

EXTENSION *BULLETIN*



CALIFORNIA STATE UNIVERSITY

Dominguez Hills



SPRING, 1982

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CALIFORNIA STATE UNIVERSITY

Dominguez Hills Extension *Bulletin*

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 with 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 36.

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

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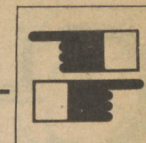
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CALIFORNIA State University Commission on Extended Education Statement of Quality Standards. The California State University regards its Extended Education credit-bearing programs as integral parts of the institution. These programs are viewed as extensions 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.

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Scott F. Gray
Photo:
Janet Glassock

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CLASS NOTES



THERE'S an upsurge of interest in bicycling at California State University Dominguez Hills these days. The University is, after all, the site of the Olympic Velodrome, in which the bicycle track races will be held when athletes from all over the world come here to compete in 1984.

Bicycling is growing in popularity everywhere not only as a healthy outdoor exercise, but also as a fuel-efficient (the bike obviously doesn't use *any* fuel itself) means of getting to work, to school, to do the shopping and many of the other errands and trips that used to mean getting the car out of the garage. But there are drawbacks, of course, to bicycling as a means of transportation around and out of town.

Bike riders need to learn safety rules to protect themselves and others. There *is* such a thing as defensive bicycling and it can spare injuries. Also, you need to know how to make simple repairs should your bike break down on the road. And you need to know how to properly warm up to avoid muscle pulls and related injuries and to learn what type of nutritional requirements a bicyclist's body has.

Luckily for would-be — or even seasoned — bike riders, CSU Dominguez Hills Extension is offering a bicycling course that will show participants all of those important points, plus each week — weather permitting — the class will take a bicycle trip to local points of interest.

Ellen Brannigan is the course's instructor. She has been actively involved with bicycling for some time. The course's description is on page 24.

EVEN SEASONED public speakers are sometimes fearful when they get in front of a crowd to make a presentation. For the person who doesn't deliver many addresses, the experience can be terrifying. But often, especially in business, it is essential to give good presentations, speeches and brief remarks to grow in a career.

This quarter Extension is offering a trio of classes especially designed to make it easier for you to make presentations and speeches in front of people. The first class, a two-day workshop called *Instructional Humor*, meets Saturdays, May 1 and 8.

Peter Desberg, a professor of education at CSUDH, will show businesspersons, teachers, administrators, supervisors — everyone who must effectively communicate — how to use humor as a means of achieving more effective interpersonal relations. A variety of sources — films, records, guest speakers, lectures — will show how humor is used to effectively present a point and how you can do the same. The course's description is on page 18.

A class on the specifics of making business presentations, *Stand Up and Say It Effectively*, will meet Monday, May 10, and Wednesdays, May 12 and 19. Betty Koller, training and personnel administrator for Northrop Corp., who offers several courses throughout the year for Extension, will show participants the right way to prepare, research and give their business presentations.

Let's say you take the class in *Instructional Humor* and the class *Stand Up and Say It Effectively*, or let's say you already have the fundamentals of business presentations and you can even make it humorous. BUT you're frightened silly to get up in front of people to give a presentation. Dr. Desberg returns on Saturday, May 15, to offer a workshop in controlling stage fright. This one-day program is designed for anyone who wants to know how to overcome fears of public speaking, performance anxiety — like the fear that comes when performing on a musical instrument or playing a sport or acting in front of a crowd.

Participants will find out why people are frightened in front of a group and then will learn techniques for controlling those fears. However, participation in exercises will be voluntary. No one will be involuntarily put into stressful situations during the workshop, Desberg said.

The workshop's description is on page 16.

CAMPUS MAP

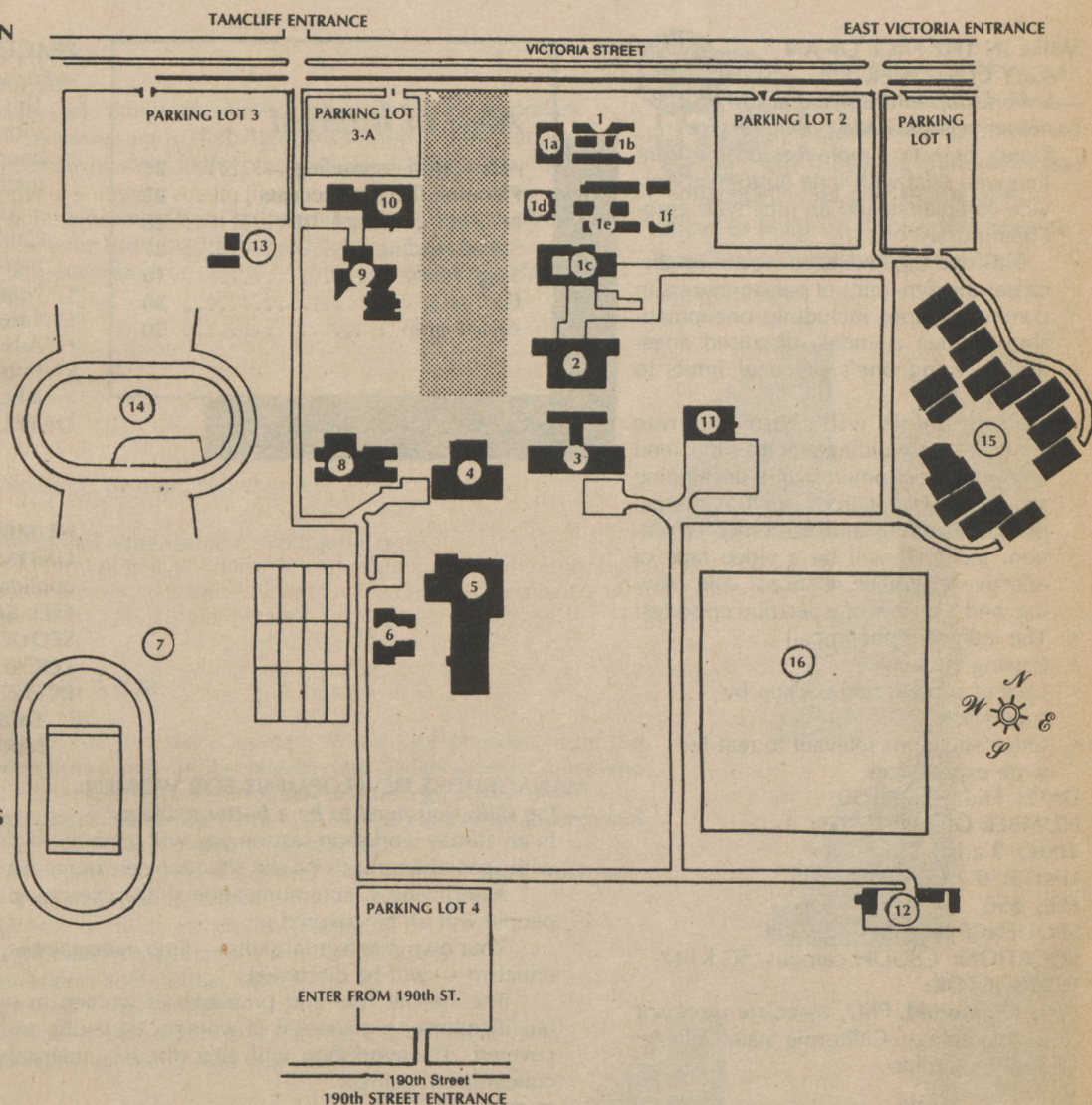


GEOGRAPHICAL BUILDING LOCATION

- 1 SMALL COLLEGE (SC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c CAFETERIA
- 1d PLAYBOX THEATER
- 1e BOOKSTORE
- 1f UNIVERSITY CENTER
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 4 EDUCATIONAL RESOURCES CENTER (ERC) EXTENSION OFFICE—ERC C508
- 5 GYMNASIUM (GYM)
- 6 FIELD HOUSE (FHS)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL PLANT
- 12 PLANT OPERATIONS
- 13 CHILD DEVELOPMENT CENTER
- 14 VELODROME
- 15 STUDENT HOUSING
- 16 NATURAL HISTORY PRESERVE

ALPHABETICAL BUILDING LOCATIONS

- | | |
|---|--|
| 1a ADMISSIONS AND RECORDS | 12 PLANT OPERATIONS |
| 1e BOOKSTORE | 1d PLAYBOX THEATER |
| 1c CAFETERIA | 1 SMALL COLLEGE (SC) |
| 11 CENTRAL PLANT | 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS) |
| 13 CHILD DEVELOPMENT CENTER | 15 STUDENT HOUSING |
| 4 EDUCATIONAL RESOURCES CENTER (ERC) | 9 THEATER ARTS (UT) |
| 6 FIELDHOUSE (FHS) | 1f UNIVERSITY CENTER |
| 5 GYMNASIUM (GYM) | 14 VELODROME |
| 10 HEALTH CENTER (SHC) | |
| 8 HUMANITIES AND FINE ARTS (HFA) | |
| 1b INFORMATION AND PUBLIC SAFETY | |
| 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT) | |
| 16 NATURAL HISTORY PRESERVE | |
| 7 OUTDOOR PHYSICAL EDUCATION FACILITIES | |



NOTE ON ROOM LOCATIONS

For classes which do not have locations listed in this *Bulletin*, call the Extension Office at 213/516-3741 for room assignments. Room information will also be available in the Information and Service Center on the day the class meets.

PROFESSIONAL AND

BUSINESS



Human resource development

SMILE IN THE FACE OF AN ANGRY CUSTOMER

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



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 strategies 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 video tape of effective customer relations, role playing, and a review of video film episodes:

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

DATE: Friday, April 30

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—5 p.m.

UNITS: 0.7 CEU, BUS 908

FEE: \$50

SEQUENCE NUMBER: 65304

LOCATION: CSUDH campus, SC K147

INSTRUCTOR:

Les P. Herold, PhD, associate professor of Psychology, California State College San Bernardino

Also of interest . . .

Alcoholism counseling	21
Planning financial success	23
Let's get growing I, III	26
Speed reading	27
Stage fright	16
GRE prep	30
GMAT prep	30

PRACTICUM IN LABOR STUDIES

—For union shop stewards

This course is designed to provide union shop stewards with the skills necessary to handle their job site responsibilities effectively.

The course is structured mainly for California State Employees Association members. The workshop will cover:

- Negotiations
- Grievance handling
- Arbitration
- Public Employees Relations Board and labor law

DATES: Friday, April 23, 6–10 p.m.

Saturday, April 24, 8 a.m.—5 p.m.

Sunday, April 25, 8 a.m.—3 p.m.

NUMBER OF MEETINGS: 3

UNITS: 2, Labor Studies X296, degree applicable

FEE: \$68

SEQUENCE NUMBER: 653B1

LOCATION: CSUDH campus, SBS B110

INSTRUCTOR:

Lafayette King, extension instructor of labor studies

MANAGEMENT DEVELOPMENT FOR WOMEN

—The skills you need to be a better manager

In an all-day workshop session you will learn the skills necessary for success as a manager with special emphasis on the situations encountered by women.

Assertiveness, communication skills, exercising authority and dealing with problem people will all be covered.

Your own managerial skills—time management, acting decisively and responding to criticism—will be discussed.

The special role and problems of women in business, including what managerial qualifications are expected of women, trade-offs and some common misconceptions are covered. The workshop will also discuss understanding male attitudes and masculine concerns in business.

DATE: Friday, May 14

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—5 p.m.

UNITS: 0.7 CEU, BUS 908

FEE: \$50

SEQUENCE NUMBER: 65328

LOCATION: CSUDH campus, SC K147

INSTRUCTOR:

Rose Dorrance, leadership consultant

INFORMATION

213/516-3741

CAREER DEVELOPMENT

BUSINESS

Human resource development

YOU CAN BE AN EFFECTIVE INTERVIEWER

—*More than just the facts, ma'am (or sir)*

This workshop, designed for managers and others who have a responsibility for secondary interviews, is a how-to session that takes you step-by-step from preparation for the interview right through how to end it. The legalities involved in interviewing — what you may or may not ask — are covered.

This class will show you how to set the tone, direct the interview and ask questions that elicit the information you need to hire the most qualified candidates.

Through videotaping mock interviews, you'll be able to try the techniques immediately and receive a critique of your skills.

DATE: Saturday, May 15

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—3 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 65323

LOCATION: Northrop Corp., One Northrop Avenue, Hawthorne

INSTRUCTOR:

Betty Koller, MSA, training and personnel administrator, Northrop Corp.

TAKING THE MYSTERY OUT OF GETTING A JOB

—*A day with the experts who do the hiring*

This practical one-day seminar brings you into direct contact with a vice-president from the banking industry, a personnel director from a large utility company and an executive recruiter who is a former high school principal, adult education administrator and college professor.

The emphasis is to provide the opportunity to learn from the experts exactly what personnel managers and businesses are looking for in contemporary job seekers.

Additionally, you'll learn some important truths about the "real" world of work, such as:

- What does it take to put together a resumé that gets read?
- What are the current areas of high employability for professionals?
- What kinds of realistic salary and promotion expectations should you have?
- What types of companies suit your talents and abilities best?
- How do you get through a job interview successfully?
- How can you stand out from all the other job seekers and succeed where they fail?
- How will you get the position you really want and how can you keep it?

DATE: Saturday, May 1

NUMBER OF MEETINGS: 1

TIME: 8:30 a.m.—4 p.m.

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 65321

LOCATION: CSUDH campus, SC E149

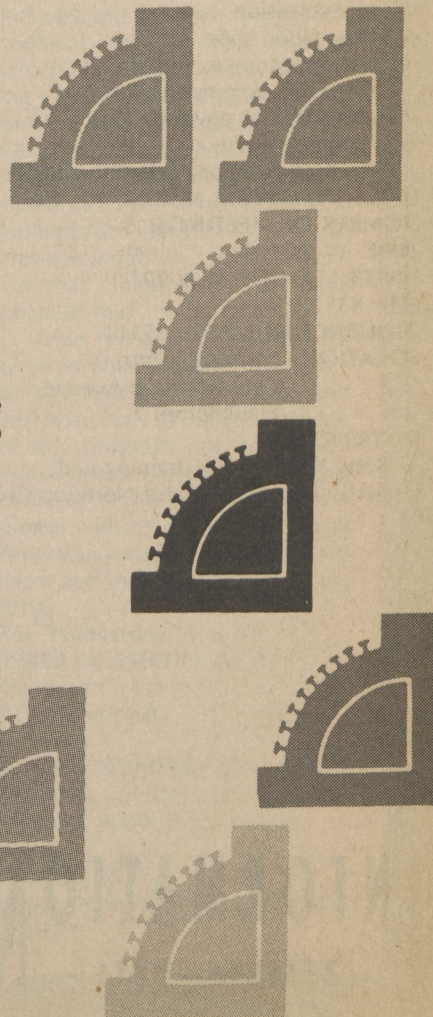
INSTRUCTOR:

Harlan Polsky, MA, consultant



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.



PROFESSIONAL AND

BUSINESS



Human resource development

STAND UP AND SAY IT — EFFECTIVELY

—*Getting your message across on the job*

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

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

DATE: Mon, Weds, May 10, 12, 19

NUMBER OF MEETINGS: 3

TIME: 5–8:30 p.m.

UNITS: 1.0 CEU, BUS 907

FEE: \$35

SEQUENCE NUMBER: 65311

LOCATION: Northrop Corp.,
One Northrop Avenue,
Hawthorne

INSTRUCTOR:

Betty Koller, MSA, training and personnel administrator Northrop Corp.

WRITING IT RIGHT

—*How to write more effective business communications*

Written communication in an organization falls into three major categories: simple informational communication; sensitive communications; and persuasive communications. This course 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
- Writing with the human touch

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

DATES: Tuesdays, May 4, 11, 18, 25

NUMBER OF MEETINGS: 4

TIME: 5:30–8:30 p.m.

UNITS: 1, EDU X252, degree applicable

FEE: \$34

SEQUENCE NUMBER: 66131

LOCATION: Northrop Corp., Black Widow Room, Cerise Facility, El Segundo and Cerise, between Prairie and Crenshaw, Hawthorne, CA

INSTRUCTOR:

Mike Guichard, MS, managing editor of Integrated Logistics Support, Northrop Corp.

TECHNICAL REPORT WRITING AND EDITING

—*For the manager, engineer, scientist who deals with technical reports*

This 8-hour seminar gives the scientist, engineer, or technical manager the fundamental skills necessary to put together a coherent, organized and informative technical report.

Topics such as writing abstracts, analyzing your audience, assessing the purpose of a report, establishing scope and format, collecting data and small group peer revision will be covered.

Practical methods of planning, pre-writing, and effectively editing a technical report, with special emphasis on the skills of the professional who deals with technical matter, but who is not specifically a "technical writer" will be covered.

Participants are requested to send samples of technical writing they have produced to the Extension office at least one week before the workshop for comment.

DATE: Session I—Saturday, April 10

Session II—Saturday, May 15

NUMBER OF MEETINGS: One per session

TIME: 8 a.m.–5 p.m.

UNITS: Non-credit

FEE: \$45 (per session)

SEQUENCE NUMBER: 661C1

LOCATION: CSUDH campus, SC E157

INSTRUCTOR:

William C. Houze, PhD, manager, communications and training, Hughes Offshore

INFORMATION
213/516–3741

CAREER DEVELOPMENT

BUSINESS

Management

MAKING WORD PROCESSING WORK FOR YOU

—Sorting it out, getting it installed, making it efficient

Yes, the word processing "revolution" promised by the computer companies is here. But it's still a major step for a company of any size to decide to implement a word processing system into the work environment. It's a major investment in money, time, personnel and training.

This workshop will lead you through the process of buying and working with word processing, making it as systematic and painless as possible.

In addition to discovering what word processing really is, you will learn:

- Optimal organizational structure
- How to determine if you need word processing
- Selecting the right equipment for your needs
- Budgeting the acquisition
- How to write word processing center and user manuals

Word processing equipment will be demonstrated at the workshop by a number of companies.

DATE: Friday, April 23

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—4 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65325

LOCATION: CSUDH campus, SC E143

INSTRUCTOR:

Reba Davis, word processing consultant



MARKETING FOR NON-PROFIT ORGANIZATIONS

—Reaching your audience most effectively

In this four-meeting evening course, those already in non-profit management and those who would like to enter the field will learn how to apply marketing principles to non-profit organizations.

The instructor will discuss practical ways you can use your organization's resources to reach the people you want.

Some of the topics to be covered include:

- Identifying whom you wish to reach and orienting your services to them
- Building a strong communications network
- How to conduct market research
- Understanding and implementing your marketing plan
- Publicity and promotions

DATE: Thursdays, April 15—May 6

NUMBER OF MEETINGS: 4

TIME: 6—9 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65382

LOCATION: Off campus, Aviation High, Room 317

INSTRUCTOR:

Dean Brynildsen, MBA, director of marketing, UCLA Alumni Association

QUALITY CIRCLES AND BEYOND

—The productivity challenge



This seminar encompasses managerial methods used by Japanese industry and the underlying philosophical bases of those methods which involve workers in improving a company's operations. It will provide in-depth understanding of Quality Circle methods of human resource management which resulted in a tremendous upsurge in Japanese productivity. Quality Circles help establish a positive motivational climate, turning "compliance" into "commitment."

These techniques may be applied in both service or manufacturing organizations. Participants will learn how to integrate aspects of this program into their individual business settings. Adaption of these techniques will be explored with discussion of current American models, Theory Z concepts and the Strategy of the Five Rings.

DATE: Wednesday, May 19

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—4 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65319

LOCATION: CSUDH campus, Dominguez Room B (Cafeteria building)

INSTRUCTOR:

James Dodson, director of Delta Institute

PROFESSIONAL AND

BUSINESS

Operating a small business



STARTING AND OPERATING YOUR OWN BUSINESS

—From the idea to fruition

This one-day workshop covers the major phases of a business venture:

- Planning
- Setting up
- Operations

You will learn how to differentiate among investing in a business, speculating on a business and "buying yourself a job."

This one-day session will cover how to structure for minimum overhead, how to win your share in a competitive market, how to build a strong company image and how to build a respected — and respectable — credit rating.

Ralph Dorff, long experienced in small business management, details step-by-step procedures from the idea for a small business to bringing it to reality.

DATE: Saturday, June 19

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—4 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65324

LOCATION: CSUDH campus, SC E149

INSTRUCTOR:

Ralph Dorff, MPA, instructor, Orange Coast College



YOUR PHONE BILL: CUT COSTS, RAISE PRODUCTIVITY

—For commercial and consumer users

This one-day workshop will introduce technology and tactics for getting the greatest return on the money you pay for your phone service. New services and equipment available from the phone company and other sources that can increase your productivity and cut your costs will be discussed by representatives from the communications industry.

This workshop is especially useful for businesses which depend upon the telephone for much of their operations and which deal over the phone with clients outside the dialing area.

DATE: Saturday, April 24

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—1 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 653B3

LOCATION: CSUDH campus, SBS E116

INSTRUCTOR:

John Walter, DEA, associate professor of Information Systems, CSUDH



CAREER DEVELOPMENT

BUSINESS

Operating a small business

DOES YOUR BUSINESS NEED A COMPUTER

—A quick guide to small business computers

Sooner or later, as entrepreneur or manager, you will be asked to think about adding one to your management system. Only you can decide whether you need a small business computer. But before you make a decision, get the facts. This one-day workshop, designed for anyone who might have to decide on investing in a computer, will show you how various types, models and brands of computers work, what they can do and what pre-packaged applications are available.

A popular typewriter-size micro-computer will be demonstrated and you will learn how to determine whether it will pay for itself.

Whether to lease, buy or time-share will be discussed and you will find out how to put together the best system for the least investment.

You will learn how, on a limited budget, you can operate a money-making service that lets you have your own system while others pay for it.

DATES: Session I—Saturday, April 3

Session II—Saturday, May 29

NUMBER OF MEETINGS: One per session

TIME: 9 a.m.—2 p.m.

UNITS: Non-credit

FEE: \$50 (per session)

SEQUENCE NUMBER: 653E4

LOCATION: CSUDH campus, University Center, SC F172

INSTRUCTOR:

Dan Thompkins, PhD, business consultant



COMPUTER SECURITY

—For anyone who designs, supervises or operates a data system, especially in a small business

This workshop will cover the security considerations which are important for the computer systems professional in a day of proliferating systems and growing technology.

Specific areas to be covered include:

- Physical security
- Software protection
- Guarding assets when a computerized system fails

Evaluating threats to security, the impact of privacy legislation, security administration, record keeping and disaster planning will be covered.

DATE: Tuesday, April 20, 27, May 4, 16

NUMBER OF MEETINGS: 4

TIME: 5–10 p.m.

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 653B2

LOCATION: Off campus, Carson Mall Community Room

INSTRUCTOR:

John Walter, DEA, associate professor of information systems, CSUDH



PROFESSIONAL AND

BUSINESS

Operating a small business

CREATING AND MARKETING YOUR OWN SEMINAR

—Share your knowledge — at a profit

Earn a second income selling your know how to others or convey knowledge to clients or prospective customers at free, informative image-enhancing gatherings. 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 support, content designs and evaluation, and result-yielding follow-up.

This seminar is limited to 40 participants.

DATE: Monday, May 3

NUMBER OF MEETINGS: 1

TIME: 6:30–10 p.m.

UNITS: Non-credit

FEE: \$35 (includes workbook)

SEQUENCE NUMBER: 66133

LOCATION: CSUDH campus, call for information, 213/516–3741

INSTRUCTOR:

Gordon Burgett, MA, MFT, full-time free-lance writer, lecturer and publisher, author of the *Query Book*

DOING YOUR OWN ADVERTISING ARTWORK

—Beginning to end

This two-day seminar will take you step-by-step through the process of creating advertising artwork from the initial need to placing the completed piece. This course is especially designed to help you develop advertising materials for your small business whether you are the owner, secretary, sales manager, sales promotion director or artist.

Among the media to be covered will be:

- Newspaper ads
- Magazine ads
- Direct mail pieces
- Folders
- Posters
- Other media common to small business

During the first day of this practical seminar you will use a step-by-step guide to design your own advertising piece that can later be used in your business.

The second day of the seminar will deal with the paste up and production of advertising design. You will learn the terminology and procedures used to get an ad camera-ready. You will learn techniques that you can use in your own business to cut costs and get your advertising to the printer or the media.

Participants should bring samples of their advertising and/or ideas for future advertising pieces.

DATES: Friday, May 14

Saturday, May 15

NUMBER OF MEETINGS: 2

TIME: 9:30 a.m.–4:30 p.m.

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 65317

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR:

Bernard Baker, MA, assistant professor of Art, CSUDH, professional design consultant



INFORMATION

213/516–3741

CAREER DEVELOPMENT

Center for Training and Development

THE CENTER for Training and Development is a unit of the Division of Extended Education at California State University Dominguez Hills which provides individualized training, educational programs and consulting services for business, non-profit organizations, state and federal agencies, and units of local government.

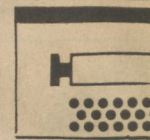
The Center offers one-day workshops, seminars, short-courses, institutes and conferences. The Center's staff in consultation with your organization develops programs especially designed to meet your organization's specified training and education needs. These programs can be conducted at your facilities or on the CSUDH campus. Fees, among the most reasonable available, are determined by the dimensions and characteristics of the programs, normally through contractual or co-sponsored arrangements.

For information about the Center for Training and Development and how it can help your organization, call Paul Davis, Extension program administrator at

213/516-3741

PROFESSIONAL AND

COMMUNICATIONS



Journalism

Also of interest . . .

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Advertising design	12
Selling a seminar	12
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Speed reading	27
Calligraphy	28

NURSES: HOW TO WRITE FOR PUBLICATION

—Writing about health-related topics

This one-day workshop covers how nurses can write and sell for both specialized (nursing and health-oriented) and general markets. Upon completion of this program a nurse will be able to:

- Identify health-related topics appropriate for publication in specialized and general magazines, journals, newspapers
- Find research sources necessary for the factual preparation of accurate, clear, salable copy
- Locate potential publication markets
- Know when and how to query markets — before preparing an actual manuscript
- Write a salable manuscript about health-related topics for specialized or general publications

DATE: Thursday, May 6

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—5 p.m.

UNITS: 0.8 CEU, COM 900

FEE: \$40

SEQUENCE NUMBER: 661C1

LOCATION: CSUDH campus, SBS D215

INSTRUCTOR:

Gordon Burgett, MA, MFT, freelance writer, author of the *Query Book*



SELL YOUR NON-FICTION WRITING

—Become 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 often 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 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 useful examples.

DATE: Wednesday, May 5

NUMBER OF MEETINGS: 1

TIME: 12:30—5 p.m.

UNITS: Non-credit

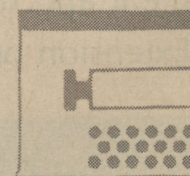
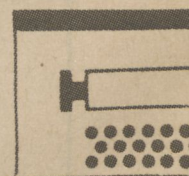
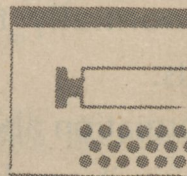
FEE: \$35

SEQUENCE NUMBER: 66134

LOCATION: CSUDH campus, SBS E216

INSTRUCTOR:

Gordon Burgett, MA, MFT, freelance writer, author of the *Query Book*



CAREER DEVELOPMENT

COMMUNICATIONS

Journalism

HOW TO WRITE AND SELL TRAVEL ARTICLES

—*Make your vacation pay off*

Fame and fortune traveling to the corners of the world or California — tax deductible. Travel writing is the gem of the genres. Nothing sells like travel, and if you know the tricks and can match sites to words, this is an excellent field for the beginner as well as the foot-weary veteran.

You will learn how to preplan your trip to produce more than one article and how to write newspaper articles which are easier to sell as well as magazine articles which pay more. The seminar will also cover tax write-offs, the uses of photography, and targeting your material to specific publications.

DATE: Tuesday, May 4

NUMBER OF MEETINGS: 1

TIME: 6 p.m.—10 p.m.

UNITS: Non-credit

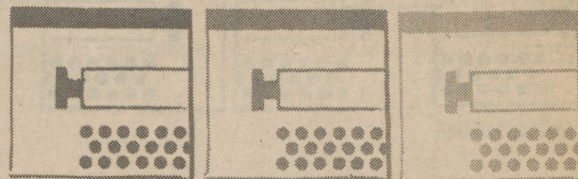
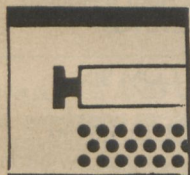
FEE: \$30

SEQUENCE NUMBER: 66132

LOCATION: CSUDH campus, call
for information,
213/516-3741

INSTRUCTOR:

Gordon Burgett, MA, MFT,
freelance writer, author of the
Query Book

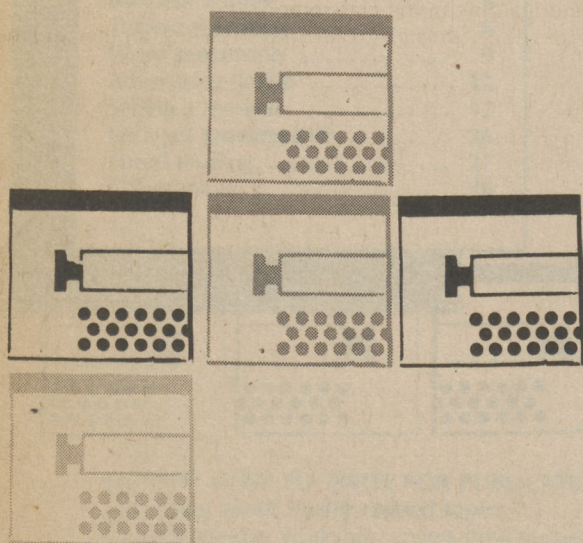
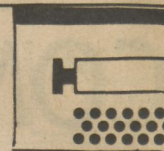


INFORMATION
213/516-3741

PROFESSIONAL AND

COMMUNICATIONS

Methods



CONTROLLING STAGE FRIGHT

—*Avoiding performance anxiety and overcoming public speaking phobia*

This workshop is designed to help you overcome fear of public speaking, performance anxiety (playing on a musical instrument, athletic competition, acting, etc.) and other forms of audience anxiety.

The causes of stage fright will be discussed and techniques for controlling them will be presented. The techniques will be demonstrated; however, student participation will be on a voluntary basis.

DATE: Saturday, May 15

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—3 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 796P5

LOCATION: CSUDH campus, SBS A110

INSTRUCTOR:

Peter Desberg, PhD, professor of education, CSUDH

SIGN AND BODY LANGUAGE

—*You don't have to say a word*



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.

Fulfills for hospital administrators, Section 504, Rehabilitation Act of 1973.

DATE: Tuesdays, April 6—June 8

NUMBER OF MEETINGS: 10

TIME: 7–9 p.m.

UNITS: 2.0CEU, COM 901

FEE: \$68

SEQUENCE NUMBER: 66130

LOCATION: Off campus, Aviation High School

INSTRUCTOR:

Robert J. Springer, MA,
consultant in motivational
therapy, speech and language
therapy

INFORMATION

213/516-3741

CAREER DEVELOPMENT

EDUCATION

In the classroom

Also of interest . . .

Management development for women	6
Business presentations	8
Customer relations	6
Selling a seminar	12
Sign and body language	16
Introduction to alcoholism counseling	21
Speed reading	27
NTE exam prep	30
Conferences	31

Education courses may require work outside of class to satisfy course requirements.

THE CHALLENGE OF CREATIVE TEACHING

—Issues and answers to classroom problems

In today's multi-cultural classroom, traditional teaching techniques may not always be effective. You need new directions, perspectives and management techniques to effectively get the lesson taught.

The forum will cover issues in the classroom, how to get attention and keep it, what to do when a student just isn't learning, how you don't have to be the "bad guy" (it's your choice) and fun and learning in the classroom.

This will be a participation day with teachers learning from one another and the seminar leader.

DATE: Saturday, April 24

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1, EDU 810

FEE: \$34

SEQUENCE NUMBER: 682E1

LOCATION: CSUDH campus, SC E153

INSTRUCTOR:

Eva Schmidler, MA, education consultant



Surviving As a Substitute Teacher

LANGUAGE AND COMPOSITION

—A workshop for substitute teachers

If you worry about how to correct composition papers or if you have trouble making language arts interesting, this combination lecture and discussion workshop will show you:

- The difference between creative writing and sloppy composition
- Ways to make language arts interesting and fun
- How to help the student who has learning disabilities
- How to work language arts and composition into other areas

Bring a brown bag lunch

DATE: Saturday, May 1

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1.0 CEU, EDU 922

FEE: \$34

SEQUENCE NUMBER: 68244

LOCATION: CSUDH campus, SC E153

INSTRUCTOR:

Terrill Jones, BA, substitute teacher, San Bernardino Unified School District

MASTERING MATHEMATICS

—A workshop for substitute teachers

Do you feel lost when you come face to face with math lesson plans? Do terms like: arrays, sets, paired numbers, hypotenuse, etc., confuse you? When students say they don't understand, can you show them alternative ways to grasp a concept? Can you determine where and how students make mistakes and correct their understanding of the concept?

Bring a brown bag lunch

DATE: Saturday, May 15

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1.0 CEU, EDU 981

FEE: \$34

SEQUENCE NUMBER: 68245

LOCATION: CSUDH campus, SC E153

INSTRUCTOR:

Terrill Jones, BA, substitute teacher, San Bernardino Unified School District

PROFESSIONAL AND

EDUCATION

In the classroom



CONTROLLING ASSAULTIVE HANDICAPPED STUDENTS —Identification and prevention for professionals



This course is designed to help the education 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, prevention, 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: Saturday, April 24

NUMBER OF MEETINGS: 1

TIME: 8:30 a.m.—6:30 p.m.

UNITS: 1.0 CEU, EDU 966

FEE: \$34

SEQUENCE NUMBER: 68238

LOCATION: CSUDH campus, SBS B101

INSTRUCTOR:

Steve Zivolich, MA, program and teaching specialist L.A. County School System

INSTRUCTIONAL HUMOR

—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. 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.

DATE: Saturdays, May 1, 8

NUMBER OF MEETINGS: 2

TIME: 8 a.m.—6 p.m.

UNITS: 2.0 CEU, EDU 934

FEE: \$48 non-credit; \$68 credit

SEQUENCE NUMBER: 68239

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR:

Peter Desberg, PhD, professor of education, CSUDH

ADMINISTERING THE SECONDARY SCHOOL

—Practical current administrative practices

This seminar is a practical exploration of current administrative practices in secondary schools and of the issues that affect school enterprise.

The course will deal with the relationships among various sectors of education, control of funds, community relations, school site plans and curriculum requirements.

You will develop an understanding of the duties and challenges of school administrators and will get the formal groundwork necessary to define issues and opinions affecting secondary education. The literature and research in secondary administration will be covered and you will begin to develop a philosophy of school administration.

Learning will be largely participatory with group discussions, student projects and observations and evaluation of secondary school administration, in addition to lecture.

The course is specifically designed for teachers who would like to move into administration.

DATE: Wednesdays, March 31—June 2

NUMBER OF MEETINGS: 10

TIME: 5 p.m.—9 p.m.

UNITS: 4.0 CEU, EDU 900

FEE: \$100

SEQUENCE NUMBER: 682E2

LOCATION: Off campus, call for information, 213/516-3741

INSTRUCTOR:

Soledad Garcia, PhD, principal, Daniel Webster Junior High School, Los Angeles

INFORMATION

213/516-3741

CAREER DEVELOPMENT

EDUCATION

Activity classes

THE NEW PHYS ED FOR TEACHERS OF 2- TO 8-YEAR OLDS

*—Increase your school's phys ed
effectiveness with innovation*

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

*Pre-registration required by April 30.
After that date call the Extension Office
at 213/516-3741.*

ENROLLMENT LIMITED TO 15

DATE: Saturday, May 8

NUMBER OF MEETINGS: 1

TIME: 8 a.m.—6 p.m.

UNITS: 1.0 CEU, EDU 932

FEE: \$34

SEQUENCE NUMBER: 79254

LOCATION: CSUDH campus, ERC A127

INSTRUCTOR:

Dennis Estabrook, BA, Extension
instructor of Physical Education

MULTICULTURAL MUSIC AND ART ACTIVITIES FOR YOUR STUDENTS

—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 fee.*

WORKSHOP I—Folktales and Puppetry

DATE: Saturday, May 8

NUMBER OF MEETINGS: 1

TIME: 8:30–6:30 p.m.

UNITS: 1, EDU X751.1, degree
applicable

FEE: \$34 (plus a \$3 materials fee to be
paid in class)

SEQUENCE NUMBER: 682E6

LOCATION: CSUDH Campus,
SBS B101

*Preregistration is required by
April 30.*

INSTRUCTORS:

Penelope Greeven, art instructor and consultant, CSUDH; Cecilia Riddell, music
instructor, CSUDH.

WORKSHOP II — Hispanic, European and Pacific Island Cultures

DATE: Saturday, May 22

NUMBER OF MEETINGS: 1

TIME: 8:30–6:30 p.m.

UNITS: 1, EDU X751.2, degree
applicable

FEE: \$34 (plus a \$3 materials fee to
be paid in class)

SEQUENCE NUMBER: 682E7

LOCATION: CSUDH campus,
SBS B101

*Preregistration is required by
May 14.*

PROFESSIONAL AND

HEALTH SERVICES



Also of interest . . .

Management development for women	6
Customer relations	6
Nurses: Write for publication ..	14
Sign and body language	16
Alcoholism counseling certificate	32
Spanish for public service	35

SEXUAL WELL BEING

—Human sexuality as a transpersonal experience

- What is the process of health 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?
- 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 workshop in which a safe space is created for participants to confront issues and other people as they relate to their individual experience. Participants will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audio visual materials, purposeful communications in small groups, and guest speakers.

Fulfills the guideline 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 April 16, after that date contact the Extension Office at 213/516-3741.

DATE: Saturday, April 24

NUMBER OF MEETINGS: 1

TIME: 8:30 a.m.—7:30 p.m.

UNITS: 1.0 CEU, PSY 900

FEE: \$45

SEQUENCE NUMBER: 79262

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*

INFORMATION

213/516-3741

DEVELOPING FAMILY LIFE SEX EDUCATION PROGRAMS

—One-day workshop for health and education professionals

This intensive one-day workshop will show health and education professionals the process of developing, implementing and evaluating responsible and effective family life education programs at the ninth and tenth grade levels.

Content will include:

- Strategies for parent/community involvement
- Curriculum design and development
- Family life education content categories
- Communication skills for family life educators

Needs assessment, legal issues, specific procedures for involving parents, students and the community, and a survey of community resources will be covered.

Enrollment limited to 30 participants

DATE: Saturday, April 17

NUMBER OF MEETINGS: 1

TIME: 8:30 a.m.—6:30 p.m.

UNITS: 1, HEA X269, degree applicable

FEE: \$34 (plus a \$10 materials fee to be paid in class)

SEQUENCE NUMBER: 792H1

LOCATION: CSUDH campus, SC E153

INSTRUCTOR:

Gary L. Yates, MA, family education coordinator, San Bernardino Department of Health, author *Essential Components of Human Relationships*

CAREER DEVELOPMENT

HEALTH SERVICES

Alcoholism counseling

THESE COURSES are part of the Certificate program in Alcoholism Counseling offered by Extended Education. These courses may be taken apart from the Certificate program by nurses and other health professionals who deal with the alcoholic and by those who want a better understanding of the alcoholic personality and treatment of alcoholism, but who do not plan to enter the field of alcoholism counseling. These courses are recommended for students of psychology and other counseling programs who wish a better understanding of alcohol and its effects.

For information about the Certificate Program in Alcoholism Counseling, see page 32.

INTRODUCTION TO ALCOHOLISM COUNSELING TECHNIQUES



This course is a prerequisite for entrance to the Alcoholism Counseling Certificate Program. This course will introduce certain skills and techniques necessary to the field of counseling the alcoholic.

Students will learn to use active listening skills and develop a high empathy level. The course is both theoretical and experiential.

DATE: Tuesdays, March 30–June 8

NUMBER OF MEETINGS: 10

TIME: 6:30–10 p.m.

UNITS: 4, HEA X282, degree applicable

FEE: \$120

SEQUENCE NUMBER: 64067

LOCATION: Aviation High School, Rm. #225

INSTRUCTOR:

David Van Gorder, MA, licensed marriage, family and child counselor

INDIVIDUAL ALCOHOLISM COUNSELING TECHNIQUES



This course, by presenting an understanding of psychological factors as they relate to the abuse of alcohol and the implications for treatment, will help develop students' abilities as alcohol counselors.

Students will learn how a counselor can help establish a trusting relationship with a client and what specific issues must be addressed in alcoholism counseling.

The various focuses and goals in alcoholism counseling, depending upon stage of treatment, motivation, length of sobriety, nature and extent of drinking and personal problems, will be covered.

DATE: Wednesdays, March 31–June 9

NUMBER OF MEETINGS: 10

TIME: 6:30–10 p.m.

UNITS: 4, HEA X281, degree applicable

FEE: \$120

SEQUENCE NUMBER: 640E2

LOCATION: Aviation High School, Rm. #225

INSTRUCTOR:

Mary Cook, MA, alcoholism therapist, Extension instructor of Alcoholism Counseling

ALCOHOLISM AND THE FAMILY



This course studies the dynamics of the family in relation to alcoholism. By learning to better understand themselves, students will be able to relate to the behavioral changes and dynamics of family relationships involved in alcoholism.

DATE: Mondays, March 29–June 7

NUMBER OF MEETINGS: 10

TIME: 6:30–10 p.m.

UNITS: 4, HEA X283, degree applicable

FEE: \$120

SEQUENCE NUMBER: 640H3

LOCATION: Aviation High School, Rm. #225

INSTRUCTOR:

David Van Gorder, MA, licensed marriage, family and child counselor

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.

Course	Page
Sign and body language	16
Nurses: Write for publication	14
Controlling assaultive handicapped students	18
Sexual well-being	20
Alcoholism counseling certificate	30



Courses marked with this symbol 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.

INFORMATION

213/516-3741

PERSONAL DEVELOPMENT

FAMILY



TODDLER UNIVERSITY

—Give your child an intellectual head start

Prospective parents, parents of newborns, and even parents of "old" one-year-olds all want to develop the full potential of their children. This two-meeting workshop will show you easy, safe, and spectacular techniques that may give your child an outstanding developmental start. The workshop will cover techniques that you can use from your child's day of birth onward. You will even learn to teach your baby to read and do arithmetic as early as eight months. Not all children will be able to learn at the same pace, but these techniques will also help you make an early diagnosis of learning difficulties and to help correct them.

Come to the first meeting and see what can be done for your baby. *Children are welcome if parents are unable to make arrangements for their care.*

DATE: Saturdays, April 17, 24

NUMBER OF MEETINGS: 2

TIME: 10 a.m.—1 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 90152

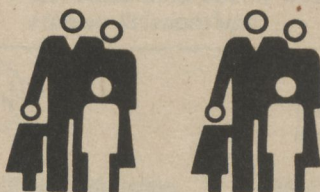
LOCATION: CSUDH campus, SC K147

INSTRUCTOR:

William Puett, PhD, lecturer in Philosophy, CSUDH

Also of interest . . .

Management development for women	6
How to get a job	7
Starting your own business	10
Selling your own seminar	12
Writing classes	14
Sign and body language	16
Sexual well-being	20
Calligraphy	28
Conservatory of music, dance and drama	28



HANDLING YOUR OWN DIVORCE

—Legal and emotional aspects of separation and divorce

Recent family laws in California are designed to allow you to act as your own attorney to obtain a divorce (now known as a dissolution). However, the procedures and forms may appear complicated.

This course is designed to help you obtain your own uncontested dissolution for less than \$200. All forms and an easy-to-understand step-by-step procedure will be reviewed in this all-day seminar. Those who may need an attorney because of custody, property and/or support issues will find the workshop helpful as well.

The emotional aspects of divorce and separation will also be discussed. Emphasis will be on where to go for help and how to deal with various emotional stages that normally accompany separation and divorce.

Bring a brown bag lunch

DATE: Saturday, March 27

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—3:30 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 90150

LOCATION: CSUDH campus, SC E149

INSTRUCTORS:

Byron I. Pesin, JD, attorney at law, lecturer, CSUDH; Beverly Sandborn, MSW, LCSW, executive director, Legal Aid Society of Santa Monica; Lorraine Pesin, JD, director, Family Law Center, Legal Aid Society of Santa Monica

INFORMATION
213/516-3741

FINANCE/INVESTMENT



PLANNING YOUR FINANCIAL SUCCESS

—You can do it

Things to do:

- Set goals
- Learn to apply tax laws to your advantage
- Develop winning attitude about money
- Become a financial success

This four-part course will show you the seven reasons people fail financially and how you can plan to avoid those pitfalls. You will learn how to plan your estate, about wills and trusts, probate and related topics. Through case studies you will learn how to develop a winning attitude. The course will cover investment opportunities including money market accounts, bonds, annuities, stocks, real estate, gold, oil, cattle and collectibles. The important questions of what type of Individual Retirement Account (IRA) could best meet your objectives in today's economy will be discussed.

DATE: Tuesdays, April 6 to 27

NUMBER OF MEETINGS: 4

TIME: 7–9 p.m.

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65318

LOCATION: Off campus, call for information, 213/516–3741

INSTRUCTORS:

John L. Grace, BA, account executive; Phillip P. Rogers, registered representative

CAREER AND PERSONAL DEVELOPMENT

—Enhance your opportunities for growth

This one-day workshop will teach you to develop the decision making skills that will enhance career, business and professional growth and success throughout your life.

The workshop will show you how to develop and use personal and psychological decision making skills, to identify and clarify personal interests, values, work skills, personality characteristics and abilities in relation to your career options.

DATE: Saturday, April 17

NUMBER OF MEETINGS: 1

TIME: 9 a.m.–3 p.m.

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65310

LOCATION: CSUDH campus, SBS A110

INSTRUCTOR:

George Henneghan, PhD, professor of political science, CSUDH

THE FINANCIALLY SECURE WOMAN

—Special financial situations experienced by women

This three-meeting course deals with the special financial situations in which women may find themselves including:

- What a woman should know about money and marriage
- How to prevent financial discrimination because you're a woman
- Financial factors in divorce settlements
- Budgeting
- Financial goals and planning for the single woman

The course will also discuss important aspects of your financial planning, including insurance, investments, pre-nuptial agreements and wills.

The special problems of widows will also be covered.

DATE: Tuesdays, April 6, 13, 20

NUMBER OF MEETINGS: 3

TIME: 7–9 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 653F1

LOCATION: Off campus, Aviation High School, Room 318

INSTRUCTOR:

Randolf Harris, JD, publisher and editor of the *Workingman Financial Planner* newsletter

PERSONAL DEVELOPMENT

PHYSICAL EDUCATION



Recreation

BASIC BICYCLING

—A class to make this recreational activity safer and more fun

This introduction to the world of bicycling will show you how to clean, maintain and repair your bike for maximum safety and enjoyment. You will become a safe rider by learning proper signaling techniques and what laws govern bicycling. You will learn to make bicycling a healthy experience by using proper warm-up techniques and following good nutrition guidelines.

Touring and racing will be covered. Each class session will include a bicycle ride to local points of interest.

A 10-speed bicycle and a helmet are required for use in this course.

DATE: Saturdays, April 3–June 5

NUMBER OF MEETINGS: 10

TIME: 10 a.m.–noon

UNITS: 2, PER X108, degree applicable

FEE: \$68

SEQUENCE NUMBER: 792P1

LOCATION: CSUDH campus, in front of Campus Police Office.
Use Victoria Street East or Tamcliff Avenue entrances.

INSTRUCTOR:

Ellen Brannigan, BS, Extension instructor of Physical Education

PACKING IT ALL IN

—Backpacking as a leisure activity

This course is designed to let you explore backpacking, a way to see nature up close. The emphasis is on understanding and properly using specialized backpacking equipment and developing the necessary skills for safe and enjoyable excursions in the backcountry.

You will learn map reading, first aid and other practical skills and develop an understanding of the wilderness experience through classroom lectures and two field trips which will be arranged.

Participants should be in good physical condition as this is a strenuous recreation activity.

DATE: Saturdays, May 15–June 12

NUMBER OF MEETINGS: 5

TIME: 9–11 a.m.

UNITS: 1, PER X109, degree applicable

FEE: \$34

SEQUENCE NUMBER: 79257

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR:

Jim Bales, BA, Extension instructor of Physical Education

SPECIAL TELEVISION COURSE—T'AI CHI CH'UAN

—Ancient Chinese exercise and 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 telecourse, broadcast on cable television in the South Bay, the first 20 T'ai Chi movements will be taught. You will begin each class session with meditation to help develop proper breathing. The second part of the session will include stretching exercises and a workout. Following will be T'ai Chi instruction with meditation completing the cycle.

DATE: Tuesdays, April 6–June 8

NUMBER OF MEETINGS: 10 broadcasts, plus three on-campus meetings.*

AIR-TIME: 8 p.m.

UNITS: 1, PER X131, degree applicable

FEE: \$34

SEQUENCE NUMBER: 792P6

LOCATION: CSUDH campus, SBS B137 (for orientation and exams; weekly class sessions are televised)

INSTRUCTOR:

Steve Combs, master, House of T'ai Chi.

THIS COURSE IS OFFERED OVER CABLE TELEVISION ONLY.

*April 3	Orientation	10 a.m.
*May 8	Mid-term examination	10 a.m.
*June 12	Final examination	10 a.m.

This course is available in the following communities over the listed cable channels:

Hermosa and Manhattan Beaches
Redondo Beach
Palos Verdes

Channel 10
Channel 12
Channel 8

For information about other
availability call 213/516-3705.

PHYSICAL EDUCATION

Recreation

BASIC SAILING

—Including navigation and sea lore

Great traditions of the sea, along with a dash of salty yarns will fill the Yankee Whaler Inn in this 10-week, 30-hour sailing and navigation class which includes a dockside demonstration.

The 51-foot schooner *Atlantis*' sail will serve as a projection screen for films presented during the course.

Basic sailing is open to all with or without sea experience. The class explores beginning sailing and navigation, basic sailboat nomenclature, parts and their functions, types of sailing vessels and their sailing characteristics. Great sailing ships of the past, sail balance, heavy weather sailing, basis and structure of waves and basic hull designs and their sea characteristics will also be discussed.

Types of sails, reefing, sailing positions and maneuvers, sail aerodynamics, charts, latitude and longitude determination, the magnetic compass, bearings and fixes will be covered.

Lectures are coordinated with slides and films.

Practical on-the-water instruction is available in large and small craft by special arrangement.

DATE: Tuesdays, April 13–June 8

NUMBER OF MEETINGS: 9

TIME: 7:30–10:30 p.m.

UNITS: 2, EDU X124, degree applicable

FEE: \$68 credit; \$50 non-credit

SEQUENCE NUMBER: 79256

LOCATION: Yankee Whaler Inn, Berth 75, Ports O'Call Village, San Pedro

INSTRUCTOR:

Ron Remsburg, MA, Extension instructor of Navigation

ADVANCED SAILING AND BOATING†

—Practical considerations on the water

This course teaches *practical* aspects of boating and navigation using the 51-foot schooner *Atlantis*. It will include six hours of on-the-water experience.

The material in the course is relevant to both power and sail vessels.

Boat handling, including docking under power and sail, what to do when capsizing, heavy seas handling and the rules of the maritime road will be covered. In addition, ship safety equipment, radio use, knot tying and other practical skills for safe boating are discussed.

Navigation will be covered, including how to determine latitude and longitude and speed, time and distance problems.

Basic celestial navigation theory will be discussed and the use of the sextant will be demonstrated.

Selected guest speakers will discuss topics of importance to sailors.

†**Suggested prerequisite:** A course in or knowledge of basic general sailing, navigation and equipment.

DATE: Mondays, April 12–May 17

Plus six hours on-the-water TBA, weekend

NUMBER OF MEETINGS: 7

TIME: 7:30–10:30 p.m.

UNITS: Non-credit

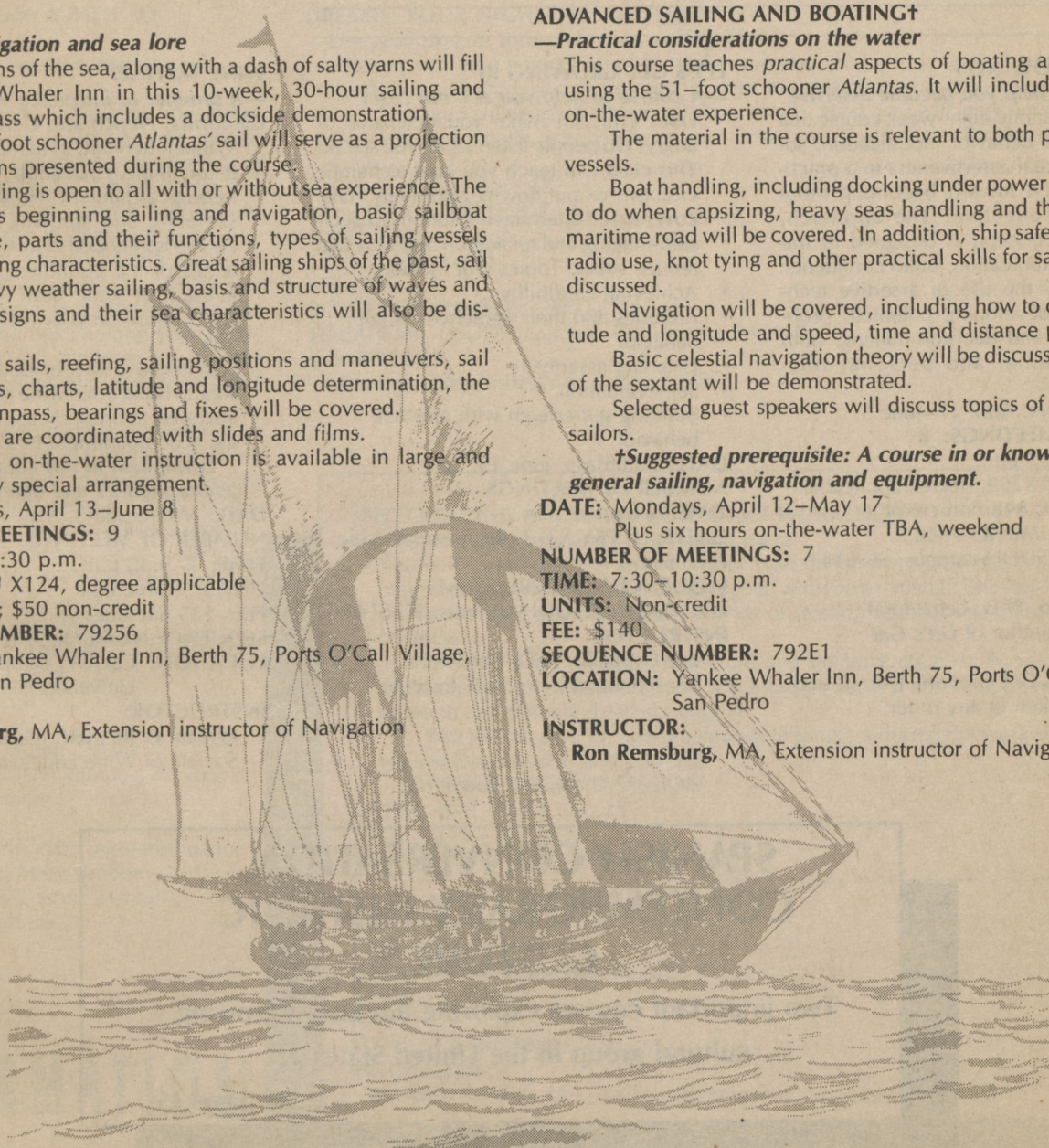
FEE: \$140

SEQUENCE NUMBER: 792E1

LOCATION: Yankee Whaler Inn, Berth 75, Ports O'Call Village, San Pedro

INSTRUCTOR:

Ron Remsburg, MA, Extension instructor of Navigation



PERSONAL DEVELOPMENT

YOUR SELF

LET'S GET GROWING I

—A course to help you become assertive

This is a dynamic eight-week course that incorporates behavior modification, social and sexual assertiveness in a practical approach toward becoming more personally effective. The approach, unique in concept, is designed to improve communication, build confidence and employ the use of assertive techniques for developing potential, problem-solving and decision-making, both in professional and personal relationships.

DATE: Saturdays, April 17–June 5

NUMBER OF MEETINGS: 8

TIME: 10–12:30 p.m.

UNITS: 2, PSY X269, degree applicable

FEE: \$68 credit; \$48 non-credit

SEQUENCE NUMBER: 79663

LOCATION: CSUDH campus, SC E143

INSTRUCTOR:

Eve Cappello, PhD, behavioral consultant, author of *Let's Get Growing*

NOTE: Let's Get Growing I, II, III may be taken in any order.

LET'S GET GROWING III

—A course to help you act, not react

Does criticism make you defensive or angry? Do people listen when you speak? This class will teach you how to handle criticism or put-downs assertively. Discover tested alternative solutions to decision-making and relaxation methods that reduce stress. Topics will include:

- Achieving credibility
- Attitudes and their influence on your behavior
- Listening assertively
- Self-evaluation
- Building self-esteem with effective behavior

DATE: Saturdays, June 19, 26

NUMBER OF MEETINGS: 2

TIME: 9 a.m.–2 p.m.

UNITS: 1, PSY X273, degree applicable

FEE: \$34

SEQUENCE NUMBER: 79664

LOCATION: CSUDH campus, SC E143

INSTRUCTOR:

Eve Cappello, PhD, behavioral consultant, director ACT Institute

WINE TASTING

—A seminar to introduce you to California, French and German wines

William Bennett, a member of the Society of Wine Education, will lead you through a different 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 basic knowledge and start you off on your own wine exploration.

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

Enrollment in this course is limited to adults aged 21 and older.

DATE: Wednesdays, May 5, 12, 19

NUMBER OF MEETINGS: 3

TIME: 7–9:30 p.m.

UNITS: Non-credit

FEE: \$35 (includes wine)

SEQUENCE NUMBER: 860W2

LOCATION: CSUDH campus, University Center SC F172

INSTRUCTOR:

William P. Bennett, JD, instructor, Society of Wine Education

SPANISH CONVERSATION, CONTEMPORARY HISPANIC CULTURE

Two important courses exploring the fastest growing
cultural group in the United States ...

... see page 35

YOUR SELF

DISSATISFACTION: A PATH TO GROWTH

—Convert your negative feelings into positive attitudes

This workshop will show you how to use dissatisfaction as a motivator to change your life. You will identify dissatisfaction in various areas of your life, review theories of personal growth and explore non-verbal ways of changing to grow.

Specifically, you will identify the aches and pains that you feel but to which you have become numbed. You will begin to understand the links among your body, mind and life and will learn how to deal with the situations that perpetuate life's problems.

This workshop teaches a combination of physical and mental tactics including visualization, guided imagery, breath control and movement for body awareness and relaxation, to achieve growth.

Participants are advised to wear comfortable clothes because the workshop involves some movement.

DATE: Saturday, March 27

NUMBER OF MEETINGS: 1

TIME: 10 a.m.—2 p.m.

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 769P3

LOCATION: CSUDH campus, Playbox Theater

INSTRUCTORS:

Diane Halperin, MS, registered dance therapist; and **Mary Braheny**, MA, accupressurist and art therapist, licensed masseuse

DREAMS: YOUR NIGHTTIME CONSELOR

—Use your dreams to enrich your waking life

Dreams can be a powerful tool for self awareness and personal growth and this one-day workshop will show you three specific steps to using dreams to advantage.

First, you will learn to remember your dreams. Next, you will learn how to understand your dreams. Finally, you will learn how to use your dreams to advantage in your waking hours.

DATE: Saturday, April 17

NUMBER OF MEETINGS: 1

TIME: 9 a.m.—4 p.m.

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 796D4

LOCATION: CSUDH campus, Dominguez Room B

INSTRUCTOR:

Dominic Cirincione, MA, licensed MFCC

SPEED READING AND COMPREHENSION WORKSHOP

—Learn to read faster and comprehend more

You will learn how to sharply increase your comprehension while doubling — and maybe even tripling — your reading speed with most material. The techniques taught in this class are appropriate to all kinds of reading material including academic or business.

Through a combination of lecture and demonstration, with much individual attention from the instructor, you will increase reading speed, comprehension and move to increasingly difficult material.

You will be able to measure your own progress during the workshop through a Nelson Denney pre- and post-test.

DOUBLE WEEKEND SESSION

DATES: April 17, 18, 24, 25

TIME: 9 a.m.—1:30 p.m.

LOCATION: CSUDH campus, SC K147

SIX-WEEK SESSION

DATE: Thursday, April 15—May 19

TIME: 3:30—6 p.m.

LOCATION: CSUDH campus, SBS E116

UNITS: Non-credit

FEE: \$155

SEQUENCE NUMBER: 901C1

INSTRUCTOR:

Madelyn Kendall, MA, reading improvement instructor

INFORMATION
213/516-3741

THE ARTS



calligraphy for lefties

—Left can be write

Why shouldn't you be able to do calligraphy too? Don't give in to right-handed stereotypes: Start to learn beautiful calligraphic lettering. This one-day laboratory experience will introduce you to the basic techniques of left-handed calligraphy, special left-handed pens, and appropriate materials. With what you learn in this workshop and practice, you can do your own hand-lettering.

A \$15 equipment and materials fee will be collected at the class meeting; it includes a left-handed pen set and a workbook.

DATE: Saturday, May 1

NUMBER OF MEETINGS: 1

TIME: 10 a.m.—3:30 p.m.

UNITS: Non-credit

FEE: \$15 (plus a \$15 materials fee to be collected in class)

SEQUENCE NUMBER: 64103

LOCATION: CSUDH campus, SBS B101

INSTRUCTOR:

Betsy Settle, MA, calligrapher, associate librarian, CSUDH

Also of interest

Advertising design	12
Stage fright	16
Multicultural art and music	19

CONSERVATORY OF MUSIC,

THE CALIFORNIA State University Dominguez Hills Conservatory of Music, Dance and Drama provides a variety of arts experiences for children and adults.

Children may begin the Baby Dance program at as young as two weeks.

Each program offered by the Conservatory provides individualized personal attention.

PRIVATE MUSIC LESSONS:

\$75 fee — Ten 30-minute lessons. Times to be arranged with instructor. Music recital Sunday, June 13, 1:30 p.m. Holiday, Easter Week.

901—Piano

902—Violin

903—Cello

904—String Bass

905—Flute

906—Oboe

907—Clarinet

908—Saxophone

909—Trumpet

910—Trombone

911—French Horn

912—Tuba

913—Drums and Percussion

914—Guitar

915—Electric Bass

916—Voice

917—Recorder

BABY DANCE:

Gentle, safe exercise and dance for new parents with the baby. Promotes creative and aesthetic growth.

\$45 fee — Ten 45-minute classes held in the CSUDH Child Development Center.

Saturdays:

March 27—June 5. Holiday April 10.

918—10—10:45

919—11—11:45

2 weeks to toddler

Toddler to 2 years

CERAMICS I

—Beginning ceramics

A centuries-old art form that is renewed with each individual's creation: ceramics.

This course will show you how to work with ceramic materials with the emphasis on hand forming and low-fire glazing and firing techniques. Special problems in working with clay will be discussed and dealt with. The history of ceramics will also be covered.

DATE: Saturdays, April 3–June 5

NUMBER OF MEETINGS: 10

TIME: 9:30 a.m.–3 p.m.

UNITS: 3, ART X150, degree applicable

FEE: \$102

SEQUENCE NUMBER: 64101

LOCATION: CSUDH campus,
HFA A118

INSTRUCTOR:

Jake Gilson, MA, chairman, art department

INFORMATION
213/516-3741

DANCE AND DRAMA

BALLET:

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

\$45 fee — Ten 45-minute classes held in the Dance Studio of the CSUDH Gymnasium.

Saturdays:

March 27–June 5. Holiday April 10. Dress rehearsal on June 12, 3 p.m. Recital on June 13, 3 p.m.

921—9—9:45

922—10—10:45

923—11—11:45

924—12:30—1:30

945—1:30—2:30

926—2:30—3:30

6–8 year olds

3–5 year olds

9–12 year olds

Teens and Adults,

Beginners and Grade I

Teens and Adults, Grade II

Advanced Dancing

Fridays:

April 2–June 11. Dress rehearsal on June 12, 3 p.m. Recital on June 13, 3 p.m.

927—4—4:45

928—5—5:45

929—6—6:45

3–5 year olds

6–8 year olds

Teens and Adults, Beginners

ORFF SCHULWERK CLASS:

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

\$45 fee — Ten 45-minute classes held in HFA A-202.

Saturdays:

March 27–June 5. Holiday April 10. Recital on the last class meeting.

930—11:15—Noon

931—Noon—12:45

3–5 year olds

6–9 year olds

CREATIVE DRAMA AND ACTING:

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

\$45 fee — Ten 45-minute classes held in HFA A-204.

Saturdays:

March 27–June 5. Holiday April 10. Recital on the last class meeting.

940—10—10:45

941—11—11:45

942—Noon—12:45

6–9 year olds

10–12 year olds

Teens

TEST PREP WORKSHOPS



CCP (CERTIFICATE IN COMPUTER PROGRAMMING) REVIEW

This five-session workshop will cover topics from the Certificate in Computer Programming exam, including data and file organization, principles and techniques of programming, interaction with hardware and software, and associated techniques.

It will also cover the specialization sections of the examination, business programming, scientific programming and systems programming.

DATE: Saturdays, May 1–June 5

NUMBER OF MEETINGS: 5

TIME: 8 a.m.–Noon

UNITS: Non-credit

FEE: \$85

SEQUENCE NUMBER: 65296

LOCATION: CSUDH campus, SBS B110

INSTRUCTOR:

John Walter, DEA, associate professor of Information Systems, CSUDH

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This review prepares 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 III for June 23 exam

DATE: Saturdays, June 5, 12, 19

NUMBER OF MEETINGS: 3

TIME: 9 a.m.–3:30 p.m.

UNITS: Non-credit

FEE: \$85 (includes materials)

SEQUENCE NUMBER: 68275

LOCATION: CSUDH campus, SC K147

THESE test preparation workshops are not intended to replace formal classroom preparation in the subject areas covered. Rather, they review test material and test-taking strategies and are supplemental to academic preparation.

GRE (GRADUATE RECORD EXAM) REVIEW

This five-session class assists students in the GRE by familiarizing them with each subject area, giving them insight into the types of questions, and offering timed practice. The program is 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 also be covered.

Session III for June 12 exam

DATE: Saturdays, May 8, 15, 22, 29 and June 5

NUMBER OF MEETINGS: 5

TIME: 9 a.m.–12:30 p.m.

UNITS: Non-credit

FEE: \$80 (includes materials)

SEQUENCE NUMBER: 68276

LOCATION: CSUDH campus, SC E149

NTE (NATIONAL TEACHER'S EXAM) REVIEW

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

DATE: Saturday, March 27 (for April 17 exam)

NUMBER OF MEETINGS: 1

TIME: 9 a.m.–3 p.m.

UNITS: Non-credit

FEE: \$30 (includes materials)

SEQUENCE NUMBER: 68273

LOCATION: CSUDH campus, SC E143

INSTRUCTOR:

Idell Holburt, MEd, Academic Advisement Programs, University of California, Los Angeles

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis in this class 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.

Session III for May 1 exam

DATE: Saturdays, April 17, 24

NUMBER OF MEETINGS: 2

TIME: 9 a.m.–3 p.m.

UNITS: Non-credit

FEE: \$55 (includes materials)

SEQUENCE NUMBER: 68274

LOCATION: CSUDH campus, SC E149

Session IV for June 5 Exam

DATE: Saturdays, May 15, 22, 29

NUMBER OF MEETINGS: 3

TIME: 1–4:30 p.m.

UNITS: Non-credit

FEE: \$55 (includes materials)

SEQUENCE NUMBER: 68275

LOCATION: CSUDH campus, SC E149

CONFERENCES



SEVENTH ANNUAL

Special Education/Early Childhood Education Conference

Nationally recognized speakers will present the keynote addresses and special interest workshops. Sixteen workshops on topics of current interest to teachers and other professionals, parents and students will be presented.

DATE: Friday and Saturday, April 30, May 1

NUMBER OF MEETINGS: 2

TIME: 7:30 a.m.—5:30 p.m.

FEE: \$78 conference registration for both days and two units of CSUDH credit.
(Registration is available only through Open University, see page 39.)

\$48 conference registration only for both days. Conference registration must be completed through the conference director.

\$30 conference registration for one day.

NOTE: If you are registering for the conference and credit, make your check payable to CSUDH. (Attendance *both* days is required for Extension credit.) If you are registering for the conference *only*, make your check payable to *Special Education Conference*.

UNITS: 2, EDU 406, degree applicable

SEQUENCE NUMBER: 682E3

LOCATION: CSUDH campus, *call for information*, 213/516-3522

INFORMATION: **Dr. Doris Okada**, conference director, School of Education,
California State University, Dominguez Hills, Carson, California 90747

FIFTH ANNUAL

Bilingual Education Conference

This one-day conference will present high-intensity bilingual methodology and Mexican and Chicano cultural sessions to teachers, teacher aides, educators, parents and others involved in bilingual education. The sessions are designed to help teachers prepare for the competency examination in culture and bilingual methodology.

DATE: Saturday, April 24

TIME: 8 a.m.—6 p.m.

UNITS: 1, EDU X476, degree applicable

FEE: \$46 credit/\$32 non-credit by
April 16; after that date fees are
\$51 credit/\$37 non-credit

For information contact **Dr. Max Contreras**, assistant professor of education at 213/516-3904.

EIGHTH ANNUAL

Dance and Movement Workshop for California Educators

This two-week workshop is designed to promote quality professional leadership for dance, physical education and classroom teachers.

The workshop is primarily a residence one. Extension credit is available.

Enrollment is open to anyone who has taught one year in a school or studio, holds a valid teaching credential or is a credential candidate.

DATE: June 27—July 9

NUMBER OF MEETINGS: 10

TIME: All day

UNITS: 4, PER 899*

FEE: \$100 Credit only (other fees are payable to CAHPERD)

LOCATION: CSUDH campus, *call for information*,
213/516-3741

*Credit is available only to participants who attend both weeks and participate in three workshops each day.

Contact **Freddie Elaine Thompson**, 213/757-4181, for further information, including additional fees.

CERTIFICATE PROGRAMS

COUNSELING THE ALCOHOLIC



WHAT THE PROGRAM IS 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 social model perspectives.

The certificate program consists of eight courses which have been designed to give an essential education to the prospective alcoholism counselor.

WHO SHOULD ATTEND

The program is designed to help those people who are in the helping professions to gain a basic knowledge of alcoholism counseling. Additionally, this program is worthwhile in preparing those who want to

enter the helping professions for alcoholism services.

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.

COURSES

All students must attend and successfully complete all courses in the certificate program. No course waivers or substitutions are allowed. **All courses are degree applicable.** Twenty-six units are required for the Certificate.

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.

Off-campus meeting sites

Yankee Whaler Inn
Ports o' Call Village
San Pedro
(Harbor Freeway to Harbor Boulevard off ramp)

Northrop Corporation
One Northrop Avenue, Hawthorne

Northrop Corporation
Cerise Facility
El Segundo and Cerise between Prairie and Crenshaw, Hawthorne

Carson Mall
Community Room
20000 S. Avalon Boulevard
Carson

Aviation High School
Aviation and Manhattan Beach Boulevards
Manhattan Beach

McDonnell Douglas Aircraft
190th and Normandie
Torrance

Xerox Medical Systems
125 North Vinedo Avenue
Pasadena

Natter Manufacturing
9440 Gidley Street
Temple City

Bell and Howell
360 Sierra Madre Villa
Pasadena

COUNSELING THE ALCOHOLIC

COST

The fee is \$30 per unit.

INTRODUCTION TO COUNSELING TECHNIQUES (4 Units) HEA X282

This course is a prerequisite for entrance to the Alcoholism Counseling Certificate Program. This course will introduce certain skills and techniques necessary to the field of counseling the alcoholic.

Students will learn to use active listening skills and develop a high empathy level. The course is both theoretical and experiential.

INTRODUCTION TO ALCOHOLISM COUNSELING (4 Units) HEA X280

This course is designed to give the student a basic knowledge of alcohol and the effects of its abuse, both the psychological and physiological aspects of addiction are discussed. The course is also designed to lay the groundwork for the understanding of the counseling relationship and process — the basic tasks and responsibilities of the counselor — that are needed by those working in the alcohol counseling environment.

INTRODUCTION TO GROUP COUNSELING (4 Units) HEA X300

This course shows students both theories and practices of group counseling, including the specific problems and situations they will encounter in a counseling situation. Students will learn specific techniques to effective group counseling through in-class exercises.

INDIVIDUAL COUNSELING TECHNIQUES (4 Units) HEA X281

This course, by presenting an understanding of psychological factors as they relate to the abuse of alcohol and the implications for treatment, will help develop students' abilities as alcohol counselors.

Various types of treatment will be discussed with the aim of sharpening perception and communication skills needed by counselors. Ethical concerns, guidelines for assessing clients and determining prognosis, and the various personality dynamics present among alcoholics will be covered.

PRACTICUM: INTRODUCTION (2 Units) HEA X301

This class, the initial practicum experience, will introduce the student to applied counseling experience. Students become aware of community resources, will learn techniques of documentation and gain knowledge of roles of the client, counselor, the public and others in the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

DYNAMICS OF THE FAMILY (4 Units) HEA X283

This course studies the dynamics of the family in relation to alcoholism by learning to better understand themselves, students will be able to better relate to the behavioral changes and dynamics of family relationships involved in alcoholism.

PRACTICUM: FAMILY (2 Units) HEA X302

Through this class the student will learn what resources are available for the family and special populations, become acquainted with charting techniques, become aware of the needs of special populations and develop further understanding of the counselor-client relationship and counseling techniques.

PRACTICUM: INDIVIDUAL AND GROUP COUNSELING (2 Units) HEA X303

This class will teach students to link clients with community resources and follow-up. The value of the multidisciplinary treatment team will be demonstrated. Students will learn how to take histories and psycho/social evaluations and will learn about various alcoholism agency and program modalities.



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.

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. All courses are offered every quarter and students may begin the cycle at any time of year. Minimum enrollment per course: 10 students. **All courses are degree applicable.**

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).

COST

The fee for each course is \$136.

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.

This course is a prerequisite for INM X220, X221, and X222.

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.

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 of corrective action. Topics include:

- production control
- shop floor planning
- a system overview

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.

The course will stress effective relationships with top management and all other departments of a manufacturing company. Prerequisite: INM X219, entrance exam or consent of instructor.

SPRING QUARTER, 1982 SCHEDULE March 29–June 11

72168	INM X219	Monday	McDonnell Douglas
72177	INM X219	Tuesday	Aviation High School
72181	INM X219	Monday	Xerox Medical Systems
42179	INM X221	Thursday	McDonnell Douglas
72183	INM X221	Tuesday	Bell & Howell
72187	INM X220	Monday	McDonnell Douglas
72183	INM X220	Monday	Xerox Medical Systems
72180	INM X222	Thursday	McDonnell Douglas
72184	INM X222	Thursday	Natter Manufacturing

SPANISH FOR PUBLIC SERVICE



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 mornings 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 Fall quarter, 1982.

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 4 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.

THE CERTIFICATE

Those who complete the SPSC Program receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons in a public service occupation.

COST

Fees are \$34 per unit; a four-unit course is \$136.

For more information, call Dr. Raúl Romero, 213/516-3325.



SPANISH CONVERSATION

—Language and Culture

This class will provide language practice for building speaking proficiency and expanding awareness of contemporary Hispanic culture. Emphasis will be placed on colloquial, everyday Spanish. **Excellent for students who have already had at least one year of college Spanish instruction and wish to build both vocabulary and oral fluency.** Sponsored by the Spanish for Public Service Certificate Program.

DATE: Mondays, March 29–June 7

MEETINGS: 10

TIME: 6:15–10 p.m.

UNITS: 4, SPA X130, degree applicable

FEE: \$136

SEQUENCE NUMBER: 65071

LOCATION: CSUDH campus, Dominguez Room B

INSTRUCTOR: Benjamin Pena, PhD, Extension
instructor of Spanish

CONTEMPORARY HISPANIC CULTURE

—Mexico and the Southwestern United States

This course has two objectives:

To instruct the student about the cultural norms, values, intergroup relations, institutions, customs and language of Mexico and the Southwestern United States.

To expand the student's knowledge of basic written and oral communication in Spanish. This course may be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education (see this page).

DATE: Saturdays, April 3–June 5, 1982

MEETINGS: 10

UNITS: 4, SPA X251, degree applicable

FEE: \$136

SEQUENCE NUMBER: 65052

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Benjamin Pena, PhD, Extension
instructor of Spanish

FOR MORE INFORMATION: call Raúl Romero,
213/516-3325

EXTERNAL DEGREES



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 course work 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 administration 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.

A new section of courses will start spring quarter.

MED TECH

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 information call 213/516-3748.

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 interdisciplinary 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. For information call 213/516-3743.

TELECOURSES



NATIONAL UNIVERSITY CONSORTIUM

YOU CAN'T always come to 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.

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

Psychology 272 is also a transferable course which can be used as an elective toward a major or minor in the Psychology degree program at CSUDH.

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 \$34 per unit. Books are extra and available from the University bookstore.

In addition to the regular broadcast, tapes of the programs will be made available on



campus for review at the University's Instructional Media Center during convenient extended hours.

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 100-02 — (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.

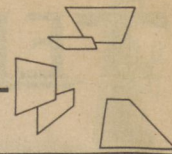
It is recommended that this course be taken along with ENGLISH 101.

PSYCHOLOGY 272-01 — (4 units): This course surveys the application of psychology to organization, personnel, work environment, buying and selling, with particular attention to current issues. The origins, mechanisms, implications and consequences of processes of organizational control are presented.

These courses are Open University offerings — for registration information, see page 38.

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

For more information about any of the National Consortium courses, call the Dean of Education Resources at CSUDH, 23/516-3700.



ATTEND ON-CAMPUS CLASSES

Classes begin the week of March 29

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? \$34 a unit (2 units—\$68; 3 Units—\$102; 4 units—\$136).

WHEN DO I REGISTER? Classes start March 31 for the Spring quarter. You should attend the first class meeting and pay your fees before April 20.

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.

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 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 20. Classes start March 31 for the 10-week quarter. You should attend the first class meeting and pay your fees before April 20. Enrollment after that date is subject to petition and late fees.

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:

WITHOUT UNIVERSITY ENROLLMENT

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.

Obtain a regular class schedule from the University Bookstore; course descriptions are in the annual academic catalog, also available at the Bookstore.

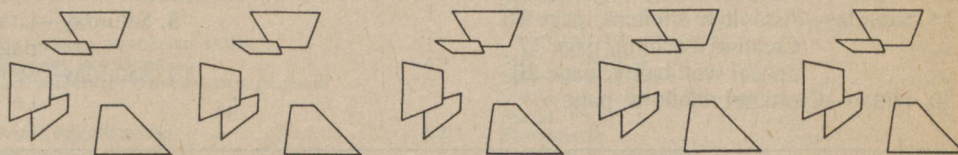
The instructor will sign your registration form (giving you permission to register) based on available space in the class and on your having met the prerequisites for the course. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available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

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

Fees are \$34 per unit (\$136 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 — we are not able to provide ID cards through the mail.



Open University certificate programs

Several certificates offered by California State University Dominguez Hills are available to the community through Open University. As with other courses, Open University students may enroll in certificate program offerings on a space-available basis.

Just follow the procedures for Open University enrollment to sign up for certificate program courses. Please note, however, that you should consult with the academic advisor for the certificate program in which you are interested. The phone numbers for coordinators or departments are listed here. Also, in order to receive some certificates you must file appropriate forms with department or school offices.

CERTIFICATE

Broadcasting

Business Management

City Management

Computer Science

Data Processing

Electronic Music and Recording Arts,

Electronic Music and Recording Engineering

Paralegal Studies

ADVISOR

David Safer

Ken Fleagle

Robert Alt

Ken Fleagle

Richard Bunger

Michael O'Hara

PHONE

213/516-3313

213/516-3561

213/516-3444

213/516-3591

213/516-3444

213/516-3543

213/516-3576

CALENDARS

IAN VARIUS
Janer XXXI.
FEBRVARIUS
Horung XXVIII.
MARTIVS
Metz XXXI.
APRILIS
Aprd. XXX.
MALVS
May XXXI.
IVNIVS
Brachmet XXX.

Weekend calendar of classes

MARCH

- 20, Saturday—Handling your own divorce, page 22
 27, Saturday—Dissatisfaction, page 27
 National Teacher's Exam review, page 30

APRIL

- 3, Saturday—Does your company need a computer?, page 11
 Computer security, page 11
 Bicycling, page 24
 Conservatory of Music, page 28
 17, Saturday—Designing family life programs, page 20
 Toddler university, page 22
 Let's get growing I, page 26
 Speed reading, page 27
 Dreams, page 27
 Scholastic Aptitude Test review, page 35
 23, Friday—Word processing, page 9
 24, Saturday—Assaultive students, page 18
 Creative teaching, page 17
 Sexual well-being, page 20
 30, Friday—Customer relations, page 6

MAY

- 1, Saturday—Getting a job, page 7
 Cutting your phone bills, page 10
 Substitute teaching skills for language, page 17
 Calligraphy for lefties, page 28
 Certificate in Computer Programming test review, page 30
 8, Saturday—The new phys ed, page 19
 Graduate Record Exam review, page 30
 14, Friday—Management development for women, page 6
 15, Saturday—Interviewing skills, page 7
 Substitute teachings skills for math, page 17
 Backpacking, page 24
 Overcoming stage fright, page 16
 Scholastic Aptitude Test review, page 30
 22, Saturday—Multicultural art and music, page 19
 29, Saturday—Does your business need a computer?, page 11
JUNE
 5, Saturday—Graduate Management Admission test review, page 30
 19, Saturday—Starting a small business, page 10
 Let's get growing III, page 26

Calendar of campus events

THEATER EVENTS

- WINNIE THE POOH** — The delightful stage version of A. A. Milne's children's classic, with songs and music.
 April 3 10:30 a.m.
 April 4 2 p.m.
DON JUAN IN HELL — A special Readers' Theater production by the Dominguez Drama Quartet. George Bernard Shaw's brilliant dialogue on love and sex, Heaven and Hell. A classic of the modern theater.
 April 9 8 p.m.
 April 10 8 p.m.
 April 11 7 p.m.

- THE CANTERBURY TALES** — The bright, bawdy musical version of Chaucer's medieval masterpiece. Lyrics by Nevill Coghill, music by Richard Hill and John Hawkins.
 May 15 8 p.m.
 May 16 7 p.m.
 May 21 8 p.m.
 May 22 8 p.m.
 May 23 7 p.m.

All performances are in the University Theater. For ticket information call the box office at 213/516-3589.

INTELLECTUAL LIFE COMMITTEE EVENTS

- BELLA LEWITSKY DANCE COMPANY** — The renowned dance company brings its art to the University Theater.
 April 23 8 p.m.
OSCAR BRAND IN CONCERT — The nationally known folksinger is also a scholar. In the University Theater.
 May 18 8 p.m.

For information call the Intellectual Life Committee at 213/516-3993.

For the latest listing of CSUDH events, call the campus events hotline at 213/516-3337

ABCDE

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Teaching skills	17
Recreation	24
Refunds	43
Registration	43
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Sailing	25
Scholastic Aptitude Test	30
Security	
Computer	11
Seminar marketing	12
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Sexual well-being	20
Sign language	16
Small business	
Administration co-sponsored classes	7
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Writing	
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Technical	8
Travel	17

GENERAL INFORMATION



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.

ELIGIBILITY

Anyone 18 years of age or older 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 course-work 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 parking kiosk at the front of the campus for 50 cents per day.

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

Degree applicable credit courses offer transferable, 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.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

X denotes an Extension course.

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. There-

fore, for example, eight Continuing Education Credit Hours = 0.8 CEU.

A cumulative permanent transcript of all CEU study undertaken is provided to Extension students on request.

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 21 for a complete listing.

REGISTRATION

Registration procedures and form for course offerings are on page 43. Open University registration procedures are on page 38.

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.

DISABLED STUDENTS

The California State University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder.

More specifically, The California State University does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Asana Tamaras, Coordinator of Disabled Students Services, has been designed to coordinate the efforts of CSUDH and to comply with the ACT and its implementing regulations. Inquiries concerning compliance may be addressed to this person at 1000 Victoria, Carson, Ca. 90747, 213/516-3660.

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 213/516-3741, 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.-6 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 — 213/516-3643.

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.

WITHDRAWAL

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 \$34 per unit. Some courses may have differential fees. The fees for each course are listed in this *Bulletin*. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA/MasterCard draft, 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.

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS Extension Registration Form

Extension ☐

*Open University ☐
(instructor signature required)

Not applicable to non-credit programs		SEE COURSE DESCRIPTION			
Dept.	Course No. Section No.	Course Title	Units	Sequence Number	*Instructor's Signature

(Last Name) (First Name) (Middle Initial) (Maiden Name) Student File (if known)

Address (Street) (City) (State) (ZIP)

(County of Residence) (Daytime Telephone) (Birthdate) (Male) (Female)

Racial Ethnic Data

- 0 _____ Decline to state 5 _____ Asian
- 1 _____ American Indian 6 _____ Pacific Islander
- 2 _____ Black, Afro-American 7 _____ White, Caucasian
- 3 _____ Hispanic 8 _____ Filipino
- 4 _____ Latin Amer. Central S. 9 _____ Other

Have you ever, or are you currently enrolled at CSUDH?

_____ Yes _____ No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

Enclosed is \$ _____ in
check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:

_____ VISA _____ MasterCard

Card Number Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

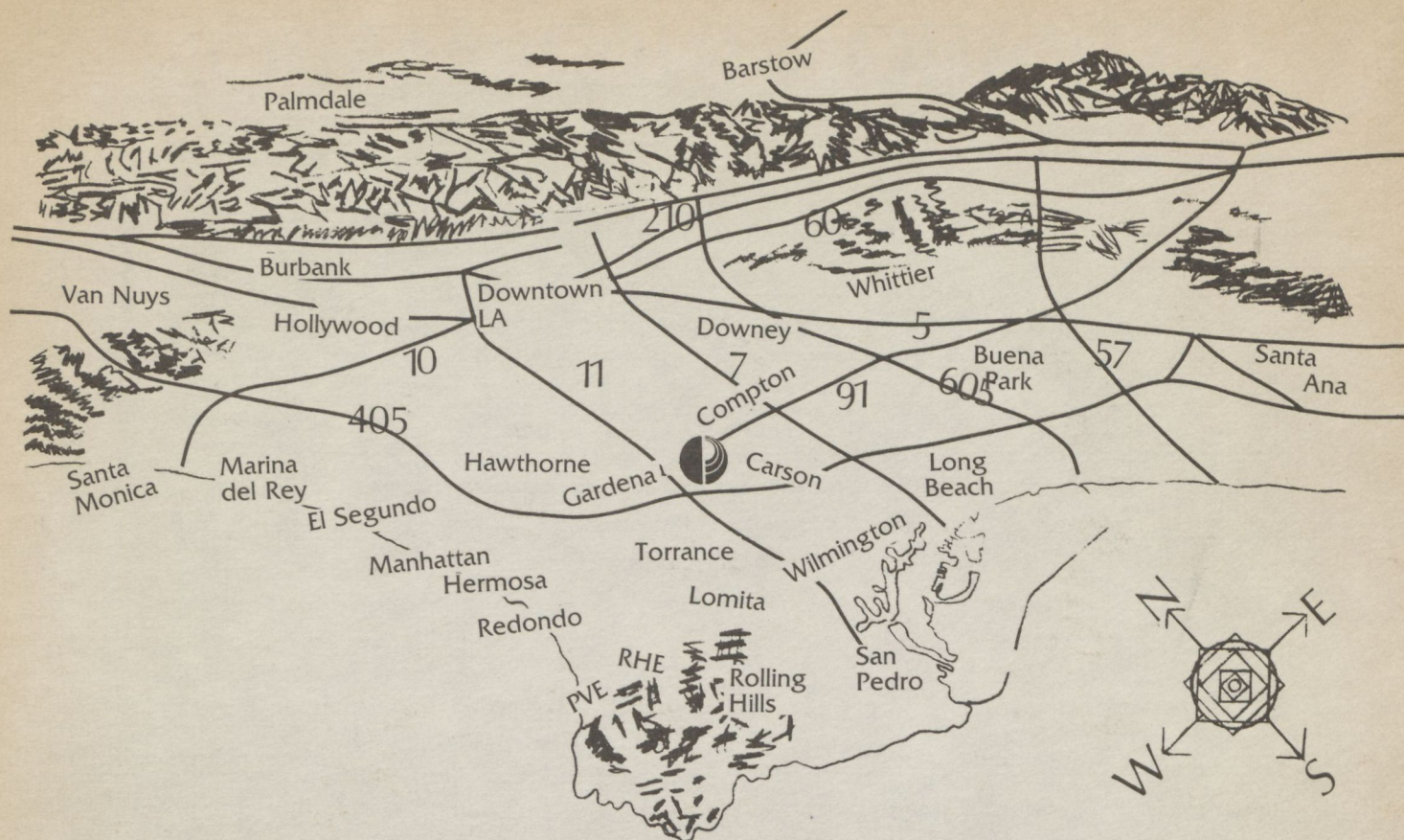
Office Use Only
Quarter: Su F W Sp (circle one)

_____ Date _____ Total Fees

☐ Grade _____ Initial

CASHIERS STAMP

"For information concerning special services to accommodate a physical, perceptual or learning disability, please contact the Disabled Student Services Office on the campus (Phone 213/516-3660).



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) onto 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.



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

TO:

- ☐ Make the changes in your records I have noted on this label.
- ☐ Remove my name from your mailing list.

TIME VALUED MATERIAL

OR TO CURRENT OCCUPANT

NOT PRINTED AT STATE EXPENSE. EXTENDED EDUCATION IS A SELF-SUPPORTING PROGRAM