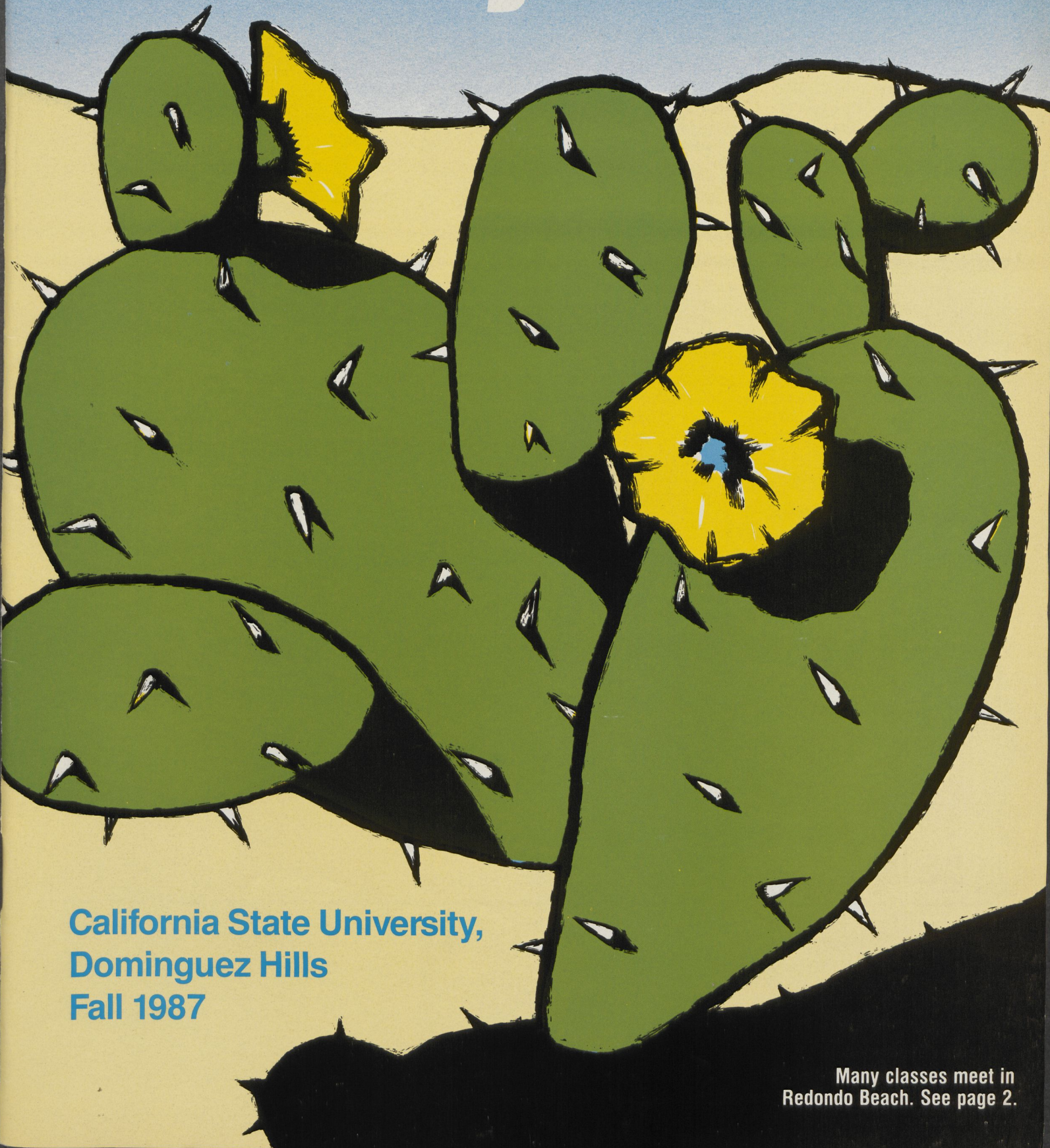


University **Extension**



California State University,
Dominguez Hills
Fall 1987

Many classes meet in
Redondo Beach. See page 2.

Dear Reader:

Thank you for considering course work through the Division of Extended Education. In this Bulletin, we hope you will find opportunities for personal growth and career development, as well as a way to meet people and to enjoy the resources and faculty of the California State University, Dominguez Hills campus.

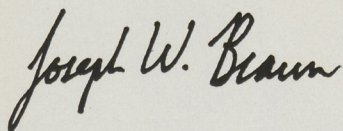
We invite you to browse through this catalog, and select the classes that are right for you. You can choose from professional certificate programs, weekend or short-term workshops, courses offering academic credit, and travel study programs. Our diverse offerings allow you to participate in classes in computers, business, writing, education, and other practical areas.

Extended Education also offers the opportunity to enroll in regular university classes without formal admission to CSUDH through the Open University program, a way to try out a particular field or to earn academic credit. The program makes hundreds of university courses available to adults in the community. To learn more about Open University, refer to page 28 of this Bulletin.

Also, University Extension can assist you and your company to develop in-house training seminars and staff development programs. See page 9 of this Bulletin for more information on the Center for Training and Development.

As you can see, Extended Education offers a broad range of educational programs that can suit your needs — whether you want to explore new career possibilities, to enrich your skills, or to discover new areas for personal development. We look forward to being of service to you.

Sincerely,



Joseph Braun
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, 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: Tracy DuCharme

ACADEMIC CALENDAR

August 17 — Advanced Extension registration begins
August 31 — Semester begins for university courses;
Open University registration and classes begin

September 7 — Academic Holiday, Labor Day
November 26-28 — Academic Holiday, Thanksgiving

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Classes held in Redondo Beach

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PROFESSIONAL CERTIFICATE PROGRAMS

Students in Extended Education tend to be goal-oriented, success-bound individuals who take pride in 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 application 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 20.

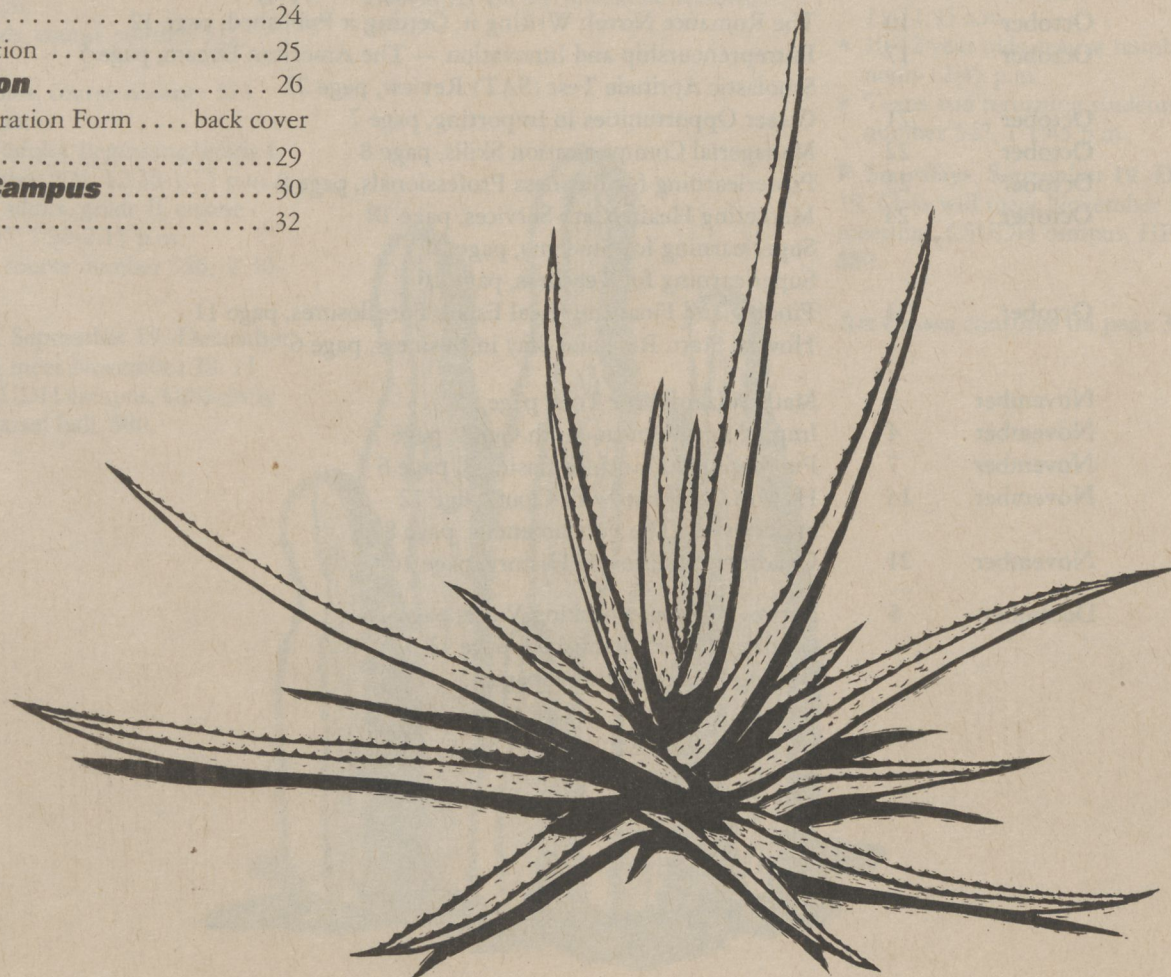
Orthotics, page 18.

Production and Inventory Control, page 10.

EXTERNAL DEGREE PROGRAMS

Master of Arts in Humanities, page 20.

Master of Science in Quality Assurance, page 9.



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

August	31	Child Growth and Development, page 17
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October	24	Marketing Health Care Services, page 18 Superlearning for Students, page 21 Superlearning for Teachers, page 16
October	31	Finding and Financing Real Estate Foreclosures, page 11 How to Start, Run, and Stay in Business, page 6
November	3	Math Wizardry for Tots, page 15
November	4	Importing — An In-depth Guide, page 7
November	7	Purchasing a Franchise Business, page 6
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November	21	Children in California History, page 16
December	5	Improving Your Speaking Voice, page 11 Getting Happily Published, page 13 Getting Started Writing, page 13

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.

BALLET

Improves grace, flexibility, posture, and self-image while providing a solid grounding in classical ballet technique. Students will perform in a recital on December 20.

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.

► Saturdays, September 19 -December 19. Class will meet November 28. 14 meetings. CSUDH campus, University Theatre rehearsal hall. \$80.

PRIVATE MUSIC LESSONS

Lessons begin the week of September 19. Students will perform in a music recital on December 20. 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 14 — week of December 19. 14 30-minute lessons. \$150.

ORFF SCHULWERK

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading.

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.

► Saturdays, September 19 -December 19. Class will meet November 28. 14 meetings. CSUDH campus, HFA A204. \$80.

CREATIVE DRAMA AND ACTING

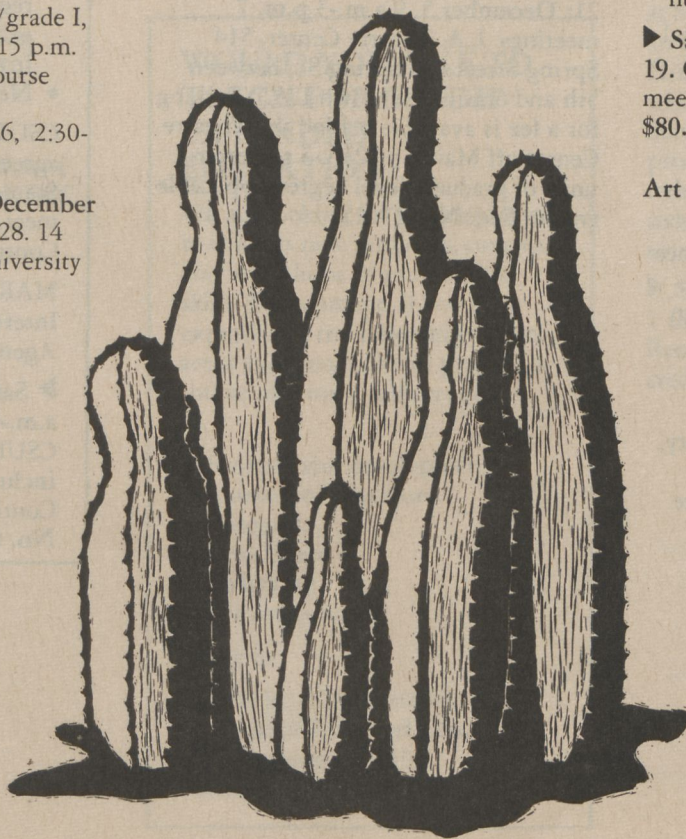
Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities.

To register, use Sequence Number 10-071-0, 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.

► Saturdays, September 19 -December 19. Class will meet November 28. 14 meetings. CSUDH campus, HFA A202. \$80.

Art classes continue on page 3.



CONTEMPORARY GUITAR WORKSHOP

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included.

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

WILLIAM DAVILA, M.A., host, Noon Concert, KPFF-FM, recording artist and music award winner.

► Mondays, August 31-December 14. 7:30-9:45 p.m. 16 meetings. CSUDH campus, HFA A207. \$72. 1 semester unit of degree credit. Seq. No. 10-041-X321.

FUND RAISING AND DEVELOPMENT FOR NON-PROFIT ORGANIZATIONS (AAD 595)

Successful fund raising involves the skills necessary to organize fund raising campaigns, research funding sources, develop grants, and to tackle membership drives. But equally important is knowing the motivational forces that underlie and stabilize funding patterns:

- Who are the arts for?
- Why do people attend art events?
- Why do people give to arts organizations?
- What is the role of social intelligence in successful funding efforts?
- How does the central purpose of an organization determine its fund raising potential?

This course not only examines these questions, but also provides the theory, insight and skills needed to read the external environment and to compete in a changing era, crowded with celebrated causes and fund raising events.

Who Should Attend:

- Members of boards of directors
- Present and future Arts Administrators

This semester-long course will enable you to observe, learn, understand, and develop the fund raising strategies necessary to assist your organization in achieving its artistic goals.

Limited financial aid will be awarded to personnel of arts organizations who have a demonstrated financial need. Call the Arts Administration office for more information — 213/516-3636.

For a detailed brochure about the course, call the Extension office at 213/516-3741.

DIA DORSEY, President of the Dorsey Group, has been responsible for fund raising programs that have generated over \$100 million. She established and directed the Development Dept. at the L.A. County Museum of Art during its massive expansion campaign. As a consultant, she has worked with the L.A. Theatre Center, the Old Globe Theatre, and the Empty Space Theatre, among others.

DOLO BROOKING, Director of the Arts Administration Program at CSUDH, has extensive grant writing experience with state arts councils, and with the National Endowments of the Arts and Humanities garnering over \$175,000.

► Saturdays, September 12 and 26; October 10 and 24; November 7 and 21; December 5. 9 a.m.-3 p.m. 7 meetings. L.A. Theatre Center, 514 Spring Street (on Spring St., between 5th and 6th in downtown L.A.). Parking for a fee is available behind the Theatre Center off Main St. \$216. 3 semester units of graduate level degree-applicable credit. Seq. No. 27425.

Business

Accounting

GENERAL TAX INSTITUTE 1987 TAX PRACTITIONERS CONFERENCE

This fall, University Extension is once again proud to sponsor the General Tax Institute for tax practitioners.

The 1986 Tax Reform Act and its impact on a broad range of issues will be discussed, specifically:

- **Installment Sales**
Review of Installment Sales Method
Review of the Deficit Reform Act of 1984
- **Alternative Minimum Tax**
Review of Alternative Minimum Tax Calculations
Preference Items
Tax Considerations
- **Passive Losses**
Real Estate — at risk rules; active, passive, and portfolio income; participation requirements; loss treatments, exceptions and carry overs.
Investment Interest
- **New Rulings and Updates**

CSUDH has entered into an 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.

► Saturday, October 24. 8:30 a.m.-4:30 p.m. 1 meeting. CSUDH campus, HFA A103. \$75, includes lunch and materials. 0.7 Continuing Education Unit. Seq. No. 05-022-0946.

RECORD KEEPING MADE EASY FOR SMALL BUSINESS

Learn how easy record keeping for your small business can be and minimize your tax liability with the sound, simplified record keeping methods explained in this workshop. The instructor, a degreed accountant, will illustrate how, where, and when to begin your business' bookkeeping system.

Whether you are just getting started or you own an established business, the basic bookkeeping terms and concepts you will learn can help you run the enterprise more efficiently. Also, general business tips are explained to make your tax records easier to maintain.

You will learn how to maintain records of:

- Cash receipts
- Income
- Debts
- Billing statements
- Cash disbursements
- Expenses

Age analysis of the money owed to you will also be explained.

DAVID WESTERFIELD is the owner of Westerfield and Associates, a business consulting firm. He is a degreed accountant with extensive experience as an accountant and controller in public and private industry.

► Saturday, September 26. 10 a.m.-4 p.m. 1 meeting. CSUDH campus, SCC E157. \$55. Non-credit. Seq. No. 05-996-0581.

TAX WORKSHOP FOR SMALL BUSINESS

If you are considering beginning your own business or currently own or manage a small business, your enterprise will benefit from your understanding the fundamentals of small business taxation. Even if you do not prepare the returns of your business, you should be aware of the options available to you.

Other topics:

- Tax advantages and disadvantages of partnerships, corporations, and sole proprietorships
- Basics of preparing business tax returns
- Withholding and making deposits of federal taxes
- Services, appeal rights, and penalties
- Expenses and credits available
- How the IRS works

Intended to inform individuals about taxation of small business, this seminar will not provide tax preparation services.

MARK A. TRACHT, Internal Revenue Service Field Agent.

► Saturday, September 12. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 05-022-0543.

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
- Real Estate
- Budgeting
- Communication

Write to:

Extension Administrator
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

Entrepreneurship

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 Unball, 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, October 17. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-091-0561.

PURCHASING A FRANCHISE BUSINESS

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. Is franchising for you? Find out in this fascinating class.

The instructor, a franchise attorney, will discuss the fundamentals of being a franchisee, as well as the current law on franchising — legal protections and obligations for franchisees.

Other topics:

- Investigating franchise companies
- Selecting "hot" franchise concepts
- Understanding legal rights and contractual duties
- Seeking financing sources
- Strategies for site location

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*.

► Saturday, November 7. 10 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$60. Non-credit. Seq. No. 05-099-0571.

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 finance, insure, and promote it.

The workshop addresses the questions:

- What's the best kind of business for me?
- How can I raise money for my business?
- What's the best legal form?
- 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, October 31. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-996-0561.

MARKETING PRODUCTS FOR THE TOY INDUSTRY

Engineers, designers, inventors, and other creative people are constantly inventing innovative ideas for toys, games, and dolls. Unfortunately, very few of these ideas are accepted by manufacturers because the inventor did not know how to submit the product to the industry's decision makers.

In this informative seminar you will learn the details of preparing and marketing new product concepts to hundreds of toy firms who are looking for new products.

Other topics:

- Obtaining manufacturers' listings for the current toy market
- Preparing a new product concept for submission
- Current product categories and definitions
- Product age grading and safety standards
- Copyrights, patents, and trademarks

Who should attend:

- Engineers
- Designers
- Needlework and sewing specialists
- Anyone with creative toy, game, and doll ideas

MICHAEL ROUNDS, M.S.B.E., is the author of *How to Successfully Develop and Market your Toy, Game, and Doll Ideas*, and is president of CPM Systems, an international project management firm.

► Saturday, September 12. 9 a.m.-3 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-091-0579.

RELATED COURSES:

Record Keeping Made Easy for Small Business, 5

International Business

DOING BUSINESS IN JAPAN: A PRACTICAL GUIDE

This practical workshop serves as an introduction to Japanese culture and its business community. 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. This seminar discusses how to handle meetings with Japanese businesspersons, including talks on sales and joint ventures; figureheads; 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 and other cultural concerns. 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.

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, September 26. 1:30-5 p.m. 1 meeting. CSUDH campus, SCC D154. \$55. Non-credit. Seq. No. 05-131-0559.

WOMEN IN INTERNATIONAL BUSINESS: AN OVERVIEW OF CAREERS

International business is a career opportunity whose doors are finally opening for women. In this seminar taught by an international business professional, participants will learn about career opportunities overseas.

"Women in International Business" is recommended for women who would like to do business abroad, for male managers who want to learn about the strengths women managers bring to an overseas assignment, and for persons interested in international business trends.

The seminar discusses:

- Which industries are sending the most women executives overseas
- Profiles of successful international women executives
- The five rules for any woman doing business abroad
- A detailed country case study
- Three myths of women executives working overseas
- What women have to offer internationally
- Survival out in the field
- Possible disadvantages in working overseas

AUDREY 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, September 26. 9 a.m.-12:30 p.m.** 1 meeting. CSUDH campus, SCC E149. \$35. Non-credit. Seq. No. 05-131-0544.

CAREER OPPORTUNITIES IN 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. Rimmon 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 — An In-depth Guide."

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

► **Wednesday, October 21-28. 7-9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$40. Non-credit. Seq. No. 05-131-0553.

IMPORTING — AN IN-DEPTH 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
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment
- Shipping insurance

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

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

► **Wednesday, November 4 - December 2. 7-9 p.m.** 5 meetings. Redondo Beach Community Resource Center, rm. 8. \$90. Non-credit. Seq. No. 05-131-0554.

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 qualify 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, October 6 and 20. 7-9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$30. Non-credit. Seq. No. 05-043-0565.

Management

POWERLEARNING™ 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.

► **Friday, October 23. 9 a.m.-5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$75. 0.8 Continuing Education Unit. Seq. No. 05-061-0971

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 14. 9 a.m.-4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 05-061-0534.

MANAGERIAL COMMUNICATION SKILLS

Effective managers, supervisors, and small business owners know that being a good leader means being able to communicate clearly to their subordinates. This highly interactive workshop uses role-playing, group activities, and lecture-demonstrations to provide participants with solid skills designed to improve their communication.

Topics include:

- Specific strategies for improving communication skills
- Identifying and reducing barriers to communication
- Developing effective plans for improving organizational communication
- Improving teamwork
- Effective listening
- Using communication skills to influence others

ROBERT I. TOBIN, Ph.D., associate professor of Communication Arts, California State Polytechnic University and creator of the university's program in organizational communication.

► **Thursday and Friday, October 22 and 23. 9 a.m.-4 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 2. \$120. 1.2 Continuing Education Units. Seq. No. 06-111-0901.

Manufacturing**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 in designing 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
- Pre-retirement 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.

**MASTER OF SCIENCE IN
QUALITY ASSURANCE**

Quality Assurance professionals are responsible for planning and ensuring the quality of industrial products. With the industrial environment becoming increasingly competitive, the need for product quality has evolved into a key component of a successful manufacturing operation.

The career opportunities in this rapidly growing, engineering-related field are excellent. Quality Assurance professionals are generally members of a senior corporate team composed of individuals representing functions such as Product Management, Design Engineering, Manufacturing Engineering, and Materials Management.

The Degree Program

Beginning Fall, 1987, CSU Dominguez Hills will be offering the Master of Science degree in Quality Assurance. The program of studies will provide theoretical knowledge and analytical techniques, as well as management and communication skills that will enable the student to function in an active, decision-making capacity in the implementation of assurance policies and practices.

The classes will meet in locations throughout Southern California. The degree requires completion of 36 semester units. A project, culminating the student's study is required.

Required Courses

Advanced Probability and Statistics

Quality Project Management and Planning

Systems Reliability

Statistical Quality Control and Sampling

Advanced Experimental Design

Human Factors in Quality Assurance

Measurement and Testing Techniques

Quality Administration and Productivity

Seminar: Contemporary Developments

Final Project

To receive a detailed description of the program and an application, call the Extension office at 213/516-3741, or complete the coupon below and mail it to the Extension office.

----- Complete and mail -----

Name

Address

City, State, Zip

Mail to: CSU Dominguez Hills, Extended Education, 1000 E. Victoria Street, ERC C508, Carson, CA 90747.

RELATED COURSES:

How to Complain with Clout, 12
GMAT Test Preparation, 22

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

Co-sponsored by Los Angeles Chapter American Production and Inventory Control Society (APICS), CSU 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 \$216. Textbooks are required for X319 and X320. 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 is three (3) units. All courses are degree applicable. The courses are to 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.

SCHEDULE

Classes begin the week of September 14.

LOCATION

Classes meet from 6:30-10:00 p.m. at Mira Costa High School, 701 S. Peck Ave., Manhattan Beach. See map, page 29.

FALL SEMESTER

PI X319 Introduction to Materials Management

Monday Seq. #05-065-X319-01
Thursday Seq. #05-065-X319-02

PI X320 Inventory Management and Master Planning

Tuesday Seq. #05-065-X320-01

PI X321 Materials Requirements Planning and Purchasing

Thursday Seq. #05-065-X321-01

PI X322 Capacity and Priority Management

Tuesday Seq. #05-065-322-01

PI X323 Manufacturing Resources Planning and Advanced Topics

Thursday Seq. #05-065-323-01

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

SELLING A HOUSE FASTER AND FOR MORE MONEY

Through proven consumer marketing techniques that shatter many conventional wisdoms, you will learn how inexpensive cosmetic improvements can enhance your property and make it more saleable.

The instructors, experienced real estate investors, will explain simple "packaging tools" such as color, hardware, molding, and trim that can be used to create a more marketable product. Participants will learn how they can take charge of the sales process.

Other topics include:

- Three most common marketing mistakes
- Trends of the 80s
- The categories of buyers
- Knowing the competition
- Developing a plan of action
- When and how to hire a realtor

The workshop fee includes a helpful reference workbook.

LANCE LARS, Ph.D., and SHARI SELOVER, M.A., own a real estate investment firm specializing in asset management, consulting, and the rehabilitation of single family homes.

► **Saturday, November 21, 9 a.m.-1 p.m.** 1 meeting. CSUDH campus. SCC E149. \$35. Non-credit. Seq. No. 13-020-0510.

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 quickly 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

Pre-registration recommended.

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

► **Saturday, October 31, 10 a.m.-5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$80; plus \$15 for optional workbook, payable in class. 0.6 Continuing Education Unit. Seq. No. 05-011-0901.

Communication

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 experience in speech therapy, voice science and communication techniques.

► **Saturday, December 5-19, 9 a.m.-12:20 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$60; plus optional textbook, payable in class. 1 Continuing Education Unit. Seq. No. 15-061-0900.

HOW TO COMPLAIN WITH CLOUT

The next time your blueberries are bogus, or that pretty new vegetable peeler won't peel, or the Post Office won't see eye-to-eye with you on your just insurance claim, don't give up or give in. Learn "How to Complain with Clout" to get that important first attention of the Chairman of the Board, the president of the company, or whoever is in charge.

In this witty and lighthearted class, led by a consumer advocate, you'll learn "you can fight City Hall." You'll learn how to complain correctly and how to guarantee that your complaint will be answered.

HANNAH SIMPSON, columnist for the *Daily Breeze* and a contributor for the *Reader's Digest*.

► Saturday, November 14. 1-5:30 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$30. Non-credit. Seq. No. 13-040-0515.

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*.

► Wednesday, September 30. 6-10 p.m. 1 meeting. Redondo Beach Community Center Resource Center, rm. 8. \$45. Non-credit. Seq. No. 06-021-0501.

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 10. 9 a.m.-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$65. Non-credit. Seq. No. 15-012-0508.

WRITING YOUR FIRST NOVEL

Before you begin your first novel, join this practical, informative workshop to learn the technical requirements for a novel, as well as the critical decisions you will need to make concerning what you want to write and how to write it.

The instructor, a published novelist, will discuss the conceptual considerations that must be decided before you begin writing. Is your story idea strong enough for a novel? Is the proposed novel a "mainstream" or a genre novel?

Tips for writing the manuscript will also be presented: outlining the story, point of view, tense and mood, and establishing the protagonist. Dialogue, the effective use of flashbacks, and the importance of careful research are also discussed.

Participants will learn the technical aspects of preparing a manuscript — page layout, type size, and the number of words per page.

Finally, selling the completed manuscript to publishers will be discussed: the inquiry letter, whether to use an agent, submitting the manuscript, advances, royalties, and the role of Book Clubs.

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, September 19. 9 a.m.-4 p.m. 1 meeting. CSUDH campus, SCC E149. \$65. Non-credit. Seq. No. 15-012-0512.

GETTING HAPPILY PUBLISHED

Every writer who wants to get published eventually faces the same problem — how to break into print.

Whether you are planning to get an agent or you intend to submit work on your own, there are dos and don'ts, short cuts, and secrets to getting published quickly and profitably.

This practical seminar will concentrate on marketing your book, first to agents and editors, and later to the public, by using techniques that have proven successful. Topics covered will include, but not be limited to:

- Constructing the marketable manuscript
- Standing out from the crowd to attract the right agent or editor
- Contracts and negotiations
- Getting the most out of the author-agent-editor relationship
- Promoting fiction versus non-fiction
- Getting the books into stores — the salesforce, the wholesaler
- Why most autographing parties are a waste of time and how to really be effective at the retail level
- The right media for your book and making influential contacts
- Serial rights and getting your book excerpted in major magazines for maximum impact

Having trouble starting to write your book or article? Register for "Getting Started Writing," which meets immediately before this class. See the description on this page.

DIANE DUNAWAY is an accomplished author in both fiction and non-fiction, and has promoted her books on local and national television and radio shows. Her most recent promotional success, *Stepping Up — How to Fight Your Boss and Win*, is being excerpted in *Glamour* and *Star* magazines, has been recommended in *U.S.A. Today* and the *L.A. Times*, and has been promoted nationally on television and radio.

► **Saturday, December 5. 1-4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 15-012-0520.

GETTING STARTED WRITING: Where to Begin and How to Keep Going

How many times have you had a great idea for a book or an article, but never wrote it because you weren't sure how to begin?

Many of us frequently have good, marketable ideas, but let ripe opportunities for income and publishing success slip away. In this practical, one-day seminar you will learn to focus your creativity, clarify your ideas, and get on the road to a finished product.

Topics include:

- Controlling your writing environment
- Breaking down initial blocks
- Creating an outline that works
- Putting those first words on paper
- Muting the inner critic
- Keeping going when the going gets tough
- Secrets of easy revision
- Getting the project finished

For tips on publishing the completed manuscript, register for "Getting Happily Published," described on this page, which meets following this class on the same day.

DIANE DUNAWAY, an accomplished author, writing consultant, and instructor, has published fiction and non-fiction. She has been instrumental in the successful publication of many student writers.

JONATHAN KRAMER, Ph.D., is an established psychologist, author, and consultant in private practice. He is highly regarded for his accomplishments in combating writer's block and stands at the forefront of his field.

► **Saturday, December 5. 9:30 a.m.-12:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 15-012-0521.

WRITING TRAVEL ARTICLES THAT SELL

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

The following specific travel concerns will also be addressed:

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

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

► **Thursday, October 1. 7-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 06-021-0503.

RELATED COURSES:

Managerial Communication Skills, 8

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. The series is offered in a lecture format and *is not hands-on*.

The fee for each workshop is \$35. A special rate of \$215 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

► Saturday, September 19. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$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

► Saturday, September 19. 1-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$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
- Configuration files
- Disk and hard disk drives

► Saturday, September 26. 9 a.m.-noon. 1 meeting. Redondo Beach Community Resource Center, rm. 2. \$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

► Saturday, September 26. 1-4 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 2. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-04.

Education

SCIENCE AND MAGIC FOR GRADES K-8

Learn how to combine science with magic to create fascinating classroom activities designed to stimulate learning in your students.

Through offbeat concepts such as "physitricks," "optricks," "electricks," and "magnetism" you can encourage your students' interest in and comprehension of science.

A partial list of experiences in the course includes:

- Cloud in a Bottle
- Vinegar Rockets and Vinegar Cannons
- Rising Wax on a Candle
- Chemical Gardens
- Periscope Construction
- And much more!

RON RAINSBURY, M.S., teacher.

► Friday, October 3, 3:30-7:30 p.m. and Saturday, October 4, 8 a.m.-7 p.m. 2 meetings. CSUDH campus, SCC E157. \$65. 1 semester unit Professional Credit (Educ. 868). Seq. No. 08-340-0868.

INSTRUCTIONAL HUMOR

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 learner's learning and retention
- Tailoring humor for specific audiences
- Inappropriate uses of humor

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

► Saturday, October 31-November 7. 8 a.m.-6 p.m. 2 meetings. CSUDH campus, SCC F172 (University Center). \$70. 2 Continuing Education Units. Seq. No. 08-993-0934.

MULTICULTURAL DANCES FOR THE CLASSROOM

Increase your students' 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 Dance 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
	Road to the Isles
African	Latin America
Ibo	La Botella
Pata Pata	La Segunda
Highlife	Conga
American	Bossa Nova
Popcorn	
Patty-Cake Polka	
Oh Johnny	

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

► **Saturday, November 14, 21. 9 a.m.-5 p.m. 2 meetings.** CSUDH campus, Gymnasium Dance Room. \$60. 1 semester unit Professional Credit (Educ. 839). Seq. No. 08-320-0839.

MATH WIZARDRY FOR TOTS

Mathematics come alive for K-3 children when they learn the innovative games introduced in this workshop. The instructor, a math teacher, will demonstrate how parents, child care and school aides can use household objects to encourage curiosity, enable verbalizing, and to stimulate learning in children.

Activities such as sorting, exploring two and three dimensional shapes, as well as the language of order and relationship will be demonstrated and explained. Using slides of Los Angeles' buildings and familiar sites, participants will learn how to develop children's awareness of forms and shapes. The prepositions, verbs, and adverbs a child should know for early mathematics learning will be discussed, as well as suggestions for how to use household objects to teach the child these words.

In addition, the class will learn how to investigate problems, and will analyze the discovery process through hands-on activities.

NATALIE AMBROSE, M.A., is Vice President of Immaculate Heart Community. She is a math consultant and teaches mathematics at Immaculate Heart High School.

► **Tuesday and Thursday, November 3 and 5. 6:30-9:30 p.m. 2 meetings.** Redondo Beach Community Resource Center, rm. 8. \$45. 0.6 Continuing Education Unit. Seq. No. 08-230-0912.

METHODS AND MATERIALS FOR PARENT EDUCATION

This class is designed for those who are interested in teaching and developing parent education programs.

The instructor will present methods and materials for teaching adults: discussion techniques, audio-visual aids, construction of teaching units and lesson plans. The class will provide specific methods and techniques for teaching parent education.

At the conclusion of the course, students will:

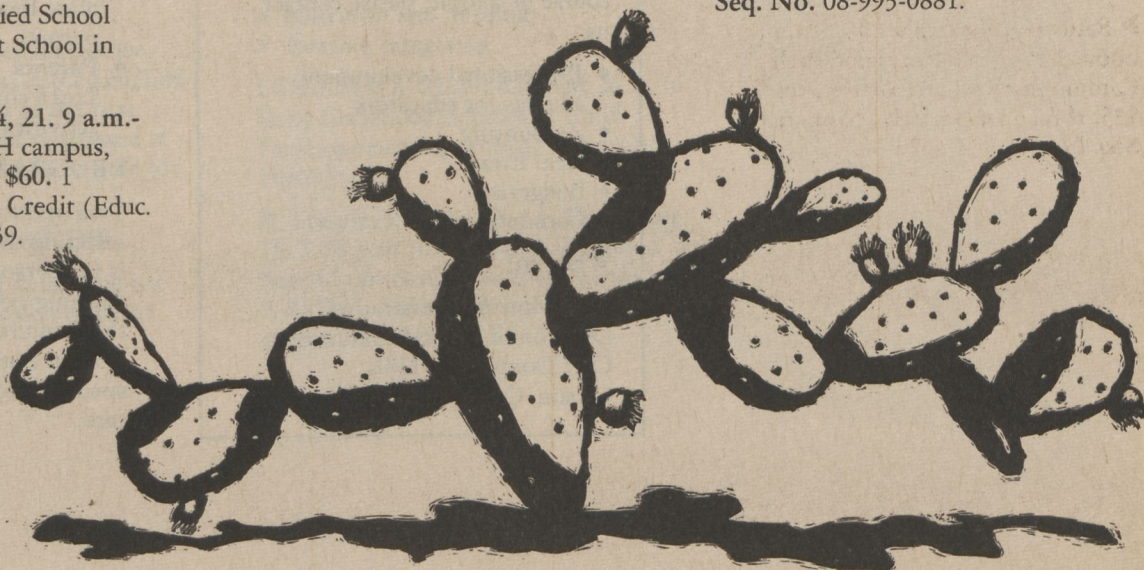
- Understand the need for and actively promote parent involvement in the student's workplace
- Be familiar with parent education methods
- Understand the range of possible parent education programming

Who should attend:

- Parents
- Child care professionals
- Teachers of toddlers and pre-schoolers
- Anyone interested in teaching parent education classes
- Anyone interested in developing parent education programs

EILEEN KAPP, M.A., teaches Parent Education classes for the Los Angeles Unified School District and Child Development classes at Los Angeles Harbor Junior College.

► **Saturday, October 10 - November 7. 9:30 a.m.-3 p.m. 5 meetings.** CSUDH campus, SCC E145. \$95. 2 semester units of Professional Credit (Educ. 881). Seq. No. 08-993-0881.



CHILDREN IN CALIFORNIA HISTORY

The history of children in California from the 1800s to the present and how that can be brought to life for today's children will be explained in this fascinating class.

Sample topics include:

- How native Californian children learn about the world
- What 49er children did for fun
- When bicycles became popular and their relation to skateboards

Participants will learn, hands-on, how language arts, visual materials, music, dramatics, and the environment lay the foundation for extended projects.

"Children in California History" is designed for adults who work with children, historians, and children's literature enthusiasts.

JAMES SILVERMAN, M.L.S., is a scholar-storyteller who teaches at elementary schools, universities, and museums throughout California. He is currently working on a new edition of *Uncle John's Stories for Good California Children*, first published in San Francisco, circa 1860.

► **Saturday, November 21. 9 a.m.-5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$60. 0.7 Continuing Education Unit. Seq. No. 08-290-0919.

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 will experience a sample Superlearning session, get a free 18-page workbook, and specific references for various disciplines. You will gain the concrete knowledge to begin using the techniques immediately.

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

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

► **Saturday, October 24. 8 a.m.-noon.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$40. 0.4 Continuing Education Unit. Seq. No. 08-993-0902.

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
- Real Estate
- Budgeting
- Communication

Write to:

Extension Administrator
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

COURSES TO MEET EARLY CHILDHOOD LICENSING REQUIREMENTS

The Division of Extended Education is proud to announce a new program which is designed to meet the California State Department of Social Services requirements for Teachers or Directors of preschool or day care programs. The program will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing.

The courses award upper-division, degree-applicable academic credit. All of the program classes meet in Redondo Beach.

WHO SHOULD ATTEND

- **Preschool teachers**
Update knowledge of child development and curriculum, and receive child development units to comply with California State requirements.
- **Family day care providers**
Learn new programming ideas for children in the home.
- **Teachers or aides of infant, toddler, or preschool age children**
Specialties in infant or child care program development and curriculum.
- **Prospective day care teachers**
Meet State teaching requirements.
- **Persons who want to be Administrators**
Specialize in administration of infant and child care facilities. Helps meet State requirements for a supervisory permit.
- **Parents**
Learn child development and activities to help your child to learn.

PROGRAM REQUIREMENTS

Two options are available to students in selecting their course of study: Option I is for persons interested in acquiring a teaching permit, and Option II is for those interested in a supervisory permit. Both Options offer specializations in either infant or child care.

OPTION I Teachers (12 semester units)**Core Courses (Required):**

- TED X350 Child Growth and Development (3)
 TED X355 Child, Family and Community (3)

Specialization Courses:

- TED X351 Infant Program Development I (3) and
 TED X352 Infant Program Development II (3)
 or
 TEX X353 Preschool Program Development I (3) and
 TED X354 Preschool Program Development II (3)

OPTION II Administrators (15 semester units)**Core Courses (Required):**

- TED X350 Child Growth and Development (3)
 TED X355 Child, Family and Community (3)
 TED X356 Early Childhood Administration and Supervision (3)

Specialization Courses:

- TED X351 Infant Program Development I (3) and
 TED X352 Infant Program Development II (3)
 or
 TEX X353 Preschool Program Development I (3) and
 TED X354 Preschool Program Development II (3)

TEXTBOOKS

All of the courses require textbooks. These can be purchased at the CSUDH University Bookstore or at the first class meeting. Textbooks purchased at the first class meeting must be paid for by check.

FOR MORE INFORMATION

For a detailed brochure describing the program, call the Extension office at 213/516-3741.

FALL 1987 COURSE OFFERINGS:**CHILD GROWTH AND DEVELOPMENT (TED X350)**

Designed for the early childhood practitioner in infant care programs and preschool/child care programs, the course studies the physical, social, emotional, and intellectual development of the child and investigates the educational implications of child behavior and development. The instructor will also explain prenatal development, neonatal pathology, growth, maturation, and the basic mechanisms of heredity and environmental influences.

GABY CHAZANAS, M. Ed., lecturer, CSUDH Center for Quality Education.

► Mondays, August 31 -December 14. 7 - 10 p.m. 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$216. 3 units degree-applicable credit. Seq. No. 08-011-X350.

INFANT PROGRAM DEVELOPMENT I (TED X351)

This course focuses on the principles, guidelines, and processes for developing group programs for infants and toddlers.

Topics include:

- Goals and principles of group care
- Program objectives
- Daily activities
- Caregiver responsibilities
- Physical environment
- Health and safety
- Nutrition and feeding
- Routine caregiving

DORATHEA GILLINGHAM, M.A. in Early Childhood Education, Child Development Supervisor, Federation Head Start.

► Tuesdays, September 1 -December 15. 7-10 p.m. 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$216. 3 degree-applicable academic credits. Seq. No. 08-011-X351.

PRESCHOOL PROGRAM DEVELOPMENT I

Participants will examine a variety of early childhood curricula and the relationship of curriculum development to organization and instruction. Discussions include planning, developing, and organizing the environment for effective teaching and learning.

Other topics:

- Cognitive skills
- Social and emotional skills
- Psychomotor skills
- Organizing activity centers
- Observational skills
- Assessing progress and needs

JOANNE SATO holds a Master's in Early Childhood Education and is Preschool Director at the Gardena Valley YMCA.

► Wednesdays, September 2 - December 16. 7-10 p.m. 15 meetings. Redondo Beach Community Resource Center, rm. 7. \$216. 3 units degree-applicable academic credit. Seq. No. 08-011-X353.

Health Services

HUMAN GENETICS (BIO 442)

Genetic studies of individuals and populations; human cytogenetics, medical genetics, mutation and genetic counseling. Course prerequisites: Microbiology (BIO 324) and Genetics (BIO 340).

CAROL GUZE, Ph.D., Professor of Biology.

► Tuesdays, September 1 - December 15. 7-9:45 p.m. 15 meetings. CSUDH campus, NSM C139. \$216. 3 semester units degree credit. Seq. No. 22525.

CERTIFICATE PROGRAM IN ORTHOTICS

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

MARKETING HEALTH CARE SERVICES

The expansion of Health Maintenance Organizations (HMOs) and Preferred Provider Organizations (PPOs), coupled with increased marketing aggressiveness on behalf of private practitioners has created a new competition within the health care services industry. Strategic marketing, segmentation, and advanced marketing techniques are becoming more and more commonplace in this previously non-competitive arena. Understanding and learning to work effectively within this environment is the focus of this half-day course.

This seminar will provide valuable information to both health care marketing professionals from the administrative/organizational side, as well as private practitioners.

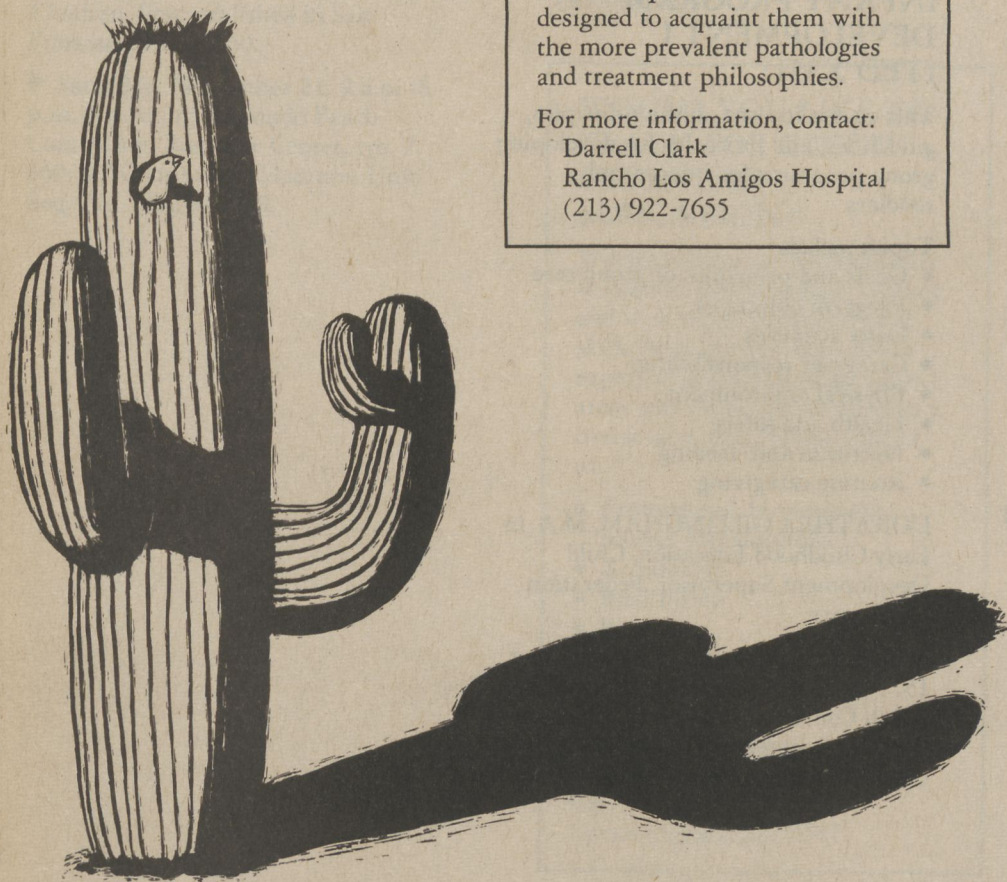
Experts at the forefront of the health care marketing revolution will examine and illustrate actual marketing case studies analyzing the problems, the solutions, and the results. In addition, students will be invited to present specific marketing problems for evaluation by the panel.

Topics include:

- Strategic health care marketing
- Using public relations to maximize marketing programs
- Research — your most effective tool in the competitive environment
- Planning for the unexpected
- Crisis marketing
- Current and upcoming "hot" health care topics
- The future of health care marketing and how to prepare for it.

WILLIAM J. MANASSERO, M.B.A., President, Manassero and Associates, a Marketing and Public Relations Firm.

► Saturday, October 24. 10 a.m.-3 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 05-091-0577.



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 AD X301 with a "BC" or better. For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes meet from 6:30-10 p.m. at Mira Costa High School, 701 S. Peck Ave., Manhattan Beach. See map, page 29.

THE COST

The fee is \$72 per unit; a three unit course is \$216. 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 experimental.

SEMESTER II

AD X302 — COUNSELING THE INDIVIDUAL (3 units)

This course develops an understanding of the psychological factors of 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

MASTER OF ARTS IN HUMANITIES

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

An undergraduate concentration in the Humanities is not necessary for this Master's Degree program. The Master's of Arts in the Humanities is an external degree program for those who prefer an *individualized approach to advanced education rather than traditional classroom courses on a college campus.*

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.

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, co-workers, or students. Participants 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 region (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., and RAUL ROMERO, Ph.D., CSUDH associate professors of Spanish.

► **Saturday, September 5-December 2.**
9 a.m.-noon. 15 meetings. CSUDH campus, SCC E153. \$216. 3 degree-applicable semester units. Seq. No. 11-051-X105.

Take a STEP to the
University this summer!
For Junior High School
Students

California State University,
Dominguez Hills
Science Technology
Enrichment Program

Special courses during the summer of 1988, with an emphasis in interdisciplinary courses in the Sciences. For students entering the 7th, 8th and 9th grades in Fall 1988.

Topics include:

- Math
- Computer Science
- Physics
- Oceanography
- Biology
- Chemistry
- Geology, and more

Call 213/516-3741 for more information, or mail us this coupon.

Name _____

Address _____

State _____ Zip _____

School _____

Mail to:

California State University
Dominguez Hills
Extended Education
Carson, CA 90747

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 24. 1-5 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$30. Non-credit. Seq. No. 08-081-0518.

Test Preparation

ESSAY WRITING FOR CBEST AND RELATED EXAMS

If you plan to take the CBEST, the JEPET, or another exam which requires you to compose an essay, you will benefit from this intensive writing workshop.

The instructor, a tutor in English, will review basic grammar including:

- Types of sentence structure
- Punctuation rules
- Capitalizing titles
- Selecting a topic
- Brainstorming and outlining the topic
- Building the thesis statement
- Maintaining the topic focus
- Organizing the traditional essay
- Special help in writing the various types of essays

The workshop features numerous opportunities to practice writing essays that will be evaluated by the instructor and will be discussed in class. Types of essay questions asked on the CBEST and what they require will be explained.

JACQUELINE E. SAROYAN is an English Tutor for the Center for Learning Unlimited and a Writing Skills Aide for Rolling Hills High School.

FOR CBEST EXAMS: October 17 or December 12

FOR JEPET EXAM: November 14

► Saturday, September 19 - October 3. 9 a.m.-1 p.m. 4 meetings. CSUDH Campus, SCC E145. \$55. Non-credit. Seq. No. 08-011-0554.

NTE (NATIONAL TEACHERS EXAM) CORE BATTERY PREPARATION

This seminar is designed to assist students and teachers in preparing for the General Test (Literature and Art, Mathematics, Science and Social Studies) of the NTE Elementary Core Battery Exam. The first half of the class will be devoted to test-taking strategies, and to administering and scoring of mock test sections. The second half of the seminar will focus on personal problem solving, intensive tutoring, and small group discussions of the exam sections. A variety of test materials will be used, as well as other resource materials.

Advance preparation with the Cliff NTE study guide, available at the CSUDH University Bookstore, is highly recommended.

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

► Saturday, October 17. 9 a.m.-noon. 1 meeting. CSUDH campus, SCC D154. \$30. Non-credit. Seq. No. 08-011-0533.

Test Preparation courses continue on page 22.

BOBROW TEST PREPARATION SERVICES

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body in 1973. 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 30 universities, colleges and law schools. The classes have been developed and evaluated by authors of 18 national best-selling test preparation textbooks (Cliffs GMAT 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.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exam, call the CSUDH Testing Office at 213/516-3909.

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 12 Exam

► **Saturday, November 14 - December 5. 9 a.m.-5 p.m.** 3 meetings, no class November 28. CSUDH campus, SCC E145. \$115. Non-credit. Seq. No. 08-011-0520

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 10 Exam

► **Saturday, September 19 - October 3. 9 a.m. - 12:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. \$75. Non-credit. Seq. No. 08-000-0505-01.

For the November 7 Exam

► **Saturday, October 17 - 31. 9 a.m.-12:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. \$75. Non-credit. Seq. No. 08-000-0505-02.

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 12 Exam

► **Saturday, November 17 - December 5. 9 a.m.-1 p.m.** 4 meetings. CSUDH campus, SCC E145. \$125. Non-credit. Seq. No. 08-000-0503.

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 17 Exam

► **Saturday, September 26 - October 10. 9 a.m.-3:30 p.m.** 3 meetings. CSUDH campus, SCC E143. \$135. Non-credit. Seq. No. 05-001-0504-01.

For the January 23 Exam

► **Saturday, Sunday, Saturday; January 9, 10, 16. 9 a.m.-3:30 p.m.** 3 meetings. CSUDH campus, SCC D154. \$135. Non-credit. Seq. No. 05-001-0504-02.

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 (Dispute Characterizations)
- Reading Comprehension
- Writing Sample

For December 12 Exam

► **Saturday, November 7 - December 5. 9 a.m.-1 p.m.** 4 meetings. CSUDH campus, SCC D154. \$135. Non-credit. Seq. No. 08-000-0529.

Psychology

COUNSELING AND THE CHANGING AMERICAN FAMILY (SOC X395)

— *Examine the relationship between counseling strategy and the changing American family.*

While the impact of recent marriage and divorce trends has yet to be felt, we are witnessing a slowdown in the rate of first marriages, a decrease in the rate of marriage after divorce accompanied by an increase in divorce. Is the "American" family going to survive?

Just as the extended family was replaced by the nuclear family, is the nuclear family being replaced by single-parent family or "transitional living arrangements?" Is marriage becoming a part-time career, a phase in one's life cycle, rather than a lifetime status that is synonymous with being adult?

If so, what role does counseling play in preparing adults to adapt to such changes? How will increasing communications, teaching married folks how to relate to each other, provide answers to changing societal definition of marriage and divorce?

These and other questions will be discussed in this course which examines family counseling theories and relates them to modern problems in families.

This course is appropriate for professionals and for those interested in pursuing a career in counseling. (The course is a prerequisite to coursework in the Marriage, Family, Child Counseling graduate program at CSUDH.)

DEXTER EDWARD BRYAN, Ph.D. Dr. Bryan is professor of Sociology at CSUDH. His research focuses on the family and related issues. He is a faculty in the MFCC program.

► **Mondays, September 14 - December 14. 6:30-9:15 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 8. \$216. 3 semester units of degree credit. Seq. No. 22-081-X395 (Sociology 395, Special Topics.)

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 hypnosis 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 10. 9 a.m.-3 p.m.** 1 meeting. CSUDH campus, SBS B209. \$45. Non-credit. Seq. No. 20-000-0502.

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 7-8. 9 a.m.-5 p.m.** 2 meetings. CSUDH campus, SBS B215. \$70. 1.4 Continuing Education Units. Seq. No. 20-000-0916.

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 use 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 Clinic Hypnosis and Indirect Forms of Suggestion*; Kroger, *Clinical and Experimental Hypnosis*. Textbooks may be purchased from Lou's Books, 5647 Atlantic Blvd., Long Beach (phone 213/423-1403).

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

► **Wednesday, September 30 - October 28. 7-10 p.m.** 5 meetings. CSUDH campus, ERC B130. \$70. 1.4 Continuing Education Units. Seq. No. 20-000-0912.

Travel Programs

LONDON SEMESTER

— Spring Semester 1988

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 '88 semester, please mail the coupon to the Extension office or call 213/516-3746 for a brochure.

Please send me information about the London Semester Program.

Other fascinating travel study programs (check box to receive information):

- ☐ China
☐ Morelia, Mexico

Name _____

Address _____

City _____

State _____

Zip _____

Lifestyle

WHAT YOU SHOULD KNOW ABOUT TASTING WINE

If you have wanted to learn about wine and the proper way to taste it, this relaxed, pleasurable wine appreciation course may be the answer. Led by Jerry Snyder, a wine consultant, the course will explore a number of wines from California and Europe.

The course will feature guest speakers and will make you comfortable with the specialized terminology used in the wine industry. Each week you will taste and learn to how to evaluate six to eight wines. Wines sampled include: Chenin Blanc, Riesling, Chardonnay, Sauvignon Blanc, Beaujolais, Zinfandel, Cabernet, Pinot Noir, sparkling wines and dessert wines.

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 the Wine Consultant for the "Wine Warehouse," distributor of fine wines.

► **Thursday, October 8-29. 7-9 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. **\$65 plus \$24 materials fee.** Non-credit. Seq. No. 13-011-0507.

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

► **Tuesday, September 29-October 27. 7-10 p.m.** Redondo Beach Community Resource Center, rm. 7. **\$100, plus \$15 materials fee.** Non-credit. Seq. No. 20-000-0501.



Recreation

RIDE THE OLYMPIC VELODROME

This course introduces cyclists to the excitement of riding on the Olympic velodrome track. No previous racing or velodrome experience is required.

Expert cyclists will instruct participants in the techniques of riding on a velodrome. You'll learn bike positioning, and how to ride faster, farther, and easier in a rotating pace line. You'll be timed in both the standing start kilometer and the flying 200 meter sprint. Then you'll race with others of your ability and will receive pointers on how to improve your time.

Join this exhilarating and enjoyable challenge.

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

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and a veteran of the European six-day winter indoor circuit.

► Section 1: Tuesday, September 22 - October 13. 6-8 p.m. 4 meetings. CSUDH Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-01.

► Section 2: Tuesday, October 27 - November 17. 6-8 p.m. 4 meetings. CSUDH Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-02.

WINNING VELODROME RACES

A special course for cyclists who want to race competitively on velodromes. Learn and practice racing 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.

Track racing bike and safety helmet required.

► Section 1: Tuesday, September 22 - October 13. 8-10 p.m. CSUDH Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-01.

► Section 2: Tuesday, October 27 - November 17. 8-10 p.m. 4 meetings. CSUDH Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-02.

1988 SUMMER SESSION

You can take a class this summer for academic credit at California State University, Dominguez Hills. Classes are open to persons not regularly enrolled at CSUDH.

Enroll in courses to help you accelerate graduation, meet credential requirements, update professional skills, or prepare for career changes.

Bulletins will be available in March. To receive a Bulletin, phone 213/516-3746 or mail this coupon.

Name (please print) _____

Address _____

City _____

State _____

Zip _____

Mail to:

California State University
Dominguez Hills
Office of Summer Sessions
Carson, CA 90747



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*. Because enrollments are taken in order received, we recommended that you register early to reserve a place in a course or seminar.

CONFIRMATION

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. 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 (make 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.

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-enrollment. You may not be notified if the class 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 and their fees will be refunded by check from the University. 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

Although care is taken to ensure the accuracy of all information in this *Bulletin*, there may be unintended errors, and changes or deletions without notification. In situations when our office has enough advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time, or location.

NON-DISCRIMINATION POLICY

California State University, Dominguez Hills' Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability, or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities. Inquiries concerning this policy's application may be referred to the CSUDH Office of Affirmative Action, 213/516-3733.

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 was drawn.

RECEIPTS

Approximately two weeks after our office has received your registration form and fees, you will be mailed a postcard which will serve as your confirmation and your receipt. If you do not receive a receipt card 48 hours before the course is scheduled to begin, please phone the Extension Office (213/516-3741) to confirm that your registration and fees have been processed.

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.

If the class meets four times or less, no refund will be approved if the student notifies our office on or after the day of the first class meeting.

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

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 educational professional credit. Course numbering is 600-699 for business 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 credit towards relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. Course numbering is 900-999.

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 a 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 coursework are integral parts of the degree-credit instruction program.

Class Locations

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 31.

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.

MIRA COSTA HIGH SCHOOL

Mira Costa High School is located at 701 S. Peck Avenue in Manhattan Beach. For a map, see page 29.

PARKING

Parking permits are required for on-campus classes that meet Monday through Friday. They are available from the machines at the entrance to each parking lot and cost 75 cents per day. (Please bring three quarters for the machines.)

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 University Library.

TEXTBOOKS

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

CAFETERIA

The cafeteria on the University campus is not open weekends. Vending machines are available on the first floors of the Social and Behavioral Sciences and the University Library.

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 consent 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 \$72 per semester unit (\$216 for a three unit class).

Fall semester classes begin the week of August 31. To register for Open University classes, follow the instructions below.

1. Pick up an Open University Class Schedule and 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 26 of this booklet. You must complete registration by September 14.
6. Deadline dates for completing adds, drops, and/or withdrawals are firm.

For a complete Open University schedule of classes, please call 213/516-3741.

Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)

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)

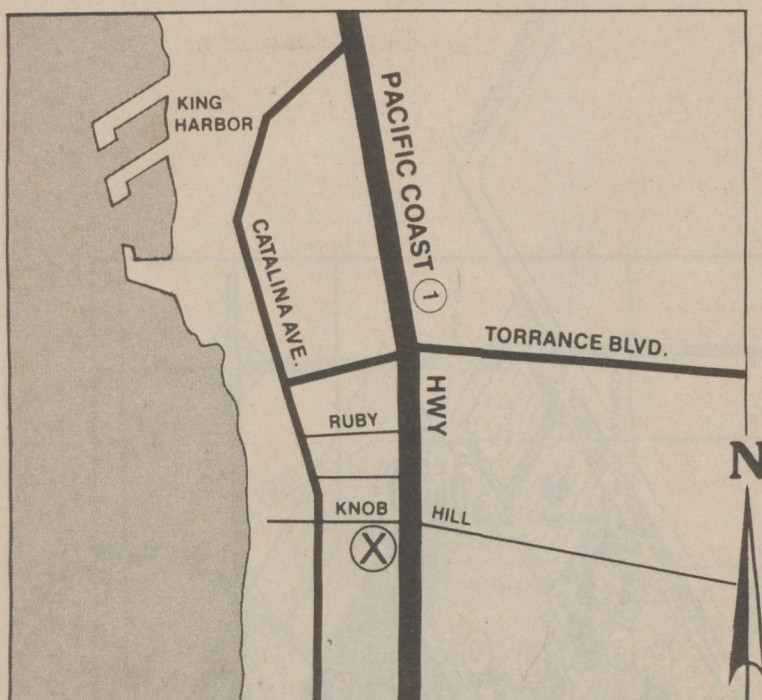
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

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.

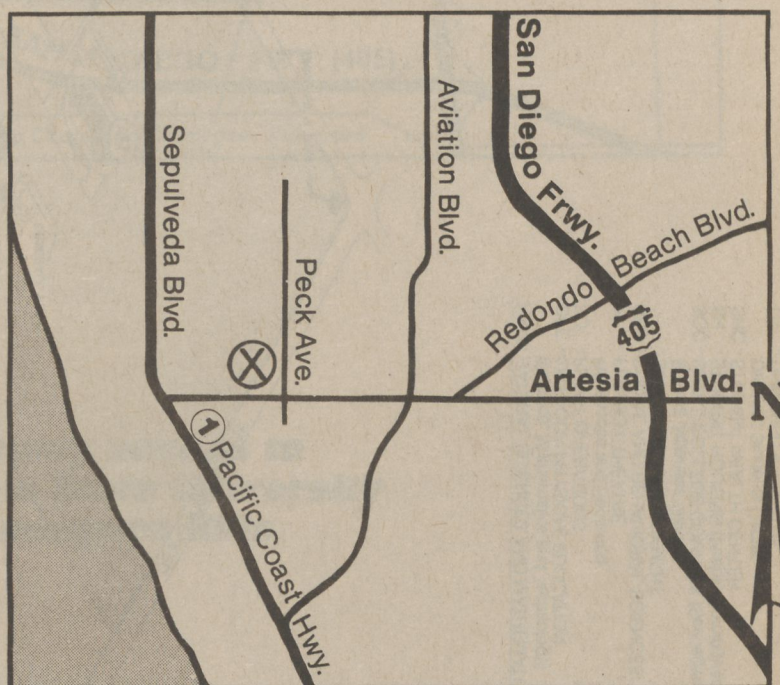
FROM EL SEGUNDO

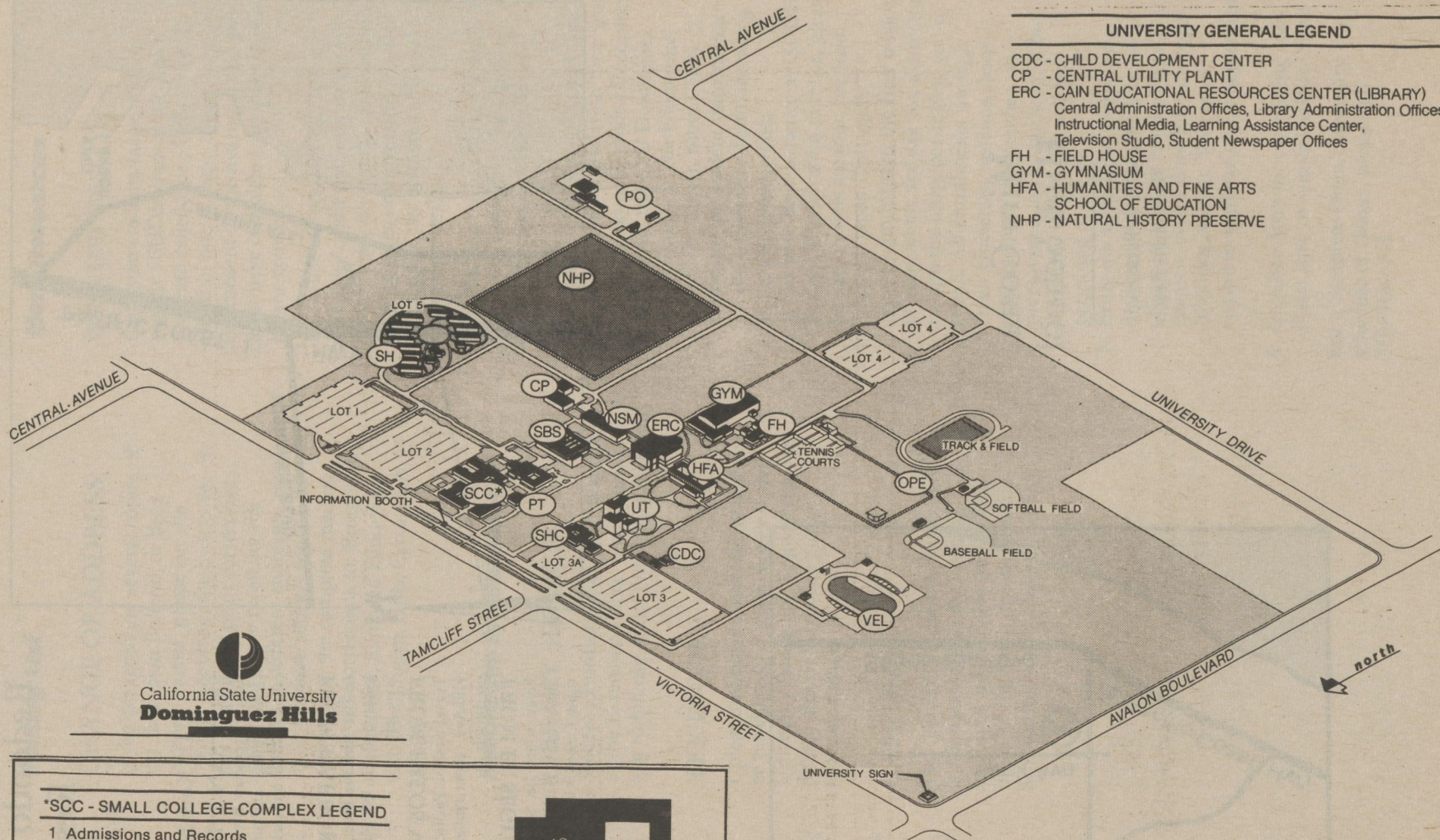
Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo) and turn right. Center is on left.



Mira Costa High School

701 S. Peck Ave.
Manhattan Beach

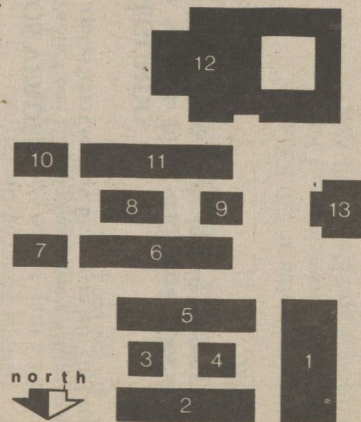




California State University
Dominguez Hills

***SCC - SMALL COLLEGE COMPLEX LEGEND**

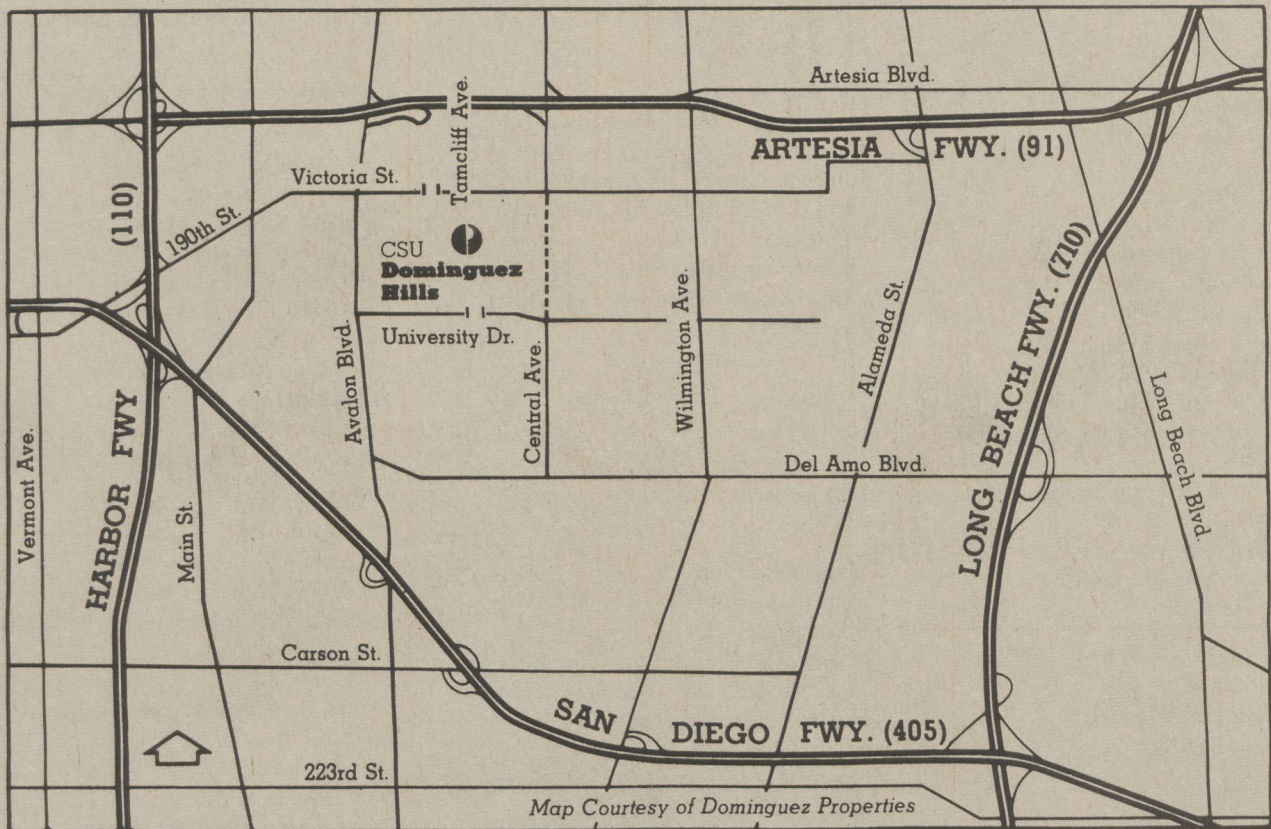
- 1 Admissions and Records
- 2 Public Safety, Information Center, Cashier's Office, Advising Center, Veterans' Affairs
- 3 Student Affairs Office, On-Campus Housing
- 4 Educational Opportunity Program
- 5 Student Development, Financial Aid, Testing, Student Affirmative Action
- 6 "E" and "D" Classrooms
- 7 Small College Office
- 8 Student Programs, EPIC, Small College Faculty Offices, Off-Campus Housing
- 9 "J" Classrooms
- 10 University Center (F172)
- 11 Bookstore
- 12 Cafeteria and Student Union (Commons), Reprographics Center, Women's Center
- 13 Playbox Theater



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**



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

Fall 1987

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

For information regarding refund of fees, please see page 27.

To pay by check:

Make check payable to CSUDH Extension.

To pay by Visa or MasterCard:

Provide information requested.

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

◀ Mail to

◀ Please