

Extension Bulletin
CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS



Spring 1983

SPRING



California State University Dominguez Hills Extension

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 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 graduate degrees. In the Humanities, the Master of Arts degree is 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.

Not printed or supported by State funds. Extended Education is a self-supporting program.

Dear Reader:

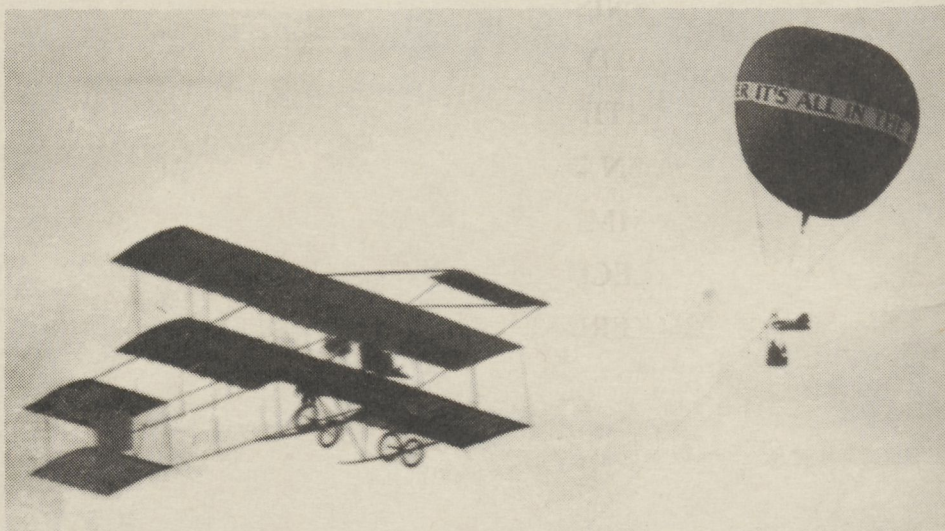
Following the historical theme introduced in the Winter Quarter Bulletin, pages in this issue contain photographs of the historic 1910 Dominguez Air Meet held on the site of the present campus of California State University, Dominguez Hills. This event was one of the earliest gatherings of aircraft held in California and was attended by many of the leading airmen of the time.

Just as aviation was at this time at the forefront of transportation, many of the programs you'll find in the pages of this bulletin 73 years later present the latest developments in a range of fields.

I hope you will enjoy recapturing a bit of Southern California history, while you explore the varied educational offerings we've developed for you. If, however, you don't find your interests represented among our offerings, call me at 213/516-3737.

Sincerely,

Daniel W. Shannon
Dean, Extended Education



—Photos in this Bulletin are courtesy of the Dominguez Hills Archives of the CSUDH Educational Resources Center.

ACADEMIC CALENDAR

- | | |
|--------------|---|
| March 1 | —Extension registration opens |
| March 28, 29 | —Registration for CSUDH regular on-campus classes and Open University classes |
| March 30 | —On-campus instruction begins |
| April 19 | —Last day to pay fees for Open University and 10-week courses |
| May 30 | —Memorial Day holiday |
| June 6 | —Last day of scheduled classes |
| June 16 | —Summer Session registration |

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BUSINESS

TRAINING AND DEVELOPMENT

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STAND UP AND SAY IT — EFFECTIVELY

—Developing powerful presentations

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: Monday, Wednesday, May 9, 11, 18

TIME: 5-8 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 65305

LOCATION: Northrop Corporation
One Northrop Avenue,
Gate 5, Building 30
Hawthorne

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

NOTE: Stop at guard station to have
security checked before entering.

HOW TO DEVELOP BETTER LISTENING AND MEMORY SKILLS

—A workshop to enhance these important skills

When was the last time a project or assignment went wrong because you did not listen carefully enough when it was assigned? It happens to virtually everyone at some time. And even if you do listen carefully, do you sometimes have trouble remembering what was said?

In this one-day workshop, you will learn how to be a better listener by analyzing your own listening habits and skills. You will also find out who to concentrate on, what you observe and how, by association of words and numbers, you can remember names, addresses, words, telephone numbers and many other details you must remember every day.

These techniques will also help you to develop better study habits and will help you to remember what you read.

Practical exercises will be presented to help you build both your listening and memory skills.

DATE: Wednesday, May 18

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 90213

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Jeffrey Figler, JD, instructor, San Diego State University and president, Figler and Associates, Inc. San Diego

*CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.*

SPEED READING FOR MANAGERS

—Spend less of your busy day reading and remember more of what you read

The average business executive spends somewhere between two and three hours a day reading job-related material. Reading is no longer a luxury; it is a necessity.

This workshop will show you how you can learn to read two to three times faster while sharply increasing your comprehension and retention abilities.

You will not only learn to read faster, but you will be able to retain more of what you read and will be able to use that retention to advantage to sharpen your skills as a manager.

DATE: Thursdays, April 7-28

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 4

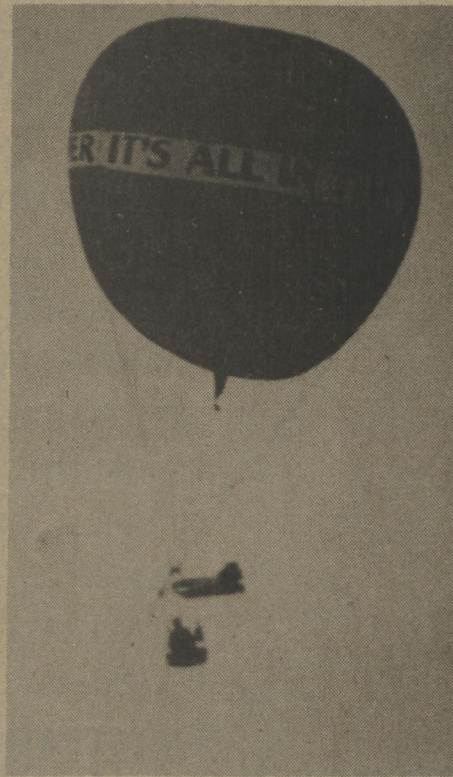
UNITS: Non-credit

FEE: \$155

SEQUENCE NUMBER: 65323

LOCATION: CSUDH campus,
HFA A217

INSTRUCTOR: Madelyn Kendall, MA,
Institute for Reading Development



DEVELOP AUTHENTICITY, ASSERTIVENESS AND LEADERSHIP

—Learn to enhance your personal effectiveness

This one-day workshop shows you how authenticity, assertiveness and leadership all work together to make you a better leader. As a strong leader you are of more value to yourself, your friends, your employer and to society.

Specifically, you will begin to understand how these characteristics, when used together will make you different from the average person.

When you become authentically assertive, relationships may change. You may find people reacting differently to you when you display authenticity and assertiveness. And you will find your actions fundamentally different from those of people who lack authenticity.

This program, with group participation, is the first step for you to take control of your destiny and assert the real you.

DATE: Saturday, April 30

TIME: 8:30 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50 (includes materials)

SEQUENCE NUMBER: 65304

LOCATION: CSUDH campus,
ERC A135

INSTRUCTOR: Harlan Polsky, MA, private consultant

BECOME A MORE EFFECTIVE SUPERVISOR

—Human relations is the key

This seminar will help you to learn the skills needed to:

- Understand differing roles in the workplace
- Build teamwork
- Handle conflict
- Motivate others
- Communicate effectively
- Manage your time
- Appraise performance

You will be given techniques to identify and perfect your leadership style, learn to delegate responsibility, and establish personal growth plans.

DATE: Thursday, May 26

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 65301

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Richard Kewer, BA,
president, management consultant firm

SUCCESS SELLING

—A motivational program specifically designed for the beginning sales representative

Success selling focuses on the successful results which can be obtained with a positive mental attitude. Individualized, creative approaches to the selling process will be stressed.

The importance of goal setting and how to adapt the process to achieve success in selling situations will be discussed.

The workshop will demonstrate to the new salesperson:

- The power of a positive mental attitude
- How to sell through motivation, not manipulation
- How to set "selling time" priorities
- Techniques and benefits of goal setting

DATE: Thursday, April 21

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 653B1

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Ben Clark, district sales manager of a major computer company

TACTICAL SELLING

—Advanced training for the professional sales representative

Tactical Selling is a rigorous training sales program that focuses on the expertise you need to make consistently successful sales calls to all levels of management.

The important professional interpersonal skills required to successfully close profitable sales and manage a successful sales territory will be covered.

The seminar will include:

- Mastery of the selling process
 - Time and territory management
 - Call plan preparation
 - Account preparation
- Sharpening specific selling skills

DATE: Monday, May 23

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 653B2

LOCATION: CSUDH campus,
ERC A135

INSTRUCTOR: Ben Clark, district sales manager of a major computer company

INFORMATION:
213/516-3741

BUSINESS

TRAINING AND DEVELOPMENT

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 also 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 will be covered. The workshop will discuss understanding male attitudes and masculine concerns in business.

Specific subject areas to be covered are:

- Qualifications for leadership
- Elements of self-management
- Management theories
- Employee orientation and training
- Acting with authority
- Problems in supervision

DATE: Friday, May 6

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, BUS 908

FEE: \$50 (includes materials)

SEQUENCE NUMBER: 65308

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Rose Dorrance, leadership consultant

THE SECRETARY IN THE EIGHTIES

—How to meet the challenge

Office personnel have become critically important to the success of any organization and this one-day program will show the office professional how to meet the demands of the eighties.

The seminar addresses how to approach organizational demands and potential from a human relations perspective.

You will learn time-proven innovative insights to increase teamwork, improve office relationships and achieve job satisfaction. The emphasis here is on pride through professionalism.

Topics to be discussed include:

- Roles and responsibilities
- Getting more done with more fun
- Working smarter, not harder
- Professionalism: the key to success

Practical group exercises, lively discussion and realistic problem solving help make this a useful and timely seminar.

DATE: Wednesday, May 25.

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65307

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Richard Kewer, BA, educational consultant and human relations specialist

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: oneupsmanship, 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 seminar video tape of effective and ineffective customer relations, role playing, and a review of video and film episodes as:

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

DATE: Friday, June 17

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, BUS 908

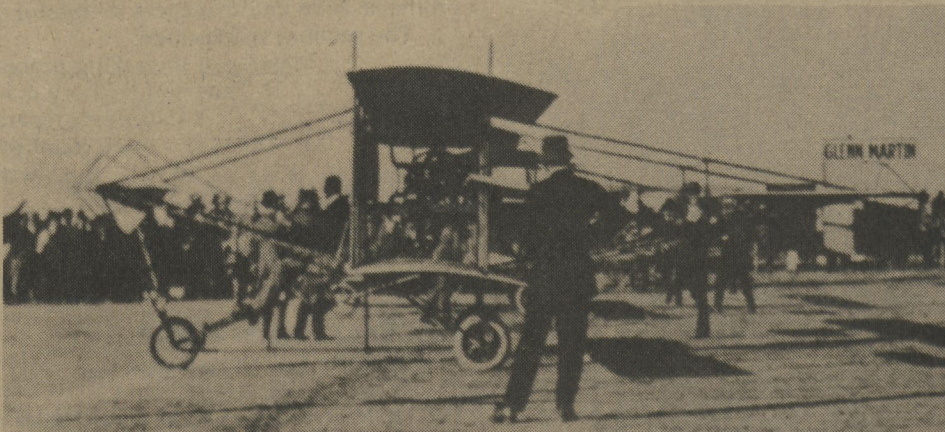
FEE: \$55

SEQUENCE NUMBER: 65310

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Les P. Herold, PhD, associate professor of psychology, California State College, San Bernardino

INFORMATION:
213/516-3741



STRATEGIC PLANNING

—Formulation and management

This one-day program will show executives the basic strategic planning principles every company needs to prosper in the eighties.

The process of strategic formulation will be covered with special attention to:

- Mission
- Goals
- Strategic environment
- Critical success factors

Implementing the strategic plan with a management framework will be discussed, including:

- Contingency planning
- Resource allocation
- Strategic control
- Functional strategies

DATE: Friday, April 22

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 65302

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Henry H. Goldman,
PhD, principal consultant, the Goldman
Group

RECRUITMENT AND SELECTION STRATEGIES FOR THE PERSONNEL PRACTITIONER

—For medium and larger businesses

Hiring the right employee for any job can be a hit-or-miss process. The recruitment and selection process is time-consuming and expensive. But this one-day workshop will show the personnel practitioner the "sequential selection" system that helps make the process of hiring successful.

The process begins with establishing realistic job descriptions that attract truly qualified candidates and includes effective search strategies.

The workshop will also present interviewing techniques that help make the employment interview a more effective part of the selection process.

Participants will also learn about combining uniform assessment criteria with on-the-job performance standards to ensure follow-through.

DATE: Friday, April 8

TIME: 9:30 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$75 (includes materials)

SEQUENCE NUMBER: 65303

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Victor J. Bullara, MBA,
human resources management consultant.

CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.

ORAL COMMUNICATION FOR JAPANESE BUSINESSMEN

—Increase clarity and confidence in oral presentations

The Center for Training and Development introduces a program specially designed for the Japanese manager who seeks an oral proficiency in English. In this intensive course participants will improve their ability to speak English effectively by using their executive skills.

Participants will engage in simulated business situations which are typically faced by managers. This innovative technique for teaching language skills incorporates actual case studies from business.

This method is tailored to the professional needs of the Japanese business community. The instructor is an applied linguist, and experienced teacher of English to Japanese speakers. In this 10-week course she will identify, for the individual participants, specific areas of accent improvement.

Since a certain level of proficiency in reading English is required, CSUDH will provide, upon request, a copy of one of the case studies which will be used.

For further information about this program, please phone or write Dr. Joanne Zitelli, program coordinator, 213/516-3747.

DATE: Thursdays, March 24—May 26

TIME: 7–10 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

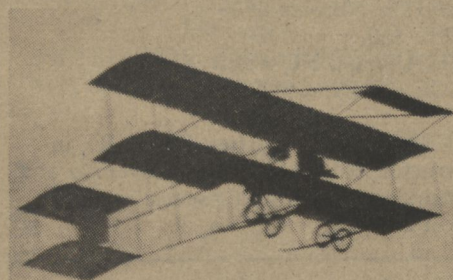
FEE: \$300

SEQUENCE NUMBER: 68422

LOCATION: CSUDH campus,
ERC C504

INSTRUCTOR: Marilyn Marquis, language consultant

INFORMATION: 213/516-3741



"Because the planes lacked accurate altimeters, students and faculty from Los Angeles Polytechnic High School used transits and a base line to determine the altitude."

BUSINESS

SMALL BUSINESS

IMPORT/ EXPORT



—An introduction to international business transactions

This introduction to import/export procedures and documentation will assist the beginner as well as the experienced professional in becoming familiar with the intricate network of import/export activities. Key terms, agencies involved, and banking formalities and crucial factors in succeeding in an international venture will be discussed. The one-day program will focus on:

- Key documentation and terminology in import/export
- Key agencies in the international business network
- Banking
- Transportation and packing
- Insurance

DATE: Saturday, April 23

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 01020

LOCATION: CSUDH campus,
ERC A135

INSTRUCTOR: Ronald Bosch, PhD,
general manager of an import/export
company

BASIC EXPORTING



—A comprehensive approach to placing your product in the international market

This one-day program is a how-to session on placing your product, service or company in the international market stream. It will cover information sources and how you or your international department can expedite international and multinational transactions. The program will include:

- Getting started
- Measuring your potential
- Pricing and promotion
- Distribution overseas
- Selecting foreign representatives
- Communicating overseas
- Agreements
- Financial instruments
- Preparing products for shipment
- Documenting your shipments

DATE: Saturday, May 7

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 01019

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Ronald Bosch, PhD,
general manager of an export/import
company

HOW TO WRITE EFFECTIVE GOVERNMENT CONTRACTS



—For administrators who deal with government agencies

This one-day seminar will answer the important questions you may have about doing contractual work with the government.

For example:

- Why government contracts?
- How do I write a bid?
- How do I find sources of contract opportunities?
- Are bids "wired"?

The seminar will also cover the important aspects of the actual contract you make with the government:

- Pricing
- Government assistance programs
- Laws, regulations
- Patents, copyrights
- Types of contracts
- Statements of work
- Writing a bid
- Managing your government contract
- Auditing your government contract

DATE: Thursday, May 19

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 65312

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Jeffrey Figler, JD, instructor, San Diego State University and president, Figler and Associates, Inc., San Diego



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.

CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.

HOW TO SET UP AND MARKET 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 four 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.

- What four key questions seminar-givers must be able to answer
- Why topic definition and the right title are crucial to success
- What promotional strategies work
- How to give your first seminar with no financial risk

This seminar is limited to 40 participants.

DATE: Wednesday, April 6

TIME: 6–10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes materials)

SEQUENCE NUMBER: 01015

LOCATION: CSUDH campus,
ERC A506

INSTRUCTOR: Gordon Burgett,
MA, freelance writer and lecturer

START AND OPERATE YOUR OWN BUSINESS



—From the initial idea to profits

This one-day workshop covers the major phases of a new 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 establish a respected — and respectable — credit rating.

DATE: Saturday, May 21

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 01021

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Ralph Dorff, MPA,
directional management consultant

HOW TO CREATE A SUCCESSFUL HOME-BASED BUSINESS



—Take advantage of the personal and financial benefits

A home-based enterprise is the ultimate in flexible opportunity and this practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home-based business.

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Managing yourself and others
- Expanding your options from your home base

If you have the entrepreneurial spirit, creativity, self-motivation and stamina, a home-based business might be just what you need to break out of the 9–5 routine.

DATE: Saturday, April 30

TIME: 9 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 01014

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Patricia McNaughton,
PhD, lecturer

INFORMATION:
213/516-3741



BUSINESS

SMALL BUSINESS

SHOULD YOU INCORPORATE



—Exploring the positive and negative aspects of incorporation

Whether you are now operating a small business, practicing a profession as an individual or considering going into a partnership, you need to look at the option of incorporating. There are many benefits to forming a corporation and this seminar will take you through the options, benefits, disadvantages and other factors you need to take into account.

Among the important aspects of incorporation to be covered in this seminar will be:

- Salary and compensation considerations
- Tax rates and other tax issues
- Other fringe benefits
- Stock and shareholder loans
- The procedures for incorporating

DATE: Thursday, April 28

TIME: 9 a.m.–noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 01016

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Thomas L. Severance, JD, CPA, attorney at law

AD DESIGN NUTS AND BOLTS



—A design course for the small businessperson

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

Participants are encouraged to bring samples of advertising projects they are currently involved with.

Participants must provide their own drawing paper and markers.

DATE: Saturday, April 23

TIME: 9:30 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 01018

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard Baker, MFA, associate professor and chair, Art Department, CSUDH

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

EMPLOYEE SELECTION TECHNIQUES



FOR THE SMALL BUSINESS

—Techniques for making the best selection

You, as the CEO, or owner of an emerging business, need techniques for selecting the best qualified candidates for job openings. This one-day roundtable will help you find practical approaches to select the candidates who will contribute to the dynamics of your entrepreneurial environment.

The case study approach is emphasized to lead you to practical solutions to the challenges of hiring productive employees.

Topics will include:

- Development of work related position descriptions
- Resources for identifying qualified candidates in a competitive market
- Interviewing strategies and assessment techniques

DATE: Saturday, May 14

TIME: 9:30 a.m.–4:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQUENCE NUMBER: 01017

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Victor J. Bullara, MBA, human resources management consultant

POLICE MANAGEMENT PRACTICES

—Creative management for law enforcement agencies

This two-day seminar will cover creative management principles and practices as applicable to law enforcement agencies. The development of the organizational and management skills most often needed by the police supervisor and middle manager will be covered. Managing public service, budget procedures, research and analysis, evaluation of subordinate performance, and internal affairs investigations will be discussed.

Other areas include:

- Techniques of administrative planning
- Media communications
- Personnel management
- Occupational safety
- Patrol and traffic personnel development
- Record keeping
- Formulating policy and regulations

DATE: Saturdays, April 23 and 30

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1.2 CEU, Public Admin 905

FEE: \$100

SEQUENCE NUMBER: 79711

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Gerald Lipson, PhD,
director of public safety, CSUDH

ANATOMY FOR INSURERS AND ATTORNEYS

—Learning to communicate with doctors and understand medical records and reports

This one-day program is designed for those who must deal with personal injury, particularly attorneys, paralegals, law clerks, legal secretaries, investigators, insurance adjusters, and claims department personnel.

The program will cover medical terminology, anatomy and function, diagnostic tests, fractures and dislocations, and other injuries and conditions. Various measurements, variations and their significance will be discussed.

Participants will also learn about impartial medical examinations:

- Subjective vs. objective
- Functional vs. organic
- The validity of symptoms
- Hysteria, malingering and exaggeration

The seminar is augmented with slides and other audio-visual materials.

Anatomical models and diagnostic instruments will be demonstrated. An extensively illustrated syllabus and glossary of frequently used medical terms and vocabulary and explanations of commonly used medical abbreviations will be provided.

DATE: Saturday, April 30

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 CEU, Biology 904

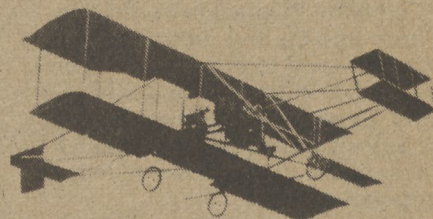
FEE: \$65 (includes workbook)

SEQUENCE NUMBER: 65309

LOCATION: CSUDH campus,
SC J146

INSTRUCTOR: Michael Bluhm, MD,
FACS, orthopaedic surgeon.

Dr. Bluhm is a board-certified orthopaedic surgeon who practices in San Jose, California.



"Louis Paulhan made four flights the first afternoon, the longest being 10¾ miles. "

BUSINESS

PRODUCTION AND INVENTORY CONTROL CERTIFICATE

THE PROGRAM

The Certificate Program in Production and Inventory Control consists of four courses designed to provide education in the field of Production and Inventory Control. Experienced professionals who serve as instructors present principles and techniques as they relate to today's manufacturing world.

WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and other individuals who work in related areas. This program is of benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and further their professional competence in the field of manufacturing planning and control.

THE COURSES

Each of the four courses required for the program are four (4) units. ALL COURSES ARE DEGREE APPLICABLE. The courses are to be taken in numerical order as listed below. All courses are offered each quarter and students may begin the cycle at any time of the year. Courses are offered at off-campus sites at several locations throughout the metropolitan Los Angeles area. Classes meet from 6:30-10 p.m.

THE CERTIFICATE

Students who complete all four courses with a 2.5 grade point average are awarded a certificate in recognition for their learning achievement and professional status.

THE COST

The fee for each four-unit course is \$144.

FOR INFORMATION

Call the Extension Office 213/516-3741.

INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

This course establishes the foundation for formal Production and Inventory Control systems. The student will learn the terminology associated with manufacturing/distribution control and obtain a working knowledge of the tools, methods, functions, and systems of production and inventory control.

Topics include:

- How P&I control fits into the industrial organization
- Product structure
- Part numbering systems
- Manufacturing routings
- Lead time
- Basic shop floor control
- Inventory planning and control
- Basic forecasting

INM X220 — INVENTORY PLANNING AND CONTROL SYSTEMS

The student will learn how to apply inventory management tools and techniques. Topics include financial implications, forecasting, fundamentals of inventory management, materials control and purchasing, master scheduling, material requirements planning, inventory management as a system.

Topics include:

- Why have inventories?
- Financial implications
- Forecasting
- Fundamentals of inventory management
- Materials control and purchasing
- Master scheduling
- Materials requirements planning
- Inventory management as a system.

Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society, California State University Dominguez Hills School of Management and Division of Extended Education

INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

This course presents the formal techniques and systems for controlling production and capacity in the shop. The student will learn practical shop floor control techniques, including the need for data gathering, feedback reporting, and evaluation of corrective action.

Topics include:

- Shop order release
- Dispatching
- Expediting
- Shop scheduling and loading
- Input/output control
- Shop data collection
- Labor reporting

INM X222 — MANUFACTURING RESOURCES PLANNING

This course will provide the student with the ability to participate in the practical aspects of manufacturing management. Through workshop examples and case studies, the student will learn the pros and cons of various techniques and approaches and identify the potential pitfalls to be avoided. Implementation of the techniques in both computerized and manual environments is covered. The inter-relationships with top management and communication among departments of the company are stressed.

LOCATIONS

SOUTH BAY/WEST LOS ANGELES
McDonnell Douglas Aircraft
190th and Normandie
Torrance

PASADENA

Avery Label
1616 So. California
Monrovia
Bell & Howell
360 Sierra Madre Villa
Pasadena
Burroughs, Inc.
460 Sierra Villa
Pasadena

SPRING, 1983

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM SCHEDULE OF CLASSES

Classes begin the week of
March 21, 1983

COURSE	SEQUENCE NUMBER	DESCRIPTION	NIGHT	LOCATION	INSTRUCTOR
INM X219	721I1	Basics	Monday	Douglas, Torrance	Girard
INM X219	721I2	Basics	Tuesday	Douglas, Torrance	Rao
INM X219	721I4	Basics	Thursday	Burroughs, Pasadena	Prather
INM X220	721I6	Inventory Control	Monday	Avery Label Monrovia	Soloway
INM X220	721I7	Inventory Control	Monday	Douglas, Torrance	Fisher
INM X221	721I8	Production Control	Thursday	Douglas, Torrance	Farr
INM X221	721I9	Production Control	Tuesday	Bell & Howell, Pasadena	Petersen
INM X222	72148	MRP	Thursday	Douglas, Torrance	Motwane
INM X222	72149	MRP	Thursday	Burroughs, Pasadena	Saviano

THE FACULTY

ALAN FARR, MBA, CPIM,
Materials Manager

DENNIS FISHER, MBA, CPIM,
Management Consultant

FRANK GIRARD, CPIM,
Inventory Manager

AMAN MOTWANE, MS, CPIM,
Materials Manager

DAVID PETERSEN, Production and
Inventory Control Manager

KIRK PRATHER, MS, CPIM,
Materials Manager

VITTAL RAO, MS, CPIM, Manufacturing
Systems Specialist

RICHARD SAVAIANO, MBA,
Management Consultant

LEW SOLOWAY, MBA, CPIM,
Manufacturing Manager

MANUFACTURING PLANNING AND CONTROL SERIES

—Four one-day programs for top executives and middle management

This executive series in Manufacturing Planning and Control is comprised of four one-day seminars which will provide top executives and middle managers with an overview of the key manufacturing planning and control functions. This practical program covers the principles and techniques upper management needs to better understand the planning and control functions in a manufacturing organization.

All functional areas, including engineering, marketing, operations and finance will be discussed in each seminar with the emphasis placed on the critical interaction among these departments.

This series is designed to help top management effectively meet the challenge of rapid changes in the economy, increasing opportunities for cost reductions and profit improvement will also be stressed.

In addition, the seminar leader will present case studies which illustrate the key steps necessary to help manufacturing organizations to:

- Improve customer service
- Reduce inventory investment
- Improve productivity

SEMINAR I

MANUFACTURING PLANNING AND CONTROL

This seminar provides upper management with an overview of the manufacturing planning and control process. All areas of the manufacturing organization will be discussed including:

- Engineering
- Operations
- Marketing
- Planning
- Personnel

DATE: Friday, April 8

SEMINAR II

MASTER PLANNING

This seminar covers the functions of master planning, stressing the importance of developing a plan that is realistic and achievable. Emphasis will be placed upon integrating marketing, manufacturing and financial goals into the plan.

The topics to be covered include:

- Business planning
- Marketing planning
- Production planning
- Resources planning
- Master scheduling
- Budgeting

DATE: Friday, April 29

SEMINAR III

MATERIAL CONTROL

This seminar covers the key principles and techniques which relate to material control as well as material requirements planning. Steps to achieve specific inventory control objectives will be emphasized.

Topics to be covered include:

- Product definition
- Inventory control
- Lot sizing
- ABC analysis
- Material requirements planning
- Lead times
- Purchasing

DATE: Friday, May 20

SEMINAR IV

PRODUCTION CONTROL

This seminar covers the key functions in production control. Setting shop priorities and monitoring performances will be stressed. In addition, the key elements necessary for productivity improvement and shop control will be discussed and case studies will be presented.

The topics to be discussed will include:

- Shop floor control
- Input and output control
- Priority management
- Capacity management
- Dispatching
- Labor reporting

DATE: Friday, June 10

TIME: 8:30 a.m.—5 p.m.

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$85 per section

SEQUENCE NUMBERS:

Section I—653B3

Section II—653B4

Section III—653B5

Section IV—653B6

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Richard Savaiano,
MBA, principal, Industrial Management
Associates, Manhattan Beach

BUSINESS

THE CENTER FOR TRAINING AND DEVELOPMENT,

a unit of California State University Dominguez Hills Division of Extended Education, develops and conducts specialized training programs to meet the specific needs of all types and sizes of organizations, both public and private.

Programs can be developed as one-day workshops, short-courses, seminars, institutes and conferences. They can be conducted in your facility, on the University's campus or at other appropriate or convenient locations.

Some of the programs available through the Center for Training and Development include:

Supervision skills

Management development for women

Management skills

Effective business writing

Quality circles

Effective oral presentations

Customer relations

Computer literacy workshops

Stress management

English for foreign national executives

Pre-retirement planning

Developing listening skills

Speed reading comprehension workshop

Spanish for supervisors

Production and inventory control

The Center's staff will be pleased to meet with you to discuss your organization's needs. For a personal consultation, call Paul Davis at 213/516-3741.

COMPUTERS

INTRODUCTION TO DATA PROCESSING

—Using the BASIC computer language

This one-day hands-on workshop will give you a basic understanding of computer programming using the BASIC language.

Regardless of your age or level of education, you will learn how to write computer programs capable of accepting information, operating on information and producing results. In addition, you will become sufficiently familiar with elementary computing terminology to discuss computers and computer resources intelligently with suppliers.

No prior experience with computers is necessary.

DATE: Saturday, April 9

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 66525

LOCATION: CSUDH campus,
SBS F117

INSTRUCTOR: George Marcoulides,
MA, lecturer, Department of Behavioral
Sciences, CSUDH

*CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.*

COMPUTER IMPLEMENTATION

—How to make your company's new computer a success

This one-day interactive workshop is designed for the non-technical businessperson responsible for a company's data processing or office automation success.

The planning and implementation techniques taught in the seminar are the collective results and experience of many companies. You will be able to use the experience of those companies to save yourself and your company thousands of wasted personnel hours and consulting fees.

The seminar will cover:

- How to get the most from your automation efforts
- When to use independent contractors most effectively
- How to take advantage of vendor discounts
- How to evaluate application software
- How to control DP costs

There is no reason to be dissatisfied with your computer system. Case studies will show you how to implement these suggestions.

DATE: Monday, May 9

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

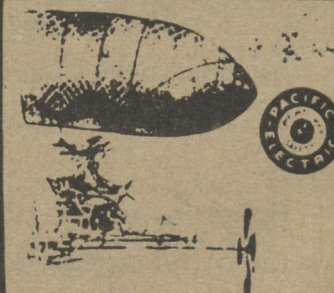
FEE: \$75

SEQUENCE NUMBER: 66524

LOCATION: CSUDH campus,
ERC A135

INSTRUCTOR: Ben Clark, district
sales manager of a major computer
company

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AVIATION MEET

Jan. 10-20
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30 FLYING MACHINES

Excursion Rate 30¢ round trip
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Trains Every 2 Minutes
DIRECT TO MAIN ENTRANCE AVIATION CAMP

Pacific Electric Ry.

WORD PROCESSING SUPERVISION

—Special skills for a specialized job

This one-day workshop is for the individual who is going to be supervising word processing or who is already in a supervisory capacity. The role of word processing supervisor will be discussed in detail with a concise definition and explanation of the unique tasks that this position entails.

- Preparing a word processing departmental budget
- How to write a procedures manual
- Selecting personnel
- Dictation training
- Human relations considerations
- Training operators

DATE: Saturday, April 30

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65306

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Reba Davis, word processing consultant

THE CARE AND FEEDING OF YOUR HOME COMPUTER

—Better living — electronically

If you already have a personal home computer, or if you are contemplating buying one, this introductory seminar will show you how you can use the machine to advantage.

Within the next eight years data processing will be the nation's largest industry, and most homes will have at least one computer costing less than a standard television.

This seminar is for those who want to learn how to benefit from different types, models and makes of basic computer equipment and to acquire knowledge for selecting a computer system. It requires no special math or prior experience.

A popular typewriter-size computer that is as simple to operate as a telephone or sewing machine will be demonstrated.

DATE: Saturday, May 14

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 66426

LOCATION: CSUDH campus,
SC J146

INSTRUCTOR: Dan Tompkins, PhD,
business consultant

CAREERS IN THE COMPUTER WORLD

—Get on the computer bandwagon

Learn what jobs are available, what they pay, what training is required and other important facts about the computer field in this one-day four-hour seminar.

Business, industry, public and private agencies need people with computer competency as the world rapidly becomes computerized. This seminar will help you to prepare to enter the field and could motivate you to make an exciting career change for greater opportunity and rewards.

DATE: Saturday, June 18

TIME: 9 a.m.-noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65961

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Mike Brinda, instructional staff supervisor Sperry UniVAC Corp.

EDUCATION

CREATING SCHOOLS THAT TEACH SELF-DISCIPLINE

—A one-day workshop

This one-day workshop is designed to involve all school personnel, from non-certificated to school board members. Participants will define what discipline is to be in their schools, and will develop skills for planning and implementing practices that will reduce disruptive behavior.

The program is co-sponsored by the Dominguez Hills Chapter of Phi Delta Kappa and the CSUDH School of Education. It will be conducted by Dr. William Wayson, professor of Educational Foundations and Research, Ohio State University, nationally-known speaker, trainer and consultant. Dr. Wayson is the former chair of Phi Delta Kappa Commission on Discipline and director of the Institute for Developing Self-Discipline in Newly De-segregated Schools.

DATE: Saturday, April 23

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, Education 906

FEE: \$30 Pre-registration before April 15

\$35 Late registration after April 15

SEQUENCE NUMBER: 68239

LOCATION: CSUDH campus,
Playbox Theater

INSTRUCTOR: William Wayson, PhD,
professor of Educational Foundations
and Research, Ohio State University

HOW TO MANAGE THE PROBLEM ADOLESCENT (AGES 13–18)

—A workshop for parents, educators, principals and teacher aides

This workshop will look at problem behavior of adolescents and practical solutions which can be implemented in daily life.

Among the problems discussed are: school failure, delinquent involvement, and drugs.

Participants will learn:

- How drugs, society and television have an impact on young people
- New practical discipline approaches to dealing with problems of youth
- Preventative methods
- How to know when you need outside help
- How adults survive adolescence — coping skills
- How to manage difficult behavior

The workshop will use roundtable discussion and role-playing to emphasize techniques.

DATE: Saturday, April 9

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 CEU, Education 917

FEE: \$35

SEQUENCE NUMBER: 68230

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Jenenne Macklin,
MSW, executive director, Adolescent
Management Systems

The instructor's experience in dealing with young people includes: residential treatment for adolescents and directing a 60-bed residential facility for male and female adolescents

see page 42 for

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST PREPARATION

Also of Interest . . .

Effective presentation	4
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Journal workshop	
Stagefright	30
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CBEST review	43
NTE review	43
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TEACHING GRADES K-12 ABOUT AGING

—A workshop for teachers

This one-day workshop for teachers and others working with young people, and for those serving older adults in public agencies, will cover methods to use for teaching about aging to young people in grades K-12.

Concepts adaptable to any grade level will be discussed and participants will learn to explain the human life cycle in terms children can understand.

Materials and resources within the community which are helpful to teaching about aging will be discussed.

The information provided in this workshop will prepare teachers to integrate a unit on aging into their classes during the early part of the next teaching semester.

DATE: Saturday, April 9

TIME: 8:30 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.8 CEU, Education 908

FEE: \$40 (plus a \$5 materials fee to be paid in class)

SEQUENCE NUMBER: 68231

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Marion Marshall, MA,
Extension instructor of Gerontology

SUPERLEARNING FOR TEACHERS

—Using a stress-free accelerated learning system in the classroom

This one-day seminar will introduce you to the use of Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

The method makes use of an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music to strengthen the student's ego and promote whole brain learning. Learning has been apparently accelerated by two to 10 times with these techniques. Students are reported to be able to learn a foreign language in as little as one month and an academic course in one-third to one-half the usual time.

This workshop will provide a detailed explanation of each of the 10 components of superlearning and how to apply them in the classroom. A sample session and specific references to applications in such areas as English literature, art, early childhood and elementary education, sciences and foreign languages will be provided.

DATE: Saturday, May 14

TIME: 9 a.m.—12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.3 CEU, Education 907

FEE: \$35

SEQUENCE NUMBER: 68229

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Don Lofland, MPh, instructor, West Valley Community College, Santa Cruz

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 your ability to tell jokes. Classroom presentations will include films (e.g., Chaplin, Marx Bros., W. C. Fields), lectures, comedy records (e.g., Woody Allen, Cheech and Chong), guest speakers (e.g., mimes, comedians), books and magazines.

DATE: Saturdays, May 14 and 21

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 2

UNITS: 2.0 CEU, Education 934

FEE: \$72 credit/\$50 non-credit

SEQUENCE NUMBER: 68233

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Peter Desberg, PhD,
professor of education, CSUDH

CSU Dominguez Hills Extension

classes meet throughout the

community. For a complete listing,

see page 52.

EDUCATION

INTERPERSONAL SKILLS FOR EDUCATORS AND ADMINISTRATORS

—Five specialized workshops

This series of five new workshops is being offered to help educators and education administrators improve various aspects of their interpersonal skills — perhaps the most important set of skills for those involved in education.

The skills covered in this series are helpful in conflict resolution, problem solving, negotiating and in establishing and nurturing healthy growth-oriented relationships.

The series will provide learning experiences which allow both prospective educators and those already in the field to explore in practical ways important interpersonal skill areas.

Specifically, the series will allow you to:

- Examine the ways you usually respond to interpersonal situations typical of the educational environment
- Experiment with different approaches you may have wanted to try, but had not had the opportunity to attempt
- Elicit feedback from peers about the effectiveness of the approaches you use
- Experience yourself in a number of different behavioral modes typical of problem or conflict situations

Self-descriptive questionnaires and inventories will also be provided which will help you continue to work on these concepts.

THE WORKSHOPS

Elements of Effective Interpersonal Communication — Saturday, April 30

- What is communication?
- What factors are important to achieving effective communication
- Perceptual set and communication
- Practice and critique

WORKSHOP A

SEQUENCE NUMBER: 682E1

Assertiveness In and Out of the Classroom — Saturday, May 7

- Asking for what you want
- Saying No effectively
- Knowing the difference between aggression and assertion
- Practice and critique

WORKSHOP B

SEQUENCE NUMBER: 682E2

Building Trust and Openness Among Your Staff — Saturday, May 14

- What is trust?
- Trust increasing vs. trust decreasing behaviors
- Trusting yourself
- Trusting others

WORKSHOP C

SEQUENCE NUMBER: 682E3

Managing Conflict — Saturday, May 21

- Identifying your frustrations
- Getting in touch with your own anger
- Now that I've found it, what should I do with it?
- Making conflict productive
- Knowing when and how to ask for help
- Practice and critique

WORKSHOP D

SEQUENCE NUMBER: 682E4

Cross-Cultural Communication —

Saturday, June 4

- Looking at the stereotypical images we have of each other
- Bridging cultural gaps
- Interpersonal awareness training

WORKSHOP E

SEQUENCE NUMBER: 682E5

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.8 CEU per workshop, 4.0 CEU for all five workshops, Education 911A-E

FEE: \$40 per workshop*

LOCATION: CSUDH campus, SC E139

INSTRUCTOR: Phillip Walker, PhD, organizational psychologist; and JoAnn Carr, PhD, organizational psychologist

*You may enroll in one or all of the five workshops

MANAGING STRESS IN THE CLASSROOM

—A workshop for teachers

As a teacher you not only have to deal with your own stress, but that of your students also. In this one-day workshop you will learn how to alleviate both and direct the energy formerly used up in stress to better use.

This workshop will:

- Give educators the knowledge and capability to identify symptoms of dysfunctional stress in themselves and others
- Guide participants in redesigning those aspects of work- and life-style likely to contribute to high levels of stress
- Teach methods for minimizing the impact of stress even when confronted with unavoidable stress-evoking events
- Show you how to use the release of energy tied up in stress for improved health, teaching effectiveness and personal satisfaction

DATE: Saturday, April 16

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Education 916

FEE: \$45

SEQUENCE NUMBER: 68228

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Phillip Walker, PhD, organizational psychologist

TEACHING GAMES CHILDREN LOVE TO PLAY

*—An experiential workshop for
teachers and parents*

In this experiential workshop you will learn more than 50 games children ages 2–8 years love to play. The program is useful for both parents and teachers. Old games, new games, singing games, circle games, indoor games, outdoor games, developmentally-oriented games and how to change games will be discussed, demonstrated and practiced.

You will learn how to organize and teach the games and will be able to answer the questions:

- Are rules necessary?
- How do I motivate the child who does not want to play?
- What can I do with the child who doesn't play fair?

Wear comfortable clothes and rubber-soled shoes; this is an active participation workshop.

Pre-registration required by May 6.
After that date call the Extension Office, 213/516–3741.

DATE: Saturday, May 14

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Education 920

FEE: \$40

SEQUENCE NUMBER: 68334

LOCATION: CSUDH campus,
GYM A104

INSTRUCTOR: Dennis Estabrook, BA,
director, Children's Health International

TEACHING RHYTHMIC GYMNASTICS

—An introduction to the newest Olympic sport

In this one-day workshop you will learn all aspects of Rhythmic Gymnastics, a sport debuting at the 1984 Los Angeles Olympic Games.

Rhythmic gymnastics uses five different hand apparatus: rope, hoop, ball, clubs and ribbon in choreographed routines.

Organizing classes, judging, coaching and choreographing routines will be discussed. A rhythmic group will perform and demonstrate the qualities of each apparatus and participants will explore their skills in rolling, spinning, twirling, tossing and catching each piece of equipment.

DATE: Saturday, April 2

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Physical Education 901

FEE: \$40

SEQUENCE NUMBER: 68335

LOCATION: CSUDH campus,
GYM A104

INSTRUCTOR: Jolie Barretta, BA,
instructor, CSUDH Department of
Physical Education and Recreation,
California State Chairperson for United
States Gymnastic Federation, Rhythmic
Gymnastics

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 activities to enhance creative expression in the classroom. 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 old and older, accompanied by a parent for a \$3 fee.

Pre-registration required by April 8.
After that date call 213/516–3741.

DATE: Saturday, April 16

TIME: 8:30 a.m.–6:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Education 951.1

FEE: Pre-registration \$40 (plus \$3 material fee to be paid in class)

Late registration \$45 (plus \$3 material fee to be paid in class)

SEQUENCE NUMBER: 68232

LOCATION: CSUDH campus,
SBS A144 and B140

INSTRUCTOR: Cecilia Riddell, MAT,
faculty, Music Department, CSUDH;
and Penelope Greeven, BA, art instructor and consultant

EDUCATION

RHYTHMS AND DANCE FOR TEACHERS OF 2- TO 8-YEAR-OLDS

—Making physical education a physical experience

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

Join the fun. Be prepared to move and feel the joy of dance and music.

Bring a tape recorder and wear comfortable clothes and rubber-soled shoes.

Pre-registration required by April 1.

After that date call the Extension Office, 213/516-3741.

DATE: Saturday, April 9

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU, EDU 931

FEE: \$40

SEQUENCE NUMBER: 68337

LOCATION: CSUDH campus,
GYM A104

INSTRUCTOR: Terri Thompson, BA,
Extension instructor of physical education

TEACHING GYMNASTICS, TUMBLING AND APPARATUS SKILLS

—A course for teachers of 2- to 8-year-olds

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

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

Bring a tape recorder and wear comfortable clothes and rubber-soled shoes.

Pre-registration required by May 27.

After that date contact the Extension Office, 213/516-3741.

DATE: Saturday, June 4

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

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU 937

FEE: \$40

SEQUENCE NUMBER: 68336

LOCATION: CSUDH campus,
GYM A104

INSTRUCTOR: Terri Thompson, BA,
Extension instructor of physical education

THE NEW PHYSICAL EDUCATION FOR 2- TO 8-YEAR-OLDS

—Increase your school's P.E. effectiveness with innovation

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

Wear rubber-soled shoes and comfortable clothes.

Pre-registration required by April 22.

After that date, call the Extension Office, 213/516-3741.

DATE: Saturday, April 30

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

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU 932

FEE: \$40

SEQUENCE NUMBER: 68338

LOCATION: CSUDH campus,
ERC A127

INSTRUCTOR: Dennis Estabrook, BA,
Extension instructor of physical education

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

CONFERENCES

6TH ANNUAL BILINGUAL EDUCATION CONFERENCE

This one-day (May 7) conference will offer 11 workshops covering a broad spectrum of issues and opportunities in bilingual education for teachers, teacher aides, administrators, parents and others who are involved in this fast-changing area of education. The conference will assist teachers to prepare for the competency examination in culture and bilingual competency.

TOPICS COVERED:

1. TESOL — The teaching of English to speakers of other languages will survey current research on the teaching of English as a second language and methods which are effective in the classroom.
2. Testing — A review of the competencies required for the Bilingual Certificate of Competence (Spanish) Exam.
3. La Chicana — An analysis of the historical perspectives of the Mestizo woman in the United States and Mexico.
4. The Mestizo Culture in the United States. A comparative analysis of the Mexicano-Mexican/American-Chicano
5. Computers in the Bilingual Classroom — The effective use of computers in the bilingual classroom — discussion and demonstration.
6. Judicial Decisions Affecting Bilingual/Multicultural Education — A review of the pertinent information on the different cases which are related to bilingual education.
7. Sociolinguistics and Reading — Dialect and phonological problems of the bilingual student.
8. Social Studies/Science. The survey of materials used in social studies and science in the bilingual classroom.
9. Spanish Reading: Methods and materials used to implement Spanish reading in a bilingual classroom.
10. Bilingual Education in the Junior/Senior High School — Current programs that are being implemented at the secondary level.
11. Material Development — This workshop will emphasize materials which can be made by the classroom teachers.

REGISTRATION: Credit (Education X476) \$46
Non-Credit \$32

Registration deadline is April 29. After that date a \$5 late fee will be assessed.

DATE: Saturday, May 7

TIME: 8 a.m.—6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 Education X476 degree applicable

SEQUENCE NO. 682E6/credit

682E7/non-credit

LOCATION: CSUDH campus, HFA A103

For more information, call Dr. Maximiliano Contreras at 213/516-3522.

EDUCATIONAL ADMINISTRATOR'S LUNCHEON—FRIDAY, MAY 6

An official of the California State Department of Education will be the keynote speaker on the topic of "Direction and Changes Involving Bilingual Programs." In previous years, school administrators have participated in this annual luncheon.

*For further information, please call Lynett Turman or Dr. Max Contreras at 213/516-3522.

8TH ANNUAL SPECIAL 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.

FEE: Conference registration for both days and two units of credit (EDU X406) \$80.00
Conference registration for one day and one unit of credit (EDU X406) \$45.00

MAKE CHECK PAYABLE TO CSUDH

Conference registration only (no credit)
for two days \$50.00
Conference registration for 1 day (no credit) \$30.00

MAKE CHECK PAYABLE TO

SPECIAL EDUCATION CONFERENCE

DATE: Friday and Saturday, April 22 and 23

LOCATION: CSUDH campus

TIME: 7:30 a.m.—5:30 p.m.

NUMBER OF MEETINGS: 2

SEQUENCE NUMBER: 61541

For more information, contact Dr. Doris Okada, conference director, School of Education, CSUDH, 213/516-3522

H EALTH SERVICES

Also of Interest . . .

Anatomy for insurers	8
Customer relations	6
Spanish for public service	40
Writing skills	43
Master of Science in Medical Technology	48



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.

COMMUNICATING WITH PATIENTS



—*Speech disorders affecting nursing home patients*

This one-day workshop will help the health professional become aware and understand voice, speech and language disorders commonly seen in a nursing care facility. Participants will:

- Learn to identify these disorders
- Learn ways to communicate on a more rewarding and effective level with these patients
- Facilitate patients' recovery of communication skills

Nursing professionals will also become more aware of the relationship between certain illnesses, their effect on communication and the role of speech and language pathologies.

DATE: Saturday, April 23

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, Health 966

FEE: \$45

SEQUENCE NUMBER: 77043

LOCATION: CSUDH campus,
SC J146

INSTRUCTOR: Eva Schmidler, MA,
CCC, speech pathologist

TRANSFUSION REACTIONS



—*A one-day workshop for nurses*

This one-day seminar will teach nurses who work with patients being transfused with blood or blood products how to identify and treat transfusion reactions.

Transfusion categories in general, with emphasis on hemolytic transfusion reactions, will be covered. Topics include:

- When transfusion reactions occur
- How to identify transfusion reactions
- How to treat transfusion reactions

DATE: Friday, April 29

TIME: 8:30 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

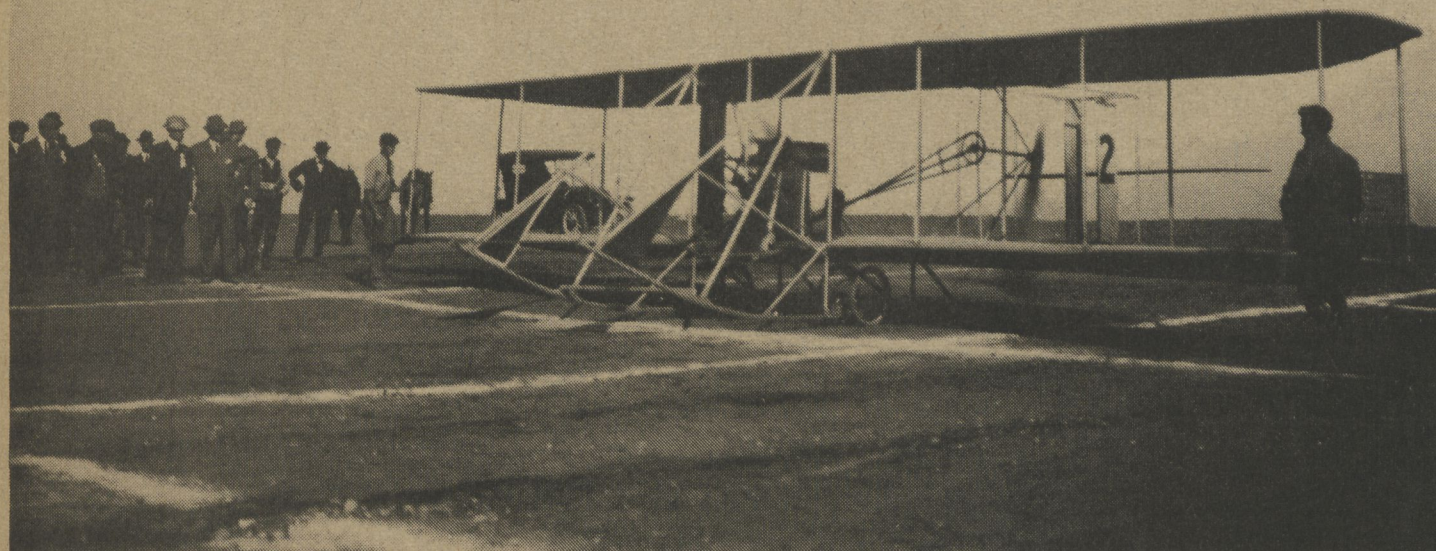
UNITS: 0.7 CEU, Biology 906

FEE: \$45

SEQUENCE NUMBER: 77042

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Sandra S. Ellisor, BS,
MT (ASCP) SBB, CLSP (NCA), director,
reference and education, Immunohematology Reference Laboratory, Central California Regional Red Cross Blood Program



GENETIC EVALUATION IN INFERTILITY AND REPRODUCTIVE LOSS



—Understanding the application of genetics in patient management

A decade of intensive investigation into possible genetic causes of infertility, reproductive loss, and recurrent spontaneous abortion has yielded several conclusions of direct clinical application.

This program explores the environmental and genetic causes of decreased fecundity. Topics will include:

- Environmental influences
- Occupational hazards
- Genetic etiologies
- Recurrent spontaneous abortion
- The genetic evaluation
- Clinical recommendations
- Psycho-social dimensions
- Genetic counseling
- Reproductive alternatives

DATE: Monday, June 6

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 CEU, Biology 907

FEE: \$45

SEQUENCE NUMBER: 77044

LOCATION: CSUDH campus,
ERC A135

INSTRUCTOR: Jefferey D. Shulkin, MS, human geneticist, director, Human Genetics Update Service and director of its clinical division, the Center for Genetic Services, Long Beach.

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

SEXUAL WELL-BEING



—Human sexuality as a transpersonal experience

This intensive one-day class will help you answer:

- What is the process of healthy growth with regard to our sexual and reproductive potentials?
- Is human sexual activity a learned behavior or the result of an innate drive?
- Is sexual satisfaction available without the benefit of sexual intercourse?
- 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 you to confront these issues and others as they relate to your individual experience. You 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 guidelines for training in human sexuality as mandated by AB4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

DATE: Saturday, April 23

TIME: 8:30 a.m.–7:30 p.m.

NUMBER OF MEETINGS: 1

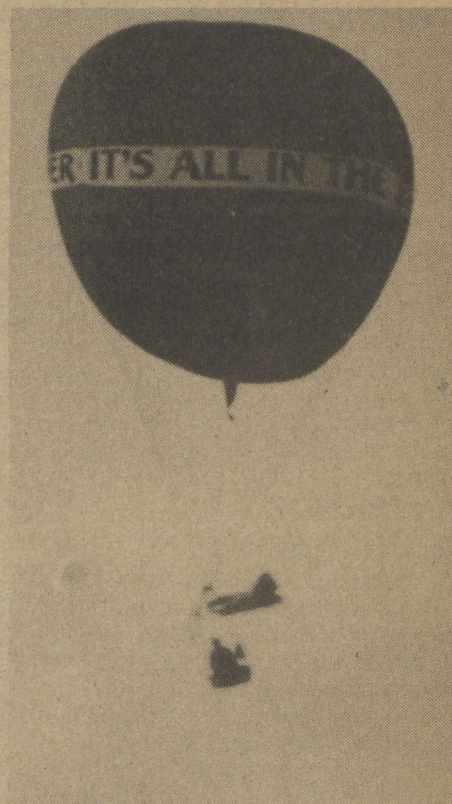
UNITS: 1.0 CEU, Psychology 900

FEE: \$55

SEQUENCE NUMBER: 82045

LOCATION: CSUDH campus,
SC D154

INSTRUCTOR: Gary Yates, MA, director, High Risk Youth Project, Children's Hospital, Los Angeles



“Balloons and dirigibles were based in Huntington Park and flew to Dominguez Hills for the Meet competition each day. The advertising slogan is ‘It’s all in the Examiner’ newspaper.”

HEALTH SERVICES

CERTIFICATE IN ALCOHOLISM COUNSELING

THE PROGRAM

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

WHO SHOULD ATTEND

The program is designed for individuals who desire to work in the field of alcoholism counseling. Additionally, individuals who work in any of the helping professions will find the program useful in preparing them for broader responsibilities.

ENTRANCE REQUIREMENTS

Applicants must have completed at least two years of college and have at least two years of work experience in a health or human service agency. Students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience, with the permission of the Program Coordinator.

Applicants must complete an application form and send it to the Extension Office together 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 students will be screened for continuance after they have completed X281.

For information call Brenda Blow 213/516-3741.

THE COURSES

Students must successfully complete all eight courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

LOCATION AND SCHEDULE

Classes are held from 6:30-10 p.m. week nights at Aviation High School, 2025 Manhattan Beach Boulevard, Redondo Beach.

THE CERTIFICATE

Upon satisfactory completion of all eight courses with a minimum 2.5 grade point average, the student will receive a

Certificate as recognition of their educational achievement and professional status. This Certificate is widely recognized by alcoholism treatment centers.

THE COST

The fee is \$32 per unit: a four-unit course is \$128.

QUARTER I

HEA X282 INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

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

HEA X280 INTRODUCTION TO ALCOHOLISM COUNSELING (4 units)

This course is designed to provide basic knowledge of the effects of alcohol abuse, both psychological and physical. The student also acquires an understanding of the counseling relationship and process, and the major tasks and responsibilities of the alcoholism counselor.

QUARTER II

HEA X281 INDIVIDUAL COUNSELING TECHNIQUES (4 units)

This course develops an understanding of the psychological factors that lead to alcohol abuse and the implications for treatment. Various types of therapy are discussed and practiced. Ethical concerns, guidelines for assessing clients and determining prognosis and personality dynamics of alcoholics are covered.

QUARTER III

HEA X300 INTRODUCTION TO GROUP COUNSELING (4 units)

This course covers specific problems and situations counselors encounter in group sessions. Students learn specific techniques for group counseling through in-class exercises.

HEA X301 INTRODUCTORY PRACTICUM (2 units)

This course introduces the student to the applied counseling experience. Students become knowledgeable about community resources, learn documentation techniques and gain insight into the roles of the counselor, the public and others in the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

QUARTER IV

HEA X283 DYNAMICS OF THE FAMILY (4 units)

This course studies the relationship of the family to the alcoholic syndrome. The class is designed to help the student understand himself/herself better and make positive behavioral changes in his/her life. Students also learn to identify and solve specific problems relating to the family of the alcoholic.

HEA X302 PRACTICUM: FAMILY (2 units)

This course covers the resources available to the family. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship and counseling techniques.

QUARTER V

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

This course demonstrates how to link clients with community resources. The student learns the value of the multidisciplinary treatment team, how to take histories and make psycho/social evaluations. The various alcoholism treatment agencies and program modalities — their staffing, funding, operational procedures — are studied.

SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

This intensive one-week experience was developed by San Pedro Peninsula Hospital as a result of requests from professionals and para-professionals who wished to enhance their understanding of alcoholism and chemical dependency and to be exposed to the Alcoholism Recovery Services' (ARS) philosophy and methods of treatment. The program is of value for physicians, nurses, social workers, employee assistance counselors, personnel directors, para-professionals, and other professionals interested in increasing their understanding of the nation's primary health problem.

What to Expect

You will explore the many facets of alcoholism and chemical dependency. You will develop a personal and empathetic understanding of this problem and participate in the daily activities of the ARS.

Objectives

- Recognize alcohol/chemical dependency as a disease and learn to identify it in its early stages
- Gain an understanding of the alcohol/chemical dependent person and his/her family
- Learn about the treatment and recovery process for the alcohol/chemical dependent person and his/her family
- Become aware of personal defense systems and relate them to working with the alcohol/chemical dependent individual and family

Schedule and Arrangements

This is a five-day training experience, May 9-13. You will be expected to arrive at SPPH on Monday, May 9 prior to 8 a.m. and depart Friday afternoon, May 13 at 5 p.m. Dress is casual in both education and the group setting. Lunch is included in the basic fee; all other meals are available in the main hospital cafeteria at minimal expense. Motel accommodations are available in the San Pedro area. A list of these accommodations will be mailed to you upon receipt of your registration.

Daily Course Outline

9:00-10:00 a.m. General education to include following:

Medical Aspects — Intervention —
Roadblocks to Treatment — Introduc-
tion to Group — Family Therapy —
Aftercare

10:00-10:15 a.m.	Break
10:15-12:30 p.m.	Education
12:30- 1:30 p.m.	Lunch
1:30- 2:00 p.m.	Group Assignments
2:00- 3:30 p.m.	Inpatient Group
3:30- 3:45 p.m.	Break
3:45- 5:00 p.m.	Lecture and Daily Critique
5:00- 6:30 p.m.	Dinner
6:30- 9:30 p.m.	Outpatient Groups

Continuing Education Units/Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category 1) credit toward the California Medical Association Certificate in Continuing Medical Education. This course is also approved for 45 contact hours of continuing education for R.N.s and L.V.N.s. (BRN Provider #00302).

This program is also approved for 30 hours of relicensure certification units for California Association of Alcoholism Counselors.

One unit of degree applicable credit is available from California State University Dominguez Hills Extended Education.

Each trainee will receive a certificate of completion from SPPH.

Registration

Pre-registration and a screening of all potential enrollees is mandatory. Contact San Pedro Peninsula Hospital for information and registration materials, 213/832-3311, Extension 3258, or write:

Training Program Coordinator/ARS
San Pedro Peninsula Hospital
1300 W. Seventh Ave.
San Pedro, CA 90732

FEE: \$132 CSUDH credit
\$125 non-credit

Faculty

William C. Rader, MD, clinical director, CDRC

Father Leon W. Booth, MTh, spiritual services coordinator, CDRC

Angela B. Degenhardt, BA, counselor I, SRC

Ann C. Garvai, counseling coordinator, EDU

Dona H. Halbert, counselor II, ARS

Ralph C. Hoetger III, MA, exercise physiologist, EDU

John D. Lovern II, PhD, clinical psychologist, CDRC

Michale Lucid, MA, counselor III, ARS

Judith Phillips, MS, MFCC, counselor II, ARS

Katherine Ruccione, MA, program coordinator, EDU

Virginia Ryan, MA, community coordinator, ARS

Harold L. Stallings, counselor I, ARS

Linda Wesselman, RN, administrative nursing supervisor, ARS

Nancy E. Wang, MA, counselor II, ARS

Raymond E. Wilson, BA, education project coordinator, ARS

Obed F. Woods, BA, intervention specialist, ARS

CSU Dominguez Hills Extension

classes meet throughout the

community. For a complete listing,

see page 52.

P PERSONAL DEVELOPMENT

Also of Interest . . .

Management development for women	6
English for Japanese businessmen	6
Marketing your seminar	9
Home-based business	9
Home computer	15
Physical education for teachers	20
Sexual well-being	24
Spanish classes	40
Writing travel articles	43
Writing freelance articles	43
Humanities degrees	48
Careers in computers	15

PLANNING YOUR FINANCIAL SUCCESS

—Develop economic self-reliance

Things to do:

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

This three-part course will show you the seven reasons people fail financially and how you can 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 financial attitude.

DATE: Tuesdays, April 12, 19 and 26

TIME: 7–9 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 79149

LOCATION: Hermosa Beach
Community Center, 710
Pier Ave., Hermosa Beach

INSTRUCTOR: John L. Grace, BA,
account executive

HOW TO SET UP A LIFETIME TAX SAVINGS PLAN

—A long-term solution, not a short-term fix

This one-day program will take you step-by-step through the process of setting up your own individual lifetime tax savings plan.

You will learn:

- How to define and estimate present and future income and related taxes
- How to integrate tax planning into your financial goals
- How to transfer taxable income to other family members through trusts and other devices
- How to use pensions and other deferral mechanisms
- How to analyze tax shelters on a long-term basis
- How to use computers in tax planning
- How to keep contingencies and unexpected events from ruining your plans

DATE: Saturday, May 7

TIME: 9 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 79148

LOCATION: CSUDH campus,
SC J146

INSTRUCTOR: Jay Ruben, CPA

INVESTMENT STRATEGIES

—Assessing the United States' economic outlook

This seminar will explore the United States' current economic condition and how that condition affects your investment strategies now and in the future.

Specifically you will learn about:

- The importance of liquid assets in your investment program
- The differences between IRAs, T-Bills, stocks, bonds, and real estate as investment vehicles
- How to profit from high interest rates
- The impact of "supply side" economics on business and financial decisions

NOTE: Participants should obtain a copy of the *Wall Street Journal* before the class session as this publication will be discussed and you will learn how to read it for information and profit.

DATE: Saturday, May 14

TIME: 9 a.m.–noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

INSTRUCTOR: Sanford W. Kahn, MS, registered investment advisor

FEE: \$35

SEQUENCE NUMBER: 79150

LOCATION: CSUDH campus,
SBS D215

HOW TO GET THE RIGHT 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.

You will learn from the experts exactly what personnel managers and businesses are looking for in contemporary job seekers.

- How to put together a resumé that gets read
- What are the current areas of high employment for professionals?
- What kind 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?

DATE: Saturday, May 14

TIME: 8:30 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 65947

LOCATION: CSUDH campus,
SC D154

INSTRUCTOR: Harlan Polsky, MA,
private consultant

MANAGING STRESS IN EVERYDAY LIFE

—Counteract the negative effects of stress

This one-day workshop will teach you how to be more efficient at work by introducing you to the techniques of stress management. Stress and its effects, both positive and negative, will be defined and discussed. You will learn skills to counteract the negative effects of stress, allowing you to be more relaxed and focused during the workday.

- What stress is
- How to counteract stress' negative effects
- Relaxation techniques

DATE: Saturday, May 14

TIME: 10 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 82452

LOCATION: CSUDH campus,
Commons,

Dominguez Room B

INSTRUCTOR: Michael Hass, MA,
licensed marriage, family and child
counselor, management consultant

STRESS AND THE WORKING WOMAN

—Coping skills to help you survive

In three hours you will learn a practical approach that explores stress that is unique to women. The "super achiever" syndrome will be discussed and you will learn behavioral techniques that increase energy, reduce stress, help you manage your life and maintain an optimum level of wellness.

- The five-point plan:

Stress factors

Nutrition

Exercise

Managing time

Time to be you

DATE: Wednesday, April 27

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: 82453

LOCATION: CSUDH campus,
ERC A506

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

LIFE EXTENSION

—The art of staying young

This one-day workshop will show you how to put together your own longevity program based on the latest scientific research as well as the time tested lifestyles of the healthiest people on earth.

You will learn what factors are involved in the aging process including, diet, nutritional supplements and about the diets of the longest-lived people on earth, the Tarahumara Indians, the Hunzas, the Abkhazians and others. You will also learn how to put together the optimum longevity diet plan for your life.

Research findings on the value and benefits of appropriate exercise and how to design a lifetime fitness program for your needs will be discussed.

Lifestyles and their impact on longevity will be discussed, including psychological factors, stress and aging, the relationship between job satisfaction and longevity, retirement and social attitudes toward the elderly.

Current research into the frontiers of longevity will be covered.

With this information, participants will be able to put together a comprehensive longevity program to meet their life's needs.

DATE: Saturday, May 14

TIME: 1–4:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 77151

LOCATION: CSUDH campus,
SC E153

INSTRUCTOR: Don Lofland, MPh, instructor, West Valley Community College, Santa Cruz

A POSITIVE APPROACH TO WELLNESS

—Achieving and maintaining optimum physical and mental health

In this one-day lecture you will learn the nature of wellness and how you can use current research and relevant principles to achieve and maintain personal wellness.

You will learn to:

- Analyze your present state of health through a wellness inventory
- Analyze your nutritional needs and develop an improved diet plan
- Reduce your stress with specific techniques and coping strategies
- Improve your muscle tone, flexibility and endurance

DATE: Saturday, May 21

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 77157

LOCATION: CSUDH campus,
SC J146

INSTRUCTOR: Sharon Bemis, MPh, corporate manager of health education, Family Health Plan

PERSONAL DEVELOPMENT

STAGE FRIGHT

—*Overcoming performance anxiety, and public speaking phobia*

This workshop will help you overcome your fear of speaking or performing in front of a crowd or group.

You will discover the causes of your fears. Specific techniques for controlling them will be demonstrated. You can try them out, however, participation in the exercises will be voluntary; no one will be put under undue performance stress during the workshop.

This workshop is recommended for: businesspersons, students, actors, athletes, musicians, teachers and others who must deal with groups of people.

DATE: Saturday, April 23

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 79669

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Peter Desberg, PhD, professor of education, CSUDH;
George Marsh, PhD, professor of psychology, CSUDH

LET'S GET GROWING I

—*A course to help you become assertive*

This is a dynamic six-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 16–May 28
(no class on April 30)

TIME: 9:30 a.m.–1 p.m.

NUMBER OF MEETINGS: 6

UNITS: 2, PSY X269, degree applicable

FEE: \$72 credit/\$50 non-credit

SEQUENCE NUMBER: 79654 Credit;
79655 Non-credit

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, author of *Let's Get Growing*, director, A-C-T Institute

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 4, 11

TIME: 9:30 a.m.–2:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1, PSY X273, degree applicable

FEE: \$36

SEQUENCE NUMBER: 79656

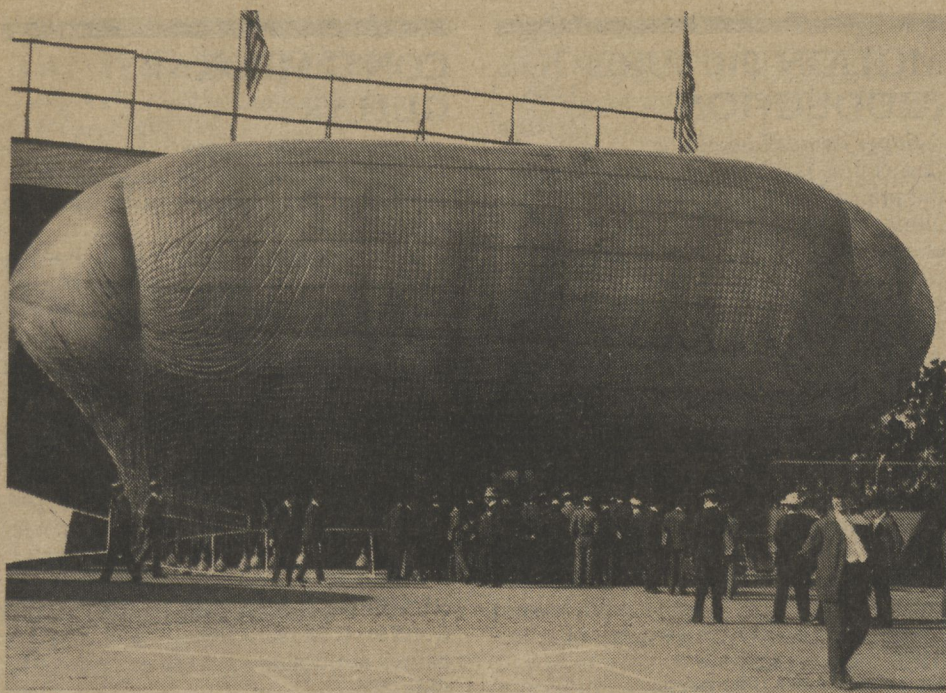
LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, director A-C-T Institute, author of *Let's Get Growing*

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

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

Let's Get Growing is a series of three workshops, each designed to assist you in improving different aspects of your life. The classes are offered on an alternating schedule and do not have to be taken in any particular order. There are no prerequisites for enrollment in any of the three courses.



TRAVEL TIPS

—*What you need to know before traveling*

This one-day discussion will provide the basic, pertinent information you need to make your trip as troublefree as possible, especially trips to other countries. The information presented here is also useful to travel agents. Topics to be covered include:

- Passports, visas, inoculations
- Customs
- Shopping in other countries
- Currency
- Trip planning
- Airline requirements — reconfirmation, check-in, ticketing
- Baggage — packing size, weight, insurance
- Medical — insurance, medical aid organizations, prescriptions, what to do when you are ill away from home

DATE: Saturday, April 23

TIME: 9 a.m.—noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$15

SEQUENCE NUMBER: 83559

LOCATION: CSUDH campus,
SBS D215

INSTRUCTOR: Letha Worden, BA,
travel counselor

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 for this course is limited to adults aged 21 and older.

DATE: Wednesdays, April 13, 20, 27

TIME: 7–9:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$40 (includes wine)

SEQUENCE NUMBER: 86066

LOCATION: CSUDH campus,
University Center SC F172

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

THE NATIONAL INTENSIVE JOURNAL®, LIFE CONTEXT WORKSHOP

—*A program to help you transform your life*

Through the ages, many people from all walks of life, ages and levels of education have found journalkeeping a way to release tension, work through life's roadblocks and changes, and connect with the often-hidden intuitive inner self.

The Life Context Workshop, the core experience of Dr. Ira Progoff's *National Intensive Journal* program, has proved to be an increasingly popular and effective method for stimulating transformation — a positive way to break out of restrictive habit patterns.

The central instrument of the process is the 21-part journal workbook in which participants will find new ways to examine such issues as old and new relationships, work, social issues, getting in touch with their body, dreams, and questions of personal destiny and spirituality. The weekend will lay the groundwork to integrate the *National Intensive Journal* as an ongoing tool for life enrichment.

DATE: Friday, May 13, 6:30–10 p.m.

Saturday, May 14, 9 a.m.–6 p.m.

Sunday, May 15, 9 a.m.–6 p.m.

NUMBER OF MEETINGS: 3

UNITS: 2.0 CEU, Psychology 910

FEE: \$75 (includes registered Dialogue House Associates journal)

SEQUENCE NUMBER: 79670

LOCATION: CSUDH campus, University Center

INSTRUCTOR: Frances Pullara, BA,
director of publications, CSUDH

PERSONAL DEVELOPMENT

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: Mondays, Wednesdays,
April 4–May 5

TIME: 8:30–11 a.m.

NUMBER OF MEETINGS: 10

UNITS: 2, ART X150, degree applicable

FEE: \$72

SEQUENCE NUMBER: 64168

LOCATION: CSUDH campus,
HFA A118

INSTRUCTOR: Jake Gilson, MA,
chairman, Mt. St. Mary's College, Art
Department

MONOPRINT WORKSHOP

—A hands-on workshop for artists and non-artists

In this one-day hands-on workshop you will learn all about monoprinting techniques and how to make your own prints.

Monoprinting is a technique that is quickly and easily learned. Artists and non-artists alike will enjoy this very direct method of achieving beautiful colors and textures in print form.

The workshop meets in CSUDH's modern and well-equipped printmaking studio.

DATE: Saturday, April 16

TIME: 10 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45 (plus a \$5 materials fee to be paid in class)

SEQUENCE NUMBER: 64164

LOCATION: CSUDH campus,
HFA A115

INSTRUCTOR: Amy Goldman, MFA,
Art faculty, CSUDH

MOTION PICTURE PRODUCTION

—Super 8mm filmmaking

This course is a beginning workshop in the practical and aesthetic problems in filmmaking for professional and personal use. You will be led through the basics of filmmaking and will produce a single concept super 8mm film. You will be responsible for all elements of production and for evaluating other student projects.

Students must supply their own camera equipment, film and film processing.

Pre-enrollment is required for this class.

This course is recommended for: home filmmakers, cinema students, public relations and advertising professionals.

DATE: Saturdays, April 9–May 14

TIME: 11 a.m.–2 p.m.

NUMBER OF MEETINGS: 6

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 69058

LOCATION: CSUDH campus,
ERC E127

INSTRUCTOR: James Ursini, MA, writer-director, author and film educator

CONTEMPORARY GUITAR

—Theory and technique

This 10-week course will stress practical theory and technique for students of the guitar.

Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered, and will include the entire fingerboard.

Students will be encouraged to visualize patterns and develop techniques to enhance and facilitate their style of performance in classical, jazz or rock.

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

DATE: Tuesdays, April 5–June 7

TIME: 4:30–6 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1, Music X289,
degree applicable

FEE: \$36

SEQUENCE NUMBER: 76467

LOCATION: CSUDH campus,
HFA A204

INSTRUCTOR: William J. Davila, MA,
Extension instructor of Music

CALLIGRAPHY

—For right-handed people

In this workshop you will learn a basic calligraphic style which you can use for your everyday needs including Christmas cards, greeting cards, stationery and business cards, documents and awards. You will also learn how to prepare work for printing.

A materials kit will be provided (fee to be paid in class) along with a syllabus containing notes on calligraphic methods, helpful hints for applying calligraphy to your needs and several calligraphic letter guides. There will be ample time for you to become familiar with the tools and beginning calligraphic lettering.

This five-hour seminar will include both demonstrations and practice.

This workshop is recommended for those who want to use calligraphy for either personal or professional purposes.

DATE: Saturday, April 16

TIME: 10 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25 (plus a \$10 materials fee to be paid in class for a calligraphy kit, right-handed calligraphic pens, pen holder and paper)

SEQUENCE NUMBER: 64162

LOCATION: CSUDH campus,
HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chair, Art Department, CSUDH

ART FOR CHILDREN

—A weekly summer workshop for 8- to 11-year-olds

This six-week workshop gives children creative outlets in art using a variety of media at a time when public school budget cutbacks have meant a reduction in the amount of art students have an opportunity to learn.

This class provides children an opportunity to explore a wide variety of creative, problem-solving experiments with many art materials including: painting, printing, mural making and mask making.

The emphasis will be on increasing powers to visualize and building self-esteem. The projects will be fun and children will learn to work non-competitively in a group.

DATE: Fridays, June 24–July 29

TIME: 9 a.m.–noon

NUMBER OF MEETINGS: 6

UNITS: Non-credit

FEE: \$50 (plus a \$5 materials fee to be paid in class)

SEQUENCE NUMBER: 64163

LOCATION: CSUDH campus,
HFA A106

INSTRUCTOR: Amy Goldman, MFA,
Art faculty, CSUDH

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 seminar will show you easy, safe and spectacular techniques that may give your child an outstanding developmental start. This seminar 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, do arithmetic, and to learn facts about the world as early as eight months.

These techniques will help you make an early diagnosis of learning difficulties and will help you correct them. Special topics will include:

- How to begin the intellectual development of your child before his/her birth (from the sixth through the ninth month of pregnancy)
 - What foods are best for a young child and what foods to avoid
 - What clothing materials are best for the child and what materials to avoid
- Children are welcome if parents are unable to make arrangement for their care, but this seminar is for parents.

DATE: Saturdays, April 9, 16

TIME: 10 a.m.–1:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 90165

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: William S. Puett, PhD,
lecturer in Philosophy, CSUDH

Dr. Puett is the recipient of the 1981–82 Lyle E. Gibson Distinguished Teacher Award at CSUDH.

STEPPARENTING

—Practical skills to help a new family fit together

Being a stepparent is not easy. Rarely are other people's children naturally receptive to being parented by an "outsider." This one-day workshop focuses on practical skills to assist present or prospective stepparents with basic issues, including:

- Differences between natural and blended families
- Making adults needs and the adult relationship primary
- Clarifying who and what is "ours," and what remains "mine" and "yours"
- Rules and discipline (and who does the enforcing)
- Conflicts and confrontations with the other's children
- Recognizing and accepting limits of children's loving a stepparent
- Family meetings and other methods of decision making
- Coping with stresses imposed by ex-spouses

DATE: Saturday, April 23

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$20 per person; \$30 per couple
when registering together

SEQUENCE NUMBER: 79660

LOCATION: CSUDH campus,
SC E157

INSTRUCTORS: Les Herold, PhD,
associate professor of psychology, California State College, San Bernardino;
and Joani Crites Herold, BA

*CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.*

PERSONAL DEVELOPMENT

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The California State University Dominguez Hills Conservatory of Music, Dance, and Drama provides a variety of artistic experiences for children and adults.

Each program offered by the Conservatory provides individualized personal attention.

PRIVATE MUSIC LESSONS

\$75 fee/Ten 30-minute lessons
Lesson times to be arranged with instructor. Call David Champion 213/516-3543 to arrange time. Begins week of January 10.

PRIVATE MUSIC LESSONS

FEE: \$75/Ten 30-minute lessons

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

Music Recital on Sunday June 19, 1 p.m. Lesson times to be arranged with instructor. Begins week of April 4.

ORFF SCHULWERK — MUSIC AND MOVEMENT FOR CHILDREN

FEE: \$45/Ten 45-minute classes

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Recital at the last class meeting. Classes held in HFA A202.

DATE: Saturdays, April 9–June 18
(holiday May 28)

- #930 11:15 a.m.–noon — 3–5 year olds
#931 noon–12:45 p.m. — 10–12 year olds

CREATIVE DRAMA AND ACTING

FEE: \$45/Ten 45-minute classes

Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities. Recital at the last class meeting. Classes held in HFA A204

DATE: Saturdays, April 9–June 18
(holiday May 28)

- #940 11–11:45 a.m. — 6–9 year olds
#941 12–12:45 p.m. — 10–12 year olds
#942 1–1:45 p.m. — teens and returning students

BALLET

FEE: \$45/Ten 45-minute classes

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Recital for both Friday and Saturday classes will be held June 19, 3 p.m. Classes are held in the dance studio of the CSUDH Gymnasium.

DATE: Fridays, April 8–June 17
(holiday May 27) or
Saturdays, April 9–June 18
(holiday May 28)

Fridays:

- #927 4–4:45 p.m. — 3–5 year olds
#928 5–5:45 p.m. — 6–8 year olds
#929 6–6:45 p.m. — teens and adults, beginning

Saturdays:

- #921 9–9:45 a.m. — 6–8 year olds
#922 10–10:45 a.m. — 3–5 year olds
#923 11–1:45 a.m. — 9–12 year olds
#924 12:30–1:15 p.m. — teens and adults, beginning/grade I
#925 1:30–2:15 p.m. — teens and adults, grade II
#926 2:30–3:15 p.m. — advanced

SEQUENCE NUMBER: 764M1

FOR MORE INFORMATION
CALL 213/516-3741

BALLET AT THE HERMOSA BEACH COMMUNITY CENTER 710 PIER AVENUE, ROOM 10

TEN-WEEK SPRING QUARTER 1983

Beginning: Mondays, April 18 to June 20

MON	9:30–10:30 a.m.	3–5 year olds pre-ballet
MON	7:30–9:00 p.m.	Teens/Adults—Grade III and Pointe
TUE	9:00–10:30 a.m.	Teens/Adults—Grades I, II, or III
TUE	3:30–4:30 p.m.	6–9 year olds—Beginning
WED	9:00–10:30 a.m.	Teens/Adults—Beginning
WED	4:00–5:00 p.m.	5–6 year olds—Continuing*
WED	5:00–6:00 p.m.	3–5 year olds—Beginning
WED	6:00–7:30 p.m.	Teens/Adults—Grade II
THU	9:00–10:30 a.m.	Teens/Adults—Grades IV, V, or VI
THU	3:15–4:15 p.m.	10–14 year olds—Beginning/Grade I
THU	5:00–6:00 p.m.	7–9 year olds—Continuing*
THU	6:00–7:30 p.m.	Grade I Examination Class
THU	7:30–9:00 p.m.	Teens/Adults—Beginning/Grade I

*Classes for students previously enrolled for at least one year

Registration information — Checks payable to CSUDH

FEE: \$45

Call Frances Caldwell for more information, 213/374-1378

STRETCH AND FLEX

—Develop strength, flexibility and balance

Stretch and flex will help you bring your body into alignment, develop a new way of walking, standing and exercising and, in general, make you feel better.

The technique activates muscles to improve your posture, increases the flexibility of every joint and lets you find the core center of your body to improve balance.

Through a step-by-step process of increasingly difficult posturing with an efficient yoga-type technique and stretching techniques you will be able to see and feel the difference. You will become more aware of your body.

Stretch and flex is a body-mind design that causes your body to work as a monitor that shows you what you communicate to yourself and those around you.

DATE: Wednesdays, April 6 to June 8

TIME: 5:30 p.m.—6:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1, Physical Education X131, degree applicable

FEE: \$36

SEQUENCE NUMBER: 77176

LOCATION: CSUDH campus,
GYM A104

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH faculty, Department of Physical Education, California State Chairperson for United States Gymnastic Federation, Rhythmic Gymnastics

ACHIEVING TOTAL HEALTH AND MAXIMUM FITNESS

—Nutrition, exercise, stress management and mind dynamics

This one-day active workshop will show you the latest scientific research in nutrition, exercise, stress management and mind dynamics to help you immediately begin on the path toward total health and maximum physical fitness.

Specific means will be presented to help you achieve the goals you will set. You will learn how self-actualization is a holistic experience and how to reach your hidden potential through self-actualization.

Specific activities to be covered include:

- Variations in diet
- Rapid, safe weight loss
- Essential facts about vitamins and minerals
- Movement awareness
- Flexibility and yoga
- Strength and muscle development
- Setting your goals
- What stress/distress are
- Progressive relaxation
- Guided imagery
- The subconscious
- The power of goal setting

DATE: Saturday, April 9

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

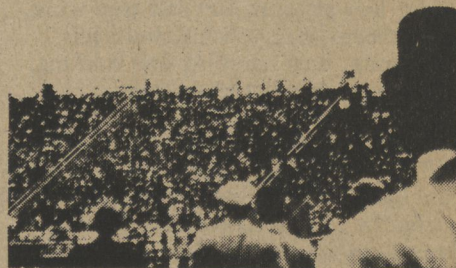
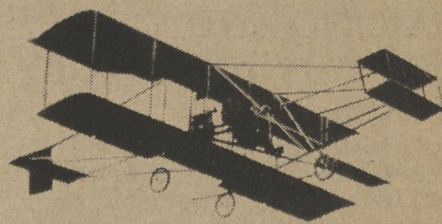
FEE: \$40

SEQUENCE NUMBER: 77175

LOCATION: Hermosa Beach Community Center, 710 Pier Avenue, Hermosa Beach

INSTRUCTOR: Dennis Estabrook, BA, health lecturer

Dennis Estabrook is a lecturer for a health consulting group. He was formerly a director of the Pritikin Longevity Program.



"Because the planes lacked accurate altimeters, students and faculty from Los Angeles Polytechnic High School used transits and a base line to determine the altitude."

INFORMATION:
213/516-3741

GREAT TRADITIONS OF THE SEA

SAILING AND SEAMANSHIP THEORY CLASS

—Understanding sailing vessels

This class includes concepts which will take the beginning sailor from a basic understanding of sailing vessels to handling vessels in extreme conditions.

Discussion will include basic sailboat nomenclature, great sailing ships of the past, types of rigging, weather and lee helm, sailing and heavy weather seamanship, hull nomenclature, plimsoll lines, hull stability, sailing positions, sailing maneuvers and sailing in heavy weather.

Also included will be discussion of tacking up and down wind, problems of irons, leeway, apparent and true wind, centerboard, daggerboard and keels, anchoring, boat handling and docking, capsizing and what to do, man-overboard, rules of the road, and marlinspike seamanship (knot tying).

This course uses a slide/lecture format and includes dockside demonstration using the 51-foot schooner *Atlantis*.

DATE: Mondays, May 9 to June 6 (plus one meeting to be arranged)

TIME: 7:30–10:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.1, degree applicable

FEE: \$36 credit

\$30 non-credit

SEQUENCE NUMBER: 81572

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

INSTRUCTOR: Capt. Ron Remsburg,
MA, Extension instructor of navigation
and sailing

NAVIGATION THEORY

—A shoreside basic navigation class

This dockside navigation class will prepare you for all but trans-oceanic passages. The course will cover chart reading, nautical guides, navigation aids, latitude and longitude determination, distance and speed at sea, charts and the magnetic compass, course lines, LOPs and fixes, use of hand-bearing compass and polaris, types of navigation, radio direction finder, current and drift problems and running fixes.

† Lectures are coordinated with slides.

DATE: Mondays, April 4–May 2

TIME: 7:30–10:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.2, degree applicable

FEE: \$36 credit

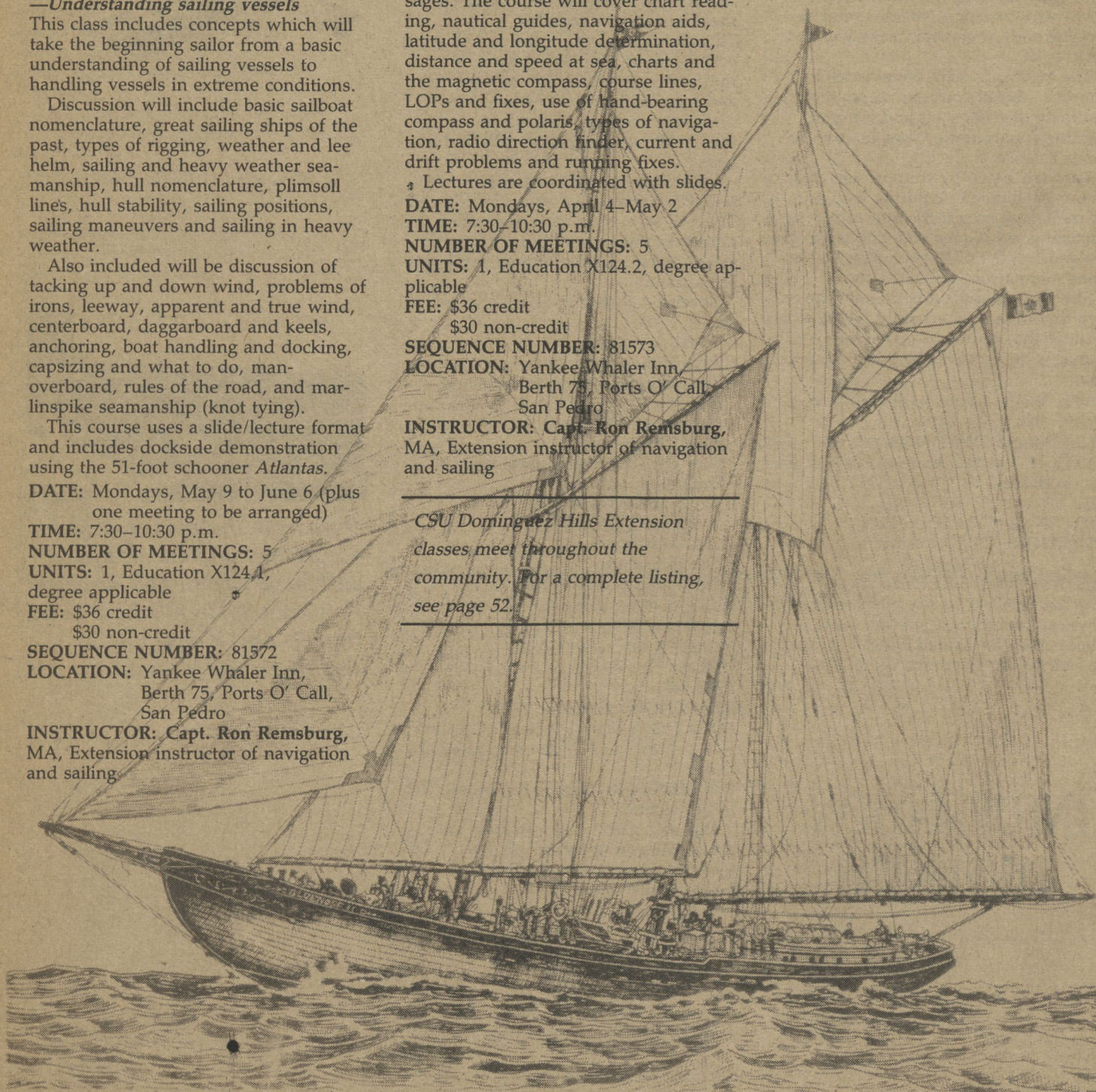
\$30 non-credit

SEQUENCE NUMBER: 81573

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

INSTRUCTOR: Capt. Ron Remsburg,
MA, Extension instructor of navigation
and sailing

*CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.*



PRACTICAL BASIC SAILING

—On the water experience

This basic sailing class utilizes a 22-foot longboat yawl in which you will be introduced to the fundamentals of sailing, the anatomy of a sailboat and sailing on all points of the wind.

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of way and man-overboard techniques — will be discussed and demonstrated.

A dockside demonstration using a 51-foot schooner will also be included.

Limit 6 students per class

DATE: Section I — Saturday, April 2 and 9

Section II — Sunday, April 3 and 10

Section III — Saturday, April 16 and 23

Section IV — Sunday, April 17 and 24

Section V — Saturday, June 4 and 11

Section VI — Saturday, June 18 and 25

TIME: 11 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 2 per section

UNITS: Non-credit

FEE: \$15 (plus a \$50 sailboat rental fee paid at vessel)

SEQUENCE NUMBER:

Section I — 81571

Section II — 815P3

Section III — 815P4

Section IV — 815P5

Section V — 815P6

Section VI — 815P7

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

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing, and staff

PRACTICAL NAVIGATION

—Experiential learning on the water

This class is for students who have completed basic sailing and classroom navigation. The emphasis is on *actual navigation practice* aboard, but the course will also give the student the experience of sailing a large vessel.

Lessons will include navigation review necessary for the voyage, sea navigation, equipment and safety features aboard, parts and functions of a vessel and procedures underway.

The vessel used is the *Atlantas*, a 51-foot schooner documented as a sail and sailorship training vessel by the United States Coast Guard. **Limit 6 students in each section.**

DATE: Section A — Saturday, May 14
Section B — Sunday, May 15

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1 each section

UNITS: Non-credit

FEE: \$15 (plus a \$50 sailboat rental fee to be paid at vessel)

SEQUENCE NUMBER: 81574

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

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

DEEPWATER CRUISING

—A two-day excursion to Catalina Island

This two-day Catalina Island voyage is designed to give deepwater experience in sails, navigation and seamanship skills.

Lessons include: navigation review necessary for voyage, navigation underway, equipment and safety at sea, parts and function of a vessel, and water procedures.

The *Atlantas*, a U.S. Coast Guard documented sail and seamanship training vessel, sails with only six students per voyage. **Early registration is recommended.**

DATE: Section I — Saturday and Sunday, June 4 and 5

Section II — Saturday and Sunday, June 11 and 12

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: Registration fee \$15 (payable to CSUDH in advance)

Sailing fee \$135 (payable at time of cruise)

SEQUENCE NUMBER:

Section I — 81577

Section II — 815P1

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

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of sailing and navigation

BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7-11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July, 1982, will be the venue for all closed-track cycling events in the 1984 Olympics. The Velodrome is a 333.3-meter track of concrete construction, with a 30-degree banking on the east and west ends. It is widely regarded as the finest facility of its kind in the United States.

The Division of Extended Education is offering a diversity of courses and programs on the Velodrome. Four-week Beginning and Intermediate training classes enable riders of all ages and both sexes an opportunity to become familiar with closed track racing techniques as well as providing an exciting new activity to advance their physical conditioning. A specialized training program for recovered cardiac patients will also begin soon, and other educational programs involving the community are planned.

If you are interested in any of these programs, call Debbie Bryan-Harvey at 213/516-3741, extension 20.

7-ELEVEN OLYMPIC



PRE-OLYMPIC COMPETITION SCHEDULE

The 7-Eleven Olympic Velodrome announces its Pre-Olympic Season which will feature the following events:

- April 30** Grand Opening
Human powered vehicles compete in 4000 meter races in the afternoon.
Evening races highlighted by competition among California's top cyclists.
- July 1-3** 7-Eleven Bicycle Magazine grand Prix
- July 8-10** Los Angeles Olympic Organizing Committee's International Races
- August 2-6** U.S. National Track Cycling Championships

For specific information regarding tickets, please contact the Velodrome office at 516-3303.

Experienced track cyclists are invited to use the track during open hours on Mondays 5-10 p.m., Wednesdays 5-8 p.m. and Saturdays 7 a.m.-noon. Training sessions for Category I, pro-riders, and others as certified, are offered on Wednesdays from 8-10 p.m.

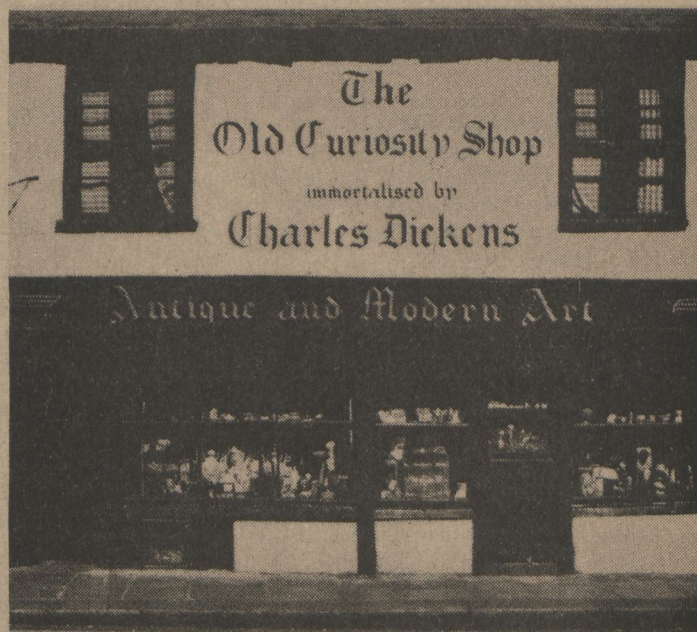
Cyclists with 10-speed bicycles who have participated in the training programs may ride on the track from 10:00 a.m. until noon on Saturdays. A helmet is required at all times. Fees are \$3.00 for one time use ticket and \$15.00 for season pass, good until June 30, 1983.

Live and Study in LONDON

Through the new and unique London Semester Program, you can attend courses instructed by California State University faculty while enjoying the rich resources of this grand city — museums and monuments, green parks and gracious squares, libraries, theater, opera, dance and other cultural events. All of London is available for you to explore, research and study, and, of course, the rest of Britain and Europe are close at hand for more extensive touring.

The American Institute for Foreign Study provides all non-academic support services for the CSU London Semester. This support includes classroom facilities, meals and housing, counseling, and special cultural and social events. With AIFS coordinating these logistical and personnel services, students and faculty are free to pursue academic endeavors without concern for the complex and time-consuming practical arrangements that a successful study program demands.

- EARN CALIFORNIA STATE UNIVERSITY CREDIT WHILE STUDYING IN LONDON
- STUDY WITH EMINENT CSU FACULTY
- CHOOSE YOUR CURRICULUM FROM HUMANITIES AND/OR SOCIAL SCIENCE
- CHOOSE FALL 1983 OR SPRING 1984 SEMESTER OR SPRING QUARTER
- OPTIONAL EUROPEAN TOUR



FOR MORE INFORMATION PHONE:

213/516-3746

SPANISH



CATALAN LANGUAGE AND ITS CULTURE

—For students with a basic knowledge of Spanish grammar and phonetics

This upper division Spanish course is comprised of two parts. The first part will provide an overview of the Catalan analogy and syntax based on the Spanish grammar.

The second part will study Catalan art and culture.

Note: Students must have a basic knowledge of Spanish grammar and phonetics to enroll in this course.

DATE: Mondays, April 4–June 6

TIME: 6:30–10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Linguistics X295 degree applicable

FEE: \$108

SEQUENCE NUMBER: 82281

LOCATION: CSUDH campus, ERC A506

INSTRUCTOR: Juan M. Corominas, PhD, professor of Mexican-American studies, CSUDH

HISTORIA Y PENSAMIENTO DE MEXICO

—A two-part course

This 10-week course is divided into two parts: the first part provides an overview of the history of Mexico from the Conquest to the present. The second part comprises the fundamental ideas of the historical process in Mexico according to Samuel Ramos and Octavio Paz.

The program is designed to strengthen and investigate the cultural roots of those born and educated in Mexico who are now citizens or residents of the United States.

DATE: Saturdays, April 2–June 4

TIME: 9 a.m.–12:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican-American Studies, X102, degree applicable

FEE: \$108

SEQUENCE NUMBER: 82282

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Juan M. Corominas, PhD, professor of Mexican-American Studies, CSUDH

SPANISH FOR PUBLIC SERVICE CERTIFICATE PROGRAM

THE PROGRAM

The Certificate Program in Spanish for Public Service consists of six courses and provides basic writing, reading and speaking skills in Spanish for individuals who deal with native Spanish speakers in the course of their daily work. An additional objective is to increase the participants' understanding of the Hispanic community, thus encouraging improved relationships between employees and the Spanish-speaking public they serve.

WHO SHOULD ATTEND

The program is useful for anyone who must communicate with those whose native language is Spanish.

THE COURSES

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. The experiential learning component, which is an internship, reinforces the language skills throughout the program. The six-course program requires three quarters to complete and comprises 22 units. All courses are degree applicable.

THE CERTIFICATE

Students completing all courses in the program with a minimum 2.0 grade point average will receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons.

SCHEDULE AND DATES

The program has both a Fall and a Summer cycle. The Fall cycle offers Saturday classes and runs from September through June; the Summer cycle utilizes an intensive approach to language instruction. Interested persons should call Dr. Raúl Romero, program coordinator, 213/516–3325, to be placed on either the Summer or Fall student list to ensure placement in the program.

CONTEMPORARY CULTURE OF MEXICO AND THE SOUTHWEST

- For students with at least a beginning knowledge of Spanish
- Emphasis on spoken everyday Spanish
- Tutoring available
- Optional conversation practice sessions

This class is for students with a beginning knowledge of Spanish. It offers training in speaking, listening and writing Spanish with a special emphasis on Spanish conversational skills for everyday communication. The course also instructs students about the Hispanic culture of Mexico and the Southwestern United States. May be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education.

DATE: Saturdays, April 2–June 4

TIME: 8:30 a.m.–noon

NUMBER OF MEETINGS: 10

UNITS: 4, Spanish X251, degree applicable

FEE: \$124

SEQUENCE NUMBER: 82279

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Raúl Romero, PhD, associate professor, CSUDH

To register attend first or second class meeting.

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

SUMMER INTENSIVE PROGRAMS

SPANISH FOR MEDICAL PERSONNEL PROGRAM



—A two-part language and culture program

- For beginning Spanish students
- Stresses conversational skills
- Both technical and colloquial medical expressions
- Tutoring available in addition to class sessions
- Hispanic culture seminars

This lively and productive language program will:

- 1) Instruct students in beginning Spanish with an *emphasis on conversational skills* for everyday communication (there are no prerequisites for this class).
- 2) Present selected Spanish dialogue and language practice reflecting the vocabulary spectrum of fields related to medicine.

Excellent for allied health personnel — physicians, medical technologists, nurses, etc.

The Spanish for Medical Personnel Program is a two-part course offering. The first portion of the program takes place June 21 through August 4; the second part will be scheduled to suit the time availability of students enrolled in the first portion. *Interested students should call Dr. Raúl Romero to be placed on the student list at 213/516-3325 as enrollment is limited.*

PART ONE

DATE: June 21–August 4

TIME: 6:15–9:10 p.m.

NUMBER OF MEETINGS: 14

UNITS: 4.0 CEU, Spanish 900

FEE: \$124 (plus a \$4 materials fee)

SEQUENCE NUMBER: 71055

LOCATION: CSUDH campus, ERC A121

INSTRUCTOR: Ben Pena, PhD, assistant professor, CSUDH

SPANISH FOR PUBLIC SERVICE

—An intensive course offering

- For beginning and intermediate Spanish students (two separate class sessions)
- Emphasis on conversational skills
- Tutoring available
- Small group practice sessions
- Hispanic culture seminars

Students meet twice a week to study beginning or intermediate Spanish. *Spoken, everyday Spanish is emphasized.* In addition, selected dialogue and language practice reflecting the vocabulary spectrum in public service fields are presented. This course also includes a field excursion to a locale of Hispanic cultural interest. Persons who need to use Spanish in their business or professions are especially urged to enroll.

Interested students should call Dr. Raúl Romero as soon as possible to be placed on either the Beginning or Intermediate Section lists as enrollment is limited. May be applied as required credit to the Spanish for Public Service Certificate.

DATE: Beginning Section —

Tuesdays and Thursdays,
June 21–August 4

Intermediate Section —

Mondays and Wednesdays,
June 20–August 3

TIME: 6:15–8:55 p.m.

NUMBER OF MEETINGS: 12

UNITS: 4, Spanish X105,
degree applicable

FEE: \$124 (plus a \$4 materials fee to be paid in class)

SEQUENCE NUMBER:

Beginning Section — 82279

Intermediate Section — 82280

LOCATION: Call 213/516-3741

for location

INSTRUCTOR: Raúl Romero, PhD,
associate professor, CSUDH

SPANISH CONVERSATION

—For students with at least a beginning knowledge of Spanish

Language practice for building speaking proficiency and expanding awareness of contemporary Spanish culture. Classes meet twice weekly. Tutoring is available with native-speakers. The course also includes a field excursion to a locale of Hispanic culture interest. Emphasis on conversational skills for everyday communication. May be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education. Interested persons should call Dr. Raúl Romero at 213/516-3325 to be placed on the student list to ensure placement in the class.

DATE: Mondays and Wednesdays,
June 20–August 3

TIME: 6:15–8:55 p.m.

NUMBER OF MEETINGS:

UNITS: 4, Spanish X130,
degree applicable

FEE: \$124 (plus a \$4 materials fee to be paid in class)

SEQUENCE NUMBER: 82255

LOCATION: Call 213/516-3741
for location

INSTRUCTOR: Benjamin Pena, PhD,
assistant professor, CSUDH

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

STUDY SKILLS

TEST PREPARATION

Bobrow Test Preparation Services, which provides instruction for the SAT, GRE, GMAT test prep courses, originated at California State University Northridge, by request of the student body 10 years ago. Since that time it has assisted more than 300,000 students in preparing for graduate and entrance exams.

GRE (GRADUATE RECORD EXAMINATION REVIEW)

This test prep is designed to review the latest format of the GRE. Special emphasis is given to the mathematical parts of the exam: quantitative comparisons and math ability.

Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

For June 11 Exam

DATE: May 7-June 4
TIME: 9 a.m.-12:30 p.m.
NUMBER OF MEETINGS: 5
UNITS: Non-credit
FEE: \$95 (includes materials)
SEQUENCE NUMBER: 65384
LOCATION: CSUDH campus, SC D138

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas on the GMAT:

- Mathematical ability
- Reading comprehension
- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- Verbal analogies
- Antonyms
- Sentence completion
- Data interpretation

For June 18 Exam

DATE: May 28-June 11
TIME: 9 a.m.-3:30 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$95 (includes materials)
SEQUENCE NUMBER: 65385
LOCATION: CSUDH campus, SC D154

SAT (SCHOLASTIC APTITUDE TEST) PREP

This workshop is designed to give the SAT test-taker an edge on the test by being well-prepared.

The emphasis is on the math section of the exam, but there will be careful analysis of reading comprehension, sentence completion, analogies and antonyms.

The Test of Standard Written English will also be discussed.

Important test-taking strategies and time-saving techniques will also be covered.

Short-form tests will also be given for practice under actual test-taking conditions.

For June 4 Exam

DATE: May 7-21
TIME: 1 p.m.-4:30 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$55 (includes materials)
SEQUENCE NUMBER: 90183
LOCATION: CSUDH campus, SC D138

NTE (NATIONAL TEACHERS EXAMINATION) 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 test will be reviewed and mini-quizzes will be given.

DATE: Saturday, April 2
(for the April 9 exam)

TIME: 9 a.m.-3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$50 (includes a \$9.95 book)
SEQUENCE NUMBER: 68286
LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Idell Holburt, MEd, academic advisement programs, University of California, Los Angeles

CBEST (CALIFORNIA BASIC EDUCATION SKILLS TEST) WORKSHOP

This one-day workshop will provide information on the format of the CBEST

(California's new required exam for teaching credential applicants). Instruction and practice on each section of the test (reading, mathematics and writing the essay) and instruction on test taking strategies appropriate for this exam will be covered.

Participants will be better prepared for the content of the exam and will be less anxious about taking the test.

DATE: Saturday, April 16
(for the May 7 exam)

TIME: 9 a.m.-4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: 68287
LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Sharon Bemis, MPH, corporate manager of health education, Family Health Plan

PRACTICAL MATHEMATICAL APPLICATIONS FOR BUSINESS AND ECONOMICS STUDENTS

—Overcoming math anxiety

This one-day workshop will make it easy for business and economics students to comprehend the math concepts and applications necessary for college courses.

Specific areas to be dealt with include:

- Graphs for Statistics, Operations Research and Economics courses
- Linear Algebra for Operations Research, Production and Economics courses
- Mathematics for Finance, Investment, Real Estate and Money and Banking courses
- Calculus for Economics and Operations Research courses

DATE: Saturday, April 16
TIME: 9 a.m.-4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$25

SEQUENCE NUMBER: 76088
LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Demos Vardiabasis, PhD, assistant professor, School of Management, CSUDH

WRITING SKILLS

HOW TO SELL 75% OF YOUR FREELANCE WRITING

—*Break into the lucrative non-fiction markets*

If you are a beginner eager to tap the non-fiction field for steady income and the joy of seeing your name in print, this one-day workshop will teach you how to think, sell and write like a professional.

- How professionals sell and beginners don't, and why the difference is seldom the writing
- What kinds of writing sell best
- When you should query and when you should send the copy non-stop

The fee includes a workbook **Fifteen Steps to Super Articles That Sell**, sample query letters, the manuscript format, an income tax deduction guide and instructions for submitting photos and slides, etc.

DATE: Saturday, April 9

TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes materials)

SEQUENCE NUMBER: 66190

LOCATION: CSUDH campus, SC D138

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

HOW TO PUBLISH A NEWSLETTER

—*A practical class on how to enter one of the hottest areas of communications*

This practical one-day workshop will show you how to publish, edit and promote your own organization's newsletter. This is not a writing class. Rather it deals with the practical aspects of publishing you need to know:

- Editorial policies
- Identity
- Production
- Services and vendors
- Circulation building
- Selling advertisements
- The fringe benefits of being a publisher

The important business aspects of budgeting and circulation management will be discussed, as will the purpose of newsletter and specifically, how you can determine the purpose of your newsletter.

DATE: Saturday, May 21

TIME: 9:30 a.m.-12:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 66191

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Sol Marshall, MS, public relations consultant

WRITE TRAVEL ARTICLES THAT SELL

—*Make your vacation pay off*

Find 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 seminars will also cover tax write-offs, the uses of photography, and targeting your material to specific publications.

DATE: Tuesdays, April 5

TIME: 6-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 66189

LOCATION: Call Extension Office, 213/516-3741 for location

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

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

TELEVISION COMEDY WRITING

—*Learn how by writing a script*

This course explores the process of creating situation comedy for television. Students will complete a two-act comedy script during the ten-week course and will actively participate in each step of writing from getting the initial idea to writing the final line of dialogue.

Developing a premise, story line and character development and creating scenes will be discussed by the instructor and practiced by the students.

Students will act out scenes from their plays as the works progress.

DATE: Tuesdays, April 5-June 7

TIME: 10 a.m.-noon

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$110

SEQUENCE NUMBER: 66199

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Ray Singer, scriptwriter

Ray Singer's comedy writing experience includes the "Here's Lucy" series, "All in the Family," "Love American Style" and the "Donna Reed Show" among others. Singer was head writer for the "Frank Sinatra Show" and wrote the "Milton Berle Radio Show."

WRITING SKILLS

EFFECTIVE BUSINESS WRITING WORKSHOP

—Improve your ability to communicate ideas

This one-day workshop will help you to write more effective business communications. You will learn to express your ideas with precision and clarity. You will learn to choose the appropriate communication strategy for each situation, to avoid generalities, and to identify the needs of the reader and construct the content of your message to meet those needs. Your letters, memos and reports will be more professional and will achieve the results you desire.

DATE: Friday, May 6

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 66593

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Abe Ravitz, PhD, professor of English, CSUDH

EFFECTIVE BUSINESS WRITING COURSE

—Develop this important management skill

This course will help you to communicate your ideas in letters, reports and memos that express your thoughts quickly, clearly, and with impact.

- A comprehensive review of basic grammar and punctuation
- Techniques for conciseness, clarity, and precision
- Critiques by the instructor of written assignments

DATE: Tuesdays, April 5–June 7

TIME: 5:30–7:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, ENG X252, degree applicable

FEE: \$72

SEQUENCE NUMBER: 66594

LOCATION: Northrop Corporation, Leadership Room, Cerise Facility, El Segundo and Cerise, between Prairie and Crenshaw, Hawthorne

INSTRUCTOR: Judy Edwards, BA, training representative, Management Department, Northrop Corporation

EFFECTIVE REPORT WRITING

—Learn to communicate with impact

This workshop covers a specific and important type of business writing and a major complaint about it: reports that too often are unreadable.

If you must write to explain something or to convince others of the value of some course of action, your writing must be readable. Managers, supervisors, and administrative personnel can enhance their personal advancement and organizational performance by improving their report writing skills.

This workshop is designed for anyone whose job requires report writing.

You will look at the elements of report writing and will discover practical ways you can improve your own reports.

DATE: Friday, April 15

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 66592

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: David Baker, MPA, superior court administrator/county clerk, San Bernardino County

EFFECTIVE WRITING FOR SECRETARIES

—Making your writing stronger

Secretaries are often called upon to write letters, memos and other important types of communication in which clarity, unity, order and completeness are important. This one-day review workshop will show you specific means to make your writing more effective.

Among the topics to be discussed are:

- Review of the essential elements of written communication
- Review of types of writing
- Planning steps for effective writing
- Writing business letters, office memos, letters of reference and grievance letters
- Recent changes in the "do's and don't's" of written business communication

DATE: Friday, May 20

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 66595

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Gerri Sutton, MA, PhD, candidate, adult educator

OPEN UNIVERSITY

Q. What is Open University?

A. A program that allows you to enroll in regular CSUDH on-campus courses without application fees and transcripts.

Q. Any CSUDH on-campus course?

A. Yes, except those which are already enrolled to their limits, or courses for which you do not meet prerequisites.

Q. Do I have to take a certain number of units?

A. No.

Q. Can I take courses for professional or personal development and not necessarily toward a degree?

A. Yes.

Q. Can the units I earn be applied to a degree later?

A. Yes, generally 36 units for undergraduates and 13 for graduate students.

Q. Do I have to pay an application fee and submit an application?

A. No.

Q. Do I have to submit transcripts?

A. No.

Q. Do I have to submit test scores from the SAT or ACT?

A. No.

Q. Can I get transcripts of Open University courses I have taken?

A. Yes, they are \$3 and may be ordered through the Cashier's Office on campus.

Q. What is the cost for Open University Courses?

A. \$36 a unit. (2 units = \$72; 3 units = \$108; 4 units = \$144).

Q. When can I register?

A. Spring quarter classes begin March 30. You should attend the first class meeting and pay your fees before April 19.

Q. How do I pay?

A. Through the Extension Office, by check, money order, VISA or MasterCard.

Q. Where can I find out what courses are offered?

A. In the University Class Schedule available at the university Bookstore.

Q. When do I get my grades?

A. During the following quarter.

How to Register for Open University

1. Fill out the Open University Registration Form. Use the one on the back cover 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, C508 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 \$36 per unit (\$144 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 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 entitles 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.

INFORMATION:
213/516-3741

SUMMER SESSION

SUMMER SUMMER SUMMER SUMMER SUMMER SUMMER SUMMER SUMMER

at California State University Dominguez Hills
site of the 7-Eleven Olympic Velodrome

CSUDH Summer college-credit courses can help you accelerate college graduation, update professional skills or prepare for career changes

*Please send me a California State University
Dominguez Hills Summer Session Bulletin*

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Type of course I am especially interested in: _____

For information, phone 213/516-3746
California State University Dominguez Hills
Division of Extended Education
Office of Summer Session
Carson, CA 90747

TELECONFERENCE

EARTH SHELTERED HOUSING

—A one-day video teleconference
March 26, 1983

Earth Sheltered Housing is an innovative answer to the high cost of energy. Modern design techniques have made living underground an eminently livable experience.

Now a one-day video teleconference co-sponsored by the California State University Dominguez Hills and California State Polytechnic University Pomona Divisions of Extended Education and the American Institute of Architects will answer important questions about living underground.

You will share the experience of experts from across the country and will interact with others through the teleconference medium.

The teleconference on earth sheltered housing is designed for the lay public, prospective home owners, homebuilders, loan officers, building officials, realtors, students and any non-technical person interested in earth sheltered housing. The program originates from Oklahoma State University, the leader in the study of earth sheltered housing.

Items to be discussed include:

- Why build underground
- What special architectural design considerations exist with underground housing
- About human comfort considerations
- About special energy considerations
- What waterproofing considerations exist
- About codes, zoning and financing
- How others have succeeded in designing, financing and building their own underground dream homes

DATE: Saturday, March 26

TIME: 8:30 a.m. - 1:30 p.m.

NUMBER OF MEETINGS:

UNITS: Non-credit

FEE: \$95 (includes materials, lunch and coffee breaks)

SEQUENCE NUMBER: 67596

LOCATION: KCET, Channel 28
studios, 4401 Sunset
Boulevard,
Los Angeles, California

INSTRUCTOR: Walter Grondzik, PE, assistant professor of Architecture, Oklahoma State University. Professor Grondzik is an architectural engineering graduate of Pennsylvania State University. He earned his master's degree in building environment systems from Washington University, St. Louis, Missouri, and has several years' experience in HVAC design with a large consulting firm. He has been involved with earth sheltered research projects for more than two years and has authored and co-authored numerous papers dealing with passive energy design and the built environment.

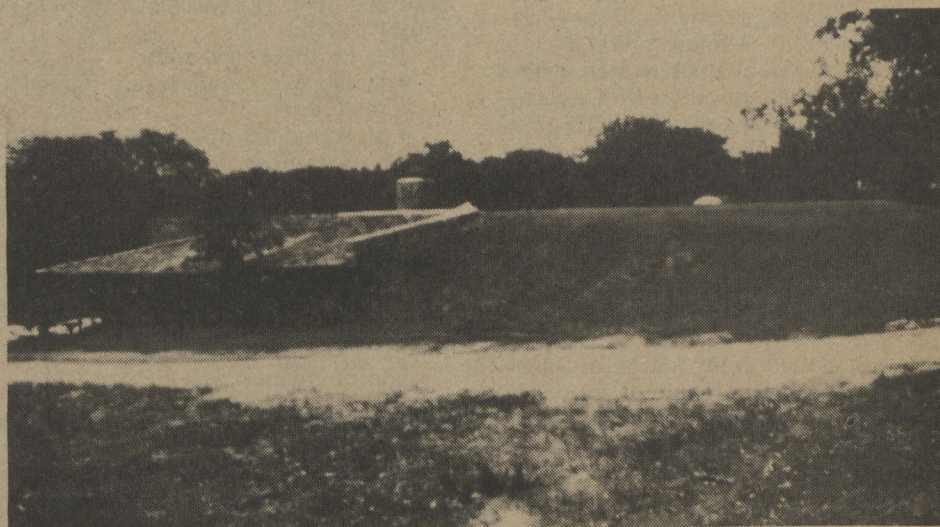
CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

The program fee includes: A unique class workbook written and illustrated by OSU architectural faculty members and staff. The book, used throughout the program, is yours to keep. The workbook contains useful information you will want for future study into the subject.

The program fee also includes handouts, coffee breaks and lunch.

How to Register: Complete the registration form on the inside back cover and mail it with your check, money order or VISA or MasterCard authorization to: Earth Sheltered Housing, CSU Dominguez Hills, Extended Education, Carson, California 90747.

Or call 213/516-3741 for credit card registration.



“Earth sheltered house in Oklahoma.”

EXTERNAL DEGREES

ADMINISTRATION

The Master of Science in Administration is an off-campus degree program that meets the real needs managers have for advanced study.

Classes meet on a convenient schedule to provide steady progress toward the degree for full-time employed students.

The classes and the degree itself are structured to provide background and theory for students to become better managers than they already are. They study alongside fellow managers and the classwork and discussion take advantage of the practical knowledge students have.

As with all CSUDH External Degree programs, faculty are either regular California State University Dominguez Hills faculty, or have been approved by the University's resident faculty.

Admission requirements to the Master of Science in Administration include:

- Graduation from an accredited institution of higher education with a bachelor's degree and a minimum 2.5 grade point average in the last 60 semester or 90 quarter units
- Employment in an administrative or managerial position
- Recommendation of the senior supervisor

There is no application fee for the program.

Credit earned in the Master of Science in Administration program is regular California State University Dominguez Hills resident credit and may be transferable to other institutions.

Fees are \$60 per unit and 45 units are required for the degree.

For information about the Master of Science in Administration, call 213/516-3741.

HUMANITIES

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

An undergraduate concentration in the Humanities is not necessary for this Master's Degree program.

The Master of Arts in the Humanities is an external degree program for those who prefer an individualized approach to advanced education rather than traditional classroom courses on a college campus. Independent study with frequent consultation with faculty is emphasized. Through tape, letter and phone correspondence, students with on-campus faculty are able to design and complete the program without having to travel to the campus.

Fees are \$50 per unit.

Forty-five units are required for the degree.

Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

The Bachelor of Arts in the Humanities is an external degree program for those who have completed educational requirements for an Associate of Arts or its equivalent (two years of lower division college work, i.e., 84 quarter units or 56 semester units).

It is for those who want

- intellectual stimulation in the Humanities — art, music, history, literature, philosophy
- an accredited B.A. degree
- a program of study at home
- a self-styled course of study

The major requires 90 upper division units, divided equally into three phases. Students progress from an initial highly structured series of courses to a faculty-guided independent plan of study. The major includes some courses which interrelate two or more subject areas to a specified topic or theme. In the third phase of the major, students may choose to concentrate on either a traditional single subject or an interdisciplinary theme.

For information, call 213/516-3743.

MED TECH

The Master of Science in Medical Technology is a program unique in the area and is designed for a select few. Admission is open only to California licensed clinical laboratory technologists and/or registered medical technologists. Students must have a bachelor's degree and must have professional experience beyond the initial training period.

The program is designed for completion of all degree requirements within a minimum of six quarters (1½ years).

Five options are available:

- Clinical Laboratory Management Option
- Clinical Sciences Option
- Education Option
- Immunohematology and Blood Transfusion Option
- Clinical Laboratory Practice Option

Classes meet in hospitals throughout Southern California.

Forty-five units are required for the degree. Fees are \$50 per unit. There are no application fees.

For more information, call 213/516-3748.

DESERT STUDIES



GEOLOGY OF THE CALIFORNIA DESERT

This course, meeting at California State University's Desert Consortium Desert Studies Center in the Mojave Desert will treat the classification and evolution of desert landforms, rocks and structures with emphasis on geological processes.

Lectures of a general to topic-oriented nature will be interspersed with short local field trips. Saturday evening will feature discussions and a slide show previewing highlights of Sunday's field trip from the Desert Study Center to southern Death Valley.

Students must provide their own transportation to and from the facility. Beds and mattresses will be provided, but students must provide their own bedding.

All meals will be provided on Saturday and breakfast and lunch on Sunday.

DATE: Section I — Saturday and Sunday, April 16 and 17

Section II — Saturday and Sunday, April 23 and 24

TIME: Participants should arrive Friday evening to assure an early start Saturday morning

UNITS: Non-credit

FEE: \$60

LOCATION: CSU Desert Studies Center, Soda Springs in San Bernardino County

INSTRUCTOR: John D. Cooper, PhD, professor, Cal State Fullerton

FOR INFORMATION AND REGISTRATION CONTACT 714/773-2428.

DESERT PLANTS AND THEIR ADAPTATIONS

One weekend will be spent at the California State University Desert Consortium's Desert Studies Center in the Mojave Desert with short hikes to observe the local flora and their many adaptations to the desert climate. Saturday evening will feature a slide show and discussion of plants and their occurrence in deserts of the world.

Students must provide transportation to and from the facility. Beds and mattresses will be provided, but students must provide their own bedding.

All meals will be provided on Saturday and breakfast and lunch on Sunday.

DATE: Saturday and Sunday, March 26 and 27

TIME: Participants should arrive Friday evening to assure an early start Saturday morning.

UNITS: Non-credit

FEE: \$60

LOCATION: CSU Desert Studies Center, Soda Springs in San Bernardino County

INSTRUCTOR: Alan P. Romsper, MA, desert studies coordinator, Cal State Fullerton

FOR INFORMATION AND REGISTRATION CONTACT: 714/773-2428

OPEN HOUSE



CSUDH MEETS THE WORLD — A CELEBRATION OF OLYMPIC IDEALS

Saturday, April 30, 1983
11 a.m. to 5 p.m.
at CSUDH

Competition, victory, pride, fair play, brotherhood, endurance — these are some of the many themes that will come to mind when the people of the world stop for 10 days in 1984 to share the spectacle and drama of the Olympic Games in Los Angeles.

The Olympic motto, *citius, altius, fortius*, means swifter, higher and strong — a fitting guide for all human pursuits, proscribing no limits on our capacity to improve the human condition and meet the future.

Sponsored by the nations of the world, the Olympics is an event of awesome proportions. The ideals guiding the ancient Greek games did, as well as the modern Olympics, celebrate the achievements of both the mind and the body. It would be hard to conceive of a more fitting place than a modern university for the organized expression of these ideals.

Conceived as a community open house, "CSUDH Meets the World . . ." will be an exciting pre-1984 Olympic Games event involving hundreds of lectures, films, games, performances, demonstrations and exhibits for children, families, students and adults.

Highlights of the day-long event will include world speed record attempts by human powered vehicles in the 7-Eleven Olympic Velodrome, a motorized ultra-light aircraft exhibit and demonstration, lectures by former Olympians, a film marathon of past Olympics, live entertainment and much, much more. There will be something for everyone at the Open House. Every academic department of the University will have a display, demonstration, tour or special event for the day.

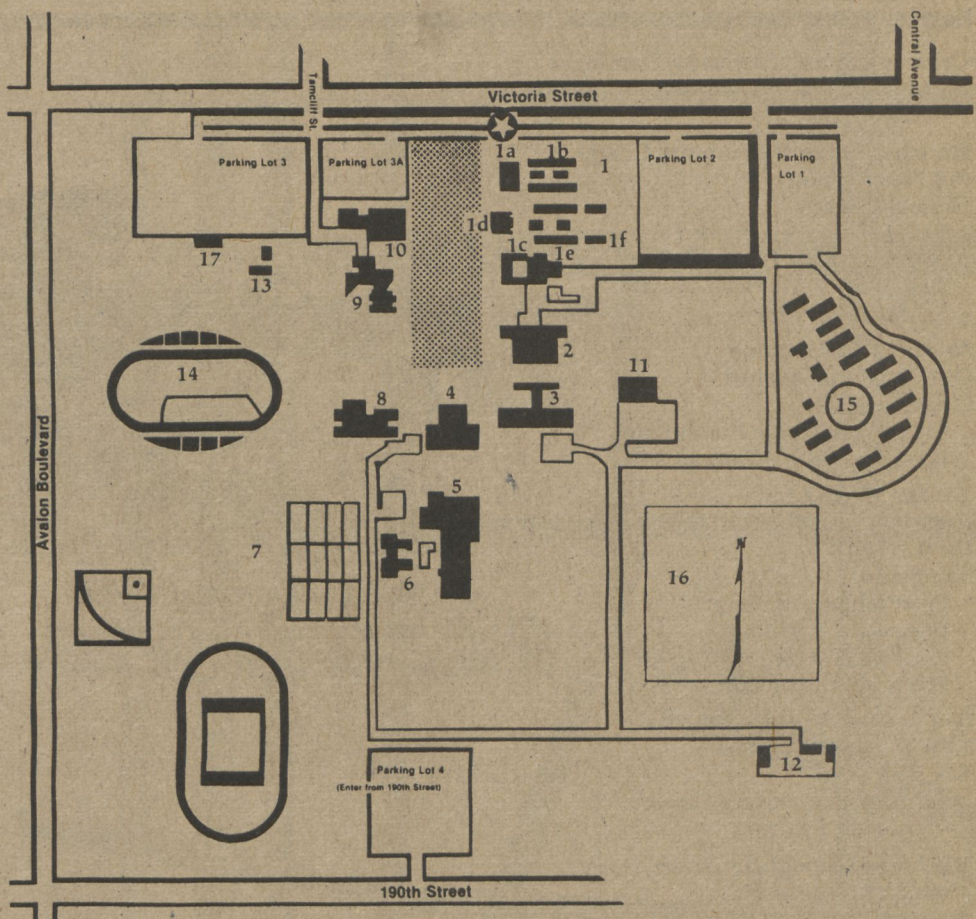
Bring your families and friends to spend the day discovering this exciting and uncommon campus.

CSU Dominguez Hills Extension
classes meet throughout the
community. For a complete listing,
see page 52.

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
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- ★ PARKING KIOSK



ALPHABETICAL BUILDING LOCATIONS

- | | |
|---|--|
| 1a ADMISSIONS AND RECORDS | 1 SMALL COLLEGE (SC) |
| 1e BOOKSTORE | 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS) |
| 1c CAFETERIA/COMMONS | 15 STUDENT HOUSING |
| 11 CENTRAL PLANT | 9 THEATER ARTS (UT) |
| 13 CHILD DEVELOPMENT CENTER | 1f UNIVERSITY CENTER |
| 4 EDUCATIONAL RESOURCES CENTER (ERC) | 14 VELODROME |
| 6 FIELDHOUSE (FHS) | ★ PARKING KIOSK |
| 5 GYMNASIUM (GYM) | |
| 10 HEALTH CENTER (SHC) | |
| 8 HUMANITIES AND FINE ARTS (HFA) | |
| 1b INFORMATION AND PUBLIC SAFETY | |
| 16 NATURAL HISTORY PRESERVE | |
| 7 OUTDOOR PHYSICAL EDUCATION FACILITIES | |
| 12 PLANT OPERATIONS | |
| 1d PLAYBOX THEATER | |
| 17 PORTABLE CONFERENCE FACILITY (SRT) | |
| 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT) | |

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.

OFF CAMPUS CLASS SITES

California State University Dominguez
Hills Extension classes meet throughout
the community.

Hermosa Beach Community Center
710 Pier Avenue
Hermosa Beach

Ballet
Planning Your Financial Success
Achieving Total Health and
Maximum Fitness

Northrop Corporation
One Northrop Avenue
Hawthorne

Effective Business Presentation
Business Writing Course

Yankee Whaler Inn
Berth 75
Ports O' Call
San Pedro

Practical Basic Sailing
Deepwater Cruise
Practical Navigation
Practical Seamanship

San Pedro Peninsula Hospital
1300 W. Seventh Street
San Pedro

Alcoholism Recovery Service
Training Program

McDonnell Douglas Aircraft
190th and Normandie
Torrance

Avery Label
1616 S. California
Monrovia

Bell & Howell
360 Sierra Madre Villa
Pasadena

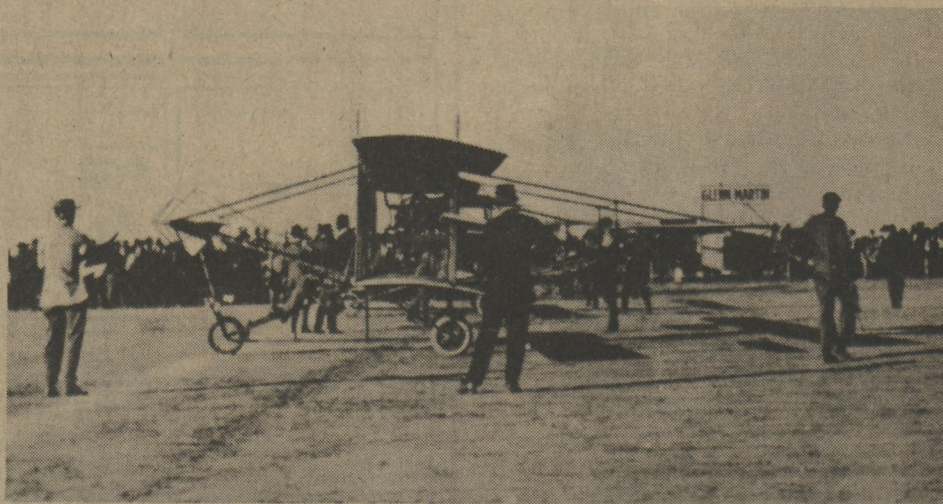
Burroughs, Inc.
460 Sierra Villa
Pasadena

Production and Inventory Control

KCET
Channel 28
4401 Sunset Boulevard
Los Angeles

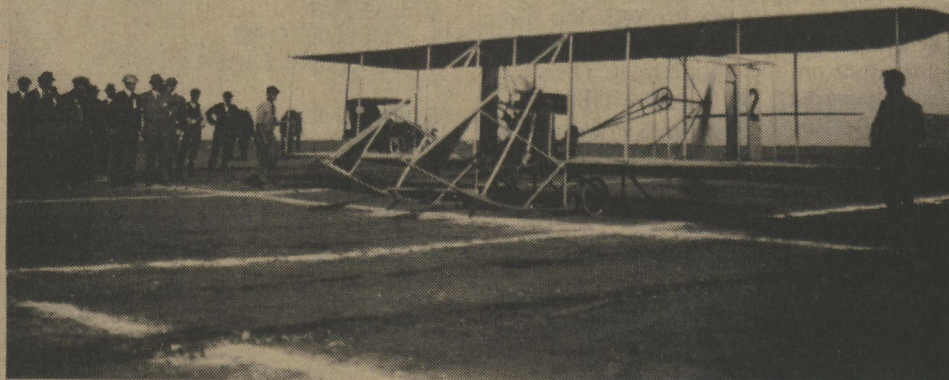
Earth Sheltered Housing
Teleconference

Aviation High School
2025 Manhattan Beach Boulevard
Redondo Beach



*"Louis Paulhan made four
flights the first afternoon, the
longest being 10¾ miles. "*

*"On the first day of the
meet, Glen Curtiss flew his
yellow-winged biplane around
the course at a height of 50
feet for 1 minute 28.03
seconds covering a distance of
five-eighths of a mile. The
crowd watched in awestruck
silence."*



FROM LOS ANGELES CIVIC CENTER

— 11 SOUTH — Follow the Harbor Freeway (11) to the Artesia Boulevard off-ramp. Travel east on Artesia Boulevard to Avalon Boulevard. Take the Avalon Boulevard off-ramp. Turn left on Victoria Street (190th). 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 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 SAN DIEGO — 405 NORTH —

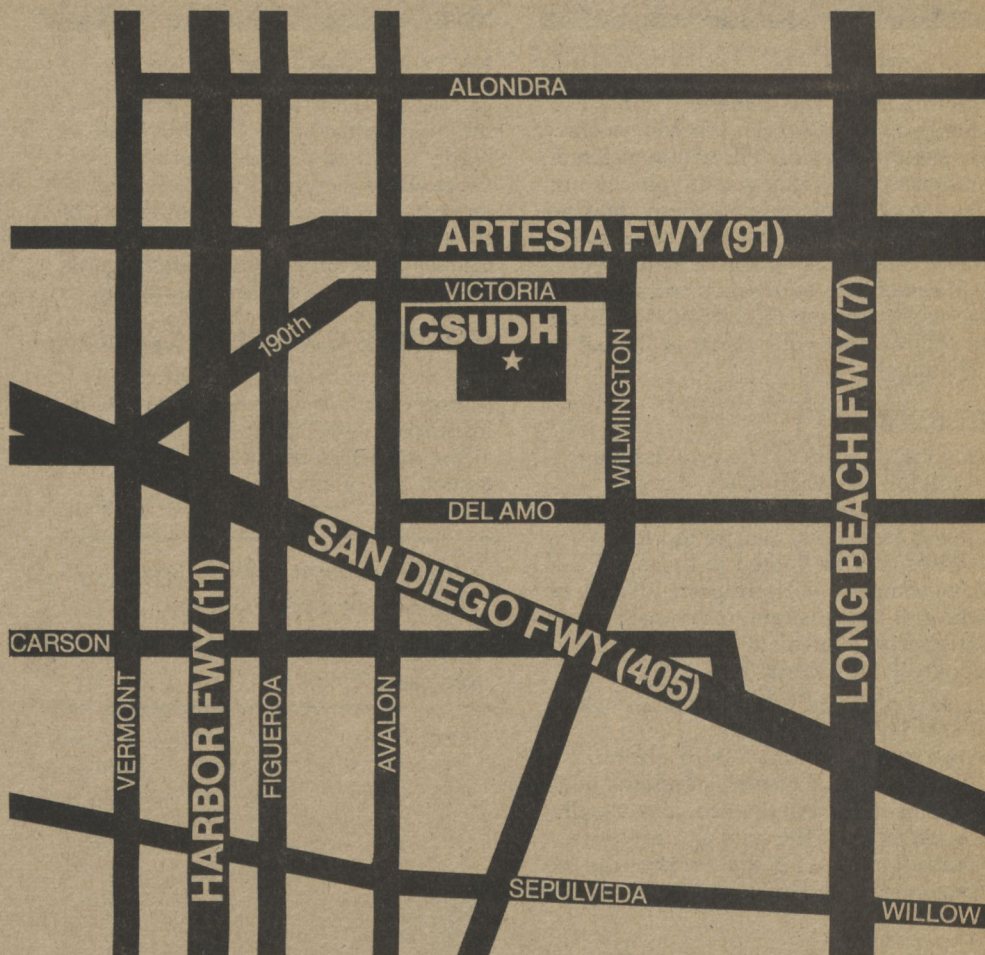
— Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

FROM SAN BERNARDINO — 10

WEST — Follow the San Bernardino Freeway (605) south. Take the Artesia Freeway (91) west toward Redondo Beach, then exit on Central Avenue and then right onto Victoria Street. The campus entrance is a left turn at traffic signal on Victoria Street (Tamcliff entrance).

FROM ANAHEIM — 5 NORTH —

— Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Turn left (south) on Central Avenue and right onto Victoria Street. The campus entrance is a left turn at the first traffic signal onto Victoria Street (Tamcliff entrance).



GENERAL INFORMATION

CHANGES

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 regards 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.

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

PARKING

Since regular classes will be in session, parking permits will be required for on-campus classes. They are available from the parking kiosk at the front of the campus for 50 cents per day.

CREDIT FOR EXTENSION COURSES

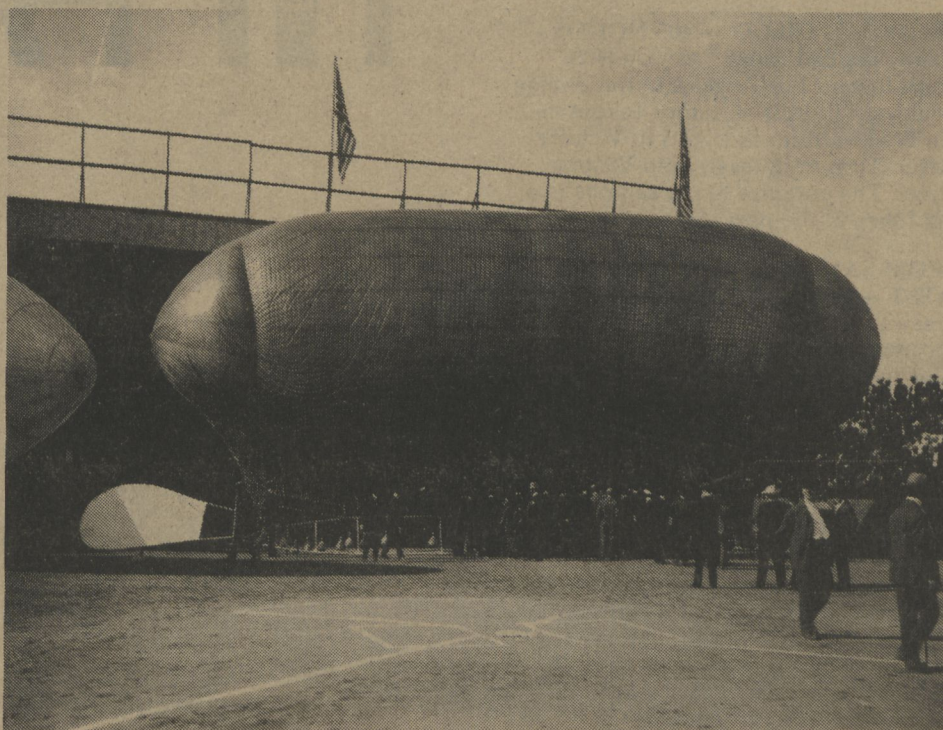
The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only).

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 for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.



CREDIT/NON-CREDIT

Degree applicable credit courses offer transferable, elective credit. They are either regular on-campus catalog courses or new courses which have been reviewed by the appropriate academic departments. They offer 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

- 100-109 Lower division courses, degree applicable.
- 200-209 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.
- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension courses granting non-academic credit. For professional development purpose only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

CONTINUING EDUCATION UNITS

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

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

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

INFORMATION:

213/516-3741



"Because the planes lacked accurate altimeters, students and faculty from Los Angeles Polytechnic High School used transits and a base line to determine the altitude."

STAFF

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213/516-3737

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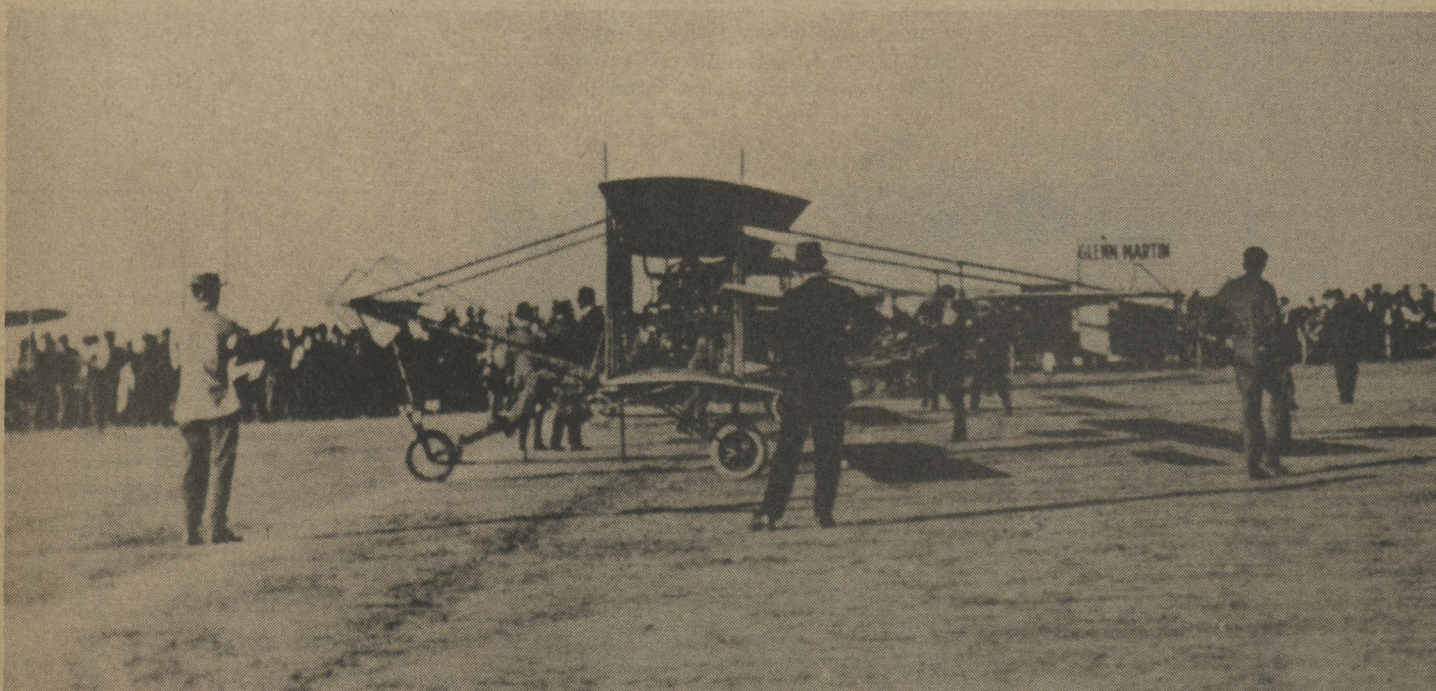
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**Coordinator, Master of Science in
Medical Technology External Degree**
James Welch
213/516-3748

Program Assistant
Jackie Isiguen
213/516-3748



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EGISTRATION 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, you are assured a place in the class. Registration may, however, be accomplished at the first meeting of most extension classes unless otherwise indicated. The number of pre-enrolled students may determine whether the class meets.

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. Please leave the mailing label intact.

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 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. Additionally, during the first three weeks from 5-6 p.m. registration will take place in the Cashier's Office (SC B135).

You will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in this *Bulletin* unless otherwise notified by the Extension Office.

STUDENTS ELIGIBLE FOR VETERANS' 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 you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded.
- If an Extension course is discontinued, the entire course fee will be automatically refunded.
- If you withdraw after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

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

WITHDRAWAL

The time of withdrawal is determined by the date on which the Division of Extended Education, California State University Dominguez Hills, receives written notification of your withdrawal.

FEES

Registration fees for Extension credit classes are normally \$36 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.

REGISTERING for Extension classes at California State University Dominguez Hills is easy. Follow the three steps below and attend the class of your choice. If you have any questions call the Extension office at 213/516-3741.

1.

SELECT the classes in which you wish to enroll.

2.

FILL OUT the registration form on the back page. All information about the class which you need to include on the form is contained within the course descriptions in this *Bulletin*.

3.

MAIL, BRING THE FORM OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees made payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date close by and give that information to the Extension staff member with whom you speak. Minimum credit card registration is \$30.

THE EXTENSION OFFICE is located in ERC C508, Library Building, fifth floor, back corridor.

CSU Dominguez Hills Extension classes meet throughout the community. For a complete listing, see page 52.

INFORMATION:
213/516-3741

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California State University
Dominguez Hills
Extension Office
ERC C508
Carson, California 90747



Cover Design • Tom Rossi

Illustration • Steve Gray

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Extension Registration Form

Extension ☐

*Open University ☐
(instructor signature required)

Not applicable to non-credit programs		SEE COURSE DESCRIPTION		Applicable to Open University ONLY	
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

CASHIER'S STAMP

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

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

DATED MATERIAL

Please do not remove your mailing label. It is important for our records that the entire form be returned.
NOT PRINTED OR SUPPORTED AT STATE EXPENSE. EXTENDED EDUCATION IS A SELF-SUPPORTING PROGRAM