

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

EXTENDED EDUCATION

IMPROVE THE WORLD

IMPROVE YOURSELF



FALL 1992

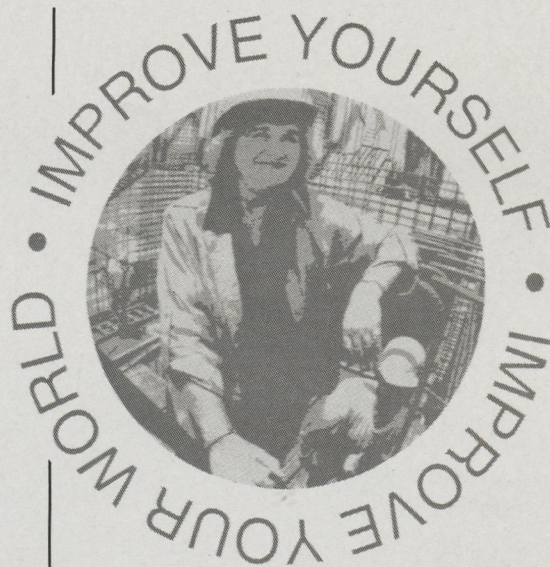
***Now is the time to change your world --
your goals, your outlook.***

***Extended Education is the continuing
education branch of California State Univer-
sity, Dominguez Hills. Our mission is to ex-
tend the educational resources of the
University to the community by augmenting
regular University offerings and by provid-
ing further education opportunities for all
who wish to gain new knowledge and skills
or enhance those already acquired.***

***To enroll, see instructions on pages 40-42
of this bulletin.***

For further information, call (310) 516-3741.

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on recycled paper with soy inks.



Just for Children

Did you know that children and young adults are welcome to take advantage of some of the courses and programs on campus at CSUDH and at the Redondo Beach Community Resource Center?

Schedule a class for your child and yourself

Here are some ideas:

Educational Horizons Talent Search Program

Designed to increase the academic preparedness of intermediate and high school students, the Education Horizons Talent Search motivates students to continue their education at the college level.

The Program Offers:

- After school workshops, seminars and homework clinics
- Study skills workshops
- Career exploration workshops

plus many more activities.

For further information, call (310) 516-4079.

The EXCEL PROGRAM

Sponsored by the Society of Black Engineers, this program offers additional instruction in math and science to African-American children on the CSUDH campus on Saturday mornings.

CALL (213) 295-0867 for more information.

CSUDH Conservatory of Music and Dance

12 sessions (Recital included)
Saturdays Sept 12 - Nov 21
Individual Music Lessons: \$180
Ballet Class \$ 85
Orff Schulwerk (10-wk) . . \$55
Pre-registration required. Call the Music Department at (310) 516-3543.

Extension classes for children & families

Bobbin Lace for Beginners
Calligraphy - Beginning
Folklorico Dance
Jazz Dance
Gestalt Therapy for Children & Families

See the index for more information on these courses.

Theater Department

CSUDH Theater Department's Winter High School Festival features productions from area High Schools. Also, a CSUDH Theater Department production for children will be touring area schools this fall.

CSUDH Art Gallery

The Art Gallery, located in the HFA building, features several exhibits a year, and in the Spring hosts a children's exhibit of art by South Bay artists k-9.

Admission is free. Call for hours at (310) 516-3334.



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Now in Spanish!

Effective Supervision Certificate Program classes now offered in Spanish!

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New for Fall!

CSUDH IDS (Interdisciplinary Studies) classes will be offered over 2-way Interactive Television at Coastline College:

IDS 320-91 USA: Rising or Declining Society? Instructor: C. Jones
Tue 7 - 9:45pm

and

IDS 320-92 Election '92 Instructor: M. Donahoe
Thu 7 - 9:45pm

Call (310) 516-3741 for more information.

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Special Winter and Summer Sessions

Those wishing to complete university credit courses may find the classes they need during Extended Education Special, Winter and Summer Sessions.

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Classes at California State University Dominguez Hills

1000 East Victoria Street, Carson, CA

Parking available in lots: 1.50 per day. Bring dollars and quarters.

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Courses at Redondo Beach Community Resource Center

320 Knob Hill Avenue at Pacific Coast Highway
Free parking

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Arts & Humanities

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Drawing on the Right Side of the Brain:

Perceptual Skills in Drawing

Seq No: 10-021-0820 1 unit prof. credit
Beginning Basic Level Drawing: no experience necessary!

This course is designed for teachers, community members, and students who are non-art majors, and artists who would like to improve their drawing skills. The purpose of the course is to develop the perceptual skills necessary for drawing with confidence and ability. These skills are functions of the spatial, global, non-verbal right hemisphere of the brain. Learn to draw better and see in a new and special way. Bring the following materials to the first class meeting: 8 1/2 x 11 plain bond typing paper (or drawing tablet), #2B and 4B drawing pencils, an eraser, and a hand-held sharpener.

Lynda Greenberg, MFA, artist, has been teaching around the country since 1976 at locations including Princeton, Cambridge, Palo Alto, Fairbanks, and New York.

- 2 mtgs: Sat & Sun Sept 26 & 27
9am - 4:30pm
Redondo Beach Community
Resource Center Rm 7
\$85

Beginning Calligraphy

Seq No: 10-021-0592 Noncredit

An introduction to calligraphy for the un-experienced. Make your own stationery, holiday cards and gift greetings! Awards, certificates, announcements, greeting cards, stationery and many other areas where you may use your new-found talent to embellish will be enhanced when you take this course. All paper and reference materials provided. Equipment (pens and ink) \$15 if purchased in class. Students may also bring their own equipment.

Bernard W. Baker, professor of Art, CSUDH

1 mtg: Sat Nov 7
9am - 3 pm
CSUDH campus HFA C104
\$50

CHILD NOTE:

Take this class with your child and see a marked improvement in handwriting! Yours too!



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. 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.

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

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 \$120 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree.

Call (310) 516-3743 for more information.

Arts & Humanities

Intensive Communication in Spanish: Beginning

Seq No: 11-051-0509 Noncredit

An intensive, in-depth introduction to the Spanish language emphasizing basic communication skills. Participants will not become fluent by completion of this course, but will begin an understanding valuable on the job, traveling, or by being able to communicate with millions of Spanish-speaking citizens of California. Games, humor, and other activities help you learn the language quickly. This is total immersion. Come prepared to learn & speak only in Spanish.

Josefina Culton, instructor, has taught English in Mexico and Spanish in the United States.

6 mtgs: Wed Nov 4 - Dec 16 (no class Nov 11)
6:30 - 9:30pm
Redondo Beach Community Resource Center Rm 8
\$145 (plus \$5 for materials, payable to instructor in class)

Live, Love and Learn Spanish in Cuernavaca, Mexico during Winter Session

A two-week intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time

- No previous knowledge of Spanish required
- Study at the Center for Bilingual & Multicultural Studies - Mexico's foremost center for the study of Spanish
- Live with a Mexican family and enjoy the culture and additional conversational practice
- Daily two-hour study of professional terminology available
- Earn 3 semester units of credit in Spanish

For complete costs and itinerary, contact the CSUDH Office of Extended Education, (310) 516-3746 or write: Extended Education, SCC B141, CSUDH, 1000 E. Victoria, Carson, CA 90747.

Conversational Spanish for Health Professionals

Spanish without Pain

Seq No: 11-051-0505 Noncredit

The purpose of this course is to provide a sufficient level of Spanish language proficiency to enable health professionals to communicate with their Spanish-speaking patients. Tailored to the health field, this course is useful to nurses, doctors, dentists, medical and dental assistants and secretaries, therapists, and other interested professionals. Students will learn Spanish while becoming acquainted with medical terminology in Spanish, as well as the medical culture (herbal and folk medicine) shared by many patients who only speak Spanish.

- Easy guide to pronunciation
- Efficient acquisition of vocabulary
- Role playing in realistic situations
- Giving and receiving instructions
- Polite phrases to ease patient tensions
- Writing and reading in the health field

Recommended Textbook: *Bilingual Vocabulary For The Medical Profession* By Ralph Escandon; Scott Foresman Company

Josefina Culton

8 mtgs: Mon Sept 14 - Nov 9
6:30 - 9:30pm (no class Oct 12)
Redondo Beach Community Resource Center Rm 7
\$145 (plus \$5 for materials payable to instructor in class)

Beginning Japanese Conversation

Seq No: 11-051-0507 Noncredit

Designed for those who want to learn Japanese conversation quickly and efficiently. Students will learn greetings, functional speech and basic sentence structure using a unique phonics manual. By the end of the course, students will also be able to construct hundreds of conversational sentences. Ideal for those who plan to visit Japan or who work for a Japanese corporation.

Moriyasu Hiroshi, instructor, is a graduate of the University of Arkansas where he received a BA in English, and has worked as a teacher of English and Japanese for 14 years.

- 6 mtgs: Thu Sept 24 - Oct 29
6:30 - 8:30pm
Redondo Beach Community Resource Center Rm 7
\$75 (Plus \$2 materials fee payable to instructor in class)

American Language and Culture Program

English as a Second Language

The American Language and Culture Program (ALCP) offers year-round intensive ESL classes for international students. This program prepares international students in the academic reading, writing, listening, speaking and conversation skills needed to enter American colleges and universities.

- Professional staff
- Quality materials
- Use of campus facilities
- I-20s issued to qualified applicants
- Noncredit
- Morning classes only

For more information, telephone the American Language and Culture Program at (310) 516-3830.
FAX (310) 516-3971

Arts & Humanities

Chamber Music (Classical Guitar Ensemble)

Seq No: 10-041/X170/X270/X370 or /X470

1 ext unit credit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. Public performance expected. Repeatable once. Three hours of activity per week plus extra rehearsal and performances times to be arranged.

Cornel Imry is an acclaimed classical guitarist and teacher.

- › 15 mtgs: Thu Sept 3 - Dec 17
7 - 9:30pm (no class Nov. 26)
CSUDH campus HFA A207
\$100

Beginning Guitar Workshop

Seq No: 10-041-0X122 1 ext unit credit

Learn the rudiments of guitar playing including chords, strums, finger picking, and reading music. Popular styles as well as classical technique will be presented. Entertain family and friends at home or parties!

William Davila, MA, host, Noon Concert, KPFF-FM, recording artist and music award winner.

- › 15 mtgs: Tue Sept 1 - Dec 8
7 - 8:50pm
CSUDH campus HFA A207
\$100

Contemporary Guitar Workshop

Seq. No. 10-041-X322 1 ext unit credit

Prerequisite: Previous experience or consent of instructor.

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 finger-board included.

William Davila, MA.

- › 15 mtgs: Thu Sept 3 - Dec 17 (no class on Nov 26)
7 - 8:50pm
CSUDH campus HFA A204
\$100

Ballet Folklorico -- Beginning Mexican Dancing

Seq No: 10-081-0534 Noncredit

Get a taste of the color of Mexico, enjoy great exercise and be a part of the great historic dancing tradition known as Folklorico. From ancient Aztec Yucatan to the lively dances of Jalisco and Vera Cruz, this class will heat up your blood as well as your expertise. Ages 7 and up are welcome. No dance experience necessary.

Cynthia Ponce De Leon, Instructor, has been a Folklorico dancer since the age of six. She is a former member of the Los Angeles Ballet Folklorico.

- › 8 mtgs: Sat Aug 22 - Oct 10
10:30 - 11:30am
CSUDH campus Gym A 102
\$45

Child/Parent Special: \$60
(Seq No: 10-081-0535)

Surrealism and Film

Seq No: 10-101-0532 Noncredit

Focusing on the history and legacy of the French Surrealist movement, participants will be shown landmark works such as Jean Cocteau's *Le Sang d'un Poete* (The Blood of a Poet), Luis Bunuel's *Un Chien Andalou* (The Andalusian Dog) and Bunuel & Salvador Dali's *L'Age d'Or* (The Golden Age) plus others by Americans Maya Deren and Joseph Cornell. The manifestos of the surrealists plus other cultural materials from the Surrealistic age will be examined, including Freud and his writings on dreams and the unconscious. A great class for those new to art and film history as well as avid film buffs.

Michelle Plochere, MA, instructor, writes reviews for *Artweek*, and has held several positions with museums.

- › 12 mtgs: Tue&Thu Sept 1 - Oct 8
6:30 - 9:30pm
Redondo Beach Community
Resource Center Rm 8
\$125

Beginning Jazz Dance

Seq No: 10-081-0533 Noncredit

Is there a dancer inside you? Take this class and try "all that jazz". Learn basic jazz steps and combinations, put it all together -- consisting of warm-ups, floor exercise and a "combination" or dance you'll rehearse every week. Enjoy a different kind of workout while you discover a whole new way to express yourself. Any individual from age 10 to adult is welcome to join in--an interest in dance is the only prerequisite.

Michele Ann Wolfson, Instructor, is a dance teacher, choreographer and has performed and trained since the age of 3.

- › 8 mtgs: Sat Aug 22 - Oct 10
9 - 10:30am
CSUDH campus Gym A 102
\$45



Arts & Humanities



OMNILORE SOCIETY

Over 50? ("seasoned?") Like to stretch your mind?
Enjoy intellectual discussions?

Omnilore Society South Bay Study/Discussion Groups may be just the thing for you. Groups meet every other week for 2 hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Interested? Plan to attend an orientation meeting:
Discussion groups begin mid-September at the Redondo Beach Community Resource Center, 320 Knob Hill, Redondo Beach, Room 7
Phone (310) 373-7993 or (310) 541-1397

Bobbin Lace for Beginners

Seq No: 10-021-0556 Noncredit

Learn how easy it is to make real hand-made Belgian bobbin lace. Create heirloom-quality projects by mastering the tools and techniques of this utterly romantic craft. A basic vocabulary of lace stitches will be learned in a sampler made in class, and the instructor will assist each student in an individual project. The history of lace and how to determine machine-made lace from the real thing will also be covered. No previous skills necessary--and children from the age of 7 are invited to participate. Materials cost: \$51.

Lieve Jerger, instructor, is a native of Belgium and has taught this craft for 15 years. She is founder and director of the Belgian Lace School of Los Angeles.

- › 5 mtgs: Sat Oct 17, 24, 31, Nov 7, 14
9am - 1pm
Redondo Beach Community Resource Center Rm 8
\$45

Special child-parent fee: \$55
(Seq No: 10-021-0557)



Writing from Within

Seq No: 15-012-0827 1 unit prof credit

The process of self-assessment is important if we are to live fulfilled and meaningful lives. *Writing From Within* is a powerful new mode of personal expression and self-awareness which enables us to discover our authentic voice by teaching us to see and write 'through the eyes of a child'. It helps each of us to face our fears of writing, to understand the critic-creator conflict, to develop an acute awareness of who we were at significant moments in our lives, to learn the value of non-judgmental, supportive feedback, and to experience trust in sharing our work with others. *Writing From Within* is an excellent next step for journalers and those seeking self-growth, for 12 steppers and those in recovery, for teachers and counselors seeking creative new approaches to writing, storytelling, and understanding relationships, for older people seeking to leave a viable legacy, and for those dealing with grief.

Bernard Selling, MA, holds masters degrees in English literature and film making. He is the author of *Writing from Within: A Step by Step Guide to Writing Your Life's Stories, Through the Eyes of a Child* and *Writing Your Recovery*.

- › 2 mtgs: Sat & Sun Sept 12 & 19
9:30am - 5pm
Redondo Beach Community Resource Center Rm 8
\$130

If you are interested in this course, also be sure and note other related courses:

- › Alcoholism & Drug Counseling Certificate Program, p.31
- › Treatment of Eating Disorders, p. 33

Courses to help you in your career or discover a new one

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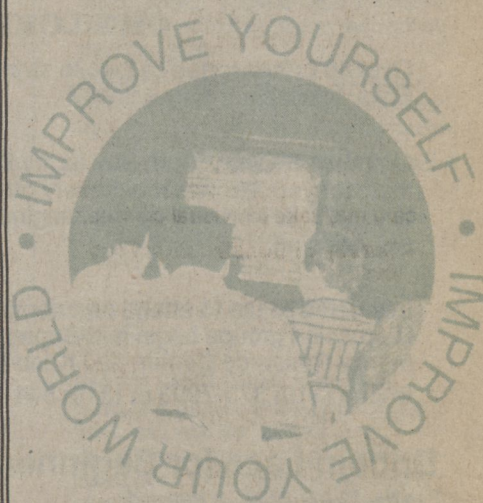
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Construction Management Certificate Program

Construction professionals gain practical knowledge and expertise through the Certificate in Construction Management. This innovative and timely series of courses is designed for construction personnel, owners and developers, and those wishing to enter the field of construction management. You participate with others who face the same kind of professional problems and obtain the skills necessary to successfully manage in the field of construction practices.

To receive the Certificate, candidates must successfully complete eight intensive courses. Those who do not wish to pursue a certificate may take individual classes.

- Survey of Construction Practices
- Legal Aspects of Construction Management
- Construction Methods and Equipment Utilization
- Accounting for the Construction Industry
- Estimating and Bidding
- Construction Project Management
- Construction Management Supervision in Design Development

To receive a complete brochure about the program call Extended Education at (310) 516-3741.

Fall 1992

COURSE OFFERINGS

Survey of Construction Practices

Seq No: 05-011-0972 3.0 CEUs
Basic principles & responsibilities of construction management. The construction process and operating environment. Functions of the manager, public relations, sub-contractors, suppliers, sureties & financial institutions.

Ernest Orchard

- > 10 mtgs: Mon Sept 14 - Nov 16
6 - 9pm
CSUDH campus SAC 1104
\$130

This class is a prerequisite for Construction Project Management to be offered January, 1993

Legal Aspects of Construction Management

Seq No: 05-011-0973 3.0CEUs
Overview of the legal system. Contractor's license law, standard general contract clauses, litigation and alternate dispute resolution, contractor's liability in tort, mechanics liens. Basic contract principles & responsibilities.

William J. Stinde

- > 10 mtgs: Tue Sept 15 - Nov 17
6 - 9pm
CSUDH campus SAC 1106
\$130

Scheduling for Construction Management

Seq No: 05-011-0980 3.0 CEUs

Course includes Critical Path Method (CPM) scheduling. Planning, design & construction schedules, specification clauses for contract time & schedules. Precedence & arrow methods, initial, updated, impacted & as-built schedules. Bar charts, CPM diagrams, "S" curves. CPM reports & sorts. Plan & update progress, time, costs & resources. Schedule impact of changes, delays & acceleration.

W. John Irwin

- > 10 mtgs: Wed Sept 16 - Nov 18
6 - 9pm
CSUDH campus SAC 1104
\$130

The Faculty

Ernest Orchard, (Program Coordinator), President, Orchard Roofing Consultants; Consultant, Twining Laboratories, Inc.

Theodore Wendland III, AIA, Architect, Construction Manager

Randall Hickman, MBA, Vice President, Hickman Construction Company

Jonathan L. Woolf-Willis, JD, Shareholder and Director of Fiore, Nordberg, Walker & Woolf-Willis

William J. Stinde, MBA, General Contractor, Real Estate Broker and Tax Accountant

Timothy John Finn, Engineer, Ollman's Construction Corporation

W. John Irwin, II, PE, Mechanical Engineer, Senior Consultant for Wagner, Holms, Inglis, Inc.



Business

Production & Inventory Control Certificate Program

California State University, Dominguez Hills, School of Management, the School of Science, Math and Technology and the Division of Extended Education, in partnership with the Los Angeles Chapter of the American Production and Inventory Control Society, offers a Certificate Program in Production and Inventory Control. Participants receive a broad education in this expanding field.

Participants in the Production and Inventory Control program have the benefit of being taught by industry professionals, certified by APICS and currently employed in the field of Production and Inventory Control. Courses are taught at University on and off-campus sites in 13-week trimesters.

Many who have completed this Certificate have found employment in aerospace, military, manufacturing, hospitals, retail and warehouse supervision.

REQUIREMENTS

PI X319

Introduction to Materials Management

3 ext units credit

PI X320

Inventory Management & Master Planning

3 ext units credit

PI X321

Materials Requirements Planning and Purchasing

3 ext units credit

PI X322

Capacity and Priority Management

3 ext units credit

PI X324

Just-In-Time/Total Quality Control

3 ext units credit

Classes meet from 6:30 - 10:00pm on the California State University, Dominguez Hills campus in Carson.

On-site programs can be developed by calling Scott MacKay at (310) 516-3355.

For more information, or a free brochure about the program, please call CSUDH, Extended Education at (310) 516-3741.

Fall 1992

Introduction to Materials Management

Seq No: 05-065-X319-1 3 ext units

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.

> 13 mtgs: Thu Sept 17 - Dec 17
6:30 - 10pm
CSUDH campus SAC 1102
\$300

> Seq No: 05-065-X319-2
13 mtgs: Tue Sept 15 - Dec 15
4 - 7:30pm
CSUDH campus ERC E133
\$300

> Seq No: 05-065-X319-92
\$390 if taken over television

Inventory Management & Master Planning

Seq No: 05-065-X320 3 ext units

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.

> 13 mtgs: Tue Sept 15 - Dec 15
6:30 - 10pm
CSUDH campus SAC 1102
\$300

Materials Requirements Planning and Purchasing

Seq No: 05-065-X321-1 3 ext units

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.

> 13 mtgs: Thu Sept 17 - Dec 17
6:30 - 10pm
CSUDH campus SAC 1104
\$300

> Seq No: 05-065-X321-2
13 mtgs: Wed Sept 16 - Dec 16
4 - 7:30pm
CSUDH campus ERC E133
\$300

> Seq No: 05-065-X321-92
\$390 if taken over television

Capacity and Priority Management

Seq No: 05-065-X322 3 ext units

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.

> 13 mtgs: Tue Sept 15 - Dec 15
6:30 - 10pm
CSUDH campus SAC 1104
\$300

Just-In-Time/Total Quality Control

Seq No: 05-065-X324-1 3 ext units

Just-In-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Techniques discussed include process control, quality at the source, and cause and effect analysis.

> 13 mtgs: Thu Sept 17 - Dec 17
6:30 - 10pm
CSUDH campus SAC 1106
\$300

If you are interested in taking courses over Television, see Distance Learning section, p 23.



Master of Science in Quality Assurance (MSQA)

California State University, Dominguez Hills now offers a Master of Science degree in Quality Assurance and Graduate Certificates at three off-campus sites. Quality Assurance is an interdisciplinary profession practiced by members of management who are responsible for planning and assuring the quality of products and services. Career opportunities in the field are excellent as the demand for graduate Quality Assurance professionals continues to increase. To obtain more information on this program, please contact Gene Watson, Program Director, at (310) 516-3880. You are cordially invited to attend one of the three scheduled orientation meetings described below. If you need more detailed directions to the orientations, please call Scott MacKay at (310) 516-3355.

Attend one of three Orientation Meetings:

Van Nuys

Cafeteria
Conference Room
August 4, 1992
6 - 7pm

Anaheim

Suite 150
Rm 5
August 5, 1992
6 - 7pm

Corona

Building 210
Room 113
August 3, 1992
4 - 5pm

Off-campus Sites

For specific directions to these sites, call (310) 516-3355.

Van Nuys

Valley College
5800 Fulton Avenue
Van Nuys

Anaheim

Anaheim Higher Education Center
100 South Anaheim
Anaheim

Corona

United States Naval Warfare
Assessment Center
5th St
Corona

SPECIAL SESSIONS

See Special Sessions information on page 45.



**The Master of
Science in Quality
Assurance degree
(MSQA) is avail-
able over television
through our dis-
tance learning
program. See
page 23 for more
information.**

Fall 1992

Advanced Probability and Statistics

**Prerequisite: undergraduate
calculus, probability & statistics**

45533 QAS 510-71 3 sem units
A study of measures of central tendency and dispersion, important discrete and continuous probability distributions, sampling theory, hypothesis testing and estimation. Linear regression and correlation will also be covered. The uses of statistics in testing, inspection, and production will be identified.

J. Miller

- > 15 mtgs: Tue Sept 1 - Dec 8
6 - 9pm
Anaheim
\$390

Advanced Probability and Statistics

**Prerequisite: undergraduate
calculus, probability & statistics**

02343 QAS 510-72 3 sem units
A. Golant

- > 15 mtgs: Tue Sept 1 - Dec 8
6 - 9pm
Van Nuys
\$390

Quality Project Management & Total Quality Management (TQM)

71831 QAS 511-71 3 sem units
A study of the functions and responsibilities of the quality organization. TQM concepts, quality functions deployment, and the tools for continuous improvement are analyzed for sequence of use and development.

S. Kozich

- > 14 mtgs: Aug 31 - Dec 14
1 - 4pm
Corona
\$390

Business

Quality Project Management & Total Quality Management (TQM)

23155 QAS 511-72 3 sem units

S. Kozich

- 14 mtgs: Thu Sept 3 - Dec 10
6 - 9pm
Van Nuys
\$390

Advanced Experimental Design

Prerequisite: QAS 510

41101 QAS 514-71 3 sem units

Analysis of statistical experimental design strategies. Planning of experiments for the best strategy and objectives.

D. Dunahay

- 15 mtgs: Wed Sept 2 - Dec 9
6 - 9pm
Anaheim
\$390

Measurement and Testing Techniques

67550 QAS 516-71 3 sem units

An in-depth discussion of equipment, principles and techniques of measurement assurance.

E. Watson

- 14 mtgs: Thu Sept 3 - Dec 9
6 - 9pm
Anaheim
\$321

Measurement and Testing Techniques

20145 QAS 516-72 3 sem units

E. Watson

- 14 Mtgs: Fri Sept 4 - Dec 10
11am - 2pm
CSUDH ERC E133
\$390

Measurement and Testing Techniques

02660 QAS 516-92 3 sem units

E. Watson

- 14 Mtgs: Fri Sept 4 - Dec 10
11am - 2pm
over ITFS Channels
\$411

Reliability

Prerequisite: QAS 510

75913 QAS 512-71 3 sem units

An overview of reliability including mathematics, distribution, and their interrelationships to study predictions, confidence assessment and system reliability. The emphasis is on practical applications for product or system design.

A Golant

- 14 mtgs: Mon Aug 31 - Dec 14
4 - 7 pm
Corona
\$390

Applied Systems Reliability, Maintenance & Safety

Prerequisite: QAS 512

78341 QAS 522-71 3 sem units

Analysis of appropriate probabilistic models for system reliability, including the exponential, Weibull, normal and log-normal distributions; life prediction techniques, reliability test program plans, failure modes and effects analysis. Markov models, maintainability concepts, including trade-off between life cycle.

T Vaden

- 14 mtgs: Mon Aug 31 - Dec 14
4 - 7pm
Corona
\$390

STATISTICAL PROCESS CONTROL

A hands-on approach to the application of SPC techniques used to control the quality of manufacturing and service operations.

13 Week Course

3 Degree Applicable Extension Credit Hours

May be taken alone or as part of the requirements for The Certificate Program in Manufacturing Supervision

Sponsored by:

Center for Training and Development

Division of Extended Education

California State University Dominguez Hills

Presented by:

George Rosas

Professional Bi-Lingual SPC Trainer

Offered once each week

September 14, 1992 - December 7, 1992

4:00 p.m. - 7:30 p.m.

\$300

Offered on the California State University Dominguez Hills Campus Library (ERC--Lower West Level) Room E-133

(Map available upon request)

Also offered over the ITFS Educational Television System (additional cost) to companies throughout Los Angeles and Orange County.

This course can also be tailored to your specific company setting and offered on-site at your location. We also offer two other site based, hands-on SPC programs: USING SPC TO IMPROVE PRODUCTION YIELDS and MANAGING THE USE OF SPC.

All of our SPC training is available completely in Spanish. To register or for further information contact Scott MacKay at (310) 516-3355.

Business

Manufacturing Supervision Certificate Program

CSUDH Extended Education and the School of Science, Math and Technology join in offering this new certificate designed for employees in the manufacturing and engineering industry who are moving into their first supervisory positions.

To receive the certificate, candidates must successfully complete four courses. Those who do not wish to pursue a certificate may take individual classes. Classes meet one evening per week and are taught at University on- and off-campus sites in 13 week trimesters. The entire Certificate in Manufacturing Supervision is also taught via the ITFS interactive television system (see p 23).

CERTIFICATE REQUIREMENTS

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 also serves as the first course in the Production and Inventory Control Certificate taught in partnership with the Los Angeles Chapter of the American Production Inventory Control Society (LAPICS - p 12).

PI X319 3 ext units

Quality Management in the Industrial Environment

A study directed towards productivity improvement and learning and improving the industrial environment. Total quality control is discussed as a tool of continuous improvement, employee job certification and certification of special manufacturing processes.

APS X270 3 ext units

Work Standards in Industrial Operations

A study of staff operations in the industrial environment including safety, space layout, scheduling and flow control of the manufacturing process. Loading shop equipment and capability analysis are discussed.

APS X272 3 ext units

Statistical Process Control

A study of the application of SPC techniques used to control the quality of manufacturing and service operations. The course includes a brief statistics review, quality control deviations and sampling techniques of defined risk.

APS X303 3 ext units

Fall 1992

Introduction to Materials Management

Seq No: 05-065-X319-1 3 ext units

- > 13 mtgs; Thu Sept 17 - Dec 17 6:30 - 10pm
CSUDH campus SAC 1102
\$300

- > Seq No: 05-065-X319-2
13 mtgs; Tue Sept 15 - Dec 15 4 - 7:30pm
CSUDH campus ERC E 133
\$300

- > Seq No: 05-065-X319-92
\$390 if taken over television

Statistical Process Control

Seq No: 05-065-X303-1 3 ext units

- > 13 mtgs: Mon Sept 14 - Dec 14 4 - 7:30pm
CSUDH campus ERC E-133
\$300

- > Seq No: 05-065-X303-92
\$390 if taken over television

If interested in taking courses over television, see Distance Learning information p 23.



A STEP BEYOND SPC

A Simplified Approach to the Practical Use of Taguchi and Classical Design of Experiments

HANDS-ON TRAINING WORKSHOP

Sponsored by:

Center for Training and Development
Division of Extended Education

California State University Dominguez Hills

Wednesday, October 7, 1992 and Thursday, October 8, 1992

8:30 a.m. to 4:30 p.m.

Sheraton

Los Angeles Airport

Individual: \$399

Two or more: \$349

\$50 Discount per person

if registration is done prior to September 1, 1992

Workshop size is strictly limited so register early

To register (VISA/MasterCard) or
to receive further information contact Scott MacKay
(310) 516-3355

Business

Technical Writing Certificate Program

Technical Instructions, Advanced Technical Instructions, and Advanced Technical Writing Topics. Each course offers three units of Continuing Education Units (CEUs).

Technical Writing Fundamentals

Seq No: 06-041-0905 3 CEUs

This course will teach the fundamentals of technical writing with special emphasis on meeting the communication needs brought about by today's sophisticated high technology. Students will learn to create test reports, technical papers, instructional materials, specifications, letters, and other documents requiring accuracy and clarity within a concise construction. Class members will also learn to deal with industrial or corporate guidelines and specifications when creating manuals and other publications. The class is designed to provide engineers and other technical personnel with writing skills, broaden the knowledge of technical writers, and prepare individuals for entry positions in technical writing.

Tom Moran, MS, Engineering, is a technical writer/trainer specializing in technical publications.

- 10 mtgs: Wed Sept 16 - Nov 18
6:30 - 9:30pm
CSUDH campus Rm SAC 1110
\$130

Writing Technical Instructions

Seq No: 06-041-0906 3 CEUs

This course will present the basic techniques needed to develop technical instructions used in industrial settings, including those needed for equipment assembly, maintenance, inspection, overhaul, repair, and process control. Topics will include task analysis, use of source data, presentation style and format, text and illustration coordination, technical nomenclature, and target audience. Students will learn techniques to increase the usefulness of their writing, including methods of cross-referencing, indexing, common types of front matter and reading-grade-level test. Special writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

TO BE OFFERED SPRING, 1993

Advanced Technical Writing Topics

Seq No: 06-041-0907 3 CEUs

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Support (CALS) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

TO BE OFFERED JUNE, 1993

For more information about the Technical Writing Certificate Program, contact the Office of Extended Education, (310) 516-3741.

Hazardous Waste Site Operations

Emergency Response 40 hour and 8 hour update

This Hazwoper course is designed to comply with 29CFR 1910, 120 and pending Cal/OSHA Hazardous Waste Operations requirements for Health and Safety Training.

Topics include:

- Environmental law overview
- Medical surveillance
- Hazard definition
- Basic toxicology
- Hazard communication
- Site safety planning
- Air monitoring
- Respiratory protection
- Personal protective clothing
- Decontamination

All participants will receive CFR/First Aid Certification

Danny Gammage, Onyx Environmental Company

- > 40-hour: 4 mtgs:
Sat Oct 10 - 31 8am - 5pm
CSUDH campus SAC 1108
\$650
Seq No: 12-140-0595
- > 8-hour Annual Update 1 mtg:
Sat Nov 14 8am - 5pm
CSUDH campus SAC 1108
\$125
Seq No: 12-140-0565
- > 8-hour Hazwoper for Supervisors
1 mtg: Sat Nov 7 8am - 5pm
CSUDH campus SAC 1108
\$125
Seq No: 12-140-0596

Updating Skills for the Occupational Safety and Health Professional

Seq No: 05-011-0986 3.2 CEUs

A review of occupational safety for the practicing professional, the course covers the Occupational Safety & Health Act of 1970 and regulations adopted under its authority. Workers compensation, system safety, product liability, fire safety, industrial hygiene engineering, management and ethical issues will be included. This is a preparatory course which will enable the student to prepare for the CSP Examination which is held semi-annually. Examination dates will be discussed at the first class meeting. This course is sponsored by the Long Beach Chapter of the American Society of Safety Engineers.

James L. Unmack, PE, CIH, SDP, DEE, instructor, is the Health & Safety Manager for IT Corporation, Construction and Remediation Services. He has managed health and safety programs for Cal OSHA and private industry.

- > 4 mtgs: Sat Sept 19 & 26, Oct 3 & 10 8am - 5pm CSUDH campus SAC 1106
\$150 (plus \$100 materials fee for manual payable to instructor in class)

Business

Effective Supervision Certificate Program

This series is especially designed for men and women in first-line supervisory positions in production and service industries who wish to improve their supervisory skills and achieve greater job effectiveness and satisfaction.

Who should attend

If you wish to gain supervisory skills to be as confident and effective as you can be, this program is for you. Using a practical approach to theory, you achieve basic understandings needed to meet the challenges of supervision. You will participate with other professionals like you who are eager to learn new ways to enhance their careers. Away from the office setting, you will focus on the solutions to problems you face every day.

David N. Chalk, lecturer, has degrees in Economics and Management, as well as 24 years of experience as a manager, consultant, curriculum writer and teacher in graduate level management schools of USC, UCR, and UCI.

Gina M. Gali, instructor in Spanish, is a Human Resources professional with a background in Management Development.

The Courses

Each course in Effective Supervision meets two evenings, a total of six hours. Enrollments are accepted on an individual course basis, and a certificate of achievement is awarded upon the completion of any six courses. With six additional courses, an advanced certificate will be awarded.

Introduction to Supervision

Seq No: 05-061-0975 .6 CEUs

Transition skills for a successful career in management are covered. Learn how to identify and meet the needs of your employees. Recognize six specific responsibilities: to organize, plan, communicate, control, train & motivate. Recognize how to avoid the mistakes made by most supervisors, and learn to give clearly-understood, complete work assignments.

Now in Spanish

The Effective Supervision Certificate is now available in Spanish. The classes are offered at the same time as the classes in English, but in different class rooms with an experienced bi-lingual instructor. See the individual listings for each class.

Enjoy effective transition into supervision. Learn how to successfully exchange the realities for the myths of supervision.

- › **2 mtgs: Mon, Sept 14 & 21**
7 - 9:30 pm
CSUDH campus, SAC 1110
\$85 (includes materials)
- › **Seq No: 05-061-0988**
IN SPANISH:
2 mtgs: Mon Sept 14 & 21
7 - 9:30 pm
CSUDH campus SCC E 149
\$85

Communication & Listening Skills

Seq No: 05-061-0976 .6 CEUs

This course provides detailed ideas for communications skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others, build personal confidence. Recognize communication filters, temperament clues, verbal and nonverbal skills. Review list of effective techniques including questioning strategies for improved interviewing. This workshop will help you write work objectives and conduct dialogue to gain subordinate commitment to clearly-stated work assignments.

- › **2 mtgs: Mon Sept 28 & Oct 12**
7 - 9:30 pm
CSUDH campus SAC 1110
\$85 (includes materials)
- › **Seq No: 05-061-0989**
IN SPANISH:
2 Mtgs: Mon Sept 28 & Oct 12
7 - 9:30pm
CSUDH campus SCC E 149
\$85 (includes materials)

Delegating Strategies and Team Building Techniques

Seq No: 05-061-0977 .6 CEUs

Learn techniques to share responsibility, assign authority and extract commitment for improved performance. Reduce the barriers to delegation. Develop accountability through improved personal or-

ganization, setting priorities and communicating for measurable results. Recognize characteristics for improved group actions and individual performance. Participate in a lively workshop to practice delegation skills. Be able to cope with changing priorities, lack of information, poor planning and changing signals. Learn how to get employees to accept responsibility and develop self confidence. Develop delegation skills which will make your job easier, more effective and more enjoyable for both you and your employees with team building techniques.

- › **2 mtgs: Mon Oct 19 & 26**
7 - 9:30pm
CSUDH campus SAC 1110
\$85 (includes materials)
- › **Seq No: 05-061-0990**
IN SPANISH:
2 mtgs: Mon Oct 19 & 26
7 - 9:30pm
CSUDH campus SCC E149
\$85 (includes materials)

Productivity Motivation

Seq No: 05-061-0984 .6 CEUs

Understand why employees need to be motivated & recognize the key elements & supervisor actions recommended by Herzberg, Maslow, McGregor & Blake-Mouton. The strengths of both the formal & informal organization, the application of actions that put motion into motivation & the "self-fulfilling prophecy" concept will be discussed. Traditional vs. emergency concepts, specific productivity "empowerment" of employees & teams, & the development of personal skills in creating a self-motivating work environment will be considered.

- › **2 mtgs: Mon Nov 2 & 9**
7 - 9:30pm
CSUDH campus SAC 1110
\$85 (includes materials)
- › **Seq No: 05-061-0991**
IN SPANISH:
2 mtgs: Mon Nov 2 & 9
7 - 9:30pm
CSUDH campus SCC E149
\$85 (includes materials)

Business

Stress Coping & the Reduction of Conflict

Seq No: 05-061-0978 .6 CEUs

Recognize work stressors and how to cope with stress on the job. Be aware of both negative and positive ways of responding to stress. Become more sensitive to the needs of others & learn supportive actions to build team productivity. Reduce interruptions, increase personal productivity by working more effectively by being better organized.

- > 2 mtgs: Mon Nov 16 & 30
6:30 - 9:30 pm
CSUDH campus SAC 1110
\$85 (includes materials)
- > Seq No: 05-061-0992
IN SPANISH:
2 mtgs: Mon Nov 16 & 30
6:30 - 9:30 p.m.
CSUDH campus SCC E149
\$85 (includes materials)

Understanding & Coping with Different Leadership Styles.

Seq No: 05-061-0983 .6 CEUs

Learn the essence of leadership & how to recognize the 5 styles, how to apply coping skills for effective response, how to be flexible, & how to develop your own leadership style. Participants can become personally flexible in seeing differences in people's "styles" & relate to different styles of the boss, subordinates, customers & contemporaries.

- > 2 mtgs: Mon Dec 7 & 14
7 - 9:30pm
CSUDH campus SAC 1110
\$85 (includes materials)
- > Seq No: 05-061-0993
IN SPANISH:
2 mtgs: Mon Dec 7 & 14
7 - 9:30pm
CSUDH campus SCC E149
\$85 (includes materials)

To be offered during Spring, 1993

- Interviewing Skills for Supervisors
- Performance Evaluation Techniques
- Discipline Strategies & Practices
- Time Management for Supervisors
- Legal Aspects Supervision I & II
- Coaching & Counseling Techniques for Supervisors

A Tax Class for Landlords

Seq No: 05-022-0578 Noncredit

If you are a current landlord or thinking about becoming one, this workshop is for you. Rental property will be discussed from a tax perspective. You will learn the tax advantages of owning rental property stressing deductions. You will be guided step-by-step toward a better understanding of rental tax rules and how to apply them as a landlord or future landlord.

David Westerfield, instructor, is an accountant, business consultant and entrepreneur, specializing in consumer oriented seminars, including business tax workshops.

- > 1 mtg: Tue Nov 10
6 - 10pm
Redondo Beach Community
Resource Center Rm 8
\$40 (includes materials)

101 Ways to Promote a Business with Little or No Money

Seq No: 05-996-0519 Noncredit

Marketing need not be expensive to be effective. Learn how to increase the sales of your business using minimum expense and maximum smarts. This course is packed full of solid, practical, cost-effective advice on no-cost, low-cost marketing strategies and ideas for promoting any type of business successfully.

Of the 101 techniques you'll learn, many techniques cost no money whatsoever and the use of just 1 or 2 will make a dramatic difference in the success of your business. Learn:

- What marketing is, and isn't
- Why most marketing doesn't work and what to do about it
- How to successfully promote a business without advertising
- 8 ways to save 100's and conceivably 1,000's of \$ on all your marketing efforts

Dennis Morgan, MBA, teaches business seminars and is a consultant for a management and marketing firm.

- > 2 mtgs: Thu Oct 15 & 22
7 - 9:30pm
Redondo Beach Community
Resource Center Rm 8
\$45

Starting & Operating a Successful Mail Order Business

Seq No: 05-091-0563 Noncredit

Launching a successful mail order business requires an aptitude for merchandise selection, a knowledge of markets, organizational ability, some capital investment, and time. This workshop is for persons interested in supplementing their income, starting a business, or who find it necessary to work out of their home. Companies interested in expanding distribution through mail order sales will also find this a valuable seminar.

Topics include:

- Money management
- Customer knowledge
- Finding merchandised & service
- Product testing
- Advertising
- Media selection
- Record-keeping

Required textbook: *Mail Order Made Easy*

Howard Goldsmith, MIM, president, Intercontinental Trade Specialists; instructor, international trade, consultant and author of *Import/Export: a Guide to Growth, Profits and Market Share*.

- > 2 mtgs: Wed Sept 16 & 23
6:30 - 9:30pm
Redondo Beach Community
Resource Center Rm 8
\$50 (plus \$22 materials fee pay-

Market Your Small Business Successfully

Seq No: 05-996-0531 Noncredit

This module identifies effective marketing strategies that can help sell your product or service. Topics include defining the market, selecting an appropriate niche, developing an effective advertising or promotional program, and conducting practical marketing research.

Dennis Morgan, MBA.

- > 1 mtg: Sat Oct 3
10am - 3:30pm
Redondo Beach Community
Resource Center Rm 8
\$45

Business

Importing & Exporting

An In-depth Guide

Seq No: 05-131-0554 Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is 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 include:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules and procedures

Expert guest speakers will provide additional information.

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

Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company and is author of *Importing: Your Guide to Fortune & Fulfillment*.

- 1 mtg: Sat Nov 28
10am - 3pm
Redondo Beach Community
Resource Center Rm 7
\$65 (\$15 materials fee)

Paralegal Studies Certificate

CSUDH Division of Extended Education is offering courses leading to a Certificate in Paralegal Studies.

The Certificate is designed to prepare and qualify recipients for employment as paralegals in the private and public sectors.

A paralegal is a legal assistant who works under the supervision of a lawyer and functions as a vital member of a law office team. Such paraprofessional positions have been created by many public agencies and private law offices to help meet the increasing demands for legal services. The American Bar Association officially encourages the training and employment of paralegals in the legal professions.

Paralegal work involves conducting legal research, interviewing clients, representing clients before some administrative agencies, assisting in the drafting and interpreting of legal documents, and participating in various other paraprofessional legal activities.

The program also is designed for those who are employed already in a law-related career or have related work experience, but have not completed at least 33 semester units of lower division general education and law-related courses. Such students must obtain prior approval from the Paralegal Studies Coordinating Committee before enrolling in the program. Upon completing the program with a minimum GPA of 2.0 (C), such students receive an official Letter of Completion verifying the sequence of courses satisfactorily passed.

The program offers a number of courses useful to those who are planning to enter other law-related careers, such as law enforcement, immigration, etc.

SPECIAL SESSIONS:
See Special Sessions information on page 45.



Fall 1992

Introduction to Paralegal Studies

84965 PLG 300-71 3 sem units

An introduction to the role and function of the paralegal, the structure and function of law and the court system, case reporting and analysis, the operations of a law office, law ethics, and theory and strategies of legal interviewing and counseling, negotiation and settlement.

Anthony Filer, Attorney at Law, Compton Legal Aid, is an experienced instructor in the field.

- 30 mtgs: Tue & Thu, Sept 1 - Dec 15
5:30-6:45pm
CSUDH campus SAC 1107
\$321

Special Topics: Bankruptcy

10286 PLG 395-71 3 sem units

Study of a single topic. Course repeatable for credit within different topics.

Elsie Davis, instructor, has over 25 years experience in California Chapter XIII law, serving as Trustee from 1971 - 1992.

- 5 mtgs: Sat Sept 12 & 26, Oct 17 & 31, Nov 21
8:30am - 6pm
CSUDH campus SBS A210
\$321

Special Topics: Family Law

58111 PLG 395-72 3 sem units

Study of a single topic. Course repeatable for credit within different topics.

Anthony Filer, Attorney at Law, instructor, has made a specialty of Family Law.

- 5 mtgs: Sat Sept 19, Oct 3 & 24, Nov 14, Dec 5
8:30am - 6pm
CSUDH campus SCC E145
\$321

For requirements and further information, contact Margaret Blue, Program Coordinator, (310) 516-3538

Discover Easy Money Strategies for Retirement

Seq No: 13-041-0525 Noncredit

Learn key concepts and practices for developing a winning strategy to map a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that professionals know yet seldom offer.

Topics to be covered include:

- How tax brackets affect financial decisions
- The 26 most common financial mistakes of retirement
- The most popular ways of receiving & increasing income
- Clearing-up misconceptions about IRAs and lump sum distributions

• Estate planning and living trusts and many other topics that will enhance your knowledge for smart money management in retirement

Ruth McHale and Regina McKernan, Financial Consultants, Financial Network Advisory Corp.

- 3 mtgs: Wed Oct 14, 21, 28
7:30 - 9:30pm
Redondo Beach Community Resource Center Rm 8
\$35 or \$45 per spousal couple

Personal Investing

Seq No: 13-041-0523 Noncredit

Beginners learn the basics of personal finance, investment alternatives for risk and return tradeoffs, the psychology of investing, and how to determine risk tolerance in this course. No-load mutual funds will be emphasized for do-it-yourselfers as well as how to select a money manager/advisor. Guidelines for asset allocation in 401(K) or 403(B) retirement savings plans, investment rules of thumb, sources of information, & software designed to help you track your investments will be included.

William Jerkovsky, MS, instructor, has over 20 years experience in investing for individuals.

- 2 mtgs: Sat Sept 5 & 12
9 - 11am
Redondo Beach Community Resource Center Rm 7
Single: \$60
Couple: \$75 (Seq No: 13-041-0524)
(plus \$5 for workbook payable to instructor)

Small Business Tax Seminar

Seq No: 05-996-0704 Noncredit

Whether you're just starting a business, currently own or run a small business, or even if the business tax returns are done by an outside professional, you will learn tax options available to you as a business person. A simplified small business tax return is explained.

Topics include:

- Tax forms
- Self-employment tax and estimated tax
- The basics of preparing a business tax return
- Expense deductions
- Depreciation
- New tax law highlights
- Record-keeping methods
- General tax tips

This tax seminar is a must for the small business person.

David Westerfield is an accountant, business consultant and entrepreneur, specializing in consumer-oriented seminars, including business tax workshops.

- 1 mtg: Sat Nov 21
1 - 4pm
Redondo Beach Community Resource Center Rm 8
\$50 (plus \$10 for workbook)

How to Set Up Bookkeeping for a Small Business

Seq No: 05-996-0705 Noncredit

This seminar will de-mystify bookkeeping for your small business and bring credibility to your bookkeeping. Learn how to set up and use a simplified bookkeeping system for your small business. Included will be: how to record expenses, how to record income, how to set up files and records for easy retrieval and taxes, how to set up petty cash, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that you can use in your business.

David Westerfield

- 1 mtg: Sat Nov 21
8:30am - 12pm
Redondo Beach Community Resource Center Rm 7
\$55 (workbook included)

Tax Practitioner's Institute 1993

Seq No: 05-022-0946 0.7 CEUs

This one-day workshop will provide accountants, tax preparers, and enrolled agents current information on a broad range of issues including:

- Distributions from profit sharing and other plans--when are they taxable and options for rollover
- 1040R form--when is it necessary and what are the filing requirements
- Vacation home expenses, vacation property rents and renting to a related entity
- Listed property--luxury automobiles, computers & telephones
- Home offices--when to take the deduction
- Taxpayer assistance orders--how to help your client
- Updates: What are the new changes for 92 filings? Trends within the Internal Revenue Service will be discussed.

There will be time allotted for a general question and answer period.

Ken Ficklin, DD, CPA, and Kaye Sheppard. Ken Ficklin is an Internal Revenue Agent group manager and has presented topics at the Tax Practitioner's Institute for the past 9 years. Kaye Sheppard is an IRS manager with big "6" accounting experience.

- 1 mtg: Sat Oct 17
8:30am - 5:30pm
CSUDH campus HFA A 103
\$85 (includes materials)

Medical Insurance Billing:

Including a Look at the Legal Aspects of Collections

Seq No: 12-021-0512 Noncredit
Learn all phases of medical insurance billing. Learn how to bill Medicare, Medical, Blue Cross, Blue Shield, workers comp. and the private insurance companies. Learn how to read EOB (Explanation of Benefits) and how to use it to bill a second insurance. Medical insurance billers frequently earn \$15 and more an hour. This is also a good refresher course for physicians and medical office staff. Certificates will be issued.

Terry Rowen, consultant to the medical field, is a former owner of a successful billing service.

2 mtgs: Sat Sept 5
9:30am - 4:30pm
Sat Sept 12
9:30am - 12:30pm
CSUDH campus SAC 1102
\$90 (plus \$40 materials fee payable to the instructor in class)

Starting a Medical Billing Service

Seq No: 12-021-0513 Noncredit
(Medical billing knowledge or Medical Insurance Billing class recommended)
Most medical practices receive more than 70% of their income from insurance companies. Thus, billing services are big business. You will learn: How to obtain clients, setting fees, marketing to large groups in health care for free, and creating promotional brochures. Small individually owned billing companies can earn \$75,000 a year. Freelancers can earn up to \$25 an hour.

Terry Rowen

1 mtg: Sat Sept 12
1:30 - 4:00pm
CSUDH campus SAC 1102
\$45 (plus \$22 materials fee payable to the instructor in class)

Basic Computerized Medical Insurance Billing

Seq No: 12-021-0518 Noncredit
A hands-on introduction to using a computer for medical insurance billing, including electronic claims. Learn to input patient and insurance information, generate claim forms and patient statements. Computer terminology, setting up a typical practice, inputting procedures, fee schedule data base and patient information will be discussed. Recommended for those interested in starting a billing service or working in a medical facility. Certificate of completion will be issued. No previous computer experiences required.

Terry Rowen

1 mtg: Sat Sept 19
9am - 5pm
CSUDH campus SBS B109
\$89 (Plus \$20 materials fee payable to instructor in class)

Intro to Workers' Compensation

71470 HEA 495-71 3 sem units
This course surveys Workers Compensation from its early history in California to the current California Workers' Compensation Law. Concepts of compensability, injury, benefits, managed care, vocational rehabilitation, loss control programs and medical-legal issues will be discussed, as well as the new fraud legislation and the Americans with Disabilities Act.

Robert Dickerson, instructor, is Claims Manager for Liberty Mutual Insurance Company.

14 mtgs: Tue Sept 22 - Dec 22
6 - 8:45pm
Redondo Beach Community Resource Center Rm 7
\$321

SPECIAL SESSIONS:
See Special Sessions information on page 45.



Basic Payroll Training Class

Seq No: 05-061-0559 Noncredit
Payroll is one of the fastest changing career fields in the business world today. Constant fluctuation in government rules and regulations make it difficult to keep up. Without sound basic skills and knowledge, your payroll department may have difficulty in keeping your company in compliance. But until now, payroll has been a learn as you go methods.

But not any more! This information packed seminar will train you in the necessary skills and knowledge to help you keep abreast of the ever-changing regulatory environment of payroll. You will learn the difference between employees and contract labor. What the IRS classifies as wages and how to tax them. How to calculate a manual check according to the Department of labor, and what are the new changes to this year's W-2's and 941 forms.

- Who are employees
- What are wages
- Other compensation
- Payroll laws (federal and state)
- Payroll taxes
- Calculating gross pay
- Payroll deductions
- Calculating manual checks
- Federal and state tax reports
- Record retention requirements

Who should attend this class? The recently promoted, newly-paid payroll professional. For those who need to update or refresh their payroll skills.

Lambert and Associates

1 mtg: Sat Sept 26
8:30am - 5pm
CSUDH campus SAC 1110
\$95

Business

Macintosh Survival Skills for the Office

Seq No: 07-011-0555 Noncredit

Gain Macintosh survival skills for the office including computer graphics (McPaint) and time-saving word processing (Microsoft Word 4.0). Language, practical skills and hands-on training will be covered for the most popular computer in use today in business.

Steve Brownson, instructor, is an experienced Macintosh teacher for Citicorp and other organizations.

- › 4 mtgs: Tue Aug 25, Sept 1 & 8
7 - 10pm
Sat Aug 29
9am - 12pm
CSUDH campus SCC E127
\$100 (plus \$5 for materials payable to the instructor in class)

Mac Without Pain

Moving along with the Macintosh computer

Seq No: 07-022-0556 Noncredit

Discover the world of the Macintosh! Learn how to create spreadsheets, store documents, draw images, and utilize desktop publishing functions. View the actions and apply the lessons to practical work-related situations. Join in an intensive skills preparation course and gain an edge on the computer of the 90s!

Steve Brownson

- › 4 mtgs: Sat Sept 12
9am - 12pm
Tue Sept 15 - 29
7 - 10pm
CSUDH campus SCC E 139
\$100 (plus \$5 for materials payable to the instructor in class)

Help! Help! Computers

Seq No: 07-011-0547 Noncredit

Apple or IBM? What's a CRT 256K or 640K or RAM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. You will learn computer lingo. Computer equipment and software programs are discussed. The pros and cons of many current computer systems are shared along with computer recommendations on what to buy. The best way to purchase a computer, including questions to ask salespeople when shopping are discussed. You will be able to ask questions and get reliable, truthful and easy to understand answers. You will walk away from this seminar COMPUTER SAVVY! This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of "Microcomputers: Shop with Savvy"

- › 1 mtg: Tue Oct 13
6:30 - 9:30pm
Redondo Beach Community Resource Center Rm 8
\$25 (plus \$5 materials fee payable to the instructor)

Intro: DOS

Seq No: 07-011-0556 Noncredit

Develop greater control over your computer operation through knowledge of DOS commands. Your DOS disk holds important commands that every computer user should know, such as copying and erasing files, and preparing new disks. Through DOS commands you will manage your disk storage more effectively, and reduce the risk of erasing information.

Frank Steffen, Associate Member of the Programming staff at XEROX Corporation.

- › 4 mtgs: Tue Aug 18 & 25
Thu Aug 20 & 27
6:30 - 9:30pm
CSUDH campus SBS A110
\$145

Computerized Book-keeping with "Quicken" Software

Seq No: 07-022-0568 Noncredit

Automate your personal and/or small business using "Quicken" software on an IBM computer. Learn:

- How to set up expense & income accounts
 - How to record & track expenses & income
 - How to use a computerized check register
 - How to prepare month-end expenses and income reports
 - How to prepare profit & loss statements
 - How to prepare a balance sheet
- David Westerfield

- › 1 mtg: Sat Sept 19
9am - 3pm
CSUDH campus SBS A-110
\$75

Intro: WordPerfect 5.1

Seq No: 07-011-0553 Noncredit

Create, edit, save and retrieve documents, center, boldface, underline, text blocking. Each person will have use of an IBM or compatible computer during class.

Frank Steffen

- 4 mtgs: Tue Sept 15, 22, 29
Oct 6
6:30 - 9:30pm
CSUDH campus SBS B109
\$145

Intro: Lotus 1-2-3

Seq No: 07-011-0552 Noncredit

Designed for the first time user. Build spreadsheets from scratch, customize them for business use and alter, sort and graph information for professional presentations. Each person will have exclusive use of an IBM or compatible computer during class.

Frank Steffen

- › 4 mtgs: Tue Oct 13, 20, 27
Nov 3
6:30 - 9:30pm
CSUDH campus SBS B109
\$145

Business

Cal State Dominguez Hills

INTERACTIVE INSTRUCTIONAL TELEVISION

ITFS Channel 23 - Paragon Cable Channel 54 - Copley Colony Vision Channel 48

FALL 1992 BROADCAST SCHEDULE

MASTER OF SCIENCE in QUALITY ASSURANCE

QAS 516 Measurement & Testing Techniques (3)
Friday 11:00 AM - 1:45 PM Begins 9/4

MASTER OF ARTS in BEHAVIORAL SCIENCE:

Negotiation & Conflict Management

BEH 525 Alternative Dispute Resolution (3)
Monday 7:00 - 9:45 PM Begins 8/31
Tuesday 1:00 - 3:45 PM Begins 9/1 *

BEH 535 Organizational Conflict (4)
6 Saturdays 9:00 AM - 5:00 PM Begins 9/5
Mon./Wed. 1:00 - 3:00 PM Begins 9/7 *

PRODUCTION AND INVENTORY CONTROL CERTIFICATE

PIX 319 Introduction to Materials Management (3)
Tuesday 4:00 - 6:45 PM Begins 9/15
Friday 2:00 - 4:45 PM Begins 9/18*

PIX 321 Material Requirements, Planning & Purchasing (3)
Wednesday 4:00 - 6:45 PM Begins 9/16

MANUFACTURING SUPERVISION CERTIFICATE

APS 303 Statistical Process Control (3)
Monday 4:00 - 6:45 PM Begins 9/14

EDUCATION

GED 525 Bilingual/Multicultural Teaching Methods (3)
Tuesday 7:00 - 9:30 PM Begins 9/8 **

HEA 300 Health in Public Education (3)
Wednesday 7:00 - 9:30 PM Begins 9/9 **

TED 405 Mainstreaming Children With Special Needs (3)
Thursday 7:00 - 9:30 PM Begins 9/10 **

COMMUNITY COLLEGE CERTIFICATE

GED 549 The Community College (3)
4 Saturdays 9:00 AM - 5:00 PM Begins 10/10

* rebroadcast

** simulcast on KLCS (UHF) Channel 58

California State University, Dominguez Hills has become the leading campus in Southern California for broadcasting university courses over television. These courses are broadcast live and interactive. Students can call in and talk with the instructors during class. Our broadcasts can be seen on Paragon Cable Television in the South Bay, Copley Colony Vision Cable Television in the Harbor area and at many business and industry sites which receive our ITFS signal. Three of our education courses are also available on KLCS UHF Channel 58.

For more information, call (310) 516-3741.

Interactive Instructional Television Registration Form

Name _____

Soc Sec No _____ Date of Birth _____

Worksite or Work Address _____

Home Address _____

City/St/Zip _____

Work Phone _____ Eve Phone _____

Course No. _____ Title _____ Units _____

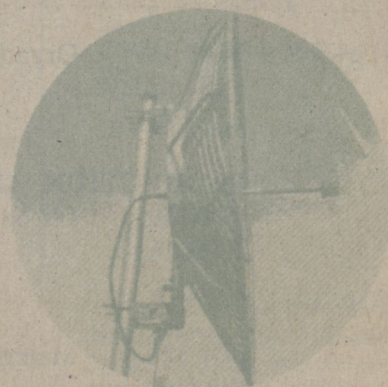
Course No. _____ Title _____ Units _____

Course No. _____ Title _____ Units _____

Total enclosed _____

Charge VISA/MC # _____ Exp _____

Mail to Division of Extended Education, California State University
Dominguez Hills, Carson, CA 90747 or FAX to (310) 516-3741.



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Open University and Winter Session
see below

***Need to take university credit courses?
Open University is for you!***

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

Open University is for you if you:

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

Yes, send me more information about Open University!

Name _____

Address _____

City/St/Zip: _____

Mail to: Extended Education, CSU Dominguez Hills 1000 East Victoria, Carson, CA 90747

***Winter Session
CSUDH
1993***

Three-week intensive period Jan 4-22

Take a course to fulfill a requirement or just to enjoy a course! Use the time between semesters to your advantage. Regular residence CSU credit courses in only three weeks!

Name _____

Address _____

City _____

State _____ Zip _____

Day Phone _____

Eve Phone _____

Education

Early Childhood Certificate Program

The program is designed to meet the California State Department of Social Services requirement for Teachers or Directors of early childhood 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. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed.

Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development).

The Courses

All Students (required core courses):
PSY X350 Developmental Psychology
TED X355 Child, Family and Community

Administration Only:

TED X356 Early Childhood Administration and Supervision

Specialization Courses:

TED X351 Infant Prog. Development I and
TED X352 Infant Prog. Development II or
TED X353 Preschool Prog. Develop. I and
TED X354 Preschool Prog. Develop. II

Additional Courses

Workshop in Teaching Methods Series

To receive a free brochure, contact the Division of Extended Education at (310) 516-3741. For information regarding the program, contact the Education Dept., (310) 516-3522.

Fall 1992

Developmental Psychology

Seq No: 08-011-X350 3 ext units
Designed for the early childhood practitioner in infant care programs and pre-school/child care programs. The course studies the cognitive, psychological and social development of the child.

Dolores Skverjm

- > 15 mtgs: Mon Sept 14 - Dec 21
6:30 - 9:30pm
Redondo Beach Community Resource Center Rm 8
\$300

Preschool Program Development I

Seq No: 08-011-X353 3 ext units
Examines a variety of early childhood curricula and the relationship of curriculum development to organization and instruction. Discussions include planning, development, and organizing the environment

Joanne Sato, MA, director CSUDH Child Development Center

- > 15 mtgs: Wed Sept 9 - Dec 16
6:30 - 9:30pm
Redondo Beach Community Resource Center Rm 7
\$300



Gestalt Therapy with Children and Families

Child's Eye View of Gestalt

First Section

Seq No: 12-221-0546 Noncredit
Learn to apply the humanistic, experiential principles of Gestalt therapy to work with children, adolescents and families. The first section will focus on intervention strategies with children and adolescents. The use of art and play therapy, story writing, metaphors, board games and innovative approaches will be covered. Theory will be discussed briefly; most of the time will be spent experientially, and with demonstrations and discussions. A slide show of sand-tray work will be included. Attention will be paid to application of the approach to both short and long-term therapy.

Ruth Lampert, MA, MFCC, Family Kaleidoscope, SM Therapy and Training Center, Founder/Director. Faculty, CSU Northridge, Pepperdine University, Graduate School of Psychology & Education Los Angeles, Anitoch University.

- > 1 mtg: Sat Sept 12
9am-4pm
CSUDH campus SAC 1108
\$55

Gestalt Therapy with Children and Families



Second Section

Seq No: 12-221-0547 Noncredit
THE SECOND SECTION will explore theory and application to families. We will find how Gestalt therapy integrates with family system work, the therapist's use of self, how to include children in family therapy, and use with "non-traditional" families such as single-parent and step-families. There will be generous amounts of role playing and demonstration, and a video will be shown.

- > 1 mtg: Sat Sept 26
9am - 4pm
CSUDH campus SAC 1108
\$55
- > Attend both sections for only \$95 (Seq No: 12-221-0548)

Education

Community College Teaching Certificate Program

CSUDH offers a three course Certificate in Community College Teaching for those who would like to explore the option of a career in community college instruction. The Certificate Program is designed to enhance the skills, and thereby the employability of the potential community college instructor.

Program Requirements:

Student must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the Community College level, or be currently employed as an instructor in a community college.

Effective College Teaching

13543 GED 548-71 3 sem units
Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, and instructional technology.

- > 6 mtgs: in Sept TBA
9am - 4:30pm
CSUDH campus Rm TBA
\$321

SPECIAL SESSIONS

See Special Sessions information on page 45.



College Teaching Internship

XXXXX GED 594-71 3 sem units
A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

- > Aug 24 - Dec 11
Schedule TBA
\$321

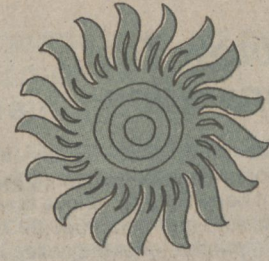
Prerequisites: GED 548 and GED 549; master's degree by the time the program is completed; and minimum grade of "B" in all courses in the program.

The Community College

81830 GED 549-71 2 sem units
An overview of the history, mission and function of the Community College. Topics include the history of higher education, the role of the Community College, student characteristics, curriculum, finance, governance articulations, and the California Master Plan.

- > 4 mtgs: 4 consecutive Sat in Oct
9am - 4:30pm
CSUDH campus Rm TBA
\$214

For further information contact Patrice Sewell, Office of Extended Education, (310) 516-3741.



Live, Love and Learn Spanish in Cuernavaca, Mexico during Winter Session

A two-week intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time

- No previous knowledge of Spanish required
- Study at the Center for Bilingual & Multicultural Studies - Mexico's foremost center for the study of Spanish
- Live with a Mexican family and enjoy the culture and additional conversational practice
- Daily two-hour study of professional terminology available
- Earn 3 semester units of credit in Spanish

For complete costs and itinerary, contact the CSUDH Office of Extended Education, (310) 516-3746 or write: Extended Education, SCC B141, CSUDH, 1000 E. Victoria, Carson, CA 90747.



Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Education

Bobrow Test Preparation

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 staff is composed of 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 310/516-3909.

All Workshops cover the most recent areas. 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 ability — arithmetic, algebra, and geometry. Verbal analogies, antonyms, reading comprehension, sentence competition, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

GRE Review for Dec 12 Exam

Seq No: 08-000-0503-01

- > 4 mtgs: Sat Nov 7, 14, 21, Dec 5
9am - 1pm
CSUDH campus SAC 1102
\$165

GMAT (Graduate Management Admission Test) Review

This course will cover the various areas of the GMAT:

- Math Ability (Problem Solving)
- Reading Comprehension
- Sentence Correction
- Data Sufficiency

- Critical Reasoning
- Review of basic arithmetic, algebra and geometry.

GMAT Review for Oct 17 Exam

Seq No: 05-011-0540-01

- > 3 mtgs: Sat Sept 26, Oct 3, 10
9am - 3:30pm
CSUDH campus SAC 1102
\$175

GMAT Review for Jan 16 Exam

Seq No: 05-011-0540-02

- > 3 mtgs: Sat&Sun Dec 12, 13, Jan 9
9am - 3:30pm
CSUDH campus SCC E 145
\$175

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.

CBEST Review for Oct 3 Exam

Seq No: 08-011-0520-01

- > 3 mtgs: Sat Sept 12, 19, 26
9am - 3pm
CSUDH campus SAC 1104
\$155

CBEST Review for Dec 12 Exam

Seq No: 08-011-0520-02

- > 3 mtgs: Sat Nov 14, 21, Dec 5
9am - 3pm
CSUDH campus SAC 1104
\$155

CBEST Review for Feb 6 Exam

Seq No: 08-011-0520-03

- > 3 mtgs: Sat Jan 16, 23, 30
9am - 3pm
CSUDH campus SAC Rm TBA
\$155

SAT (Scholastic Aptitude Test) Review

The SAT sessions are a series of prep sessions designed to give the potential college student an edge in doing his/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.

SAT Review for Oct 10 Exam

Seq No: 08-000-0505-01

- > 3 mtgs: Sat Sept 19, 26, Oct 3
9am - 12:30pm
Redondo Beach Community Resource Center Rm 7
\$115

SAT Review for Nov 7 Exam

Seq No: 08-000-0505-02

- > 3 mtgs: Sat Oct 17, 24, 31
9am - 12:30pm
Redondo Beach Community Resource Center Rm 7
\$115

LSAT (Law School Admission Test) Review

This program is designed to assist students in preparing for the NEWLY REVISED LSAT by familiarizing them with each subject area, giving important insights into the types of questions and offering timed testing practice. Areas covered include:

- Analytical Reasoning
- Logical Reasoning
- Reading Comprehension
- The Writing Sample

LSAT Review for Dec 5 Exam

Seq No: 08-000-0529

- > 3 mtgs: Sun Nov 8, 15, 22
9am - 3:30pm
CSUDH campus SCC K 144
\$175

Education

Credential in Special Education

CSUDH Division of Extended Education is offering a concurrent Multiple Subject/Learning Handicapped or Severely Handicapped Credential Program. It is designed for individuals presently teaching on waivers in special education classrooms who want to become fully certified special education teachers. This collaborative program between the Graduate and Teacher Education Departments has recently been approved by the Commission on Teacher Credentialing. It allows the student to earn two credentials concurrently: a basic elementary credential (multiple subject) and a special education credential (learning or severely handicapped).

Time Savings

- 56 unit streamlined program is a 23% of 17-unit reduction in coursework
- Concurrent Program can be completed part-time in 2 1/2 years —a 30% time reduction
- Unique collaborative experiences in general/special education offered
- Only 3 additional units needed for a Master of Arts in Special Education degree

Innovative Schedule

A special class schedule has been designed to meet the needs of working teachers. 3-unit classes meet twice weekly in six-week segments on weekdays in late afternoon/early evening and/or Saturday mornings. Courses will run back-to-back allowing the student to complete two courses in 12 weeks. (This allows for mid-semester tuition payment). Classes will be offered during the summer and intersessions. Other classes with varying credits will have non-traditional schedules.

Fall 1992

Introduction to Exceptional Children

45931 GED 460-71 3 sem units

Reviews the field of exceptionality including behavioral and learning characteristics of handicapped pupils in terms of developmental and program needs. Covers the current eligibility criteria, legal rights and exemplary school programs for the learning, severely, physically, visually and communication handicapped.

- > mtgs, time & location TBA
\$390

Teaching Whole Language

Reading/Language Arts in Elementary Schools

12806 TED 403-71 3 sem units

Includes systems of teaching beginning literacy: appropriate strategies for implementing a literature-based, integrated, reading and writing curriculum, consistent with California Language Arts framework; effective lesson design, incorporating such methods as direct instruction and cooperative learning; formal/informal assessment procedures.

- > mtgs, time & location TBA
\$390

For a complete enrollment package, including a brochure, application, admission criteria and program description, contact Carrie Ann Blackaller, PhD, program coordinator, at (310) 516-3524 or (310) 516-3900 in the CSUDH Department of Graduate Education or Diana Wolff, EdD in the CSUDH Department of Teacher Education (310) 516-3922.

SPECIAL SESSIONS:

See Special Sessions information on page 45.



Speed Reading and Comprehension Training:

For Adults and College Students

Seq No: 15-992-0533 Noncredit

In this program you will learn to double your reading speed in academic and professional material, triple your reading speed in recreational reading, and eliminate wasteful and time-consuming re-reading.

You will also learn a systematic approach to reading and studying difficult nonfiction. You will improve your ability to absorb and retain information, while learning to sustain concentration for hours of continuous reading.

Program participants receive a Course Review Kit and Lifetime Repeat Privileges at all sponsoring universities and municipal agencies. For more detailed formation, please call The Institute for Reading Development at (310) 630-8884.
Staff

- > 4 mtgs: Sat & Sun, Nov 7,8,14,15
9am - 1pm
CSUDH campus SCC E167
\$198 (includes materials)

Education

Special Education Resource Specialist Certificate

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services, and community agencies). Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (laws & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods and materials for students at risk or school failure). The CSUDH Resource Specialist Certificate Program covers these unique functions of the California Resource Specialist in three courses. Field projects are included in each course to help candidates master the skills required. The program meets all the state requirements for the California Resource Specialist Certificate.

Admission Requirements

Possession of a clear California Special Education Specialist Credential or equivalent, three current professional references from education supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Certification Requirements

Completion of GED 527, GED 528, GED 529 with satisfactory examination and field project evaluations and three years of K - 12 classroom teaching experience including at least one semester in both regular and special education (student teaching included).

For information, an application or further questions, contact the Graduate Education Department secretary, HFA C306 (310) 516-3524 or the Special Education Coordinator, HFA A319 (310) 516-3923.

Fall 1992

Resource Specialist I

Program Planning

Prerequisite: Clear Special Education Credential

07033 GED 527-71 3 sem units
Surveys current special education laws and practices regulating appropriate identification, assessment, program planning, placement, parent appeal and coordination of services for the education of the mildly handicapped in public and private schools.

Carrie Blackaller, PhD.

> mtgs, time & location TBA
\$390

Resource Specialist II

Indirect Services

Prerequisite: GED 527 (recommended)

15396 GED 528-71 3 sem units
Surveys, demonstrates and applies indirect service principles to the identification, assessment, modification of curriculum and instruction, selection of community resources, vocational planning, and behavior management of the mildly handicapped in their regular classrooms, homes and communities. Field projects included.

Karl Skinrud, PhD.

> mtgs, time & location TBA
\$390

Resource Specialist III

Advanced Services

Prerequisite: GED 528 (recommended)

GED 529-71 3 sem units
Updates the participant on advanced consultation content in the areas of teacher effectiveness, behavior management, study and social skills training. Designed to improve the delivery of both direct and indirect services to the mildly handicapped in the educational mainstream. Field projects included.

TO BE OFFERED SPRING, 1993

Principles of Adult Education

25185 TED 421-71 3 sem units

Course designed to meet requirements for the Designated Subject Credential. Topics include scope and function of adult education, knowledge of cultural differences in students and communities, curriculum, media and community relationships.

C. Hammond

> 7 mtgs: Sat Sept 12 - Oct 24
9am - 4pm
CSUDH campus Rm TBA
\$321

Methods and Materials of Adult Education

06716 TED 422-71 3 sem units

Covers instructional techniques, evaluation of student achievement and the learning process in adult education.

C. Hammond

> 10 mtgs: Fri Sept 11 - Nov 13
4 - 8pm
CSUDH campus Rm TBA
\$321



SPECIAL SESSIONS:
See Special Sessions information
on page 45.



Health & Behavior

Courses in Health & Behavior

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Certificate in Alcohol/Drug Counseling

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the Certificate Program with permission of the Program Coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, in the sequence outlined below, with a 2.5 grade point average, the student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is required. 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 "C+" or better.

The fee is \$100 per unit; a three-unit course is \$300. Tuition fees must be paid upon admission into program. Classes are held from 6:30 - 9:30 p.m. weeknights on the CSU Dominguez Hills campus in Carson.

For more information, contact the Office of Extended Education, (310) 516-3741.

Semester I

Intro to Alcoholism

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 X300 3 ext units credit

Intro to Counseling Techniques

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

AD X301 3 ext units credit

Semester II

Counseling the Individual

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

AD X302 3 ext units credit

Perspectives on Drug Abuse: Counseling the Substance Abuser

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

AD X303 3 ext units credit

Semester III

Group Counseling Techniques

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 X304 3 ext units credit

Introductory Practicum

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.

AD X305 2 ext units credit

Health & Behavior

Semester IV

Family Dynamics

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 X306 3 ext units credit

Advanced Practicum

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 multi-disciplinary 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.

AD X307 2 ext units credit

Treatment of Eating Disorders

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity. Biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abused is explored. Provides an overview of techniques for counseling individuals with eating problems.

AD X308 3 ext units credit

Fall 1992

Introduction to Alcoholism

Seq No: 12-223-X300 3 ext units

Mary Cook, MA

- > 15 mtgs: Mon Aug 24 - Dec 14
6 - 7:30pm
CSUDH campus SAC 1102
\$300

Introduction to Counseling Techniques

Seq No: 12-223-X301 3 ext units

Jeanne Hendricks, PhD, MFCC

- > 15 mtgs: Wed Aug 26 - Dec 16
6 - 7:30pm
CSUDH campus SAC 1102
\$300

Group Counseling Techniques

Seq No: 12-223-X304 3 ext units

Mary Cook, MA

- > 15 mtgs: Wed Aug 26 - Dec 16
6 - 7:30pm
CSUDH campus SAC 1106
\$300

Introductory Practicum

Seq No: 12-223-X305 2 ext units

Nancy Sanders, MFCC

- > 15 mtgs: Mon Aug 24 - Dec 14
6 - 7:30pm
CSUDH campus SAC 1106
\$200

Family Dynamics

Seq No: 12-223-X306 3 ext units

Mary Cook, MA

- > 15 mtgs: Thu Aug 27 - Dec 17
6 - 7:30pm
CSUDH campus SAC 1108
\$300

Advanced Practicum

Seq No: 12-223-X308 2 ext units

Mary Ann Brimhall, MPA

- > 15 mtgs: Tue Aug 25 - Dec 15
6 - 7:30pm
CSUDH campus SAC 1108
\$200

Treatment of Eating Disorders

Seq No: 12-223-X308 3 ext units

Robbin Grossman, MA, MFCC

- > 15 mtgs: Mon Aug 24 - Dec 14
6 - 7:30pm
CSUDH campus SAC 1108
\$300

The Faculty

Nancy Sanders, MFCC, is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Certificate Program and is also an instructor in the program. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978. Ms. Sanders is a licensed Marriage and Family Therapist with a private practice in the South Bay area.

Jeanne Hendricks, PhD, MFCC, is a licensed Psychologist in Private Practice in Manhattan Beach specializing in addictions and co-dependency.

Robbin Grossman, MA, MFCC Intern, is former Program Director of the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

Mary Ann Brimhall, MPA, has been a counselor in the areas of mental illness, addictive disorders and child abuse for 11 years. She has served as a consultant to various treatment facilities regarding the relationship between childhood sexual abuse to addictive disorders and multi-cultural issues which impact chemical and food abuse.

Obed Woods, MFCC, licensed Private Practice, Instructor for CSUDH since 1984.

Mary Cook, MA, Psychology. Clinical Supervisor for Diversion Substance Abuse program since 1976. Instructor for CSUDH since 1978.

For More Information

Call the Division of Extended Education at (310) 516-3741 for a class schedule, an application or other information.

Beyond Pain

Establishing a positive relationship with pain

Seq No: 12-011-0519 Noncredit
Do you ever hurt? Learn to deal with pain -- listening to it, moving through it vs. blocking its release. Physical and emotional pains can be eased through the Mezieres Method. Back and neck pains have been especially helped by this process.

Ron Feuer, MFCC, instructor, has practiced the Mezieres Method for over 18 years.

- › 2 mtgs: Sun Oct 11 & 18
2:30 - 4:30pm
Redondo Beach Community
Resource Center Rm 7
\$65

Breathing Therapy: How to Relax

Seq No: 12-01-0520 Noncredit
Improve your breathing and deal with stress--in 3 sessions, you will learn breathing awareness, proper breathing guidelines, relaxation techniques, motion integrated with breath, and how to apply the processes within a daily stressful situation and finding and nurturing the positiveness in yourself.

Ron Feuer

- › 3 mtgs: Sun Sept 6, 13, 20
2:30 - 4:30pm
Redondo Beach Community
Resource Center Rm 7
\$65

Treatment of Eating Disorders

Seq No: 12-223-X308 3 ext units credit
This course is an introduction to the treatment of anorexia nervosa, bulimia, compulsive eating, obesity and atypical eating disorders. The focus of the course is on clinical categories, psychosocial assessment and the practical aspects of helping persons troubled by eating disorders through a multi-disciplinary approach. Biological, psychoanalytic, behavioral, psychosocial and other theoretical perspectives are explored. Patterns of chronic dieting are also investigated, as well as the societal emphasis on thinness.

Robbin Grossman, MA, MFCC Intern, is former Program Director for the Rader Institute Eating Disorders Unit at South Bay Hospital. She is a specialist in the treatment of eating disorders.

- › 11 mtgs: Mon Aug 24 - Dec 14
6:30 - 9:30pm
CSUDH campus SAC 1108
\$300

HIV/AIDS Counseling Workshop

Seq No: 12-140-0525 Noncredit

This course will include as much experiential material as possible. The workshop will cover psycho-social issues and their impact on the HIV person. Topics to be discussed include: social isolation, alteration in quality of life, lowered self-esteem, intensity of emotion, issues of control, denial, impact of multiple losses, grieving, financial stressors, and studies on long-term survivors.

The workshop will conclude with an HIV panel with discussion to follow that will focus on countertransference issues and other pertinent feelings triggered by information and emotions by panel members. Final topics include burn-out and grieving. Working in this field is often demanding and painful, how do we do it and why, will be discussed.

Alima Sherman, MFCC, PhD, consultant, lecturer, active in community service work, and is in private practice. Currently facilitates HIV women's group for WAR -- Women at Risk.

- › 1 mtg: Sat Oct 10
8:30am - 5pm
CSUDH campus SAC 1104
\$45

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Health & Behavior

Orthotics Certificate Program

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train 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 to acquaint them with the more prevalent pathologies and treatment philosophies.

The course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. 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 more information contact: D. Clark, Rancho Los Amigos Orthotics Dept., 7450 Leeds St., Downey, CA 90242, 310/940-7655.

Treatment of Adult Survivors of Sexual Abuse

Seq No: 12-221-0905 3.6 CEUs

Learn to identify psychological symptoms commonly associated with post sexual abuse trauma. Understand the predominant after effects of incest and "red flags" such as chemical dependency and eating disorders, which indicate an history of sexual trauma. Participants will learn treatment strategies for individuals and groups as well as techniques for helping your clients in the healing process.

Mary Jo Hazard, MFCC.

- > 12 mtgs: Wed Sept 2 - Nov 11
6:30 - 9:30pm
CSUDH campus SAC 1108
\$110

Conflict Resolution:

*Learning how to argue
effectively*

Seq No 12-011-0521 Noncredit

Conflict resolution is for individuals and couples wanting to find a better way to handle disagreements. Learn specific techniques for effectively communicating and resolving conflicts such as reflections (making sure the message sent is the message received), I feel statements (which express one's hurt or upset without attacking the other person), bargaining where individuals learn to resolve conflict with positive incentives.

Ronald Feuer, MFCC, instructor.

- > 2 mtgs: Sun Sept 27 & Oct 4
2:30 - 8:30pm
Redondo Beach Community
Resource Center Rm 8
\$45 single
- > Seq No: 12-011-0521
\$65 couple

Travel Study Programs



**See the sights and gain new perspectives.
Worlds of Travel await you!**

Find your journey on pages 38 and 39

Programming Yourself for Success

Seq No: 05-011-0701 Noncredit
ACT! Don't REACT! Change negative reactions to positive ACTION! Handle anger, difficult people, conflict and criticism with assertive skills. Communicate and negotiate assertively in personal and business relationships and overcome the roadblocks which will develop your confidence, improve self-esteem and show you how to get more of what you want out of life.

Eve Cappello, PhD, MA, instructor, has taught in the fields of psychology and art at CSUDH, the University of Judaism, Mount St. Mary' College and Ottawa University in Canada.

- 2 mtgs: Sat Oct 10 & 17
9am - 4pm
CSUDH campus SAC 1110
\$95 (plus \$22 materials fee payable to instructor in class)

The Professional Touch

Seq No: 05-011-0702 Noncredit
Make powerful impressions and develop leadership skills that "sell" in today's tough economy. Beginning a new career? In transition? Not sure what your goals are or how to climb the corporate ladder? This course offers all the do's and don't's that will have you thinking, acting, writing and looking your professional best--everything from what bosses are looking for to finding out where the jobs are. The course for all levels of employees that has made an impact in corporations and the government internationally.

Eve Cappello, PhD.

- 1 mtg: Sat Sept 19
9am - 4pm
Redondo Beach Community Resource Center Rm 8
\$95 (plus \$13 materials fee payable to instructor in class)

Why Aren't Women Running the Show?

Seq No: 05-011-0703 Noncredit
Break through the expectations and the sexpectations in the male-dominated business world. Learn the secrets of communicating and delegating with authority. Understand the brains, brawn and biological difference in the sexes. Become a team player and achieve leadership--now. A personal action plan to build power, develop leadership, handle stress and conflicting priorities will be outlined.

Eve Cappello, PhD

- 1 mtg: Sat Nov 7
9am - 4pm
Redondo Beach Community Resource Center Rm 7
\$95 (plus \$5 materials fee payable to instructor in class)

A Matter of Life and Death

Seq No: 12-011-0523 Noncredit
Talking about dying can be depressing. Viewing death as a positive part of life can be an uplifting experience. "A Matter of Life and Death" will focus on responses to human needs, what to say and do when faced with life-threatening issues, how to handle grief and respond to others in a more meaningful way. A look at the final stage of life, how to bypass taboos surrounding death, and overcoming inhibitions which prevent honest communication during crises will be covered. This course is important for nurses, doctors and all helping professionals and others coping with feelings and behaviors because it highlights roles, issues, skills, techniques and behaviors which respond to human needs on the subject of dying.

Eve Cappello, PhD.

- 1 mtg: Sat Nov 14
9am - 4pm
Redondo Beach Community Resource Center Rm 7
\$95

Fitness Travel & Fun

Courses and Programs

Fitness

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For Children

Ballet Folklorico - Beginning	36
Jazz Dance - Beginning	36



Ballet Folklorico -- Beginning Mexican Dancing

Seq No: 10-081-0534 Noncredit

Get a taste of the color of Mexico, enjoy great exercise and be a part of the great historic dancing tradition known as Folklorico. From ancient Aztec Yucatan to the lively dances of Jalisco and Vera Cruz, this class will heat up your blood as well as your expertise. Ages 7 and up are welcome. No dance experience necessary.

Cynthia Ponce De Leon, instructor, has been a Folklorico dancer since the age of six.

> **8 mtgs: Aug 22 - Oct 10**
10:30 - 11:30am
CSUDH campus Gym A 102
\$45

Beginning Jazz Dance

Seq No: 10-081-0533 Noncredit

Learn basic jazz steps and combinations, put it all together -- consisting of warm-ups, floor exercise and a "combination" or dance you'll rehearse every week. Enjoy a different kind of workout while you discover a whole new way to express yourself. Any individual from age 10 to adult is welcome to join in--an interest in dance is the only prerequisite.

Michele Ann Wolfson, instructor, is a dance teacher, choreographer and has performed since the age of 3.

> **8 mtgs: Sat Aug 22 - Oct 10**
9 - 10:30am
CSUDH campus Gym A 102
\$45

Fitness For The 90's

This course provides individuals other than faculty, staff and students of California State University, Dominguez Hills, the opportunity to utilize selected athletic facilities during designated hours of the week. Any non-CSUDH student, faculty or staff member must enroll in this course in order to utilize the fieldhouse or gymnasium locker rooms, the weight room, the swimming pool, the tennis courts or track.

There are two categories for enrollment in the course:

Full Membership

Seq No: 09-133-0510-01 Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted.

\$120

Limited Membership

Seq No: 09-133-0510-02 Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room usage).

\$40

Junk Food & Junk Miles

Get the Fat out of your Fitness Program

Seq No: 12-011-0524 Noncredit

Learn how you can make the most of your exercise time. Exercise to achieve good health, good looks, and a good disposition without sacrificing the rest of your life. Learn techniques to improve your strength, control your weight, and better your P.R. while spending less, rather than more time at your workouts. It's quality, not quantity that gives the best results. Through a review of the latest research in sports nutrition, you will also learn how to eat to support your active lifestyle.

Joann Bally, instructor, is a professional fitness trainer.

> **1 mtg: Sat Oct 10**
8:30am - 12:30pm
Redondo Beach Community
Resource Center Rm 8
\$45

Fitness Travel & Fun

Canoeing: Black Canyon

Explore an 11 -mile section of the Colorado River between Hoover Dam (Lake Mead) and Willow Beach, including hot springs, clear river waters, a sauna cave (which goes 200' into the canyon wall), bighorn sheep (maybe), and high canyon walls. Instruction provided in paddling strokes, maneuvering techniques, canoe loading and weight distribution, canoe camping, and safety procedures. Prerequisites: participants should be in good physical condition and have basic swimming skills. Participants furnish their own food, camping equipment, and transportation. Course fee includes canoe rental, paddles, lifejackets, canoe transportation and shuttle fee. There will be no orientation meeting: information sheets will be sent to participants upon receipt of registration fees.

Preregistration required by September 2.

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skin diving for 16 years.

Section I

Seq No: 08-356-0551 Noncredit

- > **2 days: Sat & Sun, Oct 17 & 18**
\$60 plus \$45 materials fee, payable to the instructor for canoe rental, canoe transportation & shuttle fee.

Section II

Seq No: 08-356-0557 Noncredit

- > **2 days: Sat & Sun Oct 24 & 25**
\$60 plus \$45 materials fee, payable to the instructor for canoe rental, canoe transportation & shuttle fee.

1993 Summer Study Safari



with Professor Leonard M. Moite

Program highlights include:

Safari through Kenya's famous game parks, exploration of Nairobi and other urban centers and rural areas of Kenya; interaction with Kenyan scholars, business and government officials.

For further information, contact Dr. Leonard M. Moite: 30037 Via Borica, Rancho Palos Verdes, CA 90274
(310) 377-6790 (eve), (310) 516-3446 (day -- campus)

Discover new horizons with CSUDH Travel Study Programs

Egyptian Odyssey

5-day Deluxe Nile Cruise
Jan 3-15, Mar 7-19, Oct 3-15,
1993

A 13-day program escorted by a college professor which explores the glory of ancient Egypt along the Valley of the Nile from Cairo to Abu Simbel.

- Lecture/seminars on ancient and contemporary Egypt
- Sail the Nile aboard a floating, air-conditioned hotel.
- View the timeless monuments of Egypt and observe the farm and village life of the people along the river banks
- See the Great Pyramids, Sphinx, Valley of the Kings, Egyptian Museum including the treasures of King Tut, the Papyrus Institute, the Aswan, and temples of Ptolemy, Horus, Karnak and Luxor

Nepal & Thailand

Jan 7-24, 1993

An escorted tour where you'll experience the greatest concentration of mountains, varied terrain & wildlife and diverse cultures in the world. Explore 100's of temples, squares and bazaars of the medieval cities of Kathmandu and Bangkok.

- See Hindu and Buddhist temples, the National Museum, Swayanbunath Stupa and the old bazaar in Kathmandu
- Visit the wildlife sanctuary of Chitwan and stay at the Tiger Tops to go out in search of the one-horned rhinoceros, sloth bears, leopards, wild boars and the elusive Royal Bengal Tiger
- Tour the klongs of Bangkok, the water canal system which laces the city and take advantage of the abundance of Thai silk and the cities' many tailoring operations

Costa Rica

Jan 8-21, Mar 19-Apr 1,
Jun 4-17, 1993

Explore the rich natural world of rain forests, rivers, volcanoes and beaches in this "wildlife sanctuary of the Americas" which commits its resources to "teachers, not soldiers."

- Lecture/seminars by faculty escort and in-country resource specialists for an overview of the natural history and ecology of tropical rainforests
- Excellent museum visits in the capital city of San Jose, 3,800 ft above sea level.
- Dine with gracious Costa Ricans in specially-arranged luncheons in the relaxed and hospitable atmosphere of their homes
- Explore the Monteverde Cloud Forest Preserve, a prime example of a tropical cloud forest. Walk the extensive trail system and learn about the cloud-draped sub-tropical forests and exotic birds—including the iridescent green and scarlet colored resplendent quetzals

Morocco

Jan 2-16, Mar 6-20, Oct 16-30
1993

Experience the 1000 and 1 nights atmosphere of the four imperial cities of Morocco, the land of palms, kasbahs and minarets, escorted by a college professor.

- Lecture/seminars on Moroccan life by faculty at Rabat, Fez and Marrakesh universities
- See the 12th century walls and ancient minarets of Rabat, the Haasan Tower and Mausoleum of Mohammed V
- Visit Meknes, the "Moroccan Versailles", Fez, the oldest of the imperial cities with 320 mosques and the intellectual, cultural and religious centers of Morocco

Wonder at the spectacular relief of the Atlas mountains and high pastures dotted with the black tents of shepherds

Dominican Republic

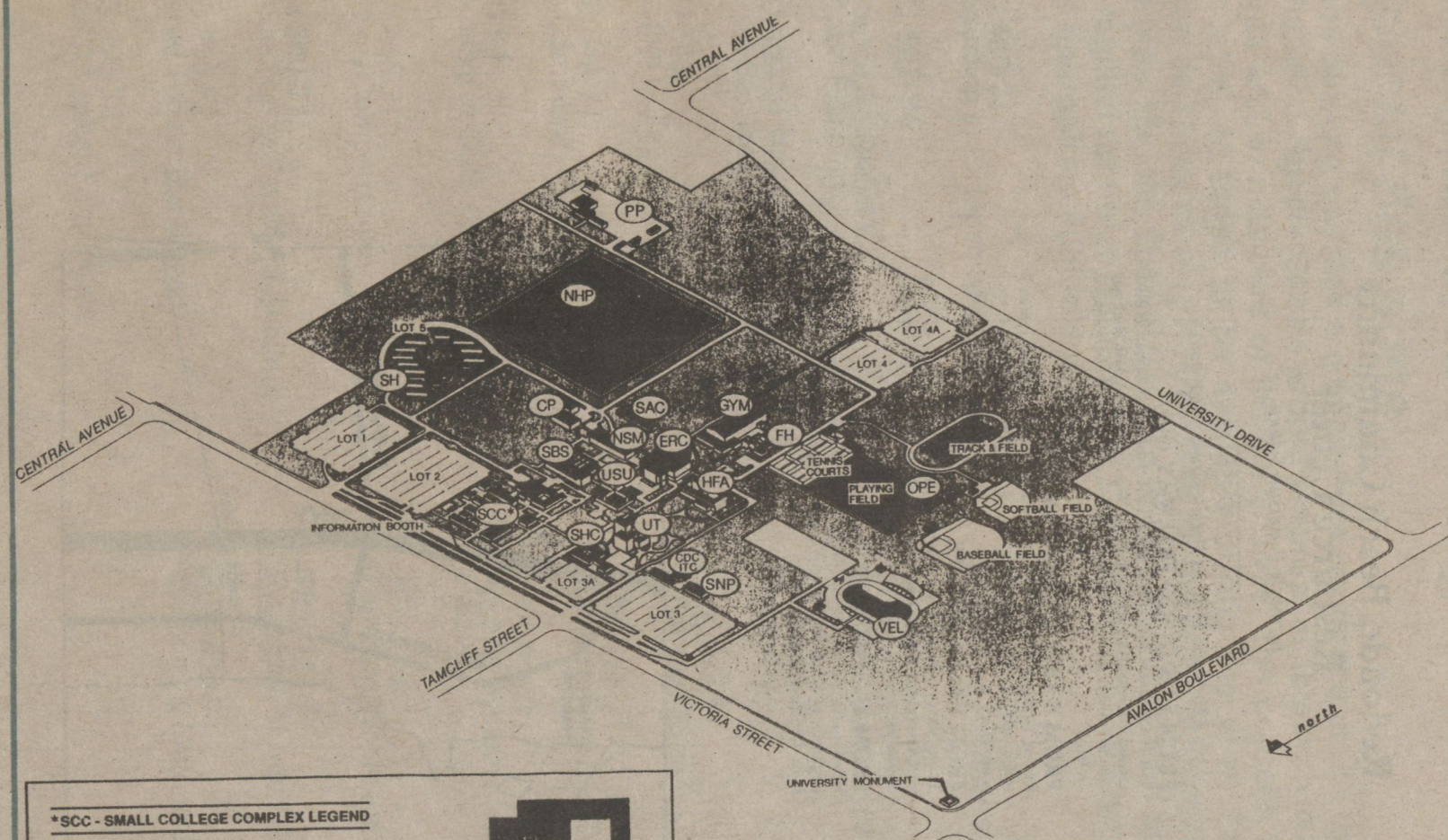
Discovery of the Americas
500th Anniversary
Jan 7-19, 1993

Enjoy the rich cultural and natural heritage of this country, which occupies 2/3 of the island of Hispaniola, 2nd largest in the Caribbean.

- Explore the old colonial quarter, where you'll see the oldest cathedral in the New World, the burial place and memorial to Christopher Columbus, the first university in the New World
- Atarazana Street, filled with restored 16th century homes provides a vivid portrait of colonial life, and the Museum of the Royal Houses offers exhibits of treasures salvaged from galleons wrecked offshore
- From atop Mount Isabel de Torres, view the Fort of San

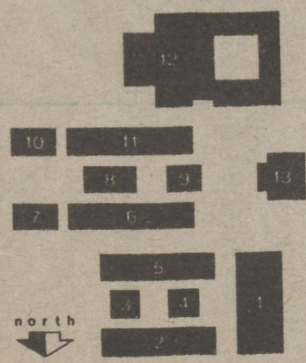


Map of CSUDH Campus



*SCC - SMALL COLLEGE COMPLEX LEGEND

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety, Relations with Schools
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Financial Aid, Student Affirmative Action, Student Development, Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms, International Students
- 8 Classrooms
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 The Commons: Cafeteria, Serenity Center, Reproduction Services, Student Activities, Student Programs, Student Union, Women's Center
- 13 Registrar: Records and Registration



UNIVERSITY GENERAL LEGEND

- | | |
|--|--|
| CDC - CHILD DEVELOPMENT CENTER | SAC - SOUTH ACADEMIC COMPLEX |
| CP - CENTRAL UTILITY PLANT | SBS - SOCIAL AND BEHAVIORAL SCIENCES |
| ERC - CAIN EDUCATIONAL RESOURCES CENTER | School of Management |
| Central Administration Offices, Instructional Media, Learning Assistance Center, Library, TV Studios | School of Social and Behavioral Sciences |
| FH - FIELD HOUSE | Shinwa Japanese Garden |
| GYM - GYMNASIUM | SCC - SMALL COLLEGE COMPLEX (See legend at left) |
| HFA - HUMANITIES AND FINE ARTS | SH - STUDENT HOUSING (Pueblo Dominguez) |
| School of Humanities and Fine Arts | SHC - STUDENT HEALTH CENTER |
| School of Education | Disabled Students Center, Health Programs and Psychological Counseling, Veterans Affairs |
| ITC - INFANT TODDLER CENTER | SNP - STATEWIDE NURSING PROGRAM (Temporary) |
| NHP - NATURAL HISTORY PRESERVE | USU - DONALD P. AND KATHERINE B. LOKER |
| NSM - NATURAL SCIENCES AND MATHEMATICS | UNIVERSITY STUDENT UNION |
| School of Science, Mathematics and Technology | UT - UNIVERSITY THEATRE |
| OPE - OUTDOOR PHYSICAL EDUCATION | VEL - 7-ELEVEN OLYMPIC VELODROME |
| PP - PHYSICAL PLANT | |
| Warehouse and Receiving | |

To Register by Phone: (310) 516-3741 FAX: (310) 516-3971
VISA or MasterCard Accepted

Map to Redondo Beach Community Resource Center

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)

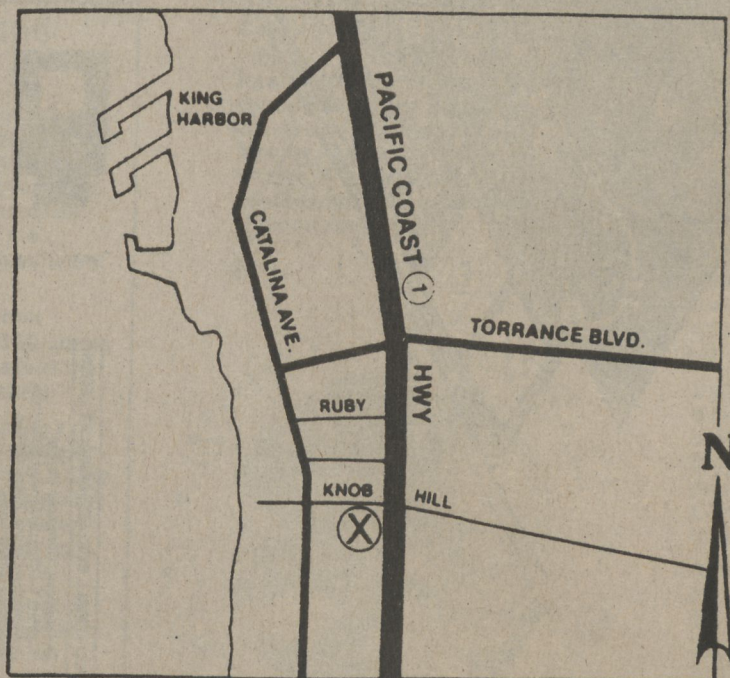
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

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.



Special Sessions

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available both to matriculated students and to members of the community. The courses below are representative of those to be available during the year. Call the Office of Extended Education (310) 516-3746 for the latest information on additional classes. Use the Special Session Registration Form on the following page to register for these classes only. Course descriptions can be found under the appropriate subject heading:

GED 460-71
Introduction to Exceptional Children

GED 527-71
Resource Specialist I
Program Planning

GED 529-71 Resource Specialist II
Indirect Services

GED 548-71
Effective College Teaching

GED 549-71
The Community College

GED 594-71
Internship in Community College Teaching

HEA 495-71
Workers Compensation

PLG 300-71
Introduction to Paralegal Studies

PLG 395-71
Special Topics: Bankruptcy

PLG 395-72
Special Topics: Family Law

QAS 510-71-72
Advanced Probability & Statistics

QAS 511-71-72
Quality Project Management & Total
Quality Management

QAS 512-71
Reliability

QAS 514-71
Advanced Experimental Design

QAS 516-71-72-92
Measurement and Testing Techniques

QAS 522-71
Applied Systems Reliability, Maintenance
& Safety

TED 403-71
Teaching Whole Language

TED 421-71
Principles of Adult Education

TED 422-71
Methods & Materials of Adult Education

Special Sessions Registration Form

Social Security No: _____

Birth Date: _____

Month/Day/Year

Name: _____

Last, _____

First, _____

M.I. _____

Address: _____

Street _____

City _____

State _____

Zip _____

Telephone: _____

Day Time

New address? ☐ yes ☐ no

male ☐ female ☐

Evening

Enrolled at CSUDH previously? ☐ yes ☐ no

Date last enrolled: _____

SCHEDULE #	DEPARTMENT	COURSE	SECTION	UNITS	COURSE FEE	INSTRUCTOR/DEPT CONSENT

Course Fee \$ _____

ITFS Fee \$ _____

Other Fees \$ _____

Late Fee \$ _____

TOTAL FEE PAID \$ _____

☐ Check/Money Order, Made Payable to CSUDH

I AUTHORIZE THE USE OF MY: ☐ VISA ☐ MASTERCARD

ACCOUNT NUMBER _____

EXP. DATE _____

REFUND POLICY (Please read and sign below)

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 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, however, a drop form must still be filed. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. I have read and understand the rules regarding the refund policy and I authorize the use of credit card number if entered above.

Signature: _____

Date: _____

HOW TO REGISTER



MAIL TO OR STOP BY:
CSU Dominguez Hills,
EXTENDED
EDUCATION, SCC
B141, 1000 E. Victoria
Street, Carson, CA
90747.



FAX TO:
EXTENDED
EDUCATION
(310)516-3971.



CALL:
EXTENDED
EDUCATION
OFFICE,
(310)516-3741



Registration & General Information

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EFGH

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IJKLM

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**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
UNIVERSITY EXTENSION REGISTRATION FORM**

Social Security No. _____ Birthdate _____

Name _____

Last

First

M.I.

Address _____

Street

City

State

Zip

Telephone _____

Day

Evening

Is this a new address? ☐ yes ☐ no ☐ male ☐ female

Have you ever been enrolled at CSUDH? ☐ yes ☐ no Date last enrolled _____

COURSE INFORMATION

Sequence No. *Course Title/No* *Units* *Course Fee*

Total fee submitted \$ _____

PAYMENT METHOD:

☐ Check/Money Order. Make check payable to CSUDH Extension

☐ I authorize the use of my VISA/MC (circle one)

Account Number

Exp. Date

Cardholder's Name

Cardholder's Signature

REFUND POLICY

Refunds are not automatic (unless the class is cancelled); you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00 a.m. and 6:15 p.m. at least 2 working days before the course begins. You will be asked to send a written request for a refund to our office.

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be refunded. If you withdraw 2 working days prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 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, however a drop form must still be filed. Courses of four meetings duration or less, no refund. Stop payments on checks are NOT an acceptable withdrawal from the course(s) and will result in a financial penalty.

MAIL TO: CSU Dominguez Hills, Extended Education, SCC B141, 1000 East Victoria Street, Carson, CA 90747.

FAX TO: Office of Extended Education, (310) 516-3971.

FOR MORE INFORMATION CALL THE OFFICE OF EXTENDED EDUCATION, (310) 516-3741.

Office Use Only

Semester:
Sum Fall Spr (circle one)
Yr _____

Date :
Total Fees _____

Grade _____
Initial _____

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