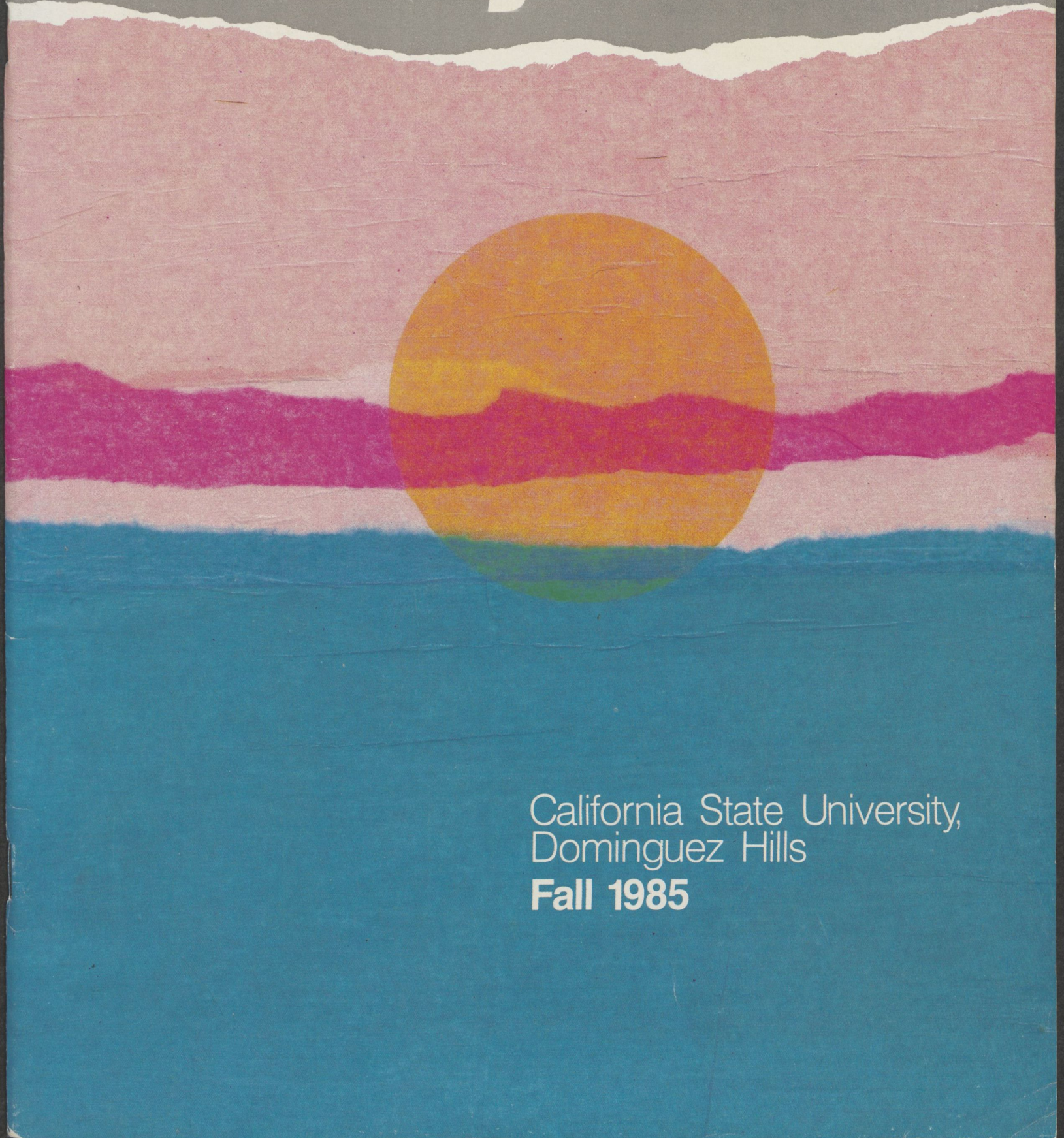


University *Extension*



California State University,
Dominguez Hills
Fall 1985

Dear Reader:

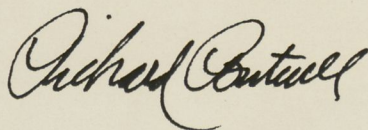
Fall quarter at California State University, Dominguez Hills marks the beginning of a very special year for our students, faculty and staff. We are celebrating the twenty-fifth year of our founding by the California State Legislature with a series of events planned around the theme, "Silver Traditions — Golden Visions." Since the first classes were held with 75 students in attendance to our present enrollment of more than 8,000 students, we have been dedicated to providing quality higher education to all the members of our service area. The Division of Extended Education, whose class offerings are included in this *Bulletin*, plays a vital role in the University's continuing commitment to excellence.

Courses offered through Extended Education provide opportunities not only for professional development, but for personal growth. Certificate programs as well as degree programs are offered. Individual classes can be taken for continuing education credit or for enrichment. The wide variety of classes available can be taken at our campus or at convenient off-campus locations.

During this exciting twenty-fifth year there will be many excellent opportunities for you to become involved with our University if you aren't currently enrolled, or to continue your present involvement. The year ahead promises to be exciting because interspersed with your classes you will have lectures, conferences, entertainment, arts events, symposia and exhibits to attend. We look forward to having you with us during our celebration.

If you should have questions or comments regarding the class offerings in Extended Education, please contact Dean Daniel Shannon at 516-3737. He is always interested in discovering ways to assist you in attaining your educational goals.

Again, let me extend an invitation to be part of our "Silver Traditions — Golden Visions" celebration. I look forward to sharing this year with you.



President



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

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

In addition, the Division offers external graduate degrees. In the Humanities, the Master of Arts degree is offered through independent study correspondence courses. In addition, a graduate Master of Science in Medical Technology degree is offered.

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

FALL ACADEMIC CALENDAR

August 26

— Extension registration begins

September 26

— Registration for Open University classes begins

October 16

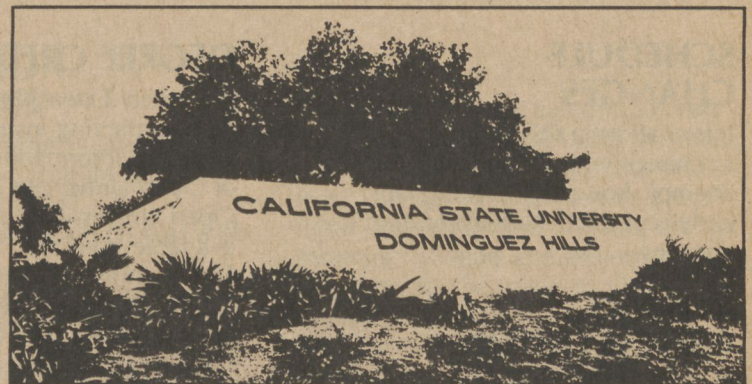
— Last day to pay fees for Open University

November 28-30

— Thanksgiving, academic holiday

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General Information

SCHEDULE CHANGES

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

COURSE CANCELLATION

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

ELIGIBILITY

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

STANDARDS

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

EXTENSION FACULTY

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

PARKING

Parking permits are required for on-campus classes. They are available from the kiosks at the entrance to each parking lot and cost 50 cents per day.

DEGREE CREDIT

University Extension is not a degree-granting institution.

For more information on applicability of Open University units, refer to the Open University class schedule, available from the Extension office. The maximum Open University or Extension degree credit which may be used toward a bachelor's degree at CSUDH is 36 units and 13 quarter units toward a graduate degree.

Extension degree credit is not acceptable for units in residence.

Course numbering is X001–X399 for undergraduate and X400–X499 for graduate courses.

UNIT VALUE OF DEGREE CREDIT

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

Quarter		Semester
6	=	4
5	=	3½
4	=	2⅔
3	=	2
2	=	1½
1	=	⅔

PROFESSIONAL CREDIT

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

CONTINUING EDUCATION UNITS (CEU)

Some Extension workshops and courses award Continuing Education Units (CEU). The CEU is a nationally-recognized unit of measurement for programs applying toward relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable.

A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. **Course numbering is 900–999.**

NON-CREDIT

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

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension degree-credit and professional credit courses are offered for letter grades. However, an undergraduate student in an Extension class offered for letter grade may choose to be graded on the Credit/No Credit basis by informing the instructor in writing at the beginning of the class. For regular campus classes, follow University procedures.

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.

LIBRARY SERVICES

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

TEXTBOOKS

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

PRE-REGISTRATION

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

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

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

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

REGISTRATION PROCEDURES

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

SELECT the classes in which you wish to enroll.

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

MAIL TO, WALK IN, OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date available. Minimum credit card registration is \$30. The Extension Office is located in ERC C508, Library Building, fifth floor, south corridor.

STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

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

WITHDRAWAL

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 \$41.50 per unit. Some courses may have differential fees. The fees for each course are listed in this *Bulletin*. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which it is drawn.

REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

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

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

Certificate Programs

EXTENDED EDUCATION CREDIT CERTIFICATE PROGRAMS

Alcohol/Drug Counseling, page 31
Certificate in Career-Related Spanish, page 34

Certificate in Mexican Culture, page 32
Certificate Program in Orthotics, page 30
**Certificate Program in Risk Management and
Insurance, page 18**
Component Engineering Certificate Program, page 19
**Production and Inventory Control Certificate,
page 17**

EXTENDED EDUCATION NON-CREDIT CERTIFICATION PROGRAMS

**Certificate Program in Children's Movement
Education, page 24**

EXTERNAL DEGREE PROGRAMS

Master of Science in Technology, page 29
Bachelor of Arts in the Humanities, page 33
Master of Arts in the Humanities, page 33

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory is a program that offers children and adults the opportunity to explore a variety of creative artistic

experiences. We offer private music lessons, ballet, creative drama and acting for all ages, and Orff Schulwerk music and movement for children. Each program offered by the Conservatory provides personal attention.

ORFF SCHULWERK

— *Music and movement for children*

\$50 fee for ten 45-minute classes. Prepares children for later musical instruction by developing hand and body coordination, sense of pitch,

and beginning note reading. Recital at the last class meeting. Classes held in HFA A-204.

DATES: Saturdays, October 5–December 14 (Holiday, November 30)

SEQUENCE NUMBER: 10–041, plus course number

Course Numbers:

0535 11:15 a.m.–noon — 3–5 year-olds

0536 noon–12:45 p.m. — 6–10-year-olds

PRIVATE MUSIC LESSONS

— *For children and adults*

\$85 fee for ten 30-minute lessons.

Session begins week of September 30. Music Recital on Sunday, December 15. Lesson times to be arranged with instructor.

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

Course Numbers:

501 Piano
502 Violin, Viola
503 Cello
504 String Bass
505 Flute
506 Oboe
507 Clarinet
508 Saxophone
509 Trumpet
510 Trombone

511 French Horn

512 Tuba

513 Drums and Percussion

514 Guitar

515 Electric Bass

516 Voice

517 Recorder

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

BALLET

— *For children and adults*

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. A recital will be held Sunday, December 15 at 3 p.m. Classes are held in the rehearsal hall of the University Theatre.

DATES: Saturdays, October 5–December 14 (Holiday, November 30)

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

Course Numbers:

521 9–9:45 a.m.
6–8-year-olds
522 10–10:45 a.m.
3–5-year-olds

523 11–11:45 a.m.
9–12-year-olds

524 12:30–1:15 p.m.
teens and adults, beginning/grade I

525 1:30–2:15 p.m.
teens and adults, grade II

526 2:30–3:15 p.m.
advanced

CREATIVE DRAMA AND ACTING

— *For children and teens*

\$50 fee for ten 45-minute classes.

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and

other activities. Recital at the last class meeting. Class held in HFA A-202.

DATES: Saturdays, October 5–December 14 (Holiday, November 30)

SEQUENCE NUMBER: 10–071, plus course number

Course Numbers:

0540 11–11:45 a.m. — 6–9-year-olds

0541 12–12:45 p.m. — 10–12-year-olds

0542 1–1:45 p.m. — teens and returning students

The Arts

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: Mondays, September 30–December 9

TIME: 8:20–10, p.m.

NUMBER OF MEETINGS: 11

UNITS: 1 degree applicable

FEE: \$41.50

SEQUENCE NUMBER: 10–041–X283

LOCATION: CSUDH campus, HFA A217

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

CALLIGRAPHY

— *For right-handed people*

Acquiring calligraphic skills is learning how to make beautiful letters with a broad edge pen. You will be exposed to Italic in all its forms. Learn concepts of spacing, design and color. Experiment with various broad-edged tools and work with different textures of paper.

Learn to design Christmas cards, greeting cards, stationery, business cards, documents and awards. No previous experience is necessary.

If you already own calligraphy tools, bring them with you to the class. If you don't own them, a materials kit will be provided for the \$10 additional fee.

DATE: Saturday and Sunday, November 9, 10

TIME: 9 a.m.–noon

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45; optional materials fee \$10

SEQUENCE NUMBER: 10–000–0528

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Bernard Baker, M.F.A., Associate Professor of Art, CSUDH

AN INVITATION TO CSUDH'S 25TH ANNIVERSARY CELEBRATION

OCTOBER

10 — President's Convocation Address: Austin Ranney, Ph.D., Professor of Political Science, Georgetown Univ., Univ. Theatre. (Time TBA). **Univ. Gallery Opening** Alumni Art Show "Alumni Reflections: Mirrors of Change," 6 p.m., Gallery. **Anniversary Concert**, Outstanding Music Alumni, 8 p.m., Univ. Theatre

15 — Rabbi Ronald J. Schulman of Congregation Ner Tamid of South Bay, Rancho Palos Verdes, "What is Jewish Spirituality," 8 p.m., HFA A103

17 — Alex Haley, "The Future of the Family" \$5 General admission, \$2 students and Seniors. Reservations call: 213/516–3993. 7:30 p.m., Univ. Theatre

23 — Return To Learn — a program for re-entry students, 6 p.m.–10 p.m., Playbox Theatre

24 — High School Information Day: workshops and tours for high school students, 9:30 a.m.–1:30 p.m., General Campus. **Anniversary Concert Series:** INCA, music and dances from Peru, 8 p.m., Univ. Theatre. Ms. Susan Imady — "The Everlasting Yearn: An Islamic Perspective" 8 p.m., HFA A103

26 — Anniversary Concert Series, National Association of Composers, USA Concert, 8 p.m., Univ. Theatre

31 — Anniversary Concert Series, Virginia Eskin, Pianist, music by women composers, 8 p.m., Univ. Theatre. Ms. Marsha Smith Newsom, "Earth Religions: Goddess Worship in the 80s," 8 p.m., HFA A103

NOVEMBER

5 — Annual Alumni Lecture and Luncheon, 12 Noon, HFA A103

8, 9, 14–17 — Theatre Arts Anniversary Season — "You Can't Take It With You" 8 p.m., Univ. Theatre

7 — Rev. Merle Lehman, "Christian Humanism: The Human Locus of the Divine" 8 p.m., HFA A103

12 — Anniversary Concert Series: Trio Dell'Arte performs a concert of Chamber Music, 8 p.m., HFA A103

14 — University Gallery Opening, "Urban Realities," 7 p.m., Gallery. Rev. Tetsuo Unno, "Buddhism as Ultimate Transformation," 8 p.m., HFA A103

17 — Community Connection "Day on Campus" with campus tours and lecture on the topic of "Medical Ethics," Afternoon, General Campus

21 — Music Dept. Showcase featuring Music Synthesis Demonstration Concert, Master Classes and department tours, 12 Noon, Univ. Theatre. Phil. Dept. Showcase featuring Visions of God Lecture Series, Dr. Dorothy Donnelly:

"The Less Traveled Path: Christian Mysticism," 8 p.m., HFA A103

24 — Reception and Gallery Tour for Public School Teachers sponsored by Humanities and Fine Arts Public School Liaison Project, 5 p.m., Gallery. **Carson/Dominguez Hills Symphony Anniversary Series Concert**, featuring: The Harbor College Choir, Dominguez Hills Univ. Chorale and Jubilee Choir, perform Beethoven's Ninth Symphony, 7 p.m., Univ. Theatre

DECEMBER

2–6 — Theatre Arts Anniversary Season performances for elementary schools — "A Christmas Carol," 10 a.m., Playbox Theatre

7 — "A Christmas Carol" Public performances, 11 a.m. and 2 p.m., Playbox Theatre

8 — "A Christmas Carol" Public performance, 2:30 p.m., Playbox Theatre

The Arts

FALL ART CLASSES

The following are a few of the exciting university credit art classes available to you through the Open University Program. (To register, follow the instructions on page 44.)

LOOKING AT ART (ARTX100-01, 4 units) — An introduction to the creative world of visual arts: painting, sculpture, architecture, graphic arts and ceramics. Develop a basic understanding of the tools, materials and language artists use. You'll study the style and subject matter of the "monuments" of the visual arts.

\$166, MW, 6:30-8:10 p.m., Educational Resources Center (ERC), G149, STAFF

19TH CENTURY ART (ART X330-01, 4 units) — Developments in European painting and sculpture during the 19th century. The works of J.L. David,

Goya, the French "Romantics," Constable and Turner, Courbet, the Impressionists and Post-Impressionists, Cezanne and Seurat will be studied within the context of historical and cultural development.

\$166, MW, 6:30-8:10 p.m., Humanities and Fine Arts (HFA), A228, A. Harshman

20TH CENTURY ART (ARTX331-01, 4 units) — Development of the theories of Modern Art. Study Modern Art from its immediate predecessors (Van Gogh, Gauguin, Cezanne) to 1945. Movements such as Fauvism, Expressionism, Cubism, Futurism, Constructivism, and Dada/Surrealism will be studied within the context of historical and cultural developments.

\$166, TTh, 4:40-6:20 p.m., Educational Resource Center (ERC), G146, STAFF

BEGINNING PAINTING

(ARTX180-01, 3 units) — This innovative approach to painting with oil helps students learn to use color effectively, to compose in the style of the masters and to develop sensitivity to surface textures.

\$124.50, MW, 2-4:30 p.m., Humanities and Fine Arts (HFA), A106, G. White

CERAMICS I (ARTX150-01, 3 units) — Learn to work with hand-built and wheel-thrown forms. A wide range of glazing techniques will be discussed including the rediscovered raku and saggar firing processes. Individual development and progress will be emphasized. **Ceramics II**

(ARTX261-01, 3 units) and **Ceramics III (ARTX363-01, 3 units)** will meet at the same time as Ceramics I.

\$124.50, MW, 6:30-9 p.m., Humanities and Fine Arts (HFA), A118, J. Gilson

Business

Real Estate

MANAGING PROPERTY EFFECTIVELY

— *Update on financial and legal changes*

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

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

No previous calculator or computer experience is required for this seminar.

DATE: Saturday, December 14

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit
FEE: \$60

SEQUENCE NUMBER: 05-111-0903

LOCATION: Redondo Beach

Community Resource Center, Rm. 7
INSTRUCTOR: H. Gary Kuhlmann,
Ph.D., associate professor of Real Estate and Investments at CSUDH, real estate broker and property manager

Business

Real Estate

FINDING AND FINANCING REAL ESTATE FORECLOSURES

— *Benefit from economic downturns*

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

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

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

Other seminar topics include:

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

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

DATE: Saturday, November 9

TIME: 10 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 Continuing Education Unit

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

SEQUENCE NUMBER: 05-111-0901

LOCATION: CSUDH campus, HFA A103

INSTRUCTOR: David Small, Esq., President, Small Time, Inc.

DOUBLE YOUR MONEY WITH REAL ESTATE

— *Master the techniques of the 80s*

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

Other workshop topics include:

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

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

DATE: Saturday, November 2

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05-111-0902

LOCATION: Redondo Beach

Community Resource Center, Rm. 8
INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay Investments

ALSO SEE:

Buying and Selling a Business,
p. 11

Real Estate

REAL ESTATE LICENSE PREPARATION

— *For the real estate salesperson's license*

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

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

DATES: Wednesdays, October 9–23 (plus optional meeting October 30 for review and practice testing with evaluation)

TIME: 6:30–9:30 p.m.
NUMBER OF MEETINGS: 3 (plus optional 4th)
UNITS: Non-credit
FEE: \$80 (plus \$20 for optional review meeting)
SEQUENCE NUMBER: 05–111–0501
LOCATION: Redondo Beach Community Resource Center, Rm. 7
INSTRUCTOR: H. Gary Kuhlmann, Ph.D., associate professor of Real Estate and Investments at CSUDH; real estate broker

BUYING A HOME IN TODAY'S REAL ESTATE MARKET

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

The workshop will cover:

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

DATE: Saturday, October 12
TIME: 9 a.m.–5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$60
SEQUENCE NUMBER: 05–111–0521
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay Investments Company

BUYING OR INVESTING IN A CONDOMINIUM

— *Houses versus condos discussed*

Learn everything you need to know before you start looking for your first investment property or new home. Topics include selecting a realtor, selecting and evaluating property, securing the best financing, negotiating the purchase and

understanding escrow documents and other paperwork you'll encounter in the purchase process.

Other topics:

- Buying a house versus a condominium
- Refinancing and resale
- Tax implications of your new home

DATE: Saturday, October 26
TIME: 9 a.m.–1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: 05–111–0535
LOCATION: Redondo Beach Community Resource Center, Rm. 7
INSTRUCTOR: H. Gary Kuhlman, Ph.D., associate professor of Real Estate and Investments, CSUDH; real estate broker

Business

Investment

SUCCESSFUL INVESTING

— *Make the most of your investment dollars*

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

Other topics:

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

DATE: Saturday, October 5 and 12

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$90

SEQUENCE NUMBER: 05-051-0545

LOCATION: CSUDH campus, SBS B101

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

MAKING THE MOST OF YOUR RETIREMENT ASSETS

— *Investigate your investment options*

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

immediate and long range tax impact your investments could have on your financial future.

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

DATE: Thursdays, October 10 and 17
TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 05-043-0536

LOCATION: Redondo Beach
Community Resource Center,
Rm. 2

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

Entrepreneurship

SET UP AND MARKET YOUR OWN SEMINAR

— *Share your knowledge and profit!*

You can transform your knowledge of a particular field or your career experience into a money-making seminar. This class will teach you how to design a successful seminar and construct an effective marketing plan to gain an audience.

You'll also learn:

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

DATE: Thursday, November 21

TIME: 6–10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45 (includes materials)

SEQUENCE NUMBER: 06-031-0502

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

INSTRUCTOR: Gordon Burgett, M.A., freelance writer, lecturer, author of *The Query Book*

BUYING AND SELLING A BUSINESS

— *Learn the legal and practical necessities*

Before you buy or sell a business, learn to ensure maximum return on your investment. In this seminar, the legal and practical pitfalls of buying and selling a small business will be discussed.

Explore legal requirements such as escrow details, whether to sell a corporation, to keep it, or to sell its

assets; the pros and cons of entering a partnership or corporation, indemnity clauses and how far they should go.

Other topics:

- Buying a business's assets
- Reading a balance sheet and profit and loss statement
- Assigned leases
- Who pays the taxes — buyer or seller?
- Ins and outs of businesses that require licenses

DATE: Wednesday, October 16

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 07–996–0563

LOCATION: Redondo Beach

Community Resource Center,
Rm. 7

INSTRUCTOR: Merle H. Horwitz,
M.B.A., L.L.B., Attorney with
emphasis on Business, Real Estate
and Business Litigation

STARTING A SUCCESSFUL MAIL ORDER BUSINESS

— *Part time or expand an existing business*

You can be a part of the rapidly growing, multi-billion dollar mail order business, even part-time out of your home. Mail order is also an excellent way to expand your current business within an affordable budget.

This seminar brings you the basics of mail order — product selection, suppliers, pricing, profit protection, purchasing, administration, marketing, advertising and other practical information. At the end of the workshop you'll be ready to develop your own mail order business and market products or services profitably.

DATE: Saturday, December 21

TIME: 9 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30, plus \$5 materials fee

SEQUENCE NUMBER: 05–996–0533

LOCATION: Redondo Beach

Community Resource Center,
Rm. 8

INSTRUCTOR: Allan J. Siposs,
President, International Commercial
Services Group; member, U.S.
Congressional Advisory Board of
Business; Consultant to World
Bank

FINANCING YOUR BUSINESS: NEW VENTURE OR EXPANSION

— *Avoid the pitfalls of under-capitalization*

Many promising business ventures fail because of lack of sufficient capital. If you are considering starting a business or expanding an existing one, this workshop may provide you with the information you'll need to avoid financial snags.

You'll learn financial planning, budgeting, cash flow management, writing financial proposals, and funding sources. As a useful background to financing, this step-by-step practical workshop will also review common business terms, and the legal structuring of companies. Benefits new entrepreneurs as well as managers of existing businesses.

Includes discussion of various financial channels such as:

- Bank loans
- Government programs
- Supplier financing
- Discounting
- Inventory financing

DATE: Saturday, September 28

TIME: 9:30 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30, plus \$5 materials fee

SEQUENCE NUMBER: 05–041–0532

LOCATION: Redondo Beach

Community Resource Center,
Rm. 8

INSTRUCTOR: Allan J. Siposs,
President, International
Commercial Services Group;
member of U.S. Congressional
Board on Business; Consultant to
World Bank

ALSO SEE:

Make Money With Your Home
Computer, p. 23

Business

Entrepreneurship



SMALL BUSINESS ADMINISTRATION

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 START, RUN, AND STAY IN BUSINESS

— Gain an overview of small business operations

Discover how to form and operate your own business. This one-day seminar provides the necessary information for successfully launching yourself into business. *Learn 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, November 2

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05-996-0561

LOCATION: CSUDH campus, SBS D225

INSTRUCTOR: Gregory F. Kishel, MBA, and Patricia Gunter Kishel, MBA, consultants, authors of *How to Start, Run and Stay in Business*

FUNDAMENTALS OF IMPORT-EXPORT BUSINESS

— Learn the basics of international and multinational business

Prepare for an exciting career in the international trade industry, and gain insight to the key considerations for starting your own import-export



business. The workshop offers a comprehensive, practical study of the crucial factors for success in the international trade business.

Other topics include:

- Import-export procedures
- Documentation and formalities
- Critical terminology
- Agencies involved; packing, transportation, insurance

DATE: Saturday, October 5

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05-131-0952

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR: F. Ronald Bosch, Ph.D., International entrepreneur, lecturer, consultant

Accounting

GENERAL TAX INSTITUTE FOR TAX PRACTITIONERS AND TAX PREPARERS

— Saturday, November 2, 9 a.m.—5 p.m. Humanities and Fine Arts Building, A103

Learn about the new tax laws and rules that will affect preparation of tax returns for 1985. Topics reviewed and seminar discussions will focus upon preparation of individual, professional and small business returns.

The State Board of Accountancy has approved this program for 8 hours of Continuing Education Credit (0.8 CEU), applicable to relicensure requirements.

Send us the coupon below for a free brochure outlining details of the program, or call 213/516-3741 for information.

Name _____

Address _____

City, State, Zip _____

ACCOUNTING SYSTEMS FOR MICROCOMPUTERS

— *Four seminars to help businesses evaluate and utilize accounting software*

Microcomputers are used more often than ever for a variety of tasks ranging from word processing and spreadsheet analysis to inventory control. One popular application for microcomputers is business accounting.

This step-by-step analysis of the accounting software packages available focuses on the capabilities and limitations associated with microcomputer accounting systems. The two-day series will help business owners and professionals select the appropriate software for their needs.

Recommended for:

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

A microcomputer will be set up in the classroom to demonstrate software. All the software demonstrated will be I.B.M. compatible.

Each class is awarded .5 Continuing Education Unit (CEU), a nationally recognized standard unit of achievement in continuing education which may be used as evidence of increased proficiency. Pre-registration is required.

ABOUT THE INSTRUCTOR

Richard A. Savaiano, M.A., is a principal with Industrial Management Associates, a management consulting and systems development firm.

General Ledger and System

Requirements — Thursday, September 26, 8:30 a.m.—12:30 p.m.

Sequence number: 05-021-0930

Accounts Payable and Purchasing

— Thursday, September 26, 1-5 p.m. Sequence number: 05-021-0931

Accounts Receivable and Billing —

Friday, September 27, 8:30 a.m.—12:30 p.m. Sequence number: 05-021-0932

Payroll and Job Costing — Friday, September 27, 1-5 p.m. Sequence number: 05-021-0933

UNITS: 2 Continuing Education Units for series

FEE: \$95 per seminar, or \$315 for the series of 4 seminars

LOCATION FOR ALL SEMINARS:

Redondo Beach Community Resource Center, Rm. 7

THE CENTER FOR TRAINING AND DEVELOPMENT

— *In-house programs for business and industry*

The Center for Training and Development creates and conducts individualized training programs to meet the specific 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 locations. The content of these training programs is practical and up-to-date and they are directed 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 training
- Management skills

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

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

Business

Management

MANAGEMENT FOR EXCELLENCE SERIES

This season, you can fine tune or learn the basics of what it takes to be a good manager. Each of these seminars focuses on a different managerial skill.

An effective manager is one who has learned how to motivate, negotiate and persuade. This four part series helps you to cultivate these skills, as well as time management and creative decision making.

Patricia McNaughton, Ph.D., a management development consultant and corporate stress management trainer, leads this series.

SESSION I

MOTIVATING FOR PRODUCTIVITY

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

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

Participants will:

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

DATE: Wednesday, October 2

TIME: 3-6 p.m.

LOCATION: Redondo Beach
Community Resources Center,
Rm. 7

FEE: \$28

SEQUENCE NUMBER: 05-061-0523

SESSION II

PERSUASIVE COMMUNICATION AND NEGOTIATION

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

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

The seminar will discuss how to:

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

DATE: Wednesday, October 2

TIME: 7-10 p.m.

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

FEE: \$28

SEQUENCE NUMBER: 05-061-0524

*Four classes to help
you fine tune your
managerial skills*

SESSION III

TIME AND STRESS MANAGEMENT

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

Learn how to:

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

DATE: Thursday, October 3

TIME: 3-6 p.m.

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

FEE: \$28

SEQUENCE NUMBER: 05-061-0525

SESSION IV

CREATIVE DECISION MAKING

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

DATE: Thursday, October 3

TIME: 7-10 p.m.

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

FEE: \$28

SEQUENCE NUMBER: 05-061-0526

Management

EFFECTIVE DELEGATION STRATEGIES

— *Learn the successful manager's survival skill*

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

Other topics include:

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

DATE: Saturday, October 19

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$58

SEQUENCE NUMBER: 05-061-0535

LOCATION: CSUDH campus, SBS D219

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

SALES AND NEGOTIATIONS

— *Increase your interpersonal effectiveness*

An innovative and creative workshop for anyone involved in sales and negotiations. At one time or another, we're each involved in some aspect of negotiating.

Novices and pros alike get acquainted with traditional and non-traditional approaches to sales and negotiations.

This class can help you tailor a distinctive and successful sales approach for yourself.

Other class topics:

- The decision-making process
- Steps to successful sales calls
- Making presentations — from opening to closing
- Overcoming objections
- The "FAB" strategy to sales and negotiations

DATE: Saturday, November 16

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05-091-0951

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: F. Ronald Bosch,
Ph.D., International Entrepreneur,
lecturer, consultant

POWERLEARNING[™] FOR EXECUTIVES, MANAGERS, AND BUSINESS PROFESSIONALS

— *Increase your learning ability without stress*

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

reading and study skills, and use your time more effectively.

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

DATE: Saturday, October 26

TIME: 8:30 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 05-061-0518

LOCATION: CSUDH campus, SC D154

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

ALSO SEE:

Management Skills for Medical
Office Personnel, p. 29

Business

Management

SUPERVISION: THE FUNDAMENTALS

— *The skills you need to be an effective leader*

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

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

Other topics:

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

DATE: Saturday, September 28

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$58

SEQUENCE NUMBER: 05-061-0534

LOCATION: CSUDH campus, SBS E122

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

THE ORGANIZED PROFESSIONAL

— *Increase your efficiency through time management*

You're a professional and you know what it means to work hard. This seminar is designed to help you work more effectively — not harder.

Designed to help you accelerate your productivity and your success by improving your organizational skills, the workshop will examine how to become the *organized professional*.

You can gain control over each workday by better organizing your time, information and space. Learn systems, shortcuts and other strategies to speed paperwork and projects. This technique enables you to stay abreast of your professional reading, to manage time and to direct your work life. An informative reference workbook is provided at no additional charge.

Sign up for The Organized Office, meeting in the afternoon, and learn to completely organize your professional life.

DATE: Saturday, November 2

TIME: 9 a.m.—noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 05-061-0550

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: Susan Silver, M.A., founder and president, Positively Organized

THE ORGANIZED OFFICE

— *Organizational techniques to increase productivity*

Whether you are a manager, entrepreneur or support staff person, you'll learn how to create a working environment that meets your professional needs and goals in this informative seminar.

In this step-by-step class, you'll learn practical methods to streamline your

office. Discover how to arrange and equip your work space, evaluate computers and office automation, manage projects and work information systems, and improve office communications.

You'll receive a free workbook that serves as a handy guide during and after the seminar.

Sign up for The Organized Professional in the morning and learn to completely organize your professional life.

DATE: Saturday, November 2

TIME: 1:30—5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 05-062-0551

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: Susan Silver, M.A., founder and president, Positively Organized

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

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

THE PROGRAM

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

WHO SHOULD ATTEND

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

INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

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

Topics include:

- How P & L 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

THE COURSES

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

THE CERTIFICATE

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

THE COST

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

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

Topics include:

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

INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEM

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.

LOCATION

Classes begin the week of September 23. Classes meet from 6:30–10:00 p.m. at Mira Costa High School, 701 S. Peck Avenue (corner Peck and Artesia), Manhattan Beach. See map, page 46.

SCHEDULE FOR FALL

INM X219 Basics of Production and Inventory Control

Monday	Sequence #05–064–X219–01
Monday	Sequence #05–064–X219–02
Tuesday	Sequence #05–064–X219–03

INM X220 Inventory Planning and Control Systems

Monday	Sequence #05–064–X220–01
Tuesday	Sequence #05–064–X220–02

INM X221 Production Planning and Control Systems

Monday	Sequence #05–064–X221–01
Tuesday	Sequence #05–064–X221–02

INM X222 Manufacturing Resources Planning

Thursday	Sequence #05–064–X222–01
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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.

CERTIFICATE PROGRAM IN RISK MANAGEMENT AND INSURANCE

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

Of great concern to these businesses is the legal responsibility of an organization to provide a safe and secure workplace for both the employees and the consumer public.

The certificate satisfies the prerequisite requirements of the California Department of Insurance for taking the licensure examination for insurance brokers and agents. The program provides three academic credit hours for each of the three courses of instruction which may be applied to the degree requirements for the CSUDH Department of Public Administration. A certificate will be awarded upon completion of the three courses.

INSTRUCTOR

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

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

COURSE I: ESSENTIALS OF RISK MANAGEMENT

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

Other topics:

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

DATE: Friday, Saturday, Sunday;
October 18-20

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

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

UNITS: 2 degree-applicable units

SEQ. NUMBER: 05-121-X381

LOCATION: CSUDH campus, SBS E122

COURSE II: PROPERTY AND CASUALTY INSURANCE RISKS

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

Other topics:

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

- Classifications of persons selling insurance

DATE: Friday, Saturday, Sunday;
October 25-27

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

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

UNITS: 2 degree-applicable units

SEQ. NUMBER: 05-121-X382

LOCATION: CSUDH campus, SBS E122

COURSE III: HEALTH, ACCIDENT, AND LIFE INSURANCE RISKS

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

Other topics:

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

DATE: Friday, Saturday, Sunday;
November 8-10

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

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

UNITS: 2 degree-applicable units

SEQ. NUMBER: 05-121-X383

LOCATION: CSUDH campus, SBS E122

COMPONENT ENGINEERING CERTIFICATE PROGRAM

Component Engineering is concerned with the selection, design application, acquisition and functioning of the individual parts of electronic, magnetic, mechanical and optical equipment. The engineering associated with

their use is critical to the successful performance and reliability of both commercial and military systems.

The Component Engineering Certificate Program at CSUDH is at the graduate level and makes both general and specialized engineering and technology courses available for individuals with a variety of backgrounds, experience and training, but an undergraduate degree in Engineering is recommended. The initial course work provides a foundation required for all Component Engineers. The course

of study is then directed toward specialization in either active devices (semi-conductor products), passive devices (non-active electronic and magnetic products), or electromechanical and optical components. The certificate requires a minimum of twenty-nine units. A new cycle will begin in the Fall 1985 quarter. For further information, call Paul Davis at 213/516-3741.

Communication

AN EXECUTIVE'S GUIDE TO BUSINESS INFORMATION

— *Speedy and efficient
research using a microcomputer*

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

effective business research methods — hands-on, using a microcomputer and printed sources.

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

DATE: Saturday, October 26

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

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

SEQUENCE NUMBER: 07-021-0517

LOCATION: CSUDH campus, SC
E139

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

Communication

GRANT PROPOSAL WRITING FOR NON-PROFIT AGENCIES AND COMMUNITY ORGANIZATIONS

— *Useful skills for communicating your organization's funding needs*

Non-profit social service agencies and community organizations find that they must look beyond their current base of support for the funds necessary to run their programs.

Members and staff of these organizations can learn to tap potential fundraising resources in this informative seminar on grants proposal writing.

Participants will learn to:

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

DATE: Saturday, October 19

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 21-010-0501

LOCATION: CSUDH campus, SBS D225

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

BUSINESS WRITING THAT WORKS

— *Good writing enhances your professional image*

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

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

DATE: Saturdays, November 9, 16

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 15-012-0503

LOCATION: Redondo Beach Community Resource Center, Rm. 8

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

EFFECTIVE RESUMES AND INTERVIEWS

— *Communicate your assets effectively*

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

Special emphasis will be placed on transferring skills — an important

avenue for those re-entering the job market, changing careers or graduating from college.

Is the interview an obstacle or an opportunity? Learn to make the interview *your* meeting. Through the use of small group exercises and group discussions, you'll discover the use of:

- Active networking
- Information surveys
- Interviews

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

DATE: Saturdays, November 2 and 9

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$55

SEQUENCE NUMBER: 06-000-0504

LOCATION: CSUDH campus, SBS A210

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

IMPROVING YOUR SPEAKING VOICE

— *Get your message across!*

If you want people to listen to you, you must speak clearly and confidently. Whether you speak to large or small groups, how you use your voice will affect how well listeners comprehend your message and how they respond to you as a person. Effective speakers know that conveying a message clearly requires articulation and authoritative projection. In this intensive class you will learn how to use these skills and how to profit from critical listening.

Even if your job doesn't require special speaking abilities, you'll learn how to enhance your speaking voice for conversation and social interaction.

This class is recommended for:

- Anyone with special speaking demands such as briefings, conferences, class instruction, and supervisory responsibilities
- Professionals who wish to strengthen their voice skills for business or social life
- Those who find it generally difficult to "speak up"

DATE: Saturdays, September 28–October 12
TIME: 9 a.m.–12:15 p.m.
NUMBER OF MEETINGS: 3
UNITS: 1 Continuing Education Unit
FEE: \$60
SEQUENCE NUMBER: 15–061–0900
LOCATION: Redondo Beach
Community Resource Center,
Rm. 7
INSTRUCTOR: Clara E. Shaw,
Speech and Voice Consultant

WRITING TRAVEL ARTICLES THAT SELL

— *Make money while you vacation*

Travel journalism is an excellent field for beginning and established writers. In this one-day workshop, discover how to transform travel into travel copy. Learn how to plan articles and secure assignments *before* leaving on a trip. Examine techniques for marketing the same sites to different

newspapers and magazines, and for doubling your income through photography.

The following specific travel writers' concerns will also be addressed:

- How to justify tax deductions for travel
- How and when to mail slides and photos
- When to write in first person
- How to find travel writing markets

DATE: Friday, November 22
TIME: 6–10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 06–021–1503
LOCATION: Redondo Beach
Community Resource Center,
Rm. 7
INSTRUCTOR: Gordon Burgett,
M.A., Freelance Writer, author of
the *Query Book*

HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

— *Enter the ranks of earning professionals*

Most beginners can't sell 5 percent of their writing. Professionals can't write fast enough to keep up with their sales commitments. The difference is in the marketing.

Beginners write, then try to sell; pros sell, then write. This seminar, focusing on nonfiction articles and books, explains the professional system, then shows how you can use it with predictable lucrative results. You will learn:

- What kinds of writing sell best
- When you should query and when you should send unsolicited copy
- How pros double their income by selling reprints and rewrites
- How to take every allowable tax deduction

DATE: Wednesday, November 20
TIME: 6–10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 06–021–0501
LOCATION: Redondo Beach
Community Resource Center,
Rm. 7
INSTRUCTOR: Gordon Burgett,
M.A., Freelance Writer, author of
the *Query Book*

ALSO SEE:

Set Up and Market Your Own Seminar, p. 10

Computer Applications

WORDPROCESSING WITH APPLEWRITER

— Learn word processing on a microcomputer

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

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

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

DATE: Saturdays, October 12 and 19

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$90 plus \$5 materials fee

SEQ. NUMBER: 07-023-0502

LOCATION: CSUDH campus,
SC D139

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

CERTIFICATE IN COMPUTER SCIENCE

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

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

CORE COURSES (20 units)

Survey of Programming

Concepts (4)

- *Computer Science 200*

Data Structures (4)

- *Computer Science 210*

Programming Languages I (4)

- *Computer Science 220*

Computer Organization (4)

- *Computer Science 230*

File Processing (4)

- *Computer Science 250*

ELECTIVES (8 units)

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

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

ALSO SEE:

Accounting Systems for
Microcomputers, p. 13

An Executive's Guide to Business
Information, p. 19

Evaluating Educational Software,
p. 28

Computer Applications

MAKE MONEY WITH YOUR HOME COMPUTER

The abundance of computers available are creating hundreds of new ways for you to make money either full time or by earning extra income in your spare time. In these four sessions, you will learn how to build a successful enterprise by putting your computer to work for you.

This series of four classes are taught by Daniel Tompkins, Ph.D., president of the Computer Business Development Company and author of the books *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*.

SESSION I

COMPUTER CONSULTING AND FREELANCE PROGRAMMING

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

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

DATE: Wednesday, October 2
TIME: 3–6 p.m.

FEE: \$28

LOCATION: Redondo Beach
Community Resource Center,
Rm. 8

SEQUENCE NUMBER: 07–030–0519

SESSION II

STARTING A WORD PROCESSING SERVICE

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

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

DATE: Wednesday, October 2
TIME: 7–10 p.m.

FEES: \$28

SEQUENCE NUMBER: 07–023–0505

LOCATION: Redondo Beach
Community Resource Center,
Rm. 8

Four seminars on entrepreneurship and home computers

SESSION III

PUBLISHING SOFTWARE AND BOOKS

Step-by-step, from inception to sale, you'll learn how successful commercial writers market their computer programs, technical manuals, book manuscripts and newsletters.

- Royalties, rights
- Copyrights
- Contracts, clauses
- Non-disclosure agreement
- Proposals, query letters
- Self-publishing

DATE: Thursday, October 3
TIME: 3–6 p.m.

FEE: \$28

SEQUENCE NUMBER: 07–011–0518

LOCATION: Redondo Beach
Community Resource Center,
Rm. 8

SESSION IV

HOME-BASED COMPUTER BUSINESS OPPORTUNITIES

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

Eight areas will be discussed:

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

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

DATE: Thursday, October 3
TIME: 7–10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07–021–0507

LOCATION: Redondo Beach
Community Resource Center,
Rm. 8

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

THE PROGRAM:

The Certificate Program in Children's Movement Education consists of a selection of seven courses in the area of movement education and physical education for children. Each course offers one Continuing Education Unit (CEU), acceptable in most school districts for salary adjustments.

The courses include stages of play, motor skill development, organization and development of physical education programs, 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 member of a state task force on 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 classes — four required and three electives — are needed to receive the certificate. Students may select from six "required" courses and seven "elective" courses. Courses are rotated during the quarters of the school year. Pre-registration is required for all of the courses.

FALL 1985 CLASSES (See pp. 24-26)

Dynamic Physical Education for 7 to 12 Year Olds
Nutrition in the Classroom: New Ideas for Healthy Eating
Teaching Aerobics and Fitness Activities for 4- to 12-Year Olds
Rhythms and Dance for 2- to 7-Year Olds
The New Physical Education for 2- to 7-Year Olds

DYNAMIC PHYSICAL EDUCATION FOR 7 TO 12 YEAR OLDS

— *Learn the new "winning" P.E.*

The objective of the new Physical Education is to allow every child to be a winner by helping the students set their own goals and develop skill at their own level. In addition to learning traditional games and activities, we will explore contract teaching, the use of skill cards, and designing games.

Other topics include:

- Making competition work
- Providing for different skill levels
- Planning a yearly program
- Motivation techniques, charts and awards
- What to do on rainy days?
- Starting a school "Sports" club
- What to do with children who "cannot/will not" participate

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

Pre-registration is required.

DATE: Saturday, October 5

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0940

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

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

ALSO SEE:

Telecommunications, p. 40
Travel Programs, p. 41
Test Preparation for Bilingual Certificate of Competence, pp. 36-37

Wordprocessing with Applewriter, p. 22

Rhythmic Gymnastics for Girls, p. 42

THE NEW PHYSICAL EDUCATION FOR 2- TO 7-YEAR-OLDS

— *Understand the special needs of the young*

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 clothes and rubber-soled shoes.

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

Pre-registration is required.

DATE: Saturday, October 19

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0932

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook,

B.A., Elementary and Secondary

Credential; Director, Children's

Health International

TEACHING AEROBIC AND 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 and 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 is an elective for the Certificate for Children's Movement Education.

Pre-registration is required.

DATE: Saturday, November 2

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0933

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook,

B.A., Elementary and Secondary

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

Pre-registration is required.

DATE: Saturday, November 16

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0901

LOCATION: Redondo Beach

Community Resource Center, Rm. 7,

INSTRUCTOR: Lynn O'Brien, M.A.,

pediatric, nutrition consultant

Education

RHYTHMS AND DANCE FOR 2- TO 7-YEAR-OLDS

— *Introduce your students to music and dance*

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

Pre-registration is required.

DATE: Saturday, December 7

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0931

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

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

INSTRUCTIONAL HUMOR

— *Add humor to your teaching*

If you improve your ability to tell jokes will you be a better teacher? Possibly. New educational studies have discovered that humor can be effective in the instructional process. Develop techniques to promote positive group interaction and learn to enhance your relationship with your students. The course includes an

analysis of how to use humor in teaching and an analysis of children's humor. Outside reading will be required.

Classroom presentations include:

- Chaplin, Marx Bros. and W.C. Fields films
- Lectures
- Comedy records (Woody Allen, Cheech and Chong)
- Guest speakers, mimes, comedians, books and magazines

DATE: Saturdays, October 5, 12

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 2

UNITS: 2 Continuing Education Units (Educ. 934)

FEE: \$70

SEQUENCE NUMBER: 08-993-0934

LOCATION: CSUDH campus, Univ. Center (SC F172)

INSTRUCTOR: Peter Desberg, Ph.D., professor of education, CSUDH

NEW DIRECTIONS IN EDUCATION

— *National Diffusion Network Videoconferences*

The U.S. Department of Education's National Diffusion Network and the Division of Extended Education are proud to offer to teachers and school administrators in the South Bay and Los Angeles these symposia on innovative learning techniques. Each of the videoconferences will focus on nationally validated exemplary teaching methods, curricular improvements or management techniques recognized by the Department of Education.

Cost per participant is only \$10.00. Each conference begins at 8:30 a.m. and ends at 11:30. Location is the CSUDH campus, ERC E-133.

Conference subjects and dates:

Special Education/Early Childhood — September 20, 1985

- Portage Project: A Home Approach to the Early Education of Handicapped Children, mental ages 0-6
- Modification of Children's Oral Language, grades preschool — adult
- Oklahoma Child Service Demonstration Center, Grades 7-12
- Early Prevention of School Failure, ages 4-6
- Precision Teaching, grades K-4

Gifted and Talented — October 13, 1985

- Talents Unlimited, multiple-talent theory approach, grades 1-6
- SAGE, higher level thinking and critical thinking skills, grades 1-6
- Success Enrichment, grades 4-6

MULTICULTURAL ART ACTIVITIES I

— *Emphasis on Hispanic, Asian, Native American cultures*

Through hands-on experiences, elementary school teachers will learn to use arts and crafts from other cultures to motivate children to find their own creative expression. This workshop will feature specific ways to use art from Hispanic, Asian and Native American

cultures. Hands-on projects will include murals, serapes, pinatas, Chinese New Year's dragons, fold and dye papers and other project ideas.

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

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

DATE: Saturday, November 16

TIME: 9 a.m.—7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Professional Credit, Education 858

FEE: \$50, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0858

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

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

ART FOR THE PRE-SCHOOL CHILD

— *A workshop for parents, teachers and day care workers*

Learn to understand the development of the creative process in children in this innovative, participation-oriented art class.

Through slides, demonstrations, and hands-on creative activities, you can learn how to build a successful art program for your pre-school. Art activities include painting, printmaking,

clay modeling, cut and paste, and mural painting.

Other topics:

- Techniques for motivation
- Set-up and organization
- Displaying children's art

DATE: Saturday, November 2

TIME: 9 a.m.—7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit (Education 909)

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

SEQUENCE NUMBER: 08-310-0909

LOCATION: Redondo Beach

Community Resource Center, Rm. 7

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

CELEBRATING THE WINTER SEASON

— *Creative art activities for your classroom*

With emphasis on originality, this hands-on workshop is designed to help elementary school teachers plan art projects for the Winter season. Hanukkah, Christmas, Chinese New Year's and Valentine's Day will provide themes for drawing, painting, printmaking and batik work.

Other topics:

- How to motivate
- How to set up the classroom and organize the materials
- Display of children's art

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

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

DATE: Saturday, December 7

TIME: 9 a.m.—7 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Professional Credit, Education 855

FEE: \$50, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0855

LOCATION: Redondo Beach

Community Resource Center, Rm. 7
INSTRUCTORS: Penelope Greeven, Art Workshop Instructor, Long Beach Unified School District. Kevin Doherty, Art Workshop Instructor, Long Beach Unified School District; Art Consultant, Downey Unified School District; private art instructor.

Education

EVALUATING EDUCATIONAL SOFTWARE

— *Learn to select appropriate programs*

Learn the components of effective educational software programs and what criteria to use when evaluating software. This step-by-step workshop will include actual evaluation of several educational programs.

After you learn the principles of software evaluation, the class will use the CSUDH microcomputer lab and each student will evaluate software selected from the CSUDH software library.

Other topics:

- The evaluating process
- Evaluation criteria
- Sources for evaluation information

DATE: Saturday, November 2

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit (Education 910)

FEE: \$55

SEQUENCE NUMBER: 08–011–0910

LOCATION: CSUDH campus, SC E139

INSTRUCTOR: Peter Desberg, Ph.D., professor of education, CSUDH

SUPERLEARNING® FOR TEACHERS

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

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

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

will gain the concrete knowledge to begin using the techniques immediately.

Superlearning is based on proven new accelerated learning techniques such as right brain/left brain learning methods, "Suggestopedia," imagery and N.L.P. In eastern European countries where Suggestopedia is used, students can reportedly learn a foreign language in one month and accelerate learning by two to five times.

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

DATE: Friday, October 25

TIME: 5–9 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Unit

FEE: \$39

SEQUENCE NUMBER: 08–993–0902

LOCATION: CSUDH campus, SC D154

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

PRE-CALCULUS MATHEMATICS (Math X108)

Teachers considering earning a supplementary authorization in mathematics or preparing for the National Teacher Examination in mathematics will benefit from this in-depth math class.

Topics include the function concept, exponential and logarithmic functions, and plane trigonometry.

Prerequisite: Math 020 or two years of high school algebra.

For more information on this program, contact Eunice Krinsky, associate professor of mathematics, 213/516–3363 or 213/516–3378.

Coming Winter '86 quarter: Calculus I (MATH X110)

Coming Spring '86 quarter: Calculus II (MATH X112)

DATE: Tuesdays and Thursdays, September 26–December 10

TIME: 4:40–6:20 p.m.

NUMBER OF MEETINGS: 20

UNITS: 4 quarter units (Math X108)

FEE: \$166

SEQ. NUMBER: 00–017–X108

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR: Staff

MANAGEMENT SKILLS FOR MEDICAL OFFICE PERSONNEL

— *Learn the skills to be the best at your job*

This course examines the important role of the medical office manager, and focuses on the skills required to efficiently and effectively manage the personnel and accounting of the medical office. As a medical office manager, you can enhance your professional competence and carry out your managerial role effectively.

You'll learn to:

- Assess your managerial style
- Evaluate your medical practice and use the latest techniques to improve efficiency
- Organize and audit your accounts receivable to increase cash flow
- Improve insurance billing procedures
- Organize the office to ensure efficient paper flow

You'll earn a certificate upon completion of the class.

DATE: Wednesdays, October 9–23
TIME: 4 p.m.–7:30 p.m.
NUMBER OF MEETINGS: 3
UNITS: 1 Continuing Education Unit
FEE: \$80
SEQUENCE NUMBER: 12–021–0900
LOCATION: CSUDH campus, ERC A115
INSTRUCTOR: Dianne Jackson, M.S., M.P.H., Medical Office Management Consultant

MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

The Master of Science in Medical Technology is a program unique in the area and is designed for a select few. Admission is open only to California licensed *clinical laboratory technologists and/or registered medical technologists*.

Students must have a bachelor's degree and must have professional experience beyond the initial training period.

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

Five options are available:

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

Classes meet in hospitals throughout Southern California.

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

For more information, call 213/516–3748.

ALSO SEE:

Clinical Hypnosis Practicum for Professionals, p. 39
Clinical Hypnosis for Professionals I, p. 39

Health Services

SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

This intensive one-week experience was developed by San Pedro Peninsula Hospital as a result of requests from professionals and para-professionals who wish 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/ Degree-Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category I) 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: \$125 for program plus \$62 for CSUDH degree credit

SEQ. NUMBER: 12-221-X200

INSTRUCTOR: San Pedro Peninsula Hospital Alcoholism Recovery Service Staff

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with California State University, Dominguez Hills offers

an accredited long-term certificate program in Orthotics. Orthotics is the profession of providing orthopedic braces for the physically disabled. Interested students with an Associate degree or higher and familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure

to patients in a wide variety of clinical settings. Students study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

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

CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

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

ENTRANCE REQUIREMENTS

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

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

Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class HEA X282 with a grade of BC or better. For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes are held from 6:30-10:00

p.m. week nights at Mira Costa High School, 701 S. Peck Avenue, Manhattan Beach (see map, page 46).

THE COST

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

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

THE COURSES

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

QUARTER I

HEA X282 — INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

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

HEA X280 — INTRODUCTION TO ALCOHOLISM (4 units)

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

QUARTER II

HEA X281 — COUNSELING THE INDIVIDUAL (4 units)

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

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

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

QUARTER III

HEA X300 — GROUP COUNSELING TECHNIQUES (4 units)

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

HEA X301 — INTRODUCTORY PRACTICUM (2 units)

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

QUARTER IV

HEA X283 — DYNAMICS OF THE FAMILY (4 units)

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

HEA X302 — PRACTICUM: FAMILY (2 units)

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

QUARTER V

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

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

Humanities and Social Science

CERTIFICATE IN MEXICAN CULTURE

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

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

credits toward CSUDH course requirements may appeal on an individual basis.)

CLASSES FOR FALL 1985

(see pp. 32-33):

Leguna Y Vida
Ingles Elemental Para
Hispanosparlantes
Literatura De Mexico

LITERATURA DE MÉXICO

— *Vision general*

This course is divided into two parts:

- A brief history of Mexican literature
- A literary analysis of some of the most important works in prose, verse and drama.

This course will familiarize the student with the most important works of Mexican literature, emphasizing the enduring value of the Mexican culture. Students will also develop aesthetic tastes in literature and become accustomed to reading serious cultural material. This course will be presented in Spanish.

Su finalidad es

- familiarizar al estudiante la literatura de México
- desarrollar su sentido estético y crítico
- aficionar a la lectura seria y formadora de las grandes obras literarias
- enseñar a construir una biblioteca familiar selecta
- y finalmente crear una inquietud de superacion personal, familiar y social

DATE: Mondays, September 30-December 9

TIME: 6:30-10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units
(non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22-131

LOCATION: CSUDH campus, ERC B505

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

INGLES ELEMENTAL PARA HISPANOSPARLANTES

Tome la oportunidad de aprender el inglés básico a través de introducción. Usted podrá desarrollar un vocabulario común en inglés como al mismo tiempo podrá aprender gramática lectura y escritura en inglés. El curso será enseñado por una profesora del departamento de inglés del universidad.

LA FECHA: Los sábados, del 28 de septiembre al 7 de diciembre

LA HORA: 9 a.m.-12:30 p.m.

EL NÚMERO SE REUNIONES: 10

LOS UNIDADES: 3, no se acredita para un titulo (Inglés X007)

EL COSTO: \$124.50

EL NÚMERO: 15-081-X007-01

EL LUGAR: CSUDH, SBS D215

EL PROFESOR: Irene McKenna,
Ph.D., profesora del inglés,
CSUDH

Humanities and Social Science

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 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 lecturas literarias se pretende que el estudiante reflexione sobre se fenó lingüístico. Con ello el estudiante cobra confianza en si mismo y se estimula a través de su propia lengua a perfeccionar una segunda lengua. En nuestro caso el inglés.

Section 1:

DATE: Saturdays, September 28–December 7

TIME: 9 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 11

UNITS: 3 quarter units
(non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22–131/

LOCATION: CSUDH campus, SBS E216

Section 2:

DATE: Fridays, September 27–December 6

TIME: 6:30–10:00 p.m.

NUMBER OF MEETINGS: 11

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22–131–

LOCATION: ST. Emydius Church

INSTRUCTOR: Juan M. Corominas, Ph.D., associate professor of Mexican-American studies, CSUDH

HUMANITIES EXTERNAL DEGREE PROGRAMS

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

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

approach to advanced education rather than traditional classroom courses on a college campus.

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

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

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

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

Humanities and Social Science

CERTIFICATE PROGRAM IN CAREER-RELATED SPANISH

THE PROGRAM

The Certificate Program in Career-Related Spanish 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 working with Spanish-speaking persons will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 24 units.

All courses are degree applicable.

QUARTER I

(October 5–December 14, 1985)

SPA X105 Elementary Career-Related Spanish I (4 units)

SPA X220 Bilingual Public Service Internship (4 units)

QUARTER II

(January 11–March 15, 1986)

SPA X106 Elementary Career-Related Spanish II (4 units)

SPA X220 Bilingual Public Service Internship (4 units)

QUARTER III

(April 5–June 7, 1986)

SPA X251 Contemporary Hispanic Culture:

Spanish-speaking American (4 units)

SPA X220 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 October through June. The Summer cycle utilizes an intensive approach to language instruction with classes held weekday evenings. The intensive Summer cycle begins June 1986. Call Dr. Raul Romero, program coordinator, at 213/516–3315 for more information.

THE COST

Fees are \$41.50 per unit; a 4-unit course is \$166. For further information, contact the Extension Office at 213/516–3741.

ELEMENTARY CAREER-RELATED SPANISH

- 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. Students are provided in class with a maximum number of opportunities to use 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 Career-Related Spanish Certificate offered by Extended Education.

Call Dr. Raul Romero at 213/516–3315 for more information.

DATES: Saturdays, October 5–December 14

TIME: 9 a.m.–12:25 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, Spanish X105, degree applicable

FEE: \$166

SEQ. NUMBER: 11–000–X105–01

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Ben Pena, PhD, assistant professor of Spanish, CSUDH

Learning Skills

Test Preparation

BOBROW

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 26 universities, colleges, and law schools. The classes have been

developed and evaluated by authors of 15 national best-selling test preparation textbooks (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 2 Exam

DATE: Saturdays, October 12–26

TIME: 1–4:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQ. NUMBER: 08–000–0505–01

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Bobrow Test Preparation Services

For December 7 Exam

DATE: Saturdays, November 9–23

TIME: 1–4:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQ. NUMBER: 08–000–0505–02

LOCATION: CSUDH campus, SBS D225

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 14 Exam

DATE: Saturday, November 16, 23, December 7

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

SEQ. NUMBER: 08–011–0520–01

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Bobrow Test Preparation Services

For February 15 Exam

DATE: Saturday, January 25, February 1, 8

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

SEQ. NUMBER: 08–011–0520–02

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Bobrow Test Preparation Services

Learning Skills

Test Preparation

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 19 Exam

DATE: Saturday, September 28,
October 5, 12

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$125 (includes materials)

SEQUENCE NUMBER: 05-001-0504

LOCATION: CSUDH campus, SC
D154

INSTRUCTOR: Bobrow Test
Preparation Services

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 14 Exam

DATE: Saturdays, November 2–23,
December 7

TIME: 9 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 5

FEE: \$115 (includes materials)

SEQUENCE NUMBER: 08-000-0503

LOCATION: CSUDH campus, SBS
B101

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 14 Exam

DATE: Saturdays, October
12–December 7 (no class Nov. 30)

TIME: 1–3 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$55, plus \$10 materials fee

SEQUENCE NUMBER: 08-011-0511

LOCATION: CSUDH campus, SBS
E126

INSTRUCTOR: Greg Perkins, Long
Beach Unified School District
Mathematics Teacher

TEST PREPARATION FOR BILINGUAL CERTIFICATE OF COMPETENCE (Spanish)

— *Cultural Component*

This intensive workshop is designed for teachers preparing for the Bilingual Certificate of Competence Test, the culture component. Drs. Max Contreras and Porfirio Sanchez, workshop leaders, helped develop competency standards for the State Certificate of Competency.

This workshop is the only preparation class for this exam in Southern California.

Topics include:

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

Special emphasis will be placed on test taking strategies and time-saving techniques. Practice mini-tests will be used during class.

INSTRUCTORS

Porfirio Sanchez, Ph.D., Hispanic Language, Literature and former Director of Mexican-American Studies. Maximiliano Contreras,

Ph.D., Associate Professor of Education, Coordinator of Bilingual–Cross-Cultural Specialist Credential Program.

For the October 19 Exam

DATE: Saturday, October 12

TIME: 8:30 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQ. NUMBER: 08-994-0507-01

LOCATION: CSUDH, HFA A103

For the December 14 Exam

DATE: Saturday, December 7

TIME: 8:30 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35, includes materials

SEQ. NUMBER: 08-994-0507-02

LOCATION: CSUDH, HFA A103

Learning Skills

Test Preparation

TEST PREPARATION FOR BILINGUAL CERTIFICATE OF COMPETENCE (Spanish)

— Methodology Component

This intensive workshop is designed for teachers preparing for the Bilingual Certificate of Competence Test, and emphasizes the Methodology Component. Dr. Max Conteras and Dr. Porfirio Sanchez, workshop leaders, helped develop competency standards for the State Certificate of Competency.

This workshop is the only test preparation seminar being held in Southern California for the Bilingual Certificate of Competence Test. Many important aspects of the Methodology Component will be discussed, including:

- Bilingual teaching methods
- E.S.L. teaching methods
- Spanish reading
- Language acquisition theory
- BICS and CALP
- Research on Bilingual Education
- Terminology relevant to Bilingual Methodology

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

INSTRUCTORS

Porfirio Sanchez, Ph.D., Hispanic Language, Literature and past Director of Mexican-American Studies at CSUDH. Maximiliano Conteras, Ph.D., Associate Professor of Education, CSUDH, Coordinator of the Bilingual/Crosscultural Specialist Credential Program.

For the October 19 Exam

DATE: Saturday, October 12
TIME: 1:30–5:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQ. NUMBER: 08–994–0508–01
LOCATION: CSUDH campus, HFA A103

For the December 14 Exam

DATE: Saturday, December 7
TIME: 1:30–5:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQ. NUMBER: 08–994–0508–02
LOCATION: CSUDH campus, HFA A103

SUPERLEARNING FOR STUDENTS

— Stress free learning for the academic edge

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

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

Study Skills

DATE: Saturday, October 26
TIME: 1:30–5:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$39
SEQUENCE NUMBER: 08–081–0518
LOCATION: CSUDH campus, SC D154
INSTRUCTOR: Don Lofland, M.A.,
Instructor, West Valley Community
College, Santa Cruz

ALSO SEE:

Power Learning for Executives,
p. 15
Superlearning for Teachers, p. 28

THE NATIONAL INTENSIVE JOURNAL: LIFE CONTEXT

— *As featured in Psychology Today*

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.

Extension 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, November 1
6:30–10 p.m.;

Saturday, Nov. 2, 9 a.m.–5 p.m.;

Sunday, Nov. 3, 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 3

UNITS: 2 Continuing Education Units

SEQUENCE NUMBER: 20-000-0910

FEE: \$90 (includes materials)

LOCATION: CSUDH campus, SC
F172 (Univ. Center)

INSTRUCTOR: Frances Pullara,
M.A., Director of
Communications, Loyola University
Law School

SELF-HYPNOSIS FOR SELF-CONTROL

— *Learn the techniques for unlocking your potential*

Discover how to use hypnosis 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.

Class members will make their own self-hypnosis tape for use in attaining a personal goal — doing well on an exam, relaxation, stress reduction, weight loss, or to quit smoking.

Class limited to 10 participants. Class textbooks should be purchased prior to class meeting from the Either/Or Bookstore in Hermosa Beach. Texts: *Alman, Self-Hypnosis For Health and Self-Change*; *LeCron, The Complete Guide to Hypnosis*.

DATE: Saturday, October 5
TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$55

SEQUENCE NUMBER: 20-000-0502

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

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

MOTHERS AND DAUGHTERS: THE STRUGGLE FOR CLOSENESS AND 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 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 23
TIME: 9 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 20-001-0501

LOCATION: Redondo Beach
Community Resource Center,
Rm. 7

INSTRUCTOR: Nancy P. Parks, M.S.,
Marriage and Family Counselor;
Pauley, Parks & Brown, providers
of counseling, consulting and
educational services

RIGHT BRAIN CREATIVITY

— *A psychological approach to creativity*

Join in this exciting course that explores some of the elusive features of right-brain functioning. Through lectures, discussions and practical artistic participation, the corridors of perception are examined. Basic, understandable lectures lay the

groundwork for a genuine change in perspective. The right hemisphere of the brain can be taught to direct artistic behavior.

This is not a drawing class, but art and imagery will be analyzed and discussed in class in order to understand methods of releasing the creative process.

DATE: Tuesdays, October 15, 22, 29
TIME: 6–9:15 p.m.
NUMBER OF MEETINGS: 3
UNITS: 1 Continuing Education Unit, (Educ 915)
FEE: \$45
SEQUENCE NUMBER: 20–000–0915
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: Gale Randall Hooper, M.A. Psychology, Psychological Consultant

CLINICAL HYPNOSIS FOR PROFESSIONALS I

Meets 15 of the 30 educational hours of classroom theory required for certification in Clinical Hypnosis. This introduction to hypnosis covers the history, theories, definitions, myths and misconceptions about hypnosis.

The class includes discussion on the current uses of hypnosis — indications and contraindications; the use of guided imagery, principles of induction and hypnotic phenomena, individual and group demonstrations

of directive and non-directive inductions, deepening techniques, post-hypnotic suggestions, the role of rapport and trust, and how to handle resistance.

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

DATE: Wednesdays, October 2–30
TIME: 7–10 p.m.
NUMBER OF MEETINGS: 5
UNITS: 1.5 Continuing Education Units
FEE: \$70
SEQUENCE NUMBER: 20–000–0912
LOCATION: Redondo Beach Community Resource Center, Rm. 7
INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

CLINICAL HYPNOSIS PRACTICUM FOR PROFESSIONALS

— *Hypnotherapy for counselors*

This practicum offers training and supervision in hypnotherapy for mental health professionals who wish to integrate clinical hypnosis techniques into their psychotherapy with adults, children and couples. Meets the 10 hours of educational

experience required in a clinical setting for using hypnosis as a Marriage, Family and Child Counselor; and offers 14 hours of clinical training and supervision for: treatment of phobias, habit and pain control, sexual dysfunction, relieving stress and anxiety, psychosomatic illness, depression, and assertion and self-esteem.

Class limited to 10 professionals.
DATE: Saturday and Sunday, November 9, 10
TIME: 9 a.m.–5 p.m.
NUMBER OF MEETINGS: 2
UNITS: 1 Continuing Education Unit (Psychology 910)
FEE: \$70
SEQUENCE NUMBER: 20–000–0916
LOCATION: A clinical setting to be arranged. Pre-registration required.
INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

Telecommunications

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.

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 516-3737.

INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

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

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

please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3737.

NATIONAL UNIVERSITY TELECONFERENCE NETWORK (NUTN)

California State University, Dominguez Hills now enables professionals to participate in live seminars on a national level. Keep abreast of new developments in your field by watching these pertinent, educational programs. Join in live discussions with distinguished experts in your field via telephone, and listen

to questions raised by your fellow professionals participating in the videoconference at sites throughout the country. This informative videoconference system, called the National University Teleconference Network (NUTN), combines the technologies of satellite, television and telephone lines to provide a forum for discussion of topics of importance to professionals.

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

ELECTRONIC INFORMATION EXCHANGE SERVICE (EIES)

Through the Electronic Information Exchange System, students participate in a wide variety of seminars via computer telecommunications. EIES is an international computerized conferencing system based at the New Jersey Institute of Technology.

Through CSUDH Extension's participation in EIES, students can enroll in various seminars, taught at home or in the office at any time of day.

All that is necessary to have access to EIES seminars is a computer terminal or microprocessor and a modem. Via computer, participants join on-line seminars, ask and answer questions, and communicate

at any time with instructors and other participants.

No prior computer experience is necessary. On-line training in the use of EIES will be provided prior to the start of each seminar.

For more information on EIES, call 516-3737.

ALSO SEE:

New Directions in Education,
p. 26

Travel Program

LANGUAGE AND CULTURE IN MORELIA

CSU Dominguez Hills plans to offer a four week travel-study program in Mexico from June 23 through July 21, 1986. This program will emphasize study of Spanish language and Mexican culture, with university credit for successful completion of coursework. Dr. Benjamin Pena, associate professor of Spanish at CSUDH, will serve as faculty director for the travel-study program.

The location for study is Morelia, capitol city of Michoacan. Located in the beautiful central highland plateau

of Mexico, Morelia offers a distinctive and attractive perspective on Mexico's past and present.

Participants first will visit Mexico City, then travel by bus to Morelia. Non-academic arrangements will be handled by CECEMMAC (Centro de Conocimientos Experienciales Multiculturales Mexicanos). Lodging for participants will be with selected Morelian families in a homestay program. Weekly excursions are planned from Morelia to surrounding villages famous for arts and crafts and to Terrascan ruins.

At least one semester of Spanish is highly recommended for participants in this program.

Approximate cost for the four-week Morelia program, including round trip airfare, homestay, university credit for 8 units, instruction, and excursions, will be \$1,400.

For a brochure or more information on this program, telephone or write to Dr. Benjamin Pena, Dept. of Foreign Language (213/516-3315) or the Division of Extended Education, ERC C508 (213/516-3746). A slide-lecture presentation will take place in October (call for date).

LONDON SEMESTER

— *Earn CSU credit while enjoying London*

The curriculum of this study program corresponds to the historical and cultural resources of the city of London. Participants study with other California State University students and under the instruction of

outstanding CSU faculty from Social Sciences, Humanities or Fine Arts. Twelve semester units of degree-applicable CSU credit are earned upon successful completion of course work.

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

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

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

A PASSAGE THROUGH CHINA

— *June 20 through August 1, 1986*

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

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

The program includes two weeks of travel, including Shanghai, Beijing, Nanjing, Suchow, X'ian and a boat trip on the Yangtze River. Approximately four weeks of study in residence at Huazhong Normal University in Wuhan (Hubei Province) will be featured. During the four

weeks in Wuhan, weekend and day trips to factories, schools and places of historical interest will be scheduled.

The group director will be a member of the faculty CSU Dominguez Hills.

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

Send in the coupon below for more information.

----- Cut Here & Mail -----

Please send me information on Travel Study programs.

Name _____
(please print clearly)

Address _____

City _____ State _____ Zip _____

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

CALIFORNIA WINE

— *Explore today's new food experience*

Develop an appreciation for the wines of California in an in-depth class on the red and white varietal wines of our state. In this tasting tour of wine, you'll be savoring wines representative of the five general geographical areas of California viticulture.

The relationship between food and wine will be stressed, as well as the correct process for tasting wine — whether it is a Sherry or a Zinfandel. You will also learn the specialized vocabulary for wine.

The tasting seminars are led by John A. Killeen, owner of the Le Grand Cru Wineshop in Long Beach and author of a monthly wine newsletter.

DATE: Tuesdays, October 1–22
TIME: 6:30–9:30 p.m.
NUMBER OF MEETINGS: 4
UNITS: Non-credit
FEE: \$95 (includes weekly wine tasting and appetizers)
SEQUENCE NUMBER: 13–011–0501
LOCATION: Redondo Beach Community Resource Center, Rm. 7
INSTRUCTOR: John A. Killeen, Ed.D., owner of the Le Grand Cru Wineshop

TRAVELING AS A SINGLE

— *Why not vacation alone?*

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

Other topics:

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

DATE: Saturday, October 19
TIME: 9:30 a.m.–12:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$30
SEQUENCE NUMBER: 49–050–0501
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: Eve Cappello, Ph.D., Director of Assert Consciously Today (ACT) Institute, business and behavior consultant

Recreation

RHYTHMIC GYMNASTICS FOR GIRLS 5–10 YEARS

— *Learn the basics of this new Olympic sport*

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

Course Fee: \$50

ABOUT THE INSTRUCTORS

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

For Girls Ages 5–7½
At Redondo Beach Community Resource Center, Rm. 7:

DATE: Mon., Sept. 16–Nov. 4
TIME: 3–4 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–01

At CSUDH Gym:

DATE: Tues., Sept. 17–Nov. 5
TIME: 4:30 p.m.–5:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–03

DATE: Thurs., Sept. 19–Nov. 7
TIME: 4:30–5:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–04

DATE: Tues., Nov. 19–Jan. 21
TIME: 4:30–5:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–07

DATE: Thurs., Nov. 21–Jan. 23
TIME: 4:30–5:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–08

For Girls 7½–10
At Redondo Beach Community Resource Center, Rm. 7:

DATE: Mon., Sept. 16–Nov. 4
TIME: 4–5 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–02

At CSUDH Gym:

DATE: Tues., Sept. 17–Nov. 5
TIME: 5:30–6:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–05

DATE: Tues., Sept. 19–Nov. 7
TIME: 5:30–6:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–06

DATE: Tues., Nov. 19–Jan. 21
TIME: 5:30–6:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–09

DATE: Thurs., Nov. 21–Jan. 23
TIME: 5:30–6:30 p.m.
NUMBER OF MEETINGS: 8
SEQ. NUMBER: 08–350–0570–10

Recreation

CYCLING ON THE OLYMPIC VELODROME

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

ABOUT THE INSTRUCTOR

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

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

BEGINNING VELODROME CYCLING

DATE: Thursdays, October 3-24

TIME: 6-8 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$65

SEQUENCE NUMBER: 08-355-0540

LOCATION: Olympic Velodrome

INTERMEDIATE VELODROME CYCLING

DATE: Thursdays, November

7-December 5 (no class Nov. 28)

TIME: 6-8 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$75

SEQUENCE NUMBER: 08-355-0541

LOCATION: Olympic Velodrome

Beginning cycling not a prerequisite.

ADVANCED VELODROME CYCLING

DATE: Thursdays, October 3-24

Same dates as Beginning Cycling

TIME: 6-8 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$75

SEQUENCE NUMBER: 08-355-0542

LOCATION: Olympic Velodrome

Beginning and Intermediate cycling not prerequisites.

PRACTICAL BASIC SAILING

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

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of

way and man-overboard techniques will be discussed and demonstrated. A dockside demonstration using a 51-foot schooner will also be included.

Limit 6 students per class.

DATE:

Section 01: September 28 and 29

Section 02: October 26 and 27

Section 03: November 2 and 9

Section 04: December 7 and 14

TIME: 11 a.m.-4:30 p.m.

NUMBER OF MTGS.: 2 per section
(14 hrs. total instructional time)

UNITS: Non-credit

FEE: \$85 pre-registration required.

Confirmation and directions will be sent to you.

SEQUENCE NUMBER:

08-356-0522, be sure to indicate section number

LOCATION: San Pedro

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

BASIC NAVIGATION THEORY

This shoreside navigation class will prepare your navigation skills for all but transoceanic passages. Considered as preparation for advanced electronic and celestial navigation study, this class employs a slide lecture format covering the following topics: chart

reading, symbols and aids to navigation, definition of position, latitude and longitude determination, measurement of speed at sea, speed-time-distance concepts, the magnetic compass, compass error, plotting a voyage, course headings and distances, locational bearings, LOPs, fixes and dead reckoning, and the use of the hand bearing compass.

DATE: Monday, October 14, 21

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-356-0525

LOCATION: Redondo Beach

Community Resource Center,
Rm. 7

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

SAILING AND SEAMANSHIP THEORY

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

The discussions include basic nomenclature of a sailing vessel, hull

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

DATE: Mondays, Oct. 28-Nov. 11

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

NUMBER OF MEETINGS: 3, plus
dockside demonstration

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 08-356-0526

LOCATION: Redondo Beach

Community Resource Center,
Rm. 7

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

Open University

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

EASY ACCESS

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

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

Simply follow the instructions below for Open University registration.

CREDITS

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

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

OTHER BENEFITS

Open University gives you the freedom to:

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

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

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

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

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

Registering for Open University

1. Fill out the Open University Registration form.

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

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

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

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

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

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

Extension ERC C508
CSUDH
Carson, CA 90747

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

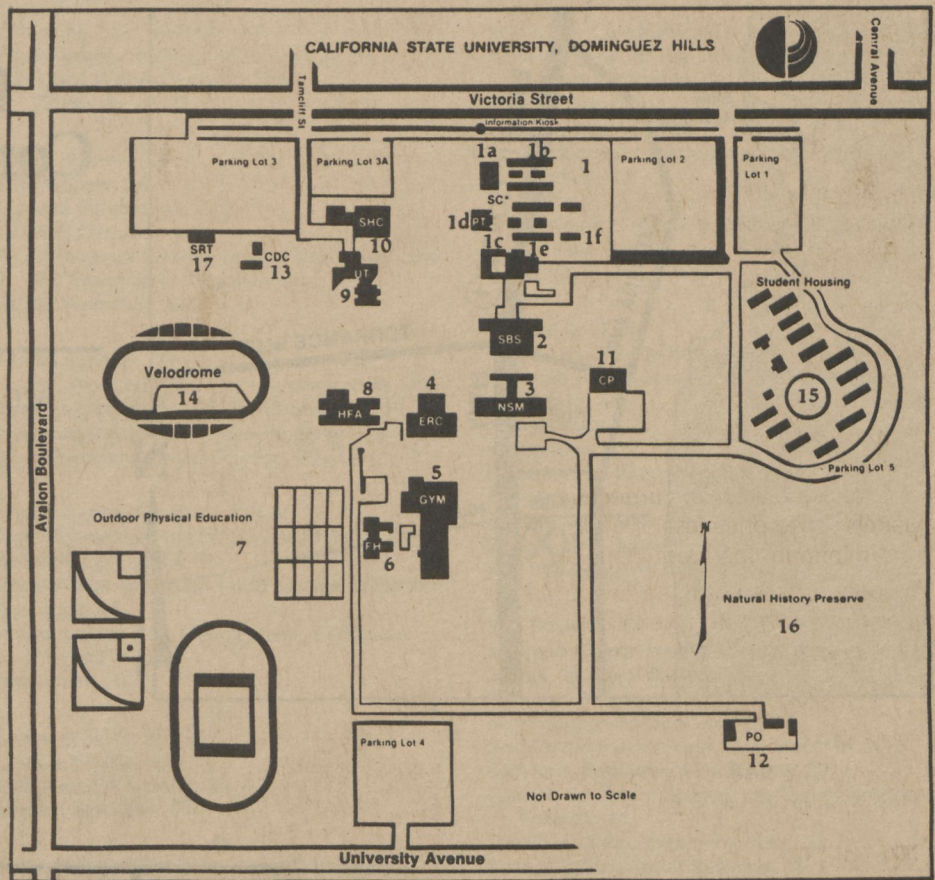
4. Deadline dates for completing adds, drops, and/or withdrawals are firm.

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

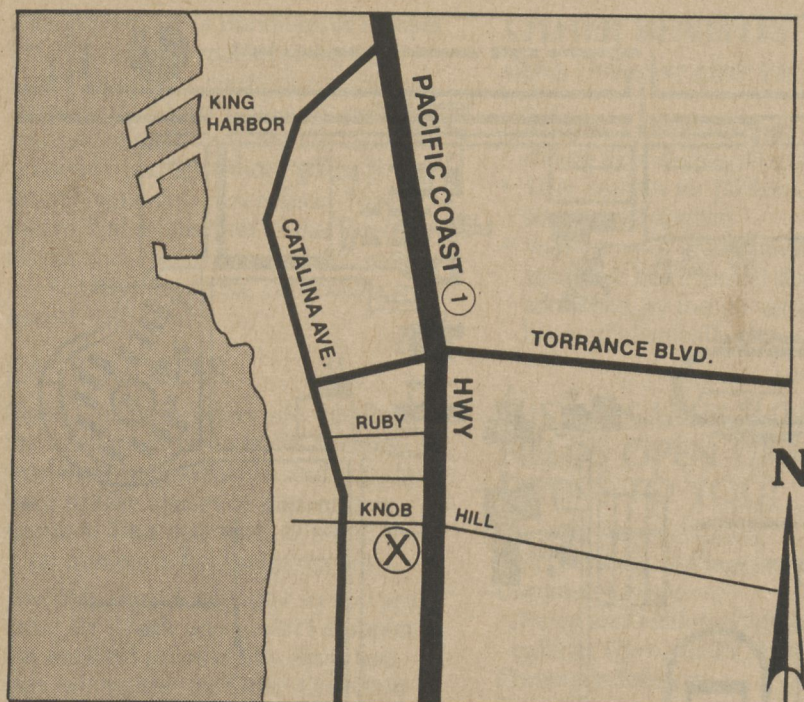
Maps to Campus

ALPHABETICAL BUILDING LOCATIONS

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



FREEWAY ACCESS TO CAMPUS



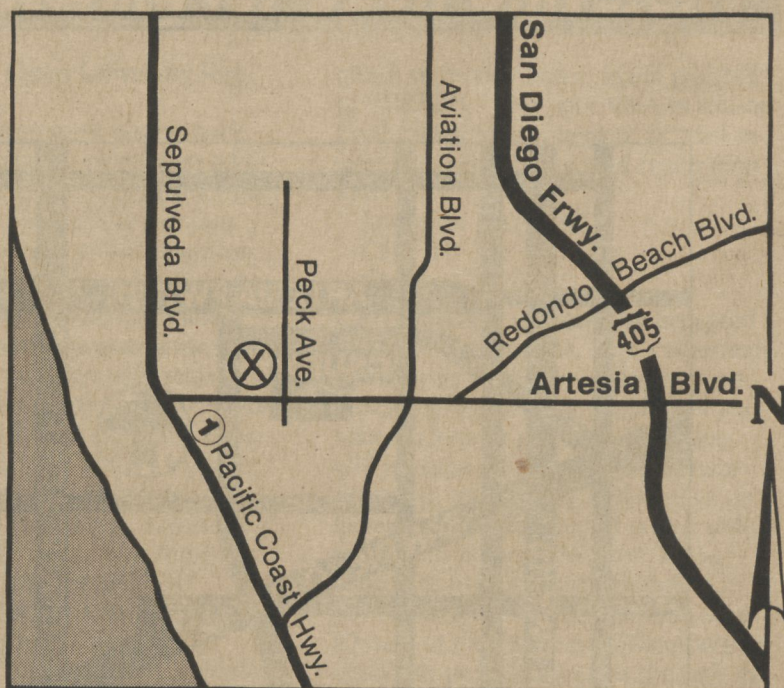
Redondo Beach Community Resource Center

formerly Patterson School

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

Mira Costa High School

701 S. Peck Ave.
Manhattan Beach



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Redondo Beach Community Resource Center

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

320 Knob Hill Ave. (at Pacific Coast Highway)

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December 21	Starting a Mail Order Business, page 11



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

Bulletin Checklist

- ☐ Yes, I would like to register for Fall '85 classes. Please see my completed registration form on back.
- ☐ Please send a copy of this Bulletin to:

1. _____

2. _____

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

- | | |
|--|---|
| <input type="checkbox"/> Summer Sessions | <input type="checkbox"/> Certificate Programs |
| <input type="checkbox"/> The Center for Training and Development | <input type="checkbox"/> Travel/Study |
| <input type="checkbox"/> External Degrees | <input type="checkbox"/> EIES |
| | <input type="checkbox"/> Videoconferences |

My name _____

Address _____

City/State/Zip _____

Please Turn Page for Registration Form

Fold Here

PLACE
STAMP
HERE

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

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Worthington Elementary School

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Carson Cares Committee

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Program Assistant
Loretta Edward
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Coordinator, Master of Science in Medical Technology External Degree
James Welch
213/516-3748

Program Assistant
Wesley Urton
213/516-3748

California State University,
Dominguez Hills

Division of Extended Education

Fall 1985

How to Enroll

By mail:

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

By phone:

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

In person:

The Division of Extended Education is located on the 5th floor of the Educational Resources Center (see map, page 45) and is open 8 a.m. to 5:30 p.m., Monday through Friday.

To pay by check:

Make check payable to CSUDH Extension. ►

To pay by Visa or MasterCard:

Provide information requested. ►

Mail to:
Please:



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

Dated Material

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

Extended Education Registration Form

For Credit and Non-Credit Courses

CSUDH Student I.D. Number

Social Security Number

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

☐ Open University student

Name (First, MI, Last)

Home Address

City

State Zip

Home Telephone

Business Telephone

County of
Residence

Birthdate

Sex: ☐ Male ☐ Female

Ethnic Origin (Optional)

☐ Decline to state ☐ Pacific Islander ☐ Hispanic ☐ White, Caucasian
☐ Black, Afro-American ☐ Filipino ☐ Asian ☐ Other
☐ Latin Amer., Central S. ☐ American Indian

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

Position:

Employer Name:

Address:

City/State/Zip:

Course Title	Sequence Number	Units, if any	Course Fee
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Course Title	Sequence Number	Units, if any	Course Fee
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Course Title	Sequence Number	Units, if any	Course Fee
--------------	-----------------	---------------	------------

Enclosed is a check for \$

Total Fees Enclosed \$

I wish to use: ☐ Visa

☐ MasterCard

Account Number

Date Card Expires

Authorized Signature

Cardholder's Name

Cardholder's Address

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

Where did you receive this copy of the Bulletin?