goes in-depth to help your writing. From basic grammar to writing entire reports, this course will give individual and group attention to your specific writing needs.

An intensive one-day workshop will meet October 15 and will cover general areas of writing weakness. This workshop is a good brush-up session to sharpen your writing skills.

Instructional Humor, a class offered for teachers, but open to others who speak in front of groups, will show you how to effectively use humor in public speaking. The course's description is on page 9.

Many people are frightened when they have to get in front of a group for any reason, especially to speak. This quarter Dominguez Hills Extension offers a one-day workshop to help you overcome those fears.

You will learn how to reduce your fears and increase your effectiveness in front of a group. The workshop's description is on page 37

CAREER DEVELOPMENT

Education

FINANCIAL PLANNING FOR EDUCATORS

—A seminar in the special financial opportunities — and challenges — for educators



This one-day seminar — offered in two convenient sections — will cover the special circumstances confronting educators in managing their finances, especially retirement planning.

Educators have special problems and opportunities that are not common to the general public. For example, many do not qualify for Social Security. But educators in public schools do qualify for special tax sheltered annuities. Many educators are unaware of how they can use annuities in planning their current finances and planning for retirement.

There are important aspects regarding the State Teachers Retirement System benefits that should be considered, especially the fact that benefits rise only two percent annually after retirement.

As a teacher, are you confident that your finances and retirement are well-planned?

- Social Security
- Medicare
- State Teachers Retirement System
- Employee benefits
- Tax sheltered annuities
- Individual retirement accounts

This seminar will present many financial planning options, their limitations and ways to use them.

This seminar is recommended for: all public education employees.

DATES: Section I

Saturday, October 2
Torrance Holiday Inn
21333 Hawthorne Blvd.
Torrance, California

Section II

Saturday, October 16
California State University Dominguez Hills
campus, HFA A103

TIME: 10 a.m.-1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$15 individuals/\$25 couples registering together

SEQUENCE NUMBER: Section I 682F1, Section II 682F2

INSTRUCTOR: Dale Armstrong, MA, certified financial planner, registered representative, school administrator

INSTRUCTIONAL HUMOR

—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 your ability to tell jokes. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W.C. Fields), lectures, comedy records (e.g., Woody Allen, Cheech and Chong), guest speakers (e.g., mimes, comedians), books and magazines.

DATE: Saturdays, October 30 and
November 6

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

NUMBER OF MEETINGS: 2

UNITS: 2.0 CEU, EDU 934

FEE: \$50 non-credit, \$72 credit

SEQUENCE NUMBER: Credit: 68232, Non Credit: 68233

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTOR: Peter Desberg, PhD, professor of education, California State University Dominguez Hills

PROFESSIONAL AND

Education

ROLE PLAYING IN THE CLASSROOM

—A behavioral management alternative

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

- An effective tool in controlling classroom behavior
- Encouraging interaction among children of all ages and backgrounds
- Developing critical thinking skills
- Increasing awareness of self and others

Sample problem situations, individual questions and discipline problems presented by class participants will be discussed. This workshop will aid the classroom teacher in dealing with a variety of situations and behavior problems which arise in every classroom.

DATE: Saturday, November 13

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

NUMBER OF MEETINGS: 1

FEE: \$36

UNITS: 1.0 CEU, EDU 962

SEQUENCE NUMBER: 682E9

LOCATION: California State University Dominguez Hills campus, SC E157

INSTRUCTOR: Eva Schmidler, MA, special education consultant

PRACTICUM IN ROLE PLAY

Students enrolled in Education 962 may earn an additional one (1) unit of credit by using role play in their classroom over a five-week period and completing a documented paper on the results of each session.

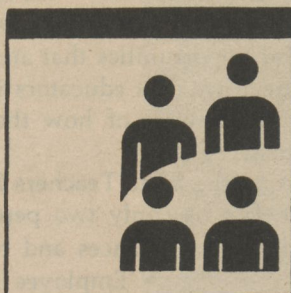
DATE: TBA by instructor

UNITS: 1.0 CEU, EDU 962P

SEQUENCE NUMBER: 68240

FEE: \$36

INSTRUCTOR: Eva Schmidler, MA special education consultant



HOW TEACHERS CAN LEARN FROM PARENTS

— Using parent-teacher conferencing to understand your students better

Parent-teacher relationships are increasingly important in today's schools. This one-day workshop is designed to show you how to gather information from your students' parents that will result in better classroom performance and realistic educational goals for your students.

You will learn how to communicate with the many types of parents you encounter and how to develop positive relationships with them.

Bring a sack lunch

DATE: Saturday, October 23

NUMBER OF MEETINGS: 1

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

FEE: \$36

UNITS: 1.0 CEU, EDU 904

SEQUENCE NUMBER: 68240

LOCATION: California State University Dominguez Hills campus, SC E 157

INSTRUCTOR: Eva Schmidler, MA, special education consultant

PRACTICUM IN PARENT-TEACHER CONFERENCING

Students enrolled in Education 904 may earn an additional one (1) unit of credit by using the techniques in their classrooms over a five-week period and completing a documented paper on the results of each session.

DATE: TBA by instructor

UNITS: 1.0 CEU, EDU 904P

SEQUENCE NUMBER: 68229

FEE: \$36

INSTRUCTOR: Eva Schmidler, MA, special education consultant

CAREER DEVELOPMENT

THE NEW P.E. FOR TEACHERS OF 2- TO 8-YEAR OLDS

—Increase your school's P.E. effectiveness with innovation

Using the sequential development of motor development, you will discover how to increase the effective use of your school's indoor and outdoor play space, learn a variety of skills, songs, dances, games, and the use of equipment. You will also participate in movement experiences and program planning.

Pre-registration required by October 1. After that date, call the Extension Office.

Enrollment limited to 15

DATE: Saturday, October 9

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

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU 932

FEE: \$36

SEQUENCE NUMBER: 792E2

LOCATION: California State University Dominguez Hills campus, ERC A127

INSTRUCTOR: Dennis Estabrook, BA, Extension instructor of Physical Education



RHYTHMS AND DANCE FOR TEACHERS OF 2 TO 8-YEAR OLDS

— Making physical education a physical experience

You will learn the basic principles of music, rhythms and dance. You will also learn how to introduce musical instruments to your pupils, how to inspire creative movement through dramatic imagery and to develop movement themes and make academic learning more enjoyable.

Bring a tape recorder and wear comfortable clothes.

Pre-registration required by October 15. After that date call the Extension office.

Enrollment limited to 15.

DATE: Saturday, October 23

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

NUMBER OF MEETINGS: 1

FEE: \$36

UNITS: 1.0 CEU, EDU 931

SEQUENCE NUMBER: 792P8

LOCATION: California State University Dominguez Hills campus, ERC A127

INSTRUCTOR: Terri Thompson, BA, Extension instructor of Physical Education.

CELEBRATING THE FALL SEASON

—Music, art and activities for your classroom

This hands-on workshop whos's teachers active art projects, related songs, dances and creative activities for the holidays. (Children 8+ accepted if accompanied by an adult for an additional \$3).

Pre-registration required by October 8. After that date call the Extension office.

DATE: Saturday, October 16

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

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU X955.1

FEE: \$36 pre-registration (plus a \$3 materials fee to be paid in class)

SEQUENCE NUMBER: 682E3

LOCATION: California State University Dominguez Hills campus, SBS A 104 and A110

INSTRUCTORS: Penelope Greeven, BA, art consulant, faculty, California State University Dominguez Hills; Cecilia Riddell, MAT, Extension instructor of Musi.

TEACHING GYMNASTICS, TUMBLING AND APPARATUS SKILLS

—A course for teachers of 2-8 year olds

The day will begin with warm-up exercises, move to simple animal stunts and progress to basic gymnastic skills, such as front and back rolls and cartwheels. You will also learn new activities for bars, balance beams, balance boards, ropes, swings and jungle gym. The emphasis will be on safety considerations and correct teaching and spotting, as well as how to organize your program and equipment.

Bring a tape recorder and wear comfortable clothes.

Preregistration required by October 29. After that date call the Extension office.

Enrollment limited to 15

DATE: Saturday, November 6

NUMBER OF MEETINGS: 1

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

FEE: \$36

UNITS: 1.0 CEU, EDU 937

SEQUENCE NUMBER: 682P1

LOCATION: California State University Dominguez Hills campus, GYM A104.

INSTRUCTOR: Terri Thompson, BA, Extension instructor of Physical Education

CAREER DEVELOPMENT

Health Services

YOUR FUTURE IN HEALTH CARE MANAGEMENT

— How to prepare yourself for management positions

This one-day workshop will explore the career opportunities in management that exist in public and private health care facilities. Health care personnel with limited or no management experience will be exposed to the opportunities and options that are available to them.

You will be guided in the preparation of a specific action plan for your future in health care management. You will learn about organizations and publications that can assist your career advancement, as well as the training and skills necessary for employment as a health care manager.

Enrollment is limited to 30 persons.

DATE: Saturday, October 23

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 796H5

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Barry Hunt, MPA, health services program analyst, preventive/public health services, Los Angeles County Department of Health Services

INFORMATION:

213/516-3741



MEDICAL OFFICE MANAGEMENT

— How to keep the doctor's office running smoothly and efficiently



This one-day workshop will focus on the important daily concerns of the nurse, office manager, or medical assistant who has the responsibility for managing the office. A framework will be provided for establishing effective and organizational management strategies and systems in the crucial area of practice operations. Innovative ways to increase efficiency will be demonstrated.

Among the topics to be discussed will be:

- Handling the telephone
- Scheduling appointments
- Keeping medical records
- Handling business and financial records

Role play situations will help you try-out methods discussed.

This workshop is recommended for: Medical assistants, nurses, physician's assistants, medical office personnel

DATE: Saturday, October 16

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

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: 0.6 CEU, HEA 958

SEQUENCE NUMBER: 796H6

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Dianne Jackson, MPH, management consultant



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

PROFESSIONAL AND

Health Services

GENETICS IN OBSTETRICS AND GYNECOLOGY

— A workshop for health professionals

This one-day workshop will update health professionals on the most important recent findings in genetics in the practices of OB-GYN.

Topics to be covered include:

- Sex chromosome anomalies
- Environmentally induced birth defects
- Infertility
- Prenatal diagnosis
- Genetic counseling

You will learn specifically how to identify the etiology of genetic disorders and to identify a chromosomal etiology for some infertile couples. The aim of genetic counseling is to help you understand its place in OB-GYN.

DATE: Section I — Friday, October 1

Section II — Saturday, October 2

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

NUMBER OF MEETINGS: 1 (per section)

FEE: \$45

UNITS: 0.6 CEU, HEA 962

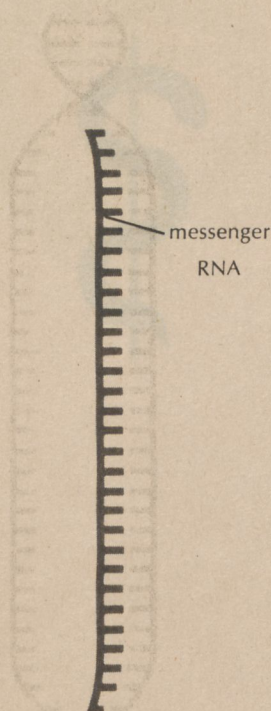
SEQUENCE NUMBER: 79219

LOCATION: California State University Dominguez Hills campus, ERC E127

INSTRUCTOR: Jeffrey Shulkin, MS, director, Genetics Update Service



DNA



GENETIC AND REPRODUCTIVE ENGINEERING

— A one-day seminar for health professionals

This seminar is an exploration of the biological aspects, medical applications and social ramifications of genetic and reproductive engineering.

Areas to be discussed include:

- Medical applications of gene splicing
- Gene transfer
- In-vitro fertilization
- Sperm selection
- Sperm banks
- Overcoming infertility

DATES: Section I — Friday, December 3

Section II — Saturday, December 4

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

NUMBER OF MEETINGS: 1 (per section)

FEE: \$45

UNITS: 0.6 CEU, HEA 961

SEQUENCE NUMBER: 792H9

LOCATION: California State University Dominguez Hills campus, ERC E127

INSTRUCTOR: Jeffrey Shulkin, MS, director, Genetics Update Service.



CAREER DEVELOPMENT

MANAGEMENT SKILLS FOR HEALTH CARE PROFESSIONALS



— *A management perspective on health care systems*

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

The class will provide a management overview of health care systems and organizations. Topics covered will include: making adjustments for changing conditions, such as patient care expectations, medico-legal, financial and technological considerations, personnel, regulatory, political and demographic realities.

Essential leadership skills such as networking, keeping current with developments, financial control, multi-disciplinary teamwork, communication, 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 strategies will include case studies, exercises and student interaction.

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

Bring a sack lunch.

Enrollment is limited to 30 participants.

DATE: Saturday, December 4

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

NUMBER OF MEETINGS: 1

FEE: \$40 (includes materials)

UNITS: 0.7 CEU, HEA 954

SEQUENCE NUMBER: 792H7

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Barry Hunt, MPA, health services program analyst, preventative/public health service, Los Angeles County Department of Health Services.

COMMUNICATION SKILLS FOR NURSES AND OTHER HOSPITAL PERSONNEL



— *Practical, how-to methods for better interaction*

In this one-day workshop you will learn how the dynamics of the communication process can be used to help you function more effectively with your patients and fellow workers. You will explore specific methods for gaining cooperation and promoting harmony with others and how to overcome many common communication obstacles.

Topics to be covered include:

- Ingredients for effective communication
- How to help patients to be more cooperative
- Building harmony among health team members
- Commitment to excellence
- Establishing a personal growth plan

This workshop is recommended for: Nurses, physician's assistants, nurses aides, and other health care professionals.

DATE: Friday, October 29

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

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: 0.8 CEU, HEA 960

SEQUENCE NUMBER: 796H4

LOCATION: California State University Dominguez Hills campus, SBS E216

INSTRUCTOR: Richard Kewer, BA, president, management consultant company.

Approved for BRN credit, provider number 04054; Richard Kewer provider

**INFORMATION:
213/516-3741**

PROFESSIONAL AND

Health Services

SEXUAL WELL-BEING

—*Human sexuality as a transpersonal experience*

This intensive one-day class will help you answer:

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

Sexual Well-Being is a workshop in which a safe space is created for you to confront these issues and others as they relate to your individual experience. You will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audio visual materials, purposeful communication in small groups, and guest speakers. —**Fulfills the guidelines for training in human sexuality as mandated by AB4178 for licensing requirements for psychologists, social workers and marriage and family counselors.**

DATE: Saturday, October 9

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

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, PSY 900

FEE: \$55

SEQUENCE NUMBER: 792H2

LOCATION: California State University Dominguez Hills campus, SC D154

INSTRUCTOR: Gary Yates, MA, family life education coordinator, San Diego State University; author of *Essential Components of Human Relationships*.



TOUCHING: A NEW/OLD THERAPY

—*An ancient healing aid for modern medical personnel*

This three-meeting workshop will explore an alternative method of touch for use by medical personnel in helping others get well. You will learn a series of techniques which are said to direct and focus healing life energies.

The techniques taught in this workshop may be used with patients, friends, colleagues and also on yourself.

The theoretical basis of laying on of hands will be presented.

This course is recommended for: physicians, nurses, chiropractors, physicians assistants, physical therapists, and psychologists.

DATE: Saturdays, October 23-November 13

TIME: 11 a.m.-5:30 p.m.

NUMBER OF MEETINGS: 3

FEE: \$55

UNITS: Non-credit

SEQUENCE NUMBER: 792H1

LOCATION: California State University Dominguez Hills campus, SC D 138

INSTRUCTOR: F. Toby Weiss, PhD, Extension instructor of Health Sciences

PROFESSIONAL AND

Human Resource Development

BECOME A MORE EFFECTIVE SUPERVISOR

— *Human relations is the key*

A good supervisor is able to:

- Increase productivity
- Build teamwork
- Communicate assertively
- Handle conflict
- Delegate authority
- Motivate employees
- Accurately appraise performance
- Manage time

This one-day roundtable will present techniques to help you develop those abilities and more. Practical methods of applying the skills you learn will be presented and you will learn how to perfect your leadership style.

DATE: Friday, November 19

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

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 653B4

LOCATION: California State University Dominguez Hills campus, SBS E216

INSTRUCTOR: Richard Kewer, BA, president management consultant company



WORD PROCESSING SUPERVISION

— *Special skills for a specialized job*

This one-day workshop is for the individual who is going to be supervising word processing or who is already in a supervisory capacity. The role of the word processing supervisor will be discussed in detail with a concise definition and explanation of the unique tasks that this position entails.

- Preparing a word processing departmental budget
- How to write a procedures manual
- Selecting personnel
- Dictation training
- Human relations considerations
- Training operators

DATE: Thursday, November 11

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65320

LOCATION: California State University Dominguez Hills campus, SBS B101

INSTRUCTOR: Reba Davis, word processing consultant

RE-ASSIGNING DISABLED EMPLOYEES

— *Methods for job modification and transfer of skills*

This one-day workshop is for employers, personnel managers, and occupational health nurses. You will be shown how to assess and implement a program of modified work or transference of skills to other appropriate work.

Participants in the workshop will learn to assess remaining physical and mental abilities following injury or illness, analyze duties of the preferred job, determine whether or not modification or transference of skills is necessary, match new job with remaining abilities and compensate for difficult duties with assistive devices.

DATE: Thursday, November 11

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

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 653B6

LOCATION: Rancho Los Amigos Hospital, Model Home for Disabled Homemakers, 7601 E. Imperial Highway, Downey

INSTRUCTION: Edwin Kurata, MS, manager, Pacific Asian Program

CAREER DEVELOPMENT

Human Resource Development

A PERSONALIZED SYSTEM FOR CAREER DEVELOPMENT

— Increase the effectiveness of your career development program

This one-day workshop will show you how to integrate career development throughout your company or organization. The personalized system for career development that will be demonstrated provides a natural environment for employee performance, yet is less costly and more efficient than traditional systems.

- Job descriptions
- Organization charts
- Policy analysis
- Training and development programs
- Performance appraisal programs
- Employee benefit programs
- Recruitment
- Employee orientations

DATE: Saturday, November 13

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

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 653B6

LOCATION: California State University Dominguez Hills campus, SC D 154

INSTRUCTOR: Steven Linder, MS, consultant



PRACTICUM IN LABOR STUDIES

—For union shop stewards

This course is designed to provide union shop stewards and others interested in this function, with the skills necessary to handle their job responsibilities more effectively.

The program will cover:

- The history of unionism
- Labor law
- Economics of collective bargaining
- Functions, organizing and operations of unions
- PERB, NLRB
- Grievance handling
- Arbitration

DATE: Friday, Saturday and Sunday, November 5, 6, 7

NUMBER OF MEETINGS: 3

TIME: Friday-7 p.m.-10:15 p.m.

Saturday-8 a.m.-5 p.m.

Sunday-8 a.m.-3 p.m.

UNITS: 2, LBR X296, degree applicable

FEE: \$50 non-credit/\$72 credit

SEQUENCE NUMBER: 653B6

LOCATION: California State University Dominguez Hills campus, ERC E127

INSTRUCTOR: Laura Terman, MA, Extension instructor Labor Studies

EFFECTIVE BUSINESS WRITING WORKSHOP

—Improve your ability to communicate ideas

This one-day workshop will help you to write more effective business communications: You will learn to express your ideas with precision and clarity. You will learn to choose the appropriate communication strategy for each situation, to avoid generalities, and to write with the human touch. Your letters, memos and reports will be more professional and will have more impact.

DATE: Friday, October 15

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

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 653B8

LOCATION: California State University Dominguez Hills campus, ERC E133

INSTRUCTOR: Mike Guichard, MS, managing editor of integrated logistics support, Northrop Corp.

Note: an 11-meeting course covering these same topics in greater depth will meet Tuesdays evenings beginning September 21. See page 7 for the course description.

PROFESSIONAL AND

Human Resource Development

STRESS AND THE WORKING WOMAN

— *Coping skills to help you survive*

In three hours you will learn a practical approach that explores stress that is unique to women. The "super achiever" syndrome will be discussed and you will learn behavioral techniques that increase energy, reduce stress, help you manage your life and maintain an optimum level of wellness.

- Controlling stress so it doesn't control you
- Keys to less stress
- The five-point plan:
 - ✓ Stress factors ✓ Managing time
 - ✓ Nutrition ✓ Time to be you
 - ✓ Exercise

DATE: Wednesday, October 6

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 653B7

LOCATION: California State University Dominguez Hills campus, Commons, Dominguez Room B

INSTRUCTOR: Eve Cappello, PhD, director, behavioral consultant; author of *Let's Get Growing*



FUNDAMENTALS OF SELLING

— *Proven techniques for sales success*

This one-day interactive workshop is designed to build and strengthen your selling skills with a focus on techniques for developing and maintaining long-term client relationships.

The philosophies and techniques taught in this workshop are being implemented by many successful corporations in selling high technology products and services.

- Principles of a winning sales philosophy
- Human motivation
- The sales process
- Communications, including non-verbal
- Behavior styles
- Sales skills

DATE: Saturday, October 16

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 653B8

LOCATION: California State University Dominguez Hills campus, ERC E133

INSTRUCTOR: Benjamin Clark, district sales manager of a major computer company

SMILE IN THE FACE OF AN ANGRY CUSTOMER

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

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

You will learn concrete strategies 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 video tape of effective customer relations, role playing, and a review of video film episodes:

- The indignant phone call
- Passing the buck
- Lack of support and backup by supervisors

DATE: Wednesday, September 29

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, BUS 908

FEE: \$55

SEQUENCE NUMBER: 65311

LOCATION: California State University Dominguez Hills campus, SBS G122

INSTRUCTOR: Les P. Harold, PhD, associate professor of Psychology, California State College San Bernardino

CAREER DEVELOPMENT

Management

QUALITY CIRCLES AND BEYOND

— *An answer to the productivity challenge*

This seminar encompasses managerial methods used by Japanese industry and the underlying philosophical bases of those methods which directly involve workers in 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 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 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65318

LOCATION: California State University Dominguez Hills campus, SBS G122

INSTRUCTOR: James Dodson, PhD, president of the Delta Institute.



COMPUTERS MADE EASY FOR MANAGERS

— *Gain a better understanding of this essential management tool*

This one-day briefing is for managers who want to become more familiar with computers. It is designed to present the essential aspects of computers that you as a manager need to know in order to manage effectively, using computers.

Topics to be covered in this briefing include:

- Computer hardware, software and data communication systems
- Job profiles for programmers, systems analysts and maintenance personnel
- Programming applications and selection of a data processing consultant

The briefing is presented in language which managers without a technical background in computers can understand.

DATE: Saturday, November 13

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

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 653C8

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTOR: Mike Brinda, Sperry Univac, instructional staff supervisor

SPEED READING FOR MANAGERS

— *Spend less of your busy day reading and remember more of what you read*

The average business executive spends somewhere between two and three hours a day reading job-related material. Reading is no longer a luxury; it is a necessity.

This intensive workshop, conducted over two convenient weekends, will show you how you can learn to read two to three times faster while sharply increasing your comprehension and retention.

The training is practical to help you sharpen your skills as a manager.

DATE: Saturday and Sunday, November 13, 14, 20, 21

TIME: 9 a.m.-noon

NUMBER OF MEETINGS: 4

FEE: \$155

UNITS: Non-credit

SEQUENCE NUMBER: 653C7

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Madelyn Kendall, MA, Institute for Reading Development

PROFESSIONAL AND

Management

MANAGING CULTURAL DIFFERENCES

— *Building bridges through communication*

Managers must increasingly direct the efforts of employees from a diversity of cultures. The key to managing a culturally diverse workpool is effective communication. This one-day workshop will show you methods you can use to gain insight into the kinds of problems that arise from conflict among differing culture patterns of behavior.

- How to become more sensitive to cultural differences.
- How to appreciate the value of cultural differences
- How to become a better cross-cultural communicator

DATE: Wednesday, November 10

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

NUMBER OF MEETINGS: 1

FEE: \$

UNITS: Non-credit

SEQUENCE NUMBER: 653C6

LOCATION: California State University Dominguez Hills campus, SBS G122

INSTRUCTOR: James Dodson, PhD, president The Delta Institute; Keiko Matsuura, MA, consultant



MAKING WORD PROCESSING WORK FOR YOU

— *Buying the equipment, sorting it out, getting it installed, making it efficient*

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

Your will learn:

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

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

DATE: Friday, November 5

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65325

LOCATION: California State University Dominguez Hills campus, SBS D215

INSTRUCTOR: Reba Davis, word processing consultant

SECURITY INTERESTS IN PERSONAL PROPERTY

— *What they are and how they work*

This one-day seminar is for business persons and others who may wish to obtain, operate and enforce security interests in personal property to guarantee financial transactions.

- What a security interest is and why have it

You will also learn how to protect your security interest and how and when to take possession of the collateral property.

A sample financial statement and security agreement will be examined and discussed.

This class is recommended for: Businesspersons, paralegals.

DATE: Saturday, October 30

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

NUMBER OF MEETINGS: 1

FEE: \$25

UNITS: Non-credit

SEQUENCE NUMBER: 653B9

LOCATION: California State University Dominguez Hills campus, SC E153

INSTRUCTOR: Leslie Werlin, JD, attorney at law



CAREER DEVELOPMENT

Operating a Small Business

HOW TO START YOUR OWN BUSINESS



—From the initial idea to profits

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

- Planning • Setting up • Operations

You will learn how to differentiate among investing in a business, speculating on a business and "buying yourself a job."

This one-day session 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 establish a respected — and respectable — credit rating.

DATE: Saturday, December 11

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

NUMBER OF MEETINGS: 1

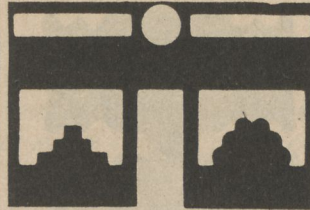
UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65308

LOCATION: California State University Dominguez Hills campus, SC D138

INSTRUCTOR: Ralph Dorff, MPA, directional management consultant



MARKETING FOR A SMALL BUSINESS



— Your company can have a cohesive, workable marketing plan

Every business, no matter what its size, needs a marketing plan that is a continuing, integrated process beginning with the product idea and following through to delivery of the product to customers.

This workshop will cover the essential elements of a marketing program including:

- Forecasting • Organization
- Advertising • Customer relations

DATE: Friday, October 1

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65337

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Ralph Dorff, MPA, instructor, Orange Coast College

Ralph Dorff is author of the soon-to-be-published book "Marketing for the Small Manufacturer" by Prentice-Hall.

HOW TO CREATE A SUCCESSFUL HOME-BASED BUSINESS



— With real personal and financial advantages

A home-based enterprise is the ultimate in flexible opportunity and this practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home-based business.

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Managing yourself and others
- Expanding your options from your home base

If you have the entrepreneurial spirit, creativity, self-motivation and stamina, a home-based business might be just what you need to break out of the 9-5 routine.

DATE: Saturday, November 20

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

NUMBER OF MEETINGS: 1

FEE: \$20

UNITS: Non-credit

SEQUENCE NUMBER: 65336

LOCATION: California State University Dominguez Hills campus, SC D154

INSTRUCTOR: Patricia McNaughton, PhD, lecturer

PROFESSIONAL AND

Operating a Small Business

THE BUSINESS-RELATED LAWSUIT



—A practical approach to dealing with legal problems
This practical one-day workshop will give you the knowledge of what you, as a business person, can do to protect yourself and your enterprise from litigation. You will also learn legal remedies available to you before judgment is entered (saving you time and money) and how the justice system works.

You will get the background you need to make informed decisions when dealing with your attorney and during litigation.

This class will provide helpful information whether you are the plaintiff or defendant in a legal action.

Topics to be covered include:

- Pre-litigation planning
- Where the lawsuit is brought and the ramifications of jurisdiction
- Relief before judgment
- What happens once the lawsuit begins
- What happens when the judgment is entered

DATE: Saturday, October 9

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

NUMBER OF MEETINGS: 1

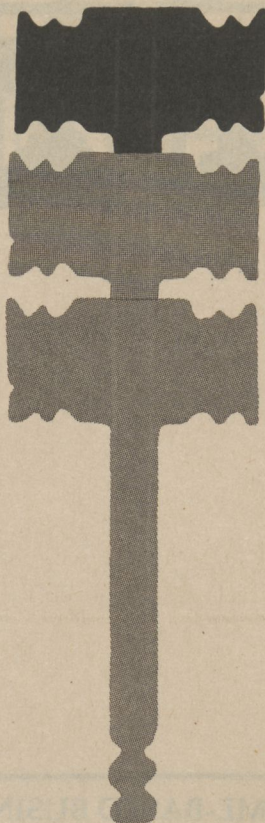
FEE: \$25

UNITS: Non-credit

SEQUENCE NUMBER: 65330

LOCATION: California State University Dominguez Hills campus, SC E153

INSTRUCTOR: Leslie Werlin, JD, attorney at law



SHOULD YOU INCORPORATE?



—Exploring the positive and negative aspects of incorporation

Whether you are now operating a small business, practicing a profession as an individual or considering going into a partnership, you need to look at the option of incorporating. There are many benefits to forming a corporation and this seminar will take you through the options, benefits, disadvantages and other factors you need to take into account.

Among the important aspects of incorporation to be covered in this seminar will be:

- Salary and compensation considerations
- Tax rates and other tax issues
- Benefits and other fringe benefits
- Stock and shareholder loans
- The procedures for incorporating

DATE: Saturday, October 16

TIME: 9 a.m.-noon

NUMBER OF MEETINGS: 1

FEE: \$20

UNITS: Non-credit

SEQUENCE NUMBER: 65327

LOCATION: California State University Dominguez Hills campus, ERC E127

INSTRUCTOR: Thomas L. Severance, JD, CPA, attorney at law

The following classes are co-sponsored by California State University Dominguez Hills Extension with the United States Small Business Administration.

Starting your own business

Should you incorporate?

Marketing for small businesses

The small business lawsuit

Your phone bill

Computer security

How to set up and operate your own seminar

How to set up and operate a home-based business

Security Interests in personal property



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.

CAREER DEVELOPMENT

CREATING AND MARKETING YOUR OWN SEMINAR

—Share your knowledge — at a profit

Earn a second income selling your know-how to others or convey knowledge to clients or prospective customers at free, informative image-enhancing gatherings.

In four hours you will learn the essential ingredients of seminar success, how to market them, scheduling and pricing techniques, the use of audio-visual support, content-designs, and evaluation, and result-yielding followup.

- What four key questions seminar-givers must be able to answer
- Why topic definition and the right title are crucial to success
- What promotional strategies work
- How to give your first seminar with no financial risk

This seminar is limited to 40 participants.

DATE: Wednesday, September 22

TIME: 6-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes workbook)

SEQUENCE NUMBER: 66123

LOCATION: California State University Dominguez Hills campus, SBS E305

INSTRUCTOR: Gordon Burgett, MA, freelance writer and lecturer



COMPUTER SECURITY

— For anyone who designs, supervises
or operates a computer data system



This workshop will cover the security considerations which are vitally important in a time of proliferating computer systems and increasingly complex technology.

Evaluating threats to security, the impact of privacy legislation, security administration, record keeping and disaster planning will also be discussed.

- Physical security
- Software protection
- Guarding assets when a computerized system fails

DATE: Wednesdays, September 29 to October 20

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

NUMBER OF MEETINGS: 4

FEE: \$60

UNITS: Non-credit

SEQUENCE NUMBER: 65324

LOCATION: California State University Dominguez Hills campus, SRT T102*

INSTRUCTOR: John Walter, DSI associate professor of Information Systems, California State University Dominguez Hills

YOUR PHONE BILL: CUT COSTS, RAISE PRODUCTIVITY

— For anyone whose phone bill is
more than \$50 monthly



This one-day workshop will introduce new technologies and tactics for getting the greatest return on the money you pay for your phone service. New services and equipment available from the phone company as well as other resources that can increase your productivity and cut your costs will be discussed by representatives from the communications industry.

This workshop is especially useful for businesses which are heavily oriented toward telephone usage.

DATE: Saturday, October 23

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 653B9

LOCATION: California State University Dominguez Hills campus, SBS E116

INSTRUCTOR: John Walter, DSI, associate professor of Information Systems, California State University Dominguez Hills

* See map, page 51

PROFESSIONAL AND

Operating a Small Business

ANALYZING YOUR ADVERTISING ART

—Learn how to improve the pulling
power of your ads



The visual aspect of your advertising is vital to the success of your ads or brochures. This one-day workshop will show you how to create, select and use art that is right for your purposes.

You will be given an analytical look at YOUR advertising art. Each participant is encouraged to submit a sample of his/her company's advertising. It will be discussed and analyzed during the workshop in terms of its goals and results. By discussing your artwork with the instructor, who is a professional designer, as well as the other workshop participants, you will learn how to achieve a visual image that will make your advertising more appealing and effective.

This seminar is recommended for: small business owners, managers and others who design or work with art for advertising or public relations. It is also recommended for design students.

DATE: Saturday, November 6

TIME: 10 a.m.-3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

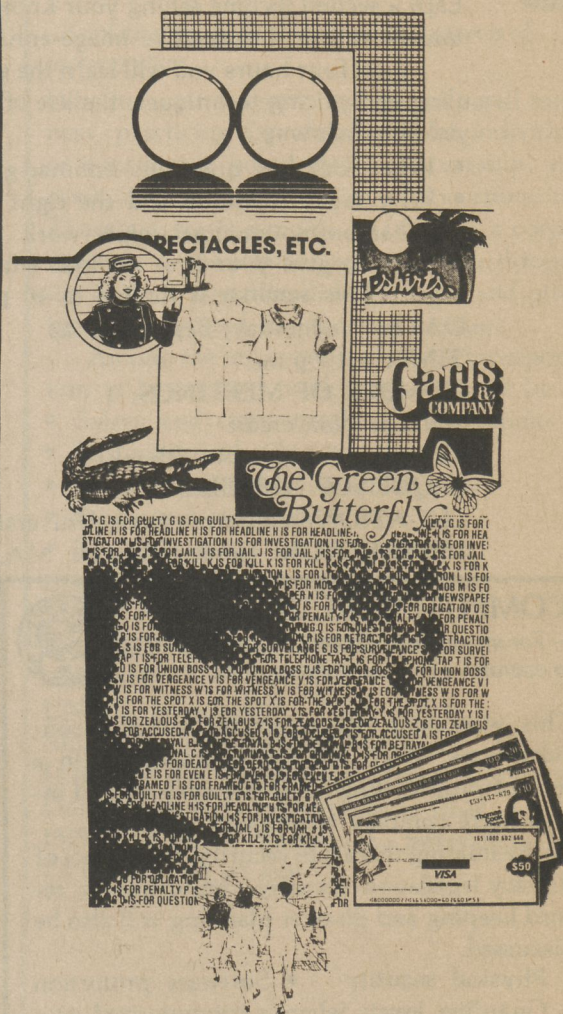
UNITS: Non-credit

SEQUENCE NUMBER: 65334

LOCATION: California State University Dominguez Hills campus, HFA C104

INSTRUCTOR: Bernard Baker, MFA, associate professor of Art, California State University Dominguez Hills, Chairman, Art department

INFORMATION:
213/516-3741



CAREER DEVELOPMENT

Non-profit Management

MARKETING FOR NON-PROFIT ORGANIZATIONS

—Reaching your special audience most effectively

In this one-day workshop, those already in non-profit management and those who would like to enter the field will learn how to apply proven marketing principles to their special circumstances.

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

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

DATE: Saturday, October 9

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 653B5

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Dean Brynildsen, MBA, director of marketing, UCLA Alumni Association

PUBLIC RELATIONS FOR NON-PROFIT ORGANIZATIONS

—Increase your agency's visibility and image

This one-day workshop provides a complete guide on enhancing the visibility and image of any community organization. A step-by-step outline for working with the print and electronic media will be provided.

- The news release — the cornerstone of your public relations program
- Long-range planning
- Symbols, logos, letterhead and business cards
- How to deal with celebrities, politicians, sports personalities

Participants should bring 20 copies of their public relations materials for exchange and critique. Registration includes a follow-up session with the instructor.

DATE: Saturday, October 23

NUMBER OF MEETINGS: 1

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

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65328

LOCATION: California State University Dominguez Hills campus, ERC B130

INSTRUCTOR: Sol Marshall, MS, public relations consultant

FUND RAISING FOR NON-PROFIT ORGANIZATIONS

—Developing successful campaigns that bring in money

Fund raising is a vital function for the non-profit agency because of budget cuts on all levels of government and increasing demands on other traditional funding sources. This one-day workshop will show you what you need to know to ensure successful fund raising.

- Roles of: board members, volunteers, teams, competition, recognition
- Why people give
- Prospect lists
- Personal, telephone and mail solicitations
- Long range programs
- Special events, their planning and execution
- Proposal writing

DATE: Saturday, October 30

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes workbook)

SEQUENCE NUMBER: 653B7

LOCATION: California State University Dominguez Hills campus, SC E137

INSTRUCTOR: Sol Marshall, MS, public relations consultant

PROFESSIONAL AND

Public Administration

MANAGING GOVERNMENT IN HARD TIMES

— A workshop for public servants and private citizens

How to make government effective while holding down costs in a time of drastically reduced revenues is the current challenge facing public administrators and concerned taxpayers.

This one-day workshop will expose elected and appointed officials to methods and techniques they can use to make their government unit more effective despite changing political climates and budgetary crises.

Among the topics to be covered will be:

- Holding down costs
- Using volunteers
- Reduction strategies
- Growing with no money
- The process of cutting back and what to expect
- One specific cutback process

DATE: Saturday, October 2

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

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 65335

LOCATION: California State University Dominguez Hills campus, SC E139

INSTRUCTOR: Roger L. Kemp, PhD, city manager, City of Seaside, California

WHY KEEP IT TO YOURSELF?

You may have valuable insight on complicated issues. Or real experience nobody else has. Or simply opinions that seem to differ from most of what you hear. But you keep it all to yourself.

We're asking you to speak out.

The National Issues Forum is a nationwide, community-based series of open discussions designed to focus grassroots attention on major domestic policy issues.

This year's topics are: Inflation; Jobs & Productivity; Retirement & Social Security. Be part of it.



DOMESTIC POLICY ASSOCIATION

Yes! I'd like to speak out. For detailed information call 213/516-3737.

Or write: National Issues Forum
Division of Extended Education
California State University
Dominguez Hills
Carson, California 90747

Name _____

Address _____

City _____ State _____ ZIP _____

CAREER DEVELOPMENT

Center for Training and Development

THE CENTER FOR TRAINING AND DEVELOPMENT, a unit of California State University Dominguez Hills Division of Extended Education, develops and conducts specialized training programs to meet the specific needs of all types and sizes of organizations, both public and private.

Programs can be developed as one-day workshops, short-courses, seminars, institutes and conferences. They can be conducted at your organization, on the University's campus or at other appropriate or convenient locations. Some of the programs available through The Center for Training and Development include:

Supervision skills
Management Development
for women
Management skills
Business writing

Quality circles
Effective oral presentations
Customer relations
Computer literacy workshops
Stress management

Pre-retirement planning
Developing listening skills
Speed reading comprehension
workshop
Spanish for supervisors

The Center's staff will be pleased to meet with you to discuss your organization's needs.

For a personal consultation, call Paul Davis, at 213/516-3741.

PERSONAL DEVELOPMENT

The Arts

A FESTIVAL OF INTERNATIONAL FILM CLASSICS

—An introduction to some of the world's great films

This course will take you to a different country each week through its cinema. The films of France, Japan, Sweden, Germany, Russia, Italy and the United States will be viewed and the history, cultural influences and aesthetics of each national cinema, as exemplified by the featured films will be discussed.

Films to be screened in this course are:

- Grand Illusion (France)
- Metropolis (Germany)
- Blue Angel (Germany)
- Open City (Italy)
- Roshomon (Japan)
- Alexander Nevsky (Russia)
- Seventh Seal (Sweden)
- Battle of Algiers (Italy)
- Citizen Kane (United States)
- Grapes of Wrath (United States)

Among the renowned film makers represented will be Bergman, Von Sternberg, Rossellini, Kurosawa, Welles, Vidor and others.

DATE: Mondays, October 4-December 6

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 10

FEE: \$30, general public
\$20 CSUDH students

UNITS: Non-credit

SEQUENCE NUMBER: 641T1

LOCATION: California State University
Dominguez Hills campus, HFA A103

INSTRUCTOR: James Ursini, MA, writer-director, author and film educator



INFORMATION:
213/516-3741

DESIGNING WOOD PROJECTS

—For the weekend wood worker

If you enjoy using common shop tools to build wood projects (or would like to try it) this one-day workshop is for you.

This lecture-demonstration will focus on the tasks involved in setting up a project and the execution of drawings to visualize the completed project.

The seminar will be oriented to the skills of the average wood worker and the use of common shop tools. Typical home projects like shelving, cabinets, tables and chairs, beds, couches and children's toys will be discussed.

DATE: Saturday, December 4

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

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 641A1

LOCATION: California State University Dominguez Hills campus, HFA C104

INSTRUCTOR: Bernard Baker, MFA, associate professor of Art California State University Dominguez Hills, Art department chairman.

INFORMATION:

213/516-3741

CALLIGRAPHY

— An introductory hands-on workshop

In this workshop you will learn a basic calligraphic style which you can use for your everyday needs including Christmas cards, greeting cards, stationery and business cards, documents and awards. You will also learn how to prepare your work for printing.

A materials kit will be provided (fee to be paid in class) along with a syllabus containing notes on calligraphic methods, helpful hints for applying calligraphy to your needs and several calligraphic letter guides. There will be ample time for you to become familiar with the tools and beginning calligraphic lettering.

This five-hour seminar will include both demonstration and practice.

This workshop is recommended for those who want to use calligraphy for either personal or professional purposes.

DATE: Saturday, October 2

TIME: 10 a.m.-3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$20 (plus a \$15 material fee to be paid in class for calligraphy kit: right-handed calligraphic pens, pen holder, paper)

UNITS: Non-credit

SEQUENCE NUMBER: 641A2

LOCATION: California State University Dominguez Hills campus, HFA C104

INSTRUCTOR: Bernard Baker, MFA, associate professor of Art, California State University Dominguez Hills, Art department chairman

PERSONAL DEVELOPMENT

Conservatory of Music, Dance and Drama

THE CALIFORNIA State University Dominguez Hills Conservatory of Music, Dance, and Drama provides a variety of artistic experiences for children and adults.

Each program offered by the Conservatory provides individualized personal attention.



Private Music Lessons

\$75 fee/Ten 30-minute lessons

Music Recital on Sunday December 19, 1 p.m.

Lesson times to be arranged with instructor.

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

CONSERVATORY OF MUSIC, DANCE AND DRAMA

Fall 1982

Orff Schulwerk

Music & Movement for Children

\$45 fee/Ten 45-minute classes

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Recital at the last class meeting. Classes held in HFA A-202

dates: Saturdays, October 2-December 11
(holiday November 27)

#930 11:15-noon 3-5 year olds

#931 noon-12:45 p.m. 10-12 year olds



INFORMATION:
213/516-3741

Creative Drama & Acting

\$45 fee/Ten 45-minute classes

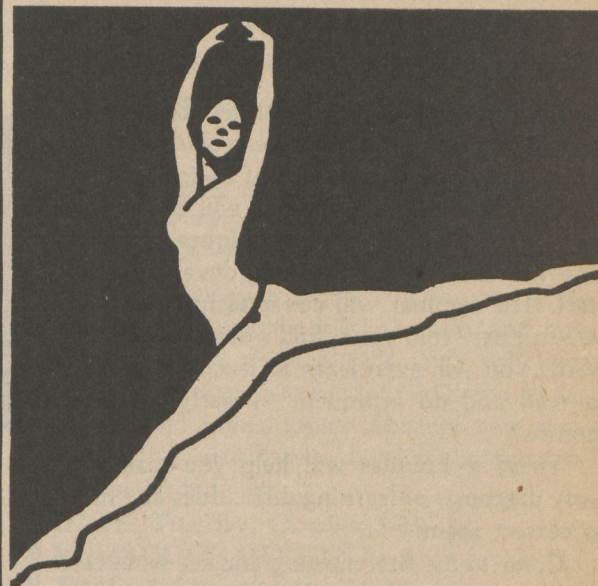
Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities. Recital at the last class meeting. Classes held in HFA A-202.

dates: Saturdays, October 2-December 11
(holiday November 27)

#940 11-11:45 a.m. 6-9 year olds

#941 12-12:45 p.m. 10-12 year olds

#942 1-1:45 p.m. teens & returning students



Ballet

\$45 fee/Ten 45-minute classes

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Recital for both Friday and Saturday classes will be held December 19, 3 p.m. Classes are held in the dance studio of the CSUDH Gymnasium.

dates: Fridays, October 8-December 17
(holiday November 27) or
Saturdays, October 2-December 11
(holiday November 27)

Fridays

#927 4-4:45 p.m.

#928 5-5:45 p.m.

#929 6-6:45 p.m.

Saturdays

#921 9-9:45 a.m.

#922 10-10:45 a.m.

#923 11-11:45 a.m.

#924 12:30-1:15 p.m.

#925 1:30-2:15 p.m.

#926 2:30-3:15 p.m.

3-5 year olds

6-8 year olds

teens & adults, beginning

6-8 year olds

3-5 year olds

9-12 year olds

teens & adults, beginning/grade

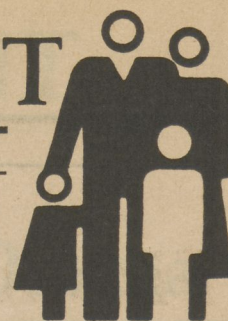
I

teens & adults, grade II

advanced

SEQUENCE NUMBER: 764M1

PERSONAL DEVELOPMENT



Family

TODDLER UNIVERSITY

— Give your child an intellectual head start

Prospective parents, parents of new-borns, and even parents of "old" one-year-olds all want to develop the full potential of their children.

This two-meeting seminar will show you easy, safe, and spectacular techniques that may give your child an outstanding developmental start. The seminar 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 do arithmetic as early as eight months.

These techniques will help you make an early diagnosis of learning difficulties and help to correct them.

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

DATES: Saturdays, October 2 and 9

TIME: 10 a.m. - 1 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 90103

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTOR: William Puett, PhD, lecturer in Philosophy, California State University Dominguez Hills



TODDLER TWO

— Toddler University's "graduate school"

This workshop is open only to parents who have completed Toddler University. The objective is to bring together parents who have used the techniques of the first course and who want to share the learning experiences they gained from Toddler University.

Discussion will center on music, fine art, science and exercise and how appropriate exposure to each can enhance your child's development. You will also begin to understand how a very young child can think in abstract terms and how you can encourage it.

DATE: Saturday, October 2 and 9

TIME: 2-5 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 90102

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTOR: William Puett, PhD, lecturer in Philosophy, California State University Dominguez Hills

HANDLING YOUR OWN DIVORCE

— Legal and emotional aspects of separation and divorce

This two-part one-day workshop will show you how to obtain your own uncontested dissolution for less than \$200. All forms and an easy-to-understand step-by-step procedure will be reviewed. However, those who may need an attorney will find the workshop helpful as well.

The emotional aspects of separation and divorce will also be discussed. Emphasis will be on where to go for help and how to deal with various emotional traumas that normally accompany separation and divorce.

Bring a brown bag lunch

DATE: Saturday, October 16

FEE: \$40

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

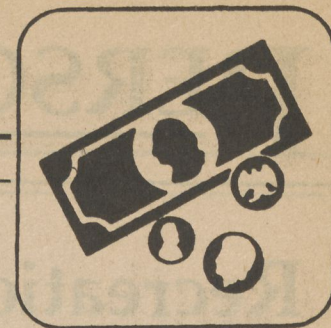
UNITS: Non-credit

NUMBER OF MEETINGS: 1

SEQUENCE NUMBER: 90104

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTORS: Byron I. Pesin, JD, attorney at law, lecturer, California State University Dominguez Hills; Beverly Sandborn, MSW, LCSW; Lorraine Pesin, JD, director, Family Law Center, Legal Aid Society of Santa Monica



Finance/Investments

BASIC PERSONAL TAX PREPARATION



—A course to help you prepare your own taxes

This course deals with the basic elements of taxation typical to the average tax return. Materials were designed by the IRS for the specific needs of new or inexperienced preparers. Emphasis will be on how to prepare individual tax returns and schedules using these IRS forms.

Topics will include:

- Gross income and exclusions
- Exemptions, filing status, filing requirements
- Figuring the tax
- Income tax forms
- Itemized deductions

DATE: Wednesdays, September 29 - December 8

TIME: 7-9:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$100

SEQUENCE NUMBER: 65326

LOCATION: California State University Dominguez Hills campus, SBS E305

INSTRUCTOR: Josef Colman, MS, CPA, auditor, State Board of Equalization



PLANNING YOUR FINANCIAL SUCCESS



— Develop economic self-reliance

Things to do:

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

This three-part course will show you the seven reasons people fail financially and how you can 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 financial attitude.

DATE: Tuesday, October 5-19

NUMBER OF MEETINGS: 3

TIME: 7 - 9 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65321

LOCATION: Off-campus, Hermosa Beach Community Center,

710 Pier Ave., Hermosa Beach

INSTRUCTOR: John L. Grace, BA, account executive; Phillip P. Rogers, registered representative

DO YOU NEED A HOME COMPUTER?

— Learn to make your life easier through electronics

Computers are smaller, lighter, more powerful, less expensive and more accessible than ever and chances are you are thinking about getting one soon. This seminar is for those who are contemplating getting a computer and for those who recently acquired one and want to know what it can do.

You will learn:

- What features are available in the latest micro-computers, including add-ons available after purchase
- How to decide what features you need and want
- How you can use a computer to advantage

A popular typewriter-size computer will be demonstrated.

DATE: Saturday, October 30

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

NUMBER OF MEETINGS: 1

FEE: \$20

UNITS: Non-credit

SEQUENCE NUMBER: 654E4

LOCATION: California State University Dominguez Hills campus, SC D154

INSTRUCTOR: Dan Tompkins, PhD, business consultant

PERSONAL DEVELOPMENT

Recreation

GREAT TRADITIONS OF THE SEA

—A basic sailing and navigation class

This course, open to all with or without sea experience, explores beginning sailing and navigation including the basics of celestial navigation. Traditional knot tying, heavy weather sailing, sailing local waters, right-of-way, types 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 subject discussed. The course 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.

DATES: Section I — Mondays, November 8 - January 17

Section II — Tuesdays, November 9 - January 18

NUMBER OF MEETINGS: 10 (each section)

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

UNITS: 2, PER X124, degree applicable

FEE: \$72 credit, \$50 non-credit

SEQUENCE NUMBER: Credit: 792P7, Non-Credit: 792P8

LOCATION: Yankee Whaler Inn, Berth 75, Ports O'Call Village San Pedro

INSTRUCTOR: Captain Ron Remsburg, MA
Extension instructor of Navigation

SELECTING A CRUISE SHIP

—Getting your moneys worth while having a good time at sea

This one-day seminar will show you what to expect on the cruise you may be contemplating or already booked on. It will cover choosing a cruise line and destination, what is offered in entertainment, price and the like, what clothes to take, how to tip and excursions ashore.

You will also learn how to read cruise brochures to find out what a cruise really offers, understanding "categories," "decks," "inside and outside" and other important aspects of making your decision on cruising.

DATE: Saturday, September 25

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

NUMBER OF MEETINGS: 1

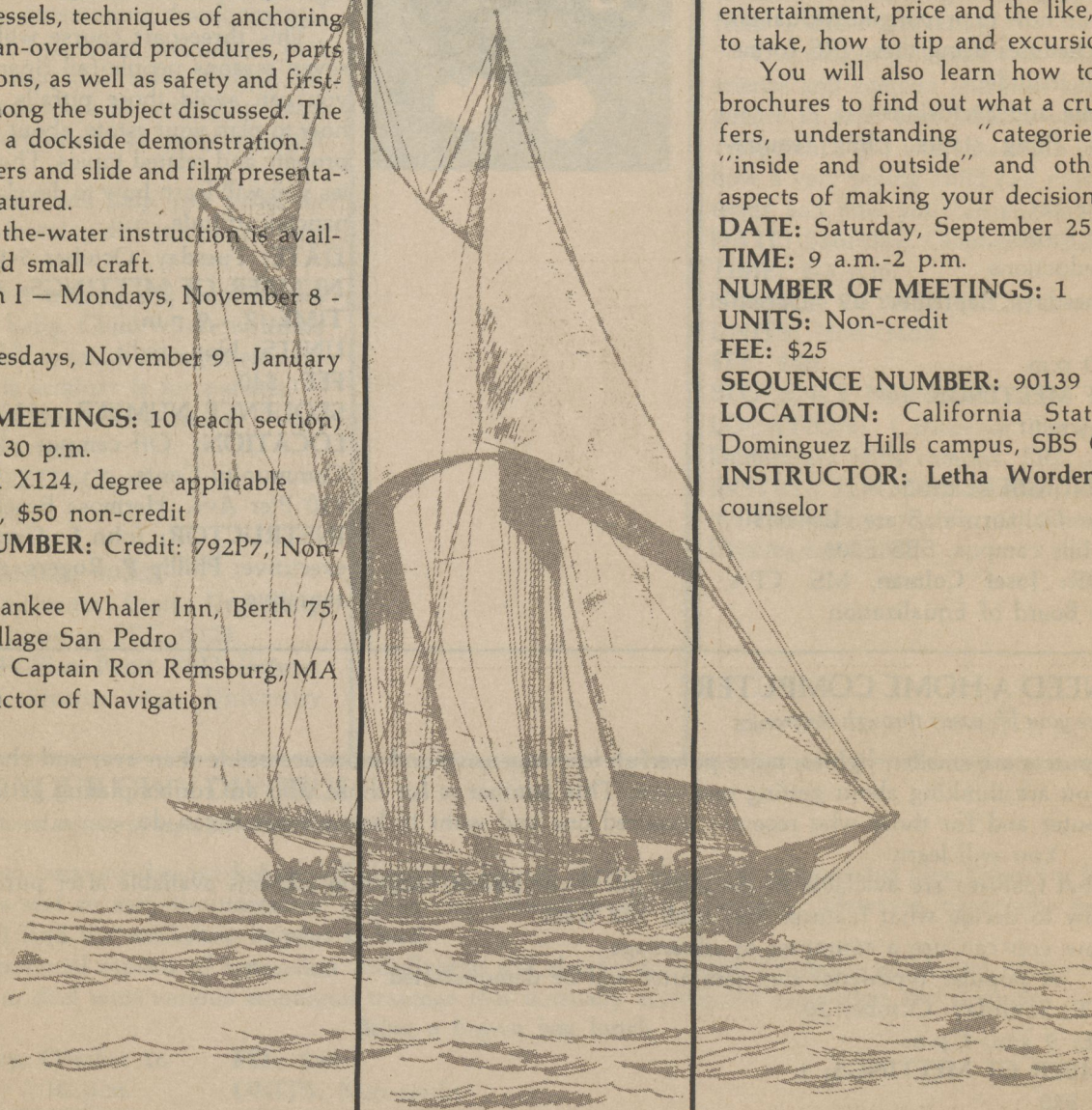
UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 90139

LOCATION: California State University Dominguez Hills campus, SBS G122

INSTRUCTOR: Letha Worden, BA, travel counselor



INFORMATION:
213/516-3741

PACKING IT ALL IN

— *Backpacking as a leisure activity*

This course is designed to let you explore backpacking, a way to see nature up close. The emphasis is on understanding and properly using specialized backpacking equipment 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 lectures and two field trips which will be arranged.

Participants should be in good physical condition as this is a strenuous recreation activity.

DATE: Saturdays, September 25 - October 23

TIME: 9-11 a.m.

NO. MTNGS: 5

UNITS: 1, PER X109, degree applicable

FEE: \$36

SEQUENCE NUMBER: 79210

LOCATION: California State University Dominguez Hills campus, SC D138

INSTRUCTOR: Jim Bales, BA, Extension instructor of Physical Education



BICYCLING FOR HEALTH AND FUN

— *A class to make this healthy recreational activity safer and more fun*

This introduction to bicycling will show you all aspects of this sport and avocation from getting ready for the ride to safety while on the road. You will also learn how to clean, maintain and repair your bike for maximum safety and enjoyment. You will become a safe rider by learning proper signaling techniques and what laws govern bicycling.

Touring and racing will be covered. Each class session will include a bicycle ride to a local point of interest.

DATE: Saturdays, October 2-December 11

TIME: 10 a.m. - noon

NUMBER OF MEETINGS: 10

UNITS: 2, PER X108, degree applicable

FEE: \$50 non-credit/ \$72 credit

SEQUENCE NUMBER: Credit: 796P4, Non-Credit: 796P3

LOCATION: California State University Dominguez Hills campus. Meet in front of the University Public Safety office. Use Tamcliff or East Victoria entrances

INSTRUCTOR: Ellen Jean Brannigan, BS, Extension instructor of Physical Education

STRETCH AND FLEX

— *Develop strength, flexibility and balance*

Stretch and flex will help you bring your body into alignment, develop a new way of walking, standing and exercising and, in general, make you feel better.

The technique activates muscles to improve your posture, increases the flexibility of every joint and lets you find the core center of your body to improve balance.

Through a step-by-step process of increasingly difficult posturing with an efficient yoga-type technique and stretching techniques you will be able to see and feel the difference. You will become more aware of your body.

Stretch and flex is body-mind design that causes your body to work as a monitor that shows you what you communicate to yourself and those around you.

DATE: Wednesday, September 29 - December 1

TIME: 6:30 - 7:45 p.m.

NUMBER OF MEETINGS: 10

UNITS 1, PER X131, degree applicable

FEE: \$36

SEQUENCE NUMBER: 792P2

LOCATION: California State University Dominguez Hills campus, GYM A104

INSTRUCTOR: Jolie Barretta, BA, instructor of Physical Education, California State University Dominguez Hills

PERSONAL DEVELOPMENT

Your Self

LET'S GET GROWING (I)

— A course to help you become more assertive



This dynamic six-week course 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, October 2-November 6

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

NUMBER OF MEETINGS: 6

FEE: \$72 credit/\$50 non-credit

UNITS: 2, PSY X269, degree applicable

SEQUENCE NUMBER: 796P5, non-credit 796P6

LOCATION: California State University Dominguez Hills campus, ERC B130 (course will meet in ERC E133 on October 23 only)

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, author of *Let's Get Growing*

LET'S GET GROWING (II)

— A continuation of social and personal effectiveness



This course is an in-depth exploration of problem-solving and decision-making techniques you can apply to your individual needs.

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

DATE: Saturdays, December 4 and 11

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

NUMBER OF MEETINGS: 2

FEE: \$36

UNITS: 1, PSY X271, degree applicable

SEQUENCE NUMBER: 796P1

LOCATION: California State University Dominguez Hills campus, ERC B130

INSTRUCTOR: Eve Cappello, PhD, Behavioral consultant, author of *Let's Get Growing*

Let's Get Growing is a series of three workshops, each designed to assist you in improving different aspects of your life. The classes do not have to be taken in any particular order and there are no prerequisites for enrollment in any of the three courses.

MANAGING STRESS IN EVERYDAY LIFE

— Counteract the negative effects of stress



This one-day workshop will teach you how to be more efficient at work by introducing you to the techniques of stress management. Stress and its effects, both positive and negative, will be defined and discussed. You will learn skills to counteract the negative effects of stress, allowing you to be more relaxed and focused during the workday.

- What stress is
- How to counteract stress' negative effects
- Relaxation techniques

DATE: Saturday, November 6

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

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 79638

LOCATION: California State University Dominguez Hills campus, Dominguez Room B, Cafeteria/Commons

INSTRUCTOR: Michael Hass, MA, licensed marriage, family and child counselor, management consultant

DEVELOPING A POSITIVE SELF-IMAGE

— Learn to like yourself better

You must think positively about yourself to grow and develop. The lack of a positive self-image (PSI) can negatively affect your behavior in many ways. This course will teach you a new concept in thinking so that you can project the positive person you really are. You will learn to:

- Overcome barriers to positive action
- Transform negative self-images to positive self-images
- Build positive belief system
- Create your own unique life role

This one-day workshop will include lecture, film, classroom exercises/participation and self-evaluation materials.

DATE: Friday, November 19

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 901P8

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Irene Goolsby, MA, Management Consultant

Your Self

DREAMS: YOUR NIGHTTIME COUNSELOR

—Use your dreams to enrich your waking life

Dreams can be a powerful tool for self-awareness and personal growth. This one-day workshop will show you three specific steps to using dreams to advantage.

First, you will learn to remember your dreams. Next, you will learn to understand your dreams. Finally, you will learn how to use your dreams to advantage in your waking hours.

The techniques used in this workshop are simple and effective.

And since dreams come for a reason— to advise, heal, warn, etc. — this workshop will show you how to use the techniques in your everyday life in a concrete way.

DATE: Saturday, October 16

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 796P2

LOCATION: California State University Dominguez Hills campus, Dominguez Room B, Cafeteria Commons

INSTRUCTOR: Dominic Cirincione, MA, licensed marriage, family and child counselor

THE NEAR-DEATH EXPERIENCE

—An inquiry into a thought-provoking and fascinating phenomenon

Near-death experiences (NDEs) are the controversial and often baffling occurrences experienced by many persons who have nearly died. This one-day seminar will discuss this remarkably wide-spread phenomenon and recent scientific findings about it.

Two types of NDEs will be covered. The first is the experience of those who have had near-fatal accidents. The second type is the experience of deathbed patients who somehow recovered.

Phenomena typically associated with NDEs such as euphoric mental states, out-of-body experiences and attitudinal changes will be discussed.

DATE: Saturday, November 6

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

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 796H3

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Bernard Altshuler, MA, extension instructor of Behavioral Sciences

STAGE FRIGHT

—Overcoming performance anxiety, and public speaking phobia

This workshop will help you overcome your fear of speaking or performing in front of a crowd or group.

You will discover the causes of your fears. Specific techniques for controlling them will be demonstrated. You can try them out, however, participation in the exercises will be voluntary; no one will be put under undue performance stress during the workshop.

This workshop is recommended for: businesspersons, students, actors, athletes, musicians, teachers and others who must deal with groups of people.

DATE: Saturday, October 23

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 796P5

LOCATION: California State University Dominguez Hills campus, ERC A121

INSTRUCTOR: Peter Desberg, PhD, professor of education, California State University Dominguez Hills



PERSONAL DEVELOPMENT

Study Skills

AN INTRODUCTORY WORKSHOP IN STATISTICS FOR UNDERGRADUATES

— Overcome your fear of statistics



Regardless of your major, almost all undergraduate students must become competent in the basic statistical computations. You will be required to either pass a course in statistics or deal knowledgeably with statistical concepts.

Regardless of your prior experience in mathematics, this one-day workshop will teach you to perform the basic statistical computations you will need. You will also learn the terminology and definitions of many useful statistical concepts. The workshop will be practical rather than theoretical, giving you the confidence you need to deal with the statistical problems you encounter.

You will become familiar with the concepts of central tendency, variability and simple hypothesis testing for precise and accurate analysis and learn to perform them without anxiety.

DATE: Saturday, October 2

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

NUMBER OF MEETINGS: 1

FEE: \$25

UNITS: Non-credit

SEQUENCE NUMBER: 68222

LOCATION: California State University Dominguez Hills campus, SC D154

INSTRUCTOR: George Marcoulides, MA, lecturer in Behavioral Science, California State University Dominguez Hills



SPEED READING AND COMPREHENSION WORKSHOP

— Learn to read faster and comprehend more

You will learn how to sharply increase your comprehension while doubling—and even tripling—your reading speed with most material. The techniques taught in this class are appropriate to all kinds of reading material including academic or business and technical journals. Through a combination of lecture and demonstration, with much individual attention from the instructor, you will increase your reading speed, comprehension and move to increasingly difficult material.

You will be able to measure your own progress during the workshop through a Nelson Denney pre- and post-test.

The workshop will be conducted by instructors from the Institute of Reading Development (IRD), which specializes in speed reading and comprehension programs for college students and professionals.

DOUBLE WEEKEND WORKSHOPS

DATES: Section I

October 9, 10 and 16, 17

Section II

October 16, 17 and 23, 24

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

NUMBER OF MEETINGS: 4 (each session)

SEQUENCE NUMBER: Section I—901C2

Section II—901C3

FEE: \$155

LOCATION: California State University Dominguez Hills campus

Section I—SC E157, Section II—ERC G149

SIX-WEEK WORKSHOP

DATE: Tuesdays, October 12-November 16

TIME: 3:30 p.m.-6:30 p.m.

NUMBER OF MEETINGS: 6

FEE: \$155

UNITS: Non-credit

SEQUENCE NUMBER: 901C4

LOCATION: California State University Dominguez Hills campus, SBS B231

INFORMATION:

213/516-3741

Test Prep Workshops

NTE (NATIONAL TEACHERS EXAMINATION) REVIEW

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

Bring a sack lunch

DATE: Saturday, September 24 (for the November 13 exam)

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 68273

LOCATION: California State University Dominguez Hills campus, SC E143

INSTRUCTOR: Idell Holburt, MEd, Academic Advisement programs, University of California, Los Angeles

CCP (CERTIFICATE IN COMPUTER PROGRAMMING) REVIEW

This five-session workshop will cover topics from the Certificate in Computer Programming exam, including data and file organization, principles and techniques of programming, interaction with hardware and software, and associated techniques.

It will also cover the specialization sections of the examination, business programming, scientific programming and systems programming.

DATE: Saturdays, October 30, November 6-27

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

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$85

SEQUENCE NUMBER: 65296

LOCATION: California State University Dominguez Hills campus, SC E 139

INSTRUCTOR: John Walter, DST associate professor Information Systems, CSUDH

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This review prepares 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.

Session I for October 23 exam

DATE: Saturdays, October 2,9,16

NUMBER OF MEETINGS: 3

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

UNITS: Non-credit

FEE \$95 (includes materials)

SEQUENCE NUMBER: 68275

LOCATION: CSUDH campus, ERC A135

GRE (GRADUATE RECORD EXAM) REVIEW

This five-session class assists students in the GRE by familiarizing them with each subject area, giving them insight into the types of questions, and offering timed practice. The program is 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 also be covered.

Session I for December 11 exam

DATE: Saturdays, October 30, November 6,13,20, December 4

NUMBER OF MEETINGS: 5

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

UNITS: Non-credit

FEE: \$95 (includes materials)

SEQUENCE NUMBER: 68276

LOCATION: CSUDH campus, ERC A135

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis in this class 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.

Session I for November 6 exam.

DATE: Saturday, October 16, 23, 30

NUMBER OF MEETINGS: 3

TIME: 1-4:30 p.m.

UNITS: Non-credit

SEQUENCE NUMBER: 68274

LOCATION: CSUDH campus, SC D138

Session II for December 4 exam

DATE: Saturdays, November 5, 13, 20

NUMBER OF MEETINGS: 3

TIME: 1-4:30 p.m.

UNITS: Non-credit

FEE: \$55 (includes materials)

SEQUENCE NUMBER: 68275

LOCATION: CSUDH campus, ERC A135

CERTIFICATE PROGRAMS

Alcoholism Counseling

The Program

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

Who Should Attend

The program is designed for individuals who desire to work in the field of alcoholism counseling. Additionally, individuals who work in any of the helping professions will find the program useful in preparing them for broader responsibilities.

Entrance requirements

Applicants must have completed at least two years of college and have at least two years work experience in a health or human service agency. Students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience, with the permission of the Program Coordinator.

Applicants must complete an application form and send it to the Extension Office together 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 students will be screened for continuance after they have completed X281.

The Courses

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

Quarter I

HEA X282 Introduction to Counseling Techniques (4 units)

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

HEA X280 Introduction to Alcoholism Counseling (4 units)

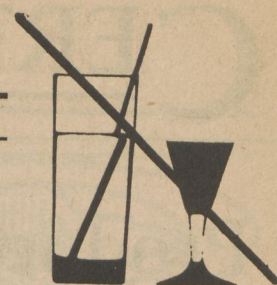
This course is designed to provide basic knowledge of the effects of alcohol abuse, both psychological and physical. The student also acquires an understanding of the counseling relationship and process, and the major tasks and responsibilities of the alcoholism counselor.

Quarter II

HEA X281 Individual Counseling Techniques (4 units)

This course develops an understanding of the psychological factors that lead to alcohol abuse and the implications for treatment. Various types of therapy are discussed and practiced. Ethical concerns, guidelines for assessing clients and determining prognosis and personality dynamics of alcoholics are covered.

INFORMATION:
213/516-3741



Quarter III

HEA X300 Introduction to Group Counseling (4 units)

This course covers specific problems and situations counselors encounter in group sessions. Students learn specific techniques for group counseling through in-class exercises.

HEA X301 Introductory Practicum (2 units)

This course introduces the student to the applied counseling experience. Students become knowledgeable about community resources, learn documentation techniques and gain insight into the roles of the counselor, the public and others in the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

Quarter IV

HEA X283 Dynamics of the Family (4 units)

This course studies the relationship of the family to the alcoholic syndrome. The class is designed to help the student understand himself/herself better and make positive behavioral changes in his or her life. Students also learn to identify and solve specific problems relating to the family of the alcoholic.

HEA X302 Practicum: Family (2 units)

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

Quarter V

HEA X303 Practicum: Individual and Group Counseling (2 Units)

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

The Certificate

Upon satisfactory completion of all eight courses with a minimum 2.5 grade point average, the student will receive a Certificate as recognition of their educational achievement and professional status. This Certificate is widely recognized by alcoholism treatment centers.

The Cost

The fee is \$32 per unit: a four-unit course is \$128.

For information - call Brenda Blow 213/516-3741.

CERTIFICATE PROGRAMS

Production and Inventory Control

The Program

The Certificate Program in Production and Inventory Control consists of four courses designed to give complete basic education in this profession. Experienced professionals who serve as instructors present principles and techniques as they relate to today's manufacturing world.

Who should attend

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

The Courses

The four required courses are each four (4) units. All courses are degree applicable. The courses are to be taken in numerical order as listed below. All courses are offered each quarter and students may begin the cycle at any time of the year. Minimum enrollment per course is 10 students. Courses are offered at off-campus sites in the evenings at several locations throughout the metropolitan Los Angeles area. Classes meet from 6:30-10 p.m.

INFORMATION:
213/516-3741

INM X219 Basics of Production and Inventory Control

This course is for individuals with relatively little exposure to formal Production and Inventory Control systems. The student will learn the terminology associated with materials management and obtain a working knowledge of the methods, functions, and systems of production and inventory control.

This course is a prerequisite for INM X220, X221, and X222.

INM X220 Inventory Planning and Control Systems

The student will learn how to apply the major inventory management tools and techniques. Topics include financial implications, forecasting, fundamentals of inventory management, materials control and purchasing, master scheduling, material requirements planning, inventory management as a system.

Fall, 1982 Schedule

Course	Evening	Location	Instructor
INM X219	Monday	McDonnell Douglas/Torrance	Girard
INM X219	Tuesday	Burroughs Corp. Corp./Pasadena	Prather
INM X219	Thursday	Hughes Helicopters Culver City	Rao
INM X220	Monday	McDonnell Douglas Torrance	Erian
INM X220	Monday	Xerox Medical Systems Pasadena	Fisher
INM X221	Thursday	Mc Donnell Douglas Torrance	Farr
INM X221	Tuesday	Bell and Howell Pasadena	Petersen
INM X222	Thursday	McDonnell Douglas Torrance	Motwane
INM X222	Thursday	Burroughs Corp. Pasadena	Saviano



INM X221 Production Planning and Control Systems

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

INM X222 Manufacturing Resources Planning

This course will improve the student's ability to participate in the practical aspects of production and inventory management. Through workshop examples and case studies, the course stresses the pros and cons of various techniques and approaches, and highlights potential pitfalls to be avoided. Application of the techniques to both computerized and manual systems is covered. Effective relationships with top management and other departments of the company are stressed.

The Certificate

A certificate is awarded to students who complete all four courses with a minimum 2.5 grade point average, 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 four-unit course is \$144.

For information call the Extension Office 213/516-3741.

Spanish for Public Service

The Program

The Certificate Program in Spanish For Public Service consists of six courses and provides basic writing, reading and speaking skills in Spanish for individuals who deal with native Spanish speakers in the course of their daily work. An additional objective is to increase the participant's understanding of the Hispanic community, thus encouraging improved relationships between employees and the Spanish-speaking publics they serve.

Who Should Attend

The program is useful for anyone who must communicate with those whose native language is Spanish.

The Courses

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. The experiential learning component, which is an internship, reinforces the language skills throughout the program. The six course program requires three quarters to complete and comprises 22 units. All courses are degree applicable.

Quarter I

SPA X105 Spanish for Public Service (4 units)

EXEX212 Bilingual Public Service Internship (2 units)

Quarter II

SPA X202 Commercial Spanish: Business Communication (4 units)

EXE X212 Bilingual Public Service Internship (4 units)

Quarter III

SPA X251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)

EXE X212 Bilingual Public Service Internship (4 units)

Courses are offered during evening hours and on weekends to accommodate student daytime work schedules. New sections begin in the Fall quarter. All courses are degree applicable.

The Certificate

Students completing all courses in the Program with a minimum 2.0 grade point average will receive a Certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons.

The Cost

Fees are \$36 per unit: a 4-unit course is \$144.

For further information contact Dr. Raúl Romero 213/516-3325, or the Extension Office 213/516-3741.



SPECIAL OFFERING

The CSUDH-IRS Tax Institute

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 Extension 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 small business returns.

THE TOPICS

Three important new topic areas will be covered:

- Accelerated Cost Recovery System (ACRS)
- Investment Credit
- Pension Plans: IRA's, Keough's, SEP's and others

Plus, the Institute will discuss new laws and procedures with special emphasis on penalty revisions.

This course is approved by the State Board of Accountancy to confer **eight (8) hours of relicensure credit.**

DATE: Saturday, November 6.

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

NUMBER OF MEETINGS: 1

UNITS: 0.8 CEU, BUS 946

FEE: \$45 (includes materials and luncheon)

LOCATION: California State University Dominguez Hills campus, Playbox Theater.

Schedules A&B (Form 1040)

Department of the Treasury
Internal Revenue Service (10)

Schedule A—Itemized Deductions

(Schedule B is on back)

▶ Attach to Form 1040. ▶ See Instructions for Schedules A and B (Form 1040).

OMB No. 1545-0074

07

Name(s) as shown on Form 1040

Your social security number

Medical and Dental Expenses (Do not include expenses reimbursed or paid by others.) (See page 17 of Instructions.)

- 1 One-half (but not more than \$150) of insurance premiums you paid for medical care. (Be sure to include in line 10 below.) ▶
- 2 Medicine and drugs
- 3 Enter 1% of Form 1040, line 31
- 4 Subtract line 3 from line 2. If line 3 is more than line 2, enter zero
- 5 Balance of insurance premiums for medical care not entered on line 1
- 6 Other medical and dental expenses:
 - a Doctors, dentists, nurses, etc.
 - b Hospitals
 - c Transportation
 - d Other (itemize—include hearing aids, dentures, eyeglasses, etc.) ▶
- 7 Total (add lines 4 through 6d)
- 8 Enter 3% of Form 1040, line 31
- 9 Subtract line 8 from line 7. If line 8 is more than line 7, enter zero

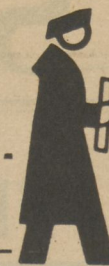
Contributions (See page 19 of Instructions.)

- 21 a Cash contributions (If you gave \$3,000 or more to any one organization, report those contributions on line 21b)
- b Cash contributions totaling \$3,000 or more to any one organization (show to whom you gave and how much you gave) ▶
- 22 Other than cash (see page 19 of Instructions for required statement)
- 23 Carryover from prior years
- 24 Total contributions (add lines 21a through 23). Enter here and on line 36 ▶

Casualty or Theft Loss(es) (You must attach Form 4684 if line 29 is \$1,000 or more. OR if certain other situations apply.) (See page 19 of Instructions.)

- 25 Loss before reimbursement
- 26 Insurance or other reimbursement you received or expect to receive
- 27 Subtract line 26 from line 25. If line 26 is more than line 25, enter zero
- 28 Enter \$100 or amount from line 27, whichever is smaller
- 29 Total casualty or theft loss(es) (subtract

EXTERNAL DEGREES



Administration, Humanities

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 a sequence of course work which is preparatory to the Master of Business Administration or the External Master of Science in Administration at California State University Dominguez Hills. Upon receipt of this certification and completion of the Graduate Management Admission Test (GMAT) with an appropriate score (MBA) only, the student will be eligible for entrance into the MBA or MSA program.

MASTER OF SCIENCE IN ADMINISTRATION

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

A new section of courses will start fall quarter.

MASTER OF ARTS IN THE HUMANITIES

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

The curriculum of the program has 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 curriculum: 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 the 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.

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 can provide concentration reinforcement in a particular area of interest. For information call 213/516-3748.



TELECONFERENCING

California State University Dominguez Hills, in conjunction with the National University Teleconference Network, will inaugurate the new network this fall with an audio teleconference about Teleconferencing for Business.

The program will focus on applications of teleconferencing for business meetings, advantages and disadvantages, meeting techniques, issues in user acceptance, and types of teleconferencing systems.

For more information, call the CSU Dominguez Hills Division of Extended Education at 213/516-3737.

OPEN UNIVERSITY

QUESTION AND ANSWERS ABOUT OPEN UNIVERSITY

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? \$36 a unit (2 units - \$72, 3 units \$108, 4 units - \$144).

WHEN DO I REGISTER:
Classes start September 23 for the Fall quarter. You should attend the first class meeting and pay your fees before October 13.

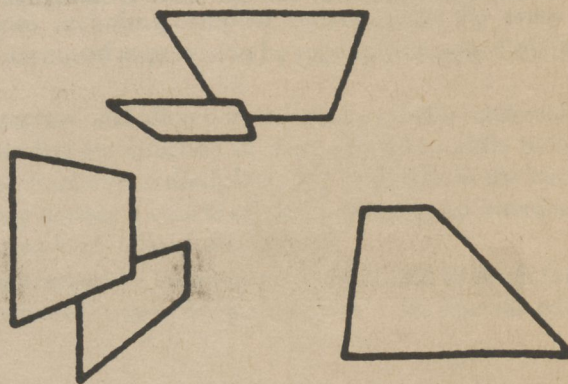
HOW DO I PAY? Through the Extension Office, by check, money order, VISA or MasterCard.

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

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

NOT READY FOR A DEGREE PROGRAM RIGHT NOW?

"Open University" means that you can earn credit which can be applied toward a degree if you wish to apply for admission to the University at some future time. Degree-applicable extension credit will be recorded on your student record for courses that you complete. You may take a course any time — days, evenings, weekends — and you do not have to attend consecutive quarters or carry a specified 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 p.m. Monday through Thursday in the Cashier's Office, SC B145 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 Octo-

ber 13. Classes start September 23 for the 10-week quarter. You should attend the first class meeting and pay your fees before October 13. Enrollment after that date is subject to petition and late fees.

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

How To Register For Open University

1. Fill out the Open University Registration Form. Use the one on page 59, 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 \$36 per unit (\$144 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 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.

INFORMATION:
213/516-3741

CALENDARS

IANVARIUS	Janet XXXI.
FEBRUARIUS	February XXVIII.
MARTIVS	March XXXI.
APRILIS	April XXX.
MAIVS	May XXXI.
IVNIVS	June XXX.

SEPTEMBER

- 17, Friday — Eight ways to supplement your income writing, page 7
- 18, Saturday — Sell your freelance writing, page 7
- 25, Saturday — Make the most of your cruise. page 34
- Backpacking, page 35

OCTOBER

- 1, Friday — Genetics in OB/GYN, page 14
- Marketing for a small business, page 21
- 2, Saturday — How to be a manufacturer's representative, page 6
- Financial planning for educators, Page 9
- Genetics in OB/BYN, page 14
- Managing government in hard times, page 26
- Calligraphy, page 29
- Conservatory of music, dance and drama, page 30
- Toddler university, page 32
- Toddler two, page 32
- Bicycling, page 35
- Let's get growing I, page 36
- Statistics, page 38
- GMAT prep, 39
- 9, Saturday — Motion picture production, page 8
- The new phys ed, page 11
- Sexual well-being, page 12
- The business lawsuit, page 22
- Marketing for non-profit organizations, page 25
- Speed reading, page 38

Academic Calender

- August 13—Extension registration opens
- September 21—Regular CSUDH registration opens
- September 23—10-week courses begin this week
- October 13—Last day to pay fees for Open University and 10-week courses
- November 25, 26, 27, 28 — Thanksgiving holiday break
- December 10—Classes end

- 15, Friday — Management development for women, page 4
- Business writing, page 17
- 22, Friday — Sales for women, page 6
- 23, Saturday — How to get the right job, page 4
- How teachers can learn from parents, page 10
- Rhythms and dance, page 11
- Your future in health care management, page 13
- 29, Friday — Communications skills for health professionals, page 13
- 30, Saturday — Instructional humor, page 10
- Healing touch, page 12
- Security interests in personal property, page 20
- Fundraising for non-profit organizations, page 25
- Do you need a home computer?, page 33
- CCP prep, page 39
- GRE prep, page 39

NOVEMBER

- 5, Friday — Labor studies practicum, page 17
- Word processing, page 20
- 6, Saturday — Gymnastics, page 11
- Advertising art, page 24
- Managing stress, page 36
- Near-death experience, page 37
- 13, Saturday — Role play in the classroom, page 10
- Personalized system for career development, page 17
- Speed reading for managers, page 19
- Computer skills for managers, page 19
- 19, Friday — Become a more effective supervisor, page 16
- 20, Saturday — Home-based business, page 21
- 27, Saturday — Let's get growing, page 36

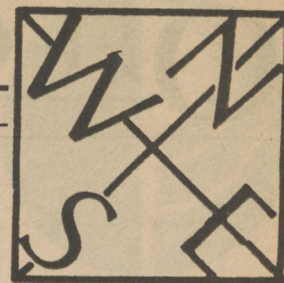
DECEMBER

- 3, Friday — Genetic and reproductive engineering, page 14
- , Saturday — Careers in computers, page 5
- Management skills for health professionals, page 13
- Genetic and reproductive engineering, page 14
- Designing for wood, page 29
- 11, Saturday — Starting your own business, page 21

INFORMATION:

213/516-3741

CAMPUS MAP



GEOGRAPHICAL BUILDING LOCATION

- 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 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 4 EDUCATIONAL RESOURCES CENTER (ERC) EXTENSION OFFICE — ERC C508
- 5 GYMNASIUM (GYM)
- 6 FIELD HOUSE (FHS)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL PLANT
- 12 PLANT OPERATIONS
- 13 CHILD DEVELOPMENT CENTER
- 14 VELODROME
- 15 STUDENT HOUSING
- 16 NATURAL HISTORY PRESERVE
- 17 PORTABLE CONFERENCE FACILITY (SRT)

ALPHABETICAL BUILDING LOCATIONS

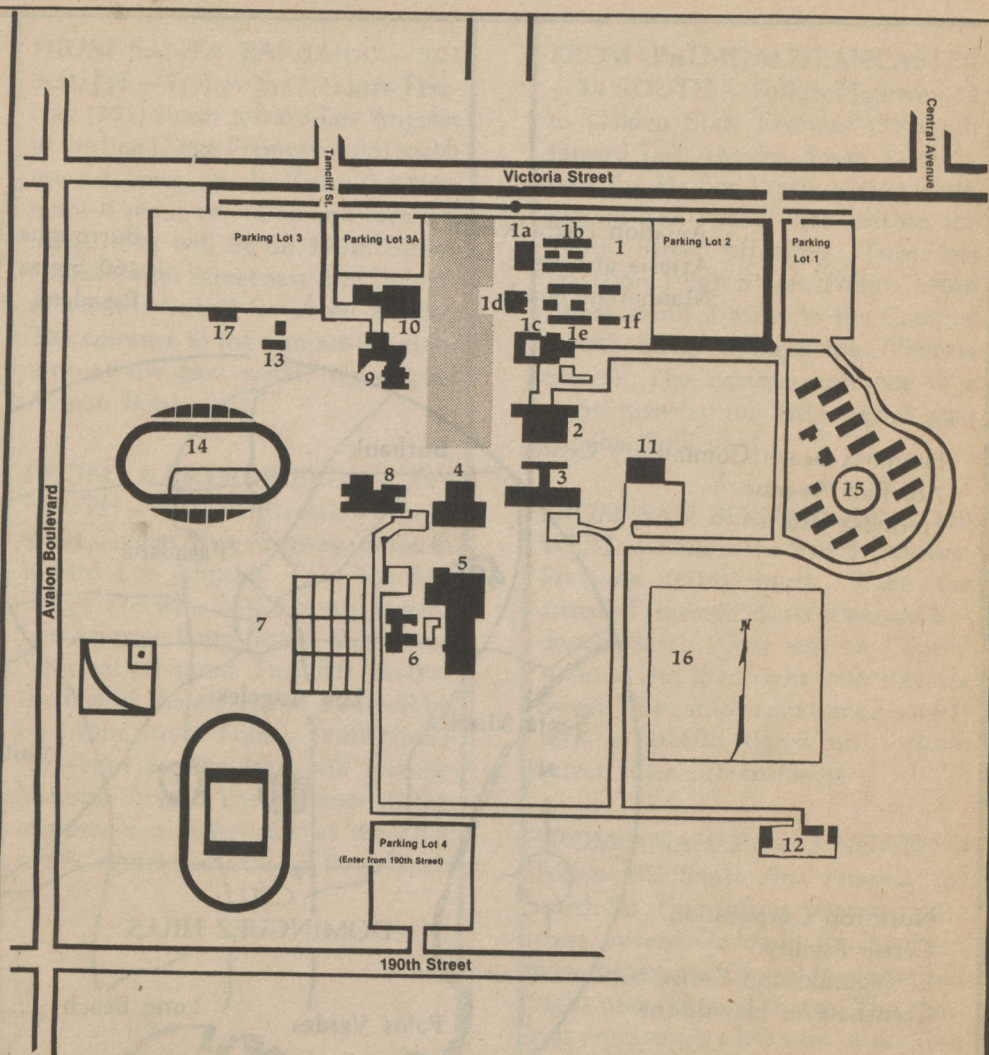
- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)
- 1b INFORMATION AND PUBLIC SAFETY

- 16 NATURAL HISTORY PRESERVE
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)

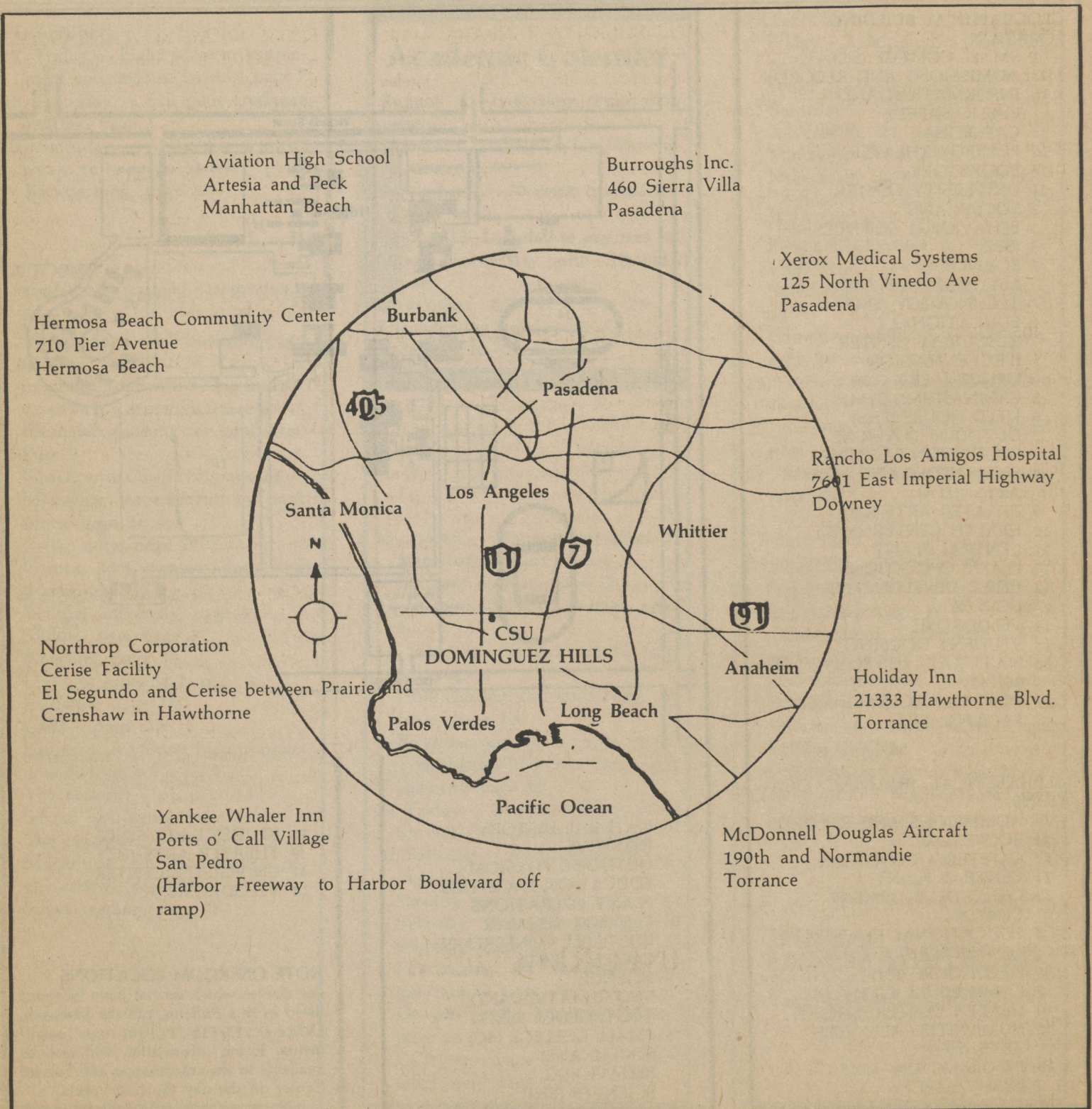
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
- 1f UNIVERSITY CENTER
- 14 VELODROME

NOTE ON ROOM LOCATIONS

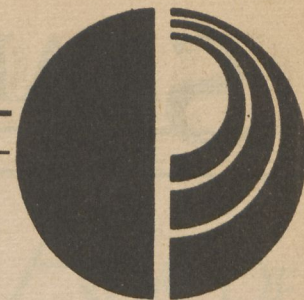
For classes which do not have locations listed in this *Bulletin*, call the Extension Office at 213/516-3741 for room assignments. Room information will also be available in the Information and Service Center on the day the class meets.



OFF CAMPUS MEETING SITES



TO CSUDH



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 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 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.

FROM BAKERSFIELD — 99 SOUTH — Follow Interstate 99 south to the Golden State Freeway (5) south toward Los Angeles. Take the San Diego Freeway (405) south toward Los Angeles/Long Beach. Exit at the Vermont off-ramp. Turn left (east) at the end of the off-ramp. You will be on 190th Street. Follow 190th Street for about 2 miles (this will become Victoria Street). The entrance to the campus is a right turn at the first traffic signal past Avalon Boulevard.

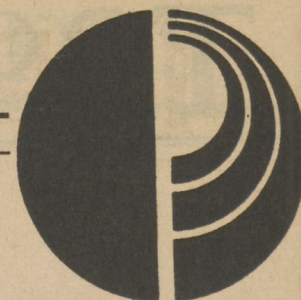
FROM PALMDALE/LANCASTER — 14 SOUTH — Follow Highway 14 to Golden State Freeway (5) south toward Los Angeles. From 5 south, take the Harbor Freeway (11) south toward San Pedro, then exit on the 190th Street off-ramp. Turn left (east) on 190th Street. Follow 190th Street about 2 miles to the Campus (190th Street changes into Victoria Street). The campus entrance is a right turn at the first signal past Avalon Boulevard.

FROM SAN BERNARDINO — 10 WEST — Follow the San Bernardino Freeway (605) south. Take the Artesia Freeway (91) west toward Redondo Beach, then exit on Central Avenue and then right onto Victoria Street. The campus entrance is a left turn at traffic signal on Victoria Street (Tamcliff entrance).

FROM ANAHEIM — 5 NORTH — Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Turn left (south on Central Avenue and right onto Victoria Street. The campus entrance is a left turn at the first traffic signal on Victoria Street (Tamcliff entrance).

INFORMATION:
213/516-3741

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213/516-3741

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GENERAL INFORMATION

CHANGES

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.

ELIGIBILITY

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

STANDARDS

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

EXTENSION FACULTY

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

COURSE CANCELLATION

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

PARKING

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

CREDIT FOR EXTENSION COURSES

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

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 for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.

CREDIT/NON-CREDIT

Degree applicable credit courses offer transferable, elective credit. They are either regular on-campus catalog courses or new courses which have been reviewed by the appropriate academic departments. They offer 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.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.



INFORMATION

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*.

INFORMATION:
213/516-3741

REGISTRATION

Registration procedures and form for course offerings are on page 59. Open University registration procedures are on page 48.

TAX DEDUCTION INFORMATION

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

DISABLED STUDENTS

The California State University 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 there under.

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

REGISTRATION INFO

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, you are assured a place in the class. Registration may, however, be accomplished at the first meeting of most Extension classes unless otherwise indicated. The number of pre-enrolled students may determine whether the class meets.

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. Please leave the mailing label intact.

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

REGISTRATION IN PERSON: Fill out the Extension Registration Form on the next page 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 during the first three weeks from 5-6 p.m. registration will take place in the Cashier's Office (SC B135).

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

STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS

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

REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

- If you withdraw 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 you withdraw after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

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

WITHDRAWAL

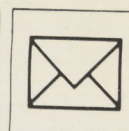
The time of withdrawal is determined by the date by which the Office of Extended Education, California State University Dominguez Hills, receives written notification of your withdrawal.

FEES

Registration fees for Extension credit classes are normally \$36 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.

**INFORMATION:
213/516-3741**

REGISTRATION STEPS



REGISTERING for Extension classes at California State University Dominguez Hills is easy. Follow the three steps below and attend the class of your choice. If you have any questions call the Extension office at 213/516-3741.

1.
SELECT the classes in which you wish to enroll.

2.
FILL OUT the registration form below. All information about the class which you need to include on the form is contained within the course descriptions in this bulletin.

3.
MAIL, BRING THE FORM, OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees made payable to CSUDH. When registering by phone please have your Visa or MasterCard number and expiration date close by and give that information to the Extension staff member with whom you speak.

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension ☐

*Open University ☐
(instructor signature required)

Not applicable to non-credit programs		SEE COURSE DESCRIPTION		Applicable to Open University ONLY
Dept.	Course No. Section No.	Course Title	Units	Sequence Number

Enclosed is \$ _____ in
check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:

____ VISA ____ MasterCard

Card Number Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

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

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

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

Racial Ethnic Data

- 0 ____ 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. _____

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

____ Date ____ Total Fees

☐ Grade ____ Initial

CASHIERS STAMP F82

"For information concerning special services to accommodate a physical, perceptual or learning disability, please contact the Disabled Student Services Office on the campus (Phone 213/516-3660).



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

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U.S. Postage

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Calif. State University
Dominguez Hills

TO:

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

TIME VALUED MATERIAL

OR TO CURRENT OCCUPANT

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