

University **Extension**



**California
State
University
Dominguez
Hills**

Fall 1988

Many classes meet in Redondo Beach,
see page 2.

THREE WAYS TO REGISTER

You may register for Extension classes in three convenient ways. For complete details about registration, see page 32.

BY MAIL

Complete the registration form on the inside of the back cover of this booklet. Please provide all of the information requested on the form to insure quick processing of your registration. Please print very clearly.

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.

BY PHONE

You may register by phone with your Visa or MasterCard by calling 213/516-3741, 8 a.m. to 5 p.m., Monday through Friday. Remember to have your card available when you call.

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 CSUDH 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.

WHERE TO CALL

For general information about our programs or about registration procedures, call 213/516-3741, 8 a.m. - 5 p.m., Monday - Friday.

CLASS LOCATIONS

California State University,
Dominguez Hills
1000 E. Victoria Street
Carson
See map, page 29.

Redondo Beach Community
Resource Center
320 Knob Hill Avenue
Redondo Beach
See map, page 28.

Mira Costa High School
701 S. Peck Avenue
Manhattan Beach
See map, page 28.

ABOUT THE COVER

Tracy duCharme is a graphic designer and illustrator with The Warren Group, an award winning design firm located in Venice.

Her cover design depicts The Forum, a sculpture by Claire Falkenstein located on the CSUDH campus.

FALL SEMESTER CALENDAR

Registration Begins
August 8.

Labor Day
Sept. 5, campus closed.

Fall Classes Begin
Sept. 6 — for most credit classes.
Sept. 10 — for most non-credit classes.

Thanksgiving Recess
Nov. 24 - 26, campus closed.

Winter Recess
Dec. 22 - Jan. 28, no classes.

**Winter/Spring University Extension
Bulletin Available**
December 5.

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

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

Postmaster, please send change of address notice to:
Extended Education
CSU Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

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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 of 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 21.

Early Childhood Certificate Program, page 19.

Orthotics, page 19.

Production and Inventory Control, page 12.

EXTERNAL DEGREE PROGRAM

Master of Arts in Humanities, page 22.

Master of Science in Quality Assurance, page 11.



Redondo Beach Community Resource Center

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

September 6	Preschool Program Development II, page 18
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October 22	Hiring, Firing, and Disciplinary Practices, page 10
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November 22	Tasting the Wines of California, page 24
December 3	Customer Contact Skills for Better Service and Increased Sales, page 11 Foreclosures in California, page 13

The Arts

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 included. Prerequisite: Previous experience or consent of instructor.

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

■ **Monday, September 6 - December 13.** 7:30 - 9:45 p.m. 15 meetings. CSUDH campus, HFA A207. \$75. 1 semester unit of degree credit. Seq. No. 10-041-X321.

Business

Accounting

FINANCIAL BASICS FOR SMALL BUSINESS

This seminar avoids technical jargon and concentrates on providing you with a step-by-step approach to learning basic financial skills for your small business. You will learn the tools for good financial management even though you are not a "financial" person.

Topics include:

- Interpreting the balance sheet
- Interpreting the profit & loss statement
- Analyzing financial statements
- Measures of profitability

Profitability and long-term survival for your small business can best be realized through your improved understanding of the fundamentals of sound financial management.

DAVID WESTERFIELD, owner of Westerfield and Associates, is a degreed accountant with extensive experience as an accountant and a controller in both the private and public sectors.

■ **Wednesday, November 9.** 6 - 10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-041-0558.

GENERAL TAX INSTITUTE 1988 TAX PRACTITIONERS CONFERENCE

The topics to be discussed include the examination process, collections, and the problems resolution process.

How returns are selected for audit, what to expect during the examination process, and your appeal rights.

Avoiding collection problems, what to do if you client's account is in collections, and the options that are available when dealing with collections.

When and how you can resolve an IRS problem when normal channels fail or when quick action is necessitated.

Converting to an S Corporation will also be discussed, specifically:

- Should your clients be converting to an S Corporation; the disadvantages/advantages of an S Corporation.
- Setting up an S Corporation.
- Overview of S Corporation rules.
- Overview of converting a C Corporation and/or a Partnership to a S Corporation.

Net Operating Loss Deduction will also be explained:

- Computing the Net Operating Loss Deduction.
- Application of the Carryback/Carryforward rules.

Other topics:

- New rulings, updates and regulations
- Fiscal year rules (under the 1987 Revenue Act)
- Abatement of Interest rules
- Review of the Passive Loss Limitations (including the recently issued regulations)

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

INSTRUCTORS: Mark Tracht, who has been an IRS agent for seven years, and Ken Ficklin, an IRS Revenue Agent Group Manager.

■ **Saturday, October 15.** 8:30 a.m. - 4:30 p.m. 1 meeting. CSUDH campus, HFA A103. \$85 (includes materials and lunch). 0.7 Continuing Education Units. 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

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

■ **Wednesday, November 2.** 6 - 10 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-996-0581.

FINANCIAL STRATEGIES FOR SMALL BUSINESS

This informative course is designed for senior-level managers in small- to medium-sized companies, entrepreneurs, and middle-level managers whose primary responsibilities include accounting, planning, inventory or receivables.

You'll learn innovative techniques for raising profits, including:

- Analyzing and improving financial statements
- Controlling inventory levels
- Controlling receivables
- Maximizing profits by using gross margin and sales mix analyses

You'll also learn how to prepare a financial document for review by your lender, as well as:

- Cash flow planning — strategic, capital and operational
- Controlling cash balance
- Measuring cash flow — receipts and payments
- Reducing inventory dollars

DON W. SUTHERLAND, M.B.A., has extensive experience in finance, controllership, operations and auditing in American and Canadian firms.

■ **Wednesday, November 9 - December 7. 6:30 - 9 p.m.** 4 meetings (no class Nov. 23). Redondo Beach Community Resource Center, rm. 7. \$95. Non-credit. Seq. No. 05-996-0574.

Entrepreneurship

HOW TO SET UP AND MARKET YOUR OWN SEMINAR

Transform your knowledge of a particular field or your career experience into a money-making seminar. In four hours you will learn the essential ingredients of seminar success:

- Giving your first seminar with no financial risk
- Why topic definition and the right title are crucial to success
- Key words most seminar titles should include
- Promotional strategies
- Why program length is more important than cost
- Four key questions seminar-givers must be able to answer about sponsorship or selection

You'll receive a free, 24-page workbook, which includes an organizational calendar, a current bibliography, two sample news releases, and a model evaluation form. You'll also receive guide sheets about publicity, mailing lists, location, flyer/brochure preparation, budget, content and organization, and how to get scheduled at colleges and universities.

GORDON BURGETT shares professional writing/selling knowledge at 120 seminars annually. He is the author of *Empire-Building by Writing and Speaking*; *Query Letters/Cover Letters: How They Sell Your Writing*, a Writer's Digest Book Club top choice; co-author of *Speaking for Money*; *How to Sell 75 Percent of Your Freelance Writing*, another Writer's Digest Book Club top choice, as well as other books.

■ **Tuesday, September 13. 6 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 06-031-0502.

DEVELOPING AND WRITING A SUCCESSFUL BUSINESS PLAN

Is your small business living up to its potential for growth and profit? A former CEO who now owns a small business will demonstrate how you can create a comprehensive blueprint to help you manage your company better and plan its development and profit growth.

The instructor will explain, step-by-step, the process of designing a successful plan for your business. Short and long range objective planning will be discussed.

- Who should attend:
- Owners, executives or managers of small companies
- Entrepreneurs
- Owners and managers of companies that need to define market share for financing

Participants will receive a helpful reference workbook.

DOUGLAS J. RAMSEY holds a Master's in Management. He was President and Chief Executive Officer of a local corporation for over thirty years, and is currently President of a small, local company.

■ **Saturday, September 24. 9 a.m. - 1 p.m.** 1 meeting. CSUDH campus, SCC E143. \$55 (plus an optional text, which will be available in class). Non-credit. Seq. No. 05-996-0595.

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 Idea*, and is President of CPM Systems, an international project management firm.

■ **Wednesday, October 19 - 26. 7 - 10 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$65. Non-credit. Seq. No. 05-091-0579.

ENTREPRENEURSHIP FOR WOMEN

This information-packed workshop explains all of the steps for starting a successful business, with special emphasis on the issues that particularly affect women.

Led by a female small business owner, the seminar provides the basic tools for starting a business. Participants will examine their strengths and weaknesses and their business and professional goals. They will learn how to determine which business opportunities offer the greatest potential for them, based on their strengths, weaknesses and goals. What women bring to business ownership will also be discussed.

Other topics:

- Researching various industries
- Finding helpful resources
- Complying with local, state and federal regulations
- Computing start-up costs
- Devising a good marketing plan
- Obtaining financing
- Overcoming resistance to making money

JOANNE WILKINS, M.A., researched and wrote the first national study of women entrepreneurs in America and published her findings in her book, titled *Her Own Business: Success Secrets of Entrepreneurial Women*. She has led numerous workshops on entrepreneurship for women.

■ **Tuesday, November 15. 6:30 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. Non-credit. Seq. No. 05-996-0591.

RELATED COURSES:

Developing a Strategic Marketing Plan, p. 8.

Financial Basics for Small Business, p. 3.

Financial Strategies for Small Business, p. 3.

Starting Your Own Medical Billing Service, p. 20.

Record Keeping Made Easy for Small Business, p. 3.

Telemarketing Sales, p. 9.

International Business

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.

This 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 of working overseas

AUDREY E. LOCKWOOD is president of Naginata Associates, a training firm specializing in Japan. She has lived and worked in Japan and is the author of two texts for Japanese businesspersons.

■ **Sunday, September 25. 9 a.m. - noon.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. 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 fields 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 business 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 Master's in Economics and International Trade. He is President of S. Rimmon and Co., Inc., an importing company.

■ **Wednesday, October 5. 7 - 9 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$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 have turned his information into profitable businesses, some with sales of over \$500,000.

SINCLAIR RIMMON holds a Master's in Economics and International Trade. He is President of S. Rimmon and Co., Inc., an importing company.

■ **Wednesday, October 12 - November 2. 7 - 9 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$95. Non-credit. Seq. No. 05-131-0554.

RELATED COURSES:

Basic Japanese for Business Professionals, p. 22.

Business Writing for Foreign-Born Professionals, p. 14.

Investment

THE FAMILY TRUST: Avoid Probate and Save Taxes

Increasingly, more and more moderate income individuals and families are discovering the financial and privacy benefits that can be theirs through the Family Trust.

In this seminar you will learn how to create a family trust, how to have full control over your trust assets, how to avoid income and estate taxes, the dangers of joint tenancy, how to set up trusts for your children and much more.

Highlights include:

- Avoid probate of your estate, eliminate fees
- Minimize or pay no estate taxes
- Protect your home and assets from medical bills
- Ensure your privacy
- Avoid conservatorship
- Transfer property to your heirs easily, quickly, and inexpensively

DAVID SMALL, J.D., is the author of three books and is an experienced real estate investor. He is a member of the Los Angeles Trial Lawyers Association.

Attend this workshop and "What to do About Mom and Dad: Plan for Aging and Maximize Your Benefits" by paying \$70. To register for both seminars for the special fee, use registration number 13-041-0518.

■ **Saturday, September 17. 10 a.m. - 1 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$40, if taken separately. Non-credit. Seq. No. 13-041-0511.

WHAT TO DO ABOUT MOM AND DAD: Plan for Aging and Maximize Your Benefits

Many problems associated with aging can be avoided by proper planning. This is especially true with financial difficulties and asset protection.

People often spend their assets in ways they don't have to. Each year, about one million middle class people are driven into poverty by their own medical or nursing home bills or those of their relatives. But it doesn't have to be that way, health care rights have been greatly expanded recently.

The seminar will cover topics of importance to people of all ages:

- Directive to Physicians — control over health care
- Informed use of public resources such as MediCal, Medicare and other assistance
- Preservation of assets, especially the home
- Durable powers of attorney for assets and health care decisions
- Trusts
- Avoiding conservatorship
- Insurance — what to look for in a policy

DAVID SMALL, J.D., is the author of three books and is an experienced real estate investor. He is a member of the Los Angeles Trial Lawyers Association.

Attend this workshop and "The Family Trust: Avoid Probate and Save Taxes" by paying \$70. To register for both seminars for the special fee, use registration number 13-041-0518.

■ **Saturday, September 17. 2 - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$40, if taken separately. Non-credit. Seq. No. 13-041-0517.

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 actions 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.

■ **Wednesday, September 28 - October 12. 7 - 9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$55 per person, or \$60 for spousal couples. Non-credit. Seq. No. 05-043-0565.

FINANCIAL PLANNING FOR WOMEN

While women's roles and lifestyles have grown rapidly over the last several years, their savvy in money and investing has not developed at the same pace.

This informative and practical class, taught by a female financial planner, seeks to increase women's knowledge about money by developing the confidence of women investors. Participants will gain a better understanding of money management techniques and personal finance while developing their own personal financial plans using the latest financial strategies.

Topics include:

- Effects of recent tax law changes
- Inflationary trends
- Current investment alternatives
- Risk management
- Estate planning
- Retirement planning
- Money management techniques

LORRAINE N. MC KINNEY is a Certified Financial Planner, with many years of experience in the financial industry. As a financial planner, she has helped her clients develop investment strategies, and to plan for taxes and retirement.

■ **Tuesday, October 4 - 25. 7 - 9 a.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 13-041-0516.

TAKING ACTION: INVESTING II

Once you understand the basics of financial planning and investing, you need to take action and implement an effective plan for reaching your financial goals.

In this seminar, you'll learn specific, in-depth information about various investment options, including stocks, bonds, mutual funds, annuities, insurance as a quality investment, limited partnerships, and gold.

For example, on the topic of bonds you'll learn about:

- Types of bonds — zero coupons, convertibles, floating rates
- Tax-free versus taxable bonds
- How changes in interest rates affect bond prices
- How safe bonds are — ratings and insurance

The instructor will be available for individual consultation in confidence after class.

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

■ **Saturday, November 5. 9 a.m. - 1:20 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55 per person or \$60 for spousal couples. Non-credit. Seq. No. 05-043-0565.

Management

THE CENTER FOR TRAINING AND DEVELOPMENT

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

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

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

Some of our programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer skills
- Production and Inventory Control
- Certificate Program

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.

DEVELOPING A STRATEGIC MARKETING PLAN

Starting and operating a business is one thing. Insuring that it survives and succeeds is a matter of careful and intelligent planning.

This workshop, led by a marketing professional, will explain the basics of marketing planning: defining your objectives, do-it-yourself market research, targeting, designing strategies for long-term growth, and more.

You will learn:

- How a marketing plan can insure success
- Four simple ways to identify your market "niche"
- Using your marketing plan to obtain financing
- Defining your true target markets
- 10 common marketing mistakes and how to avoid them
- How good publicity can save you thousands of marketing dollars
- Four key sections a marketing plan must have
- Marketing strategies that work
- Completing a comprehensive plan in one weekend
- Little known methods for do-it-yourself market research
- Successful marketing on a shoestring

Participants will receive a free workbook which includes a marketing plan worksheet, a helpful bibliography, sample marketing plan outlines, sample news releases, market research step-by-step guidelines, strategy tracking worksheets and reprints of relevant articles.

BILL MANASSERO, President of Manassero and Associates, is a marketing consultant who has worked with companies ranging from non-profit organizations and small businesses to Fortune 500 companies.

■ **Saturday, September 24. 9 a.m. - 3 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$65. Non-credit. Seq. No. 05-091-0593.

SUCCESSFUL SUPERVISION

An intensive, two-day program for first line supervisors and managers designed to provide the skills and strategies for being an effective supervisor.

Who should attend:

- Newly appointed supervisors
- Individuals interested in being supervisors
- Experienced supervisors interested in improving their skills

Participants will:

- Develop leadership skills
- Develop strategies for motivation and delegation
- Improve decision-making and problem-solving skills
- Improve communications skills

Other topics:

- The roles and responsibilities of being a supervisor
- Decision-making and problem-solving
- Leadership skills and employee motivation
- Assignment and delegation of tasks
- Team building and leadership
- Handling the problem employee
- Supervisor as coach and developer of people
- Giving feedback on work performance
- Improving productivity through communication
- Appraisal of performance
- Communicating effectively with your manager
- Developing action plans

ROBERT TOBIN, Ph.D., is President of Interactive Training Systems, a consulting firm specializing in organizational communication. He holds degrees in business management and psychology from Boston University and the University of Massachusetts.

■ **Monday and Tuesday, September 26 and 27. 9 a.m. - 4 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$165. Non-credit. Seq. No. 05-151-0592.

MANAGING THE MARGINAL EMPLOYEE

Unfortunately, nearly every company has its share of "marginal" or "problem" employees. How you, as a manager or supervisor, deal with these employees affects the employee's future, your future, and your department's productivity.

This seminar will help you to identify and define the problems surrounding the employee.

Other topics:

- Ensuring good communication between yourself and the employee
- Avoiding the 8 most common reasons disciplinary actions are overturned
- Ability versus attitude problems
- Causes of employee problems

LAURIE LARSEN holds a Bachelor's in Industrial Management with a minor in Industrial Relations. He was Administrator of Training and Education at Garrett-AiResearch for 20 years.

■ **Saturday, October 8. 9 a.m. - 4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$70. Non-credit. Seq. No. 05-061-0594.

TELEMARKETING SALES

Designed for the individual who wants to make a career of telemarketing and the business organization that wants to reach an audience ten times larger than a travelling sales force could reach.

Learn to turn your telephone into a money maker for yourself and your company. Cut expenses while greatly increasing your account base—particularly in those marketing areas that are expensive to reach personally.

Profit is the bottom line and telemarketing is the hottest profit tool of the 80s. Learn to cold call and to qualify your prospects. Get past the barriers of apathy, skepticism, or disinterest and, once past, learn to close the sale. You'll also learn the importance of after sale follow-up.

ALLEN TERRY is a telemarketing expert with over 20 years of experience. He is a Principal with Allen Terry and Associates, telemarketing and sales consultants.

■ **Saturday, October 15. 9 a.m. - 1 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55; plus \$7.50 for workbook, paid in class. Non-credit. Seq. No. 05-091-0590.

IMPROVING PERSONAL PRODUCTIVITY

If there doesn't seem to be enough hours in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive short course.

The class will examine time management problems, and will help you to increase your motivation and goal setting. You'll learn to set priorities, master time-saving strategies, minimize interruptions and maximize your work space. In addition, you'll learn how to increase your personal efficiency and effectiveness by delegating responsibility and using a time log in your daily time management.

You will receive a free "Day Timer" personal organizer system which will immediately help you to become more productive.

DAVID I. WAGEMAKER, Senior Personnel Representative, Hughes Aircraft Co., is co-author of *How to Organize Yourself to Win*.

■ **Saturday, October 8. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$95. Non-credit. Seq. No. 05-151-0539.

HIRING, FIRING AND DISCIPLINARY PRACTICES

This intensive program addresses three key employee relations issues of the 1980s: hiring, firing and disciplinary practices.

Participants will learn techniques that will make their jobs easier, as well as methods for avoiding unwarranted discrimination.

Who should attend:

General managers, department managers, personnel professionals and others responsible for supervising employees.

Key topics:

- Dealing with government complaint agencies
- Positive steps in preventing complaints
- Successful interviewing and selection techniques
- Deciding what you want
- Time-saving techniques for pre-screening applications and resumes
- Planning the interview
- Successful selection
- Avoiding EEO pitfalls

DAVID WAGEMAKER, Senior Personnel Representative, Hughes Aircraft Co.
LIONEL LE DUFF, JR., Senior Employee Relations Representative, Hughes Aircraft Co.

■ **Saturday, October 22. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$95. Non-credit. Seq. No. 05-151-0597.

THE PROFESSIONAL SECRETARY SEMINAR

Secretaries play an important part in an effective office — a role requiring more than the basic secretarial skills of typing, dictation and filing. This one-day seminar is designed for secretaries with up to two years experience.

You will learn how to:

- Be effective under pressure
- Finish assigned duties
- Gain more self-esteem
- Be taken more seriously
- Avoid misunderstandings
- Be a professional with poise and tact
- Be a problem solver
- Build a positive business team relationship

You will learn about positive communication skills, including assertive approaches and better listening skills; improving business relationships between yourself and your boss and co-workers; organizing your time and recognizing priorities; solving problems and becoming a trouble shooter; developing a positive working climate; and creating a successful career path.

Each class participant will receive a sample "Day Timer" personal/professional time organizer.

DAVID I. WAGEMAKER, Senior Personnel Representative, Hughes Aircraft Co., is co-author of *How to Organize Yourself to Win*.

■ **Saturday, November 5. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$95. Non-credit. Seq. No. 05-151-0547.

MANAGING THE BOSS/SUBORDINATE RELATIONSHIP

Boss/subordinate relationships are affected by the particular needs of each person in the relationship. To manage the relationship effectively for mutual advantage, it is essential to understand work behavioral styles as well as career stage needs at any given point and how they change over time.

Participants will find this seminar a necessity in making the relationship an exchange for productivity and career enhancement.

Who should attend:

This course would be beneficial to anyone who has a boss or subordinate.

Key topics:

- Identifying your behavior style
- Communicating effectively with your boss
- Understanding and appreciating different styles
- Creating motivational environments most conducive to success
- Understanding the superior/subordinate relationship
- What people need from their bosses
- What people need from their subordinates
- Passages of life in relation to stages of career

DAVID I. WAGEMAKER, Senior Personnel Representative, Hughes Aircraft Co. BRUCE R. WELLS, Senior Personnel Representative, Hughes Aircraft, Co.

■ **Saturday, November 19. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$95. Non-credit. Seq. No. 05-151-0599.

CUSTOMER CONTACT SKILLS FOR BETTER SERVICE AND INCREASED SALES

Customer contact skills are critical to the success of an organization. Participants in this seminar will learn valuable and effective techniques for maintaining positive and profitable customer relationships. They will learn to identify preferred communication styles, how to blend one's style with that of the customer, how to improve their listening skills and strategies for resolving conflict.

Who should attend:

Sales personnel, customer service representatives and supervisors, telephone order clerks and all those who are in contact with the customer.

Key topics:

- Identifying your personal communication style
- Reading customers' communications styles
- Developing rapport over the telephone
- Creating win-win solutions to customer problems
- Creating new sales from disgruntled customers
- Attracting new customers while maintaining established clientele
- Keeping a cool disposition when the heat is on
- Developing team spirit

DAVID I. WAGEMAKER, Senior Personnel Representative, Hughes Aircraft Co., is co-author of *How to Organize Yourself to Win*.

■ **Saturday, December 3. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$95. Non-credit. Seq. No. 05-151-0548.

RELATED COURSES:

Basic Japanese for Business Professionals, p. 22.

Manufacturing

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

CSU Dominguez Hills is offering a 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 quality assurance policies and practices.

The Classes meet in locations throughout Southern California. The degree requires completion of 33 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
Special Topics by Directed Study
Final Project

To receive a detailed description of the program and application, call the School of Science, Mathematics & Technology Dean's office at 213/516-3373 or complete the coupon below and mail it to the address below.

Name _____

Address _____

City, State, Zip _____

Mail to: School of Science, Mathematics and Technology, CSU Dominguez Hills, 1000 E. Victoria Street, Carson, CA 90747.

PRODUCTION AND INVENTORY CONTROL PROGRAM

Co-sponsored by the Los Angeles Chapter of the American Production and Inventory Control Society (APICS), and the 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 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 \$225. 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. Sorry, 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 12.

LOCATION

Classes meet from 6:30 - 10:00 p.m. at Mira Costa High School, 701 S. Peck Ave., Manhattan Beach. See map, page 28.

FOR MORE INFORMATION

Call the Division of Extended Education at 213/516-3741.

FALL SEMESTER

PI X319	Introduction to Materials Management
Thursday	Seq. # 05-065-X319-01
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-X322-01
PI X323	Manufacturing Resources Planning and Advanced Topics
Thursday	Seq. # 05-065-X323-01

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 of 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 MATERIALS 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 optimize 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.

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 to take charge of the sales process.

Other topics include:

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

The workshop fee includes a helpful reference workbook.

LANCE FORS, 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.

■ **Tuesday, October 25. 6:30 - 10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 13-020-0510.

FORECLOSURES IN CALIFORNIA

Today's home foreclosures are at nearly a 50-year high. Statewide, there were 130,000 loan defaults last year, 51,000 in Los Angeles county alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

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

Topics include:

- Obtaining lists of "hot" properties
- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license
- Obtaining loans
- 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

DAVID SMALL, J.D., is the author of three books and an experienced real estate investor. He is a member of the Los Angeles Trial Lawyers Association.

■ **Saturday, December 3. 10 a.m. - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$95.06 Continuing Education Unit. Seq. No. 05-011-901.

PROFITING BY BUYING "FIXER" HOUSES

Substantial profits can be made from renovating "fixer" houses if you:

- Buy right
- Properly renovate
- Efficiently manage
- Shrewdly rent, sell or exchange.

This one-day seminar will guide you through the entire process, so that you can avoid the many pitfalls that await the uninformed. An excellent class for investors or would-be investors.

Registration fee includes a workbook.

LANCE FORS, 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, October 1. 9 a.m. - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$85. Non-credit. Seq. No. 13-020-0513.

Communication

BUSINESS WRITING FOR FOREIGN-BORN PROFESSIONALS

This business writing workshop is designed specifically to help the foreign-born professional understand grammar usage and idiomatic expressions common to the English language. The class will include extensive practice in writing letters and memos, as well as individualized help from the instructors.

Topics include:

- Writing simply and naturally
- Avoiding jargon and overworked expressions
- Streamlining your writing
- Organizing your ideas into effective letters and memos
- Overcoming "writer's block"
- Correct use of parts of speech including articles, prepositions, and verb tenses
- 50 common English expressions and their usage
- Effective editing

Participants are encouraged to bring a writing sample and specific questions about grammar usage and idiomatic expressions.

CAROL E. PALMER, M.A., and PATRICIA A. FARRELL, B.A., are the owners of Palmer & Farrell Communications, writing consultants.

■ **Saturday, September 10. 9 a.m. - 3 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 15-012-0524

WRITING TRAVEL ARTICLES THAT SELL

Nothing sells as well or as widely as travel, and if you know the tricks and can match words to sites, this is an excellent field for both beginners and writers from other genres.

In four hours you will learn how you, like professionals, can:

- Complete two-thirds of the work before leaving
- Include other stories en route
- Sell the same sights to newspapers and magazines
- Often double your income through photography
- The program and free workbook will also demonstrate:
- Finding ever-eager buying markets
- The logistics of planning "the big trip"
- What must be done before the trip to justify tax deductions
- How and when to mail slides and photos
- What should and shouldn't be written in the first person

Travel writing has more dos and don'ts than any other form. Do take this seminar if you have a trip in mind (or if you've just completed one) and are serious about selling and deducting your fun!

GORDON BURGESS shares professional writing/selling knowledge at 120 seminars annually. He is the author of *Empire-Building by Writing and Speaking*; *Query Letters/Cover Letters: How They Sell Your Writing*, a Writer's Digest Book Club top choice; co-author of *Speaking for Money*; *How to Sell 75 Percent of Your Freelance Writing*, another Writer's Digest Book Club top choice; *Ten Sales from One Article Idea*; and *The Query Book*.

■ **Sunday, September 18. 1 - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$55. Non-credit. Seq. No. 06-021-0503.

SPEAKING WITH CLOUT: An Actor's View

This performance-oriented class, taught by an actor, is designed to give students a better understanding of their vocal insecurities.

The instructor will help participants to become aware of words, of vocal technique, and of overcoming anxiety and fear. He coaches each student one-on-one, giving a concentrated critique based on rhythm, pitch, emphasis, listening, pausing, nasality, breath control, acting and reacting.

WALTER MATTHEWS holds a Bachelor's in Drama and a Master's in Theatre and Speech. He has appeared in numerous major stage productions and has been featured in scores of television movies and shows ranging from *Alvin* to *Falcon's Crest*. Just two of his feature films include *Cannery Row* and *Police Squad*.

■ **Saturday, November 19. 1 meeting.** Redondo Beach Community Resource Center, rm. 2. \$55. Non-credit. Seq. No. 15-0611-0519.

RELATED COURSES:

Customer Contact Skills for Better Service and Increased Sales, p. 11.
How to Remember and Tell a Good Joke, p. 24.

Computer Applications

DISCOVERING YOUR PERSONAL COMPUTER

In this introductory series of classes, you will learn the basics of using IBM and IBM-compatible personal computers.

The classes meet at the computer lab on the CSUDH campus, where each student will have exclusive use of an IBM-compatible computer. Classes are limited to 24 participants.

The fee for each workshop is \$65. A special rate of \$120 is available only for those who register in advance for the entire series. Advanced registration sequence number: 07-024-0523-03.

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

PERSONAL COMPUTER TOOLS AND WORD PROCESSING

This class provides an introduction to microcomputers: the different types of software, system basics, and getting started. You will also learn, step-by-step, how to use the computer for word processing. You may never need a pen again! Menus, entering text, editing and manipulating text will all be discussed.

■ **Saturday, January 7. 9 a.m. - 4 p.m.** 1 meeting. CSUDH campus, SBS B109. \$65, if taken separately. Non-credit. Seq. No. 07-024-0523-01.

PERSONAL COMPUTER SPREADSHEETS AND DATABASE

Discover how to use spreadsheets to make management decisions and forecasts. You will learn what spreadsheets are, how to create workable models and formulas, and how to utilize spreadsheet software.

In the database primer, you will learn how to use this powerful tool to your fullest advantage. You can explore the best way to organize information on your computer and basic database.

■ **Saturday, January 14. 9 a.m. - 4 p.m.** 1 meeting. CSUDH campus, SBS B109. \$65, if taken separately. Non-credit. Seq. No. 07-024-0523-02.

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. In this step-by-step series, you will learn to use MS-DOS hands-on in our IBM-compatible computer lab.

The fee for each workshop is \$35. A special rate of \$125 is available only for those who register in advance for the entire series. Advanced registration sequence number for special fee: 07-024-0526-05.

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

MS-DOS TO START

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

Topics:

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

■ **Saturday, January 21. 9 a.m. - noon.** 1 meeting. CSUDH campus, SBS B109. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-01.

MS-DOS TO RUN

Intermediate skills for those with a basic understanding of MSDOS.

Topics:

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

■ **Saturday, January 21. 1 - 4 p.m.** 1 meeting. CSUDH campus, SBS B109. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-02.

ADVANCED MS-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, January 28. 9 a.m. - noon.** 1 meeting. CSUDH campus, SBS B109. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-03.

MS-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, January 28. 1 - 4 p.m.** 1 meeting. CSUDH campus, SBS B109. \$35, if taken separately. Non-credit. Seq. No. 07-024-0526-04.

Education

REDUCING STRESS AND RAISING SELF-ESTEEM

All teachers suffer some degree of stress. This course will explain the various physical and emotional reactions to stress, and will show how they effect teacher self-esteem, as well as the impact that stress has on student self-esteem and performance.

The concept of self-esteem will be analytically explored and techniques will be offered for systematically improving it in the teacher and his/her students.

Specific techniques for reducing stress will be explained by a variety of experts in the fields of:

- Biofeedback
- Group counseling
- Hypnotherapy
- Guided imagery
- Bodywork/chiropractic
- Spiritual development
- 12-step programs
- Communication skills
- Assertiveness training

M'LEE TERRY, M.S., has over 20 years of direct classroom teaching experience, as well as several years experience as a Vice Principal. She created and led a consulting firm for educators and parents on stress reduction and self-esteem improvement.

■ **Monday, September 19 - December 5. 6:30 - 9 p.m.** 10 meetings (no class October 10). Redondo Beach Community Resource Center, rm. 8. \$150. 2 semester units Professional Credit (EDUC 866). Seq. No. 08-011-0866.

SCIENCE, MAGIC AND SPACE EDUCATION FOR GRADES K-9

Learn how to combine science with magic to create fascinating classroom activities designed to stimulate learning in your students. Robotics, rocketry, NASA and JPL materials and information will be presented that will help you plan your curriculum. The instructor will also provide Space Learning Center materials.

Through innovative and practical concepts such as "physitricks," "optricks," "inertia," "propellants," "twin paradox," "black holes," "electricks," and "mageria," you can encourage your students' interest in, and comprehension of, science.

The instructor will bring actual moon rock samples to the class that you will have ample opportunity to see.

Just some of the experiences the course includes:

- Cloud in a Bottle
- Sextant and Solar Energy Equipment
- Vinegar Rockets and Vinegar Cannons
- Gravity Defied
- Astrolabe Construction
- Vortex Simulation
- Rising Wax on a Candle
- Paper Hitch-hiker
- Periscope Construction

RON RAINSBURY, M.S., has over 20 years of direct classroom teaching experience. He is certified to instruct about NASA moon rocks. He is a published writer and his innovative ideas have been reported in several newspapers, professional journals and books.

The class has two different meeting times to select from.

■ **Section 1: Friday, 3:30 - 7:30 p.m., September 16 and Saturday, 8 a.m. - 7 p.m., September 17.** 2 meetings. CSUDH campus, SCC D154. \$65; plus \$15 for materials and course visuals book, paid in class. 1 semester unit Professional Credit (EDUC 868). Seq. No. 08-340-0868-01.

■ **Section 2: Friday, 3:30 - 7:30 p.m., November 11 and Saturday, 8 a.m. - 7 p.m., November 12.** 2 meetings. CSUDH campus, SCC E143. \$65; plus \$15 for materials and course visuals book, paid in class. 1 semester unit Professional Credit (EDUC 868). Seq. No. 08-340-0868-02.

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:

- Selection, 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 15 - 22. 8 a.m. - 6 p.m.** 2 meetings. CSUDH campus, SCC F172 (University Center). \$95. 2 Continuing Education Units. Seq. No. 08-993-0934.

SUPERLEARNING® FOR TEACHERS

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

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

■ **Friday, October 21. 4:30 - 8:30 p.m.** 1 meeting. CSUDH campus, SCC E153. \$40. 0.4 Continuing Education Unit. Seq. No. 08-993-0902.

EFFECTIVE DISCIPLINE IN THE CLASSROOM

This practical workshop will help teachers to become more skilled in assertive discipline techniques that will help them maintain effective discipline in the classroom and will enhance their job satisfaction.

Topics include:

- Communication skills designed to promote cooperation among students
- Specific discipline techniques
- Methods to promote public relations with parents and the community
- Problem-solving and organizational skills
- Stress reduction techniques

The instructor will draw on the experiences of participants as case studies in classroom discipline.

A. JAYNE MAJORS, Ph.D., has spent 20 years teaching students of all ages. She is a published author and nationally-known researcher.

■ **Monday, 6:30 - 9:30, and Saturday, 9 a.m. - 4 p.m., October 17 - November 19.** 7 meetings. Redondo Beach Community Resource Center, rm. 7. \$150. 2.0 semester units of Professional Credit (EDUC 815). Seq. No. 08-011-0815.

WORKSHOP IN TEACHING METHODS (TED X425)

Art for Preschool Teachers

Study of various approaches, methods, and materials related to art. Development of applications at the preschool level.

Investigate the nature of creativity and the stages of development in a child's expression. Explore teaching techniques which encourage originality and positive self-esteem. In this hands-on class, you'll be creating in a variety of media that you can use in your preschool.

PENELOPE GREEVEN, artist and puppeteer, is a CSUDH Lecturer in Education.

■ **Tuesday, November 15 - December 20. 6:30 - 9:30 p.m.** 5 meetings. Redondo Beach Community Resource Center, rm. 8. \$75; plus \$4 materials fee, paid at first class meeting. 1 semester unit academic credit. Seq. No. 08-011-X425.

RELATED COURSES:

CBEST Preparation, p. 23.

Speaking with Clout: An Actor's View, p. 14.

EARLY CHILDHOOD CERTIFICATE PROGRAM

The program is designed to meet the California State Department of Social Services Requirement for Teachers or Directors of preschool or day care programs. It 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. Participants who complete the program receive a certificate.

Who Should Attend

- Preschool teachers
Update knowledge of child development and curriculum, and receive child development units to comply with Calif. State requirements.
- Family day care providers
Learn new programming ideas for children in the home.
- Teachers or aids 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

Students have the option of specializing in either infant care or child care. Persons interested in earning the Teaching Certificate must complete a total of 12 units: two core courses and two specialization courses (in either infant or preschool program development). Those interested in the Administrators Certificate must complete a total of 15 units: three core courses and two specialization courses (in either infant and preschool program development).

TEXTBOOKS

All of the courses require textbooks which can be purchased at the first class meeting. Textbooks must be paid for by check.

Core Courses (Required):

All students:

- PSY X350 Developmental Psychology (3)
TED X355 Child, Family and Community (3)

Administrators only:

- 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

- TED X353 Preschool Program Development I (3) and
TED X354 Preschool Program Development II (3)

FALL 1988 COURSE OFFERINGS:

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 holds a Master's in Early Childhood Education and is a Head Start Specialist with the L.A. County Office of Education.

■ **Thursday, September 8 - December 22. 6:30-9:30 p.m.** 15 meetings (no class Nov. 24). Redondo Beach Community Resource Center, rm. 8. \$225. 3 semester units of degree-applicable credit. Seq. No. 08-011-X351.

PRESCHOOL PROGRAM DEVELOPMENT I (X353)

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, M.A., is Preschool Director at CSUDH's Child Development Center.

■ **Thursday, September 8 - December 22. 6:30-9:30 p.m.** 15 meetings (no class Nov. 24). Redondo Beach Community Resource Center, rm. 7. \$225. 3 semester units. Seq. No. 08-011-X353.

PRESCHOOL PROGRAM DEVELOPMENT II (TED X354)

Further exploration of techniques for diagnosing needs and prescribing programs, organizing the learning environment, evaluation and program monitoring, and effective teaching strategies.

The curriculum development course features innovative and creative activities in language arts, science, mathematics, fine arts, health and nutrition.

PREREQUISITE: Completion or concurrent enrollment in TED X351 or TED X353.

PENELOPE GREEVEN is a Lecturer in Education at CSUDH. JOANNE SATO, M.A., Director, CSUDH Child Development Center. KATHLEEN TAIRA, Ed.D., CSUDH Assistant Professor of Education.

■ **Tuesday, September 6 - December 20. 6:30 - 9:30 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 8. \$225; plus \$4 materials fee, paid at first class meeting. 3 semester units degree-applicable academic credit. Seq. No. 08-011-X354.

Health Services

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one year long-term certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Pros-
thetics, is designed to acquaint students in the field of orthotics: the profession of designing fabrication, and fitting orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

The course is designed for applicants who have a bachelors degree. Applicants must have some experience with hand tools and light duty power equipment (band saw, drill press, sander, etc.).

The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students. For further information contact: Darrel Clark, Rancho Orthotics Department, 7450 Leeds St., Downey, CA 90242, 213/922-7655.

SURVEY OF EATING DISORDERS

Please join us for free seminars on this timely and important topic.

Mental health professionals, as well as family and friends, will learn how to make the most constructive interventions in eating disordered situations, based on current research findings. The workshop discussion will also include an update on the causes and treatment of eating disorders.

Other topics include:

- Identification of eating disorders
 - Self test
 - Bulimia profile
 - Anorexia profile
- Treatment methods and issues
 - Family systems
 - Addiction model

Who should attend:

- Health professionals
- Counselors
- Church members
- Educators
- Concerned community members

ROBBIN GROSSMAN, M.A., M.F.C.C., Intern, is Program Director for the Rader Institute Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

There is no registration fee for the class, only a \$5 materials fee which you will need to pay in class. However, please use the registration form on the inside of the back cover of this book to reserve your seat in the workshop (send no money).

■ Section 1: Wednesday, September 14. 6:30 - 9 p.m. 1 meeting. Redondo Beach Community Resource Center, rm. 8. Free. Non-credit. Seq. No. 12-011-0511.

■ Section 2: Saturday, November 5. 9 a.m. - noon. 1 meeting. CSUDH campus, SCC E143. Free. Non-credit. Seq. No. 12-011-0511.

CHILD ABUSE WORKSHOP

Child abuse is one of the most critical issues facing mental health professionals today.

Experientially based, this 8 hour workshop will fulfill the AB 141 requirements for licensure for both students and professionals.

The course will be led by professionals who work in the field of abuse. Specific attention will be given to diagnosis and treatment issues. Students will examine actual cases as they move through the socio-legal system into the hands of the therapist. Students will also have the opportunity to practice newly acquired skills through the use of vignettes.

Topics include:

- Reporting laws
- Effects of abuse on the individual/family
- Treatment intervention for the individual/family
- Assessment and diagnosis of abuse
- Identification of family dynamics
- Identification of characteristics of abused children

TERRI ROSENTHAL, M.S., is a Marriage, Family and Child Therapist with Rosenthal, Plunkett & Machinsky. CLARA LOWRY, L.C.S.W., is an expert in the field of physical and sexual abuse, working with families and individuals. She is the founder of several physical and sexual abuse centers.

■ Saturday, October 22. 8 a.m. - 5 p.m. 1 meeting. CSUDH campus. \$80; plus a small fee for materials, paid at the door. 0.8 Continuing Education Unit. Seq. No. 12-140-0903.

MEDICAL INSURANCE BILLING

Medical insurance billing is an integral part of the medical industry. The doctor's most valued employee is the one who does the insurance billing. And you can provide this valuable service full- or part-time — at a doctor's office or in your home — and earn \$8 to \$16 per hour.

In this informative class you'll learn all of the phases of medical insurance billing, including how to bill Medicare, MediCal, Blue Cross, Blue Shield, workers' compensation, and private insurers.

You'll also learn how to:

- Read an EOB (explanation of benefits) and how to use it to bill a second insurer
- Look up diagnosis codes and modifiers
- Send a tracer on an unpaid claim

The class is recommended for those who need to update their skills. Participants will receive *Jobs and Careers for the Business Side of Health Care*, as well as other helpful materials. Participants will also receive a certificate of completion.

TERRY ROWEN is a management consultant to physicians and is the author of *Jobs and Careers for the Business Side of Health Care* and the *Medical Biller Newsletter*.

■ **Sunday, November 13 - 20. 9 a.m. - 1 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. \$125. Non-credit. Seq. No. 12-021-0512.

STARTING YOUR OWN MEDICAL BILLING SERVICE

Most medical practices receive more than seventy percent of their income from insurance companies. And billing services play a key role in the process.

Physicians are interested in seeking professionals who are knowledgeable in this important role; who are committed to keeping up-to-date on insurance form completion, billing procedures and coding. They seek someone who will obtain the maximum reimbursement from carriers in the shortest time possible.

Small, individually owned billing companies can earn upwards from \$75,000 a year. Or, you could go into offices as a freelancer and earn \$15 to \$25 per hour.

Topics include:

- Obtaining clients
- Setting your fees
- Other services you should offer
- Marketing yourself to large groups in health care for free
- Your promotional brochure
- Computerized versus manual

The prerequisite to this class is "Medical Insurance Billing" or knowledge of insurance billing.

TERRY ROWEN is a management consultant to physicians and is the author of *Jobs and Careers for the Business Side of Health Care* and the *Medical Biller Newsletter*.

■ **Sunday, November 20. 2 - 5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 12-021-0513.

RELATED COURSES:

Statewide Nursing Program,
off-campus classes, p. 22.



CERTIFICATE IN ALCOHOL/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, p. 28.

THE COST

The fee is \$75 per unit; a three unit course is \$225. 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 X200 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 psychosocial 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.

BASIC JAPANESE FOR BUSINESS PROFESSIONALS

Before you take that trip to Japan, be prepared! This seminar will teach you the basics of getting around in the land of the Rising Sun. This basic course uses the direct method of Japanese instruction. You will be speaking Japanese the moment that you walk into the classroom.

This seminar includes:

- Basic greetings and business etiquette
- Japanese for business situations
- Introduction to two phonetic writing systems
- Asking directions
- Ordering in a restaurant
- Who, what, where and when

You will also learn some of the basic cultural concepts which Japan incorporates in its language. A workbook will be provided. Bring a tape recorder so that you can review the lesson after you leave the classroom.

A.E.LOCKWOOD is President of Naginata Associates, a 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.

■ **Sunday, September 25. 1 - 4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. \$45. Non-credit. Seq. No. 11-000-0501.

HISTORY OF THE UNITED STATES (HIS X101)

A study of the ideals, creeds, institutions, and behavior of the peoples of the United States.

The course fulfills the State requirement in U.S. History.

Textbooks, if required, may be purchased by check at the first class meeting.

Instructor to be announced.

■ **Thursday, September 8 - December 15. 6:30 - 9:30 p.m.** 15 meetings. Daniel Freeman Memorial Hospital, 333 N. Prairie Ave., Inglewood, rm. 6 of the Education Department, the building behind the hospital. Free parking is available on side streets and in the Staff parking lot. \$225. 3 semester units degree-applicable credit. Seq. No. 22-051-X101.

AMERICAN INSTITUTIONS (POL X101)

A study of contemporary political institutions, with emphasis on the philosophy, structure, and behavior of the American political system, including the State of California.

The course meets the State requirement in U.S. Constitution and California State and Local government.

Instructor to be announced.

■ **Tuesday, September 6 - December 13. 6:30 - 9:30 p.m.** 15 meetings. Memorial Hospital of Gardena, 1145 W. Redondo Beach Blvd., Conference Room B. \$225. 3 semester units degree-applicable credit. Seq. No. 22-071-X101.

CRITICAL REASONING (PHI X120)

Introduction to the methods of critical thinking including the nature of arguments, formal and informal fallacies, deductive and inductive arguments. The course will provide critical skills in both academic and non-academic contexts. Upon completion of the course, students will understand the nature of critical reasoning and will become aware of a wide range of false, though perhaps convincing, arguments.

The course fulfills the CSUDH General Studies requirement in area A.3: Logical/Critical Reasoning. "Critical Reasoning" is a basic course and is helpful to anyone wishing to improve their reasoning skills.

Textbooks are required for the class and may be purchased, by check only, at the first class meeting.

RUDY VANDERPOOL, Ph.D., is a lecturer in the CSUDH Philosophy Department.

■ **Wednesdays, Sept. 14, 28, Oct. 12, 26, Nov. 9, 23, Dec. 7, 21. 6:30 - 9:30 p.m.** Additional labs and discussions to be arranged. 8 meetings. Daniel Freeman Memorial Hospital, 333 N. Prairie Ave., Inglewood, rms. 5 and 6 of the Education Department, the building behind the hospital. Free parking is available on side streets and in the Staff parking lot. \$225. 3 semester units degree-applicable credit. Seq. No. 15-091-X120.

Learning Skills

Test Preparation

BOBROW TEST PREPARATION SERVICES

This test preparation company 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 the 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 expert 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.

GRE (GRADUATE RECORD EXAMINATION) REVIEW

This class is geared to the latest format of the GRE with emphasis on quantitative language—arithmetic, algebra, and geometry. Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

For the December 10 Exam

■ **Saturday, November 5 - December 3. 9 a.m. - 1 p.m.** 4 meetings (no class Nov. 26). CSUDH campus, SCC E149. \$125. Non-credit. Seq. No. 08-000-0503.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

The SAT sessions are a series of workshops designed to give the potential college student an edge in doing his or her best on the college entrance exam. Emphasis will be placed on the mathematical ability section of the exam with verbal analogies, antonyms, sentence completion, and reading comprehension also analyzed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

For the October 8 Exam

■ **Saturday, September 17 - October 1. 9 a.m. - 12:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 08-000-0505-01.

For the November 5 Exam

■ **Saturday, October 15 - 29. 9 a.m. - 12:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$75. Non-credit. Seq. No. 08-000-0505-02.

LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

Prepare for the latest format of 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
- Dispute Characterization
- Reading Comprehension
- Writing Sample

For the December 3 Exam

■ **Saturday, October 29 - November 19. 9 a.m. - 1 p.m.** 4 meetings. CSUDH campus, SCC D154. \$115. Non-credit. Seq. No. 08-000-0529.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Math Ability (Problem Solving)
- Reading Comprehension
- Sentence Correction
- Analysis of Situations
- Data Sufficiency
- Critical Reasoning
- Plus a short review of basic arithmetic, algebra and geometry.

For the October 15 Exam

■ **Saturday, September 24 - October 8. 9 a.m. - 3:30 p.m.** 3 meetings. CSUDH campus, SCC E149. \$135. Non-credit. Seq. No. 05-011-0504-01

For the January 28 Exam

■ **Saturday, January 7 - 21. 9 a.m. - 3:30 p.m.** 3 meetings. CSUDH campus, SCC D154. \$135. Non-credit. Seq. No. 05-001-0540-02.

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 10 Exam

■ **Saturday, November 12 - December 3. 9 a.m. - 3 p.m.** 3 meetings (no class Nov. 26). CSUDH campus, SCC E143. \$115. Non-credit. Seq. No. 08-011-0520-01.

For the February 11 Exam

■ **Saturday, January 21 - February 4. 9 a.m. - 3 p.m.** 3 meetings. CSUDH campus, SCC D154. \$115. Non-credit. Seq. No. 08-011-0520-02.

Study Skills

POWERLEARNING FOR PROFESSIONALS AND STUDENTS

Does stress-free, relaxed learning seem like a contradiction in terms? If so, this class is for you. If you have ever felt blocked from being able to learn a foreign language, math, sports, university coursework, or business-related information, read on.

Discover powerful new strategies to:

- Learn faster and easier
- Develop a "super memory"
- Acquire professional level reading and study skills
- Get control of your time
- Improve self-esteem and personal relationships
- Have fun getting the results you want

Powerlearning is based on scientifically validated accelerated learning techniques.

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

■ **Saturday, Saturday, October 22.** 9 a.m. - 5 p.m. 1 meeting. CSUDH campus, SCC E153. \$50; plus \$7 materials fee, paid in class. 0.8 Continuing Education Unit. Seq. No. 05-061-0971.

SUPERLEARNING® FOR TEACHERS

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

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

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

■ **Friday, October 21.** 4:30 - 8:30 p.m. 1 meeting. CSUDH campus, SCC E153. \$40. 0.4 Continuing Education Units. Seq. No. 08-993-0902.

Lifestyle

HOW TO REMEMBER AND TELL A GOOD JOKE

Have you heard a good joke lately, but you can't remember it? Do you need to spice up that speech of yours with a little humor? Or do you just enjoy learning and laughing at the same time? If so, this class is for you.

"How to Remember and Tell a Good Joke" will help you avoid being a "Joke Leech" and will help you become a confident and enthusiastic joke teller. The instructor reports that past graduates have discovered greater popularity at work and parties, rejuvenated interest from spouses, increased self-esteem, and less stress.

Class topics include:

- Memory keys and listening skills
- Dos and don'ts of joke telling
- What makes a joke funny
- How to add humor to your life
- Raising your level of confidence
- The twelve basic types of jokes

Humor has long been recognized as an important tool for creating good health and a sense of well-being. Recent research has revealed that laughter is beneficial both physically and psychologically. Yet, many people are not experiencing as much playfulness, lightheartedness and joy in their lives as they might like. Join this relaxed, entertaining class and learn how to add enjoyment to your life.

BOB HUNTER is a teacher and football coach at a South Bay high school and is also a motivational speaker.

■ **Tuesday, October 11 - 18.** 7 - 10 p.m. 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$60. Non-credit. Seq. No. 15-061-0525.

TASTING THE WINES OF CALIFORNIA

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.

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 how to evaluate six to eight wines. Wines sampled include: Chenin Blanc, Riesling, Chardonnay, Sauvignon Blanc, Beaujolais, Zinfandel, Cabernet, Pinot Noir, sparkling and dessert wines.

Be prepared for selecting the right holiday wines for entertaining and gifts!

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.

■ **Tuesday, November 22 - December 13.** 7 - 9 p.m. 4 meetings. Redondo Beach Community Resource Center, rm. 7. \$70; plus \$25 materials fee, paid at first class meeting. Non-credit. Seq. No. 13-001-0507.

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 mystifying and entertaining routines for other adults.

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

■ **Wednesday, September 7 - October 5. 7 - 10 p.m.** 5 meetings. Redondo Beach Community Resource Center, rm. 7. \$100, plus \$15 materials fee. Non-credit. Seq. No. 20-000-0501.

Recreation

T'AI CHI CH'UAN

This beautiful ancient Chinese art is excellent for exercise, self-defense and meditation. The passive exercise helps athletes improve their balance and timing; aids busy professionals by providing an efficient form of exercise; and helps mature people gently improve tone and flexibility. Although the roots of T'ai Chi Ch'uan movements are in the martial arts, the basic philosophy is one of non-violence and cooperation.

An introduction to all 33 movements of the Yang style short form, through:

- Stretching, breathing and warm-up exercise
- Instruction and practice in movements of each sequence.

Participants should wear loose, comfortable clothing to class.

KENNETH R. KOLES, OM, holds a doctorate degree in holistic health sciences. He has studied and taught T'ai Chi Ch'uan for over 15 years in China and the United States.

■ **Saturday and Sunday, October 22 - 23. 9 a.m. - 4 p.m.** 2 meetings. CSUDH campus, Gymnasium Dance Room. \$85. Non-credit. Seq. No. 08-350-0538.

INTRODUCTION TO VELODROME CYCLING

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

Expert cyclists will instruct participants in the techniques of riding on a velodrome. 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.

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

The 7-Eleven Olympic Velodrome is an outdoor track. If the weather conditions seem at all questionable on the day of your class, please call us at 213/516-3741 to be sure that your class will be meeting that night.

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and was Head Coach for the 1987 Olympic Festival Men's Cycling Team.

■ **Section 1: Tuesday, August 30 - September 20. 7 - 9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$65. Non-credit. Seq. No. 08-355-0540-01.

■ **Section 2: Tuesday, September 27 - October 18. 7 - 9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$65. Non-credit. Seq. No. 08-355-0540-02.

■ **Section 3: Tuesday, October 25 - November 22. 7 - 9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$65. Non-credit. Seq. No. 08-355-0540-03.

■ **Section 4: Tuesday, November 29 - December 20. 7 - 9 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$65. Non-credit. Seq. No. 08-355-0540-04.

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 competition.

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 instructions in his or her specialty.

Track racing bike and safety helmet required.

The 7-Eleven Olympic Velodrome is an outdoor track. If the weather conditions seem at all questionable on the day of your class, please call us at 213/516-3741 to be sure that your class will be meeting that night.

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and was Head Coach for the 1987 Olympic Festival Men's Cycling Team.

■ **Section 1: Tuesday, August 30 - September 20. 8 - 10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$50. Non-credit. Seq. No. 08-355-0542-01.

■ **Section 2: Tuesday, September 27 - October 18. 8 - 10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$50. Non-credit. Seq. No. 08-355-0542-02.

■ **Section 3: Tuesday, October 25 - November 22. 8 - 10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$50. Non-credit. Seq. No. 08-355-0542-03.

■ **Section 4: Tuesday, November 29 - December 20. 8-10 p.m.** 4 meetings. CSUDH campus, 7-Eleven Olympic Velodrome. \$50. Non-credit. Seq. No. 08-355-0542-04.

Information

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

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 a 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.

TEXTBOOKS

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

Enrollment

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

Details on how to register are on page 32.

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.

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.

PARKING

Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost 75 cents per day. (Bring three quarters for the machines.)

Resources for Students

LIBRARY SERVICES

Student identification cards — available at the Extension Office — will entitle you to full use of the CSUDH Library.

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 building and the Educational Resources Center.

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: Marketing Director, Extended Education, CSU Dominguez Hills, Carson, CA 90747.

STANDARDS

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

It is our aim, through course review, planning and the selection of quality, experienced Extension faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know; it is through your feedback that we are able to make changes and adjustments for future courses.

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 \$75 per semester unit (\$225 for a three unit class).

Fall semester classes begin the week of August 27. To register for Open University classes, follow the instructions below.

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, in the Educational Resources Center, room C508).
 2. Complete the student information on the registration form, including the course information.
 3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
 4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
 5. Bring the signed and completed registration form to the Extension office and pay the required fees. Our payment policy is outlined on page 32 of this booklet. You must complete registration by September 16.
 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.

EXTENDED EDUCATION ADVISORY COMMITTEE

Mr. George Nakano
Assistant Principal
Worthington Elementary School

Mr. Robert Seitz
General Manager
Torrance Chamber of Commerce

Mr. Tim Casey
City Manager, City of Redondo Beach

Mr. Gladdis Farmer
Member, Carson Care Committee

Mr. Laurence Windsor

Ms. Alana Mastrian
Assistant City Manager
City of Hermosa Beach

Mr. Frank McGrath
Employee Relations Manager
Shell Oil Company

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

EXTENDED EDUCATION STAFF

Dean, Extended Education
Margaret Gordon, Ph.D.
213/516-3737

Registrar
Jackie McKenzie
213/516-3741

Director, Marketing and Promotion
Jennifer Peisch
213/516-3998

Program Administrator, Extension
213/516-3741

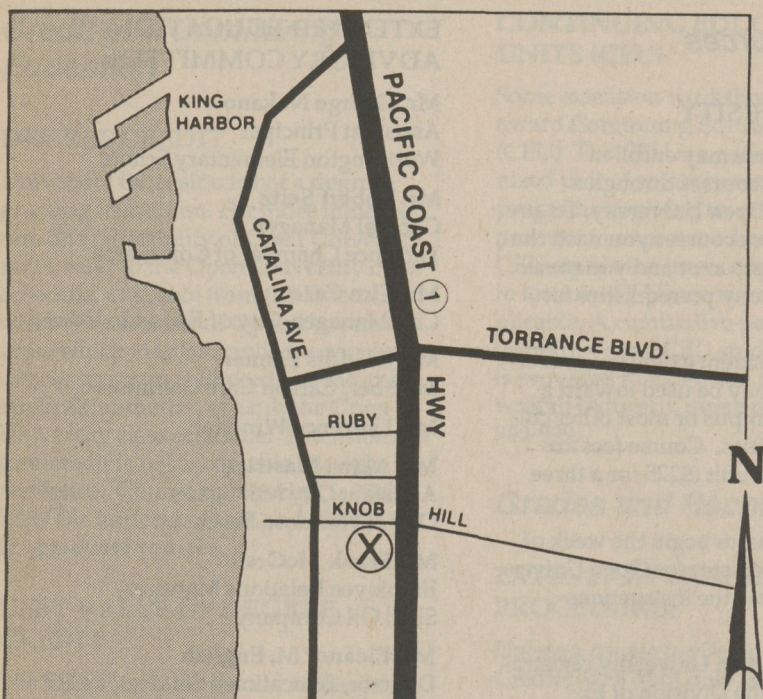
Program Administrator, The Center for Training and Development and Certificate Programs
Paul Davis, M.Ed.
213/516-3741

Program Assistant and Office Manager *Brenda Blow*
213/516-3741

Summer Sessions Program Assistant
Jeanette Gimenez
213/516-3746

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

Program Assistant
Loretta Edwards
213/516-3743



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

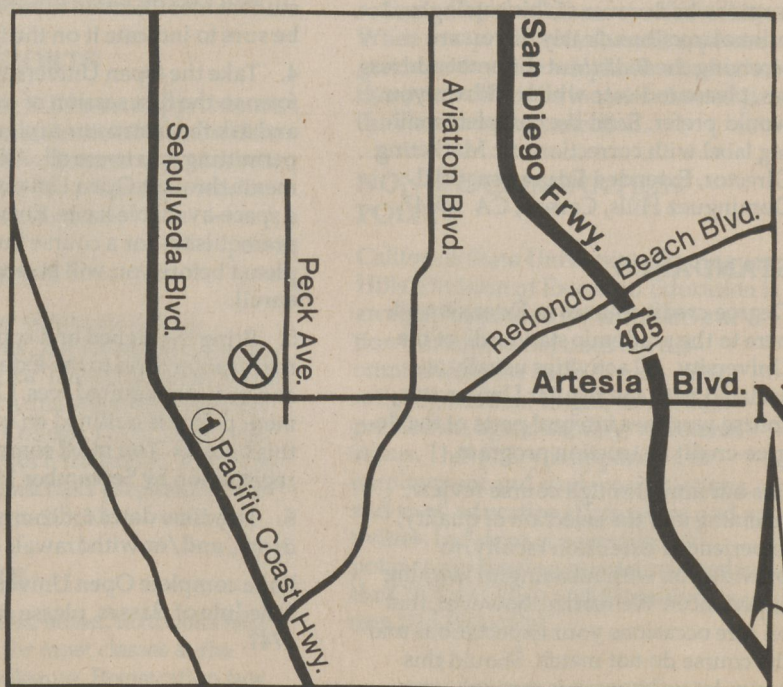
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

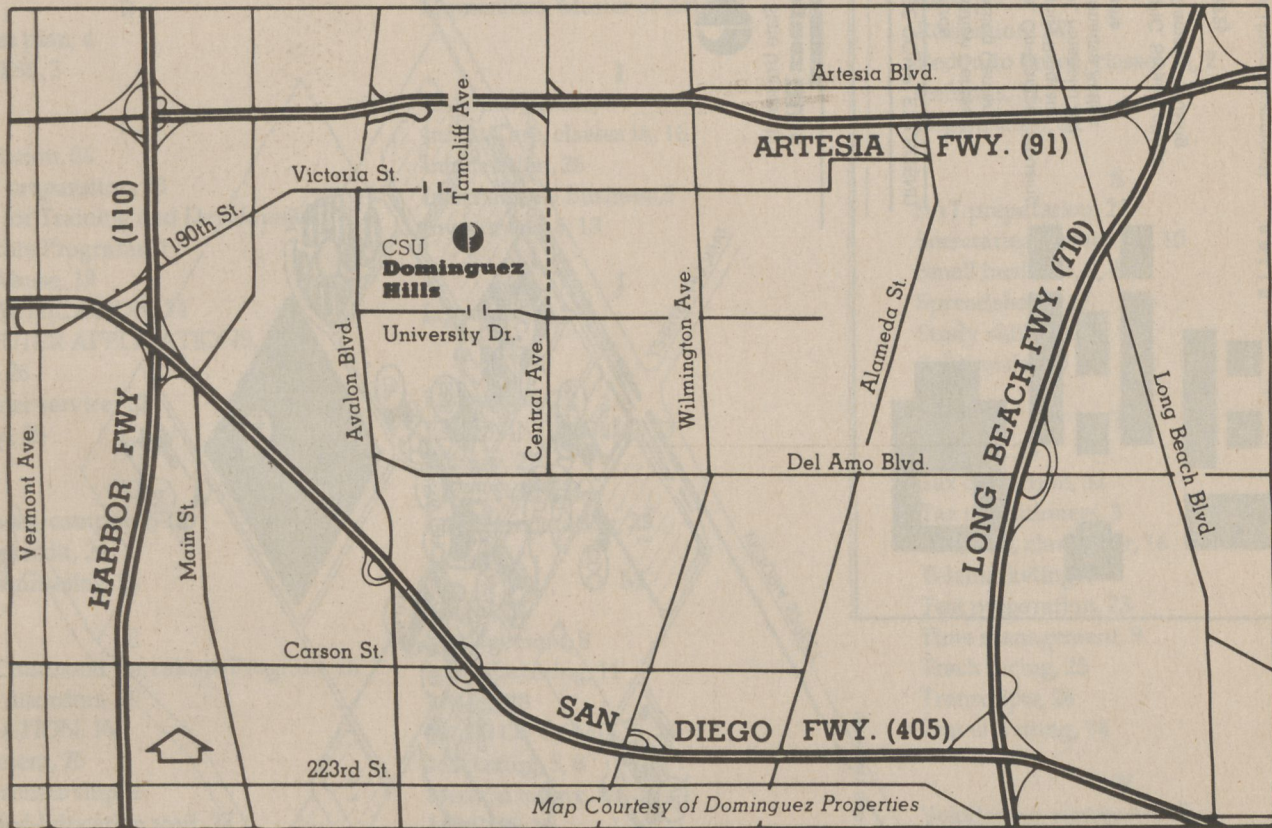
FROM EL SEGUNDO

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.

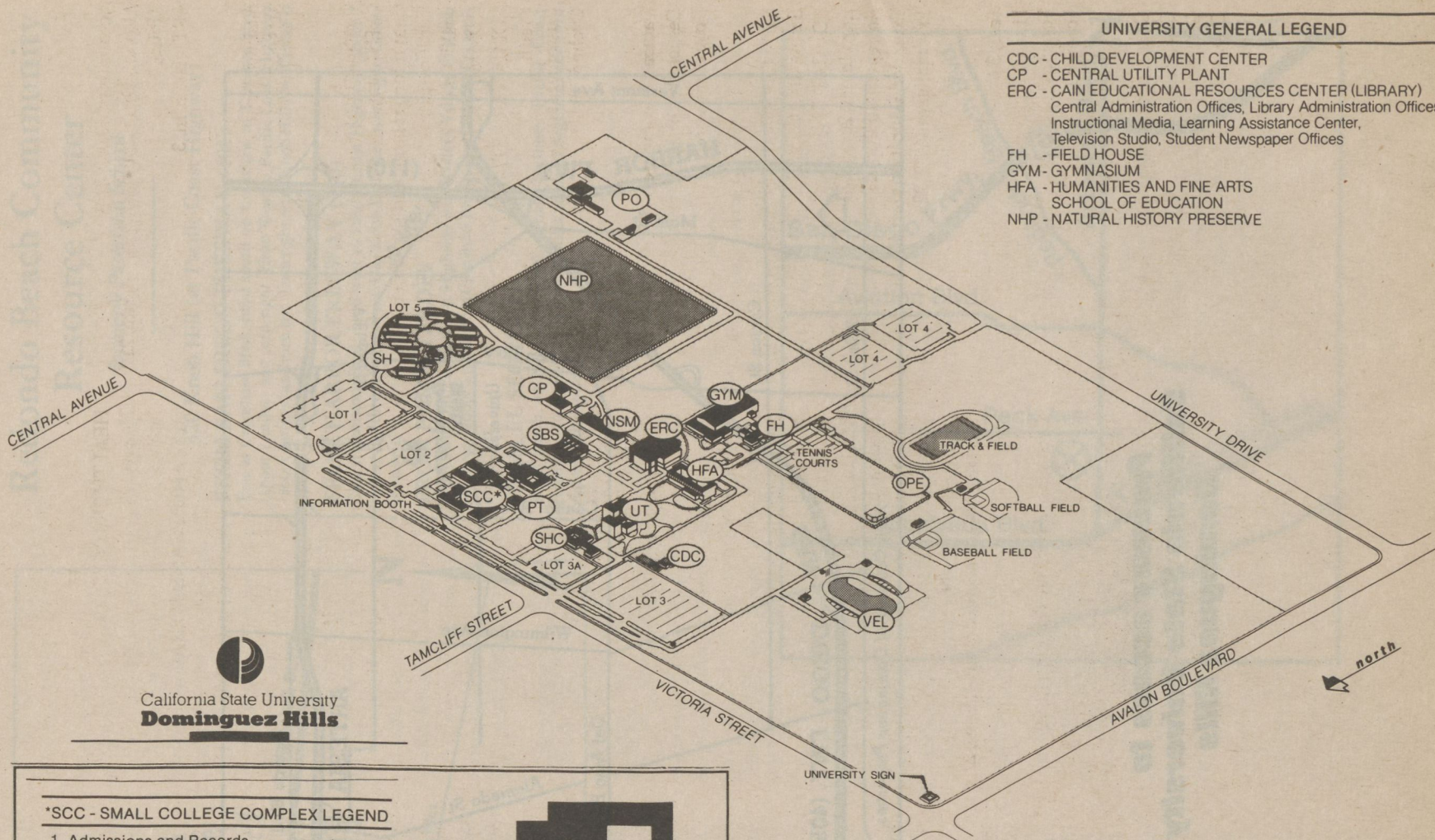
Mira Costa High School

701 S. Peck Ave.
Manhattan Beach





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

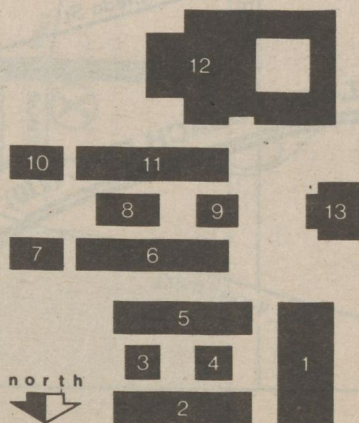


UNIVERSITY GENERAL LEGEND

- 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

*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



- 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

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Registration Information

Enrollment

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 recommend that you register early.

CONFIRMATION

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive 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 cards is mailed will be posted on the door of the scheduled classroom.

If you do not receive a confirmation card **REPORT TO THE FIRST CLASS MEETING**. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extension office at your earliest convenience.

BY MAIL: Complete the registration form or a photocopy of it. Please provide all of the information requested on the form to insure quick processing of your registration. Please print very clearly. 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.

BY PHONE: You may register by phone with your Visa or MasterCard by calling 213/516-3741, 8 a.m. to 5 p.m., Monday through 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 CSUDH 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.

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.

TAX DEDUCTION

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. This includes registration, class books or materials, travel, meals, parking, etc. (see Tres. reg 1:162-5).

RECEIPTS

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

Refund of Fees

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

CREDIT CLASSES

Refunds are granted in accordance with the State refund schedule.

- If you withdraw prior to the first class meeting, 100 percent of the course 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 two working days 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 NON-CREDIT COURSE SERIES

If you have paid in advance for a series of workshops and need to withdraw before the first class meeting, follow the refund instructions above for Non-credit classes.

If you need to withdraw on or after the day of the first class meeting, notify the Extension office immediately. You will be refunded the balance of the series fee for the classes minus the fee(s) for the class(es) attended. For example, if you register for a series of three workshops that cost \$35 each and pay a special rate of \$90, and request a refund after the first class meeting, you will receive a refund of \$55.


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.

Social Security Number

☐ Regular student
☐ Summer student
☐ Open University student
☐ Never attended

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



It's easy to register!
See how on p. 32.

2-425



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747