

# *University***Extension**



California State University,  
Dominguez Hills  
Fall 1986



Dear Reader:

This issue of the *Bulletin* marks California State University, Dominguez Hills' change to the semester system. For Extended Education it means we will publish two *Extension Bulletins* per year, in addition to the *Summer Sessions Bulletin*. Please take the time to read this *Bulletin* and then save it for reference throughout the semester.

In this semester's *Bulletin*, you will see we have highlighted a number of on-campus credit courses that may be of interest. These highlighted courses, and most others offered on-campus, are open to you through Open University. Without formally applying to the university, you may enroll in any course simply by registering through Extended Education. Whether for professional purposes or personal development, Open University provides a convenient and inexpensive way to accomplish your goals. Among the courses to be offered Fall Semester are: "Marketing the Arts: A Non-Profit Perspective," "Introduction to Computers and Data Processing," "Introduction to Western Art," "Real Estate Principles" and "Women and Politics." Of course, all of these courses are taught by the CSUDH faculty.

Among the many non-credit offerings of University Extension are several which might interest you. William Seidel, creator of UNIBALL and art director for McGraw-Hill, will present a seminar which outlines a practical, non-business approach to the process of introducing a product into the marketplace. For the traveler or language enthusiast, Elena Notarnicola Akyuz will present a beginning course in conversational French for those with some knowledge of the language who need a refresher or for those without previous training in the language. Attorney Rochelle Spandorf will present an introduction to the franchising system for business owners, attorneys, accountants and marketing managers. All of these courses will be offered at our Redondo Beach site, the Redondo Beach Community Resource Center.

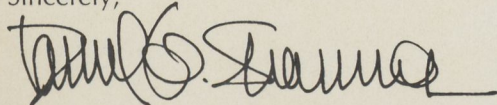
In order for you to make plans, should you be interested in taking courses through Open University, the semester schedule for the coming academic year will be:

Fall Semester: September 2-December 20

Winter/Spring Semester: January 24-May 22

We are, of course, always interested in your educational needs and welcome your suggestions for courses or instructors. Call me at 213/516-3737.

Sincerely,



Daniel W. Shannon  
Dean Extended Education



*The University Extension Bulletin is published two times a year, in January and August, by the California State University, Dominguez Hills Division of Extended Education, 1000 E. Victoria Street, Carson, CA 90747.*

*The Division of Extended Education is a self-supporting branch of the university.*

*Postmaster, send change of address notice to:*

*Extended Education  
CSU Dominguez Hills  
1000 E. Victoria St.  
Carson, CA 90747*

Cover Design: Wm. Fridrich/Design

## **FALL ACADEMIC CALENDAR**

**August 4** — Advanced Extension registration begins  
**September 2** — Semester begins for university courses; Open University registration and classes begin

**November 27-29** — Academic Holiday, Thanksgiving observed



# Contents & Information

<b>Information</b> .....	2
Registration Form.....	back cover
<b>The Arts</b> .....	4
<b>Business</b> .....	5
Accounting.....	5
Engineering.....	5
Entrepreneurship/Small Business	5
Investment.....	7
Management.....	8
Manufacturing.....	10
Real Estate.....	11
<b>Communication</b> .....	12
<b>Computer Applications</b> .....	13
<b>Education</b> .....	15
<b>Health Services</b> .....	18
<b>Humanities and Social</b>	
<b>Science</b> .....	20
Languages.....	21
<b>Learning Skills</b> .....	21
Test Preparation.....	21
<b>Psychology</b> .....	23
<b>Telecommunications</b> .....	24
<b>Travel Programs</b> .....	24
<b>Lifestyle</b> .....	26
Recreation.....	27
<b>Classes held in Redondo</b>	
<b>Beach</b> .....	28
<b>Maps</b> .....	29
<b>Maps of Campus</b> .....	30
<b>Index</b> .....	32

## PROFESSIONAL CERTIFICATE PROGRAMS

Students in Extended Education tend to be goal-oriented, success-bound individuals who take pride in their ability to continually exercise their intelligence and push themselves to accomplish more.

It is for these individuals that University Extension has designed a variety of multiple-course programs which, if successfully completed, culminate in the awarding of a certificate to document their accomplishment.

While the courses are rewarding when taken separately, completion of a whole series provides a thorough understanding of a particular field plus practical skills which aid in career advancement or transition.

Each series:

- Features instructors selected from the ranks of experienced, well-educated professionals who have made significant contributions in their area of expertise.

- Contains considerable practical applications as well as broadening conceptual work.

For additional information about the Certificate Programs, please call 213/516-3741.

## CREDIT CERTIFICATE PROGRAMS

**Alcoholism/Drug Counseling**, page 19.  
**Career-Related Spanish**, page 21.  
**Component Engineering**, page 5.  
**Mexican Culture**, page 20.  
**Orthotics**, page 18.  
**Production and Inventory Control**, page 10.

## NON-CREDIT CERTIFICATE PROGRAM

**Children's Movement Education**, page 17.

## EXTERNAL DEGREE PROGRAM

**Master of Arts in Humanities**, page 20.

## SPECIAL CLASSES FOR YOUNG PEOPLE

### THE ARTS

Conservatory of Music, Dance and Drama, page 4.

### RECREATION

Rhythmic Gymnastics for Girls Ages 5-10, page 27.  
 Advanced Rhythmic Gymnastics, page 27.  
 Cycling Classes on the Olympic Velodrome (16 years and older), page 27.

## COMPUTER APPLICATIONS

Let's Learn Together: Adult and Child (4-6 Years), page 14.  
 Typing and Wordprocessing, page 14.

## LEARNING SKILLS

Scholastic Aptitude Test (SAT) Review, page 22.  
 Superlearning for Students, page 21.  
 Typing and Wordprocessing, page 14.

## For Your Information . . .

**CSU Dominguez Hills will switch to the semester system beginning Fall 1986.**

On-campus classes start on September 2, three weeks earlier than last year. If you plan to

apply to the university as a regular student, please note that deadlines for applications and registration are earlier than usual.

Although the application deadline is earlier this year, the university admissions office will continue to accommodate students through a late

application process up until the first day of instruction. For further information call the Office of Admissions, 516-3696. Remember, Open University classes begin September 2 also. No early application process required for these classes. For further information on Open University, see page 3.



# Information

## Enrollment

### ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required.

### HOW AND WHEN TO REGISTER

Enrollment is open now in all of the courses listed in this *Bulletin* except those offered through the Open University program. Because enrollments are taken in the order received, we recommend that you register early to reserve a place in a course or seminar.

### CONFIRMATION

You are considered officially enrolled when your registration form has been received and your registration fees have been paid in full. We will mail you a confirmation postcard within two weeks after we have received your registration and fee. This postcard is your receipt for fees paid and your admission to class. Please read the card carefully because any changes in the course meeting time or place will be indicated on the postcard. Changes which occur after the card is mailed will be posted on the door of the scheduled classroom.

### BY MAIL

Complete the registration form on the back cover of this *Bulletin*, or a photocopy of it. Please provide all of the information requested on the form to insure quick processing of your registration. Mail the form with a check or money order, made payable to CSUDH Extension, or credit card authorization to CSUDH Extension ERC C508, 1000 E. Victoria St., Carson, CA 90747. Please leave the mailing label intact.

### BY PHONE

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

### IN PERSON

Come to the Extended Education office to register for a class in person. The office is located in the Educational Resources Center (ERC) on the CSU Dominguez Hills campus. The office is in room C508, which is on the fifth floor of the building, in the back (south) corridor. You may pay by check or money order, or use your Visa or MasterCard. Cash payments will be accepted for the exact amount only.

### AT FIRST CLASS MEETING

You may enroll for a class at the door, but only if space is still available. There is also the possibility that the class will not meet as scheduled; to avoid disappointment, call the Extension office two days before the class is scheduled to begin.

### RESERVATION POLICY

You may reserve a seat in an Extension class by telephone (without prepaying by means of personal check or credit card). It should be understood, however, that this reservation does not guarantee you a seat if the course or seminar is over-subscribed. In addition, only prepaid enrollments will be counted when we decide whether a class will cancel due to insufficient pre-enrollments. You may not be notified if the course is cancelled before the first meeting. (See Class Cancellation).

### CLASS CANCELLATION

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

### SCHEDULE CHANGES

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

## 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.

### RECEIPTS

Approximately two weeks after our office has received your registration form and fees, you will be mailed a post card which will serve as your confirmation and your receipt.

## REFUND OF FEES

*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.*

### CREDIT CLASSES

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.

### NON-CREDIT CLASSES, CLASSES OFFERING CONTINUING EDUCATION OR PROFESSIONAL UNITS

To receive a refund of fees for a non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8 a.m. and 5 p.m. at least 48 hours before the course begins.

You will be asked to send a written request for a refund of fees to our office.

Courses of four meetings duration or less, no refund.

## Credit and Continuing Education

### 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 number of Open University units which may be applied toward a degree program is limited; for the exact applicable amount, consult the Open University class schedule. Extension degree credit is not acceptable for units in residence. **Course numbering is X001-X499 for undergraduate and X500-X599 for graduate courses.**

### UNIT VALUE OF DEGREE CREDIT

The following table should be used to convert semester units to quarter units.

Semester		Quarter
4	=	6
3	=	4.5
2	=	3
1	=	1.5
0.5	=	0.75

**For Your Information . . .**  
*CSU Dominguez Hills will switch to the semester system beginning Fall 1986.*



## Credit and Continuing Education

### PROFESSIONAL CREDIT

A few courses in the *Bulletin* are offered for Professional Credit. 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. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. **Course numbering is 800-899 for education professional credit.**

### 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.**

### 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 available to Extension students from the University's Admissions and Records office. (See "Transcripts"). **Course numbering is 900-999.**

## Grades and Records

### 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.

### GRADE REPORTS

Grade Reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

## TRANSCRIPTS

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Admissions and Records Office (Small College, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10), \$2.

## 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.

## Class Location

### CSUDH CAMPUS

The California State University, Dominguez Hills campus is located at 1000 E. Victoria Street in the city of Carson. For a map to the campus, as well as a guide to the buildings on campus, please see page 30.

### REDONDO BEACH COMMUNITY RESOURCE CENTER

The Center is located at 320 Knob Hill Ave. at the intersection of Pacific Coast Highway and Knob Hill Ave. in Redondo Beach. For a map and directions, see page 29.

### TORRANCE HIGH SCHOOL

The high school is located at 2200 W. Carson St. in Torrance.

Locations for all Extension classes are noted in the individual course descriptions.

### PARKING

Parking permits are required for on-campus classes everyday except Saturday and Sunday. They are available from the machines at the entrance to each parking lot and cost 75 cents per day.

## Mailing List

### CHANGE OF ADDRESS

If you are receiving several copies of the *Extension Bulletin*, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the *Bulletin* at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Promotion Coordinator, Extended Education, CSU Dominguez Hills, Carson, CA 90747.

## Resources for Students

### 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.

## More Resources

### OPEN UNIVERSITY

Extension students may enroll in regular CSUDH courses through a program called Open University. To enroll in one of these courses you need the signature of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension university credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$68 per semester unit (\$204 for a three unit class).

Fall semester classes begin the week of September 2. To register for Open University classes, follow the instructions below.

1. Pick up an Open University Registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, in the Educational Resources Center, room C508).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Our payment policy is outlined on page 2 of this booklet. **You must complete registration for the course by September 12.**
6. **Deadline dates for completing adds, drops, and/or withdrawals are firm.**



## The Arts

### CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory offers children, teens and adults the opportunity to explore artistic experiences. Private music lessons, ballet, creative drama and acting are offered for all ages, and Orff Schulwerk provides music and movement for the very young. The classes have limited enrollment to ensure ample personal attention by Conservatory faculty.

#### ORFF SCHULWERK

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Students will perform in a recital on December 21.

To register, use Sequence Number 10-041-0, plus the course number listed below.

- 3-5 year olds, course number 535. Meets 11:15 a.m.-noon.
- 6-10 year olds, course number 536. Meets noon-12:45 p.m.

► **Saturday, September 20-December 21.** (14 mtg., class will meet November 29) CSUDH campus, HFA A204. \$75.

#### BALLET

Improves grace, flexibility, posture, and self-image while providing a solid grounding in classical ballet technique.

To register, use Sequence Number 10-081-0, plus course number listed below.

- 3-5 year olds, course number 522, 10-10:45 a.m.
- 6-8 year olds, course number 521, 9-9:45 a.m.
- 9-12 year olds, course number 523, 11-11:45 a.m.
- Teens and adults, beginning/grade I, course number 524, 12:30-1:15 p.m.
- Teens and adults, grade II, course number 525, 1:30-2:15 p.m.
- Advanced, course number 526, 2:30-3:15 p.m.

► **Saturday, September 20-December 20.** (14 mtg., class will meet November 29). CSUDH campus, University Theatre rehearsal hall. \$75.

### PRIVATE MUSIC LESSONS

Lessons begin the week of September 15. Students will perform in a music recital on December 21. Call the Department of Music at 213/516-3543 to arrange a lesson time with an instructor.

To register, use Sequence Number 10-041-0, plus the course number listed below.

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

► **Week of September 15-December 21. Time TBA.** (14 30-minute lessons.) \$150.

### CREATIVE DRAMA AND ACTING

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and other activities. Students will perform in a recital on December 21.

To register, use Sequence Number 110-071-0, plus the course number, listed below.

- 6-9 year olds, course number 540, 11-11:45 a.m.
- 10-12 year olds, course number 541, noon-12:45 p.m.
- Teens and returning students, course number 542, 1-1:45 p.m.

► **Saturday, September 20-December 21.** (14 mtg., class will meet November 29). CSUDH campus, HFA A202. \$75.

### MARKETING THE ARTS — A NON-PROFIT PERSPECTIVE (AAD X595)

This in-depth course will examine the role of marketing in arts organizations. The instructors will illustrate that basic marketing principles may be used by arts organizations to ensure the continued growth of audiences and financial support for the organization.

Analysis of motivating factors affecting the arts consumer and the development of new audiences, including changing populations and attitudes, will be discussed. Strategies for strengthening the position of the arts organizations within the community will be stressed. Course work will include case studies and community projects.

The course will be team taught by DOLO BROOKING, M.A., CSUDH professor and Director of the Arts Administration Program, and ROBERT A. McMILLION, retired vice president of Toyota Motors Sales, U.S.A.

► **Wednesday, September 3-December 17. 7-9:30 p.m.** (16 mtg.) CSUDH campus, HFA A348. \$204. 3 degree-applicable semester units.

NOTE: Registration for this course is performed through Open University. Follow the instructions on page 3.

### INTRODUCTION TO WESTERN ART (ART X110)

An overview of the major works of art and architecture created in the Western world from pre-historic through the Middle Ages. Painting, sculpture and architecture will be analyzed in terms of their historical background and how they reflect the culture and society.

Art from ancient Egypt, Greece, the Roman Empire, early Christian and Byzantine, Romanesque and Gothic will be studied.

LOUISE HARRIS IVERS, Ph.D., CSUDH associate professor of art.

► **Monday and Wednesday, September 3-December 15. 5:30-6:45 p.m.** (30 mtgs., no class November 27.) CSUDH campus, ERC G149. \$204. 3-degree applicable semester units.

NOTE: To register for this course, follow the instructions for Open University registration on page 3 of this booklet.

### RELATED COURSES:

- Advanced Rhythmic Gymnastics, pg. 27
- Critical Approaches to Children's Literature, pg. 20
- Let's Learn Together, pg. 14
- Typing and Wordprocessing for Teens, pg. 14
- Rhythmic Gymnastics, pg. 27

*Learn to sell your freelance writing, see page 13 for details.*

*Author Iris Bancroft will discuss how to write and sell a Romance Novel, see page 12.*



## Business

### Accounting

#### GENERAL TAX INSTITUTE 1986 TAX PRACTITIONER'S WORKSHOP

This fall, University Extension is once again proud to sponsor a General Tax Institute for tax practitioners. Mark Tracht, a Field Agent with the Internal Revenue Service, will lead this year's seminar.

Other topics include:

- Corporate Taxation: earnings and profits, distributions, and schedule M-1
- Appeals: docketed versus nondocketed cases, how to negotiate, settlement opportunities, and tax shelters
- Terra Partnerships
- New Law (if no new law has been passed, topic will be Potential Penalties)

CSUDH has entered into agreement with the California State Board of Accountancy to meet the requirements for Continuing Education hours.

MARK A. TRACHT is an Internal Revenue Service Field Agent. JERRY GOSSET holds a Master's in Taxation and has worked for the IRS for 12 years. He is currently an Appeals Officer.

► **Saturday, November 22. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, HFA A103. **\$70, includes lunch and materials.** 0.6 Continuing Education Unit. **Seq. No.** 05-022-0946.

#### TAX SEMINAR FOR EMPLOYERS

Employers, learn the requirements of withholding, paying and reporting payroll information. This workshop is especially helpful for small business owners and independent contractors who want to understand the most beneficial arrangement for their business and employees.

The workshop features discussions on the employer/employee relationship, and the advantages and disadvantages of common law employees, statutory employees, and independent contractors.

Other topics include:

- Tax withholding information concerning Federal Income Tax, Tips, FICA, FUTA, and earned income credit.
- Forms W-2, W-3, W-4, and 1096
- Forms 940 (FUTA) and 941 (FICA)

This seminar is intended as a review of regulations and options regarding employee taxation, and tax preparation services will not be available.

MARK A. TRACHT, is a Field Agent for the Internal Revenue Service.

► **Saturday, September 20. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, SC E143. **\$50.** Non-credit. **Seq. No.** 05-022-0544.

#### COMPUTERIZE YOUR ACCOUNTING PROCEDURES

Converting your business from manual to computerized accounting procedures requires careful planning. Care must be taken to select the best hardware/software combination for your specific requirements. And once a system is selected, then attention must be paid to converting over to the new system without unnecessary loss of data.

Learn to be an intelligent computer consumer in this step-by-step analysis of the available accounting software packages. The seminar series is designed for businesspersons with some computer experience who are considering or will be involved with the purchase of an inhouse computer system to automate their accounting procedures. Sessions may be taken separately.

Recommended for:

- Small business owners
- CPAs
- Financial analysts
- Bookkeepers
- Tax preparers
- Controllers

RICHARD A. SAVAIANO, M.S., is a principal with Industrial Management Associates.

#### GENERAL LEDGER

Participants will learn how to use microcomputers and accounting software for general ledger uses such as accounting periods, journal entries, budget comparisons, year-end transactions and financial statements.

► **Thursday, October 16. 1-5 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$45.** 0.4 Continuing Education Unit. **Seq. No.** 05-021-0930-01.

#### ACCOUNTS PAYABLE AND PURCHASING

Topics covered include vendor records, purchasing transactions, and printing reports such as purchase orders, vendor histories, requisitions, payables checks and disbursement journals.

► **Thursday, October 23. 1-5 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$45.** 0.4 Continuing Education Unit. **Seq. No.** 05-021-0930-02.

#### ACCOUNTS RECEIVABLE AND BILLING

Using the microcomputer and accounting software for accounts receivable functions including sales transactions, aging reports, cash receipts journals, invoice printing, and credit memos.

► **Thursday, October 30. 1-5 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$45.** 0.4 Continuing Education Unit. **Seq. No.** 05-021-0930-03.

#### PAYROLL AND JOB COSTING

Payroll functions using the microcomputer will be discussed including creating employee files; storing tax codes and tax tables; payroll transactions, and printing reports for payroll journals, deduction registers, paychecks, and tax reports.

► **Thursday, November 6. 1-5 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$45.** 0.4 Continuing Education Unit. **Seq. No.** 05-021-0930-04.

### Engineering

#### 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 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. Classes will meet at the Hughes Electro-Optical and Data Systems Group in El Segundo. For further information, call Paul Davis at 213/516-3741.

### Entrepreneurship/Small Business

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

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?

GREGORY F. KISHL, M.B.A., co-author of *How to Start, Run, and Stay in Business*.

► **Saturday, November 1. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$65.** Non-credit. **Seq. No.** 05-996-0561.



## Entrepreneurship/Small Business

### HOME-BASED BUSINESS: GETTING STARTED

This practical seminar guides you through the process of designing, organizing, and implementing your own successful home-based business. The workshop will discuss the type of person most suited for work at home, and how to select a business which complements your skills and lifestyle. Possible disadvantages to home-based businesses will be discussed, as well as the essential money management tools you'll need.

Other topics:

- Licenses and permits
- Legal forms of ownership
- Free sources of business assistance
- Start-up procedures

Learn how to keep your home-based business going by taking "Home-Based Business: Successful Management," which meets after this class. A special rate of \$50 is available to those who register in advance for both classes. Use registration sequence number 05-996-0556-03 to register in advance for the special rate.

PATRICIA McNAUGHTON, Ph.D., management consultant and lecturer.

► **Saturday, November 15. 9 a.m. to 12 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$30.** Non-credit. **Seq. No.** 05-996-0556-01.

### HOME-BASED BUSINESS: SUCCESSFUL MANAGEMENT

Now that you've launched your home-based business, how do you ensure its growth? This follow-up workshop provides the critical next step to Dr. McNaughton's "Home-Based Business: Getting Started."

As an entrepreneur with a growing business, you'll need to balance business and family interests, handle unpredictable money problems, and take advantage of barter and networking opportunities with other small business owners. Gain foresight by learning about common home-based business mistakes and potential roadblocks you can avoid.

Other topics include:

- Pricing considerations
- Advertising and promotion
- Cash flow management
- Mail order possibilities

For a comprehensive understanding of home-based businesses, register for "Home-Based Business: Getting Started," which will meet before this class. A special rate of \$50 is available to those who register in advance for both classes. Advanced registration sequence number: 05-996-0556-03.

PATRICIA McNAUGHTON, Ph.D., management consultant and lecturer.

► **Saturday, November 15. 1-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$30.** Non-credit. **Seq. No.** 05-996-0556-02.

### FRANCHISING IN THE 80s

Franchising outlets generated over \$500 billion in sales in 1985, representing 20 percent of the nation's gross national product, and an estimated one-third of all retail sales in this country.

This course is designed as an introduction to the method of doing business known as *franchising*, and is recommended for business owners, entrepreneurs, accountants, finance managers, attorneys, and marketing managers. It is particularly important to persons seeking to expand a retail business or business organization and for those investigating new career or investment opportunities through franchise ownership.

Key topics include:

- Practical considerations in deciding to become a franchisor
- Recruiting franchisees and marketing the franchise to the investors of the 80s
- Legal and business aspects of franchise sales regulation
- Evaluating franchise opportunities
- How franchise systems evolve, mature and meet competition
- Selecting trademarks, promoting quality controls, and franchise termination issues
- Legal and business trends affecting franchising in the 80s
- Outlook for the future of franchising

The class features a guest speaker from a prominent regional franchise company.

ROCHELLE BUCHSBAUM SPANDORF, J.D., is a partner in the Los Angeles law firm of Shapiro, Laufer, Posell and Close. She specializes in franchise law, and serves as Topic and Articles Editor of the American Bar Association's *Franchise Law Journal*.

► **Monday, September 15-29. 7-10 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$60.** Non-credit. **Seq. No.** 99-505-0571.

### STARTING A SUCCESSFUL MAIL ORDER 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.

ALAN J. SIPOSS, is president of the International Commercial Services Group.

► **Saturday, December 13. 9:30 a.m.-1 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$40.** Non-credit. **Seq. No.** 05-996-0533.

### ENTREPRENEURSHIP AND INNOVATION — THE AMERICAN DREAM

This seminar outlines a practical approach to the process of introducing a product to the marketplace. The instructor, an inventor who has successfully marketed several products, will guide participants through each step of the procedure, from developing an idea through evaluation, protection, financing, and marketing.

Many people are mystified by entrepreneurship because of the many hats entrepreneurs must wear. The workshop will address such questions as "How can one person handle all aspects of the business? How do starting entrepreneurs approach the unknown, and how do they solve problems?" The necessary elements for delivering a product to the marketplace will also be discussed.

Extensive question-and-answer and group interactions are encouraged, to address specific problems and solutions. Each participant will receive a 50-page reference manual at no cost.

WILLIAM S. SEIDEL is an industrial designer and entrepreneur who teaches at San Francisco State University. He is an art director/designer for McGraw-Hill and is the creator of the UNIBALL, which is sold throughout the United States. He has invented and marketed products for the fashion industry, pet industry, robotics and electronics industries, furniture, architecture and solar industries.

► **Saturday, September 27. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$55.** Non-credit. **Seq. No.** 05-091-0564.

### SPEAKING FOR MONEY

Popular and well-paid speakers, who now command over \$2000 for an appearance, probably got their start by attending Toastmaster's ice-breakers and speaking for free at service club meetings. Workshop instructor Gordon Burgett, the co-author of *Speaking for Money*, will outline the path that most well-paid speakers follow and analyze each step of the process for the class.

Burgett's entertaining and informative seminar is designed to help newcomers break into the speaking-for-money circuit. Each step of the path to success will be examined, and examples of when it is appropriate to deviate from the path will be presented. Each participant will receive, at no cost, an informative handbook, filled with guidelines and reference materials.

Topics include:

- Secrets of successful speakers
- Finding clients and audiences
- Marketing your skills
- Speaking for free to earn the top dollar
- When and what to charge
- Which groups to join
- When to add products, and how they can triple your take-home profits

GORDON BURGETT, M.A., is the author of *The Query Book* and is co-author of *Speaking for Money*.

► **Friday, November 21. 6-10 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$45.** Non-credit. **Seq. No.** 06-031-0502.



## INTRODUCTION TO IMPORTING

This introductory seminar is designed to provide an overview of importing as a business and career field. This class is highly recommended for anyone who is interested in starting an import business on a full or part time basis, or anyone who is considering a career in international banking, freight forwarding, customs house brokerage or other aspects of the import trade.

Topics discussed in class include the field of international trade, the potential for profit, challenges these enterprises demand, an overview of U.S. Customs and procedures, and an overview of international banking procedures.

If you have ever thought about getting into the importing business, this introductory class will give you the information you need to make an informed decision. Several past students of Mr. Sinclair went on to start businesses with billings of over \$500,000.

This seminar serves as an introduction to the importing industry. After completing the workshop, students seeking a more thorough examination of the industry should register for "Importing — A Practical Guide."

SINCLAIR RIMMON holds an M.A. in Economics and International Trade. He is the president of S. Rimmon and Co., Inc., an importing company.

► **Wednesday, October 22, 29. 7-10 p.m.** (2 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$40.** Non-credit. **Seq. No.** 05-131-0553.

## STARTING A CONSULTING PRACTICE

Whether you're considering becoming a consultant or are already in the business, this comprehensive class can help you sell your skills most effectively. Discover how to promote yourself by gaining exposure and enhancing your professional reputation. You'll learn how to set up your business on a full- or part-time basis.

Other topics include applicable laws, considerations of home-based businesses, costs to expect, protecting your service through contract and letter of agreement, setting a fee, avoiding pitfalls of the trade and what customers seek from consultants. You'll also learn how to ensure success for your business by examining the profession in the 80s and deciding on an image for your consulting business.

JEFFREY D. FIGLER, M.B.A., J.D., teaches for the San Diego State University College of Business Administration.

► **Section 1: Friday, September 19. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, HFA A221. **\$50.** Non-credit. **Seq. No.** 05-996-0546-01.

► **Section 2: Thursday, October 9. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$50.** Non-credit. **Seq. No.** 05-996-0546-02.

## IMPORTING — A PRACTICAL GUIDE

An in-depth class designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house brokerage.

Topics discussed in class include international trade, potential for profit, challenges demanded by this fascinating enterprise, U.S. Customs rules and procedures, custom brokerage, international banking for profit, and importing on your own or by commission.

Other topics:

- Selecting a product to import
- International market research
- International trade shows and fairs
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment
- Shipping insurance
- General importing business procedures

Importing represents a substantial portion of the nation's business, and is especially important to California. Past students of Mr. Sinclair's have turned his information into profitable businesses, some with sales of over \$500,000.

SINCLAIR RIMMON holds an M.A. in Economics and International Trade, he is the president of S. Rimmon and Co., Inc., an importing company.

► **Wednesday, November 5 — December 3. 7-9 p.m.** (5 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$90.** Non-credit. **Seq. No.** 05-131-0554.

## DOING BUSINESS IN JAPAN: A PRACTICAL GUIDE

This practical workshop serves as an introduction to the culture and business community of Japan. Participants will learn Japanese business rituals and their purpose; how the Japanese see Americans in business situations; and how the Japanese see themselves in relation to U.S. businesspersons. The seminar discusses how to handle meetings with Japanese businesspersons, including talks on sales and joint ventures; figure heads; and decision makers.

Participants will learn how to avoid the five most common cross-cultural mistakes Westerners make in Japanese business settings, and techniques to overcome the language barrier. Japanese business etiquette will be discussed, as well as how to speak to Japanese businesspersons. Making a contract in Japan will also be discussed: how it is viewed by the Japanese, how it is viewed by Americans, and Japanese "law" concerning contracts.

Who should attend:

- Business professionals who do business in Japan
- Import/export professionals
- Students in international business

A. E. LOCKWOOD, B.A., is president of Naginata Associates, a San Francisco consulting firm specializing in Japanese business practices. She taught English to Japanese businessmen in Tokyo for four years and managed a Japanese company for two years. She is the author of two texts for Japanese businesspersons.

► **Saturday, October 25. 1-4:30 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$35.** Non-credit. **Seq. No.** 05-131-0559.

## Investment

### BASICS OF MONEY AND INVESTING

Many investors would like to be financially independent, but do not know how to begin building an investment portfolio. In this introductory investment class, participants will analyze their own financial situations and learn to quantify their financial goals, based on their assets, income projections, and objectives.

After the first class meeting, participants will analyze their personal finances and define their objectives. At the second class meeting, they will learn how to take action toward achieving their goals through techniques such as managing debt, reviewing investment alternatives, minimizing taxes, and examining risks and rewards. Each participant will have the opportunity to discuss his or her personal financial goals with the instructor in confidence.

BARBARA A. MANGOTIC, holds a B.S. in Finance and is a candidate for Financial Planning Certification. She is a Financial Consultant with Merrill Lynch.

► **Tuesday, November 4, 18. 7-9:30 p.m.** (2 mtg., no class Nov. 11) Redondo Beach Community Resource Center, rm. 7. **\$25.** Non-credit. **Seq. No.** 05-043-0565.

### WOULD YOU LIKE TO TEACH FOR CSUDH EXTENDED EDUCATION?

We are looking for professionals to conduct new seminars, courses, and workshops in professional skills development. If you have expertise in the following subject areas and would like to propose a course or a topic, please contact us.

- Professional development courses for educators
- Accounting and Financial Management
- Real Estate Appraisal, Finance, and Investment

**Write to:**

Dr. Joanne Zitelli  
Division of Extended Education  
CSU Dominguez Hills  
Carson, California 90747



**Management****THE CENTER FOR TRAINING AND DEVELOPMENT**

— *In-house programs for business and industry.*

Let our Center for Training and Development help you to tailor skills development programs specifically for your employees.

Whether you have a particular program idea in mind or you need some help in developing one, our staff can assist you to design a custom program to suit the needs of your business. These programs can be conducted at your facility or on our campus, or at another convenient location of your choice.

Our experienced workshop leaders will bring practical, up-to-date information to you and your employees.

Some of our programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer skills
- Production and Inventory Control Certificate Program
- English for foreign nationals
- Preretirement planning
- Spanish for supervisors

We'll be happy to discuss what the Center for Training and Development can offer your organization. For a free consultation, call Paul Davis at 213/516-3741.

**NEGOTIATING STRATEGIES**

Whether we realize it or not, opportunities for using negotiating skills emerge daily in professional, as well as interpersonal situations. This workshop, taught by a professional negotiator, is designed for persons wishing to acquire negotiating skills or to increase their effectiveness as negotiators.

The workshop will analyze responses used in competitive and collaborative ("hard" and "soft") negotiations, as well as approaches for moving stalled negotiations, including creating options, choices, and flexibility.

After learning to identify the different styles of negotiation, you will assess your own style, strengths, and skills as a negotiator.

Workshop topics include:

- Dos and don'ts of negotiating
- The use and abuse of power in negotiating
- Strategies, tactics and counters in successful negotiating
- Closing the negotiation

BONNIE P. CASTREY, R.N., B.S.N., has been a commissioner with the Federal Mediation and Conciliation Service. She is now an arbitrator/mediator in private practice.

► **Saturday, November 22. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. \$55. 0.6 Continuing Education Unit. Seq. No. 05-161-0963.

**EMPLOYEE STRESS: WHAT ARE THE REAL COSTS TO YOUR COMPANY?**

Stress and its costs to individuals have been the focus of considerable media attention in recent months. But employers are just beginning to realize how much and in what ways employees' stress costs their companies.

This class is designed for risk managers, security managers, personnel supervisors and others who are concerned about legal liabilities and losses which may be directly or indirectly related to stress.

The instructor will explain tools and techniques, such as pre-hiring interviews, which employers can use to identify individuals who may be at risk on the job and could cost the company a considerable amount of time and money.

Types of legal liabilities, avoiding stress-related litigation, disability retirements, "burn-out," and monitoring employee attitude, which could lead to "irregularities" such as theft, job turnover, and alcohol and drug abuse, are among the topics to be discussed. Although the class is not a stress management workshop, techniques to identify and reduce stress for employees will be shown.

DON SCHWERTDFEGER, M.D., is a psychiatrist and an expert on stress in the workplace. He is the Director of the Risk Assessment Center, located in Orange County.

► **Saturday, October 25. 9:30 a.m.-3 p.m.** (1 mtg.) CSUDH campus, SC E153. \$50. Non-credit. Seq. No. 12-021-0504.

**TELEPHONE MARKETING AND MANAGEMENT**

In 1965, the cost of making a face-to-face sales call to an industrial prospect was just over \$35. Today, the same call costs \$160, representing an inflation rate of 450% in sixteen years. The cost of making sales is squeezing the profits of large and small companies alike.

In this informative seminar, you'll develop skills for analyzing the telephone selling process and refine skills for constructing patterned sales calls.

You'll learn how to:

- Open and close tele-sales calls effectively
- Use the "Anatomy of a Sales Call" — a four-part selling strategy
- Overcome psychological resistance to buying and selling by phone

In addition, you'll learn about managing telemarketing personnel. You'll learn about finding telephone sales talent, transforming a "field rep" to an "inside rep," measuring telephone performance and more.

GARY GOODMAN, Ph.D., is a nationally recognized communications specialist and is the author of *Winning by Telephone*, and *Reach Out and Sell Someone: Principles of Telephone Marketing and Management*.

► **Friday, September 12. 9:30 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. \$70, includes program guide book. Non-credit. Seq. No. 05-091-0550. 05-091-0550.

**PEAK PERFORMANCE FOR PUBLIC BOARDS AND COMMISSIONS**

Public boards and commissions offer citizens a pivotal role in the development of local public policy in a number of areas such as parks and recreation, planning, libraries and historic preservation. The effective performance of individuals participating on boards or commissions is crucial for the organization's positive impact on the problems and opportunities confronting our communities. This comprehensive, one-day workshop is designed for members of public boards and commissions who wish to improve or polish their performance and that of their board.

Topics include:

- Building an effective board team
- Making decisions that work
- Developing agendas and dealing with hidden agendas
- Conducting public meetings
- Understanding board-staff relations
- Policy formulation versus policy implementation

It is desirable, if possible, for two or more members from the same board or commission to attend the workshop.

DANIEL SHANNON, Ph.D., is a professor of Public Administration at CSUDH and is Vice-Chair of the Redondo Beach Recreation and Park Commission. He has served as Chair of the Board of Park Commissioners in Seattle, Washington, and as Councilman and mayor pro tem, City of Mountlake Terrace, Washington.

► **Saturday, December 13. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. \$50. 0.7 Continuing Education Unit. Seq. No. 21-011-0504.

**MANAGING CONFLICT**

The potential for conflict exists in every organization, household or interpersonal relationship. Unmanaged conflict can produce counterproductive behavior. However, it is possible to manage conflict by understanding, first, what it involves and how it develops.

In this seminar, led by a professional negotiator, participants will discuss the major causes of conflict, describe the nature of conflict, and examine several examples of "normal" and "unhealthy" conflict. The seminar also will cover tactics for escalating and for diffusing conflict situations.

Through role playing and discussion, participants will learn to recognize types of conflict and practice skills needed for resolving everyday conflict.

BONNIE P. CASTREY, R.N., B.S.N., has been a commissioner with the Federal Mediation and Conciliation Service and is now an arbitrator/mediator in private practice.

► **Saturday, December 13. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 2. \$55. 0.6 Continuing Education Unit. Seq. No. 05-161-0941.



## CUSTOMER CONTACT TRAINING

— Prepare your employees for the Christmas season

The cost of keeping an established customer is a fraction of the cost of developing a new one. Prompt, efficient, and responsible customer relations is the key to keeping company profits high through repeat customers and referrals.

This seminar is designed for retail and inside salespersons, customer service persons, receptionists, and secretaries — anyone who has contact with the public. You will learn effective telephone techniques, communication skills, how to say no, and ideas for handling complaints.

Seminar topics include:

- Understanding the function of customer relations
- Dealing with the angry customer
- Four customer types and how to approach them
- Keys to successful customer relations
- Asking the right questions
- Stretching your listening skills
- Telephone tips

DAVID I. WAGEMAKER, is a Senior Development Management Trainer at Hughes Aircraft.

► **Saturday, November 8. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, SC E143. \$55. Non-credit. Seq. No. 05-091-0548.

## PROFESSIONAL FINESSE

Whether you are beginning your career, climbing the corporate ladder, or changing careers, you want to be recognized as a professional. Professionals who are achievers know that "dressing for success" is not the only secret to moving ahead. They realize that self-confidence and polish contribute to their self-presentation and helps them to stand out and be noticed.

The seminar teaches techniques that will help you to command attention, contribute to your personal power, and help you to make an impact on the people and events that can help or hinder your career. You will learn how to assess your strengths and build them into a positive professional image.

Other topics:

- Achieving credibility
- Appearing authoritative
- Voice projection
- Controlling nervousness and fear
- Correct business behavior

Dr. Cappello's just released book *The Professional Touch* is an optional text for the seminar and may be purchased for \$8.95 in class.

EVE CAPPELLO, Ph.D., is Director of the A.C.T. Institute (Assert Consciously Today), and is a professional behavior consultant.

► **Saturday, November 1. 9:30 a.m.-12 p.m.** (1 mtg.) CSUDH campus, SC E143. \$40. Non-credit. Seq. No. 06-041-0505.

## UNDERSTANDING EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

This course is designed to assist employers in understanding the requirements outlined by law for Affirmative Action. Employers will learn how to prepare an Affirmative Action Plan and to handle a compliance review. The instructor will explain the basic fact-finding process used in discrimination charge investigation by the Equal Employment Opportunities Commission (EEOC) and California's Division of Fair Employment and Housing (FEH).

The class is recommended for employee relations, human resource, and personnel specialists; also supervisors and others responsible for managing personnel.

Participants will develop case studies drawn from their work situations to practice theories and techniques discussed in class.

FRANK P. McGRATH, B.A., is Manager of Employee Relations at the Shell Oil Manufacturing Complex in Wilmington, CA. He serves on the Advisory Board of Extended Education.

► **Thursday, November 6-13, 6:30-9:30 p.m.; Thursday, November 20, 6:30-10:30 p.m.** (3 mtg.) CSUDH campus, ERC A135. \$100. 1 Continuing Education Unit. Seq. No. 05-151-0965.

## SUPERVISION: THE FUNDAMENTALS

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

DAVID I. WAGEMAKER is Senior Development Management Trainer at Hughes Aircraft.

► **Saturday, November 22. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, SC E143. \$55. Non-credit. Seq. No. 05-061-0534.

## EMPLOYEE DISCIPLINE: LAWFUL AND PRODUCTIVE ENFORCEMENT OF STANDARDS OF PERFORMANCE

This intensive course is designed to assist supervisors, managers, and small business owners in understanding the theory and application of progressive discipline in the employment setting. Participants will learn how to establish, publicize and apply discipline techniques aimed at maintaining productivity and employee performance.

Participants will develop a case study, drawn from their own work environment, for use as their practical project in class. Each case will be discussed and critiqued. Reviewing authorities will be discussed, including labor organizations, the California State Division of Fair Employment and Housing (FEH), and the Equal Employment Opportunities Commission (EEOC).

FRANK P. McGRATH, B.A., is Manager of Employee Relations at the Shell Oil Manufacturing Complex in Wilmington, CA. Mr. McGrath serves on the Extended Education Advisory Board.

► **Thursday, October 9-16, 6:30-9:30 p.m.; October 23, 6:30-10:30 p.m.** (3 mtgs.) CSUDH campus, ERC A135. \$100. 1 Continuing Education Unit. Seq. No. 05-151-0924.

## POWERLEARNING<sup>™</sup> FOR BUSINESS PROFESSIONALS

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.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Saturday, October 25. 8:30 a.m.-12:30 p.m.** (1 mtg.) CSUDH campus, SC E157. \$45. Non-credit. Seq. No. 05-061-0518.

## RELATED COURSES:

- Business Writing That Works, pg. 12
- Computerize Your Accounting Procedures, pg. 5
- Corporate and General Fund Raising, pg. 12
- Doing Business in Japan, pg. 7
- Franchising in the 80s, pg. 6
- Grant Proposal Writing, pg. 12
- Improving Your Speaking Voice, pg. 12
- Marketing the Arts, pg. 4

*If traveling to an extension class from a long distance, call the University Extension office at 213/516-3741 to confirm class meetings.*



**Manufacturing****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 five 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 CERTIFICATE**

Students who complete all five courses with a 2.5 grade point average are awarded a Certificate in recognition of their learning achievement and professional status.

**THE COST**

The fee for each three-unit course is \$204. Textbooks and syllabi are required. 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.

**THE COURSES**

Each of the five courses required for the program are three (3) units. All courses are degree applicable. The courses must be taken in numerical order as listed. All courses are offered each semester and students may begin the cycle at any time of the year.

**LOCATION**

Classes begin the week of March 31. Classes meet from 6:30–10:00 p.m. at Torrance High School, 2200 W. Carson St. in Torrance.

**FALL SEMESTER**

Classes meet once a week. Select a section from the list below.

<b>PI X319</b>	<b>Introduction to Materials Management</b>
Monday	Seq. #05–064-X319–01
Thursday	Seq. #05–064-X319–02
<b>PI X320</b>	<b>Inventory Management and Master Planning</b>
Tuesday	Seq. #05–064-X320–01
<b>PI X322</b>	<b>Capacity and Priority Management</b>
Thursday	Seq. #05–064-X322–01
<b>PI X323</b>	<b>Manufacturing Resources Planning and Advanced Topics</b>
Tuesday	Seq. #05–064-X323–01

**SPRING SEMESTER**

Schedule subject to change.

<b>PI X319</b>	<b>Introduction to Materials Management</b>
Monday	Seq. #05–064-X319–01
Thursday	Seq. #05–064-X319–02
<b>PI X320</b>	<b>Inventory Management and Master Planning</b>
Tuesday	Seq. #05–064-X320–01
<b>PI X321</b>	<b>Materials Requirements Planning and Purchasing</b>
Thursday	Seq. #05–064-X321–01
<b>PI X322</b>	<b>Capacity and Priority Management</b>
Thursday	Seq. #05–064–322–01
<b>PI X323</b>	<b>Manufacturing Resources Planning and Advanced Topics</b>
Tuesday	Seq. #05–064–323–01

**PI X319 INTRODUCTION TO MATERIALS MANAGEMENT**

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered.

This course can serve as a comprehensive survey of the materials management field for individuals who may not wish to enroll in the four remaining courses in the Certificate program.

This is a required course in the University Certificate program, but individuals with experience in materials management may test-out of the course.

**PI X320 INVENTORY MANAGEMENT AND MASTER PLANNING**

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

**PI X321 MATERIAL REQUIREMENTS PLANNING AND PURCHASING**

Planning and control techniques for items with dependent demand. The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

**PI X322 CAPACITY AND PRIORITY MANAGEMENT**

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control. Elements of just-in-time manufacturing are covered.

**PI X323 MANUFACTURING RESOURCES PLANNING AND ADVANCED TOPICS**

The theories and practices taught in the first four courses are reinforced through the use of case studies. The student learns to identify, analyze, and provide alternate solutions to manufacturing management problems. The course includes discussion of stockless production and optimized production technology (OPT).



## Real Estate

### REAL ESTATE APPRAISAL: PRINCIPLES AND PROCEDURES

This introductory course provides a comprehensive overview of the valuation process. Principles underlying selection, analysis, and use of data in real estate appraisal will be discussed, as well as an analysis of value, price, property and legal rights.

Other topics include: depreciation; cost estimating; the real estate market; the relationship between real estate values and trends in the economy, society and government; neighborhood analysis; site utilization and property value; estimating site value; and the relationship of construction and architecture to cost standards.

BRADFORD L. ADAMS, M.B.A., M.I.M., is an independent real estate appraiser who was formerly employed by Real Estate Analysts of Newport, Inc., and Ryon Associates of Hermosa Beach.

► **Wednesday, September 17-December 3. 6-10 p.m.** (12 mtgs.) Redondo Beach Community Resource Center, rm. 7. **\$180.** 3 semester units Professional Credit (Bus. 610). Seq. No. 05-011-0610.

### REAL ESTATE PRINCIPLES (FIN X362)

This comprehensive course provides an overview of the ownership, use, valuation, financing transfer, and government regulation of real property with emphasis on the unique nature of this sector of the economy. Business use, investment and personal use of property will be examined. Prerequisite: Financial Accounting (ACC 230), and Legal Aspects of Business Transactions (LAW 240). The course is a required course for the CSUDH Certificate in Real Estate and meets a portion of the California State Department of Real Estate's academic requirements for the real estate broker's license.

MARTIN R. BLYN, Ph.D., CSUDH professor of finance and real estate.

► **Tuesday and Thursday, September 2-December 16. 5:30-6:45 p.m.** (30 mtgs., no class November 27.) CSUDH campus, ERC A127. **\$204.** 3 degree-applicable semester units.

NOTE: To register for this course, follow the instructions for Open University registration on page 3 of this booklet.

### 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 available. 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.

California State requirements stipulate that before taking the real estate agent's exam, individuals must successfully complete the course, "Real Estate Principles." This review course will not satisfy the course requirement, but will assist individuals preparing for the exam.

KENNETH GISS, M.S.A., CSUDH real estate instructor and real estate broker.

► **Tuesday, November 18-December 2. 6:30-9:30 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$70; plus \$30 for real estate test preparation manuals to be purchased at first class meeting.** Non-credit. Seq. No. 05-111-0501.

### REAL ESTATE APPRAISAL: OVERVIEW OF CONSUMER CONCERNS

Consumers, before you select an appraiser, join this informative seminar led by an experienced real estate professional who can provide an insider's view of real estate appraisal.

Each step of the appraisal process will be examined and discussed, and valuable information on how to prepare property for appraisal will be presented. Possible improvements to enhance the value of the property will be suggested. The workshop will include discussion on how to shop for an appraiser, fees to expect and when to select an appraiser. The instructor will outline the responsibilities of real estate appraisers and will discuss their role in the industry.

In addition, the workshop will provide an overview of real estate appraisal as a career. Skills demanded by the profession, and options for entry will be discussed.

BRADFORD L. ADAMS, M.B.A., M.I.M., is an independent real estate appraiser who was formerly employed by Real Estate Analysis of Newport, Inc., and Ryon Associates of Hermosa Beach.

► **Saturday, September 6. 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** Non-credit. Seq. No. 05-111-0575.

### FINDING AND FINANCING REAL ESTATE FORECLOSURES

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.

DAVID SMALL, J.D., is president of Small Time, Inc.

► **Saturday, October 25. 10 a.m.-5 p.m.** (1 mtg.) CSUDH campus, SBS D225. **\$80; plus \$15 for optional workbook, payable in class.** 0.6 Continuing Education Unit. Seq. No. 05-011-0901.

### DOUBLE YOUR MONEY WITH REAL ESTATE

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.*

VIVIAN TORELLI, M.B.A., is a real estate broker with VITCO Properties.

► **Saturday, October 4. 9 a.m.-5 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 2. **\$60.** 0.7 Continuing Education Unit. Seq. No. 05-111-0902.



# Communication

## AMERICAN-ENGLISH PRONUNCIATION FOR ASIAN-BORN BUSINESSPERSONS

Asian-born businesspersons can gain confidence in their spoken American-English under the direction of a speech and voice instructor. The course will help participants master better speaking practices, develop analytical listening, and improve the clarity of their spoken American-English.

The class is recommended for persons who can read and write English, but whose pronunciation of American-English needs improvement. Participants will learn isolated sounds of the English alphabet and will be encouraged to practice the sounds in class. Participants will be taped, so that they can listen to their pronunciation. Class members can meet privately with the instructor to discuss special problems. Class limited to 15 participants.

CLARA E. SHAW is a speech and voice consultant with over forty years of experience in speech therapy, voice science and communication techniques.

► **Monday, September 29-December 15. 7-9 p.m.** (12 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$150.** 2.4 Continuing Education Units. (Speech 901). **Seq. No.** 15-061-0901.

## SPEAKING FOR MONEY

Popular and well-paid speakers, who now command over \$2000 for an appearance, probably got their start by attending Toastmaster's ice-breakers and speaking for free at service club meetings. Workshop instructor Gordon Burgett, the co-author of *Speaking for Money*, will outline the path that most well-paid speakers follow and analyze each step of the process for the class.

Burgett's entertaining and informative seminar is designed to help newcomers break into the speaking-for-money circuit. Each step of the path to success will be examined, and examples of when it is appropriate to deviate from the path will be presented. Each participant will receive, at no cost, an informative handbook, filled with guidelines and reference materials.

Topics include:

- Selecting effective topics
- Secrets of successful speakers
- Finding clients and audiences
- Marketing your skills
- Speaking for free to earn the top dollar
- When and what to charge
- Which groups to join
- When to add products, and how they can triple your take-home profits

GORDON BURGETT, M.A., is the author of *The Query Book* and is co-author of *Speaking for Money*.

► **Friday, November 21. 6-10 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$45.** Non-credit. **Seq. No.** 06-031-0502.

## THE ROMANCE NOVEL: WRITING IT, GETTING IT PUBLISHED

By 1982, the romance novel had emerged as the most popular category of fiction — and its popularity continues to increase. Romance novels will comprise 40 percent of all fiction which is published this year. This workshop is for aspiring or professional writers who want to learn how to write for this specialized audience and how to market the finished romance novel.

Explore the techniques and mechanics involved in producing romance fiction. During the morning session, you'll learn tips for composing a tight, marketable manuscript; the afternoon session will explain the essential "tricks of the trade."

Topics include:

- The romance heroine and hero
- The basic formula plots and variations
- Five essential secrets of success
- Landing a contract with two chapters and an outline
- Securing an agent and when not to
- Attracting a publisher
- Money: advances and royalties to expect

IRIS BANCROFT is the author of several published texts, including the romance novels: *Passionate Heart*, *Dawn of Desire*, *Rapture's Rebel*, and *Love's Burning Bed*.

► **Saturday, October 11. 9 a.m.-4 p.m.** (1 mtg.) CSUDH campus, HFA A221. **\$65.** Non-credit. **Seq. No.** 15-012-0508.

## IMPROVING YOUR SPEAKING VOICE

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"

CLARA E. SHAW is a speech and voice consultant with over forty years of experience in speech therapy, voice science and communicating techniques.

► **Saturday, September 6-20. 9 a.m.-12:15 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$60.** 1 Continuing Education Unit. **Seq. No.** 15-061-0900.

## CORPORATE AND GENERAL FUND RAISING

— For Non-Profit Agencies and Community Organizations

Help your non-profit agency or community organization launch a successful direct mail fund raising campaign to attract corporate and general contributions.

Each step of conducting a direct mail campaign will be discussed and examined. Participants will learn how to develop a winning campaign strategy, to write effective solicitation letters and to select targeted corporate mailing lists. Participants will draft a solicitation letter in class which will be reviewed by class members.

The seminar serves as a complement to "Grant Proposal Writing for Non-Profit Agencies and Community Organizations" (on this page).

LEON S. COHEN, Ph.D., is the Director of Research and Funded Projects at CSUDH.

► **Saturday, October 25. 9 a.m.-3 p.m.** (1 mtg.) CSUDH campus, SC E143. **\$50.** Non-credit. **Seq. No.** 21-010-0503.

## GRANT PROPOSAL WRITING

— For Non-Profit Agencies and Community Organizations

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

This class serves as a complement to "Corporate and General Fund Raising" (on this page).

LEON S. COHEN, Ph.D., is CSUDH Director of Research and Funded Projects.

► **Saturday, October 18. 9 a.m.-3 p.m.** (1 mtg.) CSUDH campus, SC E143. **\$50.** Non-credit. **Seq. No.** 21-010-0501.

## BUSINESS WRITING THAT WORKS

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.

STEPHANIE J. EUBANKS, M.A., and HELEN SANDERS are co-owners of Sanders and Eubanks, Consultants in Written Business Communication. Ms. Sanders is Director of the U.C. Irvine Learning Skills Center.

► **Saturday, September 20-27. 9 a.m.-noon.** (2 mtg.) CSUDH campus, HFA A230. **\$60.** Non-credit. **Seq. No.** 15-012-0503.



## USING HUMOR FOR EFFECTIVE PUBLIC SPEAKING

One of the best ways to make your point clearer, more persuasive or more memorable, is to link it to humor. Using humor can enhance your presentation by reducing your stress and anxiety, and relaxing the audience so that they can enjoy your speech.

In this informative and enjoyable course, you will learn how to incorporate humor into speeches and presentations, and how to use humor to simplify a complex concept.

Topics include:

- Selecting, editing and telling jokes
- Using humor to increase listener's learning and retention
- Tailoring humor for specific audiences
- Using humor to reduce tension
- Inappropriate uses of humor

PETER DESBERG, Ph.D., is a professor of education at CSUDH, as well as a musician and entertainer.

► **Saturday, October 11, 18. 8 a.m.-6 p.m.** (2 mtg.) CSUDH campus, SC F172 (University Center). **\$70.** 2 Continuing Education Units (Edu. 934). **Seq. No.** 08-993-0934.

## HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

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

GORDON BURGETT, M.A., is author of *The Query Book* and co-author of *Speaking for Money*.

► **Thursday, November 20. 6-10 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$45.** Non-credit. **Seq. No.** 06-021-0501.

## RELATED COURSES:

- Critical Approaches to Children's Literature, pg. 20
- National Intensive Journal Workshop, pg. 23
- Peak Performance for Public Boards and Commissions, pg. 8
- Professional Finesse, pg. 9

# Computer Applications

## MS-DOS: GATEWAY TO THE PERSONAL COMPUTER

Every computer has a system that allows it to communicate with the user. These operating systems have various names, but the most popular is the MicroSoft-Disk Operating System (MS-DOS). This system powers the IBM desktop and personal computers, and all IBM-compatible computers.

Learning to use MS-DOS allows you to take full advantage of your computer. This series of four workshops starts with the basics of DOS and guides you through advanced techniques of the system. The series is offered in a lecture format and is not hands-on.

The fee for each workshop is \$35. A special rate of \$125 is available only for those who register in advance for the entire series.

Advance registration sequence number for special fee: 07-024-0526-05.

DANIEL L. CARPENTER, B.S., M.B.A., has been a data processing consultant for seven years, with clients including the Sperry Corp. and California Federal.

## DOS TO START

An introductory session to provide the information you need to begin using MS-DOS.

Topics:

- What is DOS?
- Structure of files
- Base commands
- Function keys

► **Tuesday, September 23. 6:30-9:30 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-01.

## DOS TO RUN

Intermediate skills for those with a basic understanding of MS-DOS.

Topics:

- Integrating commands to applications
- Introduction to BAT files
- Intermediate commands
- Directories

► **Thursday, September 25. 6:30-9:30 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-02.

## ADVANCED DOS

An in-depth examination of MS-DOS commands beyond the introductory level.

Topics:

- Writing BAT files
- Intermediate commands
  - File Management
  - Filters
  - System Status
- Configuration files
- Disk and hard disk drives

► **Tuesday, September 30. 6:30-9:30 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-03.

## DOS EXTENSIONS

The final session will cover advanced techniques and some public domain software utilities.

Topics:

- Extended batch
- BAT menus
- Other operating systems
- System upgrades

► **Thursday, October 2. 6:30-9:30 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-04.

## HOME-BASED MICROCOMPUTER BUSINESS OPPORTUNITIES

Both beginners and microcomputer experts can benefit from this 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 microcomputer or have any computer experience to benefit from this class.

DANIEL TOMPKINS, Ph.D., is the president of Business Development Associates.

► **Sunday, November 9. 1-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. **Seq. No.** 07-030-0507.

## START AND FINANCE YOUR OWN MICROCOMPUTER ENTERPRISE

Take the mystery out of self-employment and learn three essential concepts to create a successful enterprise — start up, capitalizing, and cash flow. You can work part-time or full-time.

Topics include:

- Start-up procedures
- Licenses and permits
- Home-based tax issues
- Business name, legal requirements
- Inventory, location, insurance

DANIEL TOMPKINS, Ph.D., is the president of Business Development Associates.

► **Sunday, November 9. 9 a.m.-noon.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. **Seq. No.** 07-021-0530.

**Computer Applications classes continue on page 14.**



## COMPUTER APPLICATIONS

### INTRODUCTION TO MICROCOMPUTERS

As an alternative to fast-paced, one-meeting introductions to the world of the personal computer, this 3½ week course will cover in a step-by-step fashion how to use BASIC, a beginning computer language, as well as operating procedures, systems commands, and graphics techniques for the microcomputer.

Plenty of hands-on experience will be gained as participants practice specially designed computer exercises using Apple IIe computers and the BASIC programming language. Because of the small class size, the instructor will be able to assist individuals with particular exercises. Class members will use software to create a final programming project which will demonstrate their ability to apply what they have learned in the course.

This course is recommended for teachers, businesspersons — anyone interested in learning to master the microcomputer. Class size is limited to 18 persons, and participants will work in pairs. Preregistration is required.

CATHY BOCK has a Master's of Arts in Educational Computing. She is an owner of and instructor for Computers and Me.

► **Tuesday and Thursday, September 30-October 21. 5:15–7:20 p.m.** (7 mtg.) Redondo Beach Community Resource Center, rm. 7. \$110. 1.5 Continuing Education Unit. Seq. No. 07–011–0901.

### MICROCOMPUTER 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 microcomputer freelance programming business.

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

DANIEL TOMPKINS, Ph.D., is the president of Business Development Associates.

► **Saturday, November 8, 1–4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. \$30. Non-credit. Seq. No. 07–030–0519.

### STARTING A WORDPROCESSING SERVICE

Learn the best way to start a wordprocessing 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 wordprocessors vs. microcomputers
- Employee and independent contractors

DANIEL TOMPKINS, Ph.D., is the president of Business Development Associates.

► **Saturday, November 8. 9 a.m.-noon.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. \$30. Non-credit. Seq. No. 07–023–0505.

### THE COMPLETE WORDSTAR

Master one of the most popular wordprocessing programs on the market in a complete course covering the simplest through the most sophisticated commands.

Working on Apple IIe computers, students will learn the basics of Wordstar and wordprocessing including: commands, text management, insertions, deletions, margins, storage, and retrieving. Advanced skills such as imbedded commands, manipulation of text, and an introduction to the Mailmerge and Spellstar programs are included.

During the 6 meetings, students will practice setting up letters, reports, manuscripts, and other documents used in the office, classroom and home. Course limited to 18 participants; participants work in pairs. Preregistration is required.

LARRY BOCK, B.S., owns and teaches for Computers and Me. CINDY WILLIAMS, is the Southwest Area Administrator for Oracle Corp. and is a wordprocessing instructor.

► **Tuesday and Thursday, September 30-October 21. 7:30–10:10 p.m.** (7 mtg.) Redondo Beach Community Resource Center, rm. 7. \$160. 1.5 Continuing Education Units. Seq. No. 07–011–0903.

### INTRODUCTION TO COMPUTERS AND DATA PROCESSING (CIS X270)

This course provides an introduction to computer systems with an emphasis on the impact of computers and their use in society. Elements of programming also discussed. Prerequisite: Algebra (MAT 101) or equivalent.

► **Section 1: (CIS X270–02) Tuesdays and Thursdays, September 2-December 16. 5:30–6:45 p.m.** (30 mtgs., no class November 27) 3 degree-applicable units. \$204. CSUDH campus, ERC D126. Instructor: JOHN P. WALTER, Ph.D., CSUDH professor of Computer Information Services.

► **Section 2: (CIS X270–04) Mondays and Wednesdays, September 3-December 17. 5:30–6:45 p.m.** (30 mtgs.) 3 degree-applicable units. \$204. CSUDH campus, ERC D126. Instructor: MILTON R. PINE, Ph.D., CSUDH associate professor of Computer Information Services.

NOTE: Registration for this course is conducted through Open University. Follow the instructions on page 3 of this booklet.

### MICROCOMPUTERS IN ADMINISTRATION (CIS X275–02)

The course will provide a survey and analysis of the use of microcomputers in the business environment, including consideration of hardware and software. (No prerequisites.)

LAURENCE PRESS, Ph.D., CSUDH professor of Computer Information Systems.

► **Tuesday and Thursday, September 2-December 16, 7–8:15 p.m.** (30 mtgs., no class November 27) CSUDH campus, room TBA. \$204. 3 degree-applicable semester units.

NOTE: Registration for this course is conducted through Open University. Follow the instructions on page 3 of this booklet.

### TYPING AND WORDPROCESSING FOR PRE-TEENS, TEENS AND ADULTS

The proper development of keyboard skills is the first step to using a computer or typewriter with ease. Skills emphasized in this intensive, hands-on class are finger position, accuracy and speed. The curriculum is structured to promote individual advancement from typing a letter, a word, a sentence, to finally, a paragraph.

In addition to mastering fundamental keyboard skills, students will learn to use wordprocessing to write letters, reports, and term papers. Class size is limited to nine students, using Apple IIe computer systems, one computer per student. Preregistration is required.

MARY IRELAND, B.S., is an elementary teacher who specializes in computer skills.

► **Tuesday and Thursdays, September 30-October 16. 3:45–5:15 p.m.** (6 mtgs.) Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 07–011–0521.

### LET'S LEARN TOGETHER: ADULT AND CHILD (4–6 YRS.)

Together, children and parents will be introduced to the enjoyable world of personal computers. In this fun-filled approach, parent and child will become familiar with the basic functions of a computer, and parents will see how to use computer programs to stimulate the child's imagination.

Adults and youngsters will learn to use One-Key Logo, a simple version of the popular Logo Graphic computer program. Participants will also be introduced to Kid Writer, a wordprocessing program used to create stories and pictures using a computer. Additional computer programs will be reviewed.

Each adult will share an Apple IIe with a child. Class size is limited to 9 parent-child teams, so preregistration is required.

MARY IRELAND, B.S., is an elementary teacher who specializes in computer skills.

► **Tuesdays and Thursdays, September 30-October 16. 2:30–3:30 p.m.** (6 mtgs.) Redondo Beach Community Resource Center, rm. 7. \$55 for each parent-child team. Non-credit. Seq. No. 07–011–0520.

### RELATED COURSE:

Computerize Your Accounting Procedures, pg. 5



## Education

### STRATEGIES FOR TEACHING COMPOSITION TO ESL STUDENTS

Teachers of English and of English-as-a-Second Language can learn to help their students master writing techniques including editing and revision, as well as such concepts as audience consideration and pre-writing. Analytic and intuitive approaches to writing will be stressed, and new methods for monitoring pupil progress and encouraging creativity will be presented.

The class will focus on the specific problems of ESL writers, how to address them and how they can control the written word in their second language. Students will learn to teach sentence, paragraph and essay structures, and to recognize errors ESL writers can learn to self-correct, and those that must be modeled or ignored. Students will gain hands-on experience by grading sample student papers, and evaluation in small and large groups.

MARGUERITE SIEGEL, M.A., teaches ESL and English for adults through the L.A. Unified School District.

► **Saturday, November 1, 8. 9 a.m.-4:30 p.m.** (2 mtg.) CSUDH campus, SC E153. \$60. 1 semester unit Professional Credit (Educ. 872). Seq. No. 08-011-0872.

### ENHANCING YOUR LEADERSHIP STYLE

Gain more effective results from your projects, students and staff by introducing a humanistic approach to your leadership style. Enhanced written and verbal communication techniques will be presented in this workshop for school principals and administrators, led by an elementary school principal.

A humanistic leader uses praise and recognition in everyday situations with staff, parents and students. This warm and caring approach stimulates staff and students to work harder and more productively. Leadership styles which are ineffective and could be detrimental to teacher and staff performance will also be discussed.

The workshop features a session on time and stress management for educational professionals. The instructor will discuss the role of stress management in effective leadership.

JOSEPH MARINO, M.S., is principal at the 156th Street Elementary School, in the L.A. Unified School District.

► **Saturday, December 6, 13. 9 a.m.-2 p.m.** (2 mtg.) CSUDH campus, SC E153. \$45. Non-credit. Seq. No. 08-011-0534.

### NEWSPAPERS IN THE CLASSROOM: A Creative Tool to Enhance Reading, Writing and Critical Thinking Skills

Teachers, your daily newspaper is packed with valuable information which you can use to stimulate learning throughout your curriculum. By using all sections of the newspaper, including the comics and the classified advertisements, K-12 teachers will learn strategies for teaching reading comprehension, creative writing and high level critical thinking skills.

Teachers will learn to use the newspaper to:

- Motivate students to read more often
- Provide an enjoyable and non-threatening option for remedial readers
- Create fresh lesson plans

Teachers will develop a lesson plan for use in their classroom, and will receive a free classroom set of *The Los Angeles Times*.

PATSY WILLIAMS, M.A., is Director of *The Los Angeles Times* in Education program.

► **Thursday, October 16-30. 4-8:30 p.m.** (3 mtg.) CSUDH campus, SBS D219. \$60. 1 semester unit Professional Credit (Educ. 873). Seq. No. 08-011-0873.

### SUPERLEARNING® FOR TEACHERS

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 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.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Friday, October 24. 4:30-8:30 p.m.** (1 mtg.) CSUDH campus, HFA A227. \$40. 0.4 Continuing Education Unit. Seq. No. 08-093-0902.

### STRATEGIES FOR TEACHING HIGH SCHOOL ECONOMICS

Secondary teachers, learn creative approaches for teaching economics to your high school students. The instructor, an experienced economics teacher, will introduce activities, applications, and simulations to help you make economics interesting and enjoyable for your students.

The course will begin with a brief lecture on important concepts in economics, followed by demonstrations of creative teaching strategies. The course is intended to help implement the new economics course requirements for secondary graduation (SB #1213).

Course content:

- "Living in a World of Scarcity" and a game on consumer sovereignty, "Is Coke IT?"
- Comparative Systems Includes a Marx-Smith play and "Build a Bike: U.S. and S.U." game.
- Demand and Supply and Market-Clearing Price "Buying and Selling Black Pearls," "Shades of Supply and Demand," and "Getting Your Whoppers Worth." Medical case study related to both supply and demand and comparative systems — "Efficiency versus Equity."
- Price Ceiling and Price Floors Using rent control and agriculture as examples.
- Market Structure Includes a debate on comparable worth: application of the wage theory.
- International Trade The "Exchange Rate Game."
- Measurement of Economic Performance Includes applications: "Counting GNP" and "Make Your Own CPI."
- Role of Government and Fiscal Policy The "Fiscal Policy Game."
- Monetary Policy "You Are the Banker" and the "the Monetary Policy Game."
- Keynesians versus Monetarists versus Supply Siders The "Great Debate."

The CSUDH Center for Economics Education may reimburse participants who successfully complete the course for fees and materials.

DIANE KEENAN, M.A., taught economics at Beverly Hills High School and West High School for twelve years. She led teacher in-service training courses in economics education in the L.A. area, and currently teaches economics at Loyola Marymount College.

► **Section 1: Saturday, September 20-October 4. 9 a.m.-2 p.m.** (3 mtg.) CSUDH campus, SC E145. \$60, plus \$12 materials fee. 1 semester unit Professional Credit (Edu. 862). Seq. No. 08-011-0862-02.

► **Section 2: Tuesday, November 4-December 2. 3:30-7 p.m.** (4 mtg., no class Nov. 11) Redondo Beach Community Resource Center, rm. 7. \$60, plus \$12 materials fee. 1 semester unit Professional Credit (Edu. 862). Seq. No. 08-011-0862-01.

### For Your Information . . .

CSU Dominguez Hills will switch to the semester system beginning the Fall 1986 term.



## EDUCATION

### PROBLEM SOLVING THROUGH VISUAL THINKING

Help your students improve their math skills by teaching them to use visual thinking in problem solving. Visualization represents a variation on the traditional teaching approach and incorporates imaging, picturing and modeling to aid problem solving. This practical class teaches how to apply this technique to the topics of geometry, patterns and functions as developed in the 1985 California Mathematics Framework.

Fourth to ninth grade teachers will practice inductive and deductive techniques through hands-on activities, using paper cut-outs, newsprint, string and everyday objects. Image making will also be applied to verbal problems. Through the visualization process you will be able to:

- Describe three dimensional objects and their surfaces
- Perform rotations and reflections of plane figures
- Relate patterns of geometric patterns
- Develop numerical formulas for geometric patterns
- Relate series to original patterns

NATALIE AMBROSE, M.A., is Vice President of Immaculate Heart Community.

► **Saturday, October 11, 18. 9 a.m.-4:30 p.m.** (2 mtg.) CSUDH campus, SC E153. **\$60.** 1 semester unit Professional Credit (Educ. 879). **Seq. No. 08-330-0879.**

### CHILD CARE CERTIFICATE

University Extension is proud to announce that it will offer a certificate program for care givers and day care directors, scheduled to begin during the 1986-87 academic year.

Please return this coupon if you would like to receive program details.

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime telephone number, including area code \_\_\_\_\_

**Mail to:** University Extension  
Child Care Certificate,  
California State University,  
Dominguez Hills  
1000 E. Victoria Street, ERC C508  
Carson, CA 90747

### MULTICULTURAL DANCES FOR THE CLASSROOM

Increase your student's appreciation of other cultures by introducing them to a rich variety of multicultural folk dances. Dances from Asia, the Pacific Islands, Africa, America, Europe, the Middle East, and Latin America are featured in this practical and enjoyable class for K-12 teachers.

Teachers will learn the cultural meaning of each folk dance as they learn the dance steps. Techniques for teaching the dances to children, such as motivation, sequence and costuming, will also be discussed and demonstrated. By the end of the class, teachers will have compiled a "Multicultural Dances Resource Notebook," including recordings of the music used with each dance.

Cultures and dances include:

Asian and South Pacific	European and Middle East
Sakura	Troika
Tinkling	Ve'David
Hukialu	Nigarepolska
Chinese Ribbon	Kinder Polka
African	Road to the Isles
Ibo	Latin America
Pata Pata	La Botella
Highlife	La Segunda
American	Conga
Popcorn	Bossa Nova
Patty-Cake Polka	
Oh Johnny	

ANA MARIA INFANTE, M.A., is a bilingual teacher, Gifted/Talented coordinator, and ballet and folk dance teacher with L.A. Unified School District at the 135th Street School in Gardena.

► **Saturday, October 4, 18. 9 a.m.-5 p.m.** (2 mtgs.) CSUDH campus, Gymnasium Dance Room. **\$60.** 1 semester unit Professional Credit (Educ. 839). **Seq. No. 08-320-0839.**

### USING HUMOR IN THE CLASSROOM

This enjoyable course can help you to incorporate humor into your classroom presentations so that your students will be more attentive and responsive. You will learn how to use humor to simplify a complex concept by making your point clearer and more memorable.

Topics include:

- Selecting, editing and telling jokes
- Using humor to increase listener's learning and retention
- Tailoring humor for specific audiences
- Using humor to reduce tension
- Inappropriate uses of humor

This class will meet with "Using Humor for Effective Public Speaking."

PETER DESBERG, Ph.D., is a professor of education at CSUDH, as well as a musician and entertainer.

► **Saturday, October 11, 18. 8 a.m.-6 p.m.** (2 mtg.) CSUDH campus, SC F172 (University Center). **\$70.** 2 Continuing Education Units (Edu. 934). **Seq. No. 08-993-0934.**

### INTEGRATING ARTS INTO THE CORE CURRICULUM

Enliven your presentation of core subjects with an interdisciplinary approach to classroom teaching.

Today's "back to the basics" view of education may hinder some teachers from incorporating the fine arts into their instructional program, but in this practical, hands-on workshop, teachers will learn specific projects for integrating music, art, and drama into the core subjects. You'll learn techniques for producing a more stimulating environment for yourself and your students.

Motivate your students in:

- Math — with geometric template art
- Reading — with puppet variations and "twisted tales"
- Science — with environmentally designed creatures
- Social Studies — with creative dramatics such as "You Were There"

Explore how to:

- Use musical rhythms to teach any concept
- Create total classroom environments reflecting any subject
- Utilize students' talents with dramatic role playing

GABE BERNSTEIN is an instructor for the CSUDH Teacher Education Department, and is a Classroom Teacher at Frank D. Parent Elementary School. MARGARET McHALE is a Classroom Teacher at Frank D. Parent Elementary School and teaches Creative Dramatics at Loyola Marymount University.

► **Saturday, November 22, December 6. 8:30-5 p.m.** (2 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$60, plus \$5 materials fee, paid in first class meeting.** 1 semester unit Professional Credit (Educ. 821). **Seq. No. 08-021-0821.**

### SUPERINTENDENTS, PRINCIPALS, AND TEACHERS

The Division of Extended Education can help your school or district plan an inservice course or program. We'll help your staff with programs designed to promote professional development and personal growth.

For more information, call Dr. Joanne Zitelli, Program Administrator, 213/516-3741.

### RELATED COURSES:

Bilingual Certificate of Competence (Spanish) Test Preparation, pg. 21  
CBEST Reviews, pg. 22  
The Creative Child, pg. 24  
Computer Applications, pg. 13  
Critical Approaches to Children's Literature, pg. 20  
NTE Reviews, pg. 23  
Travel/Study Program to Kenya, pg. 25



## CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

Seven courses — four required and three electives — make up this certificate designed to train professionals in the area of movement education and physical education for children. Persons working with children 1 to 12 years of age in pre-school, day care, private or elementary school setting will benefit from these classes. Certificate classes are also open to those not earning credit toward the certificate.

Coordinator Dennis Estabrook is assisted in teaching some of the courses by experts in areas of health 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, fitness and nutrition. Preregistration is required for all of the classes.

### CLASSES FOR FALL 1986 SEMESTER

(see this page)

The New Physical Education for 2- to 7-Year-Olds

Dynamic Physical Education for 7- to 12-Year-Olds

Rhythms and Dance for 2- to 7-Year-Olds

Sensory Motor Skills for Infants and Toddlers

Nutrition in the Classroom

Aerobic and Fitness Activities for 4- to 12-Year-Olds

### NUTRITION IN THE CLASSROOM

Based on sound nutritional theory, the class will explore learning experiences in language, arts, social studies, science and math as well as suggest seasonal and holiday ideas.

In addition you will experience and receive handouts on:

- Growing things in the classroom
- Making vegetable people
- Making your own bread

*This class is an elective for the Certificate in Children's Movement Education.*

LYNNE O'BRIEN, M.A., is a Registered Dietician and Nutrition Consultant with a pediatric practice.

► **Saturday, October 18. 8 a.m.-6 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit **Seq. No. 08-350-0929.**

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

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 clothing and rubber-soled shoes.

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

Preregistration is required.

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, September 20. 8 a.m.-6 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No. 08-350-0932.**

### DYNAMIC PHYSICAL EDUCATION FOR 7- TO 12-YEAR OLDS

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.*

Preregistration is required.

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, October 4. 8 a.m.-6 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No. 08-350-0940.**

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

This workshop will provide the basic principles for teaching aerobic and fitness activities to children. The workshop will 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
- Choreographing aerobic routines for children
- How to start a fitness or running club

Wear comfortable clothes and rubber-soled shoes. Pre-registration required.

*This course is an elective for the Certificate for Children's Movement Education.*

NOTE: This class will meet on the CSUDH campus and not at our Redondo Beach Center.

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, November 1. 8 a.m.-6 p.m.** (1 mtg.) CSUDH campus, Combative Room of the Gymnasium. **\$50.** 1 Continuing Education Unit. **Seq. No. 08-350-0933.**

### SENSORY MOTOR SKILLS FOR INFANTS AND TODDLERS

A number of neurological, structural, muscular and sociological changes occur in children between the ages of 6 months and 4 years that exert important influences on their movement capacities and potentials. In this workshop for parents and teachers, you will become familiar with these changes and the sequential development of movement abilities. You will learn age appropriate exercises, games, movement songs, basic gymnastic stunts and ballhandling activities.

All activities are carefully selected to enhance coordination, balance, body awareness, and overall fitness of young children while developing the "I CAN DO IT" feeling of self-assurance. Wear comfortable clothes and rubber sole shoes to class.

*This class is an elective for the Certificate in Children's Movement Education.*

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, November 15. 8 a.m.-6 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No. 08-350-0935.**

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

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

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.*

Preregistration is required.

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, December 6. 8 a.m.-6 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No. 08-350-0931.**



## Health Services

### 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 of higher and relevant experience, plus a 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

### HUMAN CYTOGENETICS: GRADUATE SEMINAR (BIO X501)

The seminar will examine and discuss selected topics in research and techniques in human cytogenetics and cancer cytogenetics. Current research and findings will be presented. The individuals who successfully complete the course may receive Continuing Education Units from the appropriate board.

T. K. MOHANDAS, Ph.D., Director, Cytogenetics Laboratory, Harbor-UCLA Medical Center.

► **Wednesday, September 3-December 17, 7-7:50 p.m.** (15 mtg.) CSUDH campus, NSM B122. **\$68.** 1 degree-applicable semester unit.

NOTE: To register for this course, follow the Open University registration procedures on page 3 of this booklet.

### CLINICAL BIOFEEDBACK: AN INTRODUCTION

The use of biofeedback in the clinical setting will be discussed in this informative seminar. Using a variety of biofeedback instruments, including portable, clinical and computerized models, the instructor will demonstrate how biofeedback is used for such stress-related conditions as chronic muscle tension, headaches, high blood pressure, respiratory and gastric disorders, anxiety, and insomnia. Other applications of biofeedback for pain management and rehabilitation will also be discussed.

This seminar will provide an opportunity to learn about biofeedback and to experience some of the biofeedback skills, and is designed for individuals who are interested in exploring careers in biofeedback and for members of the allied mental health professions who want to add biofeedback to their therapeutic skills or who want to update their current biofeedback skills. Wear comfortable clothing and bring a blanket to class.

Topics include:

- Introduction to biofeedback instrumentation
- Psychophysiology of stress
- Diagnosis and treatment of stress-related illnesses
- Clinical applications of biofeedback
- Psychophysiology of wellness

LINDA SUMMERS, M.S., is a Marriage, Family and Child Counselor, and a Clinical Biofeedback instructor.

► **Saturday, November 8, 9 a.m.-4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$55.** 0.6 Continuing Education Unit (BRN provider number 6407). **Seq. No.** 12-011-0902.

### CHILD CARE CERTIFICATE

University Extension is proud to announce that it will offer a certificate program for care givers and day care directors, scheduled to begin during the 1986-87 academic year.

Please return this coupon if you would like to receive program details.

Name (please print)

Address

City, State, Zip

Daytime telephone number, including area code

**Mail to:** University Extension  
Child Care Certificate,  
California State University,  
Dominguez Hills  
1000 E. Victoria Street, ERC C508  
Carson, CA 90747

### RECOGNIZING AND HELPING THE MALTREATED CHILD

Recognizing, reporting and aiding maltreated children will be discussed in this one-day seminar which fulfills the state educational licensure or relicensure requirements as defined by Assembly Bill #141. The workshop is designed for psychologists, clinical social workers, or marriage, family, and child counselors who need to complete seven hours of training. The class is also recommended for nurses and educators.

The workshop will review reporting laws; the effects of child abuse and neglect; clinical implications of treatment; how to assess child abuse, neglect, and sexual abuse; and available community resources. The historical implications of child abuse will also be presented.

Topics include:

Assessment of Child Abuse, Neglect and Sexual Molestation

- Methods of assessment
- Assessing risk factors
- Physical and behavioral indicators of abuse

Reporting and Response Techniques

- Crisis counseling
- Rights and responsibilities of reporting
- Consequences of failure to report
- Sensitivity to previously abused children and adults
- Community resources
- Implications and methods of treatment for children and adults
- Caring for short and long term needs

Review of Treatment Modalities

- Individual, group and family therapy, and self-help for maltreated children and adults abused as children.

MARY FARRELL is a M.F.C.C. with a M.A. in Education. ROBERTA G. DILL is a M.F.C.C. with extensive experience in social services. ALLAN McDONALD, M.D., is a psychiatrist specializing in adolescents. BILL GARCIA works for the Department of Children's Services. In addition, professionals from a law enforcement agency, a legal service organization, a public service organization, as well as a clinical psychologist specializing in adolescent behavior will make presentations and address questions from participants.

► **Saturday, October 18, 9 a.m.-5 p.m.** (1 mtg.) CSJUDH campus, HFA A103. **\$70.** 0.7 Continuing Education Unit. **Seq. No.** 20-001-0905.



## THE CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

*The Certificate Program in Alcoholism/Drug Counseling consists of eight 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 Fall and Spring semester.

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 AD301 with a "BC" or better. For more information and an application call 213/516-3741.

### LOCATION AND SCHEDULE

Classes are held from 6:30-9:30 p.m. weeknights at a location in the South Bay area.

### THE COST

The fee is \$68 per unit; a three-unit course is \$204.

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

### THE COURSES

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

### SEMESTER I

#### AD X300 — INTRODUCTION TO ALCOHOLISM (3 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.

#### AD X301 — INTRODUCTION TO COUNSELING TECHNIQUES (3 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.

### SEMESTER II

#### AD X302 — COUNSELING THE INDIVIDUAL (3 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.

#### AD X303 — PERSPECTIVES ON DRUG ABUSE: COUNSELING THE SUBSTANCE ABUSER (3 units)

The 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.

### SEMESTER III

#### AD X304 — GROUP COUNSELING TECHNIQUES (3 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.

#### AD X305 — 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.

### SEMESTER IV

#### AD X306 — FAMILY DYNAMICS (3 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 the individual roles and behavior patterns that exist within it.

#### AD X307 — ADVANCED PRACTICUM (2 units)

This course demonstrates how to link clients with community resources. 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. 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 & Social Science

### CERTIFICATE IN MEXICAN CULTURE

Sponsored by the Mexican American Studies program and the Division of Extended Education, this is a program 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.)

#### COURSE FOR FALL 1986:

(see this page)

Lengua, Vida Y Cultura Mexicana

#### EL CERTIFICADO DE CULTURA MEXICANA

La universidad, la división de educación extensión y el departamento de estudios mexicanoamericanos, ofrece el Certificado de Cultura Mexicana.

El programa consiste de tres cursos básicos y tres cursos complementarios que examinan la historia mexicana, la literatura y el lenguaje. El certificado de suficiencia se otorga al término de los cursos.

Este programa tiene como finalidad:

- Los estudiantes asimilan la lengua y la cultura de los Estados Unidos, por el conocimiento de su propia lengua y cultura y por medio de una disciplina mental,
- Ayudarlos a desarrollar la confianza en si mismo a los mexicanos que viven en Estados Unidos, a través del conocimiento y la reflexión sobre su propia lengua y cultura,
- Animar y preparar a los estudiantes para estudios superiores, en el colegio o en la universidad.

Todos los cursos no se acreditan para un título.

Si quisieran conseguir un título, se podría pedir permiso individualmente.

### LENGUA, VIDA Y CULTURA MEXICANA

Este curso consiste:

- En una revisión y reflexión sobre la gramática castellana, con el fin de que el estudiante la convierta en un valor básico en su vida y sepa expresarse con fluidez lo mismo de palabra que por escrito,
- En una visión general de la cultura de México, que en su gran parte es fruto de la lengua castellana.

Con el conocimiento de la cultura el estudiante descubre la auténtica alma de México; aprende a amar a su patria y a dignificarse a si mismo. Con la cultura se aprecia la lengua, y con la lengua se aprecia la cultura.

LA FECHA: Los sábados, el 6 de septiembre al 20 de diciembre. (No habrá clase el día 29 de noviembre.)

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

EL NUMERO DE REUNIONES: 14

LOS UNIDADES: 3, no se acredita para un título.

EL COSTO: \$204.00

EL NUMERO: 22-151-X030

### MASTER OF ARTS IN HUMANITIES

The **Master of Arts** in the Humanities offers a broad interdisciplinary exposure to all 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 \$90 per unit. Thirty semester 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.

For more information on the program, call 213/516-3743.

### CRITICAL APPROACHES TO CHILDREN'S LITERATURE (ENG X308)

Contemporary and classic children's literature will be examined from a variety of critical approaches, including psychological, archetypal, formal, social, and linguistic.

The readings include such works as *Treasure Island*, *Grimm's Fairy Tales*, *Tom Sawyer*, *Wind in the Willows*, *The Wizard of Oz*, *Peter Rabbit* and works of Hans Christian Andersen. Contemporary works include *A Wrinkle in Time* and *The Day No Pigs Died*. The class will investigate the notion of archetypes reflected in the titles, and the significance and meaning of the stories for adults. Prerequisites: Freshman Composition II (ENG 111).

EPHRIAM SANDO, Ph.D., CSUDH professor of English.

► **Tuesdays and Thursdays, September 2-December 16, 4-5:15 p.m.** (30 mtgs., no class November 27.) CSUDH campus, HFA A229. **\$204.** 3 degree-applicable semester units.

NOTE: To register for this course, follow the instructions for Open University registration on page 3 of this booklet.

### WOMEN AND POLITICS (POL X325)

This course will evaluate the position of women in today's society from the dual perspectives of political behavior and public policy. The expanding role of women in politics and legal, cultural, and socio-psychological difficulties will be examined. The course examines such questions as: is there really a "gender gap?"; who really supported the ERA? and what are the most effective tools for changing the focus of a society and is it necessary?

The texts for the course provide a rich background for extensive class discussion and participation. One of the texts explores the expanding role of American women in the political and economic life of the United States. The other text is a collection of readings, encompassing broad areas of literature on women's studies; this should provide a solid basis for course papers.

While the class primarily focuses on American women and current issues, there will be discussion of the historical perspective and comparative positions of women in other countries.

MARGARET BLUE, Ph.D., CSUDH assistant professor of political science and Assistant to the President at CSUDH.

► **Monday and Wednesday, September 3-December 17, 5:30-6:45 p.m.** (30 mtg.) CSUDH campus, SBS E116. **\$204.** 3 degree-applicable semester units.

NOTE: To register for this course, follow the instructions for Open University registration on page 3 of this booklet.



## Languages

### CERTIFICATE PROGRAM IN CAREER-RELATED SPANISH

The Certificate Program in Career-Related Spanish is designed for persons who need to communicate in Spanish with the public or co-workers. Students enroll in Spanish language/culture classes and a bilingual internship. The Program allows for conversation practice with Spanish native-speakers. Requires five classes and three semesters to complete (15 units).

#### PROGRAM INFORMATION

For more information on this program, call Dr. Raul Romero, program coordinator, 213/516-3315.

### CAREER-RELATED SPANISH: ELEMENTARY I

Enjoy learning Spanish in a relaxed enjoyable language course.

- Practical Spanish for the work environment
- Excellent training for those employed or considering a career in education, health services, business, and social welfare
- You'll learn to communicate in Spanish in person and by telephone with co-workers, clients and others
- Saturday classes

This lively and entertaining beginning Spanish class emphasizes conversational skills for the workplace. Students are encouraged to use their Spanish-speaking skills during class in simulated work situations. The class also stresses reading and writing in Spanish. Standard, universal Spanish is taught as well as key regional (Mexican, Central and South American) vocabulary and expressions. The class may be applied as required credit toward the Career-Related Spanish Certificate offered by Extended Education.

BEN PENA, Ph.D., CSUDH associate professor of Spanish.

► **Saturday, September 27-December 13, 9 a.m.-12:50 p.m.** (10 mtg.) CSUDH campus, SBS A104. \$204. 3 degree-applicable semester units. Seq. No. 11-051-X105.

### CONVERSATIONAL FRENCH — BEGINNING

The course provides intensive practice in conversational fluency in French. Participants will learn words and phrases for use in everyday situations such as salutations, shopping and making purchases, and asking the time. Pronunciation of days, dates and seasons will also be discussed. Pronunciation, intonation, and grammar are stressed during in-class exercises.

The class will be conducted in French, and class participation will be encouraged. The class is designed as a refresher for persons with some French, and as an introduction for those without previous training in the language.

ELENA NOTARNICOLA AKYUZ, M.A., has taught French and Italian for over 10 years at the high school and college level.

► **Thursday, September 11-December 18, 6-9 p.m.** (13 mtgs., no class Nov. 27) Redondo Beach Community Resource Center, rm. 8. \$204. 3 degree-applicable semester units (French 230). Seq. No. 11-002-X230.

#### RELATED COURSES:

American-English Pronunciation for Asian-Born Businesspersons, pg. 12

## Learning Skills

### Study Skills

#### SUPERLEARNING FOR STUDENTS

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 learning 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.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Saturday, October 25, 1-5 p.m.** (1 mtg.) CSUDH campus, SC E157. \$40. Non-credit. Seq. No. 08-081-0518.

#### RELATED COURSES:

Powerlearning for Business Professionals, pg. 9  
Superlearning for Teachers, pg. 15

## Test Preparation

### TEST PREPARATION FOR BILINGUAL CERTIFICATE OF COMPETENCE (Spanish)

CSUDH Extension offers two classes to prepare teachers for the Bilingual Certificate of Competence (Spanish) examinations. The morning session of these intensive workshops focuses on the Cultural component of the exam, and the afternoon session targets the Methodology component. Register for both the morning and afternoon sessions for a comprehensive review in preparation for the exam.

Dr. Max Contreras and Dr. Porfirio Sanchez, workshop leaders, helped develop competency standards for the State Certificate of Competency. This workshop is the only test preparation seminar in Southern California for the Bilingual Certificate of Competence Test.

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

PORFIRIO SANCHEZ, Ph.D., is a CSUDH professor of Spanish.

MAXIMILIANO CONTRERAS, Ph.D., is an associate professor of Education, CSUDH, and is coordinator of the Bilingual/Crosscultural Specialist Credential Program at CSUDH.

#### CULTURAL COMPONENT

Topics include:

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

#### METHODOLOGY COMPONENT

Topics include:

- Bilingual teaching methods
- E.S.L. teaching methods
- Spanish reading
- BICS and CALP
- Research on Bilingual Education

NOTE: The date for the Fall Certificate of Competence exam was not available at the time of publication of the *Bulletin*. However, the Cultural and Methodology Components will be reviewed in two sections *on the Saturday before the exam*. The Cultural Component review will meet from 8:30 a.m.-12:30 p.m. and the Methodology Component review will meet from 1:30-5:30 p.m. The fee for each non-credit section is \$35. The seminars will both meet on the CSUDH campus, HFA A103. For more information, call the Extension Office at 516-3741.

**Test preparation courses continue on page 22.**



**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 (Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs SAT 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.

**CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW**

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 the December 13 Exam*

► **Saturday, November 15-December 6. 9 a.m.-3 p.m.** (3 mtg., no class Nov. 29) CSUDH campus, SC D154. **\$95.** Non-credit. **Seq. No.** 08-011-0520-01.

*For the February 7 Exam*

► **Saturday, January 17-31. 9 a.m.-3 p.m.** (3 mtg.) CSUDH campus, SC E153. **\$95.** Non-credit. **Seq. No.** 08-011-0520-02.

**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 the December 13 Exam*

► **Saturday, November 1-December 6. 9 a.m.-12:30 p.m.** (5 mtg., no class Nov. 29) CSUDH campus, SC E149. **\$115.** Non-credit. **Seq. No.** 08-000-0503.

**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 the October 11 Exam*

► **Saturday, September 20-October 4. 9 a.m.-12:30 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$65.** Non-credit. **Seq. No.** 08-000-0505-01.

*For the November 1 Exam*

► **Saturday, October 11-25. 9 a.m.-12:30 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 8. **\$65.** Non-credit. **Seq. No.** 08-000-0505-02.

**LSAT (LAW SCHOOL ADMISSION TEST) REVIEW**

Prepare for the LSAT by learning each subject area, and the type of questions to expect in each section. Time-saving and test-taking strategies will be featured.

Workshop topics include:

- Analytical reasoning
- Logical reasoning
- Evaluation of facts
- Reading comprehension
- Writing sample

*For the December 6 Exam*

► **Saturday, November 1-22. 9 a.m.-1 p.m.** (4 mtg.) CSUDH campus, SC E145. **\$125.** Non-credit. **Seq. No.** 08-000-0529.

**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 judgement
- Data sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

*For the October 18 Exam*

► **Saturday, September 27-October 11. 9 a.m.-3:30 p.m.** (3 mtg.) CSUDH campus, SC E143. **\$125.** Non-credit. **Seq. No.** 05-001-0504.

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

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 skills will also be presented.

GREG PERKINS is a Long Beach Unified School District Mathematics Teacher.

*For the December 13 Exam*

► **Saturday, October 11-December 6. 1-3 p.m.** (8 mtg., no class Nov. 29) CSUDH campus, HFA A230. **\$65; plus \$14 materials fee.** Non-credit. **Seq. No.** 08-011-0511.

**COMPLETE READING PREPARATION FOR THE CBEST AND SIMILAR STANDARDIZED TESTS**

Excel in the reading comprehension sections of standardized tests by sharpening your critical analysis skills, as well as your test-taking abilities. In this in-depth and thorough preparation for the reading sections of exams, you will also learn test-taking techniques to help you interpret questions and to select the best answers.

In the series of four workshops, you will acquire strategies for improving literal, inferential, and critical comprehension of written passages. You will learn how to locate the main idea of a passage through its organization. How to infer the author's intent and logical possibilities for interpretation will be covered.

The class combines lecture-discussion with self-paced computer-assisted instruction (using the Apple computer and Plato software program). The computer programs help you to expand your vocabulary and to determine the meaning of new words.

Test-taking techniques to help you prepare for standardized exams will be emphasized.

Through this course you will:

- Become more confident of your ability to comprehend passages of prose
- Increase your reading speed through improved comprehension and vocabulary
- Formulate your own strategy for passing standardized tests

JOAN SHULMAN, M.A., is a reading specialist at the CSUDH Learning Assistance Center.

► **Saturday, November 8-December 6. 9 a.m.-1 p.m.** (4 mtg., no class Nov. 29.) CSUDH campus, SC E157. **\$60.** Non-credit. **Seq. No.** 08-011-0572.

**RELATED COURSE:**

Real Estate License Preparation, pg. 11



## NTE (NATIONAL TEACHERS' EXAM) MATHEMATICS SPECIALTY PREPARATION

This seminar is designed for individuals preparing for the NTE Mathematics Specialty Exam. The workshop will include discussion on topics covered in the exam, and will describe the test format of the exam. Test-taking and study strategies will be presented. Each participant will identify areas of the exam in which he or she is deficient and will develop a study plan for self-guided preparation.

EUNICE KRINSKY, CSUDH associate professor of mathematics.

*For the November 8 Exam*

► **Saturday, September 27, 9 a.m.-noon.** (1 mtg.) CSUDH campus, HFA A227. **\$30.** Non-credit. **Seq. No. 08-011-0533.**

## NTE (NATIONAL TEACHERS' EXAM) ENGLISH SPECIALTY PREPARATION

The seminar is designed for individuals preparing for the NTE English Specialty Exam. The instructor will administer diagnostic tests to help the participant recognize areas of the exam in which he or she is deficient. Participants will develop a self-guided study plan based on their areas of strengths and weaknesses. The seminar includes discussion on each section of the exam, and on the test format.

MARILYN DARCH, B.A., teaches English at Jefferson Junior High School in Long Beach.

*For the November 8 Exam*

► **Saturday, September 27, 9 a.m.-noon.** (1 mtg.) CSUDH, HFA A221. **\$30.** Non-credit. **Seq. No. 08-011-0534.**

## NTE (NATIONAL TEACHERS' EXAM) ELEMENTARY CORE BATTERY PREPARATION

The seminar is designed to assist students and teachers in preparing for the NTE Elementary Core Battery Exam. The workshop will discuss format of the test, content of each section, and will provide test-taking strategies. Students will receive sample questions from the exam for use in studying. The following sections of the exam will be discussed:

- General Knowledge
- Mathematics
- English Usage

SANDRA B. MCKIVETT, B.A., teaches at the 116th Street Elementary School in the Los Angeles Unified School District.

*For the October 25 Exam*

► **Saturday, October 18, 9 a.m.-noon.** (1 mtg.) CSUDH campus, HFA A221. **\$30.** Non-credit. **Seq. No. 08-011-0532.**

# Psychology

## HYPNOSIS: A NATURAL WAY TO SUCCESS

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

Participants will learn principles of induction, eye fixation, and deepening techniques. The dangers of self-hypnosis and the appropriate and inappropriate uses of hypnosis will also be discussed. Participants are encouraged to bring recorders and tape to record this six-hour workshop.

Other topics:

- Exam preparation
- Reducing stress
- How to phrase post-hypnotic suggestions

JOHN H. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Saturday, October 11, 9 a.m.-3 p.m.** (1 mtg.) CSUDH campus, ERC A135. **\$50.** Non-credit. **Seq. No. 20-000-0502.**

## THE NATIONAL INTENSIVE JOURNAL: LIFE CONTEXT

Can keeping a journal help you transform your life? Journal-keeping 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.

University 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.

FRANCES PULLARA, M.A., is Director of Communications at Loyola University School of Law.

► **Friday, Nov. 7, 6:30-10 p.m.; Saturday, Nov. 8, 9 a.m.-5 p.m.; Sunday, Nov. 9, 9 a.m.-4 p.m.** (3 mtg.) CSUDH campus, SC F172 (University Center). **\$90.** 2 Continuing Education Units. **Seq. No. 20-000-0910.**

## RECOGNIZING AND HELPING THE MALTREATED CHILD

Recognizing, reporting and aiding maltreated children will be discussed in this one-day seminar which fulfills the state-educational licensure or relicensure requirements as defined by Assembly Bill 141. The workshop is designed for psychologists, clinical social workers, or marriage, family, and child counselors who need to complete seven hours of training. The class is also recommended for nurses and educators.

The workshop will review reporting laws; the effects of child abuse and neglect; clinical implications of treatment; how to assess child abuse, neglect, and sexual abuse, and available community resources. The historical implications of child abuse will also be presented.

Topics include:

- Assessment of Child Abuse, Neglect and Sexual Molestation
- Methods of assessment
- Assessing risk factors
- Physical and behavioral indicators of abuse

Reporting and Response Techniques

- Crisis counseling
- Rights and responsibilities of reporting
- Consequences of failure to report
- Sensitivity to previously abused children and adults
- Community resources
- Implications and methods of treatment for children and adults
- Caring for short and long term needs

Review of Treatment Modalities

- Individual, group and family therapy, and self-help for maltreated children and adults abused as children

MARY FARRELL is a M.F.C.C. with an M.A. in Education. ROBERTA G. DILL is a M.F.C.C. with extensive experience in social services. ALLAN McDONALD, M.D., is a psychiatrist, specializing in adolescents. BILL GARCIA works for the Department of Children's Services. In addition, professionals from a law enforcement agency, a legal service organization, a public service organization, as well as a clinical psychologist specializing in adolescent behavior will make presentations and address questions from participants.

► **Saturday, October 18, 9 a.m.-5 p.m.** (1 mtg.) CSUDH campus, HFA A103. **\$70.** 0.7 Continuing Education Unit. **Seq. No. 20-001-0905.**

**Psychology classes continue on page 24.**



## CLINICAL HYPNOSIS FOR PROFESSIONALS I

Meets 15 of the 30 educational hours of classroom theory required by the Board of Behavioral Science Examiners for certification of Marriage, Family and Child Counselors for the use of hypnosis.

This introduction to hypnosis covers the history, theories, definitions, myths and misconceptions about hypnosis.

This 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 Cheek and LeCron, *Clinical Hypnotherapy*; Erickson, Rossi & Rossi, *Hypnotic Realities: The Introduction of Clinical Hypnosis and Indirect Forms of Suggestion*; Kroger, *Clinical and Experimental Hypnosis*. Textbooks will be ordered from the CSUDH University Bookstore.

JOHN V. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Wednesday, October 1–29. 7–10 p.m.** (5 mtg.) CSUDH campus, ERC A135. \$70. 1.5 Continuing Education Units. **Seq. No.** 20–000–0912.

## CLINICAL HYPNOSIS PRACTICUM FOR PROFESSIONALS

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.

JOHN V. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Saturday and Sunday, November 8–9. 9 a.m.–5 p.m.** (2 mtg.) CSUDH campus, HFA A221. \$70. 1.4 Continuing Education Units. **Seq. No.** 20–000–0916.

### RELATED COURSE:

Clinical Biofeedback, pg. 18

## THE CREATIVE CHILD

All parents and teachers admire creativity in their children and students. This course will provide some insights on the nature of children's creativity and will explore how that creativity, which leads to innovative problem solving, may be nurtured.

Using the contemporary concept of "whole brain" thinking and problem solving, this course will examine creativity in terms of the practical or rational tendency of the "left" brain and the perceptual or image-making tendency of the "right" side of the brain. Techniques for encouraging and further developing a child's balanced, "whole-brain" thinking will be covered.

GALE RANDALL HOOPER has a Master's of Arts degree in Psychology and is a Psychological Consultant.

► **Tuesday, October 14–28. 6:30–9:45 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 8. \$45. 1 Continuing Education Unit. **Seq. No.** 08–021–0920.

## CREATIVITY AND THE "WHOLE BRAIN" CONCEPT

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. You will learn how 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.

GALE RANDALL HOOPER has a Master's of Arts degree in Psychology and is a Psychological Consultant.

► **Tuesday, September 9–23. 6:30–9:45 p.m.** (3 mtg.) Redondo Beach Community Resource Center, rm. 7. \$45. 1 Continuing Education Unit. **Seq. No.** 20–000–0915.

## Telecom-munications

### 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, 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 information, please call Paul Davis, Director, The Center for Training and Development, CSUDH, 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. For information regarding upcoming conferences, please call 516–3737.

## Travel Programs

### SUMMER STUDY IN LONDON

Earn six units of University semester credit and a wealth of cultural experience during a five-week study program in historical London. You will live and attend classes at Regent College, on the Inner Circle of Regent Park, a beautiful country setting in the heart of London.

For complete information, contact Division of Extended Education at 213/516–3741 or mail in the coupon.

### LONDON SEMESTER

— Spring Semester 1987

Study British literature, history and culture with expert CSU faculty as you enjoy living in central London and exploring the city's attractions.

The fourteen-week program is co-sponsored by the CSU Extended Education network and the American Institute for Foreign Study, which is responsible for non-academic arrangements. In London, a complete social program, including your housing and meals, will be arranged by A.I.F.S. — an organization with extensive experience in foreign study programs. Twelve semester units of degree-applicable CSU semester credit are earned upon successful completion of course work. (Enrollment in this travel study program is open to non-CSUDH participants who meet the academic qualifications for participation.)

For further information about the London Semester program and the Spring '87 semester, please mail the coupon to the Extension office or call 213/516–3746 for a brochure.



## MEXICO MORELIA AND ITS ENVIRONS

— June 28 through July 18, 1987

Enjoy 21 days in Mexico studying Spanish and experiencing Mexican culture with Dr. Ben Pena, associate professor of Spanish at CSUDH. Explore the rich colonial and pre-Colombian traditions of Morelia and its surrounding villages.

### TRAVEL AND TOURS

In addition to discovering the cultural riches and natural beauty of Morelia, participants, with guides, will tour important historical and archeological sites in the region surrounding Morelia. Weekly one-day excursions include trips to: Santa Clara del Cobre, famous for handcrafted copperwork; Capula, known for its pottery; Tzin Tzun Tzan, a pre-Colombian archeological site featuring pyramids and a sacrificial altar; Janitzo, an island on Lake Pátzcuaro, a fascinating city with a wonderful museum of Mexican crafts. Two weekend overnight excursions include a trip to Guanajuato and a trip to Urupán. Other towns on the itinerary are Quiroga, Santa Maria de Guide and Zinapécuaro, Paricutin, Angahuan. Accommodations for the overnight excursions will be in tourist class hotels.

### ACCOMMODATIONS

The homestay program, the instructional facility, and the excursions are arranged and supervised by CECEMMAC, an organization which specializes in education travel programs to Mexico. Participants will be placed with carefully chosen families in Morelia.

### STUDY PROGRAM

All participants enroll for University credit. Students may choose either Beginning Conversation or Advanced Conversation. In addition, all participants enroll in Field Research with Dr. Pena. Dr. Pena has extensive experience teaching career-related Spanish. At least one year of college Spanish, or consent of Dr. Pena, is required to participate.

### COST OF PROGRAM

Total cost for the 1987 program will be approximately \$1,500. Price includes airfare from Los Angeles to Morelia; all scheduled travel and tours; food and lodging for four weeks; instructional fees. Deposit of \$250 and application requested by March 1. Minimum and maximum enrollment quotas apply. **For more information or to apply, contact Dr. Ben Pena, 213/516-3315, or the Division of Extended Education, 213/516-3741.** Send in the coupon for a free brochure.

## A PASSAGE THROUGH CHINA

— June 19 through July 17

Twenty-eight days of travel study experience in the People's Republic of China. This is an extraordinary opportunity to explore the historical as well as the day-to-day aspects of Chinese society. Travel with faculty director, Dr. George Heneghan, professor of Political Science at CSUDH.

Included in the program are two weeks of travel, including Shanghai, Beijing, Nanjing, Suchow, X'ian and a boat trip on the Yangtze river. Approximately two weeks of in residence study at Huazhong Normal University in Wuhan (Hubei province) will be featured. During the two-week stay in Wuhan, excursions to important historical and cultural sites will be scheduled.

### ACCOMMODATIONS

While guests at Huazhong Normal University, participants will be housed in newly constructed foreign student dormitories. During the two weeks of travel, participants will lodge (double occupancy) in student-type accommodations at various universities.

### STUDY PROGRAM

All participants will enroll for 6 semester units of credit, including an interdisciplinary lecture-discussion course on the history and culture of China offered by faculty at Huazhong Normal University. In addition, participants will enroll in a directed study project with Dr. Heneghan, the faculty director.

### COST OF PROGRAM

Cost for the four week program, including all food, lodging, scheduled travel, round-trip airfare, ground transportation, university credit and study at Huazhong Normal University will be approximately \$2,700.

Deposit of \$500 with application to the program is requested by March 1, 1987.

**For more information request a brochure or phone the Division of Extended Education 213/516-3741.**

## KENYA: A LAND OF WONDER

— July 17 through August 7, 1987

Join Dr. Leonard Moite, economist and Kenya scholar, for an 18-day travel study tour of Kenya. Dr. Moite will focus on how the modernization process is taking place in a country of great natural beauty. This travel experience will include several tours of cities and towns, of rural areas, and Safaris to Kenyan National Parks. Participants will gain first-hand information on important issues such as agriculture and food supply, population growth, industrialization, and conservation of wildlife.

All participants will enroll for credit or as auditors in 3 semester units of credit in Independent Study (Economics 494).

For complete information and a brochure with itinerary, contact the Division of Extended Education 213/516-3741 or Dr. Moite 213/516-3492, or send in the coupon below.

### CUT HERE AND MAIL

Please send me information on the following Travel Study Program(s):

- |                                          |                                                         |
|------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> London Semester | <input type="checkbox"/> Regents College Summer Program |
| <input type="checkbox"/> Mexico: Morelia | <input type="checkbox"/> Kenya, Africa                  |
| <input type="checkbox"/> China, PRC      |                                                         |

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

(Area Code) Daytime Telephone Number \_\_\_\_\_

**Mail to:** Division of Extended Education, CSUDH, 1000 E. Victoria St., Carson, CA 90747



## Lifestyle

### WINES OF THE WORLD

Tasting and selecting the wines of Europe is explored in this entertaining, comprehensive class, led by a Manhattan Beach wine merchant. How and where the wine grapes are grown and European wine production are among the topics discussed.

The viticultural regions of France, Germany, Italy, Spain, and Portugal will be examined. The wine industry of France will be featured: focusing on the aging and storage process, and how the different types of oak, used for the storage casks, affect the flavor of wine. The instructor will explain how French winemaking differs from the California approach to winemaking.

Participants will learn how to read the labels of imported wines and to use the proper terminology when discussing wine. A variety of wines will be explained and tasted, including those from the Burgundy, Loire, Bordeaux, and Rhone regions of France. Selected dessert and aperitif wines of Spain and Portugal are also featured. A guest wine importer will make a special presentation.

If you plan to purchase wine as gifts this season, this course will provide the information you need to select thoughtful and delicious gifts for your friends and family.

Please bring three glasses to each meeting; we also recommend that you bring bread or cheese to each class meeting to clear your palate.

JERRY SNYDER, is General Manager and wine connoisseur for Bill's Fine Liquors, located in Manhattan Beach.

► **Monday, September 29-October 20. 7-9 p.m.** (4 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$65 plus \$24 materials fee.** Non-Credit. Seq. No. 13-011-0507.

### HYPNOSIS: A NATURAL WAY TO SUCCESS

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

Participants will learn principles of induction, eye fixation, and deepening techniques. The dangers of self-hypnosis and the appropriate and inappropriate uses of hypnosis will also be discussed. Participants are encouraged to bring recorders and tape to record this six-hour workshop.

Other topics:

- Exam preparation
- Reducing stress
- How to phrase post-hypnotic suggestions

JOHN H. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Saturday, October 11. 9 a.m.-3 p.m.** (1 mtg.) CSUDH campus, ERC A135. **\$50.** Non-credit. Seq. No. 20-000-0502.

### TRAVELING AS A SINGLE

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
- Making friends in foreign countries

EVA CAPELLO, Ph.D., is director of Assert Consciously Today (ACT) Institute.

► **Saturday, October 25. 9:30 a.m.-noon.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 49-050-0501.

### MAGIC CLOSE UP: AN INTRODUCTORY COURSE

Learn how magicians mystify audiences. In this introduction to the craft of magic, you'll learn tricks you can perform at close range with few props. Each class meeting will focus on a different subject: cards, silks, money, and mentalism (ESP). Each lesson will begin with a 20 minute magic show. With each lesson, you'll receive lecture notes on how to perform the trick and suggested dialogue, as well as necessary props, such as silk scarves.

Upon completion of the five sessions, you will be able to perform routines for other adults that are mystifying and entertaining.

JAMES KAHLEERT, B.A., is a member of the Society of American Magicians, and is a member/performer at the Magic Castle in Hollywood.

► **Tuesday, September 23-October 21. 7-10 p.m.** (5 mtg.) CSUDH campus, SBS D219. **\$100, plus \$15 materials fee.** Non-credit. Seq. No. 20-000-0501.

### CONVERSATIONAL FRENCH — BEGINNING

The course provides intensive practice in conversational fluency in French. Participants will learn words and phrases for use in everyday situations such as salutations, shopping and making purchases, and asking the time. Pronunciation of days, dates and seasons will also be discussed. Pronunciation, intonation, and grammar are stressed during in-class exercises.

The class will be conducted in French, and class participation will be encouraged. The class is designed as a refresher for persons with some French, and as an introduction for those without previous training in the language.

ELENA NOTARNICOLA AKYUZ, M.A., has taught French and Italian for over 10 years at the high school and college level.

► **Thursday, September 11-December 18. 6-9 p.m.** (13 mtgs., no class Nov. 27) Redondo Beach Community Resource Center, rm. 8. **\$204.** 3 degree-applicable semester units (French 230). Seq. No. 11-002-X230.

### CHINESE COOKING AND ACUPRESSURE FOR HEALTHY WEIGHT LOSS

Learn how to incorporate the Chinese concepts of diet, nutrition, and acupressure into your health or weight loss regime.

Acupressure is similar to the technique of acupuncture but does not use needles. This simple, yet effective technique promotes natural healing by stimulating selected pressure points of the body. The instructor, a Certified Acupuncturist, will demonstrate how to use acupressure for controlling the appetite and avoiding unnecessary snacking and overeating. Therapeutic acupressure points will be discussed, as well as clinical applications of the technique, such as health maintenance, stress reduction, emergency first aid, and insomnia.

The Chinese philosophy of diet and nutrition will also be presented. Participants will learn the Yin and Yang balance of eating and how it can be incorporated into American eating habits. The workshop features demonstrations on preparing Chinese dishes that are healthy and low-calorie. Tips on ordering in Chinese restaurants will be presented.

PEDRO CHAN, Ph.D., is a Certified Acupuncturist and is the Executive Director of the Center for Chinese Medicine. He is author of several texts, including *Finger Acupressure* and *How to Free Yourself from Pain*.

► **Thursday, October 23-30. 7:30-9:30 p.m.** (2 mtgs.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 12-011-0505.

### THE NATIONAL INTENSIVE JOURNAL: LIFE CONTEXT

Can keeping a journal help you transform your life? Journal-keeping 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.

University 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.

FRANCES PULLARA, M.A., is Director of Communications at Loyola University School of Law.

► **Friday, Nov. 7, 6:30-10 p.m.; Saturday, Nov. 8, 9 a.m.-5 p.m.; Sunday, Nov. 9, 9 a.m.-4 p.m.** (3 mtg.) CSUDH campus, SC F172 (University Center). **\$90.** 2 Continuing Education Units. Seq. No. 20-000-0910.

### RELATED COURSES:

- How to Sell 75 Percent of Your Freelance Writing, pg. 13
- Professional Finesse, pg. 9
- Writing a Romance Novel, pg. 12



## Recreation

### BEGINNING RHYTHMIC GYMNASTICS FOR GIRLS 5-10 YRS.

This 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.

SANDI SHANNON CONLEY, Coach, West Coast Waves Rhythmic Gymnastics Team; member of the National Rhythmic Gymnastics Team four times.

NOTE: Registration fees must be paid on or before first class meeting.

#### FOR GIRLS AGES 5-7

► Section 1: **Monday, September 15-October 13. 3:15-4:15 p.m.** (5 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 08-350-0570-01.

► Section 2: **Monday, October 20-November 17. 3:15-4:15 p.m.** (5 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 08-350-0570-03.

#### FOR GIRLS AGES 7-10

► Section 1: **Monday, September 15-October 13. 4:15-5:15 p.m.** (5 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 08-350-0570-02.

► Section 2: **Monday, October 20-November 17. 4:15-5:15 p.m.** (5 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$30.** Non-credit. Seq. No. 08-350-0570-04.

JOLIE BARRETTA, Coach, U.S. National Rhythmic Gymnastics Team; head coach, West Coast Waves Rhythmic Gymnastic Team.

NOTE: Registration fees must be paid on or before first class meeting.

#### FOR GIRLS AGES 5-10 (held at CSUDH campus)

► Section 1: **Tuesday, September 16-October 14. 3:30-4:30 p.m.** (5 mtg.) CSUDH campus, Gymnasium (south end, behind curtain). **\$30.** Non-credit. Seq. No. 08-350-0570-06.

► Section 2: **Tuesday, October 21-November 18. 3:30-4:30 p.m.** (5 mtg.) CSUDH campus, Gymnasium (south end, behind curtain). **\$30.** Non-credit. Seq. No. 08-350-0570-07.

### ADVANCED RHYTHMIC GYMNASTICS

This course is designed for training competitive Rhythmic Gymnastics. New participants must be screened in advance by the instructor. To enroll, contact the Division of Extended Education (213/516-3741) to arrange an appointment with the instructor.

JOLIE BARRETTA, Coach, U.S. National Rhythmic Gymnastics Team, head coach, West Coast Waves Rhythmic Gymnastic Team.  
SANDI SHANNON CONLEY, four-time member National Rhythmic Gymnastic Team; Coach, West Coast Waves.

► **Monday, Tuesday, Wednesday, Thursday; September 15-December 11. 4:30-8:30 p.m.** (51 mtg., no class Nov. 27.) CSUDH Gym, south end, behind curtain. **\$150.** Non-credit. Seq. No. 08-350-0575.

### 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 Olympic Velodrome.

The beginning and intermediate classes feature the personalized attention of the instructor, and, usually, an assistant instructor.

RICK DENMAN, veteran world class track cyclist; instructor, Encino Velodrome and CSUDH Velodrome.

#### BEGINNING VELODROME CYCLING

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

► Section 1: **Thursday, September 11-October 2. 7-9 p.m.** (4 mtg.) CSUDH Velodrome. **\$60.** Non-credit. Seq. No. 08-355-0540-01.

► Section 2: **Thursday, October 16-November 6. 7-9 p.m.** (4 mtg.) CSUDH Velodrome. **\$60.** Non-credit. Seq. No. 08-355-0540-02.

#### INTERMEDIATE VELODROME CYCLING

Track racing bicycle required and can be rented from the University. Safety helmet required.

Pre-registration is recommended.

► **Thursday, November 20-December 18. 7-9 p.m.** (4 mtgs., no class November 27.) CSUDH Velodrome. **\$60.** Non-credit. Seq. No. 08-355-0541.

### PERSONALIZED VELODROME RACING TACTICS

A special training course for U.S.C.F. licensed racers who train and race regularly on velodromes. Learn and practice tactics used by cycling's elite competitors.

The course will include analysis and practice of match sprint tactics as well as keys to winning scratch, points, and miss and out races. Madison exchanges and proper traffic flow are covered, as well as pursuit and kilo scheduling and starts. Each participant will receive instruction in his or her specialty.

Instruction takes place on the bike with safety and crash-evasive maneuvers emphasized. The second hour of class offers individualized instruction.

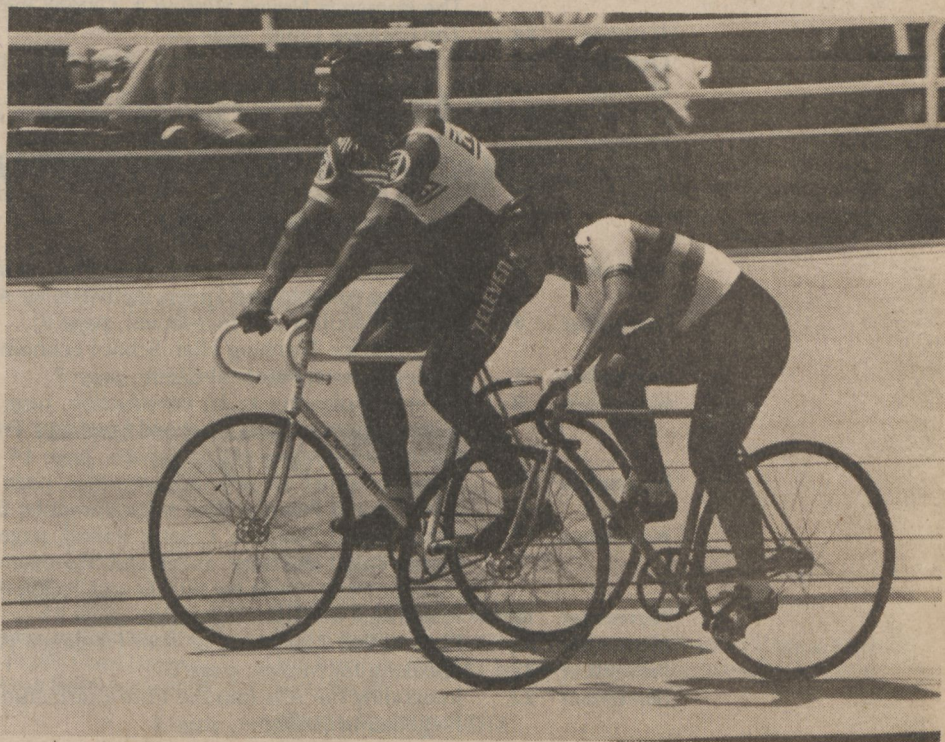
Track racing bike and safety helmet required.

RICK DENMAN is a veteran world class track cyclist. He teaches cycling at the CSUDH and Encino Velodromes.

► Section 1: **Thursday, September 11-October 2. 8-10 p.m.** (4 mtg.) CSUDH Velodrome. **\$45.** Non-credit. Seq. No. 08-355-0542-01.

► Section 2: **Thursday, October 16-November 6. 8-10 p.m.** (4 mtg.) CSUDH Velodrome. **\$45.** Non-credit. Seq. No. 08-355-0542-02.

► Section 3: **Thursday, November 20-December 18. 8-10 p.m.** (4 mtg.) CSUDH Velodrome. **\$45.** Non-credit. Seq. No. 08-355-0542-03.





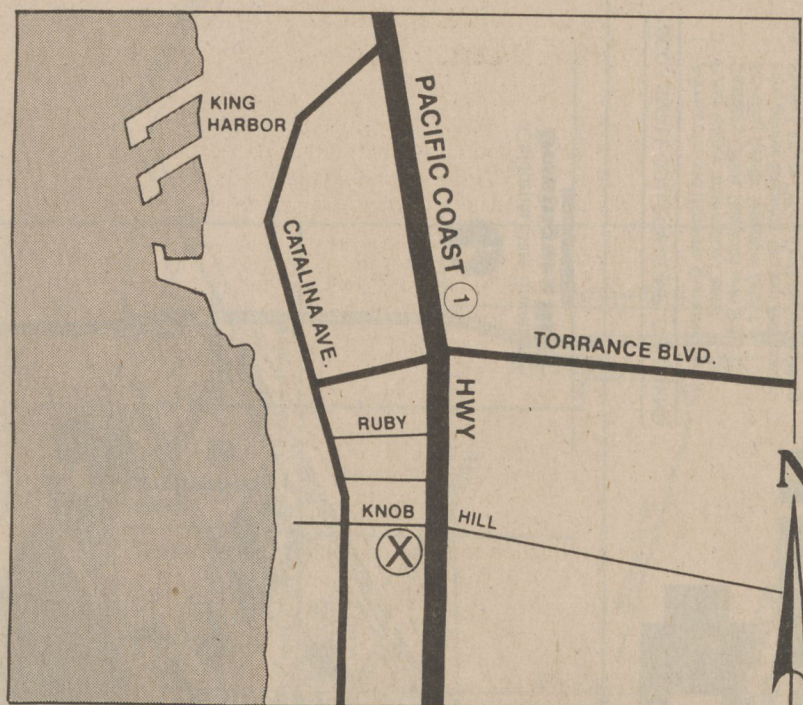
# Redondo Beach Community Resource Center

## University Extension offers classes in Redondo Beach at the **Redondo Beach Community Resource Center** **320 Knob Hill Avenue at Pacific Coast Highway**

September	6	Improving Your Speaking Voice, page 12 Real Estate Appraisal: Overview of Consumer Concerns, page 11
September	9	Creativity and the "Whole Brain" Concept, page 24
September	11	Beginning Conversational French, page 21
September	12	Telephone Marketing and Management, page 8
September	15	Franchising in the 80s, page 6 Rhythmic Gymnastics for Girls 5-10, page 27
September	17	Real Estate Appraisal: Principles and Procedures, page 11
September	20	New Physical Education for 2-7 Year Olds, page 17 SAT (Scholastic Aptitude Test) Review, page 22
September	23	DOS to Start, page 13
September	25	DOS to Run, page 13
September	27	Entrepreneurship and Innovation — The American Dream, page 6
September	29	Wines of the World, page 26 American-English Pronunciation for Asian-born Businesspersons, page 12
September	30	Advanced DOS, page 13 Let's Learn Together: Adult and Child (4-6 yrs), page 14 Introduction to Microcomputers, page 14 The Complete Wordstar, page 14 Typing and Wordprocessing (preteen, teen, adult), page 14
October	2	DOS Extensions, page 13
October	4	Dynamic Physical Education for 7-12 Year Olds, page 17 Double Your Money in Real Estate, page 11
October	9	Starting a Consulting Practice, page 7
October	11	SAT (Scholastic Aptitude Test) Preparation, page 22 The Romance Novel: Writing It, Getting It Published, page 12
October	14	The Creative Child, page 24
October	16	Computerize Your Accounting Procedures, page 5
October	18	Nutrition in the Classroom, page 17
October	20	Rhythmic Gymnastics for Girls 5-10, page 27
October	22	Introduction to Importing, page 7
October	23	Chinese Cooking and Acupressure for Healthy Weight Loss, page 26
October	25	Doing Business in Japan — A Practical Guide, page 7 Traveling as a Single, page 26
November	1	How to Start, Run, and Stay in Business, page 5 Teaching Aerobic and Fitness Activities for 4- to 12-Year Olds, page 17
November	4	Basics of Money and Investment, page 7 Strategies for Teaching High School Economics, page 15
November	5	Importing — A Practical Guide, page 7
November	8	Clinical Biofeedback: An Introduction, page 18 Microcomputer Consulting and Freelance Programming, page 14 Starting a Wordprocessing Service, page 14
November	9	Microcomputer Income Opportunities, page 13 Start Up and Finance Your Microcomputer Enterprise, page 13
November	15	Home-Based Business: Getting Started, page 6 Home-Based Business: Successful Management, page 6 Sensory Motor Skills for Infants and Toddlers, page 17
November	18	Real Estate License Preparation, page 11
November	20	How to Sell 75 Percent of Your Freelance Writing, page 13
November	21	Speaking for Money, page 6
November	22	Integrating the Arts Into the Core Curriculum, page 16 Negotiating Strategies, page 8
December	6	Rhythms and Dance for 2- to 7-Year Olds, page 17
December	13	Managing Conflict, page 8 Peak Performance for Public Boards and Commissions, page 8 Starting a Successful Mail Order Business, page 6

A map to the center is on page 29 of this Bulletin.





## Redondo Beach Community Resource Center

*formerly Patterson School*

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

### **FROM SAN DIEGO FREEWAY (405)**

Exit at Crenshaw Blvd., head south on Crenshaw to Torrance Blvd. (about 2 miles) and turn right. Head west to Pacific Coast Highway (about 3 miles) and turn left. Turn right on to Knob Hill Ave. Center is on left.

### **FROM HARBOR FREEWAY (110)**

Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

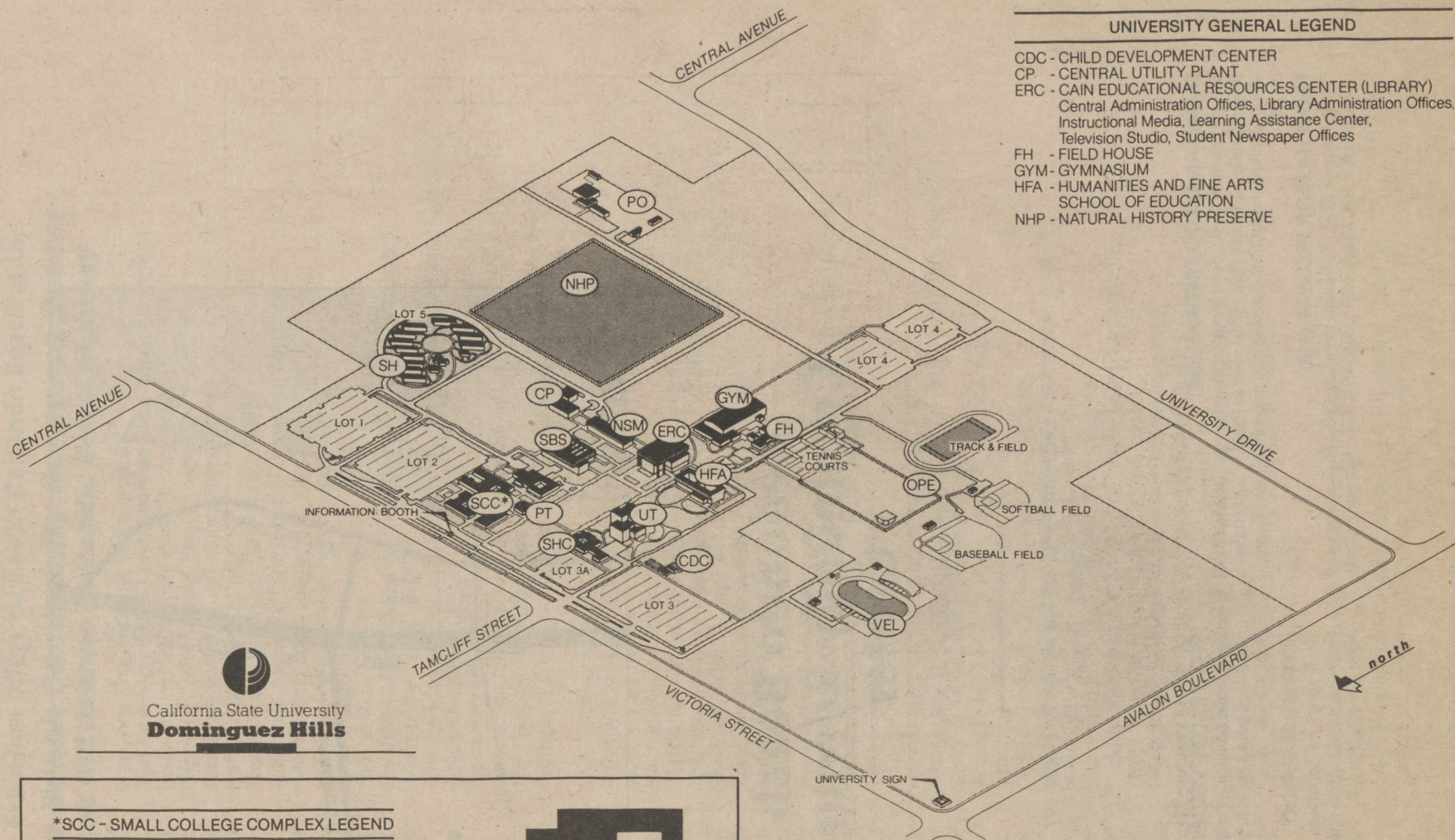
### **FROM PALOS VERDES**

Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

### **FROM EL SEGUNDO**

Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo) and turn right. Center is on left.

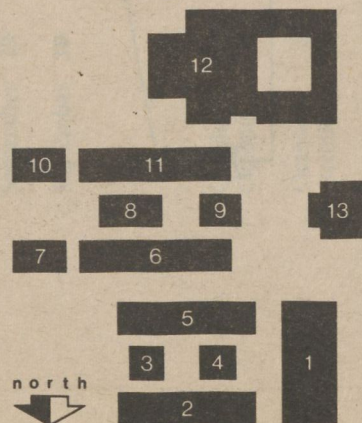




  
California State University  
**Dominguez Hills**

**\*SCC - SMALL COLLEGE COMPLEX LEGEND**

- 1 Admissions and Records, Computer Center
- 2 Public Safety, Information Center, Cashier's Office, Relations with Schools, Advising Center, Veterans' Affairs, International Students, Student Association
- 3 Student Affairs Office, On-Campus Housing
- 4 Educational Opportunity Program
- 5 Student Development, Financial Aid, Testing, Student Affirmative Action
- 6 Classrooms, Student Computer Lab
- 7 Small College Office
- 8 Student Programs, EPIC, Small College Faculty Offices, Off-Campus Housing
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 Cafeteria and Student Union (Commons), Reprographics Center, Women's Center
- 13 Playbox Theatre



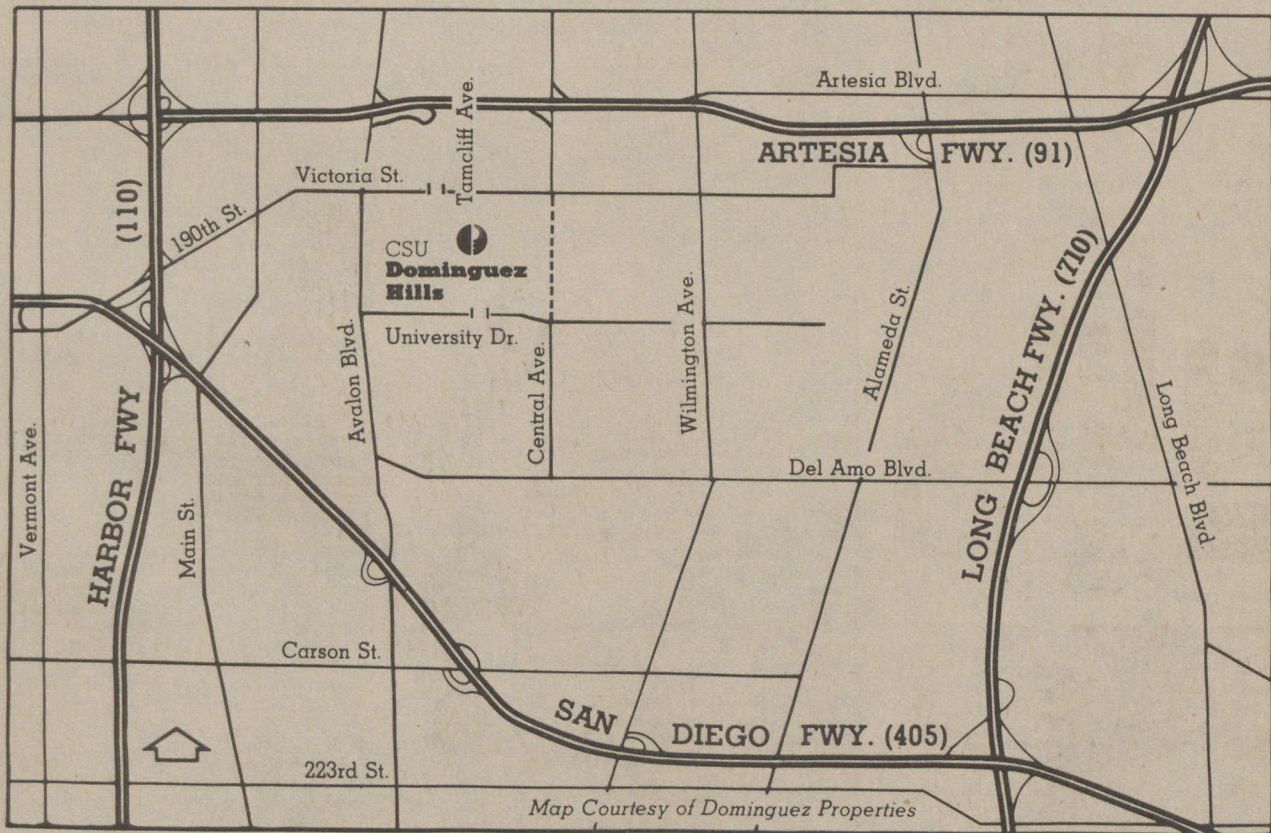
KELLYGRAPHICS '86

**UNIVERSITY GENERAL LEGEND**

- CDC - CHILD DEVELOPMENT CENTER  
CP - CENTRAL UTILITY PLANT  
ERC - CAIN EDUCATIONAL RESOURCES CENTER (LIBRARY)  
Central Administration Offices, Library Administration Offices,  
Instructional Media, Learning Assistance Center,  
Television Studio, Student Newspaper Offices  
FH - FIELD HOUSE  
GYM - GYMNASIUM  
HFA - HUMANITIES AND FINE ARTS  
SCHOOL OF EDUCATION  
NHP - NATURAL HISTORY PRESERVE

- NSM - NATURAL SCIENCES AND MATHEMATICS  
(Science, Mathematics and Technology)  
OPE - OUTDOOR PHYSICAL EDUCATION  
PO - PLANT OPERATIONS  
Warehouse and Receiving  
PT - PLAYBOX THEATRE  
SBS - SOCIAL AND BEHAVIORAL SCIENCES  
SCHOOL OF MANAGEMENT  
Shinwa Japanese Garden  
SCC - SMALL COLLEGE COMPLEX (See legend at left)  
SH - STUDENT HOUSING (Pueblo Dominguez)  
SHC - STUDENT HEALTH CENTER  
Disabled Students Center  
UT - UNIVERSITY THEATRE  
VEL - VELODROME





**Freeway access to  
California State University  
Dominguez Hills**



# Index

## A

A Passage Through China, 25  
Accounting, 5  
Africa, Travel Program to, 25  
Alcoholism/Drug Counseling Certificate Program, 19  
American English Pronunciation for Asian-Born Businesspersons, 12  
Arts, Classes in the, 4

## B

Ballet, 4  
Bilingual Certificate of Competence (Spanish) Test Preparation, 21  
Biofeedback, Clinical, 18  
Bobrow, Classes by, 22  
Business Writing That Works, 12  
Business, 5

## C

Career-Related Spanish, Certificate Program, 21  
CBEST (California Basic Educational Skills Test) Preparation, 22  
Center for Training and Development, 8  
Certificate Programs, 1  
Chemical Dependency and Eating Disorder Training Program, SPPH, 18  
Child Abuse, 23  
Child Care, Certificate Program in, 16  
Children's Literature, Critical Approaches to, 20  
Children's Movement Education, Certificate Program in, 17  
China, Travel Program to, 25  
Chinese Cooking and Acupressure for Healthy Weight Loss, 26  
Class Cancellation, 2  
Class Locations, 3  
Clinical Hypnosis Practicum for Professionals, 24  
Clinical Biofeedback: An Introduction, 18  
Clinical Hypnosis for Professionals I, 24  
Communication, 12  
Component Engineering Certificate Program, 5  
Computer Applications, 13  
Computerize Your Accounting Procedures, 5  
Conservatory of Music, Dance, Drama, 4  
Core Curriculum, Integrating Arts Into, 16  
Creative Drama and Acting, 4  
Creativity and the "Whole Brain" Concept, 24  
Credit and Continuing Education, 2  
Critical Approaches to Children's Literature, 20  
Customer Contact Training, 9  
Cycling Classes, 27  
Cycling on the Olympic Velodrome, 27  
Cycling on the Velodrome, Personalized Racing Tactics, 27

## D

Data Processing, 14  
Degree Credit, 2  
DOS, Advanced, 13  
Dynamic Physical Education for 7-12 Years, 17

## E

Education, 15  
Employee Discipline, 9  
Employee Stress: What Are The Real Costs To Your Company?, 8  
Enhancing Your Leadership Style, 15  
Enrollment, 2  
Entrepreneurship/Small Business, 5  
Entrepreneurship and Innovation — The American Dream, 6  
External Degrees, 1, 20

## F

Fees, 2  
Franchising in the 80s, 6  
Freelance Writing, How to Sell 75 Percent of Your, 13  
French, Beginning Conversational, 21  
Fund Raising, Corporate and General, 12

## G

GMAT (Graduate Management Admission Test) Preparation, 22  
Grades, 3  
Grant Proposal Writing, 12  
GRE (Graduate Record Exam) Preparation, 22

## H

Health Services, 18  
Home-Based Business: Getting Started, 6  
Home-Based Business: Successful Management, 6  
How to Sell 75 Percent of Your Freelance Writing, 13  
How to Start, Run, and Stay in Business, 5  
Human Cytogenetics: Graduate Seminar, 18  
Humanities and Social Science, 20  
Humanities, Master of Arts in, 20  
Humor in Effective Public Speaking, Using, 13  
Hypnosis: The Natural Way to Success, 23, 26  
Hypnotherapy, Classes in, 23

## I

Importing — A Practical Guide, 7  
Importing, Introduction to, 7  
Improving Your Speaking Voice, 12  
Information, 2  
Instructional Television Fixed Service, 24  
Integrating Arts into the Core Curriculum, 16  
Introduction to Western Art, 4  
Investing, Basics of Money and, 7  
Investment, Classes in, 7

## J

Japan — A Practical Guide, Doing Business in, 7

## K

Kenya, Travel Program to, 25

## L

Lengua y Vida de Mexico, 20  
Let's Learn Together: Adult and Child (4-6 Years), 14  
Library Services, 3  
Lifestyle, 26  
London Semester, 24  
LSAT (Law School Admission Test) Preparation, 22

## M

Magic Close Up — An Introduction, 26  
Maltreated Child, Recognizing and Helping the, 23  
Management, Classes in, 8  
Managing Conflict, 8  
Marketing the Arts, 4  
Math Review for CBEST, 22  
Mexican Culture, Certificate Program in, 20  
Mexico, Travel Program to, 25  
Microcomputer Consulting and Freelance Programming, 14  
Microcomputer Income Opportunities, 13  
Microcomputers (Computer Applications), 13  
Microcomputers, Introduction to, 14  
Morelia, Mexico, Travel Program to, 25  
MS-DOS System, 13  
Multicultural Dances for the Classroom, 16

## N

National Intensive Journal — Life Context Workshop, 23  
National Teachers' Exam Mathematics Specialty Exam Preparation, 23  
National Teachers' Exam — Elementary Core Battery Preparation, 23  
National Teachers' Exam — English Specialty Preparation, 23  
National University Teleconference Network, 24  
Negotiating Strategies, 8  
New Physical Education for 2-7 Year Olds, 17  
Newspapers in the Classroom, 15  
Non-credit, 3  
Nutrition in the Classroom, 17

## O

Open University, 3  
Orff Schulwerk, 4  
Orthotics, Certificate Program in, 18

## P

Parking, 3  
Peak Performance for Public Boards and Commissions, 8  
Personalized Racing Tactics, 27  
Powerlearning for Business Professionals, 9  
Private Music Lessons, 4  
Problem Solving Through Visual Thinking, 16  
Production and Inventory Control, Certificate Program in, 10  
Professional Finesse, 9  
Psychology, 23

## R

Reading Preparation for Standardized Tests, Complete, 22  
Real Estate Appraisal: Principles and Procedures, 11  
Real Estate Appraisal: Overview of Consumer Concerns, 11  
Real Estate Foreclosures, Finding and Financing, 11  
Real Estate Principles, 11  
Real Estate, License Preparation, 11  
Real Estate, Classes in, 11  
Real Estate, Double Your Money in, 11  
Recognizing and Helping the Maltreated Child, 18, 23  
Recreation, 27  
Refund of Fees, 2  
Registration, 2, back cover  
Resources, 3  
Rhythmic Gymnastics for Girls 5-10 Years, Beginning, 27  
Rhythmic Gymnastics, Advanced, 27  
Rhythms and Dance for 2-7 Year Olds, 17

## S

SAT (Scholastic Aptitude Test) Preparation, 22  
Sensory Motor Skills for Infants and Toddlers, 17  
Spanish, Career-Related Certificate Program in, 20  
Spanish — Elementary (I), Career-Related, 20  
Speaking for Money, 6, 12  
Start Up and Finance Your Microcomputer Enterprise, 13  
Starting a Consulting Practice, 7  
Starting a Successful Mail Order Business, 6  
Starting a Wordprocessing Service, 14  
Strategies for Teaching Composition to ESL Students, 15  
Strategies for Teaching High School Economics, 15  
Superlearning for Students, 21  
Superlearning for Teachers, 15  
Supervision: The Fundamentals, 9

## T

Table of Contents, 1  
Tax Institute, General, Tax Practitioner's Workshop, 5  
Tax Workshop, Employer, 5  
Teaching Aerobic and Fitness Activities for 4 to 12 Year Olds, 17  
Telecommunications, 24  
Telephone Marketing and Management, 8  
Textbooks, 3  
The Complete Wordstar, 14  
The Creative Child, 24  
The Romance Novel: Writing It, Getting It Published, 12  
Training and Development, Center for, 8  
Transcripts, 3  
Travel Programs, 24  
Traveling as a Single, 26  
Typing and Wordprocessing (Preteen, Teen, Adult), 14

## U

Understanding Equal Opportunity and Affirmative Action, 9

## V

Velodrome Cycling, Intermediate, 27  
Voice, Improving Your Speaking, 12

## W

Western Art, 4  
Wines of the World, 26  
Women and Politics, 20  
Wordstar, 14

## Y

Young People, Classes for, 1



## EXTENDED EDUCATION ADVISORY COMMITTEE

**Mr. George Nakano**  
Assistant Principal  
Worthington Elementary School

**Mr. Robert Seitz**  
General Manager  
Torrance Chamber of Commerce

**Mr. Tim Casey**  
City Manager  
City of Redondo Beach

**Mr. Gaddis Farmer**  
Committee Member  
Carson Cares Committee

**Mr. Laurence Windsor**  
General Manager  
Cable W Cable Inc.

**Ms. Alana Mastrian**  
Assistant City Manager  
City of Hermosa Beach

**Mr. Frank McGrath**  
Employee Relations Manager  
Shell Oil Company

**Ms. Eleanor M. English**  
Director, Educational Services  
KCET

## EXTENDED EDUCATION STAFF

**Dean, Extended Education**  
*Daniel W. Shannon, Ph.D.*  
213/516-3737

**Associate Dean**  
*Joseph Braun, Ph.D.*  
213/516-3737

**Secretary to Dean**  
*Virginia Netti*  
213/516-3737

**Registrar**  
*Jackie McKenzie*  
213/516-3741

**Coordinator, Marketing and  
Promotion**  
*Jennifer Peisch*  
213/516-3998

**Program Administrator, the Center  
for Training and Development and  
Certificate Programs**  
*Paul Davis*  
213/516-3741

**Program Assistant**  
*Brenda Blow*  
213/516-3741

**Program Administrator, Extension,  
Travel Programs and Special Sessions**  
*Joanne Zitelli, Ph.D.*  
213/516-3741

**Summer Sessions**  
213/516-3746

**Coordinator, Humanities  
External Degree Program**  
*Donald Lewis, Ph.D.*  
213/516-3743

**Program Assistant**  
*Loretta Edward*  
213/516-3743

## CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS DIVISION OF EXTENDED EDUCATION

### Bulletin Checklist

☐ Yes, I would like to register for Fall '86 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:

☐ Summer Sessions ☐ Certificate Programs

☐ Humanities External ☐ Travel/Study  
Degree

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



California State University,  
Dominguez Hills  
Division of  
Extended Education  
**Fall 1986**



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

### 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

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
--------------	-----------------	---------------	------------

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

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

Enclosed is a check for \$\_\_\_\_\_ Totals 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? \_\_\_\_\_

## 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 Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

### In person:

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

### To pay by check:

Make check payable to  
CSUDH Extension.

### To pay by Visa or MasterCard:

Provide information requested.

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

◀ Mail to

◀ Please