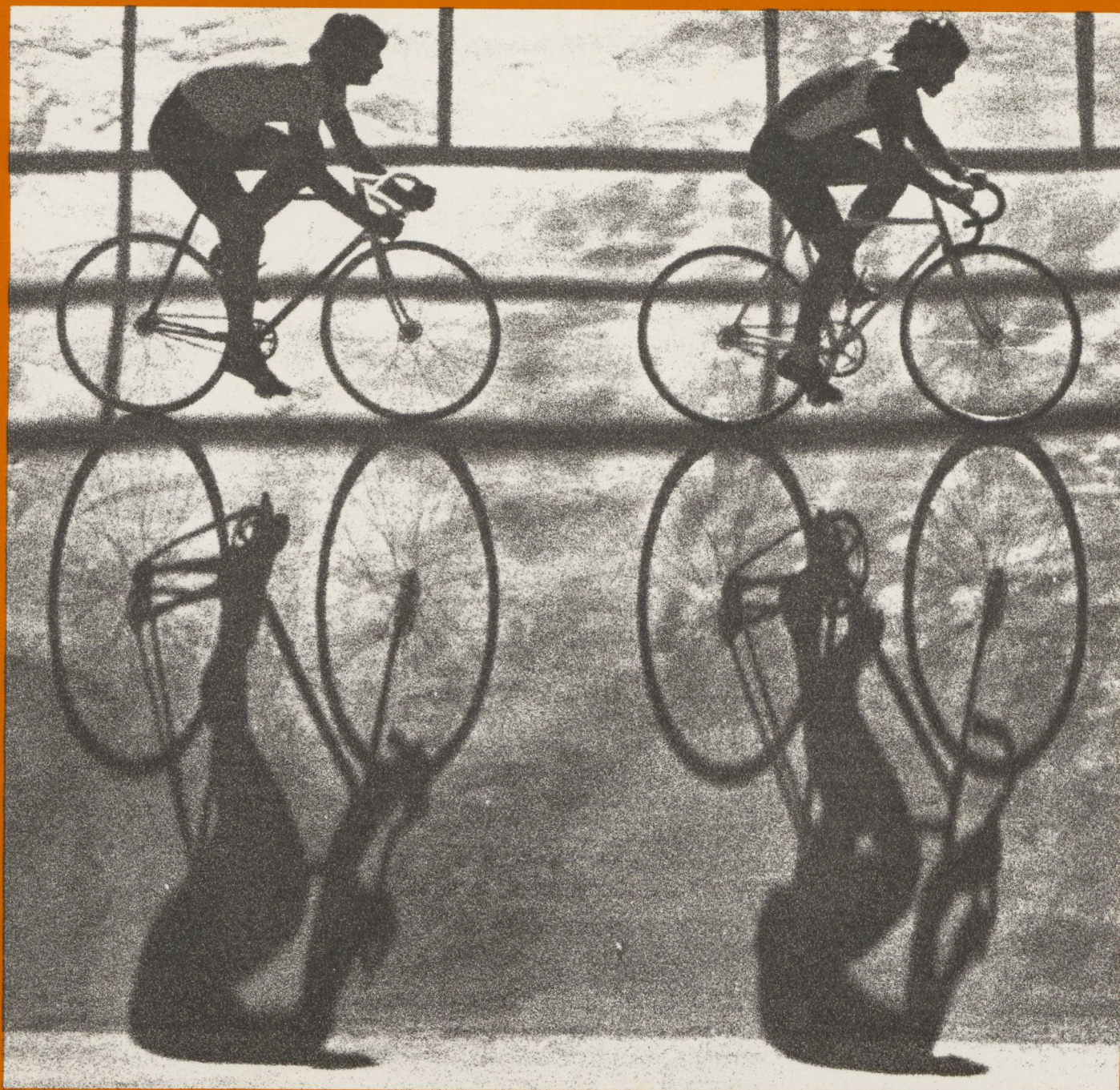


# Extension Bulletin CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

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Many Classes Now in Redondo Beach! See Page 48.  
Fall 1984



**D**ear Reader:

This Fall quarter we begin a new venture in the South Bay with the opening of an extension center at Redondo Beach Community Resource Center (the old Patterson School) between Avenue A and Knob Hill. We will offer university extension courses convenient to the beach cities, Torrance and Palos Verdes. The courses to be offered at this new Redondo Beach site span a wide range of fields, including computers, small business administration, arts and humanities, writing skills, and fitness programs.

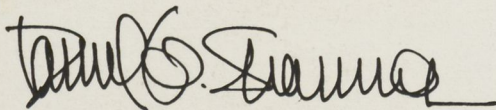
The South Bay extension center will also be equipped to receive classes, via telecommunications, from campus and the country. Through Instructional Television Fixed Service (ITFS), you will be able to participate in selected classes from campus at the Redondo Beach Community Resource Center. Most immediately we will be offering classes in computer science. In addition, you will be able to participate in national interactive video conferences. Through the University's membership in the National University Teleconference Network, a full range of conferences will be offered at the new extension center, both for the professional and the lay person. Videoconference topics are far ranging and include project management for engineers, ethics for health professionals, suicide, anorexia/bulimia, child abuse and neglect, and political campaign management. Each conference is interactive allowing you to discuss the videoconference topic with national experts. If you would like a complete listing of these videoconferences call me at 213/516-3737.

We are excited about the chance to offer our classes and courses off-campus in Redondo Beach and hope that you will join us in the Fall at Knob Hill and Pacific Coast Highway.

Yet another off-campus offering this Fall will be the telecourse "Heritage: Civilization and the Jews." To be seen at prime time on PBS this Fall, this telecourse may also be taken as a credit/non-credit course through CSUDH extension, in cooperation with the Temple Menorah on Camino Real in Redondo Beach.

As you look through the Fall 1984 Bulletin, I am sure that you will be impressed with the scope of our offerings. Despite the diversity, we are always looking for new courses to offer — courses which enrich or better prepare you for career opportunities. If you have any suggestions, we would like to know. Or if you teach and would like to join us either in Carson or Redondo Beach as an extension faculty member, we would like to hear from you. Call Glen Isomoto or myself.

I look forward to seeing you this Fall in a Dominguez Hills university extension class.



Daniel W. Shannon  
Dean, Extended Education



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 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 external graduate degrees. In the Humanities, the Master of Arts degree is offered through independent study correspondence courses. 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.

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

## **FALL ACADEMIC CALENDAR**

<b>August 27</b>	— Extension registration opens	<b>October 17</b>	— Last day to pay fees for Open University and 10-week courses
<b>September 24, 25</b>	— Registration for CSUDH regular on-campus classes	<b>November 22</b>	— Thanksgiving Day
<b>September 27</b>	— On-campus instruction begins	<b>December 8</b>	— Last day of scheduled classes



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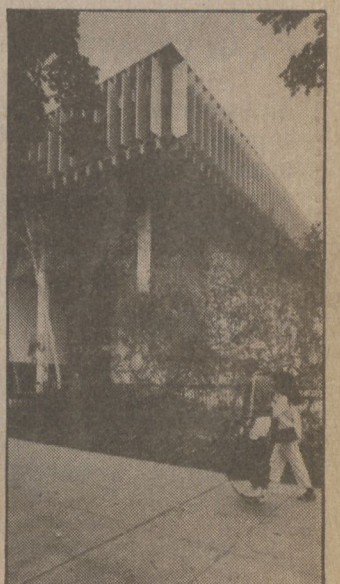
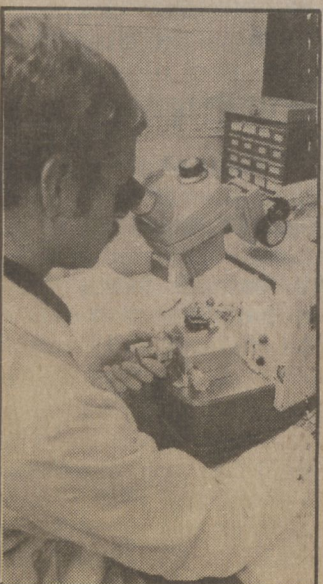
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# GENERAL INFORMATION

## CHANGES

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

## ELIGIBILITY

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

## STANDARDS

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 instruction program.

## EXTENSION FACULTY

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

## 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

Parking permits are required for on-campus classes. They are available from the parking kiosk at the front of the campus for 50 cents per day.

## CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only). Extension credit is not acceptable for units in residence.

## 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.

## COURSE NUMBERING SYSTEM

- 100-109 Lower division courses, degree applicable.
- 200-209 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.

- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension courses granting non-academic credit. For professional development purpose only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

## CONTINUING EDUCATION UNITS

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

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

## EXTENSION GRADING PROCEDURES

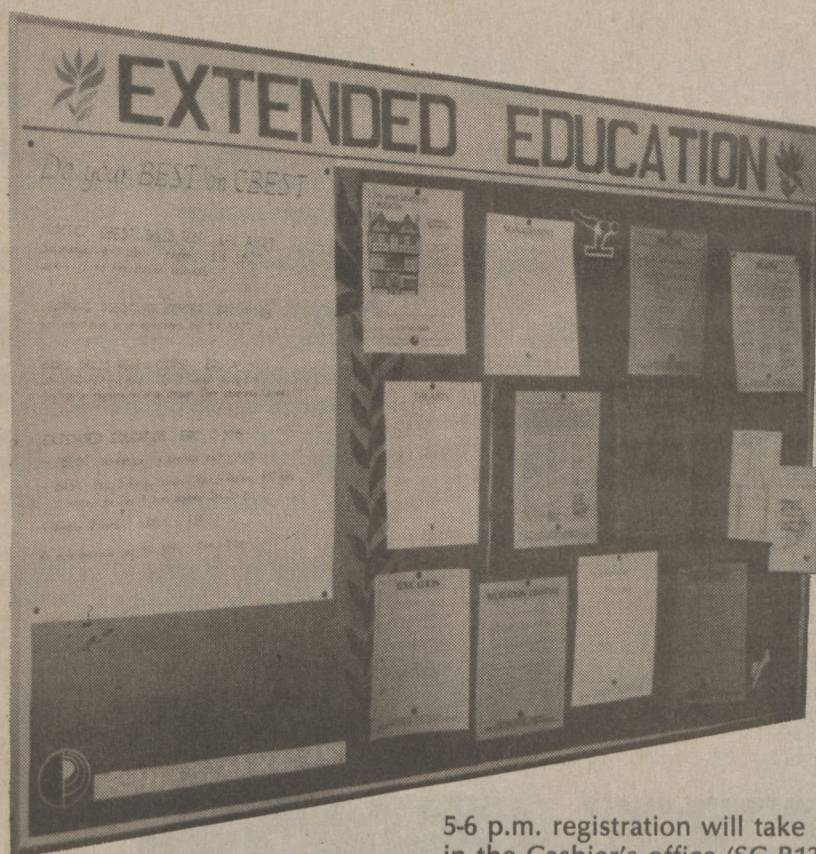
Unless a course is offered for a grade of Credit/No Credit only, all Extension courses are offered for letter grades. However, an undergraduate student in an Extension class offered for letter grade may choose to be graded on the Credit/No Credit basis by informing the instructor in writing at the beginning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

## CLASS LOCATIONS

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



# REGISTRATION



## 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.

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

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

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

## REGISTRATION PROCEDURES

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

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

**FILL OUT** the registration form on the back page.

**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 and give that information to the Extension staff member with whom you speak. Minimum credit card registration is \$30.

**THE EXTENSION OFFICE** is located in ERC C508, Library Building, fifth floor, back corridor.

## STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

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

## WITHDRAWAL

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

## FEES

Registration fees for Extension credit classes are normally \$37.75 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.

## REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

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

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



# GENERAL INFORMATION

General Information — 213/516-3741

## STAFF

### **Dean, Extended Education**

*Daniel W. Shannon*  
213/516-3737

### **Associate Dean**

*Joseph Braun*  
213/516-3737

### **Secretary to Dean**

*Virginia Netti*  
213/516-3737

### **Registrar**

*Jackie McKenzie*  
213/516-3741

### **Coordinator, Marketing and Promotion**

*Carol Lettieri*  
213/516-3998

### **Program Administrator, the Center for Training and Development and Certificate Programs**

*Paul Davis*  
213/516-3741

### **Program Administrator, Extension**

*Glen Isomoto*  
213/516-3741

### **Program Assistant**

*Brenda Blow*  
213/516-3742

### **Program Administrator, Summer Session and Special Sessions**

*Joanne Zitelli*  
213/516-3746

### **Program Assistant**

*Penny Rodgers*  
213/516-3746

### **Coordinator, Master of Science in Administration**

*Charles S.K. Jameson*  
213/516-3741

### **Program Assistant**

*Brenda Blow*

### **Coordinator, Humanities External Degree Programs**

*Donald Lewis*  
213/516-3743

### **Program Assistant**

*Sally Horii*

### **Coordinator, Master of Science in Medical Technology External Degree**

*James Welch*  
213/516-3748

### **Program Assistant**

*Wesley Urton*



## EXTERNAL DEGREES

CSUDH Extended Education offers several External Degrees for individuals who find it inconvenient to attend classes on the main campus. In most cases, classes are scheduled in off-campus satellite locations within the South Bay area served by the university. These classes are designed specifically for use in the evening hours Monday

through Thursday. An exception to this pattern is the Humanities External Degree Program which offers both an undergraduate bachelor's degree and a graduate master's degree in the humanities through correspondence study. (See page 34 for details.)

The Master of Science in Administration is an external degree program which is

especially useful to managers already working in the business world. (See page 12 for details.)

California licensed clinical laboratory technologists and/or registered medical technologists may be particularly interested in the Master of Science in Medical Technology external degree program. (See page 29 for details.)



# BUSINESS

## **SUPERLEARNING® FOR EXECUTIVES, MANAGERS AND BUSINESS PROFESSIONALS**

*— How to use this innovative system in training situations*

Reduce time and cost of training by at least 15-30 percent using the Americanized variation of Dr. Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

The essence of the method is an unusual combination of physical

relaxation, suggestive principles, imagery, synchronized breathing and music to strengthen the trainee's ego and promote wholebrain learning.

Learning has reportedly been speeded up three to 10 times.

This workshop will provide an explanation of each of the 10 components of Superlearning and how to apply them in the training classroom. A sample learning session and specific references to applications in technical and industrial training will be included.

DATE: Saturday, October 20  
TIME: 8:30 a.m. — 12:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$45  
SEQUENCE NUMBER: EXT 153  
LOCATION: CSUDH campus, SCC D154  
INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

## **THE CENTER FOR TRAINING AND DEVELOPMENT —**

develops and conducts individualized training programs to meet the needs of business and industry.

Programs can be developed as one-day workshops, short-courses, seminars, institutes and conferences. They can be conducted in your facility, on the University's campus or at

other appropriate or convenient locations. The content of these training programs is always practical and up-to-date and they are led by highly qualified professionals who understand the needs of working adults.

Some of the programs available through the Center for Training and Development include:

Supervision skills • Management skills • Effective business writing • Production and Inventory Control • Computer workshops

• English for foreign nationals • Pre-retirement planning • Speed reading/comprehension workshops • Spanish for supervisors

The Center's staff will be pleased to discuss your organization's needs. For a personal consultation, call Paul Davis at 213/516-3741.

## **MOTIVATING YOURSELF AND OTHERS**

*— Improve leadership and productivity management*

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

Apply the highly successful Japanese people-oriented technique of Quality Circles to secure the commitment of your work group to productivity improvement. Participants will:

- Learn motivational skills for building leadership
- Learn performance management skills
- Develop communications skills
- Develop creative decision-making and problem solving techniques
- Learn conflict resolution

DATE: Wednesday, October 3  
TIME: 9 a.m.-4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$63  
SEQUENCE NUMBER: EXT. 206  
LOCATION: Redondo Beach Community Resource Center  
INSTRUCTOR: Patricia McNaughton, PhD, management consultant

### **ALSO SEE:**

Alternative Leadership Styles, p. 19  
Computer course listings, p. 14-16  
Diagnosis Of Organizations, p. 19  
Negotiation Strategy for High Technology Managers, p. 9  
Professional Women and the Workplace, p. 19  
The Technical Manager, p. 19



## PRODUCTION AND INVENTORY CONTROL CERTIFICATE

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

### THE PROGRAM

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

### WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and other individuals who work in related areas.

### THE COURSES

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

### THE CERTIFICATE

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

### THE COST

The fee for each four-unit course is \$151.00.

### SCHEDULE/LOCATION

Classes begin the week of September 24. Classes meet from 6:30-10:00 p.m. at the Hughes Learning Center, 540 E. Imperial Avenue, El Segundo. See map page 46.

### INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

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

Topics include:

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

### INM X220 — INVENTORY PLANNING AND CONTROL SYSTEMS

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

Topics include:

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

### INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

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

Topics include:

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

### INM X222 — MANUFACTURING RESOURCES PLANNING

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

### FOR INFORMATION

Call the Extension Office  
213/516-3741.





## **SMALL BUSINESS ADMINISTRATION/ENTREPRENEURSHIP**

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.

### **HOW TO CREATE A SUCCESSFUL HOME BASED BUSINESS**



*— Take advantage of the personal and financial benefits*

If you have entrepreneurial skills and self-motivation, a home based business might be for you. This Small Business Administration

sponsored practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home based business. This course focuses on:

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Expanding your operations from your home base

DATE: Saturday, October 27  
TIME: 9 a.m. - 1 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$35  
SEQUENCE NUMBER: EXT 12  
LOCATION: CSUDH Campus, SC E149  
INSTRUCTOR: Patricia McNaughton, PhD, management consultant

### **HOW TO START, RUN, AND STAY IN BUSINESS**



*— Gain an overview of small business operations*

Discover how to successfully form and operate your own business. This one-day seminar provides the necessary information for how to launch yourself into business. Learn how to select the right kind

of business, and how to finance, insure and promote it.

The workshop will address the following questions:

- What's the best legal form for my business?
- What about recordkeeping and taxes?
- Do I need any licenses or permits?
- How can I get free advertising?

DATE: Saturday, September 29  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$70  
SEQUENCE NUMBER: EXT 207  
LOCATION: CSUDH campus, SC E145  
INSTRUCTOR: Gregory F. Kishel, MBA, and Patricia Gunter Kishel, MBA, consultants, authors of *How to Start, Run and Stay in Business*

### **IMPORT-EXPORT BUSINESS**



*— Examine the fundamentals of international and multinational business*

Learn or review the basic characteristics of the international business environment and how to place your product, service, or company in the international and multinational market. The workshop offers a comprehensive, practical

study of the crucial factors for success in international trade ventures; banking formalities and financing; and insurance, transportation, and packing.

Other topics include:

- Locating sources
- Communicating overseas; contract & agreement considerations
- Key agencies and flow of activities
- Documentation
- Distribution channels

DATE: Saturday, October 20  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 0.7 CEU  
FEE: \$63  
SEQUENCE NUMBER: EXT 208  
LOCATION: Redondo Beach Community Resource Center  
INSTRUCTOR: F. Ronald Bosch, PhD, V.P. & Gen. Mgr. of an import/export company, consultant, lecturer



# BUSINESS

## ADVERTISING PASTE-UP AND PRODUCTION



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

This hands-on workshop deals with the final art stage before printing: preparing the paste-up, mechanical, or camera-ready art. Learn how to assemble your ads, flyers, and mailers for the printer — and save money for your business. Participants are encouraged to

bring samples of their company's current advertising projects. A basic understanding of advertising fundamentals is suggested as a prerequisite.

The workshop will explain how to:

- Fit and order copy and headlines
- Order stats for line shots and halftones
- Specify paper stock, ink, and number of folds
- Put it all together — the mechanics for line work, photos, and color separation

DATE: Friday, November 16 and  
Saturday, November 17

TIME: 11/16 - 1 p.m. - 5 p.m.

11/17 - 9 a.m. - 12 noon

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$56

SEQUENCE NUMBER: EXT 08

LOCATION: CSUDH campus,  
HFA C104

INSTRUCTOR: Bernard W. Baker,  
MFA, associate professor and  
chairman, Art Department,  
CSUDH

## FORECASTING, ADVERTISING, AND SELLING



— *Develop a workable  
marketing plan*

A cohesive, on-going marketing plan is essential to the success of a small manufacturing company. How well you market your product or service will determine how well it sells. Learn, in this one-day seminar, how to construct an

effective marketing plan, from its inception as a product idea to final customer delivery. Discover how to take advantage of specialization, a quality most larger manufacturing firms can't offer.

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

- Research and analysis
- Forecasting
- Advertising and sales
- Customer relations

DATE: Saturday, October 6

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$63

SEQUENCE NUMBER: EXT 09

LOCATION: CSUDH campus,  
SCC D154

INSTRUCTOR: Ralph Dorff, MPA,  
author of *Marketing for the Small  
Manufacturer*

## HOW TO SET UP AND MARKET YOUR OWN SEMINAR



— *Profit from sharing your  
knowledge*

Discover how to transform your knowledge of a particular field into a money-making seminar. This workshop will teach you how to design a successful seminar. Learn how to improve your seminar

content through the use of audio-visual support and program evaluation techniques. Explore the different ways to effectively market your own seminar.

This workshop will also focus upon:

- Scheduling and pricing
- Topic definition and successful title selection
- Effective promotional strategies
- Proposing seminars without financial risk

DATE: Wednesday, October 31

TIME: 6 p.m. - 10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes materials)

SEQUENCE NUMBER: EXT 103

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Gordon Burgett,  
MA, freelance writer and  
lecturer

### ALSO SEE:

Computer course listings, p. 14-16

Small Claims Use & Procedure, p. 42



## **SPEAKING FOR MONEY, MUCH AND OFTEN**

### **— Capitalize on your speaking skills**

Whether your purpose is to entertain, to express humor, or to share your knowledge of a particular subject or a practical skill, you can become successful as a paid speaker. This workshop will show you how to transform your

speaking skills into profitable ventures by giving seminars and speaking engagements.

Participants will learn how to select the best topics and how to find the appropriate clients for their topics. A workbook, filled with guidelines and reference materials, is included. Workshop topics include:

- How to market your skills
- When and what to charge
- Which groups to join
- When to add products that increase your profits

DATE: Friday, October 26

TIME: 6 p.m. - 10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes workbook)

SEQUENCE NUMBER: EXT 209

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Gordon Burgett,  
MA, freelance writer, author  
of *How To Sell 75% Of Your  
Freelance Writing*

---

## **NEGOTIATION STRATEGY FOR HIGH TECHNOLOGY MANAGERS**

### **— Sharpen your bargaining skills**

As a manager, you're often called upon to negotiate — with clients, customers, and employees. Knowing how to handle such encounters smoothly can give you an edge in all of your business

transactions.

Negotiating is an acquired skill which anyone can learn to do effectively. This workshop will teach you to master this practical skill. Discover innovative strategies for bargaining which allow you to get what you want, while still satisfying the other party. Learn simple maneuvers to subtly disarm others while you remain in a powerful stance. As an effective negotiator, your confidence as a manager will also improve.

DATE: Monday, October 1

TIME: 6:30 p.m. - 10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 05

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Dan Tompkins,  
PhD, business consultant

---

## **SALESMANSHIP FOR PEOPLE WHO HATE SELLING**

### **— Overcome your pre-conceived ideas**

Many people are reluctant to consider a career in sales, and, yet, sales offers greater than average financial returns and rewards in peer recognition and work satisfaction. This workshop attempts to counter the negative image of a career in

sales by demonstrating how salesmanship can be an art that helps others and teaches and benefits those who choose it as a career.

Workshop topics include:

- Definitions of salesmanship & ethical evaluations
- Types of sales careers in business & commerce
- Basic principles of salesmanship
- Management views
- Sales in relationship to personal objectives

DATE: Saturday, October 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT. 211

LOCATION: CSUDH campus,  
SCC E153

INSTRUCTOR: Ralph Dorff, MPA,  
directional management  
consultant



# BUSINESS

---

## SALES & NEGOTIATIONS

### — Find your own role

At one time or another almost everyone is involved in some aspect of sales or negotiations. Designed for the novice or the pro, this workshop will investigate both traditional and non-traditional

approaches to sales and negotiations with the goal of helping participants determine the best approach for themselves. The workshop will focus upon:

- The decision-making process
- 10 steps to the successful sales call
- How to make presentations, from opening to close
- Overcoming objections

DATE: Saturday, November 10

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$55

SEQUENCE NUMBER: EXT 210

LOCATION: CSUDH campus, SCC E153

INSTRUCTOR: F. Ronald Bosch, PhD, V.P. & Gen. Mgr. of an import/export company, consultant, lecturer

---

## PERSUASIVE COMMUNICATION

### — Influence management in business

In business we often attempt to influence others who are not under our direct authority. Knowing how to communicate accurately and how to obtain commitments and performance from others can strengthen our influence. This workshop will teach you persuasive communication strategies which can be used to successfully influence others. Analyze the

concept of effective influence and learn how to create a supportive environment. Acquire the skills to mediate disagreements. Refine your listening skills and your understanding of body language signals. You will also learn how to:

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

DATE: Thursday, October 18

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$63

SEQUENCE NUMBER: EXT 18

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Patricia McNaughton, PhD, management consultant

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## FINDING INFORMATION FAST

### — Master this technique

How often do you have to track down a date, locate a set of statistics, verify a fact, or find an important piece of information? Learn the research techniques used by librarians, scholars, and writers. This workshop, designed for business people, professionals, and hobbyists, will teach the methods of finding information fast. Sources of information, such as libraries,

government publications, reference tools, and organizations, will be covered. Participants will have a chance to practice using various reference tools.

Other topics include:

- Arrangement of materials and services in libraries
- Special libraries
- Reference tools for business, statistics & investments
- Biographies and consumer reports
- Computerized sources

DATE: Saturdays, October 13-20

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$54

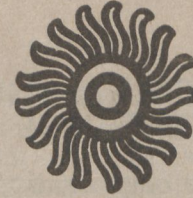
SEQUENCE NUMBER: Ext. 213

LOCATION: CSUDH campus, SBS E216

INSTRUCTOR: Claudia Baldwin, MA, associate librarian, CSUDH



# Beginning Spanish For Your Work Or Profession!



## BEGINNING SPANISH FOR PUBLIC SERVICE

- *Emphasis on spoken, everyday Spanish*
- *Tutoring available*
- *Small group practice sessions*
- *Hispanic culture seminars*

This lively and entertaining class emphasizes *beginning conversational* skills in Spanish. As such, students are provided in class with a maximum number of opportunities to utilize their Spanish-speaking skills as they are developed. Reading and writing

are also stressed. Standard, universal Spanish is taught as well as key regional (Mexican, Central and South American) vocabulary and expressions. This class also includes a field trip to a locale of significant Hispanic cultural interest. Truly an enjoyable course for those seriously wishing to learn more Spanish!

*May be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education.*

Call Dr. Raul Romero at

213/516-3327 or 516-3315 for more information.

DATES: Saturdays,

October 6 - December 15

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

NUMBER OF MEETINGS: 10

UNITS: 4, Spanish X105, degree applicable

FEE: \$151

SEQUENCE NUMBER: Ext. 215

LOCATION: CSUDH campus, SBS A-104

INSTRUCTOR: Ben Pena, PhD, assistant professor, CSUDH

## SPANISH FOR PUBLIC SERVICE CERTIFICATE

### THE PROGRAM

The Certificate Program in Spanish for Public Service consists of six courses and provides basic speaking, reading, and writing skills in Spanish for those 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 public 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 in two Spanish courses per quarter. One of these is a Spanish language and culture class, and the other (SPA 220) is a bilingual internship which reinforces newly acquired Spanish skills throughout the program. Students may utilize their own employment or volunteer activity as an internship for the Certificate Program if it fulfills requirements. Students not presently interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 22 units.

All courses are degree applicable.

#### Quarter I

SPA 105 Spanish for Public Service (4 units)

SPA 220 Bilingual Public Service Internship (2 or 4 units)

#### Quarter II

SPA 202 Commercial Spanish: Business Communication (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

#### Quarter III

SPA 251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

### SCHEDULE AND DATES

The program has both a Fall and a Summer cycle. The Fall cycle offers Saturday classes and runs from September through June. The Summer cycle utilizes an intensive approach to language instruction with classes held weekday evenings. The intensive Summer cycle begins June 1985. Call Dr. Raul Romero, program coordinator, at 213/516-3327 or 516-3315 for more information.

### THE COST

Fees are \$37.75 per unit: a 4-unit course is \$151. For further information, contact the Extension Office at 213/516-3741.



# BUSINESS

## HOW TO CREATE THE ORGANIZED OFFICE

### — Implement organizational techniques

Many of us feel the need for improved organization in our work environments — but we can't quite seem to find the time or don't exactly now how to implement it. This workshop outlines organizational techniques that will insure greater productivity in the office.

Participants will learn how to evaluate office space and implement new systems that save both time and space.

Workshop topics include:

- Creating an organizational plan
- Finding products to save time and space
- Using information resources effectively
- Applying management systems to streamline production and reduce overhead costs

DATE: Thursday, November 1

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 214

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Susan Silver, MA,  
consultant, president, Positively  
Organized

## MASTER OF SCIENCE IN ADMINISTRATION — External Degree Program

The Master of Science in Administration is an off-campus degree program that meets the real needs administrators have for advanced study.

The classes and the degree itself are structured to provide background and theory for students to become better administrators than they already are.

They study alongside fellow

managers and the classwork and discussion take advantage of the practical knowledge students have.

Admission requirements to the Master of Science in Administration include:

- Graduation from an accredited institution of higher education with a bachelor's degree and a minimum 2.5 grade point average in the last 60 semester or 90 quarter units
- Employment in an administrative or managerial position
- Recommendation of the senior supervisor

There is no application fee for the program.

Credit earned in the Master of Science in Administration program is regular California State University, Dominguez Hills resident credit and may be transferable to other institutions.

Fees are \$60 per unit and 45 units are required for the degree.

For information about the Master of Science in Administration, call 213/516-3741.

## CERTIFICATE PROGRAMS

A certificate program at CSUDH is a pattern of courses designed to meet specific curricular needs not already being met by an existing degree program. It is focused on the needs and interests of a definable group of professional or occupational students.

The Production and Inventory Control Certificate provides education to middle

management in the field of production and inventory control. (See page 6 for more details.)

The Certificate in Alcoholism Counseling prepares those already working in health or human service agencies for the very special problems involved in alcoholism counseling. (See page 26 for details.)

The Spanish for Public Service Certificate is useful to anyone

who must regularly use Spanish during the course of his or her daily work. (See page 11 for more details.)

The Certificate in Children's Movement Education, offered for the first time this fall, is designed for individuals working with children between 1 and 12 years of age in pre-school, day care, YMCA, private or elementary school settings. (See page 24 for more details.)



## THE GREAT JUGGLING ACT: BALANCING YOUR PROFESSIONAL AND PERSONAL LIFE

— *Learn how to resolve these conflicts*

Oftentimes it's difficult to meet both the demands of work and the demands of personal relationships. One solution, however, is simply learning how to become better organized — both on the job and at home. This workshop is

designed to help professionals learn how to apply organizational skills to all areas of life.

Participants will receive practical techniques and a workbook including a variety of time-saving resources. Workshop topics include:

- How to identify real organization
- Identifying areas of your life in need of organization
- Where to find time- and money-saving products and services
- Creating a plan of action

DATE: Thursday, October 4

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: Ext. 216

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Susan Silver, MA, consultant, president, Positively Organized

## BURNOUT

— *Overcome this common experience*

Almost everyone has encountered "burnout" — periods of disillusionment when it seems impossible to continue with the task at hand. This workshop will explore the

causes of burnout with the aim of helping participants learn how to recognize its symptoms and overcome its effects.

The workshop will specifically address:

- Occupational burnout
- Special issues concerning women
- Stress-reducing techniques
- Social support systems

DATE: Saturday, November 17

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$54

SEQUENCE NUMBER: EXT 217

LOCATION: CSUDH campus, SCC E157

INSTRUCTOR: Eve Cappello, PhD, director of the ACT Institute, behavioral consultant

## HOW TO BE A WINNER

— *Develop strategies for success*

Success is often dependent upon the attitude we have toward our ability to achieve it. This course will help you to develop the attitude of a winner and

learn how to apply it in any aspect of your life, professional or personal.

Topics include:

- Effective communication
- Presentation for impact
- Increasing confidence
- Controlling anxiety
- Achieving credibility

DATE: Saturdays,

October 13 - October 27

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$54

SEQUENCE NUMBER: EXT. 218

LOCATION: CSUDH campus, SBS D215

INSTRUCTOR: Eve Cappello, PhD, director of the ACT Institute, behavioral consultant

### ALSO SEE:

Certificate in Alcoholism Counseling, p. 26

Computer course listings, p. 14-16

Fundraising for Community Organizations, p. 43

Public Relations for Community Organizations, p. 42

Test Preparation, p. 20-21



# COMPUTERS

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## INTRODUCTION TO MICRO-COMPUTING

— *Hands-on experience in data processing*

Regardless of your age or level of education, this course is for you if you have an interest in computers. Develop a basic understanding of computer programming using the BASIC language. You will learn the computer keyboard and program-

ming. You will become sufficiently familiar with elementary computing terminology to discuss computers and computer resources intelligently with vendors. The course will cover:

- How to write computer programs
- Inputting information and producing results

Each participant will have a terminal to work on and will receive a floppy disc to take home.

DATE: Saturdays,  
October 13-October 27  
TIME: 9 a.m. - 11 a.m.  
NUMBER OF MEETINGS: 3  
UNITS: Non-credit  
FEE: \$60 plus \$5 materials fee  
SEQUENCE NUMBER: EXT 22  
LOCATION: CSUDH campus, SCC D138  
INSTRUCTOR: George Marcoulides, MA, lecturer, CSUDH Behavioral Science Dept.

## ELECTRONIC SPREAD-SHEET WORKSHOP

— *Financial Analysis on Microcomputers*

Learn about Visicalc™ and other spreadsheet programs, software packages designed for use on personal computers at home or at work. With these programs, you can set up worksheets; then test your financial options as the computer erases and recalculates for you. This one-day hands-on computer workshop will introduce you to an

invaluable management tool for financial planning and forecasting.

Electronic spreadsheets can be learned by anyone with or without programming background. Anything you can think of that requires hours of calculating can be completed with an electronic spreadsheet in a matter of minutes. Enrollment is limited, therefore early registration is advised.

Workshop topics include:

- Projections
- Home money management
- Financial analysis
- Business forecast

DATE: Saturdays,  
September 29 - October 6  
TIME: 9 a.m. - 11 a.m.  
NUMBER OF MEETINGS: 2  
UNITS: Non-credit  
FEE: \$40 plus \$5 materials fee  
SEQUENCE NUMBER: EXT 23  
LOCATION: CSUDH campus, SCC D138  
INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department, CSUDH

## INTRODUCTION TO WORD PROCESSING

— *Learn on a micro-computer*

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

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

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

DATE: Saturdays, November 3-  
November 17  
TIME: 9 a.m. - 1 p.m.  
NUMBER OF MEETINGS: 3  
UNITS: Non-credit  
FEE: \$90 plus \$5 materials fee  
SEQUENCE NUMBER: EXT 21  
LOCATION: CSUDH campus, SCC D138  
INSTRUCTOR: Reba Davis, word processing consultant, manager of REP Wordprocessing Services



## **PERSONAL COMPUTER COMMUNICATION**

— *A basic introduction to modems and electronic mail and bulletin boards*

All you need is a simple device called a modem. By attaching a modem to your home computer, you can establish a world-wide communications link. Your computer can thus be used to communicate from home to work or to family and friends. This

workshop will introduce you to electronic mail systems, computer message systems, data base, and home banking systems.

No programming or comprehensive computer knowledge is necessary. Learn how the entire family can more fully enjoy the benefits of a home computer.

Other topics include:

- Types and costs of modems
- Handling telephone costs
- Uploading and downloading information
- Logging-on

DATE: Saturday, November 3  
TIME: 9 a.m. -12:00 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT. 25

LOCATION: CSUDH campus,  
SCC D138

INSTRUCTOR: Edward Averette,  
MA, CSUDH budget analyst and  
media director, ESP  
Communication Services.

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## **HOW TO SUCCEED AS A COMPUTER CONSULTANT**

— *Satisfy a growing demand*

Turn your computer expertise into extra income. This workshop will show you how to become a successful computer consultant. Learn about the different types of clients you may approach and how

to obtain client referrals. Examine the business details of consulting: negotiating fees, computing overhead, handling billing and retainers. Also learn about licensing requirements.

Other topics will include:

- Start-up costs
- Marketing and promotion
- Sample contracts

DATE: Monday, October 1

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 104

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Daniel Tompkins,  
PhD, consultant, author of the  
forthcoming book, *The  
Complete Guide for Computer  
Entrepreneurs*

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## **HOW TO MAKE YOUR COMPUTER WORK FOR YOU**

— *Find a computer solution to your problem*

So you've bought a computer and now you're wondering which of you two is the boss? This workshop shows you how to proceed step by step from your encounter with a problem to its solution via computer. Participants will learn how to apply this procedure to personal, consulting, and business dilemmas. The workshop covers problem-solving

techniques which go beyond elementary computer literacy, but do not involve coding in a computer language. Thus, computer familiarity is recommended, but programming knowledge is not required.

Other topics include:

- How to formalize a nebulous problem
- How to transform this formalization into a design
- How to transform this design into a computer program
- Computer demos and take-home P.C. program
- Discussion of participants' problems & computer solutions

DATE: Wednesday, November 7

TIME: 6:30 pm. - 10 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.3 CEU

FEE: \$35

SEQUENCE NUMBER: EXT. 219

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Sam Pierce, PhD,  
CSUDH lecturer, Computer  
Science Dept.



# COMPUTERS

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## HOW TO MAKE MONEY WITH HOME COMPUTERS

— *Your chance to enter a fast-growing industry*

If you're thinking about buying a home computer, it's time you hear about a fascinating new hobby that might also make you extra cash. Low-cost computers are creating

hundreds of new ways for you to make money in your spare time at home. Take advantage of some of these money-making methods with your home computer. Beginners or microcomputer experts, learn how to use a personal computer to produce articles, books, programs, games, gadgets, arts, crafts, services and computer-made products. Also discover how the computer can help in teaching and consulting services.

DATE: Saturday, September 29  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$56  
SEQUENCE NUMBER: EXT 27  
LOCATION: CSUDH campus, SC D154  
INSTRUCTOR: Dan Tompkins, PhD, business consultant

## INTRODUCTION TO LOGO FOR TEACHERS AND PARENTS

— *Learn the basic commands of this computer language*

Find out exactly what LOGO is, what it can be used for, and how to use it. This workshop will introduce teachers and parents to LOGO

through hands-on experience with the computer language. The class will be a combination of lecture and laboratory sessions.

Participants will be able to:

- Write simple procedures in turtle graphics
- Run the procedures and save them for future use
- Enter a LOGO program and run it correctly on a microcomputer

DATE: Thursday, October 18  
TIME: 6 p.m. - 9 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 0.3 CEU  
FEE: \$30  
SEQUENCE NUMBER: EXT 26  
LOCATION: CSUDH campus, SCC D138  
INSTRUCTOR: Lynn Anderson, MBA, academic computing coordinator

## COMPUTERS IN THE CLASSROOM

— *For teachers at all educational levels*

Computers offer a wide range of instructional possibilities for elementary, secondary, and higher education. In this two-day workshop, learn how the computer

may help you in your classroom. Participants will receive "hands-on" computer practice. No previous computer experience is necessary.

The workshop will cover:

- Various systems, including Apple IIE
- Software for mathematics, science, social studies and English programs

DATE: Saturdays, December 1 - 8  
TIME: 9 a.m. - 2 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: 1 CEU  
FEE: \$70  
SEQUENCE NUMBER: EXT 24  
LOCATION: CSUDH campus, SCC D138  
INSTRUCTOR: Joan Shulman, MA, CSUDH faculty; Candance Ford, MS, CSUDH faculty

### ALSO SEE:

EIES (Electronic Information Exchange System), p. 18-19



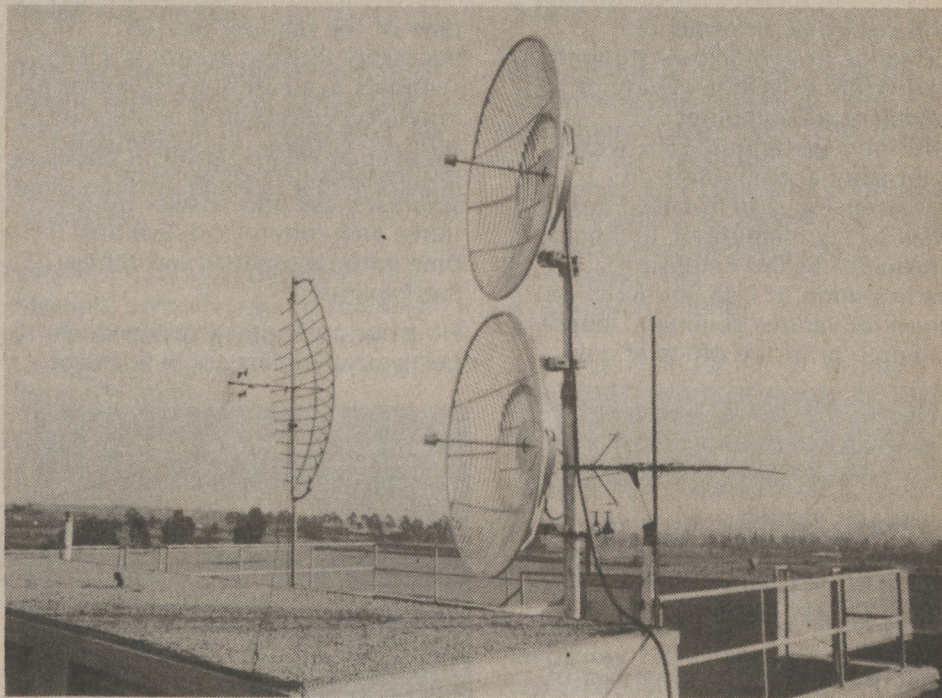
# TELECOMMUNICATIONS

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*Our fantasies about the future have already arrived. Telecommunications — a medium which once existed only in the realm of science fiction — has now become a part of our daily lives.*

*Through the combined use of radio, television, telephone, satellite, and computer, we can now share information in ways that we only dreamed of before.*

*California State University, Dominguez Hills has joined leaders in business, industry, and government in using telecommunications networks to expedite knowledge transfer and decision-making.*



*CSUDH currently participates in three telecommunications networks: the L.A. basin ITFS Network (Instructional Television Fixed Service), NUTN (the National University Teleconference Network), and EIES (the Electronic Information Exchange System). During a time of rising educational costs and declining budgets, these networks offer a cost-efficient method for expanding educational and training opportunities. To receive regular information about our courses through telecommunications, call 516-3741.*

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## ITFS

In-house education and training for business, industry, and government are now possible from Dominguez Hills through the LA basin ITFS Network, a new closed circuit television broadcasting system

available in the South Bay area. This new service will provide an opportunity to use television, with inter-active audio, for in-house education and training, through individualized company-owned installations. For more specifics about how you and your

organization can use this new sophisticated medium, please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3741.

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## NUTN

The National University Teleconference Network (NUTN) is a coalition of sixty-seven universities, nationwide, who have joined together to develop a telecommunications system for higher education. As a member of NUTN, California State University, Dominguez Hills brings to the

campus live programming from universities across the nation, utilizing satellites, television and telephone lines. As the year progresses, NUTN will present teleconferences on topics of political, social, and personal interest. To receive information about future NUTN teleconferences, call 516-3741.



# TELECOMMUNICATIONS/EIES

## EIES

The Electronic Information Exchange System allows students to participate in a wide variety of seminars via computer telecommunications. EIES is an international computerized conferencing system based at the New Jersey Institute of Technology. Through CSUDH Extension's participation in EIES, students can enroll in various seminars, taught at home or in the office at any

During the Fall '84 quarter, CSUDH Extension will offer the following seminars through EIES:

## COMPUTERS

### HUMAN COMMUNICATION VIA COMPUTER

Explore the nature and impact of electronic mail and computerized conferencing systems.

**INSTRUCTORS:** Dr. Murray Turoff, professor of Computer Science and director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Dr. Starr Roxanne Hiltz, professor and chairperson, Department of Sociology, Anthropology, and Social Work, Upsala College, and associate director, Computerized Conferencing and Communications Center at the New Jersey Institute of Technology.

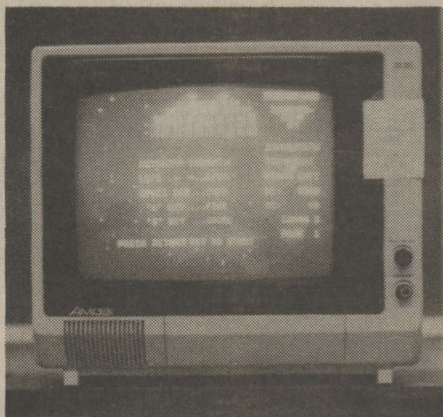
### COMPUTER LITERACY: A GENERAL APPROACH

Designed for general audiences with little or no previous computer experience, this seminar provides an overview of computer capabilities and applications.

**INSTRUCTORS:** Julian M. Scher, PhD, associate professor of Computer Science and associate director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Darnee Phipps, staff instructor in Computer Science for

time of the day. All that is necessary to have access to EIES seminars is a computer terminal or microprocessor and a modem or acoustic coupler. Via computer, participants can join on-line seminars, ask and answer questions, and communicate at any time with instructors and other participants.

No prior computer experience is necessary. On-line training in the



the Center for Pre-College Programs, New Jersey Institute of Technology

### APPLE II MICROCOMPUTERS: BASIC AND DOS

Develop an understanding of Apple software applications through small programming exercises.

**INSTRUCTOR:** Dr. Kevin McDermott, PE, assistant professor of Industrial and Management Engineering, New Jersey Institute of Technology.

### CP/M: AN INTRODUCTION

Learn about CP/M (Control Program for Microcomputers from Digital Research), the most popular operating system for small computers.

**INSTRUCTOR:** James Whitescarver, systems analyst and adjunct faculty at the New Jersey Institute of Technology.

use of EIES will be provided prior to the start of each seminar.

*For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.*

## LOCAL AREA NETWORKS

Gain a basic understanding of local area networks, their application and potential. This seminar is designed for the manager or professional who is concerned with management issues as well as network architectures and vendor offerings.

**INSTRUCTOR:** John D. McKendree, computer scientist, U.S. Defense Communications Agency, and governor on the International Council for Computer Communications.

## PASCAL PROGRAMMING: AN INTRODUCTION

The PASCAL alphabet, predefined symbols and words, user identifiers, BASIC data structures, and operations on data structures will be covered.

**INSTRUCTOR:** Michael Lachowski, systems engineer, Exxon

## TRS-80 MICROCOMPUTERS: BASIC AND DOS

A logical, easy-to-follow beginning and intermediate course in BASIC programming, applicable to most computers but especially geared for TRS-80, PMC-80/81 and LNW microcomputers.

**INSTRUCTOR:** Don Selwyn, BA, technical and training director for the National Institute for Rehabilitation Engineering.



## **BUSINESS MANAGEMENT**

### **ALTERNATIVE LEADERSHIP STYLES**

This seminar focuses on new management styles required in facing critical issues including: increasing productivity, leading a dispersed workforce linked by computers, collective bargaining with limited resources, ethics and industrial justice and affirmative action in a changed political climate.

**INSTRUCTOR:** Miriam Mills, PhD, Public Administration, NIJT faculty, practicing arbitrator

### **DIAGNOSIS OF ORGANIZATIONS**

Living Systems Theory (LST) has given rise to a number of advanced tools for assessing organizations. Areas covered are the strengths and weaknesses of organizations, infrastructural and information processes, key development opportunities, and the cultural myths that empower or limit an organization and the people within it.

**INSTRUCTOR:** Lawrence de Bivort, PhD, political scientist, president, Evolutionary Services Institute

### **THE TECHNICAL MANAGER**

This seminar is a "first person singular" approach to providing the tools that are needed to succeed when managing technical operations and people.

**INSTRUCTOR:** Melvin Silverman, PhD, managing partner of a consulting firm

## **TECHNOLOGICAL FORECASTING**

This course provides an introduction to technological forecasting and is intended for those who are involved in projecting or estimating technological change, either in rate or degree.

**INSTRUCTOR:** Dr. Joseph P. Martino, senior research scientist in the Technology Forecasting Group, University of Dayton Research Institute

## **PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL WOMEN AND THE WORKPLACE**

This course is designed for managers and professionals who desire to examine the impact of changing sex roles on management.

**INSTRUCTOR:** Elaine Kerr, PhD, Research Consultant and Associate Director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology

## **MARKETING AND SALES STRATEGIES**

This course is oriented towards identifying and satisfying customers' needs profitably. It will include the integration of marketing and sales education with applications of economics, statistical sampling, sociology, psychology and information science.

**INSTRUCTOR:** Dr. Sid L. North, consulting and counseling psychologist

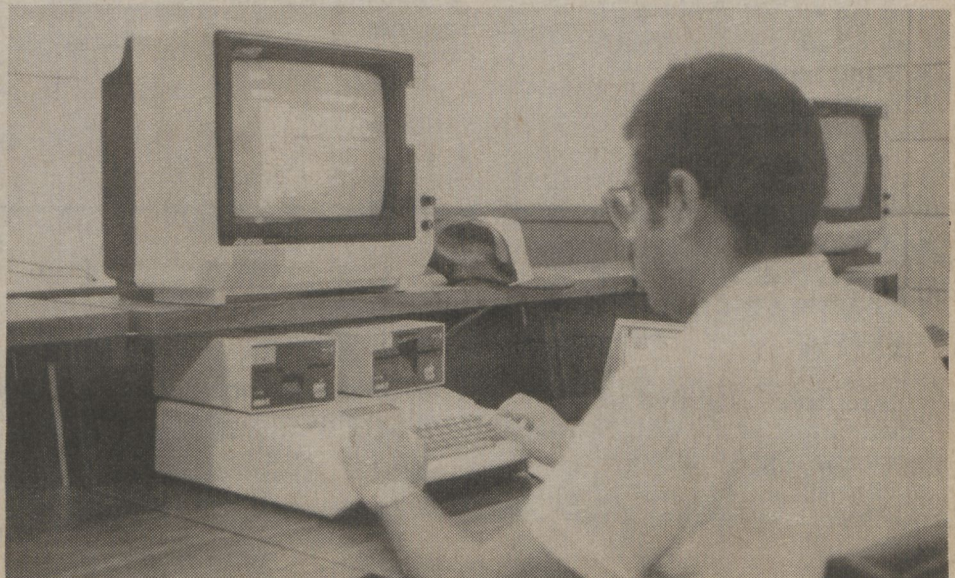
## **ARTS & HUMANITIES**

### **INTERACTIVE VIDEO DISC PRODUCTION**

Experts present tutorials on the following interactive video disc topics: economic justification, adapting A/V materials to the medium, computer-assisted instruction, merging telecommunications and teleconferencing, and other IVD issues.

**INSTRUCTORS:** Michael North and Frank Catanzaro, producers and programmers for Matrix Learning Systems, and IVD group

*For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.*





# TEST PREPARATION

## BOBROW

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

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

**STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.**

### SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

The emphasis is on the math section of the exam, but there will be careful analysis of reading comprehension, sentence

completion, analogies and antonyms.

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

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

#### For November 3 Exam

DATE: Saturdays, October 13 - 27  
TIME: 1 p.m. - 4:30 p.m.

#### For December 1 Exam

DATE: Saturdays, November 3 - 17  
TIME: 1 p.m. - 4:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQUENCE NUMBER: EXT 31

LOCATION: CSUDH campus, SCC E145

INSTRUCTOR: Bobrow Test Preparation Services

### GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Mathematical ability
- Reading comprehension

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

#### For October 20 Exam

DATE: Saturdays, September 29 - October 13

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$115 (includes materials)

SEQUENCE NUMBER: EXT 30

LOCATION: CSUDH campus, SCC E143

INSTRUCTOR: Bobrow Test Preparation Services

### GRE (GRADUATE RECORD EXAMINATION) REVIEW

This test prep is geared to the latest format of the GRE. Special emphasis is given to the mathematical parts of the exam: quantitative comparisons and math ability.

Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

#### For December 8 Exam

DATE: Saturdays, October 27 - December 1

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

NUMBER OF MEETINGS: 6

UNITS: Non-credit

FEE: \$95 (includes materials)

SEQUENCE NUMBER: EXT 251

LOCATION: CSUDH campus, SCC D154

INSTRUCTOR: Bobrow Test Preparation Services



## CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

— *Do your best on the CBEST*

These workshops are designed to assist students and teachers in

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

**For December 15 Exam**  
 DATE: Saturdays, November 17, December 1, 8  
 TIME: 9 a.m. - 3 p.m.  
 NUMBER OF MEETINGS: 3  
 UNITS: Non-credit  
 FEE: \$85 (includes materials)  
 SEQUENCE NUMBER: EXT 28  
 LOCATION: CSUDH campus, SCC E143  
 INSTRUCTOR: Bobrow Test Preparation Services

## MATH REVIEW FOR CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

— *Do your best on the math CBEST*

Review the basic mathematical skills and information that you will

need to pass the math section of the CBEST. This special 20-hour course will concentrate upon basic arithmetic, algebra, geometry, symbols and terminology, and graph reading. Test-taking strategies will also be presented.

**For the December 15 Exam:**  
 DATE: Saturdays, September 29 - December 8 (excluding Nov. 29th)  
 TIME: 1 p.m. - 3 p.m.  
 NUMBER OF MEETINGS: 10  
 UNITS: Non-credit  
 FEE: \$65 plus \$10 materials fee  
 SEQUENCE NUMBER: EXT 28  
 LOCATION: CSUDH campus, HFA A324  
 INSTRUCTOR: Greg Perkins, teacher, Long Beach Unified School District

## READING REVIEW FOR CBEST

— *Do your best on the reading CBEST*

This course presents a formal approach to developing the cognitive skills needed to perform well on the reading section of

the CBEST exam. Test-taking strategies will be presented along with practice exercises for improving inferential comprehension and problem-solving abilities.

**For the December 15 Exam:**  
 DATE: Saturdays, September 29; October 6 - November 10; December 1 - 8  
 TIME: 10 a.m. - 12 noon  
 NUMBER OF MEETINGS: 10  
 UNITS: Non-credit  
 FEE: \$75 plus \$10 materials fee  
 SEQUENCE NUMBER: EXT 155  
 LOCATION: CSUDH campus, HFA, A228  
 INSTRUCTOR: Rina Duron, learning specialist, Learning Assistance Center, CSUDH

## NTE (NATIONAL TEACHERS EXAMINATION) MATHEMATICS SPECIALTY REVIEW

— *Prepare for the NTE in Mathematics*

This course will review mathematical principles to be

tested in the Mathematics - NTE, preparing participants for the exam. Students should have already completed courses in Differential and Integral Calculus.

For further information, contact Eunice Krinsky, CSUDH Department of Mathematics, 213/516-3378.

**For the October 27 Exam:**  
 DATE: Saturdays, September 22, 29; October 13, 20  
 TIME: 9:30 a.m. - 12:00 noon  
 NUMBER OF MEETINGS: 4  
 UNITS: Non-credit  
 FEE: \$50 plus \$15 for textbook  
 SEQUENCE NUMBER: EXT 29  
 LOCATION: CSUDH campus, HFA A223  
 INSTRUCTOR: Eunice Krinsky, associate professor, CSUDH



# EDUCATION

## THE JOY OF LEARNING

— *A workshop for teachers & parents*

Learning doesn't have to mean hours of toil; it can be fun. The purpose of this workshop is to show teachers and parents how to present subject matter to children in such an innovative way that the process doesn't seem like 'learning.' Discover how to use performing arts techniques

and games to build student self-esteem and to teach reading, language, math and science. Find out how to build student responsibility via parent-teacher-student learning contracts.

Other workshop topics include:

- Conflict resolution by post-conventional group participation
- Maintaining good student/teacher relationships
- Getting students to pass the CTBS test

DATE: Wednesday, November 7

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

NUMBER OF MEETINGS: 1

UNITS: 0.3 CEU

FEE: \$30

SEQUENCE NUMBER: EXT 220

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Noel Stone Straeter,  
teacher, Torrance Unified School  
District

## SPEED READING AND COMPREHENSION TRAINING

— *Learn to read faster and comprehend more*

The ability to read quickly and to comprehend what you read is vital to your success in business or in school. This course emphasizes improving your reading speed and comprehension. Measure your own progress during the workshop through a Nelson-Denney pre- and post-test. Instructors are from the Institute of Reading Development

which specializes in speed reading and comprehension programs for college students and professionals.

This course focuses on:

- Individual attention
- Readings of all kinds of materials
- Speed reading academic, business and technical journals

### Four Week Workshop

DATES: Saturdays, October 20 - November 10

TIME: 9:00 a.m. - 1:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

SEQUENCE NUMBER: EXT 222

FEE: \$165

LOCATION: CSUDH campus,  
SC E143

INSTRUCTOR: Institute of Reading  
Development

### Six Week Workshop

DATES: Tuesdays, October 16 - November 20

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

NUMBER OF MEETINGS: 6

FEE: \$165

UNITS: Non-credit

SEQUENCE NUMBER: EXT 222

LOCATION: CSUDH campus,  
SC E145

INSTRUCTOR: Institute of Reading  
Development

## SUPERLEARNING® FOR TEACHERS

— *Use a stress-free accelerated learning system in your classroom*

Learn Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria. Strengthen your ego and promote whole brain learning through an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music.

It has been noted that learning has accelerated by two to ten times with these techniques. You can learn a foreign language in as little as one month and an academic course in one-third to one-half the usual time. This one-day workshop will provide:

- An explanation of the 10 components of Superlearning
- How to apply them in the classroom
- A sample session and specific references to applications in such areas as English literature, art, early childhood and elementary education, sciences and foreign languages

DATE: Friday, October 19

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

NUMBER OF MEETINGS: 1

UNITS: 0.4 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 34

LOCATION: CSUDH campus,  
HFA A324

INSTRUCTOR: Don Lofland, MA,  
instructor, West Valley  
Community College, Santa Cruz



## CELEBRATING THE WINTER SEASON

### — Learn holiday crafts

Teachers — learn songs, arts and crafts and other active art projects for your classroom. This one-day workshop offers hands-on experience in learning creative activities for the Winter holidays.

(For an additional \$3, children 8 + accepted if accompanied by an adult).

Pre-registration is required by November 28. After that date, call the extension office.

DATE: Saturday, December 8

TIME: 9 - 7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1, Education 855.2

FEE: \$37.75 pre-registration fee plus a \$4 materials fee to be paid in class

LOCATION: Redondo Beach

Community Resource Center

SEQUENCE NUMBER: EXT 251

INSTRUCTOR: Penelope Greeven, BA, art consultant and instructor, CSUDH; Kevin Doherty, guest artist

## MULTICULTURAL MUSIC AND ART ACTIVITIES FOR YOUR STUDENTS

### — Enrich your classroom program

This one-day workshop will show teachers how to enrich their classrooms with a variety of creative expression activities. Participants

will learn art, song, dance, and language activities which they can use in their classrooms. Some outside reading will be required.

Registration is also open to a limited number of children eight years and older, accompanied by a parent (extra materials fee).

Some of the cultures included in the workshop are:

- Asian
- African
- Native American

DATE: Saturday, November 17

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

NUMBER OF MEETINGS: 1

UNITS: 1

FEE: \$37.75 (plus a \$4 materials fee)

SEQUENCE NUMBER: EXT 221

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Penelope Greeven, BA, art instructor and consultant, CSUDH; Keven Doherty, guest artist

## SUPERLEARNING® FOR STUDENTS

### — Use the stress-free accelerated learning system in your classes

This one-day program will introduce the American variation of an evolutionary method of accelerated learning now used extensively in Bulgaria and the Soviet Union. Students can reportedly learn a foreign language in one month or complete a

college course in 1/3 to 1/2 the usual time — all by allowing both hemispheres of the brain to function harmoniously during the learning process.

Step-by-step exercises will reduce stress-related learning blocks and use the long-neglected right side of the brain. At the same time, the left side will be used more effectively. The "combined brain power" is many times superior to the usual brain functioning. Often, a child-like wonder and joy of learning is rekindled.

DATE: Saturday, October 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: EXT 91

LOCATION: CSUDH campus, SCC E157

INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz



# EDUCATION

## CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

**The Program:** The Certificate Program in Children's Movement Education consists of a selection of seven, one-unit courses in the area of movement education and physical education for children. The courses cover stages of play, motor skill development, organization and development of physical education programs, dance and rhythms, games, fitness activities, and nutrition.

**Who Should Attend:** This practical series of classes is designed to meet the needs of individuals working with children between 1 and 12 years of age in a pre-school, day care, YMCA, private or elementary school setting.

**The Faculty:** The courses for the Children's Movement Education Certificate are coordinated by Children's Health International under the directorship of Dennis H. Estabrook, physical education specialist and former state chairman of elementary physical education. All faculty are highly trained working professionals in the field of physical education, motor development, and nutrition.

**The Courses:** A total of seven units, four required units and three elective units, are needed to receive the certificate. Students may select from six courses offering "required" credit and seven courses offering "elective" credit. Courses are rotated during the quarters of the school year. Each course offers one Continuing Education Unit, acceptable in most school districts for salary adjustment.

### SCHEDULE FOR THE FALL '84 QUARTER:

#### RHYTHMS & DANCE FOR 2- to 7-YEAR-OLDS

— *Learn how to teach movement*

Spice up your physical education program with some new foot stomping, hand clapping rhythm activities, action songs, and simple dances for children 2 to 7 years of age. Master the basic principles of music, rhythms, and dance. Learn how to introduce and use musical

instruments with your students. This course will help teachers to inspire creative movement through dramatic imagery and creative movement themes.

Participants are asked to:

- Bring a tape recorder
- Wear comfortable clothes
- Wear rubber-soled shoes

*This course will count as a "required" course for the Certificate in Children's Movement Education.*

DATE: Saturday, October 6

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 223

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Terri Thompson, BS, elementary credential, director, Hippety Heart Gym

#### THE NEW PHYSICAL EDUCATION FOR 2- TO 8-YEAR-OLDS

— *Make your school's program more effective*

This workshop will help you to implement a physical education program which is based upon the sequential development of motor abilities in young children. Participants will also discover how to increase the effective use of indoor and outdoor play space

available in schools. The workshop will introduce teachers to new songs, dances, and games. The use of equipment will also be discussed.

Participants will be asked to:

- Participate in movement experiences
  - Discuss program planning
- Wear comfortable and rubber-soled shoes.

*This course counts as a required course for the Certificate in Children's Movement Education.*

DATE: Saturday, November 17

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 227

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Dennis Estabrook, BA, elementary & secondary teaching credential, director, Children's Health International



## NUTRITION IN THE CLASSROOM: NEW IDEAS FOR HEALTHY EATING

— *A workshop for teachers and parents*

Have you ever felt guilty about serving treats like ice cream and cake to your children? This workshop outlines principles of healthy nutrition for children and provides creative menu ideas for daily meals and parties. Learn how

food can affect a child's long-term health, cause allergies, or be implicated in learning disabilities.

Participants will be able to:

- Develop practical & healthful meal solutions
- Take home activities to help educate children about nutrition
- Learn how to motivate children to make more appropriate food selections

*This course counts as an "elective" in the Certificate in Children's Movement Education.*

DATE: Saturday, October 27

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 225

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Lynne O'Brien, MA,  
nutrition consultant, pediatric  
practice

## TEACHING AEROBIC & FITNESS ACTIVITIES FOR 4 - TO 12-YEAR-OLDS

— *Discover how to adapt these activities for children*

Children have special needs when participating in aerobic and fitness activities. This workshop will provide the basic principles for teaching aerobics and fitness activities to children. The workshop will also cover behavioral objectives, motivational materials and techniques, considerations and cautions unique to children, and how to determine resting, target, and recovery heart rates for children.

There will be generous information on support materials, posters, books, records and numerous activities for each age group.

Other topics include:

- Teaching jump rope, jogging & break dance
- Utilizing skill cards
- Choreographing aerobic routines for children
- How to start a fitness or running club

Wear comfortable clothes and rubber-soled shoes.

*This course counts as an "elective" in the Certificate for Children's Movement Education.*

DATE: Saturday, November 3

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 226

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Dennis H.

Estabrook, BA, elementary and secondary teaching credential, director, Children's Health International

## MOVEMENT EDUCATION: ORGANIZATION & ADMINISTRATION

— *A workshop in program development*

Are you planning to start a movement education program at your school or would you like to improve your existing physical education program? This workshop will help you to learn the fundamentals of motor development, set objectives, plan programs and develop lesson plans.

Participants will receive many handouts to be used in teaching. Audio visual resources will also be used. By the end of the day, teachers will have a finished plan to implement in teaching or program development.

Other workshop activities include:

- Learning where program resources are and how to have access to them
- Practicing new teaching techniques that make for more fun & success

*This course counts as a "required" course for the Certificate in Children's Movement Education.*

DATE: Saturday, October 20

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 224

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Dennis Estabrook,  
BA, elementary and secondary  
teaching credential, director,  
Children's Health International

### ALSO SEE:

Computer-Assisted Learning, p. 40  
Computers In The Classroom, p. 16  
Introduction to Logo for Teachers & Parents, p. 16  
Special Topics, p. 42-43  
Test Preparation, p. 20-21



# HEALTH PROFESSIONS

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## CERTIFICATE IN ALCOHOLISM COUNSELING

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### THE PROGRAM

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

### ENTRANCE REQUIREMENTS

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

### LOCATION AND SCHEDULE

Classes are held from 6:30 - 10:00 p.m. week nights at Hughes Learning Center, 540 E. Imperial Avenue, El Segundo. See map, page 46.

### THE COST

The fee is \$37.75 per unit: a four-unit course is \$151.00.

### THE COURSES

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

### QUARTER I

#### HEA X282 INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

This course introduces the skills and technique 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.

#### HEA X296 DRUGS AND THE DRUG CULTURE (4 units)

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

### QUARTER III

#### HEA X300 INTRODUCTION TO GROUP COUNSELING (4 units)

This course covers specific problems and situation 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/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 multidisciplinary treatment team, how to take histories and make psycho-social evaluations. The various alcoholism treatment agencies and program modalities — their staffing, funding, operational procedures — are studied.

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



## SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

### SAN PEDRO PENINSULA HOSPITAL



WE'RE  
LISTENING

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

#### Continuing Education Units/Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category 1) credit toward the California Medical Association Certificate in Continuing Medical Education. This course is approved for 45 contact hours of

continuing education for R.N.'s and L.V.N.'s. (BRN Provider No. 00302) and 30 hours of relicensure certification units for California Association of Alcoholism Counselors.

Four units of degree applicable credit is available from California State University, Dominguez Hills Extended Education.

Each participant will receive a certificate of completion from SPPH.

#### Registration

Pre-registration and a screening of all potential enrollees is mandatory. Contact San Pedro Peninsula Hospital for information and registration materials, 213/832-3311, Extension 3258, or write:

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

FEE: \$137.75 CSUDH credit  
\$125 Non-credit

INSTRUCTOR: San Pedro  
Peninsula Hospital Alcoholism  
Recovery Service Staff

## CERTIFICATE IN MEDICAL OFFICE MANAGEMENT

*This course examines the key areas of medical office management. Students will receive a certificate after successful completion of the 7-week course.*

### MANAGEMENT SKILLS FOR MEDICAL OFFICE PERSONNEL

— *Fine tune your abilities*

The medical office manager is the person who keeps office operations running smoothly and motivates the staff to high levels of productivity. This course examines the role and responsibilities of the medical office manager. Participants will analyze the various different operations in a medical office and learn how to

more efficiently organize those operations.

Special attention will be given to billing and collection systems, focusing upon claims processing, RVS codes, charge tickets, assignment of benefits, and credit and collections. One of the course objectives is to help managers to reduce by 25% the number of errors made on insurance claims.

Other topics include:

- Accounts receivable management
- Accounts payable
- Personnel management

DATE: Thursdays,

October 4 - November 15

TIME: 4 p.m. - 7 p.m.

NUMBER OF MEETINGS: 7

UNITS: 2.0 CEUs

FEE: \$168

SEQUENCE NUMBER: EXT 229

LOCATION: CSUDH campus,  
SBS D215

INSTRUCTOR: Dianne Jackson,  
MPH, management consultant



# HEALTH PROFESSIONS

## MASTER OF SCIENCE IN MEDICAL TECHNOLOGY — External Degree Program

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

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

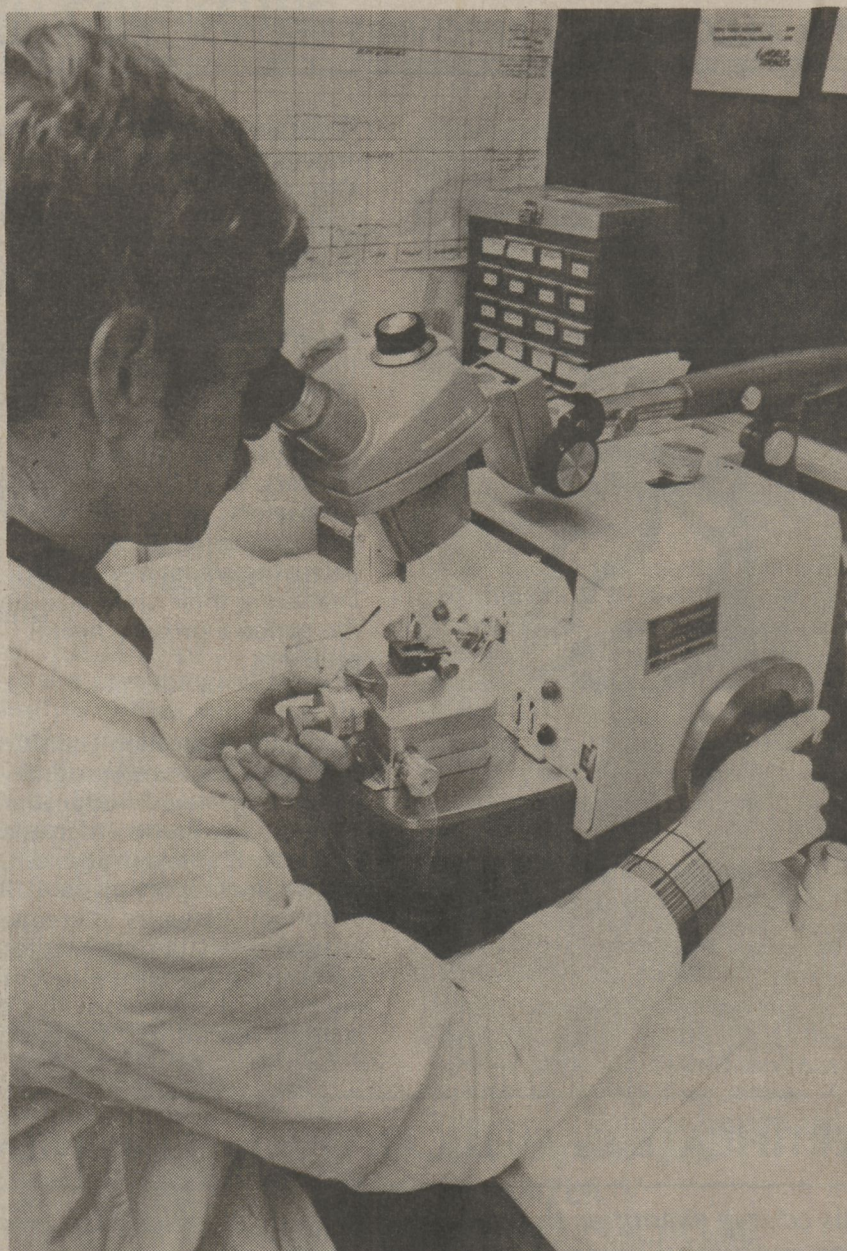
Five options are available:

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

Classes meet in hospitals throughout Southern California.

Forty-five units are required for the degree. Fees are \$50 per unit. There are no application fees.

For more information, call 213/516-3748.



## CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with California State University, Dominguez Hills offers an accredited long-term certificate program in Orthotics. Orthotics is the profession of providing orthopedic braces for the physically disabled. Interested students with

an Associate degree or higher and familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical set

tings. Students study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

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



## THE CHALLENGE OF BRIEF PSYCHOTHERAPY

### — Offer clients a new option

The concept of long-term therapy has been reinforced both by traditional philosophies of psychotherapy and by the financial and emotional incentives this style of treatment offers to the therapist. Most recently, however, institutional pressures, third-party payment policies, and patient preferences are encouraging the idea of brief, time-limited intervention strategies.

This two-day workshop is designed to help therapists meet the growing demand for planned, brief psychotherapy. Learn the structural and theoretical basis for brief psychotherapy and how to effectively plan for a time-limited intervention. Explore treatment plan options and the criteria for patient selection.

Other topics include:

- Interviewing techniques especially suited to brief encounters
- Managing transference
- Applications to individuals, couples, families, and groups

DATE: Friday and Saturday  
November 2 - 3

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

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$80

SEQUENCE NUMBER: EXT 228

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Marta Vago, PhD,  
MSW, South Bay Free Clinic  
Mental Health Center

## SEXUAL WELL-BEING

### — A workshop for counselors

How does sexual well-being affect the emotional and personal growth of the individual? How does your own personal sexual satisfaction affect your sexual outlook in dealing with clients and patients? You'll discover the answers to these and other questions in this one-day workshop. A special experiential learning process including guided imagery, lecture and audio-visual presentations will help you under-

stand human sexuality as a transpersonal experience.

The workshop will create a safe space to confront the following issues as they relate to your individual experience:

- Human sexuality, an innate drive or a learned experience?
- Can sexual activity be creative?
- Is it possible to find oneness and unity through sexual experiences?

Communications in small groups and guest speakers will be emphasized throughout the day-long program.

Fulfills the guidelines for training in human sexuality as mandated by AB4178 for licensing requirements for psychologists, social workers and marriage and family counselors. Approved by the Board of Registered Nursing for nursing relicensure credit.

DATE: Saturday, November 10

TIME: 9 a.m. - 7:00 p.m.

UNITS: 1 CEU, PSY 900

FEE: \$70

SEQUENCE NUMBER: EXT 114

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Gary Yates, MA,  
director, High Risk Youth Project,  
Children's Hospital, Los Angeles

#### ALSO SEE:

Certificate Program in Children's Movement Education, p. 24

Couple Communication, p. 38

Health Styles, p. 30

Mothers & Daughters: The Struggle for Closeness & Separation, p. 38

Raising Teenagers, p. 38

Self-Employment & Job Clubs for the Disabled, p. 43



# PHYSICAL FITNESS AND RECREATION

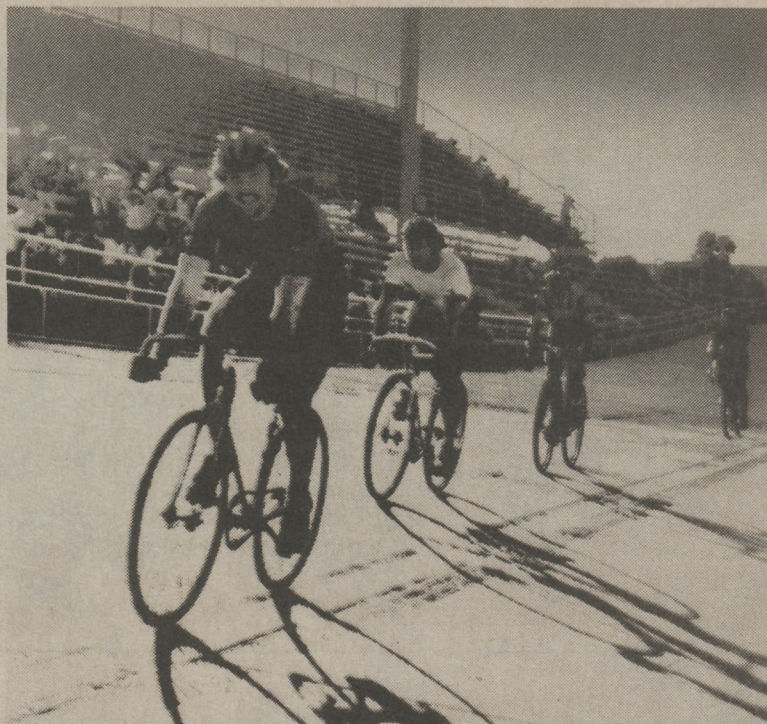
## BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7-11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July 1982, was the venue for all closed-track cycling events in the 1984 Olympics. It is widely regarded as the finest facility of its kind in the United States.

The Division of Extended Education is offering a diversity of courses and programs on the Velodrome.

Four-week Beginning and Intermediate training classes enable riders of all ages and both sexes an opportunity to become familiar with closed track racing techniques.

If you are interested in any of these programs, call 213/516-3741 for information.



## STRETCH AEROBICS

— *Discover the joy of fitness*

Work from your own level of fitness to gradually develop flexibility, coordination, and increased cardiovascular strength. This class combines stretching, relaxation and aerobics techniques. Counseling on personal fitness programs and fitness testing are available. Bring

tennis shoes and wear loose clothing for the class.

The purpose of the class is to help participants to:

- Gain a better understanding of total body maintenance
- Discover how exercise can be fun
- Develop a positive attitude toward fitness

DATE: Mondays and Wednesdays, October 8 - November 14

TIME: 7:30 p.m. - 9 p.m.

NUMBER OF MEETINGS: 12

UNITS: non-credit

FEE: \$36

SEQUENCE NUMBER: EXT 142

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Ron Argueta, BA, Fitness Consultant

## HEALTH STYLES

— *Explore a variety of fitness programs*

What is your health style? Some people focus upon aerobics, jogging, and sports. Others concentrate on stress reduction and diet. But few know how to best integrate all of these activities. This course will allow participants to share their fitness experiences and learn how to design a total health program which meets their individual needs.

Examine the benefits and effects of various health programs. Assess your own level of stress and fitness. Analyze fad diets and learn about essential nutrients and basic food groups.

The workshop will also show you how to:

- Supplement your present fitness program
- Calculate pulse-heart rate
- Practice breathing, visualization, & stress reduction techniques
- Develop & maintain a fitness program

DATE: Thursdays, November 1 - 15

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: EXT 230

LOCATION: CSUDH campus, SC J146/K147

INSTRUCTOR: Katherine Lewis, RN, health consultant certificate

### ALSO SEE:

Certificate Program in Children's Movement Education, p. 24



## GREAT TRADITIONS OF THE SEA

Whether you're a beginning sailor or a veteran navigator, Great Traditions of the Sea offers a series of courses which will train you to become a master of your own ship.

These classes may be taken individually or in sequence. You'll cover the entire realm of seamanship and learn safety at sea, water procedures and basic functions of all types of vessels. A special highlight is a two-day voyage to Catalina Island that offers you hands-on experience and a nautical holiday to remember. Because of the popularity of these courses, space is limited and early registration is recommended.

### NAVIGATION THEORY

#### — A shoreside basic navigation class

This dockside navigation class will prepare you for all but trans-oceanic passages. The course will cover chart reading, nautical guides, navigation aids, latitude and longitude determination, distance and speed at sea, charts and magnetic compass, course

lines, LOP's and fixes, use of hand-bearing compass and polaris types of navigation, radio direction finder, current and drift problems and running fixes.

Lectures are coordinated with slides.

DATE: Mondays, November 19-December 17

TIME: 7:30 p.m. - 10:30 p.m.  
NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.2, degree applicable  
FEE: \$37.75 credit  
\$30 Non-credit  
SEQUENCE NUMBER: EXT 231  
LOCATION: Yankee Whaler Inn, Berth 75, Ports O'Call, San Pedro  
INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

### PRACTICAL BASIC SAILING

#### — On the water experience

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

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of way and man-overboard techniques will be discussed and

demonstrated. A dockside demonstration using a 51-foot schooner will also be included.

**Limit 6 students per class.**

DATE: Section A: September 29/30  
Section B: October 6/13  
Section C: October 27/28  
Section D: November 3/10  
Section E: November 24/25  
Section F: December 1/8

TIME: 11 a.m. - 4:30 p.m.  
NUMBER OF MEETINGS: 2 per section (14 hrs. total instructional time)

UNITS: Non-credit  
FEE: \$85 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not make check payable to CSUDH). Confirmation and directions will be sent to you.  
SEQUENCE NUMBER: EXT 52  
LOCATION: San Pedro  
INSTRUCTOR: Capt. Ron Remsburg, MA, extension instructor of navigation and sailing

### DEEPWATER CRUISING

#### — A two-day excursion to Catalina Island

This two-day Catalina Island voyage is designed to give deepwater experience in sails, navigation and seamanship skills.

Lessons include: navigation review necessary for voyage, navigation underway, equipment and safety at sea, parts and function of a vessel, and water procedures.

The *Atlantas*, a U.S. Coast Guard documented sail and seamanship training vessel, sails with only six students per voyage. **Early registration is recommended.**

DATE: Section I: Saturday and Sunday, October 20, 21  
Section II: Saturday and Sunday, November 10, 11  
Section III: Saturday and Sunday, December 15, 16

TIME: 10 a.m. Saturday - 5 p.m. Sunday  
NUMBER OF MEETINGS: 2 days, 1 night spent aboard vessel in Catalina

UNITS: Non-credit  
FEE: \$150 pre-registration is Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not make check payable to CSUDH.) Confirmation and directions will be sent to you.  
SEQUENCE NUMBER:  
Section I: EXT 55a  
Section II: EXT 55b  
Section III: EXT 55c  
LOCATION: San Pedro  
INSTRUCTOR: Capt. Ron Remsburg, MA, extension instructor of sailing and navigation



# THE ARTS AND HUMANITIES

## CONSERVATORY OF MUSIC, DANCE AND DRAMA

*The Conservatory is a program that offers children and parents a chance to explore a variety of creative artistic experiences. You can*

*learn ballet, creative drama and acting, study Orff Schulwerk music and movement for children, and take private music lessons. Each program offered by the Conservatory provides individualized personal attention.*



## ORFF SCHULWERK

— *Music & movement for children*

\$50 fee for ten 45-minute classes.

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

DATES: Saturdays, October 6 -

December 15

# 935 11:15 a.m. - noon —

3 - 5-year olds

# 936 noon - 12:45 p.m. —

6 - 10-year-olds

## PRIVATE MUSIC LESSONS

\$85 fee for ten 30-minute lessons.

Session begins week of October 1. Music Recital on Sunday, December 16. Lesson times to be arranged with instructor. Holiday Thanksgiving week.

No. 901 Piano

No. 902 Violin, Viola

# 903 Cello  
# 904 String Bass  
# 905 Flute  
# 906 Oboe  
# 907 Clarinet  
# 908 Saxophone  
# 909 Trumpet  
# 910 Trombone  
# 911 French Horn  
# 912 Tuba

# 913 Drums & Percussion

# 914 Guitar

# 915 Electric Bass

# 916 Voice

# 917 Recorder

Call David Champion at 213/516-3543 to arrange lesson time.

## CREATIVE DRAMA AND ACTING

\$50 fee for ten 45-minute classes.

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and other activities. Recital at the last class meeting. Class held in HFA A-202. Holiday November 24.

DATES: Saturdays, October 6 - December 16

# 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

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Recital for Saturday classes will be held December 16, 3 p.m. Classes are held in dance studio of the CSUDH Gymnasium. Holiday November 24.

DATES: Saturday, October 6 - December 12

Saturdays

# 921 9 - 9:45 a.m.

6 - 8-year-olds

# 922 10 - 10:45 a.m.

3 - 5-year-olds

# 923 11 - 11:45 a.m.

9 - 12-year-olds

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

teens & adults, beginning/grade I

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

teens & adults, grade II

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

advanced



## GUITAR WORKSHOP

— *Classical, jazz, and rock styles*

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. In ten weeks

you'll brush up on theory and refine your technique. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included.

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

DATE: Wednesday, October 3 - December 5

TIME: 6:30 p.m. - 8:20 p.m.

NUMBER OF MEETINGS: 10

FEE: \$37.75

UNITS: 1, Music X289, degree applicable

SEQUENCE NUMBER: EXT 62

LOCATION: TBA

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

## IN SEARCH OF PLACE: WHAT TRAVELLERS & POETS TELL

— *A workshop for travellers, writers, and readers*

How do poets and journalists express their experience of a new or exotic "place"? A natural or imagined landscape, an interior, or an urban setting can all become the focus of a writer's investigation. This course examines the specific techniques writers use to capture their experience of place.

Using historical and comparative perspectives, participants will analyze excerpts from poetry,

fiction, and travel journalism. A field trip to Huntington Library in San Marino will give students the chance to experiment with their own travel writing.

A reading by a contemporary poet who has written extensively about place is also planned.

Some of the writers and places to be featured are:

- Wordsworth on England and France
- Coleridge on "Kubla Khan"
- Baudelaire & Anais Nin on Paris
- D.H. Lawrence & Italo Calvino on Mexico
- Paul Theroux & other journalists on exotic locales

DATE: Fridays,

September 28 - October 26

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

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$70

SEQUENCE NUMBER: EXT 233

LOCATION: Redondo Beach

Community ResourceCenter  
INSTRUCTOR: Joanne Zitelli, PhD, CSUDH Travel Program Administrator; Carol Lettieri, MA, lecturer, freelance journalist

## ADVANCED CALLIGRAPHY

— *For right- and left-handed calligraphers*

Expand your calligraphy skills to produce more attractive cards, invitations, announcements, signs, and brochures. Then learn how to market your own work. In this one-day workshop, designed for those who have already mastered basic calligraphy skills, participants will work with decorative

calligraphy, color, inks, and printing techniques. The workshop will focus upon:

- Border treatments
- Color inks and gouache
- Composition and layout
- Paper selection and offset printing

Participants should bring their own calligraphy pens, ink, and dip pen to class. A small supply of dip pens will be available in class for a modest price. Participants will also receive a work kit containing paper, ink, and a manual.

DATE: Saturday, October 20 and Sunday, October 21

TIME 9:00 a.m.-12:00 noon

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$55 plus \$10 materials fee

SEQUENCE NUMBER: EXT 61

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH

### ALSO SEE:

Interactive Video Disc Production, p. 19.

Multicultural Music & Art Activities for Your Students, p. 23

The National Intensive Journal Life Context Workshop, p. 35



# THE ARTS & HUMANITIES

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## HERITAGE: CIVILIZATION AND THE JEWS

— A telecourse and  
discussion series

Working with scholars and writers and filming in 18 countries and four continents, WNET of New York City has developed a series on nine one-hour programs presenting Jewish history in the context of world civilization. Abba Eban, Israel's former ambassador to the United Nations and the U.S. serves as the series host. The documentary traces the Jewish heritage

through historic locations, ancient artifacts, illuminated manuscripts, sculptures and paintings, period photographs, rare archival film, and modern footage.

This fall, participants will be able to view the PBS series on home television and then discuss its implications in class sessions. The telecourse materials have been prepared by William Hallo, a renowned scholar of the ancient period from Yale University; David Ruderman, also from Yale, a leading authority on Medieval Jewry; and Michael Stanislawski, from Columbia University, a

specialist on the modern age.

Some of the topics to be covered are:

- Ancient Israel
- The Crucible of Europe
- The Search for Deliverance
- The American Jewish Experience
- Out of the Ashes & Into the Future

For specific information on Fall course dates, units, and fees, contact the Division of Extended Education, 213/516-3741.

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## HUMANITIES EXTERNAL DEGREE PROGRAMS

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

An undergraduate concentration in the Humanities is not necessary for this Master's Degree program. The Master of Arts in the Humanities is an external degree program for

those who prefer an *individualized approach to advanced education rather than traditional classroom courses on a college campus*. Independent study with frequent consultation with faculty is emphasized. Through tape, letter and phone correspondence, with on-campus faculty, students are able to design and complete the program without having to travel to the campus.

Fees are \$50 per unit. Forty-five units are required for the degree. Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

The **Bachelor of Arts in the Humanities** is an external degree program for those who have completed educational requirements for an Associate of Arts or its equivalent (two years of lower

division college work, i.e., 84 quarter units or 56 semester units). It is for those who want

- intellectual stimulation in the Humanities — art, music, history, literature, philosophy
- an accredited B.A. degree
- a program of study at home
- a self-styled course of study

The major requires 90 upper division units, divided equally into three phases. Students progress from an initial highly structured series of courses to a faculty-guided independent plan of study. The major includes some courses which interrelate two or more subject areas to a specified topic or theme. In the third phase of the major, students may choose to concentrate on either a traditional single subject or an interdisciplinary theme.

For information, call 213/516-3743.



# WRITING SKILLS

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## THE NATIONAL INTENSIVE JOURNAL LIFE CONTEXT WORKSHOP

— As featured in *Psychology Today*

How can keeping a journal help you transform your life? A recent article in *Psychology Today* magazine documented how journalkeeping throughout the ages has been used to release tension, work through life's roadblocks and changes, and connect with the often-hidden intuitive inner self.

CSUDH is proud to offer the internationally acclaimed Life Context Workshop. This core experience of Dr. Ira Progoff's National Intensive Journal program, has proved to be an increasingly popular and effective method for stimulating transformation — a positive way to break out of restrictive habit patterns.

The central instrument of the process is the 21-part Journal Workbook used by participants to examine issues such as old and new relationships, work, social issues, getting in touch with their bodies, dreams and questions of

personal destiny and spirituality. The weekend will lay the groundwork to integrate the National Intensive Journal as an ongoing tool for life enrichment.

DATE: Friday, October 26,  
6:30 p.m. - 10 p.m.;  
Saturday, Oct. 27, 9 a.m. - 5 p.m.;  
Sunday Oct. 28, 9 a.m. - 5 p.m.

NUMBER MEETINGS: 3

UNITS: 2, CEU PSY 910

SEQUENCE NUMBER: EXT 160

FEE \$90 (includes materials)

LOCATION: CSUDH campus,  
SC E157

INSTRUCTOR: Frances Pullara, BA,  
Director of Publications, CSUDH

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## BEFORE YOU WRITE THAT BOOK . . .

— Practice marketing  
techniques

Whether you're attempting to publish fiction or non-fiction, much of your marketing analysis can be accomplished before you actually begin writing. This workshop will demonstrate how to find publishers and develop a market list for fiction and how to sell in advance an idea for a non-fiction piece. Fiction writers will learn how to determine a mainstream or

category format and what five elements every saleable novel should contain. Participants will also discuss how to create a planning workbook for a novel.

Non-fiction writers will learn where to find high-probability publishers and how to get a contract based upon three chapters of a book. The advantages of selling an article before publication of a book will also be examined. Other topics include:

- Self-publishing
- Agents
- Tax write-offs
- Word processors

DATE: Tuesday, October 30  
TIME: 6:00 p.m. - 10:00 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 234

LOCATION: Redondo Beach  
Community Center

INSTRUCTOR: Gordon Burgett,  
MA, freelance writer, author of  
*How To Sell 75% of Your  
Freelance Writing.*

### ALSO SEE:

In Search of Place: What Travellers & Poets Tell, p. 33



# EXPLORING OTHER CULTURES

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*The 1984 Olympics are now over. But exposure to other cultures will continue to be the way of life for Los Angelenos. Our city has become the port of entry for immigrants from all over the world: Mexicans, Latin Americans, Asians, Armenians, and Iranians. And with this rise in immigration, Los Angeles has become the city of multi-cultural diversity.*

*California State University, Dominguez Hills is committed to exploring the difference of these many cultures which now make up the culture of Southern California. Our programs in languages other than English are an attempt to preserve the heritage of our new immigrants and to introduce us all to the traditions of our society's newest members.*

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## HISPANO-AMERICA: SINTESIS DE SU CIVILIZACION

*— Explore the Latin American heritage*

Many of us are unaware of the historical and cultural heritage of our Latin American neighbors. This course, taught in Spanish, will focus upon the history, culture, and literature of Hispanoamerican nations other than Mexico. The course will begin with a brief exposition of the development of the Spanish-American civilization. Participants will then analyze

literary texts of the most important authors in the Hispanoamerican countries and epochs studied in the initial overview. Filmstrips will be used as a supplement to lecture/discussions during the first part of the course.

Specific objectives of the course are:

- To enlarge the cultural dimension of students of Spanish cultural background
- To complement studies in Mexican culture
- To increase bonds of sympathy among students belonging to different countries of America

DATE: Mondays,  
October 1 - December 3  
TIME: 6:30 p.m. - 10 p.m.  
NUMBER OF MEETINGS: 10  
UNITS: 3  
FEE: \$113.25  
SEQUENCE NUMBER: EXT 235  
LOCATION: CSUDH campus,  
SBS A210  
INSTRUCTOR: Juan Corominas,  
PhD, professor of Mexican-  
American studies, CSUDH

## LENGUA Y VIDA

*— Learn how language creates you*

Few of us understand the extent to which our language has determined our identity. This course, given in Spanish, explores the relationship between the Spanish language and the Spanish identity. By understanding their relationship to their own language, participants will be encouraged to perfect themselves in a second language and transcend problems of self-expression in a foreign tongue.

The course will feature:

- A review of Castilian grammar
- An analysis of selected Hispanic literature

El objetivo del curso LENGUA Y VIDA es identificar en lo posible la lengua materna con la persona que lo habla. En nuestro caso la lengua castellana.

A través de una revisión general de la gramática castellana y de algunas lecturas literarias se pretende que el estudiante reflexione sobre su fenómeno lingüístico. Con ello el estudiante cobra confianza en sí mismo y se

estimula a través de su propia lengua a perfeccionar una segunda lengua. En nuestro caso el inglés.

DATE: Saturdays, September 29 -  
December 8  
TIME: 9 a.m. - 12:30 p.m.  
NUMBER OF MEETINGS: 10  
UNITS: 3  
FEE: \$113.25  
SEQUENCE NUMBER: EXT 150  
LOCATION: CSUDH campus,  
SC E149  
INSTRUCTOR: Juan M. Corominas,  
PhD, professor of Mexican-  
American Studies, CSUDH



## TRAVEL STUDY — SPRING & SUMMER '85

— Plan Now

### LONDON SEMESTER PROGRAM

Living and studying in London means personally exploring history, art, and culture as it has unfolded for the past 2000 years. The curriculum of this study program corresponds to the artistic and cultural resources which the city of London offers. Participants study with outstanding California State

University faculty from the Social Sciences and the Humanities, while earning degree-applicable, CSU credit. Participants need not be matriculating CSU students. 14-week Fall and Spring semester programs are offered. An informational meeting on the Spring '85 program is scheduled for October (call for exact date and location).

Students in the program can also join optional European tours.

The London Program is co-sponsored by the CSU Network of Extended Education and the American Institute for Foreign Study, an organization which provides all non-academic support for participants.

For more information, contact the Division of Extended Education, 213/516-3746.

### A PASSAGE THROUGH CHINA

— Summer '85 Language & Culture Program in the People's Republic of China

Participate next summer in a Chinese Language and Culture program, June 21-July 26, 1985. The program consists of 2 weeks of travel and 4 weeks of study at Huazhong Normal University in the city of Wuhan.

Participants will study Chinese culture and learn beginning or intermediate Mandarin, focusing upon listening, speaking, and writing skills. Weekend trips to

factories, rural communes and places of historical and cultural interest will be scheduled. Huazhong Normal University provides instructors and textbooks, as well as meals and lodging in fully air-conditioned rooms.

A travel tour of the PRC is planned for one week before and one week following the study program. The Faculty Director, Linda Pomerantz, CSUDH professor of History, and representatives and translators from Huazhong will function as the tour guides. Participants will enjoy sightseeing in Shanghai, Suchow, and Nanjing plus a 2-day boat trip up the Yangtze to Wuhan. After the study program, participants will travel to Xian where they will visit

terra cotta digs and a Moslem temple. From Xian the tour will proceed to the capital city of Beijing where the group will visit the Forbidden City, the Summer Palace, the Temple of Heaven and the Great Wall.

The program offers CSUDH academic credit for successfully completed coursework.

The cost for the 6-week program, including food, lodging, travel in the PRC, round-trip airfare, and credit fee will be approximately \$3000.

Please write or telephone the Division of Extended Education, 213/516-3746 for more information and brochure.

### ADDITIONAL PROGRAMS

Contact the Division of Extended Education for information on other Summer Travel Study Programs. Programs are planned for travel study in Mexico and in Europe for Summer '85. Call 213/516-3746 for more information.

#### ALSO SEE:

Heritage: Civilization and the Jews, p. 34

In Search of Place: What Travellers & Poets Tell, p. 33

Spanish for Public Service Certificate, p. 11



# PERSONAL DEVELOPMENT

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## COUPLE COMMUNICATION: THE ART OF NEGOTIATION

— *Consider each other's needs & goals*

Many couples in the 80s are facing the difficult task of learning how to live together as equals and how to respect each other's individuality. This workshop explores the dynamics of intimacy and communication. Learn how to clarify your own communication patterns and their impact on your partner.

Transform your "demands" and conflicts into specific needs that can be negotiated and resolved. Examine the benefits of a greater tolerance for conflict and a willingness to communicate. Explore ways that couples can depend on their relationship without becoming dependent individuals themselves.

The workshop will focus upon:

- The dynamics of dialogue
- A case study of a couple with communication problems
- Demonstration of the art of truly listening
- Role-playing & discussion of participants' own problems

*Couples or individuals may attend.*

DATE: Saturday, October 13

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

NUMBER OF MEETINGS: 1

UNIT: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 236

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Sandra Zoe Brown, PhD, MFCC, specialist in the area of couple communication; Pauley, Parks & Brown, providers of counseling, consulting and educational services

## MOTHERS & DAUGHTERS: THE STRUGGLE FOR CLOSENESS & SEPARATION

— *Examine the dynamics of this special bond*

Mothers and daughters share a very unique bond which often creates both identity and difference. This workshop explores the relationship between mothers and daughters and the transmission of roles across generations. Together, mothers and daughters can examine their needs for closeness and separation, their patterns of communication, and

their conflicts.

Participants will trace a daughter's journey from fusion to separation and resolution. The myths and realities of motherhood and the psychological impact of various child care attitudes will also be explored.

The workshop is ideal for mother-daughter pairs, mental health professionals and paraprofessionals, and males concerned with the mother-daughter bond.

Other topics include:

- The Family Crest
- Women In Still Life - a slide tape presentation
- Excerpts from clinical interviews
- Mother/daughter participation exercises

DATE: Saturday, November 10

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 238

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Nancy P. Parks, MS, MFCC, lecturer on infant development and the mother-daughter bond; Pauley, Parks & Brown, providers of counseling, consulting, and educational services

## RAISING TEENAGERS

— *Satisfy their need for love & limits*

The turbulence of the teenage years can have consequences for the entire family. This workshop is designed to help parents and teenagers to cope with the problems of adolescence. Gain a better understanding of the psychological and physiological changes which occur during the teenage years. Learn how to implement practical

solutions to problems — which incorporate the teenager's need for both understanding and discipline. Participants will find out about teenagers' underlying problems which often manifest themselves in particular behavior. The workshop will also include:

- Ericksen/Kohlberg stages of development
- Alternative response models
- Difference between normal and abnormal behavior
- Small group role-playing sessions

DATE: Saturday, October 27

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 237

LOCATION: Redondo Beach

Community Center  
INSTRUCTOR: Elsa Pauley, PhD, MFCC, director, Adolescent Treatment Program of Psychological Affiliates; Pauley, Parks & Brown, providers of counseling, consulting, and educational services



## CREATIVE CHOICES FOR TODAY'S SOCIETY

— *Exercise new career & lifestyle options*

The social changes of the past twenty years have provided men and women with options that never existed before. But such options always entail the dilemma of choice. This course is designed to prepare individuals for the choices they must now make in terms of work, financial planning, politics, and social involvement. Job search techniques, including self-assessment, interview skills and

resume writing will be discussed. Participants will consider the problems of re-entry into the work force, career change and how to transfer domestic skills into clerical, administrative and counseling positions.

The workshop will also cover South Bay area politics and women's political impact; goal setting, networking, and relationship awareness training.

Guest speakers will include: Barbara Wesser, career counselor and assistant director, Chapman College Residence Education Center.

DATE: Wednesdays,  
October 31 - November 21  
TIME: 7 p.m. - 9 p.m.  
NUMBER OF MEETINGS: 4  
UNITS: 0.8 CEU  
FEE: \$72  
SEQUENCE NUMBER: EXT 239  
LOCATION: Redondo Beach  
Community Resource Center  
INSTRUCTOR: Patricia J. Hoovler,  
MA, instructor, Chapman  
College and CSUDH

## LET'S GET GROWING

— *A special one-day seminar*

Develop your inner potential and become more successful in business, social interaction, and personal relationships. This one-day seminar will highlight the Let's Get Growing series which has been featured at CSUDH for the past 6

years. Learn how to realize your best self by practicing the behavioral techniques offered in this practical workshop. This personal development program has been featured on AM Los Angeles.

The workshop will include:

- Goal planning
- Managing emotions
- Role-playing sessions
- Effective behavior discussions

DATE: Saturday, December 1  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$70  
SEQUENCE NUMBER: EXT 240  
LOCATION: CSUDH campus,  
SCC E153  
INSTRUCTOR: Eve Cappello, PhD,  
author of *Let's Get Growing*

## THE PSYCHOLOGY & TECHNIQUES OF SELF-DEVELOPMENT

— *Achieve greater self-realization*

Self-realization and fulfillment can be attained through the development of a variety of skills. This workshop provides an overview of the skills and techniques which lead to personal growth.

Learn how to set goals and formulate a plan of action to achieve

those goals. Develop a positive self-image through techniques of self-projection, visualization, and self-hypnosis. Identify the elements needed to improve communication and leadership skills. Explore the role of the imagination in achieving goals and the need for planning and mastery of detail.

Other workshop topics include:

- Decision-making skills
- Persistence
- Enthusiasm
- Use of the subconscious mind

DATE: Friday, November 9  
TIME: 6:30 p.m. - 9:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$30  
SEQUENCE NUMBER: EXT 241  
LOCATION: Redondo Beach  
Community Resource Center  
INSTRUCTOR: Michael Fantore,  
MA, assistant principal, Huntington Park Community Adult School



# PERSONAL DEVELOPMENT

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## HYPNOSIS: THE NATURAL WAY TO SUCCESS

### — *Unlock your potential*

Discover how to use hypnosis as a way to control pain, lose weight, stop smoking, and release your potential for intellectual and emotional growth. This one-day workshop will provide useful techniques and background on the history, myths, and misconceptions

of hypnosis. Participants will learn principles of induction, eye fixation, and deepening techniques. The dangers of self-hypnosis and the appropriate and inappropriate uses of hypnosis will also be discussed.

Other topics include:

- Using hypnotic relaxation as a way to the unconscious
- Everyday examples of self-hypnosis
- Reducing performance anxiety through hypnosis.

DATE: Saturday, September 29

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: EXT 242

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: John V. Davis,  
LCSW, MFCC

## COMPUTER-ASSISTED LEARNING — COURSES VIA COMPUTER

The PLATO interactive computer learning system enables you to:

- Learn without the pressure of competitive testing and grading
- Prepare for licensure or college entrance examinations
- Choose what you want to learn from a wide variety of available courses
- Choose when you want to learn — the PLATO terminals are available on the CSUDH campus Monday-Thursday 7:00 a.m. - 10:00 a.m.; 8:00 p.m. - 10:00 p.m., Saturday, Sunday, Noon - 5:00 p.m.
- Choose how fast or slowly the instruction takes place; you learn at your own pace

- Choose how much education or training you want — fees vary depending on the course selected or the number of hours required for completion — the average cost is \$6.50 per hour

Examples of the hundreds of courses in the PLATO library:

Basic Skills for students — ages ten and up

Mathematics  
English  
Reading  
Languages

Computer Courses

Introduction to computers  
Programming languages (Basic, Fortran)

Business Courses

Accounting  
Management Skills  
Decision-making Processes

Career Planning and job search skills

Courses for Teachers

Basic skills review for CBEST and NTE

How to develop computer assisted instruction courses  
Career development for teachers

GED Preparation — high school equivalency

Vocational Training — prepares students for licensing examinations

Aviation  
Electronics

Foreign Languages

Spanish  
French  
Russian

For information regarding Courses Via Computer — PLATO system — call the Extension office: 516-3741.

## INVESTMENTS

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## TAX ADVANTAGED INVESTMENTS

### — *Shelter your income*

Are taxes and inflation combining to drain your financial strength? Learn how to shelter your income by making tax advantaged investments. This workshop provides an overview of the different types of tax advantaged investments that are available.

Participants will examine various tax deferred programs such as Individual Retirement Accounts, Keogh, and Corporate Pension Plans. The benefits of limited partnerships and equipment leasing will also be discussed.

Other workshop topics include:

- Annuities
- Economics of oil and gas
- Economics of real estate
- Inflation - what it takes to stay even

DATE: Tuesdays, October 23 - '30

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$24

SEQUENCE NUMBER: EXT 245

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Jim Crowley, CPA,  
Shearson-American Express



## A MOVING EXPERIENCE

### — *How to buy a home in today's real estate market*

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

The workshop is ideal for new

home buyers, current property owners who need to refresh their knowledge of the real estate market, and those contemplating buying real estate for investment and tax shelter purposes.

The workshop will cover:

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

DATE: Saturday, October 13

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$64

SEQUENCE NUMBER: EXT 146

LOCATION: Redondo Beach

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

## INVESTMENT STRATEGIES FOR THE 80s

### — *Learn to invest wisely*

Many of us know all too little about the world of investment strategies. This course provides an overview of the basic principles of financial planning. Learn how to best determine your investment objectives and to understand the fundamentals of money management, including how to arrange money

in different levels of risk and return.

The course will also offer participants a method for analyzing the value of individual stock investments. Learn how to analyze an individual company within an industry and how to understand published research comment. Other topics include:

- Buying and selling stock options
- Fixed income investments
- Financial management accounts
- Choosing investment advisors

DATE: Wednesdays, October 3 - 24

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

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$48

SEQUENCE NUMBER: EXT 243

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Randal Avey,  
financial consultant,  
Shearson/American Express

## DOUBLE YOUR MONEY WITH REAL ESTATE

### — *Master the techniques of the 80s*

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

The workshop is designed for first time buyers as well as those who already own homes or multiple properties.

Other workshop topics include:

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

DATE: Saturday, October 27

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$64

SEQUENCE NUMBER: EXT 244

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Vivian Torelli, MBA,  
investment specialist, South Bay  
Investments

#### ALSO SEE:

The Great Juggling Act: Balancing Your Personal & Professional Life, p. 13

How To Be A Winner, p. 13

The National Intensive Journal Life Context Workshop, p. 35

Travel Study course listings, p. 37



# SPECIAL TOPICS

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## SMALL CLAIMS USE & PROCEDURE

— *Learn how to represent yourself*

Few people realize that the California Small Claims Court is designed so that individuals may handle their own claims — without the expensive aid of lawyers. This workshop will provide an overview of the Small Claims Court process.

Examine the different types of claims that may be filed in Small Claims Court. Learn how to choose

and complete the proper forms and how to have the Small Claims complaint served on the defendant. The workshop will also demonstrate how to prepare evidence, oral testimony, and witnesses for the hearing.

Other topics include:

- Hearing procedures & court etiquette
- Presenting & rebutting evidence
- Closing arguments & processing after the hearing
- Appeals, trial de novo & judgment debtor proceedings

DATE: Tuesdays, November 13 - 20

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: EXT 252

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: William A. Finer,  
attorney

## THE URBAN COMMUNITY

— *Examine the problems of city life*

Urbanization has become the primary modern social process. An understanding of urban social research, therefore, is imperative for those who must plan and evaluate the public and private institutions of our urban society. This course provides an introduction to urban sociology and social impact analysis.

Examine urbanization as a master/global social process. Discuss the metropolitan basis of the urban community and urban institutions and values.

Other topics include:

- The changing demography of the urban community
- Political economy of change in urban society
- The social ecology of urban areas
- Research and planning in urban society

\*DATE: Wednesdays, October 3 - December 19

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

NUMBER OF MEETINGS: 12

UNITS: 4, Sociology 212

FEE: \$151

SEQUENCE NUMBER: EXT 250

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Richard Hovard,  
PhD, assistant professor,  
CSUDH, Department of  
Sociology

\*Additional 4 hours of class instruction to be arranged with instructor.

## PUBLIC RELATIONS FOR COMMUNITY ORGANIZATIONS

— *Develop a comprehensive publicity program*

In order to attract support and participation from their constituencies, community service organizations must work harder to sustain their image in the community. What is the most important element in public relations? What is the cornerstone of an effective publicity program? What are the attributes of a top-notch PR-person? This workshop will attempt to answer these and other important questions concerning the field of public relations for

community organizations.

Designed for both professionals and volunteers, this workshop will provide an overview of public relations activities, including direct mail, the print and electronic media, and publications. Participants will receive a comprehensive workbook and text which can become an individualized guide for future public relations activities.

Other topics include:

- Dealing with celebrities & politicians
- Developing special events and long-range plans
- Equipment & supplies
- Exchange & critique of participants' work

DATE: Tuesday, October 9

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 248

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Sol Marshall, MS,  
public relations consultant,  
lecturer, writer



## PUBLIC RELATIONS FOR COMMUNITY ORGANIZATIONS

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 248

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Sol Marshall, MS,  
public relations consultant,  
lecturer, writer

## FUNDRAISING FOR COMMUNITY ORGANIZATIONS: MASS EVENTS FOR "GRASS ROOTS" ORGANIZATIONS

— *Attract your community's attention*

Does your group have a lot of "people power"? If so, you can sponsor mass events that will raise money as well as the visibility of your organization in the community. This workshop will demonstrate how to upgrade the size of your contributions

through mass events.

Participants will receive a workbook which outlines how to sponsor mass event activities. The workshop will also include an exchange and critique of participants' materials.

The workshop does not cover grant proposal writing. Instead, participants will discuss such mass event activities as the following:

- Cookbooks and calendars, a tradition in fund-raising
- Product & rummage sales
- Runs, walks, & bike-a-thons
- Seminars, lectures, & trips

Please bring samples of your materials.

DATE: Tuesday, October 16

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 247

LOCATION: Redondo Beach

Community Resource Center  
INSTRUCTOR: Sol Marshall, MS,  
public relations consultant,  
lecturer, writer

## SELF-EMPLOYMENT AND JOB CLUBS FOR DISABLED WORKERS

— *Consider these alternatives for clients*

Rehabilitation and job placement of disabled workers sometimes requires special techniques. This workshop, especially designed for vocational rehabilitation counselors, explores the options of self-employment and job clubs for the disabled. In terms of self-employment, participants will learn

to identify the characteristics of successful small business entrepreneurs and to evaluate the strengths and weaknesses of a self-employment proposal.

Participants will also examine the principles and procedures of implementing job clubs for disabled workers. Other topics include:

- Self-employment myths
- Group dynamics in job clubs
- How to teach group job seeking skills
- Low or no cost business resources

DATE: Monday, October 8

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

Section II: 1:30 p.m. - 4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 249

LOCATION: Section I: Model

Home (Next to Hut 500), Rancho  
Los Amigos Hospital, 7601 East  
Imperial Hwy., Downey  
Section II: Community Meeting  
Center, Founder's Room, 11300  
Stanford, Garden Grove  
INSTRUCTOR: Ed Kurata, MS,  
small business consultant, Dept.  
of Rehabilitation



# OPEN UNIVERSITY

— A world of learning, open to anyone over 18

Through the Open University program, you can enroll in any regular CSUDH academic course — without going through formal admission procedures. That means that in addition to the Extension courses offered in this Bulletin, the entire CSUDH curriculum is open to you.

## EASY ACCESS

Simply follow the instructions for Open University registration and take advantage of hundreds of courses ideal for career preparation, professional advancement, intellectual challenge and fun. Attend classes anytime — days, evenings and weekends — without having to attend in consecutive quarters. Take one course or more; there are no minimum load requirements.

The only classes *not* open to you are those for which you have not satisfied the prerequisite requirements. Also, you may not register for Open University if you are already enrolled in a CSUDH degree program.

## CREDITS

Through the Open University, you can also earn credits for a degree — should you wish to apply for admission to the University at some future time. Up to 36 undergraduate units and 13 graduate units will be accepted as elective units for a degree at CSUDH. In many cases, the credits earned through Open University are also transferable to other colleges and universities — subject of course, to specific requirements. Open University credits do not satisfy CSUDH residence requirements but are accepted as elective units. CSUDH keeps track of your Open University degree applicable credits and records them in your student file.

For a \$4 fee, you can obtain a transcript of all the Open University classes which you have completed.

## OTHER BENEFITS

The Open University program is especially suited for you, if you:

- Want to sample a particular field before enrolling in a degree program
- Want to take courses other than those offered through the regular Extension program for professional or personal development
- Have been turned down for admission to the University and wish to improve your grade point average

## HERE'S JUST A SAMPLE OF FIELDS THE OPEN UNIVERSITY OPENS TO YOU:

Afro-American Studies  
The Arts (Painting, Drawing, Printmaking, Ceramics, Sculpture, Art History)  
Business Administration (Accounting, Management, Marketing)  
Communications (News & Feature Writing, Broadcasting, Film & TV, Photography)

Computer Science  
Dance  
East Asian/Asian-American Studies  
Education  
English  
French  
History  
Humanities  
Japanese  
Medical Technology  
Mexican-American Studies  
Paralegal Studies  
Philosophy  
Physical Education & Recreation  
Political Science  
Psychobiology  
Psychology  
Public Administration  
Spanish  
Theater Arts  
Urban Studies  
Women's Studies

For a complete listing of courses offered through Open University, check the CSUDH class schedule, available each quarter at the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

## HOW TO REGISTER FOR OPEN UNIVERSITY

(NOTE: This is not an application for formal admission to CSUDH. It's your ticket to Open University courses.)

### 1. Fill out the Open University Registration form.

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

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

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

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

Fees are \$37.75 per unit (\$151 for a 4-unit class). Fees should be paid by check or money order, made payable to "CSUDH". Use your VISA or MasterCard to pay fees in person, or mail in your fees with your signed registration form to:

Extension ERC C508  
CSUDH  
Carson, CA 90747

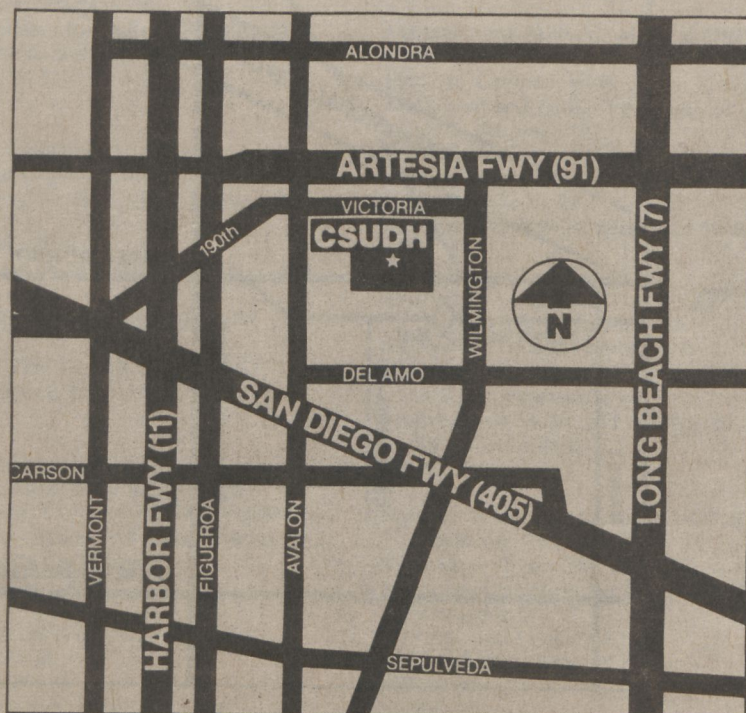
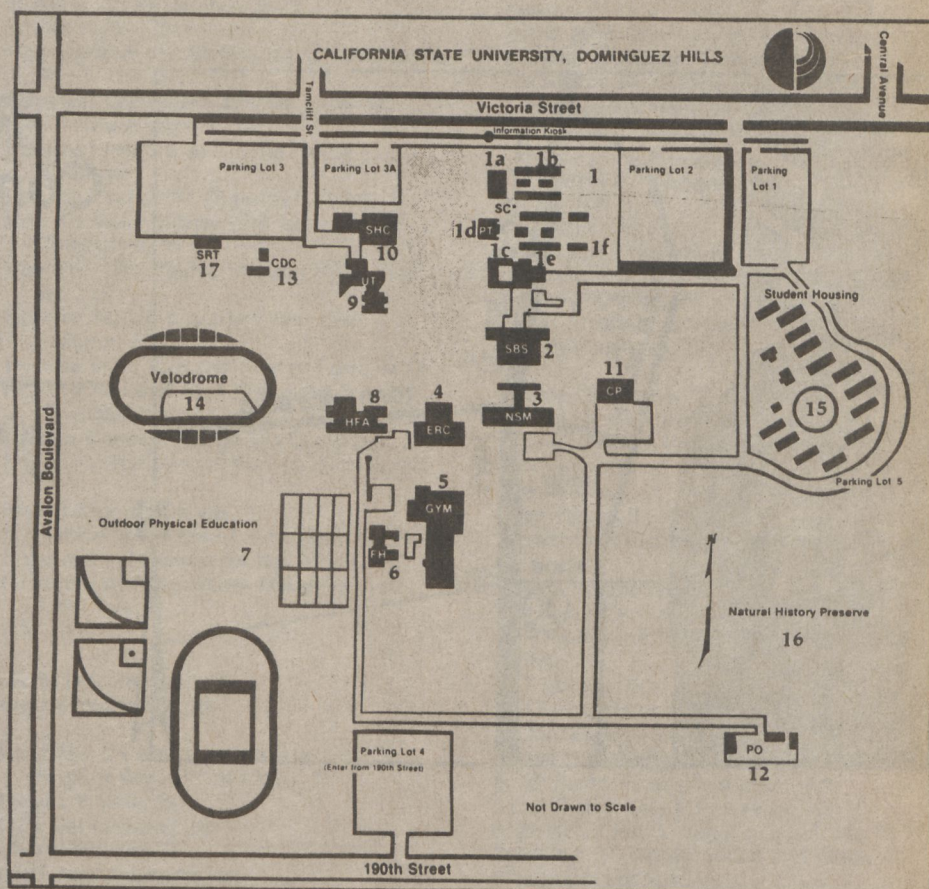
Cash payments will only be accepted for the exact amount. Those who register in person will receive fee receipts indicating your course enrollment and your student ID number. All classes you take will become part of your permanent academic record. You will receive an Extension Student ID card which entitles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



# MAPS

## ALPHABETICAL BUILDING LOCATIONS

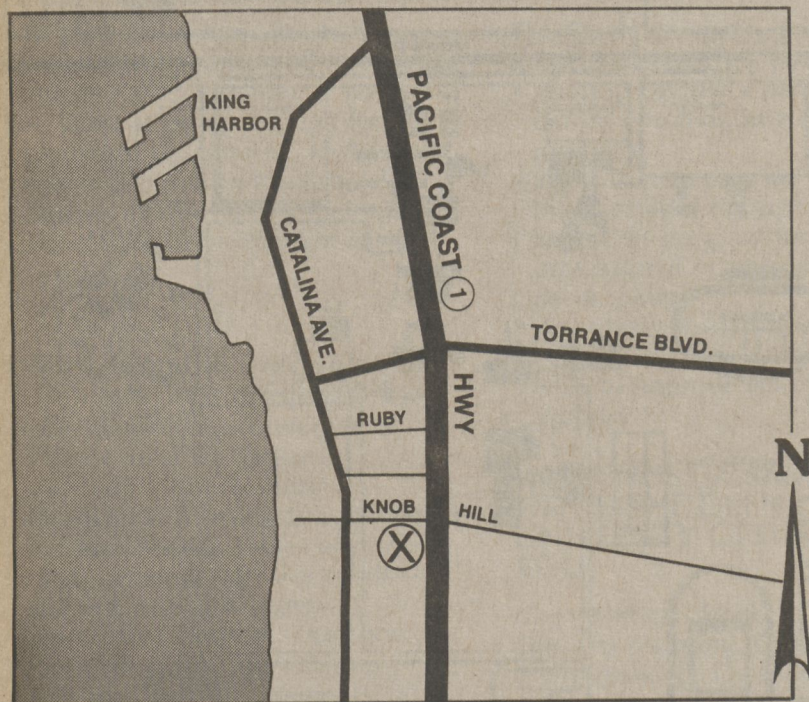
- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SCH)
- 8 HUMANITIES AND FINE ARTS (HFA)
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- 1d PLAYBOX THEATER
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- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
- 1f UNIVERSITY CENTER
- 14 VELODROME
- \* PARKING KIOSK



## FREEWAY ACCESS TO CAMPUS



# MAPS TO CAMPUS



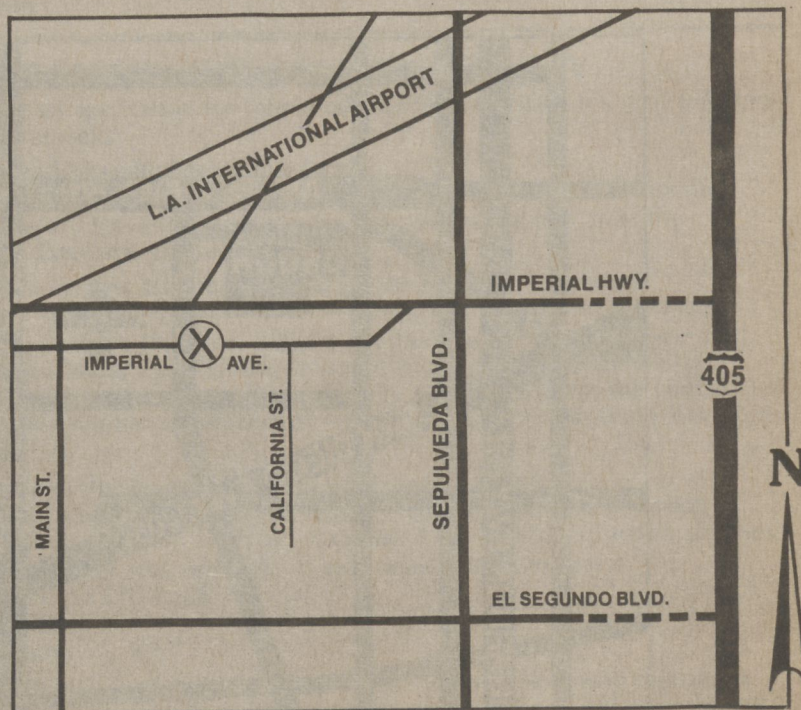
## Redondo Beach Community Resource Center

*formerly Patterson School*

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

## Hughes Learning Center

540 E. Imperial Ave.  
El Segundo, CA





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# Join us this Fall in Redondo Beach.

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**  
*announces . . .*

## Fall '84 Extension Classes at the **REDONDO BEACH COMMUNITY RESOURCE CENTER**

### **BUSINESS**

- Motivating Yourself & Others
- How To Create A Successful Home Based Business
- How To Set Up & Market Your Own Seminar
- Speaking for Money, Much and Often
- Negotiation Strategy For High Technology Managers
- Persuasive Communication
- How To Create The Organized Office
- The Great Juggling Act: Balancing Your Personal & Professional Life

### **COMPUTERS**

- How To Succeed As A Computer Consultant
- How To Make Your Computer Work For You

### **EDUCATION**

- The Joy of Learning
- Celebrating the Winter Season
- Multicultural Music & Art Activities for your Students
- Certificate Program In Children's Movement Education

### **HEALTH PROFESSIONS**

- The Challenge of Brief Psychotherapy
- Sexual Well-Being

### **PHYSICAL FITNESS & RECREATION**

- Stretch Aerobics

### **ARTS & HUMANITIES**

- In Search of Place: What Travellers & Poets Tell

### **WRITING SKILLS**

- Before You Write That Book

### **PERSONAL DEVELOPMENT**

- Couple Communication: The Art of Negotiation
- Mothers & Daughters: The Struggle for Closeness & Separation
- Raising Teenagers
- Creative Choices for Today's Society
- The Psychology & Techniques of Self-Development
- Hypnosis: The Natural Way To Success
- A Moving Experience
- Double Your Money With Real Estate
- Tax-Advantaged Investments
- Investment Strategies for the 80s

### **SPECIAL TOPICS**

- Small Claims Use & Procedure
- The Urban Community
- Public Relations for Community Organizations
- Fundraising for Community Organizations

(Check Index for page numbers of course descriptions)



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PLACE  
POSTAGE  
HERE

**CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS**

Extension Office  
ERC C508  
Carson, California 90747



You will not receive a confirmation of registration. Please attend first class meeting.



ONE FORM FOR ALL: Credit, Non-Credit, Open University Courses

## 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	*Instructor's Signature	

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

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) \_\_\_\_\_

- Racial Ethnic Data**
- |  |                               |
|--|-------------------------------|
| ___ American Indian/<br>Alaskan Native | ___ Asian<br>Pacific Islander |
| ___ Black, Non-Hispanic                | ___ White, Non-Hispanic       |
| ___ Chicano, Mexican<br>American       | ___ Filipino                  |
| ___ Other Hispanic                     | ___ Decline to state          |

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

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

CASHIER'S STAMP

Division of Extended Education  
California State University  
Dominguez Hills  
ERC C508  
Carson, California 90747

#### DATED MATERIAL

Please do not remove your mailing label. It is important for our records that the entire form be returned.  
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