

Spring, 1981

EXTENSION BULLETIN



California State University Dominguez Hills



"You mean it's been
FIFTEEN YEARS already?!!"

CSUDH CELEBRATES ITS FIFTEENTH ANNIVERSARY ON APRIL 5
WITH AN OPEN HOUSE. FOR INFORMATION, SEE PAGE 30.

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INFORMATION 213/516-3741

California State University Dominguez Hills Extension *Bulletin* Spring, 1981

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

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

In addition, the Division offers off-campus undergraduate and graduate degrees. In the Humanities, both the bachelor's and master's degrees are offered through independent study correspondence courses. The PORTAL program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time employed student who has some management experience. In addition, a graduate Master of Science in Medical Technology degree is offered. For specific information on each of these programs, see page 20.

NOT PRINTED OR SUPPORTED BY STATE FUNDS.
EXTENDED EDUCATION IS A SELF-SUPPORTING
PROGRAM

CALIFORNIA STATE UNIVERSITY,
DOMINGUEZ HILLS
Office of Extended Education
Carson, California 90747

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California State University and Colleges Commission on Extended Education

Statement of Quality Standards

The California State University and Colleges regards its Extended Education credit-bearing programs as integral parts of the institution. These programs are viewed as extensions of the institution's educational services and are in concert with the institution's overall mission and purpose.

The programs and courses in Extended Education are expected to meet the standards of quality which the institution sets for its other programs and courses, in terms of resources, faculty, level of instruction, evaluation and support services.

GENERAL INFORMATION

ELIGIBILITY

Any interested high school graduate, college student or individual 18 years of age or over, may enroll for Extension study. Formal admission to the University is not required. However, registration for courses may be limited to those who have completed certain prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation for upper division work.

STANDARDS

Work in credit courses in Extension adheres to the academic standards of the University. All the activities usually associated with the regular University coursework are integral parts of the Extension credit instructional program.

EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the University or highly qualified persons approved by the resident faculty. In all cases, they are requested to explain to the students the scope, content and organization of their courses, and to be explicit with regard to objectives and grading standards.

COURSE CANCELLATION

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

PARKING

Since regular classes will be in session, parking permits will be required for on-campus classes. They are available at the University Cashier's office.

CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only). Extension work is considered the same as transfer credit.

LIBRARY SERVICES

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

TEXTBOOKS

Textbooks may be purchased in most classes or at the University Bookstore. Registration fees do not include textbooks.

CREDIT/NON-CREDIT

Credit courses offer transferable degree-applicable, elective credit. They are either regular on-campus catalogue courses or new courses which have been reviewed by the appropriate academic departments. They are designed in units of credit based on the academic quarter system.

Non-credit courses are designed to respond to the variety of interests of those living and working in the University's service area.

Some courses may be taken for either credit or non-credit.

For courses that are available as either credit or non-credit, all students attend the same class meetings. However, those taking it for credit will pay a slightly higher fee and will be required to complete a project outside the classroom.

COURSE NUMBERING SYSTEM

- 100-199 Lower division courses, degree applicable.
- 200-299 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.
- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension course granting credit for professional purposes only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

CONTINUING EDUCATION UNITS

Some CSUDH Extension courses offer CEUs. The Continuing Education Unit is a nationally-recognized unit of measurement for a variety of non-credit programs applying toward licensure, promotion or career advancement.

Ten Continuing Education Credit Hours = one Continuing Education Unit. Therefore, for example, eight Continuing Education Credit Hours = 0.8 CEU.

A cumulative permanent transcript of all CEU study undertaken is provided to Extension students and is available by contacting the Office of Extended Education for details.

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension courses are offered for letter grades. However, an undergraduate student in an Extension class offered for letter grade may choose to be graded on the Credit/No Credit basis by informing the instructor in writing at the beginning of the class.

NURSING RELICENSURE CREDIT

Courses approved for nursing relicensure credit are indicated by the designation BRN after the course title. Courses are offered in different subject areas throughout the *Bulletin*. See page 15 for a complete listing.

REGISTRATION

Registration procedures and forms for course offerings are on page 5. Open University registration procedures are on page 22.

TAX DEDUCTION INFORMATION

Treasury Department regulation 1.162-5 allows an income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in your employment, or (2) meet requirements of your employer or a law imposed as a condition to retention of employment, job status or rate of compensation.

NOTE:

Information in this *Bulletin* is subject to change without notice. We will, however, attempt to notify all early-registered students of any changes. If you will not be at your home or office a few days before the course begins, or if you must travel a significant distance where you will not be able to be reached, please contact the Extension Office (213/516-3741) to confirm that your course will meet as scheduled.



Information:

213/
516—
3741

REGISTRATION INFORMATION

PRE-REGISTRATION

Pre-registration is suggested for all classes and required by some. By completing the registration form and returning it with the required fees, the student is assured a place in the class. Registration may, however, be accomplished at the first meeting of most Extension classes unless otherwise indicated.

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

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

REGISTRATION IN PERSON: Fill out the Extension Registration Form here and bring it with your fees to the Extension Office, ERC-C508 (Library Building, Fifth Floor, back corridor). The office is open Monday through Friday, 8 a.m.-5 p.m. and additionally from 5 p.m. to 6:30 p.m. on Monday through Thursday during the first three weeks of the quarter. **Students will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in the catalog unless otherwise notified by the Extension Office.**

STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS

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

REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

- If a student withdraws 48 hours prior to the first class meeting, 100 percent of the total fee will be refunded.
- If an Extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

IMPORTANT

The time of withdrawal is determined by the date by which the Office of Extended Education, California State University Dominguez Hills, receives written notification of the student's withdrawal.

FEES

Registration fees for Extension classes are normally \$30 per unit. Some courses may have differential fees. The fees for each course are listed in this announcement. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA draft, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn.

Information:

**213/
516-3741**

California State University
Dominguez Hills



EXTENDED EDUCATION
Carson, California 90747

EXTENSION REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY

Course No.	Title	Units	Fee
Course No.	Title	Units	Fee
NAME (Last, First, Middle Initial) (10-21)			
STREET (33-35) CITY (56-71)			
STATE ZIP (72-78) Area Code DAYTIME PHONE			

Enclosed is \$_____ in check
or money order

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my _____ VISA _____ MasterCard _____ Card Number

Cardholder's Signature

Expiration Date

Cardholder's Name (print clearly)

_____ Date

Office Use Only

_____ Total Fee

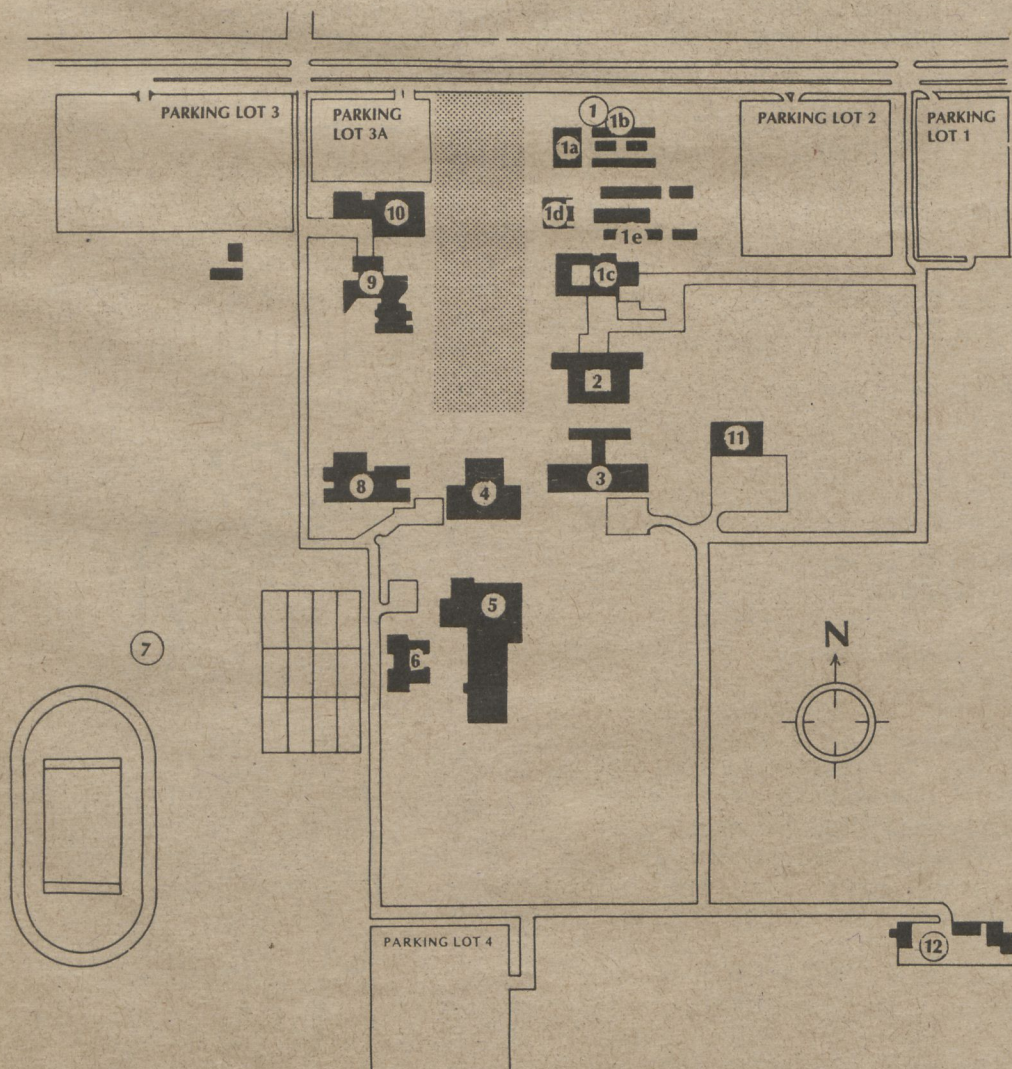
_____ Initial

EXTENSION ☐

Student File No. (1-9)

Cashier's Stamp

S



CSUDH CAMPUS DIRECTORY

- 1 SMALL COLLEGE (SC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c CAFETERIA
- 1d PLAYBOX THEATER
- 1e BOOKSTORE
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 NATURAL SCIENCES AND MATHEMATICS (NSM)
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
EXTENSION OFFICE—ERC C508
- 5 GYMNASIUM
- 6 FIELD HOUSE (FHC)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL UTILITY PLANT
- 12 PLANT OPERATIONS

PERSONAL DEVELOPMENT

Also of interest . . .

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IN THE LAND OF NOD

PSY X170

—A dream workshop

Dreams come to advise, correct, punish, comfort, reveal creative potentials, heal, warn, but more generally to make yourself whole. Where we are blind, the dreams see, and if we understand, our life can be transformed.

This course/workshop is designed for developing greater personal and environmental awareness through the exploration of dreams. All the following skills will be presented through lecture, demonstration, creative activities and group process: practical methods of interpreting dreams; skills to arrive at the dynamic meaning of dream symbols; techniques for remembering dreams; skills to dream creatively for use in problem solving; translating dreams into real life activities.

DATE: Friday, May 8, 7-10 p.m. **NO.MTNGS:** 2
Saturday, May 9, 9:30 a.m.-4 p.m. **UNITS:** 1

FEE: \$40 credit/\$30 non-credit **degree applicable**

LOCATION: CSUDH Campus, Dominguez Rm B

INSTRUCTOR: Art Bernard, MFCC,
director, Dream Center,
San Fernando Valley

JUST IMAGINE*

SMC 215-01

—A series of imagination workshops

This workshop is designed to use the imagination in each of us and develop creative ways to solve problems. It's a growing and living experience which relates in any activity and in any endeavor.

DATE: Fridays, April 3-June 5 **NO.MTNGS:** 10
TIME: 9 a.m.-12:40 p.m. **UNITS:** 4

FEE: \$120 **degree applicable**

LOCATION: CSUDH Campus, SC E143

INSTRUCTOR: Harold Rothbart, Dr. Eng.,
professor of industrial management,
CSUDH

* Open University offering — enrollment on a space-available basis. For information, see page 22.

INFORMATION:

213/516-3741

OPTIMIZING ATHLETIC PERFORMANCE PER 838

—Will you choke or peak during competition?

The course is a psychological approach to help each individual maximize physical skills at all levels. Some of the areas to be explored and discussed include:

- Overcoming performance anxiety
- Increasing strength through relaxation
- Using imagery and self-hypnosis to improve physical skills.

Improving concentration, channeling competitive energy and improving stretching and breathing will be discussed.

Each participant will set performance goals and devise a plan to achieve those goals, using the methods from the workshop.

DATE: Saturday, April 25

NO.MTNGS: 1

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

UNITS: 1

FEE: \$30

LOCATION: CSUDH Campus, SBS F125

INSTRUCTOR: Peter Desberg, Ph.D.,

professor of Education,
CSUDH

Alfred Lewis Shore, Ph.D.,

practicing clinical psychologist

LIVING OVERSEAS

—How to get the most out of your experience

Living in a foreign country can bring great personal growth and satisfaction or it can be a great frustration. Much depends on the preparation and attitude of the person involved.

This is a practical course designed to assist those who plan to live abroad as a student, employee or in some other capacity. Topics will include:

- Planning and preparing to go overseas
- Overcoming obstacles
- Adjusting to a new culture
- Studying overseas
- Working in a new environment
- Coming home

Lectures and discussion will be based on the instructor's 20 years experience both in living abroad and in preparing those who intend to go overseas. Participants will receive assistance in developing a plan for their overseas experience which will allow the greatest possible personal growth. Students will also be encouraged to share insights gained through previous experiences and to bring out individual concerns.

Participants are encouraged to bring a brown bag lunch.

DATE: Saturday, April 25

NO.MTNGS: 1

TIME: 9 a.m.-4 p.m.

UNITS: Non-credit

FEE: \$30

LOCATION: CSUDH Campus, SBS A110

INSTRUCTOR: Laurence J. Pitman, M.A.,
campus relations officer,
International Programs, The
Chancellor's Office of the
California State
University and Colleges

CONTEMPORARY HISPANIC CULTURE — MEXICO AND THE SOUTHWESTERN UNITED STATES

SPA X251

This lively and entertaining course attempts to achieve two goals: (1) to instruct the student about the cultural norms, values, intergroup relations, institutions, customs and language of México and the Southwestern United States; and (2) to expand the student's knowledge of basic written and oral communication in Spanish. The class is taught completely at the intermediate Spanish level; the equivalent of two quarters of previous Spanish study are required for this course. (May be applied as required credit for the Spanish for Public Service Certificate Program.)

DATE: Saturday, March 28-June 6 **NO.MTNGS:** 10

TIME: 8:30 a.m.-12 noon

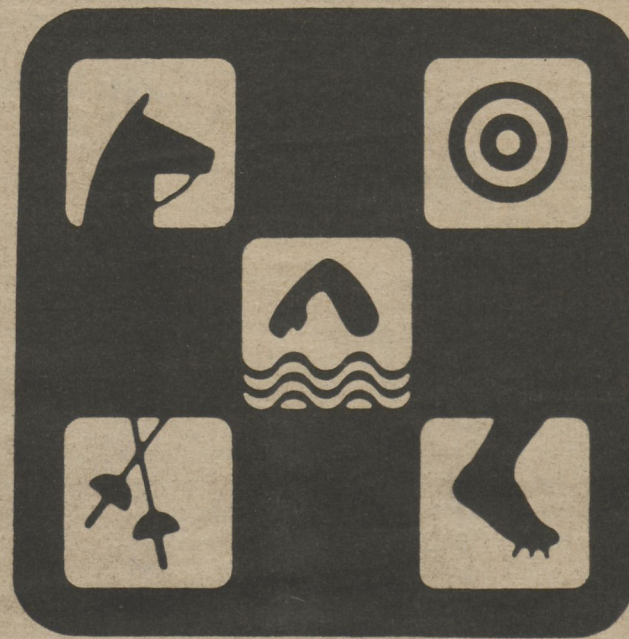
UNITS: 4

FEE: \$120

LOCATION: CSUDH Campus, SBS A104

INSTRUCTOR: Benjamin Pena, M.A.,

Extension Spanish Instructor, CSUDH



GETAWAY TO MAUI OR CARMEL-BY-THE-SEA WHILE YOU PLAN YOUR CAREER*

In business as in life, the question is not whether there is an opportunity — there are too many. You need to decide which career would be best for you — and how to find it. In a flexible and supportive atmosphere, away from the pressures of work and family, you will learn a number of managerial techniques to aid you in choosing the right career. By the completion of your week away you will be able to:

- Identify your functional areas of competence
- Uncover specific areas for growth and development
- Relate your skills to purposeful career and life objectives
- Write an effective job resumé
- Develop a personal marketing plan

MAUI, HAWAII — July 10-July 17. Stay at the beautiful Mahana Condominium Hotel on Kaanapali Beach. The cost of the program, including airfare, hotel, car and program fee will be approximately \$850*.

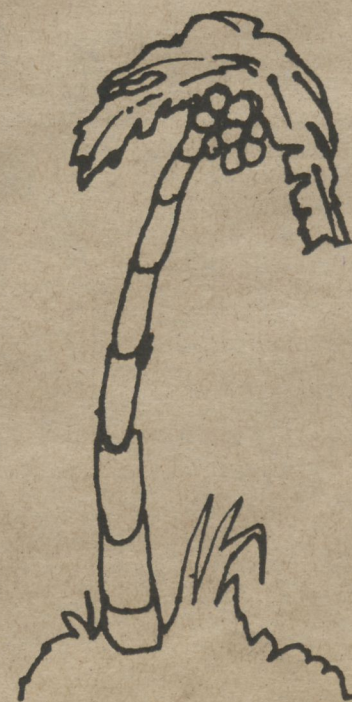
CARMEL-BY-THE-SEA — June 26-July 3. Stay at the Asilomar Conference Center on the historic Monterey Peninsula, only minutes away from the flavor of Cannery Row, outstanding shops and theaters, and the scenic wonders of Point Lobos and Big Sur. The cost of the program, including hotel, all meals and program fees will be approximately \$400.*

* California State University Dominguez Hills is only responsible for furnishing academic instruction and credit. Logistical arrangements are provided as a service to participants, and while every attempt will be made to ensure satisfactory arrangements, no responsibility therefore is implied or accepted.

Academic Fee. The cost for two quarter units of academic credit (optional) is \$24. (Make check payable to CSUDH Extension.)

Instructor. Dr. Barbara R. Chrispin, associate professor of Business Administration and Career Development Specialist, CSUDH.

For information, call 213/516-3551



T'AI CHI CHU'AN

PER X130

—More than self-defense

T'ai Chi Ch'uan is an ancient Chinese exercise system that stresses balance, coordination and self-defense. More than 700 of the body's muscles are used in the 64 movements of T'ai Chi.

In this course the first 20 movements will be taught. Students will begin each class session with meditation to help develop proper breathing. The second part of the course will include stretching exercises and a workout.

Following will be T'ai Chi instruction and meditation will complete the cycle.

DATE: Fridays, Apr 3-June 5**NO.MTNGS:** 10**TIME:** 9-11 a.m.**UNITS:** 1**FEE:** \$30**degree applicable****LOCATION:** CSUDH Campus, Dance Rm Gym**INSTRUCTOR:** Steve Combs, Master,
House of T'ai Chi

Steve Combs has taught T'ai Chi Chu'an at the University of Guam and was Master and Head Instructor at the House of T'ai Chi Monestary in Guam.

A MATTER OF TASTE**—A seminar to introduce you to California, French and German wines**

Spirits from the three top wine-producing regions of the world — California, France and Germany — will provide the subject matter for this course.

William Bennett, a member of the Society of Wine Education, will lead students through a region each night by sampling and studying its wines. The course is intended to introduce you to the wines of the countries, pique your interest with some knowledge and start you off on your own wine exploration.

Wines will be provided in the course; however, you should bring three wine glasses. You may also wish to bring cheeses along for an appropriate accompaniment to the wines.

DATE: Wednesdays, May 6, 13, 20**NO.MTNGS:** 3**TIME:** 7-9:30 p.m.**UNITS:** Non-credit**FEE:** \$35 (wine included)**LOCATION:** CSUDH Campus, University Center**INSTRUCTOR:** William P. Bennett, J.D.,

Instructor, Society of Wine Education

LET'S GET GROWING (II)

PSY X271

—Continuation of Social and Personal Effectiveness

This course (a continuation of Social and Personal Effectiveness, PSY X269) is an in-depth exploration of problem-solving and decision-making techniques you can apply to your individual needs.

You will learn to manage those emotions and behaviors that inhibit you from reaching your full potential.

DATE: Saturdays, April 11-May 16**NO.MTNGS:** 5**TIME:** 9 a.m.-1 p.m.**UNITS:** 2**FEE:** \$60**degree applicable****LOCATION:** CSUDH Campus, SBS E216**INSTRUCTOR:** Eve Capello, Ph.D.,Extension instructor of psychology,
director of Assert Consciously Today
(ACT) Institute, Los Angeles, CA**PUTTING YOUR BEST FOOT FORWARD****—How your wardrobe and the ways you wear it can affect your potential for success**

What does your appearance tell a prospective employer or your boss about you? How can you communicate through the way you dress? How can your wardrobe help you achieve higher work, social and personal goals?

This workshop will help you answer these and other questions while showing you how to assess the "successfulness" of your wardrobe and how to shop wisely for clothing with impact.

The one-evening workshop will also show you how to put it all together, what accessories — the real communicators — to use, the importance of good grooming and how to convey messages with color.

Putting your best foot forward will show you how to put a well-heeled best foot forward for success.

DATE: Wednesday, May 27**NO.MTNGS:** 1**TIME:** 6-9:30 p.m.**UNITS:** Non-credit**FEE:** \$25 (includes dinner)**LOCATION:** CSUDH Campus, University Center**INSTRUCTOR:** Carol Ebersole, associate director,
the Assert Consciously Today
(ACT) Institute**BEYOND O.K.****—Achieving health and staying there**

Suppose you have an active interest in your physical and mental well-being. You decide to go on the right diet, take the right supplements, do the right kind of exercise and relax in the right kind of way. You have made the first decisive step to health; however . . .

At a book store you try to pick the best diet among the diets of Atkins, Stillman, Scarsdale and Pritikin. But you walk away confused.

At a health food store you try to pick out the best vitamin E source from among a mixed tocopherols, d-alpha tocopherol acetate, and de-alpha tocopherol succinate. But you walk away confused.

At a local gym and sports shop, you try to pick out the best types of exercise for you. But you walk away confused.

The purpose of this course is to supply you with the resources you need to make an intelligent decision among the many alleged health aids. This ten-week course will allow us to comprehensively cover these major health topics; optimal nutrition, supplements, physical exercise and relaxation. By the end of the course you will walk away knowing how to achieve health and how to stay there.

DATE: Thursdays, Apr 2-June 4**NO.MTNGS:** 10**TIME:** 6-8 p.m.**UNITS:** Non-credit**FEE:** \$50**LOCATION:** Contact Extension Office,
516-3741**INSTRUCTOR:** William Puett, Ph.D.,

professor of Philosophy, CSUDH

AN INTRODUCTION TO FUTURE STUDIES**—How to study the future and where the world is heading**

The one-day workshop is an introduction to future studies — the study of what lies ahead and how the world can cope with the challenges of the future.

Included in the discussion will be why we bother to study the future, some positive and negative views of the future as expressed through science fiction, characteristics of a futurist perspective and steps which can be taken to design an alternative future.

Among the challenges which will be discussed are the increasing scarcity of global resources — especially the energy crisis — and responses to those shortages.

Films will illustrate the discussion and participants will have the opportunity to break into smaller groups to develop their own scenarios for the future.

DATE: Saturday, May 9**NO.MTNGS:** 1**TIME:** 9 a.m.-5 p.m.**UNITS:** Non-credit**FEE:** \$25**LOCATION:** CSUDH Campus, SBS F125**INSTRUCTOR:** Linda Groff, Ph.D.Assistant professor of Political Science,
CSUDH**EVERYTHING UNDER THE SUN****—Solar energy in action: You can use it now**

You'll learn the principles and practical applications of solar energy and what solar energy can do for you as a homeowner — and for the nation, too. No matter what your age, level of education or technical background, this course will present informative material that will increase your awareness of the potential for using solar energy.

Specifically, it will cover heating and cooling of buildings (including your home), swimming pools and spas, production of hot water and the generation of electricity. All of these things you can do in your own home.

You'll also learn how to separate myth from reality in the various claims for solar systems performance and gain an understanding of government policy regarding solar.

DATE: Mondays, April 6-27**NO.MTNGS:** 4**TIME:** 7-9 p.m.**UNITS:** Non-credit**FEE:** \$30**LOCATION:** CSUDH Campus, ERC B505**INSTRUCTOR:** Lawrence A. Jacowitz, Ph.D.IBM visiting professor of
energy studies, CSUDH

Dr. Jacowitz, prior to joining the CSUDH faculty as visiting professor, was manager of the Space Shuttle Project office in Downey for IBM Corp. He has been active in the solar energy field. Dr. Jacowitz has taught engineering courses in the design of solar energy systems and energy conservation at the University level and has designed numerous solar energy systems for space heating and the heating of domestic hot water, swimming pools and industrial processes. Dr. Jacowitz is currently preparing an undergraduate textbook entitled *Solar Energy Systems Engineering* which will be published this year. He is editor-in-chief of two professional publications: *Solar Energy Business and Marketing Report* and *Solar Sciences Journal*.

Dr. Jacowitz is a member of the International Solar Energy Society and its American Section. He is past director of the Southern California Solar Energy Association.

Information:**213/516-3741**

PROFESSIONAL DEVELOPMENT

BUSINESS

Also of interest . . .

Effective business presentation	page 11
Dress for success	page 7
Future studies	page 7
Communicating with the deaf	page 11
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Inventory control	page 24
Computer science certificate	page 26



Indicates course co-sponsored by the United States Small Business Administration as part of the SBA's effort to keep small business persons apprised of continuing education opportunities.

ASSERTIVE MANAGEMENT SKILLS (BRN) BUS 921

—A key to successful employee relations

Assertive behavior is being able to express thoughts, feelings and beliefs in open, honest, direct and appropriate ways which do not violate another person's rights. Assertiveness training has been quite popular in a variety of settings for the past several years.

This workshop has been designed for people who are concerned with being assertive in the work situation. The major focus will be on the utilization of assertiveness as a management skill. Assertiveness training procedures can be used to help create a positive atmosphere and to help colleagues function more effectively with each other.

Supervisors and managers can use the techniques to become more effective with their staffs, in conducting meetings, in confronting staff members with problems of criticism, in dealing with others as a representative of the organization.

Enrollment limited. Preregistration required by April 3. After that date contact the Extension office at 213/516-3741.

DATE: Saturday, April 11

NO.MTNGS: 1

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

UNITS: 0.7 CEU

FEE: \$45

LOCATION: CSUDH Campus, SC E143

INSTRUCTOR: **Martha Kazlo, Ph.D.**, consulting psychologist, Counseling Center, California State College, San Bernardino

YOU CAN QUALIFY FOR THAT LOAN

—And get the best available interest rates

This course presents real world methods to get the loan you want at the best available interest rates.

All lending institutions have formulas they use to evaluate loan applicants and learning the best way to fill out a loan application is the way to get the loan you want. Included will be real estate loans, consumer loans (autos, home appliances, etc.), business loans (expansion, cash flow, etc.) and personal loans (from finance companies and individuals).

DATE: Wednesdays, May 6-27

NO.MTNGS: 4

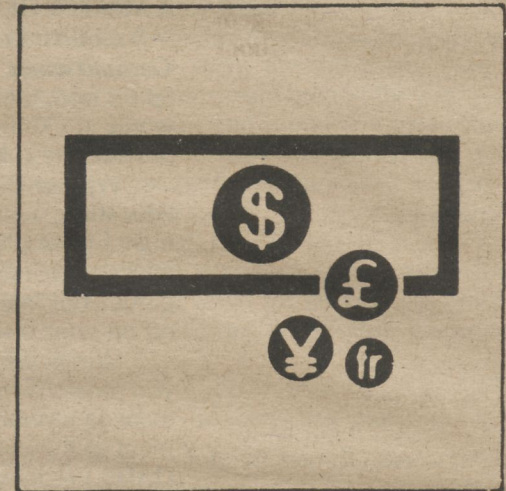
TIME: 6-9 p.m.

UNITS: Non-credit

FEE: \$30

LOCATION: Del Amo Park, 703 East Del Amo Boulevard, Carson

INSTRUCTOR: **Alan R. Davidson**, management consultant, Davidson Business Associates, Long Beach



Advertising, marketing: You should do it yourself

AD DESIGN NUTS AND BOLTS

—A design course for the small businessperson

A presentation of the visual advertising fundamentals used in small businesses. Learn how to put together newspaper ads, flyers, folders, posters, direct mail and many more advertising instruments. Become familiar with the design and printing processes, and learn to know what you are paying for. This seminar can help you cut your advertising costs and increase your advertising efforts.

Participants are encouraged to bring samples of advertising projects they are currently involved with. Participants must provide their own drawing paper and markers.

DATE: Saturday, May 2

NO.MTNGS: 1

TIME: 9:30 a.m.-4:30 p.m.

UNITS: Non-credit

FEE: \$35*

LOCATION: CSUDH Campus, HFA C104

INSTRUCTOR: **Bernard W. Baker, M.F.A.**, designer and advertising consultant, assistant professor of Art, CSUDH

* Students who enroll in two or more of these course will receive a discount of \$5, making the fee for each class \$30.



ADVERTISING PASTE-UP AND PRODUCTION

—For the small business and non-profit agency

A hands-on workshop dealing with the final art stage before printing — preparing the paste-up, mechanical, or camera-ready art. How to assemble your ads, flyers, mailers for the printer. A variety of useful techniques to help your business save time and money. Topics include:

- How to fit and order copy and headlines
- How to order stats for line shots and half-tones
- How to specify paper stock, ink colors, folds
- Putting it all together — the mechanicals for line work, photos, color separation

Suggested prerequisite: *Ad Design Nuts and Bolts* or a basic understanding of visual advertising fundamentals.

Participants are encouraged to bring samples of advertising projects they are currently involved with. Participants must provide their own drawing paper and markers.

DATE: Saturday, May 9

NO.MTNGS: 1

TIME: 9:30 a.m.-4:30 p.m.

UNITS: Non-credit

FEE: \$35*

LOCATION: CSUDH Campus, HFA C104

INSTRUCTOR: **Bernard W. Baker, M.F.A.**, designer and advertising consultant, assistant professor of Art, CSUDH

HOW TO RUN A SUCCESSFUL ADVERTISING CAMPAIGN IN YOUR SMALL BUSINESS BUS 923

—Make the most of your advertising dollar

Advertising is a business tool that often means the difference between surviving and not surviving. When the program is executed right, advertising can turn a good business into a gold mine.

This one-day session will be geared to learning practical how-to-do-it information that can be immediately applied to promote your store, product or service. Topics include:

- Positioning your business in the marketplace
- How to create a memorable image
- The message: Communicating to Sell
- Developing an effective campaign, keeping costs at a minimum
- What belongs in a good ad and what doesn't

The goal of the seminar is to help you make the most effective use of any dollar you invest in advertising and promotion. Those who wish to participate in the workshop critique session should bring old ads, flyers and other promotional materials to class.

DATE: Friday, April 24

NO.MTNGS: 1

TIME: 9 a.m.-4:30 p.m.

UNITS: 0.7 CEU

FEE: \$35*

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: **Chris Christensen**, owner-manager Magna Creative Services, advertising and sales promotion agency, Long Beach, CA

MARKETING FOR THE SMALL MANUFACTURER

—Your company can have a cohesive, workable marketing plan

A full marketing program is a continuing integrated process beginning with the product idea and following through to delivery of the product to customers.

All companies have a marketing program to some degree, but too often the process is not cohesive and is not cost-effective.

This course will cover forecasting, advertising, organization and customer

relations. Each area will be analyzed and the needs of a smaller company will be discussed.

The process of converting product or services into company objectives and management's responsibilities and coordination efforts will be of prime concern.

DATE: Saturday, May 23

NO.MTNGS: 1

TIME: 9 a.m.-3 p.m.

UNITS: Non-credit

FEE: \$35

LOCATION: CSUDH Campus, SC E143

INSTRUCTOR: **Ralph Dorff, M.P.A.**

former marketing director for two distributor/manufacturers.

HOW TO BE A MANUFACTURER'S REPRESENTATIVE

—Seminar in a lucrative field

Bus 904

The complete picture of the career field of Manufacturer's Representatives, including:

- Types — agents, brokers, salesmen, reps
- Opportunities in industry and business
- Selecting your field, acquiring credentials
- Techniques for success
- Methods of operation
- Pitfalls
- Overcoming obstacles

DATE: Saturday, April 11

TIME: 9 a.m.-3 p.m.

FEE: \$30

LOCATION: CSUDH Campus, SC E145

INSTRUCTOR: **Ralph Dorff**, instructor
Orange Coast College

NO.MTNGS: 1
UNITS: 0.5 CEU

Ralph Dorff was a manufacturer's rep for 23 years and established many items and lines in the California marketplace. He has written articles for leading trade journals on business management techniques and is currently writing a textbook on small business management.

SMILE IN THE FACE OF AN ANGRY CUSTOMER

—A workshop in the dynamics of customer relations and public service

BUS 908

Here's help for employees on the front line who deal with irate customers, service complaints and an otherwise emotional public.

This one-day intensive workshop discusses the dynamics of person-to-person communication, including: oneupmanship, hidden agendas, disguised anger and defining one's personal limits to others.

Participants will learn concrete strategy for avoiding practices that tend to alienate customers while developing pro-customer practices, such as mutual problem-solving and customer education. Included will be a seminar video tape of effective and ineffective customer relations, role playing, and a review of video film episodes such as:

- The indignant phone call
- Passing the buck
- Lack of support and backup by supervisors
- The uneducated customer
- Other situations relevant to real-life work experiences

Pre-registration required by April 10. After that date contact the Extension Office, 213/516-3741.

DATE: Friday, April 17

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

FEE: \$50

LOCATION: CSUDH Campus, SC E145

INSTRUCTOR: **Les P. Herold**, Ph.D.

associate professor of Psychology,
California State College, San Bernardino



Reach out and become more effective . . .

IT'S YOUR MOST EFFECTIVE OFFICE TOOL

—Telephone effectiveness workshop

What do you do when someone starts yelling at you over the telephone? How do you calm the person who calls your agency or firm to voice a nasty complaint? Are you able to keep your cool on the "hot line"?

Most people respond to those situations in a natural, logical and wrong manner. That's right — *wrong*. But this workshop, designed for customer service representatives, executive secretaries, public agency employees, supervisors, financial service personnel and others who use the telephone as a professional tool will teach them how to control conversations diplomatically, save and manage time, speak with authority, listen more effectively, manage difficult clients and master 21 tips for positive office communications.

Dr. Gary Goodman's techniques may be surprising and controversial, but they are also effective.

DATE: Thursday, June 4

TIME: 10 a.m.-4 p.m.

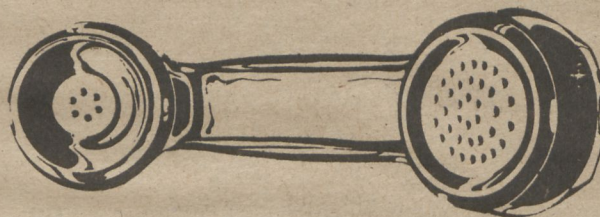
FEE: \$95 (includes lunch)

LOCATION: Ramada Inn, 850 Dominguez Street,
Carson, CA

INSTRUCTOR: **Gary Goodman**, Ph.D.,
communications consultant

NO.MTNGS: 1

UNITS: Non-credit



TELEPHONE MARKETING WORKSHOP

—Selling from your desk

Gasoline costs are rising by the day, a salesperson's time is wasted when he or she spends much of the day driving from one prospect to another and the fact is, your sales force can be just as effective and rarely — if ever — leave the office.

The secret is to master the most convenient office tool — your telephone. It is a fact that face-to-face sales calls (on the average) cost \$120. And because of that fact, such giants as IBM and Xerox Corporations are moving quickly into telephone selling as a means of helping to solve their marketing problems. Telephone sales is already a \$9 billion enterprise and is growing rapidly.

Dr. Gary Goodman's Telephone Sales Seminar combines knowledge of the behavioral sciences with a decade of solid practical experience in telephone marketing, management and consultations.

This seminar will teach participants how to motivate themselves and their clients, open and close sales calls, handle resistance and troubleshoot telephone sales problems.

DATE: Friday, June 5

TIME: 10 a.m.-4 p.m.

FEE: \$95 (includes lunch)

LOCATION: Ramada Inn, 850 Dominguez Street,
Carson, CA

INSTRUCTOR: **Gary Goodman**, Ph.D.,
communications consultant

NO.MTNGS: 1

UNITS: Non-credit

INTERNATIONAL MARKETING

—Doing business abroad

BUS 934

This course will focus on marketing management problems, techniques and strategies peculiar to international business. Basic social and ethical considerations required of American exporters and importers, particularly the multinational firm will be covered. Cultural and environmental differences, international trade concepts, business customs and practices and other factors that make international marketing a challenge will be discussed.

Specifically the course will cover research, market development, promotion, sales and pricing, personnel administration, international organization, distribution, export mechanics and international finance.

DATE: Thursdays, Apr 9-June 11

TIME: 6-10 p.m.

FEE: \$120

LOCATION: Peck Park, Community Center
560 Western Avenue, San Pedro

INSTRUCTOR: **William Skelly**, M.B.A.,
Extension instructor of Public
Administration

NO.MTNGS: 10

UNITS: 4.0 CEU

BASICS OF MARITIME OPERATIONS

BUS 931

—A course in the theory of commercial shipping

Basic theory and knowledge of commercial shipping management will be covered in this course. The principles and practices employed by owners, managers and agents of water carriers will be of prime concern. Vessel husbanding and port routine will be discussed along with freight handling and space accommodations, maritime labor-management relations and the characteristics of ships and line service.

Students will also have a thorough grounding in common carriers costs and revenue consideration. Scheduling activities, freight contracts and rates, space charters, container and specialized equipment handling, carriers and skipper organizations and other transportation issues will be covered.

DATE: Tuesdays, Apr 7-June 16

TIME: 6-10 p.m.

FEE: \$120

LOCATION: Peck Park Community Ctr.
560 North Western, San Pedro

INSTRUCTOR: **Everett Bell**, B.S.C.,
Master Mariner, Marine Operations
Manager, United States Lines

NO.MTNGS: 10

UNITS: 4.0 CEU

GET STARTED IN REAL ESTATE INVESTMENT AND PROPERTY MANAGEMENT

—Techniques for the investor of the '80s

Two one-day seminars for those who are new to the money-making potentials of real estate investment and property management.

OPTIONAL COMPUTER EXPERIENCE: Participants who attend BOTH seminars will have the opportunity to save \$10 and work with the CSUDH computer to analyze rent-purchase decisions on their own properties or on demonstration properties provided in class. All materials and computer facilities are provided.

BEGINNING COURSE FOR THE SMALL INVESTOR—

This course teaches you how to:

- Find low-priced properties, and buy them
- Acquire good properties with little or NO MONEY DOWN
- Make 100% or more on your investments (rather than 6-12 percent available through most investments)
- Decrease your income taxes — legally

- Take advantage of high inflation (rather than being a victim of it)
- Start in your spare time with minimal capital
- Minimize your risk
- Maximize your potential (and profits)
- Keep your profits at tax time

DATE: Saturday, May 2

TIME: 9 a.m.-4:30 p.m.

FEE: \$49 (includes materials)*

LOCATION: CSUDH Campus, SBS A144

NO.MTNGS: 1

UNITS: Non-credit

INSTRUCTOR: **H. Gary Kuhlmann**, Ph.D.

associate professor of Business Administration, CSUDH

* Participants who enroll in BOTH seminars will receive a \$10 discount, bringing the total fee for both seminars to \$88. This includes ALL materials and the computer option. No previous real estate or computer experience is required.

BEGINNING COURSE FOR THE SMALL PROPERTY MANAGER

This specialized course will teach you how to:

- Manage and operate real property successfully
- Select good, trouble-free tenants
- Avoid legal hassles and unnecessary evictions
- Write strong, safe rental agreements or leases
- Avert collection problems and reduce operating costs
- Avoid the rent-control issue
- Exchange and avoid taxes

DATE: Sunday, May 3

TIME: 9 a.m.-4:30 p.m.

FEE: \$49 (includes materials)*

LOCATION: CSUDH Campus, SBS A144

NO.MTNGS: 1

UNITS: Non-credit

CO-SPONSORED WITH THE SMALL BUSINESS ADMINISTRATION



These seminar-workshops are designed to meet the very special (and differing) needs of presidents and key managers of small to medium-size companies. Emphasis is placed on teaching proven "how to" methods of problem-solving and improving your company's performance. The sessions are an effective way to acquire practical knowledge and pick up new ideas. Through a combination of lecture, written course material, and peer discussion you will be provided with usable know-how for making sound decisions. The seminar leaders are experienced professional small business consultants.

LOCATION: Ramada Inn,
850 East Dominguez Street,
Carson

INSTRUCTORS: John LaBarbera,
Phillip Sabol,
Jim Crooks
management consultants, The
Corporate Group, Torrance;
Extension instructors of Business

HOW TO RAISE MONEY

—The right way

BUS 918

A power-packed day explaining the art and science of raising money, focusing on the types of financing for smaller businesses, the sources of financing, and how to pick the best combination for your business. Topics include:

- How to avoid the nine most common mistakes in raising money.
- How bankers judge your loan request
- How to negotiate funds

You will also be given a proven step-by-step method of planning, packaging, and presenting your request for funds.

DATE: May 13

NO.MTNGS: 1

TIME: 9 a.m.-4:45 p.m.

UNITS: 0.7 CEU

FEE: \$65 (includes lunch)

HOW TO PRICE FOR HIGHER PROFIT

BUS 933

This session reviews and explains pricing's role in profit planning!

- Why many traditional pricing methods have potential pitfalls for the small businessman.
- The factors that must be considered before a realistic pricing strategy can be established.
- Ways to identify pricing opportunities and develop strategies to capitalize on them.
- How "cost-plus" pricing can undercost some products and overcost others (both unfavorable).
- How improper allocation of overhead costs could price you out of the market.
- The pros and cons of eight cost-estimating methods.
- Ways to identify the variable factors in pricing.
- The effect of "product mix" on profits.
- How facility-pricing enables you to best use production facilities.
- Specific steps to profitable pricing.

DATE: May 14

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

DATA PROCESSING IN THE SMALLER COMPANY

BUS 915

—Answers to important questions

An informed manager trying to keep abreast of data processing systems and equipment can find solid answers to the following questions:

- Data processing — where does it fit?
- Can and will it pay off?
- Where and how should I begin?

Using case studies and printed materials you can determine for your own company whether you are ready to order a computer.

DATE: May 19

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

DEVELOP A WINNING MARKETING STRATEGY

BUS 928

—A workshop for the small businessperson

- A powerful technique for determining the best marketing strategy for your firm.
- The nine most important elements of the marketing function . . . and how to use them.
- Why marketing in small companies must differ from sales
- A four-step small business oriented market planning process that you can use to develop winning objectives and strategies.
- How to take advantage of your smaller size when competing against a larger company.
- Five critical marketing policy decisions every company must make.
- The five key pricing strategies . . . and how to determine the right one for your company . . . then, how to set the best price.
- How to tell when your marketing efforts are misdirected.
- The one most effective method to increase sales quickly.

DATE: May 12

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

HOW TO EFFECTIVELY REDUCE DIRECT AND INDIRECT LABOR COSTS IN THE SMALLER GROWING COMPANY

BUS 932

You will learn:

- How to zero in on a powerful tool to reduce and control direct and indirect labor costs.
- How to identify where your direct labor costs are going.
- How to effectively measure productivity and take positive action now.
- How a proper system will reveal where dollars can be saved through management by exception.
- The technique of planning labor requirements accurately to insure that the budget works.
- Where to direct your efforts toward getting the best return on labor savings systems.

DATE: May 18

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

HOW TO DEVELOP GOALS AND STRATEGIES

BUS 914

—And get results

- Planning . . . what it is . . . what it is not . . . where and how it begins.
- Objectives and goals . . . how do they differ?
- How to build a foundation for planning.
- The two most critical planning mistakes made by management . . . and how to avoid them.
- How to identify critical factors . . . and establish the right priorities.
- The 10 practical steps in a small business planning program that will outline all you need to know from A to Z.
- A method for testing "what if's":
How is it developed?
How is it used?
What does it reveal?
How to analyze the options.
How to select the best opportunities
- How to finalize the results for:
Survival
Growth
Productivity
Profits

DATE: May 20

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

MANAGING CASH FLOW

—Tools and Techniques

BUS 916

A focus on the internal actions that a company can take to improve its cash flow so that it is financially healthier, has less need for outside financing, and has cash resources. Discussion areas include:

- How small companies successfully manage
- Forecasting techniques for the smaller company
- Steps to control your company's cash
- Actions to get you through the credit crunch of the 80s
- How to squeeze hidden cash out of your company
- Accounts Receivable collection procedures that work

DATE: May 21

NO.MTNGS: 1

TIME: 9 a.m.-2 p.m.

UNITS: 0.4 CEU

FEE: \$45 (includes lunch)

The Center for Training and Development

The California State University Dominguez Hills Center for Training and Development coordinates the University's response to a wide variety of community education needs through the development of professional/career in-service training programs. The Center also offers workshops, symposia, conferences and specialized training and consulting services.

The Center for Training and Development may be able to help increase your company; or agency's productivity by providing the training services you need.

For information, call 213/516-3741.

COMMUNICATIONS

SAY IT . . .

STAND UP AND SAY IT — EFFECTIVELY BUS 907 —*Getting your message across on the job*

Your good ideas aren't worth much if you can't present them right. This course will help you increase your effectiveness in business presentations with step-by-step instructions on:

- Preparing the presentation
- Researching your audience
- Winning your audience
- Self-expression — presentation style
- Personal appearance, verbal and non-verbal communication
- Adapting your environment
- Using visual aids
- Handling questions from the audience

DATE: Monday and Wednesdays **NO.MTNGS:** 3
April 20, 22, 29 **UNITS:** 1.0 CEU

FEE: \$35

LOCATION: Northrop Corp., 3901 W. Broadway,
Hawthorne, Building 30,
second floor training room

INSTRUCTOR: Betty Koller, MSA
training and personnel
administator, Northrop Corp.

HOW TO SET UP AND "SELL" YOUR OWN SEMINAR —*Share your knowledge — at a profit*

Want to earn a second income selling your know-how to others? Or convey knowledge to clients or prospective customers at free, informative image-enhancing gatherings? Seminars is the magic word sweeping across the nation. In three hours you will learn the essential ingredients of seminar success, how to market them, scheduling and pricing techniques, the use of audio-visual supports, content designs and evaluation, and result-yielding follow-up. The seminar registration is limited to 40!

DATE: Wednesday, May 13 **NO.MTNGS:** 1
TIME: 6:30-10 p.m. **UNITS:** Non-credit

FEE: \$35 (includes materials)

LOCATION: CSUDH Campus, Dominguez Rm B

INSTRUCTOR: Gordon Burgett, M.A., M.F.T.,
full-time freelance writer,
lecturer and publisher,
author of the *Query Book*

YOU DON'T HAVE TO SAY A WORD COM 803 —*Beginning non-verbal communication (sign and body language)* (BRN)

This class teaches you how to effectively communicate with the severely hearing impaired through the use of sign language and finger spelling.

Ameslan and *Siglish* are stressed, but all forms of manually-coded English will be touched upon.

Students will learn new signs during each class meeting and will review and practice signs already learned.

This course is especially useful to teachers and health care professionals.

DATE: Tuesdays, April 7 **NO.MTNGS:** 10
TIME: 7-9 p.m. **UNITS:** 2

FEE: \$60

LOCATION: North High School, Rm 403
3620 West 182nd Street, Torrance

INSTRUCTOR: Robert J. Springer, M.A.,
consultant in motivational
therapy, speech and language therapy

Also of interest . . .

Comedy workshop	page 16
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HEAR IT . . .

REAL LISTENING TAKES MORE THAN TWO BIG EARS (BRN) COM 801

—*A listening dynamics workshop*

What is your listening style? How do the people around you listen? We spend 70 percent of each day communicating, of which 45 percent is spent listening. Yet, we lose two-thirds of the information within eight hours.

This course presents effective ways of listening in our professional and personal relationships. Common barriers to good listening, common non-listening styles, listening to non-verbal messages and matching listening techniques to your purpose will be covered.

The one-day workshop is experiential/participatory and will model appropriate skills with the use of role playing.

The course is designed for those whose effective interpersonal communication is crucial, including parents, students, teachers, counselors, nurses, social workers, supervisors, administrators, managers and others.

DATE: Saturday, May 9 **NO.MTNGS:** 1
TIME: 8:30 a.m.-6:30 p.m. **UNITS:** 1

FEE: \$35 (plus a \$5 fee for workbook to be paid in class)

LOCATION: CSUDH Campus, SC E149

INSTRUCTOR: Katherine Kalinich, M.A.,
reading specialist,
San Bernardino Unified
School District

UNDERSTAND IT . . .

WORKSHOP IN INTERCULTURAL COMMUNICATION COM 804

—*Understanding each other in a global village*

Communication is not just *saying* the words; body language, inflection and other factors come into play in communicating. And if we don't understand how someone else communicates, we get the wrong impression.

This course will explore ways in which cultural differences can interfere with communication and ways in which we can build better communication. Special attention will be given to the helping professions. Employees can learn to minimize the effects of their own conditioning in dealing with people from other cultures.

Those from other countries will learn how Americans communicate and perceive an international's verbal and non-verbal messages.

The workshop will use a practical approach with exercises and discussions involving both American and international students.

DATE: Friday, May 15 **NO.MTNGS:** 2
6:30-9:30 p.m. **UNITS:** 1

Saturday, May 16, 9 a.m.-5 p.m.

FEE: \$30 advance/\$35 at door

LOCATION: CSUDH Campus, SBS B215

INSTRUCTOR: Susan Grover, M.A.,
Extension instructor of
English as a Second Language

WRITE IT . . .

WRITING IT RIGHT —*How to write more effective business communications*

Written communication in an organization fall into three major categories: simple informational communication; sensitive communications; and persuasive communications. This one-day workshop is designed to help you to understand the communication process and how to apply it to letters and memos that say what you want to say quickly, clearly and professionally. Topics include:

- How to Overcome Business Writing Weaknesses
- Writing Memos, Reports, and Staff Studies
- Being Specific — Avoiding Generalities
- Choosing the Appropriate Strategy
- Writing With the Human Touch

The instructor will provide a critique on individual writing completed at the workshop.

DATE: Friday, May 1 **NO.MTNGS:** 1
TIME: 9 a.m.-5 p.m. **UNITS:** Non-credit

FEE: \$30

LOCATION: CSUDH Campus, SC E157

INSTRUCTOR: Violet Jordain, Ph.D.,
professor of English, CSUDH

HOW TO SELL 75 PERCENT OF YOUR NON-FICTION WRITING

—*Becoming a selling author*

To a freelancer tired of rejection letters, selling 75 percent of his writing sounds like a fantasy. Yet it is completely realistic. Professionals usually sell more than 100 percent counting spin-offs and reprints.

The difference is the marketing approach. Beginners write, then try to sell. Professionals sell, then write. This five-hour seminar explains:

- Querying
- Rewrites
- Multiple submissions

A take-home guide directs the participants through the 15 steps of marketing and writing a selling article, and a handbook contains needed examples.

DATE: Tuesday, May 12 **NO.MTNGS:** 2
7-9:30 p.m. **UNITS:** Non-credit

Thursday, May 14

7-9:30 p.m.

FEE: \$35 (includes materials)

LOCATION: CSUDH Campus, Dominguez Rm B

INSTRUCTOR: Gordon Burgett, M.A., M.F.T.,
full-time freelance writer,
lecturer and publisher,
author of the *Query Book*

HOW TO PUBLISH AND MARKET YOUR OWN BOOK

—*Avoiding both standard publishers and vanity presses*

How-to books, memoirs, textbooks, cookbooks, poetry, instructional manuals, even fiction: someone publishes them. If that someone is you, you could lose your savings or earn a fortune, but done right you'd always be in control and in print.

This seminar outlines the basic steps of publishing and marketing your own book, then concentrates on topic selection, market evaluation, copy preparation, finding the right printer, media releases and appearances, ISBN and LC numbering and the all-important marketing. Classroom handouts include a sample-packed workbook and a self-published example called the *Query Book*.

Self-publishing is the "hot" topic in the book world. If you are anxious to see your ideas or expertise shared with others, this seminar might be for you.

DATE: Sunday, March 22 **NO.MTNGS:** 2
TIME: Noon-5 p.m. **UNITS:** Non-credit

FEE: \$45 (includes workbook)

LOCATION: CSUDH Campus, SC J146

INSTRUCTOR: Gordon Burgett, M.A., M.F.T.,
author the *Query Book*

Programs in American Language and Culture

Courses for Pre-University and University Students

ORAL SKILLS FOR UNIVERSITY-BOUND STUDENTS

ESL 001

This course will teach listening comprehension and speaking skills international students need to succeed in a college setting. Lecture comprehension and note-taking skills, as well as organizing and giving oral presentations, will be covered.

Students will develop their abilities in various listening and speaking skills through in-class practice (assignments) with feedback from other students and the instructor.

Students will also learn how they can most effectively participate in an American classroom.

DATE: Tuesdays and Thursdays, April 2-June 4 **NO.MTNGS:** 20 **UNITS:** Non-credit

TIME: 4-5:30 p.m.

FEE: \$120

LOCATION: CSUDH Campus, SBS E126

INSTRUCTOR: Deborah Busch, M.A.,
Extension instructor of English as a Second Language

WRITTEN SKILLS FOR UNIVERSITY-BOUND STUDENTS

ESL 002

This intermediate-to-advanced course in written English emphasizes college-level skills.

Students will learn important reading and writing skills essential to success in an American university, including term papers, vocabulary expansion, and strategies to cut time spent on reading textbook assignments.

Basic research techniques and how to use a college library will be taught through a series of individualized exercises in the student's field of interest.

DATE: Mondays, Wednesdays, April 1-June 8 **NO.MTNGS:** 20 **UNITS:** Non-credit

TIME: 4-5:30 p.m.

FEE: \$120

LOCATION: CSUDH Campus, SBS E126

INSTRUCTOR: Peter Lavery, M.A.,
Extension instructor of English as a Second Language

Extended Education plans and offers a wide variety of courses intended for people with different reasons for studying *English as a Second Language*. During Spring quarter, 1981, two courses especially designed for the college-bound student are being offered (see courses at left). Other courses are designed for individuals studying ESL for professional or personal development (see courses at right).

Other courses of interest:

TOEFL (Test of English as a Foreign Language) Preparation Course. See page 29.

Workshop in Intercultural Communications, see page 11.

COMING THIS SUMMER

The Intensive English Program

Students in the Intensive English Program learn the language skills and cultural knowledge necessary for success in a number of settings, including business and college.

Classes, which meet for a total of 25 hours per week, are designed for the college-bound and general student. Class size is kept small (10-15 students) to ensure that each student gets a maximum of personalized attention. Instructors are friendly, experienced specialists in teaching English as a Second Language.

The program includes instruction in speaking, listening, reading and writing, as well as special-interest topics. Formal courses are supplemented with cultural information, field trips and social activities.

The summer program begins June 29 and runs 10 weeks until September 4. For more information, call or write the Office of Special Sessions, CSUDH, Carson, CA 90747, telephone 213/516-3746.

Courses of General Interest

ORAL SKILLS — GENERAL INTEREST

ESL 003

In this course, students will develop their ability to comprehend natural speech spoken at normal speed and learn speaking skills for effective communication in English.

Through classroom discussions, oral assignments and listening-comprehension exercises, the non-native speaker will learn to understand and express ideas in English more effectively.

Students and the instructor will provide helpful feedback in a supportive classroom atmosphere.

DATE: Thursday, April 2-June 4 **NO.MTNGS:** 10

TIME: 6:30-9:30 p.m.

UNITS: Non-credit

FEE: \$120

LOCATION: North High School, Rm 304

3620 West 182nd Street, Torrance

INSTRUCTOR: Susan Grover, M.A.,
Extension instructor of English as a Second Language

WRITTEN SKILLS — GENERAL INTEREST

ESL 004

This is an intermediate-to-advanced course in English emphasizing the types of writing needed for success in American society.

Students will learn strategies to cut reading time, will practice various types of writing and in general will become familiar with the types of written English they will encounter in a number of situations.

Specific types of writing to be covered include reports, articles, business correspondence and personal letters.

DATE: Mondays, April 6-June 9 **NO.MTNGS:** 10

TIME: 6:30-9:30 p.m.

UNITS: Non-credit

FEE: \$120

LOCATION: North High School, Rm 402

3620 West 182nd Street, Torrance

INSTRUCTOR: David M. Fein, M.A.,
Extension instructor of English as a Second Language

BE BETTER UNDERSTOOD

ESL 005

—A course in accent modification

This course will help the non-native speaker of English identify pronunciation problems that interfere with communication. In consultation with the instructor, each student will undertake an individualized program for accent modification, including practice with cassette tapes.

Students will become familiar with specific sound differences between their native language and English; devise a plan to improve pronunciation, and be better able to predict and avert communication problems.

Extensive in-class practice with feedback from the instructor and other students will aid students in improving their English-speaking skills.

NOTE: Students may enroll in either or both sections.

SECTION I

DATE: Wednesday, April 1-29

NO.MTNGS: 4

TIME: 6:30-9:30 p.m.

UNITS: Non-credit

FEE: \$75

SECTION II

DATE: Wednesday, May 6-June 3

TIME: 6:30-9:30 p.m.

FEE: \$75

LOCATION: North High School, Rm 403

3620 West 182nd Street, Torrance

INSTRUCTOR: S. Robert Greenberg, Ph.D.,
visiting professor of English as a Second Language, UCLA



SPECIAL COURSES OFFERED IN THE KOREAN COMMUNITY

Three English for Specific Purposes courses will be offered Tuesday through Friday from April 7-June 9 at the Korean Educational Guidance Center in Los Angeles. Each course is designed to develop language proficiency necessary for success in a particular field. English for Health Care Professionals will meet from 9 a.m. to noon. English for College-bound Students will be held from 4-7 p.m. and English for Small Business Owners and Operators will meet from 7 p.m. to 10 p.m.

NEW COURSES COMING THIS SUMMER

A different way to broaden your horizons

"COOKING, CONVERSATION AND
CULTURE: AN INTERNATIONAL
EXCHANGE"

and

"LOS ANGELES FOR THE
INTERNATIONAL VISITOR"

For more information
about these courses,
call the ESL office at
213/516-3746



EDUCATION

Also of interest . . .

Communicating with the deaf	page 11
Listening skills	page 11
Optimizing athletic performance	page 6
Intercultural communication	page 11
Open University	page 22
Spanish for public service, Intensive summer program	page 23
Education conferences	page 14

LEAVE IT TO BEAVER, STARKY AND HUTCH AND YOUR CHILDREN EDU X356

—How does television affect children? A workshop for parents and teachers

Television reaches virtually every home in the United States and nearly every child views at least four hours of TV each day. What they see can range from educational programs to action-packed crime shows.

And between programs they see advertisements. More than half the products advertised on children's TV are edible. Of that amount 65 percent are highly sugared. More than 10,000 commercials appear each year for such products. Recent studies claim TV causes lowered scholastic achievement scores. What does all that mean to you? To the children in your life?

Are children influenced by TV? Do you want them to be?

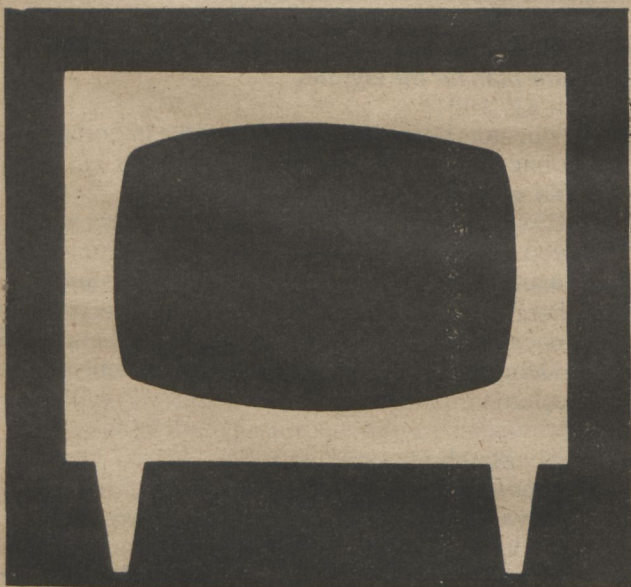
This course will introduce students to critical analysis of television fare. You will also analyze current television programs and prepare a personal action plan for improving children's television.

The course will include a field trip to a network office or station.

DATE: Thursdays, Apr 9-June 11 **NO.MTNGS:** 10
TIME: 6-10 p.m. **UNITS:** 4
FEE: \$120 **degree applicable**

LOCATION: PV Switchboard
714 A Deep Valley Drive
Rolling Hills Estates

INSTRUCTOR: Warren Ashley, Ph.D.,
program development specialist for
CSU Fullerton Teacher Corps Project



ALL ABOUT AIDES AND TEACHERS, TOO EDU 836

—Become more comfortable in your role
Teachers and aides both want to be as successful as they possibly can in their respective roles. But are you communicating as well as you can with your aide/teacher?

All About Aides and Teachers will help you define and refine each respective role and will offer guidelines on how to function more effectively with each other in the classroom. You will gain new perspective, understanding and confidence to meet the demands of a unique working relationship. And that's bound to help you better serve your students.

DATE: Saturday, April 25 **NO.MTNGS:** 1
TIME: 8 a.m.-6 p.m. **UNITS:** 1
FEE: \$30

LOCATION: CSUDH Campus, SC E143
INSTRUCTOR: Eva Schmidler, M.A.,
special education consultant,
L.A. County School System

PACIFIC ISLAND COMMUNITIES IN ADAPTATION ANT X292

—A course in understanding the sociology and problems of southern California's vast Pacific Island population designed especially for teachers

This course will provide an examination of the socio-economic cultural-educational and other related social problems which confront the Pacific Island communities in the United States. Southern California, according to statistics, is home for one of the largest populations of Pacific Island peoples outside their native homes. A special emphasis will be given to the Samoan and Tongan communities.

Students will gain an understanding of the social problems Pacific Islanders face in this country. You will also learn how to understand Pacific Islanders' social behaviors.

Loia Fiaui was born in Fasito'o-uta, Western Samoa and has taught there. She was also responsible for implementing the first citizenship training class for Samoans in the Los Angeles Unified School district and served as director of the district's vocation training project, the first in the United States designed to train Samoans.

DATE: Wednesdays, Apr 15-June 17 **NO.MTNGS:** 10
TIME: 6-9:40 p.m. **UNITS:** 4
FEE: \$120 **degree applicable**

LOCATION: Scott Park
23410 Catskill Avenue, Carson
INSTRUCTOR: Loi Fiaui, M.S., Ph.D. candidate,
UCLA

MULTICULTURAL MUSIC AND ART ACTIVITIES FOR YOUR STUDENTS EDU X751

—Enrich your classroom program

This one-day workshop will show teachers how to enrich their classrooms with a variety of creative expression activities. Teachers will find a garden of art, song, dance and language activities they can take back to the classroom and use right away.

Registration is also open to a limited number of children eight years and older, accompanied by a parent for a \$3 materials fee.

DATE: Saturday, April 11 **NO.MTNGS:** 1
TIME: 8 a.m.-6 p.m. **UNITS:** 1
FEE: \$30 **degree applicable**

(plus \$3 materials fee to be paid in class)
LOCATION: CSUDH Campus, SBS A144
INSTRUCTOR: Penelope Greeven,
art instructor and consultant, CSUDH;
Cecilia Riddell,
music instructor, CSUDH

THE WORLD'S LARGEST CLASSROOM EDU 827

—The sea as a learning resource

Some mysteries and secrets of the ocean ecology and related natural resources like tidepools are revealed with the sea serving as a huge teaching aid in this course. The course will familiarize students with the local marine environment to gain a general understanding of ocean ecology. The class will have four meetings at the Cabrillo Marine Museum, a trip to a working marine laboratory, two trips to local tide pools, a study cruise on the Ocean Consortium's research vessel *Nautilus* and a day at Marineland of the Pacific.

DATE: Sats, beginning Apr 4 **NO.MTNGS:** 11
TIME: 9 a.m.-noon **UNITS:** 4
FEE: \$120 credit/\$80 non-credit

LOCATION: First class meeting—
Cabrillo Marine Museum, San Pedro;
others TBA

INSTRUCTOR: Rosemary Marimon, BA,
docent trainer for the Palos Verdes
Peninsula Oceanographic,
coordinator and instructor of marine
biology at Malaga Cove Intermediate
School

CONTROLLING ASSAULTIVE HANDICAPPED STUDENTS (BRN) EDU 866

—Identification and prevention for professionals

This course is designed to help the educational professional develop intervention strategies for dealing with the physically aggressive client, specifically the handicapped client.

Assault and aggression will be discussed from the aspects of causes, preventions and self-defense. Topics covered will include:

- Identifying symptoms of pre-assaultive behavior
- Self-defense techniques for use during an assaultive incident
- Physical intervention techniques to maintain control
- The psychological and environmental aspects of aggression

The course is of particular interest to educators, school nurses and those working with the developmentally disabled.

DATE: Mon, Tues, June 22, 23 **NO.MTNGS:** 2
TIME: 8:30 a.m.-6:30 p.m. **UNITS:** 2
FEE: \$60

LOCATION: CSUDH Campus, Dominguez Rm B
INSTRUCTOR: Steve Zivolich, M.A.,
program and teaching specialist,
L.A. County School System

THE JOKE'S ON YOU EDU 834

—A course for teachers on using humor in the classroom

Students will joke their way through various aspects of humor used in instructional settings. The content of the course includes an analysis of humor, uses of humor in teaching, analysis of children's humor and improvement in people's ability to tell jokes. There will be enough jokes for everyone to gag on. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W. C. Fields), fascinating lectures, comedy records (e.g., Woody Allen, Cheech and Chong), riotous lectures, guest speakers (e.g., mimes, comedians), hilarious lectures, books and magazines and a few boring lectures.

DATE: Saturdays, May 2, 9 **NO.MTNGS:** 2
TIME: 10 a.m.-5 p.m. **UNITS:** 1.5
FEE: \$45 credit/\$30 non-credit

LOCATION: CSUDH Campus, SBS A110
INSTRUCTOR: Peter Desberg, Ph.D.,
professor of Education,
CSUDH

ROLE PLAY AND BEHAVIOR MANAGEMENT FOR THE CLASSROOM EDU 862

—Make your classroom run smoothly

This intensive workshop will focus on alternate forms of behavior management for the classroom. Participants will learn to recognize and deal effectively with negative behaviors before they arise. The effective use of role playing in the classroom will also be presented. Ample opportunity to experience the techniques firsthand, while learning to implement them effectively in the classroom will be provided.

DATE: Saturday, May 9 **NO.MTNGS:** 1
TIME: 8 a.m.-6 p.m. **UNITS:** 1
FEE: \$30

LOCATION: CSUDH Campus, SC E139
INSTRUCTOR: Eva Schmidler, M.A.,
Special Education Consultant, Los
Angeles County School System

PRACTICUM IN CLASSROOM MANAGEMENT EDU 862P

Students enrolled in Education 862 may earn an additional one (1) unit of credit by implementing the above techniques in their classroom over a five-week period and completing a documented paper on the results of each session.

DATE: TBA by instructor **NO.MTNGS:** 1
FEE: \$30

INSTRUCTOR: Eva Schmidler, M.A.,
Special Education Consultant,
Los Angeles County School System

INFORMATION:

213/516-3741

PHYSICAL EDUCATION

Also of interest . . .

Optimizing athletic performance	page 6
Beyond O.K.	page 7
T'ai Chi Chu'an	page 7
Open University	page 22
Summer session	page 20

TEACHING GYMNASTICS, TUMBLING AND APPARATUS SKILLS PER 837

—A course for teachers of 2-8 year olds

Children love tumbling and performing gymnastic stunts and this course will show you how easy it is to teach a sequential success-oriented tumbling and gymnastics program to enhance children's coordination, flexibility, strength and self-image.

The day will begin with warm-up exercises, move to simple animal stunts and progress to basic gymnastic skills, such as front and back rolls and cartwheels. You will also learn new activities for bars, balance beams, balance boards, ropes, swings and jungle gyms. The emphasis will be on safety considerations and correct teaching and spotting, as well as how to organize your program and equipment.

Wear pants or shorts that are easy to move in and rubber-soled shoes. Bring a sack lunch.

DATE: Saturday, May 30 **NO.MTNGS:** 1
TIME: 8 a.m.-6 p.m. **UNITS:** 1

FEE: \$30

LOCATION: CSUDH Campus, Playbox Theatre

INSTRUCTOR: Terry Thompson, B.A.,
Extension instructor of Physical Education

THE NEW PHYS ED FOR 2 TO 8 YEAR OLDS PER 832

—Increase your school's phys ed effectiveness with innovation

This course will help you to implement a physical education program based on the sequential development of motor abilities in young children. You will learn how to increase the effective use of your school's indoor and outdoor play space; learn variety of skills, songs, dances, games, and the use of equipment. Opportunities are provided for you to participate in movement experiences and program planning.

DATE: Saturday, April 25

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

FEE: \$30

LOCATION: CSUDH Campus, ERC A127

INSTRUCTOR: Dennis Estabrook, B.A.,
Extension instructor of Physical Education

NO.MTNGS: 1

UNITS: 1

RHYTHMS AND DANCE FOR TEACHERS OF 2 TO 8 YEAR OLDS PER 831

—Making physical education a physical experience

Spice up your physical education program with some new foot stomping, hand clapping, finger snapping rhythm activities, action songs and simple dances for children 2 to 8 years of age. Learn basic principles of music, rhythms, and dance. Learn how to introduce and use musical instruments with your children, feel confident knowing how to inspire creative movement through dramatic imagery, create movement themes, and make academic learning more enjoyable.

Join the fun. Wear comfortable clothes — be prepared to move and feel the joy of dance and music. Bring a sack lunch.

DATE: Saturday, May 9

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

FEE: \$30

LOCATION: CSUDH Campus, ERC A127

INSTRUCTOR: Dennis Estabrook, B.A.,
Extension instructor of Physical Education

NO.MTNGS: 1

UNITS: 1



EDUCATION CONFERENCES

FOURTH ANNUAL BILINGUAL CONFERENCE —Bilingual Education: the Child, the Teacher in the Californias

May 15 and 16, 1981

Co-sponsored by the Bilingual Education program of the California State University Dominguez Hills School of Education and the Harbor Chapter of the Association of Mexican-American Educators

This year's Bilingual Conference will have international participation as 14 teachers from Baja California Norte and Sur join the CSU Dominguez Hills faculty to present this timely conference.

Included in the conference will be workshops in the methodology instructors in Baja California use to teach language arts, mathematics and science.

WHEN: Friday, 2:30-9:30 p.m., May 15

Saturday, 8 a.m.-5:30 p.m., May 16

FEE: **Conference registration:** \$40 (payable to AMAE Bilingual Conference; includes dinner Friday, May 15 and lunch Saturday, May 16). Mail conference registrations to Dr. Irene McKenna, Education Department, CSUDH.

Credit = \$15 per 1.5 units — EDU X376 (payable to CSUDH Extension)

NOTE: You must send **TWO** checks if you desire University credit. One check for conference registration and one for credit registration. Conference registration is limited to 300 participants.

Pre-registration is advised

For information, contact:

Dr. Irene McKenna, associate professor of Education, CSUDH at 213/516-3326; or **Dr. Max Contreras**, assistant professor of Education, CSUDH at 213/516-3904.

SIXTH ANNUAL SPECIAL EDUCATION — EARLY CHILDHOOD EDUCATION CONFERENCE

—Early Intervention: Challenge of the '80s Friday and Saturday, April 24 and 25.

Presented by California State University Dominguez Hills School of Education

Presentations by nationally-known experts from the fields of special education and early childhood education.

Presenters include: Dr. Craig Ramey, Ms. Torry Piazza-Templeman, Dr. David Weikart, Dr. Ida Malian and Ms. Kit Marshall.

Sixteen workshops on topics of current interest to teachers and other professionals, parents and students will be presented. The workshops will be conducted by individuals and groups from exemplary special education and early childhood programs.

WHEN: Friday and Saturday, April 24 and 25, 7:30 a.m.-5:30 p.m., both days

WHERE: University Theater, California State University Dominguez Hills, 1000 East Victoria Street, Carson, California

FEES: **Conference registration:** \$48/two days (payable to Special Education Conference) includes lunches; \$30/one day (includes lunch).

Credit = \$28 two quarter units — EDU X406 (payable to CSUDH Extension).

Attendance is required BOTH days for credit

NOTE: You must send **TWO** checks if you desire university credit. One check for conference registration payable to Special Conference Registration and one for credit registration, payable to CSUDH Extension.

INFORMATION: **Dr. Doris Okaka**
Conference Director
School of Education
California State University
Dominguez Hills
213/516-3522 or 516-3510

ECONOMIC AND CAREER EDUCATION CONFERENCE

EDU 877

—Game plan for the eighties

March 31, 1981

Educators hear a great deal about the importance of economic and career education for students but rarely are told why they are important.

This conference will tell you why and also tell you how you can get the message across in your school. You will learn how business and education can work together, get an update on labor market projections for this decade and develop the skills necessary for introducing economics and career management into the curriculum.

WHEN: March 31, 1981

FEE: **Conference registration:** \$10 (make check payable to Economic Education Conference) includes lunch.

Credit = \$12 for one unit of CSUDH credit (make check payable to CSUDH Extension).

LOCATION: CSUDH Campus,

INFORMATION: Call **David Reiss**, 213/516-3674

NOTE: You must send **TWO** checks if you desire university credit. One check for conference registration payable to Economic Conference Registration and one for credit registration, payable to CSUDH Extension.

HEALTH

Also of interest . . .

Listening skills	page 11
Communicating with the deaf	page 11
Dream workshop	page 6
Ta'i Chi Chu'an	page 7
Social and personal effectiveness	page 7
Assertive management	page 8
Dealing with angry patrons	page 9
Intercultural communications	page 11
Spanish for public service	page 23
Pacific Island communities	page 13
Dealing with assaultive handicapped	page 13
Children and television	page 13
Med tech external degree	page 21
MFCC test prep	page 29
Open University	page 22
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BRN courses

The following courses are approved by the Board of Registered Nursing for Nursing Relicensure credit.

Provider California State University Dominguez Hills approved by the California Board of Registered Nursing, Provider Number 02461,

Assertive management skills	page 8
You don't have to say a word	page 11
Real listening	page 11
Controlling assaultive clients	page 13
Western Psychological Association workshops	page 15
Workshop in ethnic health care	page 15
Sexual well-being	page 15
Alcoholism treatment in special populations	page 15
Managing health care systems	page 15
Alcoholism counseling certificate program	page 23

WORKSHOP IN ETHNIC HEALTH CARE (BRN)

HEA 955

—*Meeting the health care needs of ethnic populations with an understanding of their cultural medical beliefs*

Thousands of people of Asian and Latin-American descent immigrate to Southern California each month, swelling an already diverse multi-ethnic population. And each of these groups has as part of their traditional way of life an elaborate science of health care and curing. To best meet the needs of these people, professionals must know the health care ways of these people and their views of illness and cures. Various ethnic folk health needs and beliefs will be explained, identified and discussed.

General cultural theory and its relation to problems of the health care field, followed by a discussion of common problems encountered by health care professionals in dealing with people of these ethnic backgrounds will be covered.

DATE: Saturday, May 16 NO.MTNGS: 1
TIME: 9 a.m.-4 p.m. UNITS: 0.6 CEU

FEE: \$35 (includes workbook)

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Ken Kuykendall, Ph.D.,
professor of anthropology, CSUDH

MANAGING HEALTH CARE SYSTEMS (BRN)

HEA 954

—*A course designed to expand competencies of health care professionals*

This eight-hour course is designed for experienced health care managers, administrators, nurses and others in the field.

It will provide a management overview of health care systems and organizations. Making adjustments for changing conditions, such as patient care expectations, medico-legal, financial and technological considerations, personnel, regulatory, political and demographic realities and consumer clout will be discussed.

The essential leadership skills, such as networking, keeping current with developments, financial control, multi-disciplinary teamwork, communicating, conflict resolution, self-motivation and delegation of authority will be addressed. Participants will explore personal strategies, plans and action for creating career growth opportunities.

Developing subordinates, using the media and marketing will also be covered.

Learning will be augmented by case studies, exercises and student interaction.

Participants are encouraged to bring a brown bag lunch.

Each participant will receive a workbook for reference and continued use.

Enrollment is limited to 30 participants

DATE: Saturday, April 25

NO.MTNGS: 1

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

UNITS: 0.7 CEU

FEE: \$35 (includes materials)

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Barry Hunt, M.P.A.,
assistant hospital administrator—
UCLA-Harbor Medical Center

SEXUAL WELL-BEING (BRN)

PSY 900

—*Human sexuality as a transpersonal experience*

Abraham Maslow, who laid the foundation of transpersonal psychology, believed "the process of healthy growth to be a never-ending series of free choice situations confronting each individual at every point throughout his/her life, in which he/she must choose between the delights of safety and growth, dependence and independence, regression and progression, immaturity and maturity."

- What is the process of healthy growth with regard to our sexual and reproductive potentials?
- Is human sexual activity a learned behavior or the result of an innate drive?
- Is sexual satisfaction available without the benefit of sexual intercourse?
- How important is sexual satisfaction within a meaningful relationship?
- What is "creative" sexual activity?
- How can "sexual well-being" be attained, maintained, enabled and enhanced?
- Is there an experience of oneness and unity that can be a part of the human sexual experience?

Sexual Well-Being is a course in which a safe space is created for participants to confront these issues and others as they relate to their individual experience. Participants will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audiovisual materials, purposeful communication in small groups, and guest speakers.

Designed for health and human service professionals, paraprofessionals, educators and concerned individuals. Fulfills the guidelines for training in human sexuality as mandated by AB 4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

Pre-registration required by May 15, after that date contact the Extension Office at 213/516-3741

DATE: Saturday, May 23

NO.MTNGS: 1

TIME: 8:30 a.m.-7:30 p.m.

UNITS: 1.0 CEU

FEE: \$40

LOCATION: CSUDH Campus, SBS A110

INSTRUCTOR: Gary L. Yates, family health education coordinator, Agency Office of Health Education, San Bernardino County Department of Public Health; author, *Essential Components of Human Relationships*

Sixty-first annual Western Psychological Association Convention—April 9-12, 1981

Psychology in a Pluralistic Society

—*The Los Angeles Hilton.* California State University Dominguez Hills is hosting the 61st annual Western Psychological Association convention and as a special offering to professionals will present 10 workshops of interest to psychologists, marriage and family counselors, registered nurses, students and others interested in behavioral health.

The workshops will be offered April 8 and 12.

The convention's theme is "Psychology in a Pluralistic Society" and will provide a forum for professionals in psychology and related fields to exchange new information. Films, social events and speakers will be featured. WPA President Albert Bandura and Bill Thomas, author of the *Shoe Leather Treatment* will speak.

WPA workshops will provide BRN credit, as well as Category A credit by the California State Psychology Association. Workshops with the designation AB fulfill the mandate of AB 4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

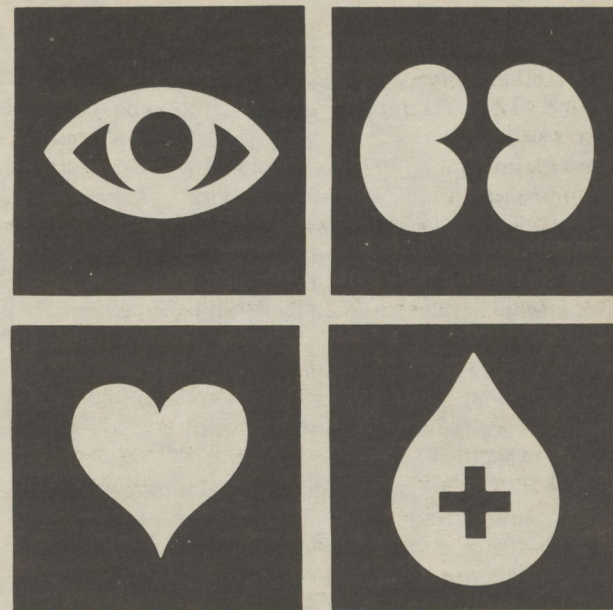
For information about the WPA convention or workshops write to:

WPA Workshops
Department of Psychology
California State University Dominguez Hills
Carson, CA 90747

Or call 213/516-3427 or check off #800 on Information Request Form on page 17.

INFORMATION:

213/516-3741



PERFORMING ARTS

CONSERVATORY of MUSIC, DANCE and DRAMA

PRIVATE LESSONS
\$75 fee — Ten 30-minute lessons. Time to be arranged with instructor.

901—Piano	910—Trombone
902—Violin	911—French Horn
903—Cello	912—Tuba
904—String Bass	913—Drums and Percussion
905—Flute	914—Guitar
906—Oboe	915—Electric Bass
907—Clarinet	916—Voice
908—Saxophone	917—Recorder
909—Trumpet	

Music Recital Sunday, June 11, 2 p.m.

BABY DANCE
\$45 fee — Ten 45-minute classes teaching gentle, safe exercise and dance for new parents — mothers and/or fathers — with baby. Develops coordination and promotes creative and aesthetic growth.

918—10-10:45 a.m. — 2 weeks to pre-toddler
919—11-11:45 a.m. — Toddler to 2 year olds
Held in the CSUDH Child Development Center

DRAMA
\$45 fee — Ten 45-minute classes held in HFA A204.

CREATIVE DRAMA FOR CHILDREN
Through the use of theater games, improvisations, story telling, and pantomime, children will learn the basic techniques of creative drama. Emphasis will also be placed on developing verbal and non-verbal communication skills of each child. The children will learn to work individually as well as with the larger group.

Saturdays, April 4-June 6

940—10-10:45 a.m.	6- 8 year olds
941—noon-12:45 p.m.	8-10 year olds
942—1:00-1:45 p.m.	10-12 year olds

ACTING FOR TEENS
Emphasis will be placed on developing the basic acting skills of the students. Improvisations, pantomime, and theater games will be included along with some scene work. Development of basic vocal and movement techniques will also be stressed.

Saturdays, April 4-June 6
943—11-11:45 a.m.

ORFF SCHULWERK
(Music activities for children)
\$45 fee — Ten 45-minute classes. Classes held in Humanities and Fine Arts Building, A-202. Excellent preparatory work for later musical instruction. Music and movement games develop hand and body coordination, sense of pitch, and beginning note reading. Children sing, dance, and play a variety of musical instruments. Children learn to control their muscles, to expand their movement vocabulary, to react to others and to space, to feel the power and beauty in their own expressions, and to experience the joy which accompanies music-making.

Saturdays, January 17-March 21

Course No.	Time	Age Group
930	11:15-noon	3-5 year olds
931	noon-12:45	6-9 year olds

Orff Recital Sunday, June 14, 1 p.m.

BALLET
\$45 fee — 10 classes. Taught by **Frances Caldwell**, Checchetti Method. Ballet classes are for people of all ages and abilities who are interested in improving grace and flexibility, as well as acquiring a solid grounding in classical ballet techniques. Also improves posture and self-image. Held in the Gym Dance Studio

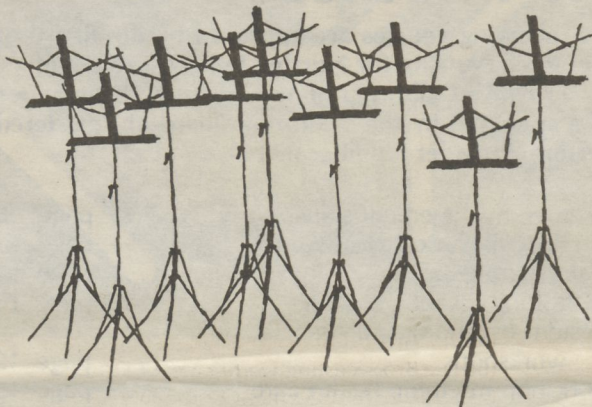
Saturdays, April 4-June 6

924	9-9:45 a.m.	6-9 year olds
925	10-11 a.m.	3-5 year olds
926	11-11:45 a.m.	6-12 year olds, Grade I
927	noon-1 p.m.	Teens and adults, beginning
928	1:30-2:30 p.m.	Teens and adults, Grade I

Fridays, April 10-June 12

921	4-4:45 p.m.	3-5 year olds
922	5-5:45 p.m.	6-9 year olds
923	6-6:45 p.m.	Teens and adults, beginning

Ballet Recital Sunday, June 14, 3 p.m.



THE COMEDY WORKSHOP
Joan Rivers George Carlin
Richard Pryor Jonathan Winters

What do these people have in common? They are all crazy! You too can be crazy, if you understand your own sense of humor. What is your definition of humor? Do you want to: perform, write, learn how to communicate with people in a humorous way? Anyway you look at it, you will have a great time! Just be yourself (whatever that is).

Past guests at the Comedy Workshop have included: George Carlin, Pat McCormack, Avery Schreiber, Peter Bonerz, Bill Kirchenbauer ("America Tonight"), Paul Keyes (producer/head writer for "Laugh-In"), Kip Addotta, Gary Muldeer, Vic Dunlop, Billy Beck and Gale Gonyea. We will use a stage video-recorder (TV), scripts, monologues, dialogues, puns, satire, divine humor and more. Then those interested will perform at either: The Comedy Store, The Improvisation, The Laff Shop or the Ice House.

DATE: Sat, May 2-June 6 **NO.MTNGS:** 6
TIME: 2:30-5 p.m. **UNITS:** Non-credit
FEE: \$55
LOCATION: CSUDH Campus, HFA A103
INSTRUCTOR: David Holland, D.C., professional comedian

THE ART, THE CRAFT, THE BUSINESS OF SONGWRITING **MUS X265**
—The what, how and why of songs that sell

Just what makes a song sell? And once you've written a song that you're sure will sell, how do you go about marketing it?

This course will cover the form, "hooks," and approaches of songs that make money. Various techniques for composing a tune that will make your song the one that a radio station will play and that record companies will buy is covered.

Analyzing your marketplace, writing for the radio, putting together an effective demo protecting your song once it's written and contracts will all be discussed.

When you turn on the radio the tune you hear *could* be one you've written.

Len Chandler, Jr. is a singer, composer and poet who has performed in Carnegie Hall, written and performed theme and background music for film and television and recorded for Columbia, Folkways, Broadside, FM, Blue Thumb and King Records.

DATE: Mon, Apr 6-May 4 **NO.MTNGS:** 5
TIME: 6-9:40 p.m. **UNITS:** 2
FEE: \$60
LOCATION: P.V. Switch Board, 714-A Deep Valley Drive, Rolling Hills Estates

INSTRUCTOR: Len H. Chandler, Jr., M.S., professional musician, co-head of the Songwriter's Showcase, Hollywood

Music and Theater courses offered through Open University

Number	Title	Day	Time	Units
MUS 230/01	Music Copying Instructor: G. Huessenstamm	TTh	6-8:30 p.m.	3
MUS 265/01	Prepared Piano: History, Techniques and Repertoire Instructor: R. Bunker	M	2-3:40 p.m.	2
MUS 372/01	Advanced Audio Recording Instructor: A. Sidon	MW	6-7:40 p.m.	4
MUS 375/02	University Orchestra Instructor: F. Steiner	W	7:30-10 p.m.	1
MUS 380/01	University Chorale Instructor: M. Bialosky	TTh	12-1:40 p.m.	1
MUS 380/01	University Chorale Instructor: J. Pressman	M	6-8 p.m.	1
MUS 385/01	University Band Instructor: D. Champion	M	2-3:40 p.m.	1
MUS 360/01	Music for Children Instructor: C. Riddell	MW	10-11:40 a.m.	4
THE 100/01	Theater Appreciation Instructor: D. Landau	MW	8-9:40 p.m.	4
THE 110/01	Theatre: Script to Stage Instructor: M. Rihard	MW	10-11:40 a.m.	4
THE 130/01	Acting I: Voice and Diction Instructor: D. McCannon	TTh	10-11:40 a.m.	2
THE 141/01	Makeup for Stage and TV Instructor: M. Spryer	MW	4-5:40 p.m.	2
THE 248/01	Lighting for Stage and TV Instructor: A. McKibben	T	2-3:40 p.m.	4
THE 248/01	Lighting for Stage and TV Instructor: A. McKibben	Th	2-3:40 p.m.	
THE 259/01	Twentieth Century Theater Instructor: H. Marienthal	MW	12-1:40 p.m.	4
THE 260/01	Special Topics in Theater, Master Series Perf Arts Instructor: H. Marienthal	S	9-12:40 p.m.	4

INFORMATION:
213/516-3741

See page 22 for Open University information

Conservatory of Music, Dance and Drama

Registration and information form

☐ I would like to register for Class No. _____

Title: _____

☐ I would like to know more about classes, please call me.

☐ Fee enclosed. Total amount \$_____

Student's Name _____ Age: _____

Parent's Name _____

Day Phone _____ Evening Phone _____

Home Address _____

RETURN TO: **Extension ERC C508,
CSUDH, Carson, CA 90747**

For further information, call the Extension Office, **516-3741**

New classes will begin the week of April 1.

Classes will be held on the CSUDH campus. Students may register at the first class meeting or through the Office of Extended Education.

Information request form

To request further information on the courses and programs listed in this *Bulletin*, simply check the items of interest and mail this form to: Extension Office, CSUDH, Carson, CA 90747. The most up-to-date information will be sent to you in the areas you indicate. If current literature is not available, you will be placed on the mailing list. Please send me information on the following:

(762) ☐ Administration, Master of Science
External Degree

(640) ☐ Alcoholism Counseling Certificate Program

(661) ☐ Broadcasting Certificate

(797) ☐ City Management Certificate

(764) ☐ Conservatory of Music Dance and Drama

(714) ☐ Humanities, External Degrees

(763) ☐ Medical Technology, Master of Science
External Degree

(764) ☐ Electronic Music and Recording Certificates

(800) ☐ Western Psychological Workshops

(795) ☐ Portal Program in Administration
Certificate

(650) ☐ Spanish for Public Service, Intensive
Summer Program

(625) ☐ Summer Sessions

(832) ☐ Directed Study: Television Courses

(780) ☐ Open University Schedule

(710) ☐ Programs in Health Care

(652) ☐ Business Programs

(900) ☐ English as a Second Language
Programs

Name _____ Daytime Phone _____

Address _____ Evening Phone _____

City _____ State _____ ZIP _____

Are you currently receiving Extended Education Publications? ☐ Yes ☐ No

IT'S HOW YOU LOOK AT IT†

—A course in photographic composition

The difference between a snapshot and a photographic accomplishment is in the eye of the beholder — and the eye of the photographer. Knowing how to look at your photographic subjects — and the world — will help you make better photos.

This course will cover the basics of composition, using the student's past work and samples of world-known shooters as examples of various techniques and fundamentals. Bring examples of work to first class.

Students will also have the opportunity to discuss, talk and argue about the subjects covered.

Students are encouraged to bring a sack lunch for lunch break discussions.

DATE: Saturdays, May 2, 9, 16

NO. MTNGS: 3

TIME: 10 a.m.-3 p.m.

UNITS: Non-credit

FEE: \$30

LOCATION: CSUDH Campus, SBS D121

INSTRUCTOR: **Leonard de Luna**,
professional photographer

† **Prerequisite:** *Beginning photography class, knowledge of exposure techniques and general camera handling or consent of the instructor.*

VISUAL ARTS

Also of interest . . .

Ad design	page 8
Advertising paste-up and production	page 8
Multi-cultural art and music	page 13
Open University	page 22
Summer session	page 20

PAINTING THE PORTRAIT

ART X281

—Understanding drawing and painting of the human head

This course will focus on the construction of the human head and the skills required in getting a likeness of an individual in drawing and painting. Each session will focus on some important aspect of a portrait such as anatomy, light and shade, character development and art techniques. Students will develop a better understanding of the drawing of the human head and will prepare a portfolio of work.

Students must furnish their own paints and paper.

If class falls below minimum enrollment, a \$10 model fee will be collected in class

DATE: Saturdays, April 11-May 23
(no meeting April 18)

NO. MTNGS: 6

TIME: 10 a.m.-3:30 p.m.

UNITS: 3

degree applicable

FEE: \$75 non-credit/\$90 credit

LOCATION: CSUDH Campus, HFA A106

INSTRUCTOR: **Ronald Shap**, MFA,
Extension instructor of Art



CERAMICS II*†

ART 261

—An advanced course

This is a continuation of Ceramics I (ART 150) offered last quarter. This quarter the course will conduct an investigation of clay bodies with an emphasis on throwing techniques.

DATE: Saturdays, April 4-June 6

NO. MTNGS: 10

TIME: 9:30 a.m.-2:50 p.m.

UNITS: 3

FEE: \$90 (plus a \$5 materials fee to be paid in class)

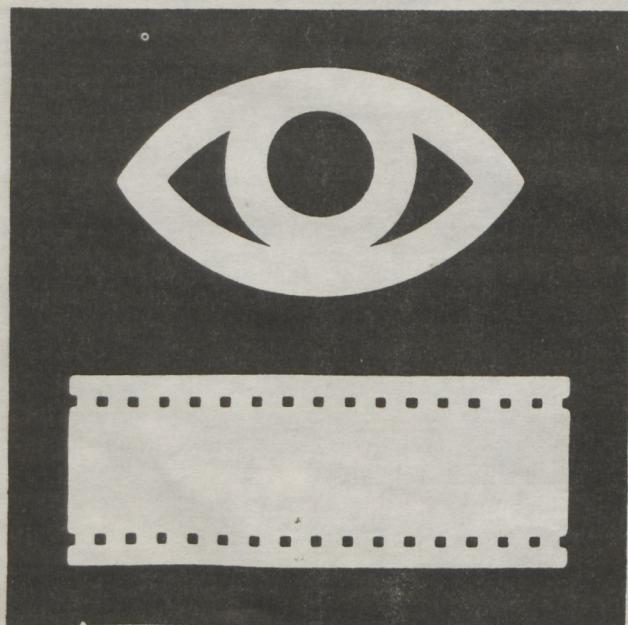
degree applicable

LOCATION: CSUDH Campus, HFA, A118

INSTRUCTOR: **John Hopkins**, art faculty,
CSUDH

* Open University offering — enrollment on a space-available basis. See page 22 for information.

† Prerequisite: ART 150 or equivalent



TELEVISION ASSISTED

DIRECTED STUDY

You can't come on campus. But you want a college education.

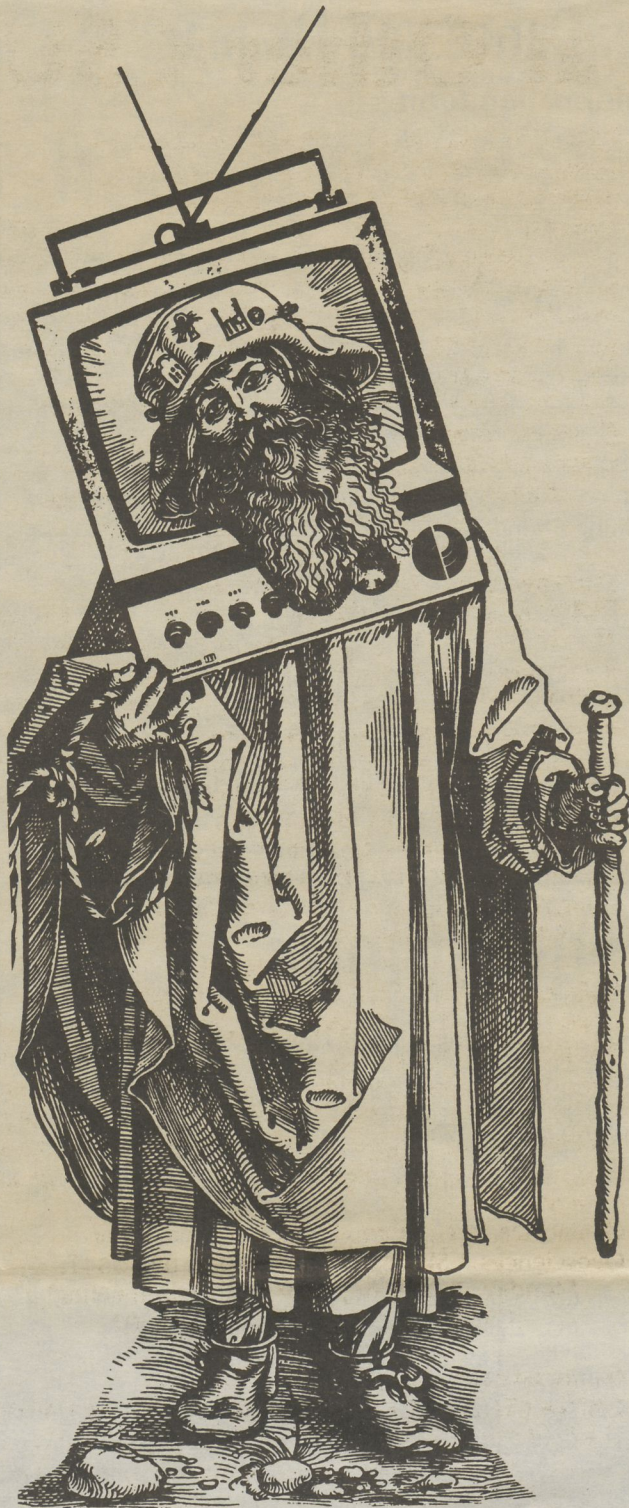
California State University Dominguez Hills, in association with the National University Consortium for Telecommunications in Teaching has the program that fits your needs. This spring CSU Dominguez Hills will offer three television-assisted directed study courses broadcast over KCET Channel 28 in Los Angeles.

The courses, *Philosophy 100*, *English 101* and *Linguistics 100* are accepted as general education requirements toward the bachelor's degree at CSUDH and are directly transferrable to many other universities across the nation.

The National University Consortium is a nationally-organized but locally-based study program designed to enable the serious adult student to further his education. It is the first directed study television-assisted course of study designed for adults and takes into account the demands of work and family responsibilities that face an adult. NUC/CSUDH courses are a flexible, complete study program of proven success for disciplined, highly motivated students with the responsibility for learning on the student.

National University Consortium courses make extensive use of reading materials consisting of study unit guides, texts, supplementary readings, self-assessment tests, specific written assignments and broadcast notes. The materials are supplemented by television broadcasts and by telephone and mail contacts with CSUDH faculty. The credit you earn will be CSUDH credit.

Fees are \$30 per unit. Books are extra and available from the University bookstore.



In addition to the regular broadcast, tapes of the programs will be available on campus for review at the University's instructional Media Center during convenient extended hours.

Courses offered this quarter:
PHILOSOPHY 100 — (4 units): The course will introduce some of the basic themes of Western philosophy through the works of Plato, Descartes, Hume, Hegel, Marx and Sartre. Concepts such as "What is Truth?", the logic of the dialectic and proof of the existence of God will also be discussed. Readings will be from the writings of the six philosophers, but will be related to today's world.

ENGLISH 101-08 — (4 units): This course will teach communications skills through writing assignments based on language materials. This course will provide an opportunity to develop the writing skills which are essential to success in the world today.

It is recommended that this course be taken along with LINGUISTICS 100.

LINGUISTICS 100-08 — (4 units): This course is designed to provide an understanding of language's form and the various intervening factors which affect oral and written communication. Factors, such as the politics of language, various types of spoken and written communications, the effect of their differences and how messages are received will be covered in this course.

It is recommended that this course be taken along with ENGLISH 101.


These courses are Open University offerings — for registration information, see page 22.

NOTE: The instructor's signature is not required to enroll in these courses.

For more information about any of the National University Consortium courses, call the Dean of Educational Resources at CSUDH, 213/516-3700.

See page 22 for Open University
registration instructions

California State University
Dominguez Hills



EXTENDED EDUCATION
Carson, California 90747

Office Use Only

Total Fee _____

Date Paid _____

Cashier's Stamp

OPEN UNIVERSITY REGISTRATION FORM
PLEASE TYPE OR PRINT CLEARLY

Course No. _____ Section _____ Units _____ Fee _____ Instructor's Signature _____

NAME (Last, First, Middle Initial) (10-21) _____

STREET (33-35) _____ CITY (56-71) _____

STATE ZIP (72-78) _____ Area Code DAYTIME PHONE _____

Student File No. (1-9) _____

Enclosed is \$ _____ in check
or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION


I wish to use my _____ VISA _____ MasterCard _____

Card Number _____ Expiration Date _____

Cardholder's Signature _____

Cardholder's Name (print clearly) _____

California State University
Dominguez Hills



EXTENDED EDUCATION
Carson, California 90747

Office Use Only

Total Fee _____

Date Paid _____

Cashier's Stamp

OPEN UNIVERSITY REGISTRATION FORM
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STATE ZIP (72-78) _____ Area Code DAYTIME PHONE _____

Student File No. (1-9) _____

Enclosed is \$ _____ in check
or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my _____ VISA _____ MasterCard _____

Card Number _____ Expiration Date _____

Cardholder's Signature _____

Cardholder's Name (print clearly) _____

Travel/Study at Other CSUC Campuses

ECHOES OF ANTIQUITY: EGYPT, ISRAEL, AND GREECE 3 UNITS

This study/travel program explores the great civilizations that existed along the Mediterranean shore before the birth of Christ. Tour stops include Cairo, Luxor, Karnak Temples, Tel Aviv, Jerusalem, Golan Heights, Athens, Delphi and Hydra.

Contact **Dr. Virgo Hansen**, professor of Secondary Education, California State University, Northridge, 213/885-2530 or 885-2580.

Tour June 26-July 16

Estimated cost: \$2,800 plus \$132 for tuition

CULTURAL AND HISTORICAL ENGLAND AND SCOTLAND 3 UNITS

This tour includes a one-week study in Scotland with residence at Pollack Halls, Edinburgh University. You participate in three all-day field trips to Bath, St. Andrews and Glomis Castle.

For information, contact **Dr. Sheldon Harris**, professor of History, California State University, Northridge, 213/885-3317 or 885-3566

Tour July 13-August 3

Monday, March 30 and June 15 (orientation meetings)

Saturday, August 29 (post-course meeting)

Estimated cost: \$2,135 plus \$176 for tuition

FEE: \$132 (3 unit credit)

\$ 44 (1 unit credit)

ARTS/MEDIA STUDY TOUR OF JAPAN 3 UNITS

A foreign study program inquiring into current and future tendencies of the Japanese television and film media, and as they have developed out of this country's unique cultural heritage. Ancient and modern centers of the arts will be visited, including Tokyo, Kyoto, and Nara, the traditional seats of power of the Shogun and the Emperor.

For information, contact **Dr. John Allyn**, professor of Radio-TV-Film, California State University, Northridge 213/885-3192

Pre-and post-trip meetings to be arranged

Tour I — June 23-July 9

Tour II — July 14-July 30

Estimated cost: \$1,850 plus \$132 for tuition

SOCIAL ISSUES IN MODERN EUROPEAN CULTURES
London-Amsterdam-Paris. Students will be provided with an extremely wide range of opportunities to investigate social conditions in these three cities and cultures.

For further information, contact **Dr. Lawrence Sneden II**, professor of Sociology, California State University, Northridge, 213/885-2095, 885-3591 or 650-5496

Wednesday, March 18 (pre-trip meeting)

Tour: June 21-July 12

Estimated cost: \$1,500 plus \$132 for tuition

FOLK DANCE AND OTHER FOLK ARTS IN YUGOSLAVIA 3 UNITS

One week in Zagreb attending the "Smotra Folklor," an international folk arts festival featuring more than 100 village groups of dancers, singers, and musicians from Yugoslavia and other countries.

For further information, contact **Dr. Nancy Lee Ruyter**, assistant professor of Physical Education, California State University, Northridge. 213/885-3214 or 885-3205.

Tour: July 20-August 10

Estimated cost: \$1,800 plus \$132 for tuition

NATURAL HISTORY OF THE SIERRA NEVADA

An eight-day backpack trek through the western portion of Yosemite National Park to study the geology and natural history of the Sierra Nevada Mountains. Not advised for persons medically restricted to lower elevations. Enrollment limited. No one under 16 may enroll without consent.

Joe C. Frantz, Ph.D., instructor of Biology, CSUN

Daily, August 8-16 (Yosemite National Park)

Tuesday, 7-10 p.m. July 14, 21 (pre-trip meetings)
CSUN Science Building, Rm. 234

FEE: \$171

NATURAL HISTORY OF THE FIJI ISLANDS 3 UNITS

Fly to the exotic Fiji Islands in the South Pacific. Explore the diversity and brilliance of coral reefs. Visit and study the natural history of tropical jungles, mangroves, great rivers and contrasting beach forms.

For further information contact **Dr. Earl Segal**, professor of Biology or **Shirley Bell**, coordinator and lecturer,

CSUN, 213/885-8211, 885-3340 or 885-3356.

Estimated cost: \$1,675 plus \$171 for tuition

NATURAL HISTORY OF THE ISLAND OF HAWAII 3 UNITS

Focus will be on the marine and natural history of the west coast of the Island of Hawaii. Exploration and study of coral, black sand beaches, lava fields, native forests, coral fish nurseries, volcanic intertidal shores, and reconstructed villages.

For information, contact **Dr. Earl Segal**, professor of Biology or **Shirley Bell**, coordinator and lecturer, CSUN, 213/885-8211, 885-3340 or 885-3356.

Monday, 7 p.m., June 15 (pre-trip meeting)

Tour: July 27-August 5

CSUN, Science Building, Rm 234

Estimated cost: \$700 plus \$171 for tuition

PARIS: A LIVING MUSEUM 3 UNITS

The Louvre with its collection of masterpieces, the many other museums, the buildings and monuments dating back hundreds of years . . . all are part of this experience. In this study/travel tour you learn to know Paris by living in a 17th century restored and refurbished hotel with rooms equipped with a kitchenette. Days are planned around visits to local sites, with the climax a three-day tour of the Chateau de la Loire.

For information contact **Eve Finestone**, lecturer of Foreign Languages and Literatures, CSUN, 213/885-3467 or 886-4883.

Tour: June 20-July 12

Estimated cost: \$2,270 plus \$132 for tuition

GEOLOGY OF THE GRAND CANYON—A RIVER RAFT EXPEDITION 1 UNIT

One of the great wonders of the world, the Grand Canyon, is explored by oar-powered rubber rafts. Exceptional geologic features are observed during 4 days on the river through the Lower Granite Gorge to Lake Mead.

Contact **Dr. H. G. Adams**, associate professor of Geosciences, CSUN, 213/885-2575 or 885-3541.

Monday, 7:30 p.m., May 4 (pre-trip meeting)

CSUN, Science Building, Rm. 202

Tour: June 17-June 22

Estimated cost: \$275 plus \$57 for tuition.

CHINA STUDY TOUR, SUMMER 1981 3 UNITS

The field studies course will feature visits to educational schools and agencies, small group seminars and informal gatherings to allow for personalized contact with educators and students.

For information, contact **Dr. Ray Jung**, professor of Elementary Education, CSUN, 213/885-2621.

Tour: July 26-August 12

Estimated cost: \$2,867 plus \$132 for tuition

TRENDS IN MATH EDUCATION 1 UNIT

The fourth biannual West Coast-Hawaii Mathematic Education Tour will take place August 10-23, 1981. Three islands will be visited; participants will spend four days and nights on Oahu, the same on Kauai, and five days and nights on Maui.

For information contact **Barnabas Hughes**, Ph.D., professor of Secondary Education, CSUN, 213/885-2580.

Daily, August 11-23, Hawaii (Kauai, Maui and Honolulu)

FEE: \$868 plus \$44 tuition

CALIFORNIA STATE UNIVERSITY, LONG BEACH

For program information contact
213/498-5561

PHYSICAL EDUCATION, SPORT AND FITNESS IN GREAT BRITAIN 3 UNITS

This study tour provides students, teachers, coaches, sport and fitness enthusiasts information on the origin of sport in America and the contrasting differences between British and U.S. sport today.

Contact **Jack Rose**, CSULB, professor of Physical Education
Tour: June 21-July 5

Approximate costs: \$1,575

PHYSICAL EDUCATION, SPORT AND FITNESS IN EUROPE AND SCANDINAVIA 2 UNITS

This study tour includes visits to five countries. Emphasis is placed on physical fitness traditions in Europe and Scandinavia.

Contact **Jack Rose**, professor of Physical Education

Tour: July 5-July 16

Approximate costs: \$1,513

HEALTH CARE SYSTEMS IN CANADA, IRELAND AND ENGLAND 2 UNITS

This tour will provide students with the opportunity to observe three diversely organized health care systems: Canada, a natural scheme developed over a 25-year period; Republic of Ireland, a non-national scheme supported by social insurances; and England, a totally nationalized scheme.

Contact **Robert E. Tumelty**, CSULB professor of Health Care Administration and director of CSULB Health Care Administration Program

Tour: June 1-June 16

Approximate costs: \$2,100

INTERNATIONAL PUBLIC POLICY 3 UNITS

This tour to Switzerland, Italy and Austria will focus on the operations of city administrations abroad. Participants will meet with local officials in seminars related to various areas of public administration.

Contact **Daniel M. Barber**, CSULB associate professor, Center for Public Policy and Administration

Tour: July 25-August 10

Approximate costs: \$2,006

FIELD STUDIES IN EDUCATION AND CULTURE: PORTUGAL, SPAIN AND MOROCCO

In this tour of Moslem and Catholic worlds, the educational and cultural traditions of Iberian societies will be studied in the context of educational history, philosophy, and socio-anthropology.

Contact **Albert Hamel**, CSULB professor of Education

Tour: June 22-August 2

Approximate costs: \$2,892

WINE EVALUATION: EUROPEAN WINES 2 UNITS

Not for University Credit

This study tour is an intensive on-site examination of the viticultural and winemaking processes in Germany and Eastern France.

Contact **Leslie K. Wynston**, CSULB professor of Chemistry

Tour: June 28-July 12

Approximate costs: \$2,600

California State University Fullerton

For program information contact

714/773-2611

SUMMER SESSION IN BARCELONA, SPAIN

3 to 9 UNITS

This study tour will provide classes in the areas of Spanish language, culture, history and literature. Classes are given at the University of Barcelona, leaving ample time for the rich attraction of Barcelona and surrounding areas.

Contact **Dr. Modesto M. Diaz**, at 714/773-3534 or 773-3840.

Tour: June 28-August 3

Approximate costs: \$1,050 (plan A) or \$610 (plan B)

SUMMER SCHOOL IN KENYA, EAST AFRICA

3 to 6 UNITS

On-the-spot experiences interacting with the peoples of Kenya, East Africa, provide exciting educational opportunities for students in this foreign study program.

Contact **Dr. Wacira Gethaiga**, 714/773-3847

Tour: June 22-July 25

Approximate costs: \$2,400

ARCHAEOLOGICAL FIELDWORK IN ISRAEL

3 to 6 UNITS

An archaeological field course in the Negev of Israel, stressing training in archaeological field methods used for recovery of data, including excavation techniques, mapping, recording, pottery and tool classification, description, registration and flotation.

Contact **Dr. Aileen G. Baron**, 714/773-3626

Tour: June 15-August 15

Approximate Costs: \$1,000 (8 weeks) or \$500 (5 weeks)

ARCHAEOLOGY OF SOUTH AMERICA 3 UNITS

This program combines classroom instruction and field study to explore and experience the Indian and Spanish heritage of South America, including Inca civilization and its origin.

Contact **Dr. Isaac Cardenas**, 714/773-3731

Tour: August 3-August 25

Approximate costs: \$1,600

SUMMER SESSION

What are you going to do with your summer?

Spend it at California State University Dominguez Hills!

CSUDH Summer Session is a continuation of the University's regular academic year with the same quality faculty, large number of course offerings and modern facilities. It also offers smaller class sizes and more personalized attention from professors.

CSUDH Summer Session is convenient. Two sessions — a six-week Main Session and four-week Post Session provide two opportunities for accelerated learning. Special offerings are also available, such as field courses and other educational opportunities unique to summer.

Summer is the time for you to speed up your progress toward that degree, take the courses you might not have time for during the regular term, or to reenter university life.

Registration for CSUDH Summer Session is convenient and easy.

Beginning April 15, 1981 you can mail in your registration form and payment and be all set for the first day of classes.

Or you can bring your form and payment to the Summer Session office (ERC C510) anytime during advance registration, beginning April 15.

Priority registration (by appointment) is available for the Main Session on June 16. This registration procedure gives you the best chance of getting the courses you really want to take.

But you can take part in walk-in registration (no priority permit required) on June 17 for the Main Session and August 4-6 for the Post Session. Remember: Walk-in registration is on a first-come, first-served basis.

The 1981 CSU Dominguez Hills Summer Session *Bulletin* will be available in early April from the Summer Session office. To receive your free copy, call 213/516-3746.



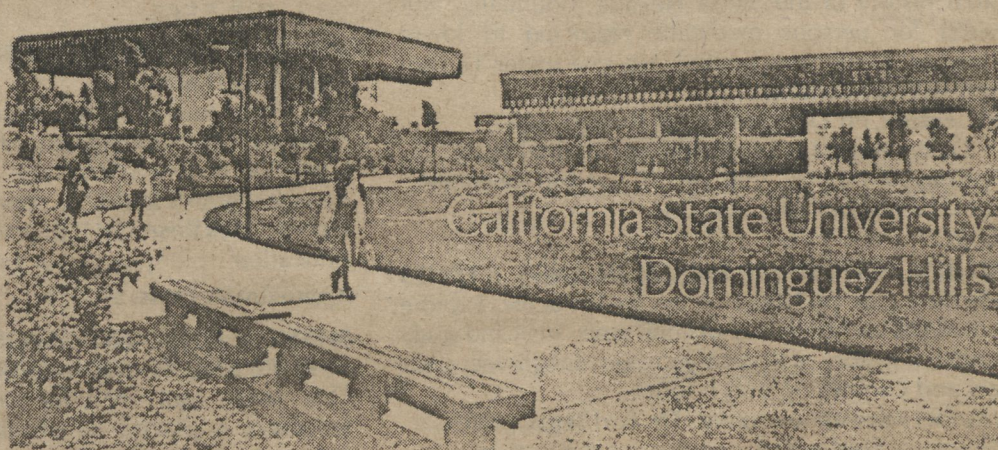
SUMMER

SUMMER

SUMMER

SUMMER SESSION, 1981

California State University
 Dominguez Hills



Weekend calendar of Extension courses

MARCH

22 Sunday—How to Publish Your Own Book

APRIL

- 3, Friday—Just Imagine
 4, Saturday—The World's Largest Classroom
 11, Saturday—Let's Get Growing
 Painting the Portrait
 Assertive Management Skills
 How to Be a Manufacturer's Representative
 Multicultural Music and Art Activities
 17, Friday—Smile in the Face of an Angry Customer
 24, Friday—How to Run a Successful Ad Campaign
 Early Childhood Education Conference
 25, Saturday—Optimizing Athletic Performance
 Living Overseas
 All About Aides
 The New PE
 Managing Health Care Systems

MAY

- 1, Friday—Writing It Right
 2, Saturday—Ad Design Nuts and Bolts
 Real Estate Investment
 The Joke's on You
 It's How You Look at It.
 Comedy Workshop
 3, Sunday—Small Property Management
 8, Friday—In the Land of Nod
 9, Saturday—An Introduction to Future Studies
 Role Play and Behavior Management in the Classroom
 Advertising Paste-up and Production
 Real Listening
 Rhythms and Dance
 15, Friday—Workshop in Intercultural Communications
 Bilingual Education Conference
 16, Saturday—Workshop in Ethnic Health Care
 23, Saturday—Marketing for the Small Manufacturer
 Sexual Well-Being
 30, Saturday—Teaching Gymnastics

JUNE

- 5, Friday—Telephone Marketing Workshop

EXTERNAL DEGREES

Humanities

Undergraduate and graduate

The emphasis in both the bachelor's and master's programs is on off-campus, faculty-guided learning. In these non-traditional accredited degree programs, students can progress through either course of study without attending regular on-campus courses. Instead, the programs utilize a variety of teaching strategies, including complete course guides for every student, guided instruction via telephone and correspondence, and continued supervision by regular full-time CSUDH faculty.

The curricula of both programs have sufficient structure and direction to ensure a basic understanding of the Humanities and to give students a range of possibilities for the direction of their studies in order to encourage intellectual freedom and the creative searching spirit. Five humanistic disciplines are included in the curricula: art, history, literature, music and philosophy. Students may choose a course of study that has an inter-disciplinary focus or one that specializes in a single discipline with work in related disciplines.

Through this innovative approach, California State University Dominguez Hills is able to reach far beyond the traditional classroom walls — to the other side of the world, wherever students are — to provide educational opportunities.

Programs in Administration Undergraduate Portal Program in Administration*

In the world of business today there exist many persons who have only a few years of college and no bachelor's degree. These people have succeeded on their own merits but may have found their further progress impeded by a lack of college degrees.

The Portal Program in Administration provides a means for these persons to obtain entry into a professional degree program which will enable them to seek future advancement.

The Portal Program in Administration leads to certification of successful completion of a sequence of coursework which is preparatory to the Master of Business Administration or the External Master of Science in Administration at California State University Dominguez Hills. Upon receipt of this certification and completion of the Graduate Management Admissions Test (GMAT) with an appropriate score (MBA only), the student will be eligible for entrance into the MBA or MSA program.

Master of Science in Administration*

The program provides a broad knowledge of administrative theory and practice to individuals with decision-making responsibilities, in either the public or private sector. The program focuses on both the broad functions for which administrators are responsible, and the skills in decision-making and competent management essential to the solution of short- and long-term problems.

* Applications are now being accepted for Spring quarter. For application packet, call 516-3741.

Medical Technology Graduate

Master of Science in Medical Technology

The Master of Science in Medical Technology is an external degree program open only to licensed California Clinical Laboratory Technologists and/or registered Medical Technologists. The goal of the program is to meet professional development needs of medical technologists. Through a series of core courses required of all students, the curriculum emphasizes administrative skills, clinical and technical expertise and educational instructional techniques in medical technology. Option courses provide concentration reinforcement in a particular area of interest.

For further information about these programs, check the appropriate space on the Information Request Form on page 17.

Extension course meetings sites in the community

INTERNATIONAL MARKETING

See page 9 Peck Park Community Center
 560 North Western Avenue
 San Pedro, CA 90732

BASICS OF MARITIME OPERATIONS

See page 9 Peck Park Community Center
 560 North Western Avenue
 San Pedro, CA 90732

PRODUCTION INVENTORY CONTROL CERTIFICATE

See page 24 North High School
 3620 West 182nd Street
 Torrance, CA

ALCOHOLISM CERTIFICATE

See page 23 North High School
 3620 West 182nd Street
 Torrance, CA

YOU CAN QUALIFY FOR THAT LOAN

See page 8 Del Amo Park
 703 East Del Amo Boulevard
 Carson, CA

PACIFIC ISLAND COMMUNITIES IN ADAPTATION

See page 13 Scott Park
 23410 Catskill Avenue
 Carson, CA

LEAVE IT TO BEAVER, STARKY AND HUTCH AND YOUR CHILDREN

See page 13 P.V. Switchboard
 714A Deep Valley Drive
 Rolling Hills Estates, CA

THE ART, CRAFT AND BUSINESS OF SONGWRITING

See page 16 P.V. Switchboard
 714A Deep Valley Drive
 Rolling Hills Estates, CA

TELEPHONE SALES/TELEPHONE EFFECTIVENESS

See page 9 Ramada Inn
 850 Dominguez Street
 Carson, CA

YOU DON'T HAVE TO SAY A WORD — Sign and body language

See page 11 North High School
 3620 West 182nd Street
 Torrance, CA

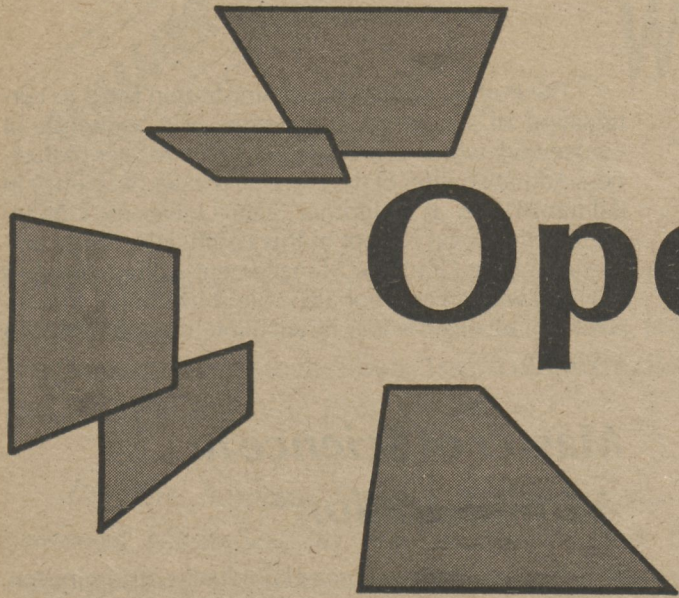
COURSES IN ENGLISH AS A SECOND LANGUAGE

See page 12 North High School
 3620 West 182nd Street
 Torrance, CA

THE WORLD'S LARGEST CLASSROOM

See page 13 Cabrillo Marine Museum
 San Pedro, CA

Spring Quarter (10 Weeks—April 1–June 13)



Open University

Attend On-Campus Classes
Without University Enrollment

“Open University” means you can take regular academic courses at CSUDH without being enrolled in the University. Anyone 18 or older can take any of the courses this quarter and earn degree-applicable credits by following the Three Easy Steps for Open University Registration.

NOT READY FOR A DEGREE PROGRAM RIGHT NOW?

“Open University” means that you can earn credit which can be applied toward a degree if you wish to apply for admission to the University at some future time. Degree-applicable extension credit will be recorded on your student record for courses that you complete. You may take a course any time — days, evenings, weekends — and you do not have to attend consecutive quarters or carry a specified course load. Generally, 36 units for undergraduates and 13 units for graduates are accepted toward a degree.

TOO LATE OR TURNED DOWN?

“Open University” means that even if you applied too late, or have been turned down for admission to the University, you can still take classes. The grades you earn in Open University can help you raise your grade point average.

JUST WANT TO TAKE SOME CLASSES?

“Open University” means you can update your professional skills, prepare for a career change, enrich your personal development, and re-discover that learning can be an exciting adventure and a great accomplishment. Many of the regular resident courses are held in the late afternoon and evening, which opens up a new educational opportunity for adults who hold full-time jobs. Extension Office hours are from 8 a.m. to 5 p.m. every weekday, and additionally from 5 p.m. to 6:30 p.m. Monday through Thursday the first three weeks of the quarter. The office is located in ERC C508 (Library Building, Fifth floor, back corridor).

Deadline for Open University enrollment for the Spring Quarter is April 21. Classes start April 1 for the 10-week quarter. You should attend the first class meeting and pay your fees before April 21. Enrollment after that date is subject to petition and late fees.

THREE EASY STEPS FOR OPEN UNIVERSITY REGISTRATION

Here’s how to enroll in Open University. Formal admission to CSUDH is not required — you do not have to present transcripts or pay an application fee. Just follow these steps:

1. Fill out the Open University Registration Form. Use the one that accompanies these instructions, or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (fifth floor, ERC building).

2. Take the form to the first class meeting and get the instructor’s signature

Lunch hour courses are listed in the Extension Bulletin. For others, obtain a regular class schedule from the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

The instructor will sign your registration form (giving you permission to register) based on available space in the class and on your having met the prerequisites for the course. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis.

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

Fees are \$30 per unit (\$120 for a 4-unit class). Fees should be paid by check or money order, made payable to “CSUDH.” Students wishing to use their VISA or MasterCard may do so in person or you may mail in your fees with your registration form after getting the instructor’s signature to:

Extension ERC C508
CSUDH
Carson, CA 90747

Fee receipts will be given those who register in person. This will indicate that you are enrolled in the course, and will show your student ID number. All classes you take will become part of your permanent academic record. You will receive an Extension Student ID Card which will entitle you to library privileges. If

you choose to mail in your registration form and fees, you may want to come to the Extension Office in person at some other time to get your ID card — at this time we are not able to provide ID cards through the mail.

SUMMARY

WHAT IS OPEN UNIVERSITY? A plan whereby you can take regular academic courses without being enrolled at the University.

DO I HAVE TO TAKE A CERTAIN NUMBER OF UNITS? No.

CAN I JUST TAKE SOME COURSES FOR PROFESSIONAL DEVELOPMENT OR PERSONAL GROWTH? Yes.

CAN THE UNITS I EARN GO TOWARD A DEGREE? Yes, generally 36 for undergraduate and 13 for graduate.

WHAT IF I WAS TURNED DOWN FOR ADMISSION? You can still take classes, and the grades can help raise your GPA.

DO I HAVE TO PAY AN APPLICATION FEE? No.

DO I NEED TRANSCRIPTS? No.


WHAT DOES IT COST? \$30 a unit (2 units—\$60; 3 units—\$90, 4 units—\$120).

WHEN DO I REGISTER? Classes start April 1 for the Spring Quarter. You should attend the first class meeting and pay your fees before April 21.

HOW DO I PAY? Through the Extension Office, by check, money order, VISA, or MasterCard.

WHEN DO I GET MY GRADES? During the following quarter.

California State University
Dominguez Hills



EXTENDED EDUCATION
Carson, California 90747

OPEN UNIVERSITY REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY

Course No.	Section	Units	Fee	Instructor's Signature
<div><div></div><div>NAME (Last, First, Middle Initial) (10-21)</div><div><div></div><div>STREET (33-35)</div><div>CITY (56-71)</div></div><div><div></div><div>STATE ZIP (72-78)</div><div>Area Code DAYTIME PHONE</div></div><div><div></div><div>Student File No. (1-9)</div></div></div>				

Office Use Only

Total Fee _____

Date Paid _____

Cashier's Stamp

Enclosed is \$ _____ in check
or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my _____ VISA _____ MasterCard

Card Number _____ Expiration Date _____

Cardholder's Signature _____

Cardholder's Name (print clearly) _____

CERTIFICATE PROGRAMS

A variety of certificate programs are offered through the Extended Education program at the University. In addition, on-campus certificate programs are available to Extension students through the Open University program. For more information and a brochure on the certificate programs, check the appropriate box on the Information Request Form on page 17 or call the Extension Office, 213/516-3741.

Counseling the Alcoholic

WHAT IS THE PROGRAM ABOUT?

The overall goal of the Certificate Program in Alcoholism Counseling is to prepare individuals to enter the field at a variety of professional levels with the basic knowledge and counseling skills required by alcoholism treatment agencies. The program is taught from the medical and the social model perspectives.

The certificate program consists of eight courses which have been designed to give an essential education to the prospective alcoholism counselor. Each course will present principles and techniques as they relate to the disease of alcoholism. Experienced professionals will present the students with the physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences.

WHO SHOULD ATTEND

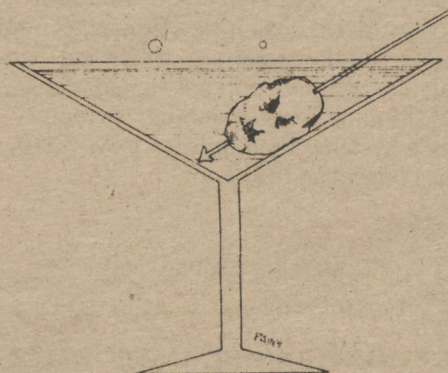
The program is designed to help those people who are in the helping professions to become more aware of the unique features of the alcoholic and alcoholism counseling. Additionally, individuals who aspire to any of the helping professions will find this program to be worthwhile in preparing them for their broader responsibilities.

ENTRANCE REQUIREMENTS

Applicants to the Alcoholism program must have completed at least two years of college and have two years of work experience in a health or human services related field. Students not meeting the minimum entrance requirement may be conditionally admitted based on a combination of education and experience and with permission of the program coordinator.

The applicant must complete an application form and send it to the Office of Extended Education along with all college transcripts and two letters of recommendation, at least one from a supervisor or other person knowledgeable of the applicant's counseling potential.

All applicants will be required to pass the introductory class, HEA X282, Introduction to Counseling Techniques, with a BC or better to qualify for admission to the certificate program. If the applicant feels he or she has sufficient experience in counseling, this class can be waived upon the satisfactory completion of an oral examination and approval of the program coordinator. This class does not count as units toward the certificate program.



Applications are being accepted for a new section starting Spring quarter. For application packet, call 213/516-3741.

COURSES

All students must attend and successfully complete all courses in the certificate program. No course waivers or substitutions are allowed.

QUARTER I

- *(4) HEA X282 Introduction to Counseling Techniques (Prerequisite to certificate program)

QUARTER II

- (4) HEA X280 Introduction to Alcoholism
- (2) HEA X300 Group Counseling Techniques

QUARTER III

- *(4) HEA X281 Individual Counseling Techniques
- *(2) HEA X301 Introduction Practicum

QUARTER IV

- (4) HEA X283 Dynamics of the Family
- (2) HEA X302 Practicum: Family

QUARTER V

- (4) HEA X303 Individual and Group Counseling
- *These classes will be offered this quarter at North Torrance High School.

CERTIFICATION

Upon completion of the program, the student must submit a Petition for Certification to the Office of Extended Education. These forms are available in the Extension Office. Upon verification of the completed courses, the student will be issued the certificate.

COST

The fee is \$30 per unit for each course.

Spanish for Public Service

Los Angeles County is rapidly becoming one of the world's largest Spanish-speaking communities. This year three out of 10 persons will be of Latino descent. Can you meet the linguistic and cultural understanding challenges this vast demographic shift presents?

WHAT THE PROGRAM IS ABOUT

"Hablo Español" now means profit to businesses; quality performance to educators, counselors and service employees; and improved medical response to hospital personnel. The Spanish for Public Service Certificate, a one-year program, provides participants with basic Spanish-speaking competency for present and potential employees. Writing and reading skills are developed to meet functional needs of the particular occupation. A significant additional goal is to increase the participants' understanding of the Latino community, thus encouraging an improved relationship between the employee and the public.

The program is designed to meet the needs of employees who "must meet and deal" with Spanish-speaking persons. Enrollees must use their new skills in work settings almost immediately. Students' use of Spanish on the job is monitored and corrected. Experiential learning reinforces the language skills throughout the program. "Learning by doing" makes this a practical effort to meet everyday needs. Courses are offered on Saturday morning to accommodate work schedules.

HOW IT WORKS

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. A new section will begin in Fall, 1981.

Total unit commitment of a student entering the program is 22 units. Students should enter the program with little or no Spanish skills. The Experiential Education 212 course requires four hours or more per week of active work involvement with Spanish-speaking persons. Students may utilize their own employment as internship for the certificate program if it fulfills the

requirements of the program. Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions.

WHAT YOU GET

Graduates of the SPSC Program will be among the first in California to receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons in a public service occupation. The need for such skills is growing rapidly in the area. You will have an additional skill that will greatly increase your employability. Employers will be able to serve a greater clientele more efficiently.

The Spanish for Public Service Certificate Program will offer an . . .

INTENSIVE SPANISH SUMMER PROGRAM

—June 22-July 31, 1981

An excellent program for teachers, health services personnel, businesspersons, and many others.

Participating students will have an opportunity to work towards a basic Spanish-speaking competency. Knowledge of the Hispanic community as it resides in the Los Angeles area is also emphasized. This summer program satisfies 8 of the 22 units required for the Spanish for Public Service Certificate offered by CSUDH.

Classes will be kept small and additional tutors provided as required in order to encourage maximum learning. Only beginning Spanish students are advised to enroll.

To enroll: Attend orientation meeting, Saturday, April 25, 1981 in the University Faculty Center (Rm. # Small College F-166), 10 a.m. to 12 noon. Students will be interviewed at that time. Preregistration is recommended.

Total cost of program: \$240 plus materials fee
Class days: Monday through Thursdays,
9 a.m.-12:20 p.m.

Units: 8

* Permission of Program Coordinator required for enrollment.

For further information, please call Dr. Raúl Romero, Spanish for Public Service Certificate Program Coordinator, at 516-3325.

Certificate in Orthotics

Extended Education and the Health Sciences department, CSUDH in conjunction with Rancho Los Amigos Hospital is offering a new Certificate in Orthotics beginning Fall 1981. The year-long program consists of 36 upper division units including supervised experience in orthosis design, layout, fabrication, assembly and fitting of orthotic devices.

For more information contact:

Darrell Clark

Rancho Los Amigos Hospital

7450 Leeds Street

Downey, CA 90242

Telephone: 213/922-7655

Production and Inventory Control



WHAT THE PROGRAM IS ABOUT

The Certificate Program in Production and Inventory Control consists of courses designed to give complete basic education in this profession. Experienced professionals will present principles and techniques as they relate to today's manufacturing world. A student has the option of taking all four courses for the certificate, or any single course individually which he feels will be of value.

COURSES

Four required courses, four (4) units each: INM X219 Basics of Production and Inventory Control*; INM X220 Inventory Planning and Control Systems; INM X221 Production Planning and Control Systems; INM X222 Manufacturing Resources Planning. The courses are to be taken in numerical order. After students have completed INM X219 (or have been exempted by the instructor) they will enroll in INM X220, then INM X221 and then INM X222. All courses are offered every quarter and students may begin the cycle at any time of year. Minimum enrollment per course: 10 students.

*This course is a prerequisite for INM X220, X221, and X222. Students with more than one year experience in the field may take a written test at the first class session for exemption of the prerequisite requirement, or may be exempted by the instructor.

WHO SHOULD ATTEND

This is a practical series of courses designed to meet the needs of professionals and newcomers to the field and other individuals who work in areas which relate to this field. It is of great benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and to further their professional competence.

THE CERTIFICATE

A Certificate in Production and Inventory Control will be awarded to those students who complete all four courses as recognition for their learning achievement and professional status. The certificate is jointly sponsored by the School of Management, California State University Dominguez Hills and the Los Angeles Chapter, American Production and Inventory Control Society (APICS).

BASICS OF PRODUCTION AND INVENTORY CONTROL

INM X219

This course is designed for managers with relatively little exposure to formal Production and Inventory Control systems, and for individuals with less than one year experience in P and IC. A broad overview of manufacturing and distribution control systems is presented. The student will learn the terminology associated with materials management, and obtain a working knowledge of the tools, methods, functions and systems of P and IC.

Included are: How P and IC fits into the industrial organization, product classification and structure, lead time, routings and standards, basic shop floor control, formal systems versus informal systems, basic inventory planning and control, basic forecasting, system overview.

NOTE: Because of the popularity of this class, it is offered in three sections (enrollment limited to 25 students per section). See locations and times listed on this page.

INVENTORY PLANNING AND CONTROL SYSTEMS

INM X220

The student will learn how to apply the major inventory management tools and techniques. Basic topics include: Why have inventories; financial implications; forecasting, fundamentals of inventory management; materials control and purchasing; master scheduling; material requirements planning; inventory management as a system. Prerequisite: INM X219, entrance exam or consent of instructor.

PRODUCTION PLANNING AND CONTROL SYSTEMS

INM X221

This course presents the techniques and systems for planning production and capacity, for scheduling production and capacity, for order release, dispatch and expediting and for control of these activities. The student will learn practical shop floor control techniques, the need for data gathering and feedback reporting and evaluation for corrective action. Topics include:

- production control
- shop floor planning
- a system overview

Prerequisite: INM X219, entrance exam or consent of instructor.

MANUFACTURING RESOURCES PLANNING

INM X222

This course is designed to improve the student's ability to participate in the practical aspects of production and inventory management. Through a series of workshop examples and case studies, the course will stress the pros and cons of various techniques and approaches, and highlight potential pitfalls to be avoided. Application of the techniques to both computerized and manual systems will be discussed.

In addition to a thorough understanding of techniques, the student will gain insight into the human problems of developing and maintaining a formal system, especially the dynamics of change. The course will stress effective relationships with top management and all other departments of a manufacturing company.

COURSES AND LOCATIONS THIS QUARTER

Listed below are the dates, instructors and locations of courses leading to the Production and Inventory Control Certificate.

All classes meet from 6:30-10:00 p.m.

**TORRANCE, North High School,
3620 West 182nd Street**

INM X219	Mon, Mar 30—Rm 304—	Paul Funk
INM X219	Tue, Mar 31—Rm 304—	Leonard Park
INM X220	Mon, Mar 30—Rm 403—	Kirt Behera
INM X221	Thur, Apr 2—Rm 403—	Alan Farr
INM X222	Tues, Mar 31—Rm 310—	Aman Motwane

**PASADENA, Xerox Medical Systems,
125 North Vinedo Avenue**

INM X219	Tues, Mar 31	Marie Blaine
INM X220	Mon, Mar 30	Dennis Fisher
INM X221	Mon, Mar 30	Jim Duvall

Broadcasting — Radio/Television

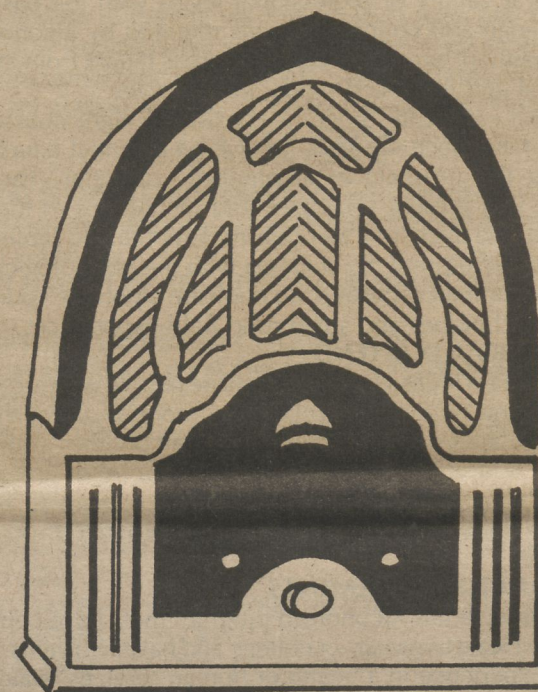
OPEN UNIVERSITY OFFERING — ALL CLASSES
ARE ON A SPACE-AVAILABLE BASIS.
FOR REGISTRATION, SEE PAGE 22

WHAT THE PROGRAM IS ABOUT

The Certificate in Broadcasting is offered by the CSUDH Communications department through the Office of Extended Education. The certificate recognizes that a student has undertaken a special course of study which has provided expertise in this growing area.

WHO SHOULD ATTEND

These studies are designed to assist students in the job market as a means of indicating to a prospective employer that the student is prepared for a job in Broadcasting.



COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

COURSES (4 units each)

Required Courses:

- COM 280 Introduction to Television
- COM 282 Writing for Radio/TV and Film Media
- COM 283 TV Producing
- COM 287 TV Directing and Scene Study
- Plus two additional courses in Broadcasting selected through advisement:
- COM 251 Radio and TV Newswriting
- *COM 256 Television News Workshop and Public Affairs
- COM 281 Performing for Radio/TV
- COM 284 Advanced TV Production
- COM 285 Documentary Production
- COM 286 Radio-TV Management and Programming
- COM X290B Special Topics in Communications
- *Offered this quarter

For further information on this program, check the Information Request Form on page 17 or contact David Safer, coordinator Broadcast Certificate program, 213/516-3313.

**GENERAL
INFORMATION
213/516-3741**

Electronic Music and Recording Arts Electronics Music and Recording Engineering

OPEN UNIVERSITY OFFERING — SEE PAGE 22

WHAT THE PROGRAMS ARE ABOUT

Two Certificate Programs in Electronic Music and Recording are being offered at Dominguez Hills — Electronic Music and Recording Arts Certificate Program and Electronic Music and Recording Engineering Certificate Program. Classes will be offered jointly by the Departments of Music and Physics.

The Recording Arts Certificate is a one-year program; the Recording Engineering program is to be taken following, or in conjunction with, the Recording Arts program.

Both programs provide an internship after completion of courses which will match individual student abilities and interests with the wide variety of job needs in the industry.

The extensive facilities of the CSUDH Electronic Music Laboratory will be available to students. The Music department, which sponsors the certificate programs, is fully accredited by the National Association of Schools of Music.

The Laboratory equipment includes:

- Six synthesizers, including a Synclavier digital realtime/fully programmable, 16-voice instrument — one of only 3 on the West Coast and the very latest in computer-music technology.
- 16-, 8-, 4- and 2-track professional tape recorders
- 16- and 8-channel mixing consoles
- Acoustic echo chamber
- A variety of compressor/limiter, digital delay units, noise reduction and reverb
- professional recording microphones

WHO SHOULD ATTEND

The programs are designed to provide an urban university environment for the training of persons interested in entering the fields of Electronic Music, Audio Recording and Sound Reinforcement, and to enhance employment possibilities for those who earn the certificate.

ENTRY REQUIREMENTS

Prerequisite to the program: Physics 101 Sound and Music (4) may be taken concurrently with Music 369; or permission of the instructor.

COST

The fee is \$30 per unit for each course.

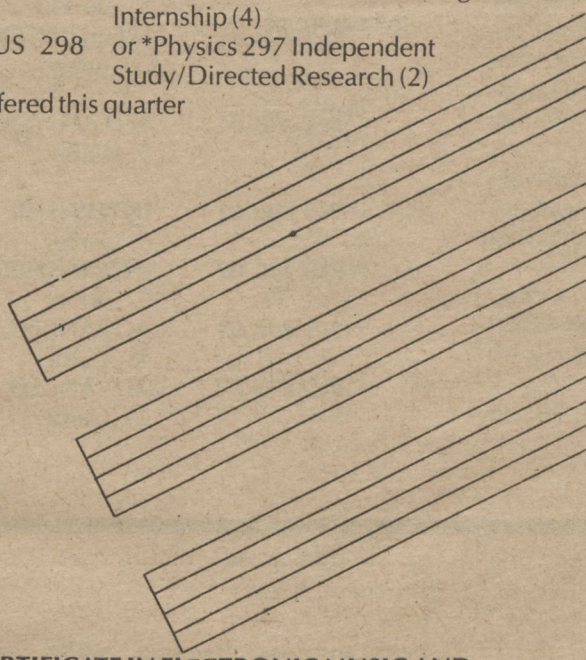
INTERNSHIP

Notification of the availability of certificate program interns will be made to each of the almost 200 recording studios in the Los Angeles area, to all Los Angeles chapter members of the Audio Engineering Society and to other related industries. Employers applying for applicants will be interviewed to determine the scope of each assignment, to enhance the possibility for a mutually successful internship experience.

CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ARTS

- MUS 369 The Techniques of Sound Recording (4)
- *MUS 369L Sound Recording Laboratory (1,1)
- MUS 371 Electronic Music (4)
- *MUS 371L Electronic Music Laboratory (1,1)
- *MUS 372 Advanced Audio Recording (4)
- *MUS 374 Advanced Electronic Music (4)
- PHY 239 Introduction to Recording Studio Electronic Maintenance (3)
- MUS 398 Electronic Music and Recording Internship (4)
- *MUS 298 or *Physics 297 Independent Study/Directed Research (2)

*Offered this quarter



CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ENGINEERING

All courses required for Recording Arts, plus the following:

- PHY 120 or *122 Elements of Physics (total 8 units)
- OR
- PHY 110, 112, and *114 General Physics (total 15 units)
- AND
- *PHY 231 Electronics Laboratory I (2)
- PHY 233 Electronics Laboratory II (2)
- AND ONE OR MORE
- PHY 235 Digital Electronics (4)
- PHY 237 Microcomputers (4)
- PHY 281 Scientific Instrumentation (2 or 4)

For further information check the Information Request Form on page 17 or contact Richard Bunker, Coordinator, Electronic Music and Recording Certificate Programs, 213/516-3543.

City Management (ICMA)

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION, SEE PAGE 22

WHAT THE PROGRAM IS ABOUT

A joint training and education program — the first of its kind — is being offered by the International City Management Association (ICMA) and the Department of Public Administration at CSUDH, which provides a Certificate in City Management through the Office of Extended Education at CSUDH.

An ICMA Certificate will be awarded to each student upon completion of each course. Students who complete the four core courses and one elective will receive a certificate of Professional Training.

Each course will provide four quarter units of credit. Students may apply 36 units to an undergraduate degree or 12 units to graduate degrees at CSUDH.

For further information on this program, check the Information Request Form on page 17 or contact Dr. Kenneth Fleagle, associate professor of Public Administration, coordinator, City Management Certificate Program 213/516-3444.

WHO SHOULD ATTEND

City Managers can learn to make their whole city more manageable. Assistants can prepare for their big break. Police and fire officials can get an overview of the entire city management process and a perspective on their own departments. Personnel directors can help the city key and promote its best people. Supervisors and department heads can improve the link between leaders and workers, and can get better results from programs and people. Students entering the field of management can learn about the opportunities in public management.

THE COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by April 21.

COURSES (4 units each)

Four Required:

- PUB 238 Principles and Practices of Urban Planning
- *PUB 424 Seminar: Personnel Management
- *PUB 430 Seminar: Urban Administration
- *PUB 452 Seminar: Public Financial Management

One elective: Upper Division Public Administration Course

- *PUB 240 Police Administration in America
- *PUB 292 Special Topics — Urban Public Works Administration

Offered this quarter

Co-sponsored by: International City Management Association



Certificate program in Business Management

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 22.

WHAT THE PROGRAM IS ABOUT

The Certificate Program in Business Management is designed to provide continuing business education to current professional managers and individuals who aspire to a management career. The requirements for obtaining the certificate include the completion of four courses totaling 16 units with an overall G.P.A. of 2.5. The typical certificate student will enroll in two courses per quarter and complete the program within two quarters.

ters. The quarters begin in September, January, and April.

WHO SHOULD ATTEND

The series of courses are designed to provide the practicing professional manager with new and additional knowledge about business management. Additionally, individuals who aspire to a career in business management are provided the knowledge and basic skills required to equip them for a successful experience.

COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

THE CERTIFICATE

The certificate will be granted upon approval of a petition which can be obtained through the Extension Office, ERC C508, 213/516-3741.

COURSES

Required:

- * BUS 205 Social Responsibility of Business
- * BUS 210 Management and Organizational Theory
- * BUS 211 Production Management

Electives (select one):

- * BUS 250 Elements of Marketing
- * BUS 260 Business Finance
- * ENG 252 Writing and Speaking Skills for Management

*Offered this quarter.

General information
is available about
any program listed
in this *Bulletin* by
calling the Extension
office at 213/516-3741

The index to this
Bulletin is on page 2

PARALEGAL STUDIES

CLASS SCHEDULE, SPRING 1981

CSUDH offers a Paralegal Studies Certificate program. The certificate requires 40 units, including 28 units of core courses, eight units of law-related courses from two academic departments, and four units of internship credit.

The paralegal certificate program prepares students to work under the direction of lawyers as a vital member of the law office team. Paralegals perform legal research, interview clients, represent clients before some administrative agencies, draft and interpret legal documents and assist in political advocacy and community work.

In addition to employment opportunities in private law firms, federal, state and local government agencies and non-profit community agencies hire increasing numbers of paralegals.


The following courses will be offered this spring. The courses may be taken for credit through Open University on a space-available basis. See page 22 for information.

For information about the Paralegal Certificate Program, call Marilyn Garber at 516-3576.

Course #	Title Instructor	Day	Time	Units
CORE COURSES				
PARALEGAL STUDIES				
PLS 200 01	INTRODUCTION TO PARALEGAL STUDIES V. Gerson	Tue	6-9:40 p.m.	4
PLS 202 01	LEGAL INTERVIEWING AND COUNSELING J. Curran	Fri	9 a.m.-12:40 p.m.	4
PLS 238 01	SPECIAL TOPICS PARALEGAL STUDIES: LITIGATION S. Walsh	TTh	4-5:40 p.m. (5½ weeks)	2
PLS 296 01	INTERNSHIP S. Garber	TBA	TBA	2
PLS 296 02	INTERNSHIP S. Garber	TBA	TBA	2
PLS 298 01	ADVANCED LEGAL RESEARCH AND WRIT. M. Garber	TBA	TBA	2
PLS 298 02	ADVANCED LEGAL RESEARCH AND WRIT. M. Garber	TBA	TBA	4

*Both these programs
are offered through
Open University.*

*For information see
page 22.*

California State University Dominguez Hills		 EXTENDED EDUCATION Carson, California 90747		Office Use Only Total Fee _____ Date Paid _____ Cashier's Stamp _____	
OPEN UNIVERSITY REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY					
Course No.	Section	Units	Fee	Instructor's Signature	
NAME (Last, First, Middle Initial) (10-21) _____ STREET (33-35) _____ CITY (56-71) _____ STATE ZIP (72-78) _____ Area Code DAYTIME PHONE _____ Student File No. (1-9) _____					
Enclosed is \$ _____ in check or money order.				MAKE CHECK PAYABLE TO: CSUDH EXTENSION I wish to use my _____ VISA _____ MasterCard _____ Card Number _____ Expiration Date _____ Cardholder's Signature _____ Cardholder's Name (print clearly) _____	

Computer Science Certificate Program

A certificate in Computer Science is available to students who satisfactorily complete the program listed below. The certificate may be taken with or apart from a major, minor or degree program.

In addition to the courses listed, students entering the program with inadequate background preparation may need to take one or more lower division courses as preparation. For individual course prerequisites, see the University catalogue, available from the Bookstore.

I. Core Courses (20 units):

- * Computer Science 200 Survey of Programming Concepts (4 units)

- * Computer Science 210 Data Structures (4)
- * Computer Science 220 Programming Languages I (4)
- * Computer Science 230 Computer Organization (4)
- * Computer Science 250 File Processing (4)

II. Electives (8 units)

Two courses chosen in consultation with an academic advisor. You may select any upper division Computer Science Course, or Math 260 Discrete Mathematics II (4).

* Offered this quarter.

"Learn and Lunch Bunch" Program

The "Learn and Lunch Bunch" Program is designed for people who live or work near the CSU Dominguez Hills campus and who want to use their lunch hours to take courses for professional development, self-improvement or any other reason. The University has identified those degree-applicable courses which are offered during the lunch hour in the Winter quarter and listed them below.

"Learn and Lunch Bunch" courses can be used by employees on their own for educational goals, or by employers as a part of an overall plan to employee development.

NOTE: Learn and Lunch Bunch courses are offered on a space-available basis through Open University. See page 21 for more information.

ANTHROPOLOGY

ANT 100 03 The Human Adventure: Introduction to Culture
ANT 245 01 Medical Anthropology

S. Orellana TTh 12:00- 1:40 p.m. 4.0 SBS A144
K. Kuykendall MW 12:00- 1:40 p.m. 4.0 SBS A144

ART

ART 101 01 Experiencing Creative Art
ART 180 01 Beginning Painting
ART 221 01 Northern Renaissance Art
ART 243 01 Production Techniques
ART 247 01 Corp Identity and Typograph
ART 287 01 Painting Media
ART 289 01 Human Form in Sculpture

G. White TTh 12:00- 1:40 p.m. 4.0 ERC G149
A. Harshman MW 12:00- 2:30 p.m. 3.0 HFA A106
B. Baker MW 12:00- 1:40 p.m. 4.0 ERC G149
B. Baker MW 12:00- 2:30 p.m. 3.0 HFA C104
G. Hirsch TTh 12:00- 2:30 p.m. 3.0 HFA C104
J. Goders TTh 12:00- 2:30 p.m. 3.0 HFA A106
MW 12:00- 2:30 p.m. 3.0 HFA D103

BUSINESS ADMINISTRATION

BUS 130 01 Essentials of Accounting I
BUS 130 03 Essentials of Accounting I
BUS 170 04 Intro to Comp and Data Proc (same as CSC 120 04)
BUS 171 03 Computer Systems for Bus
BUS 172 01 Intro COBOL Progrmming
BUS 205 01 Social Respon of Business
BUS 205 03 Social Respon of Business
BUS 211 01 Production Management
BUS 233 01 Income Taxation I
BUS 237 02 Cost Accounting
BUS 254 01 Marketing Research
BUS 255 01 Consumer Market Behavior
BUS 260 03 Business Finance
BUS 262 01 Real Est Prin and Practice
BUS 271 01 Adv COBOL Programming
BUS 280 01 Economics of the Firm
BUS 280 03 Economics of the Firm
BUS 290 01 Management Policy

M. McNichols MW 12:00- 1:40 p.m. 4.0 SBS F121
C. W. Lee TTh 12:00- 1:40 p.m. 4.0 SBS B209
L. Anderson TTh 12:00- 1:40 p.m. 4.0 SC J146
W. Ryder TTh 12:00- 1:40 p.m. 4.0 SC K147
P. Herne MW 12:00- 1:40 p.m. 4.0 SC J146
M. Blyn MW 12:00- 1:40 p.m. 4.0 SBS B143
S. Schoen TTh 12:00- 1:40 p.m. 4.0 SBS E220
P. Spier MW 12:00- 1:40 p.m. 4.0 SBS B231
R. Weisler MW 12:00- 1:40 p.m. 4.0 ERC D120
R. Schueler TTh 12:00- 1:40 p.m. 4.0 ERC D120
J. Greenwald MW 12:00- 1:40 p.m. 4.0 SBS B209
M. Weisberg MW 12:00- 1:40 p.m. 4.0 SBS E220
R. Hayes TTh 12:00- 1:40 p.m. 4.0 SBS B143
G. Kuhlmann TTh 12:00- 1:40 p.m. 4.0 SBS B101
MW 12:00- 1:40 p.m. 4.0 SC K147
D. Vardiabasis MW 12:00- 1:40 p.m. 4.0 ERC D131
M. Nashif TTh 12:00- 1:40 p.m. 4.0 SBS B231
H. Milgrim MW 12:00- 1:40 p.m. 4.0 SBS B101

CHEMISTRY

CHE 102 01 Chemistry for the Citizen
CHE 214 01 Organic Chemistry III
CHE 354 01 Biochemistry III

D. Dobyns MW 12:00- 1:40 p.m. 4.0 NSM C221
S. Marmor MWF 12:00-12:50 p.m. 3.0 SBS G126
E. Garcia MW 12:00- 1:15 p.m. 3.0 NSM D129

COMMUNICATIONS

COM 250 01 Advanced Newswriting and Reporting
COM 270 01 Advertising Copywriting
COM 275 01 Basic Philosophy

I. Goldman TTh 12:00- 1:40 p.m. 4.0 ERC D134
C. Martin MW 12:00- 1:40 p.m. 4.0 HFA A221
R. LaMarca F 12:00- 1:40 p.m. 4.0 SBS B215
2:00- 5:40 p.m. NSM B212

COMPUTER SCIENCE

CSC 110 01 Computer Prog in Basic
CSC 120 04 Intro to Comp and Data Proc (same as BUS 170 04)
CSC 242 01 Operating Systems II
CSC 255 01 Computers and Society (same as SMC 250 01)

L. Anderson M 12:00- 1:40 p.m. 2.0 SBS B215
W. Jones TTh 12:00- 1:40 p.m. 4.0 SC J146
J. Grabiner MW 12:00- 1:40 p.m. 4.0 NSM D123
TTh 12:00- 1:40 p.m. 4.0 SC E145

ECONOMICS

ECO 100 01 General Studies Economics
ECO 222 01 Money and Banking

A. Kidane TTh 12:00- 1:40 p.m. 4.0 SBS F225
F. Billes TTh 12:00- 1:40 p.m. 4.0 ERC D131

EDUCATION

EDU 210 01 Motivation and Learning
EDU 797 01 Teaching Meth Secondary

P. Desberg TTh 12:00- 1:40 p.m. 4.0 SC E157
S. Prescott Th 12:00- 2:00 p.m. 2.0 HFA A224

EARTH AND MARINE SCIENCES

EMS 102 01 Intro to Earth Science

D. Sigurdson TTh 12:00- 1:14 p.m. 4.0 SBS G126

ENGLISH

ENG 101 04 Oral and Written Expression II
ENG 130 03 Literary Perceptions
ENG 210 01 The Study of Language (same as FRE 210/SPA 210)
ENG 219 01 Psycholinguistics
ENG 225 01 Poetry
ENG 251 01 Creative Writing
ENG 252 01 Writing/Speaking Skills Management
ENG 267 01 Shakespeare
ENG 400 01 Sem: Advanced Studies in Poetry

J. Bullard MW 12:00- 1:40 p.m. 4.0 HFA A229
R. Beym MW 12:00- 1:40 p.m. 4.0 HFA A219
B. Mohr TTh 12:00- 1:40 p.m. 4.0 HFA A219
B. Tracy MW 12:00- 1:40 p.m. 4.0 HFA A228
V. Jordain TTh 12:00- 1:40 p.m. 4.0 HFA A225
W. Wells TTh 12:00- 1:40 p.m. 4.0 HFA A227
J. Riddell TTh 12:00- 1:40 p.m. 4.0 HFA A229
E. Sando MW 12:00- 1:40 p.m. 4.0 HFA A330
TTh 12:00- 1:40 p.m. 4.0 HFA A330

FRENCH

FRE 110 01 First-Quarter French
FRE 210 01 The Study of Language (same as ENG 210/SPA 210)

Y. Lenard-Rowe TTh 12:00- 1:40 p.m. 4.0 HFA A221
R. Beym TTh 12:00- 1:40 p.m. 4.0 HFA A219

GEOGRAPHY

GEO 208 01 Maps Photos Remote Sense
GEO 215 01 Weather

C. Forbes TTh 12:00- 1:40 p.m. 4.0 SBS B109
R. Stinson MW 12:00- 1:40 p.m. 4.0 SBS A104

HISTORY

HIS 101 03 History of United States
HIS 110 01 Western World: Classical
HIS 214 01 History of Los Angeles
HIS 238 02 Special Topic in History: Apocalypse Then: WWII
HIS 269 01 Emergence Modern America
HIS 286 01 Latin America: National

C. Udeze MW 12:00- 1:40 p.m. 4.0 SBS F225
H. Holter TTh 12:00- 1:40 p.m. 4.0 SBS A104
D. Churchman TTh 12:00- 1:40 p.m. 4.0 SBS D125
D. Cady MW 12:00- 1:40 p.m. 4.0 SBS D219
N. Hollander TTh 12:00- 1:40 p.m. 4.0 SBS D219
MW 12:00- 1:40 p.m. 4.0 SBS B203

LIBRARY

LIB 150 02 Library Skills and Strategies

B. Barrett

W

12:00- 1:40 p.m.

2.0

HFA A225

MATHEMATICS

MAT 040 01 Trigonometry

W. Armacost

MW

12:00-12:50 p.m.

2.0

SBS E122

MAT 102 02 Mat Anal Mgt and Soc Sci I

G. Mathews

TTh

12:00- 1:40 p.m.

4.0

NSM C221

MAT 122 01 Survey of Calculus II

J. Henry

TTh

12:00- 1:40 p.m.

4.0

SBS B215

MAT 150 02 Elem Stat and Probability

C. Chang

MW

12:00- 1:40 p.m.

4.0

NSM C213

MAT 208 01 Multivariable Calculus

T. Shore

TTh

12:00- 1:40 p.m.

4.0

SBS E122

MUSIC

MUS 112 01 Music Theory III

F. Steiner

MW

12:00- 1:40 p.m.

4.0

HFA A204

MUS 265 01 Special Studies in Music Prep Piano: His Tech/Rep

R. Bunker

T

12:00- 1:40 p.m.

2.0

HFA A202

MUS 318 01 Romantic and Early Modern Music

H. Caldwell

MW

12:00- 1:40 p.m.

4.0

HFA A202

MUS 380 01 University Chorale

M. Bialosky

TTh

12:00- 1:40 p.m.

1.0

HFA A204

PHYSICAL EDUCATION AND RECREATION

PER 123 01 Physical Educ Profession

S. Carberry

W

12:00- 1:40 p.m.

2.0

HFA A230

PER 131 17 Lifetime Sports (Physical Cnditining/Coed)

M. Harmatz

TTh

12:00-12:50 p.m.

1.0

FH B017

PER 131 19 Lifetime Sports (Self Defense/Coed)

D. Depree

T

12:00- 1:40 p.m.

1.0

GYM D102

PER 131 20 Lifetime Sports (Self Defense/Coed)

D. Depree

Th

12:00- 1:40 p.m.

1.0

GYM D102

PER 131 36 Lifetime Sports (Dancersize/Coed)

C. Casten

TTh

12:00-12:50 p.m.

1.0

GYM A102

PER 132 01 Sports Spectatorship

J. Poole

W

12:00- 1:40 p.m.

2.0

ERC E127

PER 134 05 Selected Sports Studies (Dance/Modern/Begin/Coed)

C. Casten

MW

12:00- 1:15 p.m.

2.0

GYM A102

PER 273 01 Adv. Coach Tech Track/Field

D. Yanai

M

12:00- 1:40 p.m.

2.0

ERC E127

PER 290 01 Senior Seminar in Physical Education

J. Johnson

TTh

12:00- 1:40 p.m.

4.0

ERC A121

PER 298 0 Field Study in Physical Education

B. Baras

F

12:00-12:50 p.m.

2.0

ERC A121

PER 299 01 Special Topics in Phys Edu (coaching volleyball)

B. Baras

W

12:00- 1:40 p.m.

2.0

ERC A121

PER 299 02 Special Topics in Phys Edu (Famous Coach Personalities)

D. Yanai

TTh

12:00- 1:40 p.m.

4.0

HFA A230

PHILOSOPHY

PHI 120 03 Basic Logic

J. Lee

MW

12:00- 1:40 p.m.

4.0

HFA A324

PHI 211 01 Pre-Socratics to Aristotle

R. Barnes

MW

12:00- 1:40 p.m.

4.0

HFA A227

PHI 225 01 Philosophy and Film (Science Fiction)

J. LaCorte

TTh

12:00- 1:40 p.m.

4.0

HFA A228

PHI 278 01 Moral Issues in Medicine

C. Fay

TTh

12:00- 1:40 p.m.

4.0

HFA A209

PHYSICS

PHY 124 01 Phys and the Life Sciences

R. Alt

TTh

12:00- 1:15 p.m.

4.0

NSM C235

PHY 160 01 Elementary Astronomy

K. Lee

MW

12:00- 1:40 p.m.

4.0

NSM C239

PHY 230 01 Electromagnetism

A. Evett

TTh

12:00- 1:40 p.m.

4.0

NSM C239

PHY 232 01 Intro Recording Studio Electronics

J. Imai

MW

12:00-12:50 p.m.

3.0

NSM D123

POLITICAL SCIENCE

POL 101 04 American Institutions

A. Fisher

MW

12:00- 1:40 p.m.

4.0

SBS B140

POL 210 01 Issues Amer Nat Government

J. Kaplan

TTh

12:00- 1:40 p.m.

4.0

SBS B140

POL 236 01 Theory of International Relations

W. Martin

MW

12:00- 1:40 p.m.

4.0

SBS F125

POL 238 01 Global Planning Future

L. Groff

TTh

12:00- 1:40 p.m.

4.0

SBS D225

POL 264 01 Political Trials

G. Heneghan

MW

12:00- 1:40 p.m.

4.0

SBS D121

PSYCHOLOGY

PSY 101 01 Gen St: Understanding Human Behavior

L. Jackson

MW

12:40- 1:40 p.m.

4.0

SBS B110

PSY 110 01 Thinking: Logical Reasoning

G. Marsh

TTh

12:40- 1:40 p.m.

4.0

SBS D121

PSY 130 02 Elem Stat Analysis Psych

Q. Stodola

TTh

12:40- 1:40 p.m.

4.0

ERC G152

PSY 251 01 Psych of Adolescent Exper

R. Mohamed

MW

12:40- 1:40 p.m.

4.0

SBS D225

PSY 260 01 Theories of Personality

M. Milfs

TTh

12:40- 1:40 p.m.

4.0

SBS B238

PSY 264 01 Intro to Clinical Psych

D. Staso

MW

12:40- 1:40 p.m.

4.0

SBS B238

PSY 267 01 Intro Clinical Methods

A. Bohart

TTh

12:40- 1:40 p.m.

4.0

SBS A210

PSY 295 01 Senior Seminar Psychology: Love

B. Palmer

MW

12:40- 1:40 p.m.

4.0

SBS A246

PUBLIC ADMINISTRATION

PUB 202 01 Philos and Ethics Pub Admin

W. Puett

MW

12:00- 1:40 p.m.

4.0

ERC A127

PUB 206 01 Administration of Financial Resources

J. Smith

TTh

12:00- 1:40 p.m.

4.0

ERC D126

PUB 207 01 Public Personnel Administration

G. Robinson

MW

12:00- 1:40 p.m.

4.0

ERC D126

RECREATION

REC 121 01 Comparative Areas of Recreation

F. Patterson

TTh

12:00- 1:40 p.m.

4.0

FH C016

REC 231 01 Programming in Recreation

F. Patterson

MW

12:00- 1:40 p.m.

4.0

FH C016

SMALL COLLEGE

SMC 120 01 Gen Stu Human Studies I: Information and Television

D. Stoloff

MW

12:00- 1:40 p.m.

4.0

SC E143

SMC 230 02 Interdis Topics Civilization Represent of Self in Lit

M. Sutton

MW

12:00- 1:40 p.m.

4.0

SC E145

SMC 230 04 Interdisciplinary Topics Civilization (Images of Women)

L. Feuer/S. Gemmell

TTh

12:00- 1:40 p.m.

4.0

SC E143

SMC 250 01 Interdisciplinary Topic Sci and Tech Computers and Society (same as CSC 255 01)

J. Grabiner

TTh

12:00- 1:40 p.m.

4.0

SC E145

SOCIOLOGY

SOC 100 02 Basic Studies Sociology

D. Robertson

MW

12:00- 1:40 p.m.

4.0

SBS D125

SOC 100 05 Basic Studies Sociology

D. Robertson

TTh

12:00- 1:40 p.m.

4.0

SBS A110

TEST AND EXAM REVIEWS

Test and Exam reviews offered by CSUDH Extension are intended as a supplement to classroom preparation and not as a substitute.

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

Special course offered to prepare students for the Graduate Management Admission Test. Areas covered include: mathematical ability, reading comprehension, English usage, business judgment, verbal analogies, sentence completion, data interpretation, and data sufficiency.

SESSION II—for July 15 Exam
DATE: June 5,13,20,27, July 11 **NO.MTNGS:** 5
TIME: 9 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$80 (includes materials)
LOCATION: CSUDH Campus, contact Extension Office 516-3741

GRE (GRADUATE RECORD EXAM) REVIEW

To assist students in doing their best on the GRE by familiarizing them with each subject area, giving them important insight into the types of questions, and offering timed testing practice. The programs are geared to the new format of the GRE with emphasis on the quantitative section — arithmetic, algebra, geometry, and graph reading, verbal analogies, reading comprehension, sentence completions, antonyms, and the new section of the exam, analytical ability will be examined.

SESSION III—For June 13 Exam
DATE: Saturdays, May 9,16,23,30, June 6 **NO.MTNGS:** 5
TIME: 9 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$70 (includes materials)
LOCATION: CSUDH Campus, SC E145

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis will be placed on the mathematics sections of the exam — math ability, quantitative comparison — but will also carefully analyze reading comprehension, sentence completion, analogies, and antonyms. Important test-taking strategies and time-saving techniques will be carefully explained and discussed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

SESSION II—For May 2 Exam
DATE: Saturdays, April 4,11,25 **NO.MTNGS:** 3
TIME: 1-4:30 p.m. **UNITS:** Non-credit
FEE: \$49 (includes materials)
LOCATION: CSUDH Campus, SC E149
SESSION III—for June 6 Exam
DATE: Saturdays, May 16,23,30 **NO.MTNGS:** 3
TIME: 1-4:30 p.m. **UNITS:** Non-credit
FEE: \$49 (includes materials)
LOCATION: CSUDH Campus, SC E149

PREPARATION—NATIONAL TEACHER'S EXAM

This workshop is designed to review general information about the test and its format as well as test-taking strategies and relaxation techniques. Each selection of the test will be reviewed and mini-quizzes will be given. Bring a sack lunch.

DATE: Saturday, May 16 **NO.MTNGS:** 1
TIME: 9 a.m.-3 p.m. **UNITS:** Non-credit
FEE: \$30 (includes materials)
LOCATION: CSUDH Campus, SC E157
INSTRUCTOR: Idell Holburt, M.A.,
 Academic Advisement Programs,
 University of California, Los Angeles

MFCC TEST PREPARATION

An intensive review course designed to prepare participants for taking the state licensing examination for Marriage, Family and Child Counseling. The course will cover the ten required content areas:

- Applied Psychotherapeutic Techniques
- Theories of Marriage, Family and Child Counseling
- Human Communication
- Psychopathology
- Human Growth and Development
- Human Sexuality
- Professional Ethics and Law for Counselors
- Cross-Cultural Mores and Values
- Research Methods
- Psychometrics

DATE: Saturdays, April 4,11,25, May 2,9,23, June 6 **NO.MTNGS:** 7
TIME: 9 a.m.-1 p.m. **UNITS:** Non-credit
FEE: \$90 (includes materials)
LOCATION: CSUDH Campus, SBS B137
INSTRUCTOR: Barry Levy, M.A., MFCC,
 counselor, Santa Ana Community
 College; private practice MFCC

TOEFL (Test of English as a Foreign Language)

PREPARATION:

Enrollment in all four meetings is not required.

This course is offered on four Saturdays preceding the spring administration of the TOEFL. Students desiring a comprehensive preparation should enroll for all 4 meetings. Students needing help in only one or two areas should enroll for the corresponding meetings.

Students should purchase Barron's *Practice Exercises for the TOEFL*, available at the campus bookstore, before their first meeting date.

INSTRUCTOR: Gloria Brambilla, B.S.

I: Rapid Review of Grammar

DATE: Saturday, April 17 **NO.MTNGS:** 1
TIME: 8:30 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$25
LOCATION: CSUDH Campus, SBS G122

II: Listening Comprehension

DATE: Saturday, April 25 **NO.MTNGS:** 1
TIME: 8:30 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$25
LOCATION: CSUDH Campus, SBS G122

III: Vocabulary and Reading

DATE: Saturday, May 2 **NO.MTNGS:** 1
TIME: 8:30 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$25
LOCATION: CSUDH Campus, SBS G122


IV: Test-taking Strategies

DATE: Saturday, May 9, 1981 **NO.MTNGS:** 1
TIME: 8:30 a.m.-12:30 p.m. **UNITS:** Non-credit
FEE: \$25
LOCATION: CSUDH Campus, SBS G122

NOTE: Fee is \$75 if enrollment is for all four meetings.

See page 5 for
 registration
 information.

For general
 information call
 213/516-3741

California State University Dominguez Hills		 EXTENDED EDUCATION Carson, California 90747		Office Use Only	
EXTENSION REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY				Date _____ Total Fee _____ Initial _____ EXTENSION <input type="checkbox"/>	
Course No.	Title	Units	Fee	Student File No. (1-9)	
				Cashier's Stamp	
NAME (Last, First, Middle Initial)	(10-21)				
STREET (33-35)	CITY (56-71)				
STATE ZIP (72-78)	Area Code DAYTIME PHONE				
Enclosed is \$ _____ in check or money order.				MAKE CHECK PAYABLE TO: CSUDH EXTENSION	
I wish to use my _____ VISA _____ MasterCard				Card Number _____ Expiration Date _____	
Cardholder's Signature _____				Cardholder's Name (print clearly) _____	

DISCOVER

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*You are invited to the
University's Fifteenth
Anniversary Open
House saluting Los
Angeles' Bicentennial*

Sunday, April 5, 1981

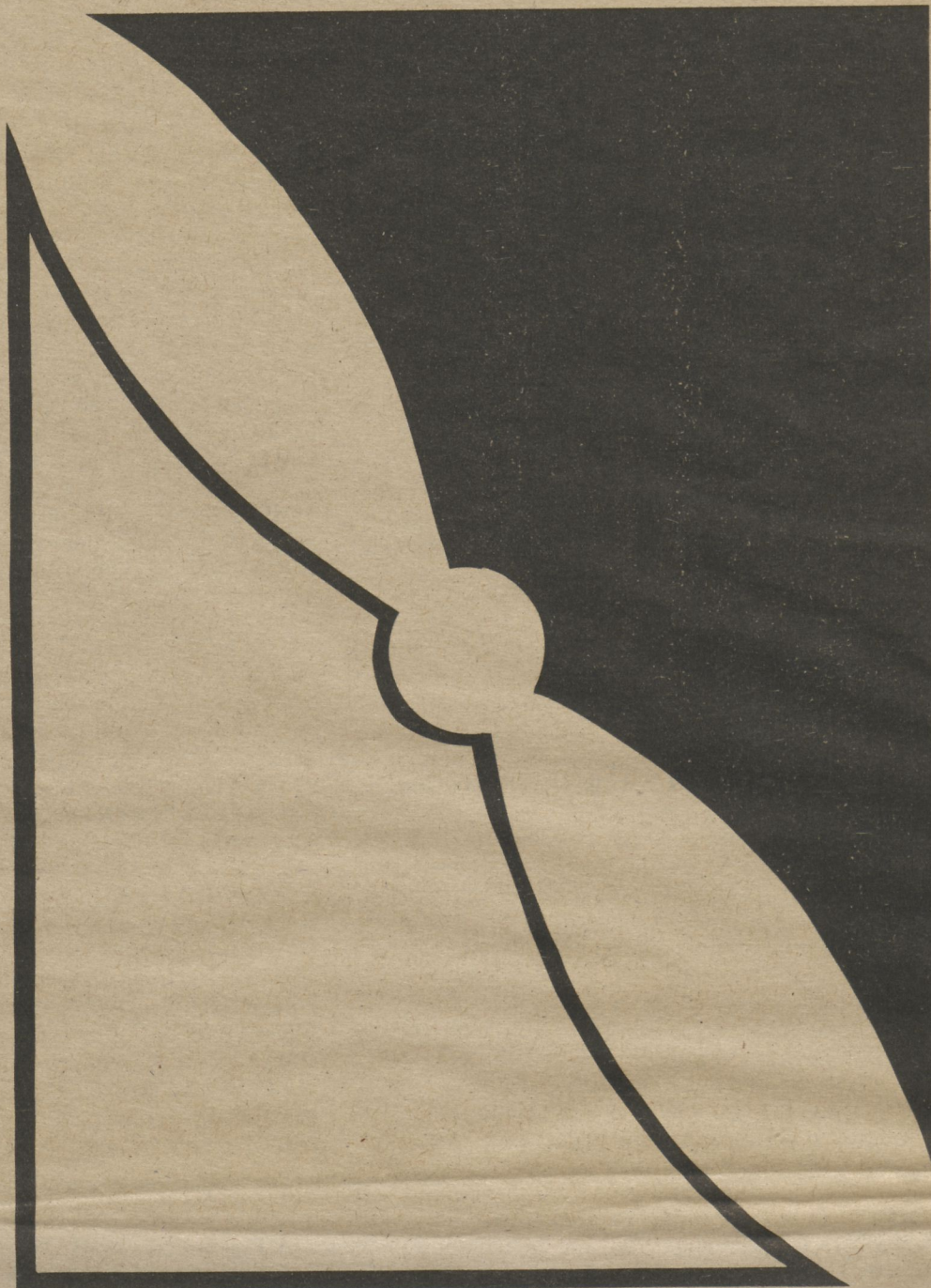
California State University Dominguez Hills will commemorate its 15th anniversary and offer a salute to the City of Los Angeles' Bicentennial celebration.

The University, located on the site of the first air meet held in the United States in 1910, has planned a celebration around an aviation theme. Among the many events already scheduled are a fly-by and demonstration of U.S. World War II AT-6 planes; a sport parachute demonstration; a large display of motorless aircraft, co-sponsored by the Soaring Society of America; helicopter rides; hot air balloons; and films and lectures of aviation-related topics.

The community-oriented Open House will provide visitors with an appreciation for the wide scope and high quality of the University's academic programs, through exhibits, performances, and lectures.

Brochures will be available in early March. For further information call the Office of University Relations at

213/516-3787



Calendar of campus arts, lectures

The Mikado

presented by the Theatre Arts Department

The favorite comic operetta by W. S. Gilbert and Sir Arthur Sullivan was first performed in 1885. This delightful spoof of operatic conventions has become a classic of the modern musical theatre.

Opening night May 30, 1981—8 p.m. Additional performances: May 31 — 7 p.m.
June 5 — 8 p.m.
June 6 — 2:30 and 8 p.m.
June 7 — 7 p.m.

all performances in the University Theatre

Intellectual Life Committee special events

TIME FOR MAGIC

—A unique musical magic show — a rare theatrical experience

DATE: Sunday, April 5, 1981

TIME: 2-6 p.m.

LOCATION: Gymnasium

LOS LUPENOS DE SAN JOSE

—Ballet Folklorico

DATE: Sunday, May 17, 1981

TIME: 3:00 p.m.

LOCATION: Gymnasium

"THE IMAGE OF THE CHILD: AN INDEX TO CHANGING VALUES"

—Dr. Marilyn Sutton

Associate Professor of English and the Small College recipient of 1980 Lyle E. Gibson/Dominguez Hills Distinguished Teacher Award.

DATE: April 21, 1981

"THE OCTOPUS EYE: ITS STRUCTURE AND FUNCTION"

—Dr. Laura Robles

Recipient of 1980 Lyle E. Gibson/Dominguez Hills Distinguished Teacher Award

DATE: May 19, 1981

Concert of New Music

Co-sponsored by the National Association of Composers — April 23, 1981

A program honoring Cinco de Mayo

Sunday, May 3, 1981

both programs presented by the Music Department

Featured will be the winner of the Young Soloist Competition. The combined Los Angeles Harbor College Community Chorus and Dominguez Hills University Chorale will perform.

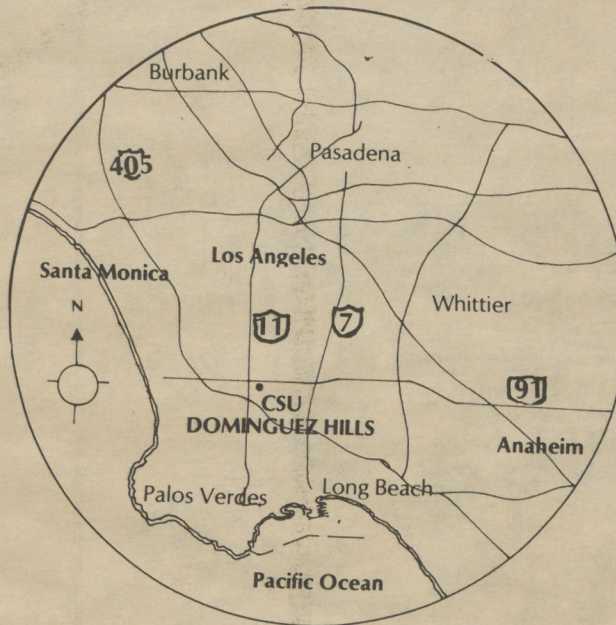
FINDING YOUR WAY TO CSUDH

FROM PALMDALE/LANCASTER — 14 SOUTH — Follow Highway 14 to Golden State Freeway (5) south toward Los Angeles. From 5 south, take the Harbor Freeway (11) south toward San Pedro, then exit on the 190th Street off-ramp. Turn left (east) on 190th Street. Follow 190th Street about 2 miles to the Campus (190th Street changes into Victoria Street). The campus entrance is a right turn at the first signal past Avalon Boulevard.

FROM SAN BERNARDINO — 10 WEST — Follow the San Bernardino Freeway (10) west to the San Gabriel Freeway (605) south, take the Artesia Freeway (91) west toward Redondo Beach, then exit on Avalon Boulevard. Turn left (south) on to Avalon Boulevard and then left (east) onto Victoria Street. The campus entrance is a right turn at traffic signal on Victoria Street.

FROM LOS ANGELES CIVIC CENTER — 11 SOUTH — Follow the Harbor Freeway (11) to the 190th Street off-ramp. Turn left (east) on 190th Street. This will become Victoria Street. The campus is located approximately 2 miles from the freeway off-ramp on (190th) Victoria Street. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST — Follow the San Diego Freeway (405) south toward Long Beach. Exit on the Vermont Avenue off-ramp. Turn left (east) at the end of the off-ramp onto 190th Street. Follow 190th Street (east) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.



FROM SANTA MONICA — 10 EAST — Follow the Santa Monica Freeway (10) east to the San Diego Freeway (405) south toward Long Beach. Exit at the Vermont Avenue off-ramp. Turn left at the end of the off-ramp onto 190th Street. Follow 190th Street east, which becomes Victoria Street east for about 2 miles to the campus. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

FROM ANAHEIM — 5 NORTH — Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Exit at Avalon Boulevard. Turn left (south) onto Avalon Boulevard. Turn left (east) onto Victoria Street. The campus entrance is a right turn at the next traffic signal.

FROM SAN DIEGO — 405 NORTH — Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

FROM SANTA BARBARA — 101 SOUTH — Follow the Ventura Freeway (101) south toward Los Angeles to the San Diego Freeway (405) south toward Long Beach. Take the Vermont Avenue off-ramp and turn left (east). You will be on 190th Street. Follow 190th Street east (this becomes Victoria Street) for about 2 miles. The entrance to the campus is a right turn at the first traffic signal past Avalon Boulevard.

FROM BAKERSFIELD — 99 SOUTH — Follow Interstate 99 south to the Golden State Freeway (5) south toward Los Angeles. Take the San Diego Freeway (405) south toward Los Angeles/Long Beach. Exit at the Vermont off-ramp. Turn left (east) at the end of the off-ramp. You will be on 190th Street, follow 190th Street for about 2 miles (this will become Victoria Street). The entrance to the campus is a right turn at the first traffic signal past Avalon Boulevard.

How To Get To California State University Dominguez Hills on the RTD

LINE 114

Carson-Richland Farms, Compton, Lynwood

Serving main entrance to Cal State Dominguez Hills on Victoria Street at Tamcliff Avenue

Northbound: From Carson to Compton and Lynwood area every hour between 6:43 a.m. and 5:43 p.m., Monday through Friday only.

Southbound: From Lynwood and Compton every hour between 7:24 a.m. and 6:24 p.m., Monday through Friday only.

LINE 810

Los Angeles-Carson-Wilmington-San Pedro

Serving bus stops on Avalon Boulevard and Victoria Street

Northbound: From San Pedro, Wilmington and Carson to Los Angeles, approximately every 10-30 minutes between 5:57 a.m. and 11:41 p.m.

Southbound: From Los Angeles, buses operate between 6:03 a.m. and 1:04 a.m. every 15 to 30 minutes during the day and every hour at night.

Saturday, Sunday and holiday service is provided every hour mornings and evenings and every half hour between 9 a.m. and 7 p.m.

LINE 842

Compton Boulevard-Bellflower Boulevard

Serving the Campus Bus Stop

Southbound: Buses operate from Downey, Bellflower, Paramount and Compton every hour, Monday through Friday only, arriving at CSUDH between 6:50 a.m. and 7:47 p.m.

Northbound: Buses run hourly between 6:10 a.m. and 6:10 p.m., Monday through Friday from CSUDH.

LINE 846

Artesia Boulevard

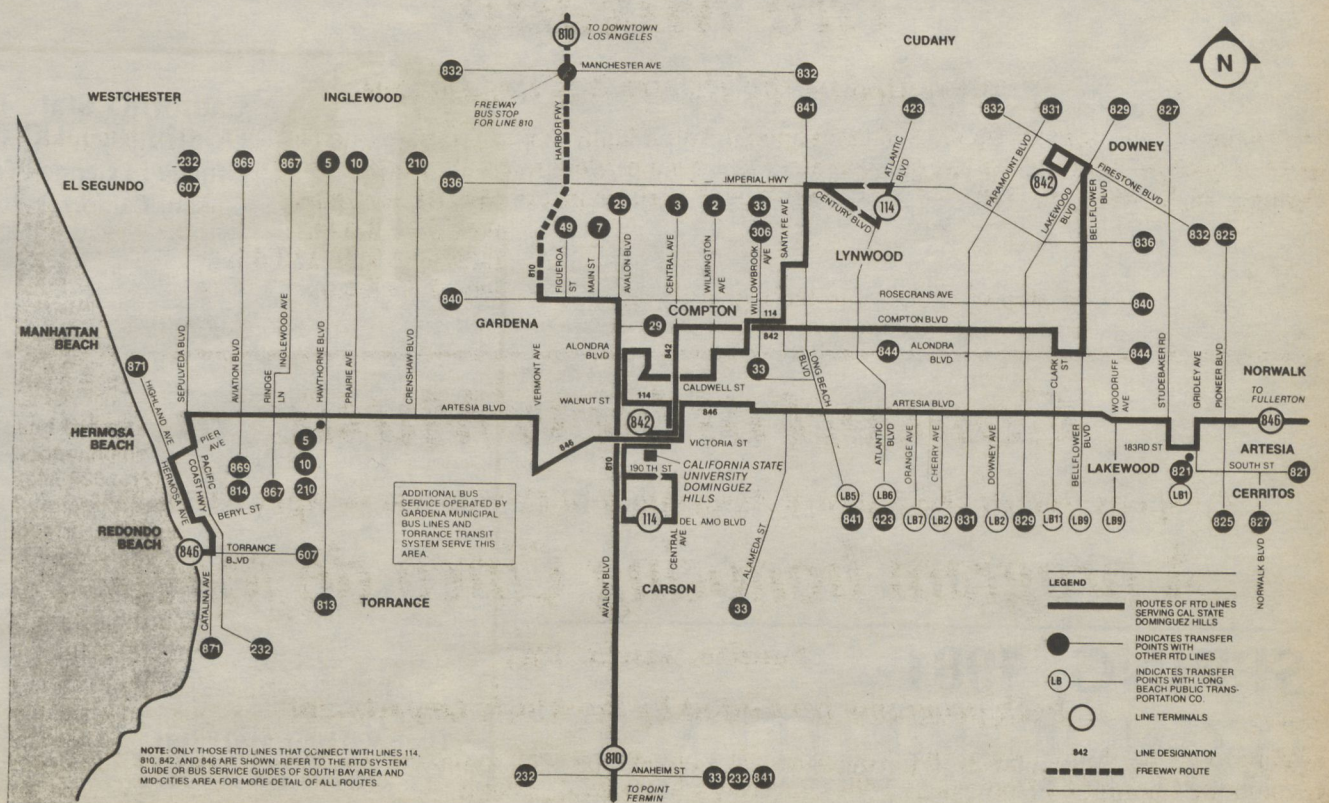
Serving main entrance bus stops on Victoria Street at Tamcliff Avenue.

Eastbound: From Redondo Beach (Torrance Boulevard and Catalina Avenue) buses leave approximately every hour from 6:11 a.m. to 7:12 p.m.

Westbound: From Fullerton Park 'n' Ride (Orangethorpe and Magnolia Avenues) buses leave hourly between 6:15 a.m. and 7:15 p.m.

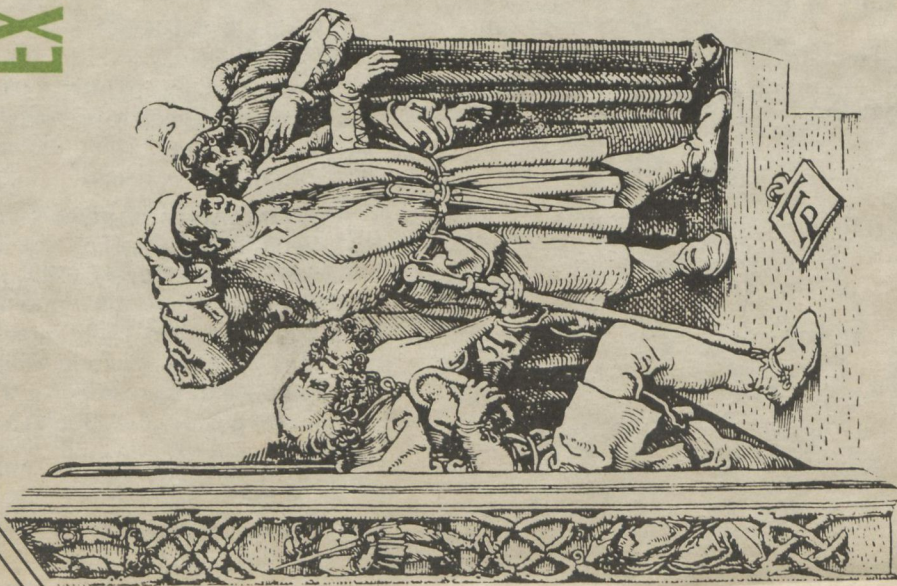
Hourly service is also provided Saturday, Sunday, and holidays.

For further details on service, consult individual line timetables.



Spring, 1981

California State University Dominguez Hills EXTENSION BULLETIN



"How long has CSU Dominguez Hills been serving Southern California?"

Television-assisted directed study courses	—page 18	Sign language	—page 11
Solar energy	—page 7	English as a second language	—page 12
Wine appreciation	—page 7	Alcoholism counseling certificate program	—page 23



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