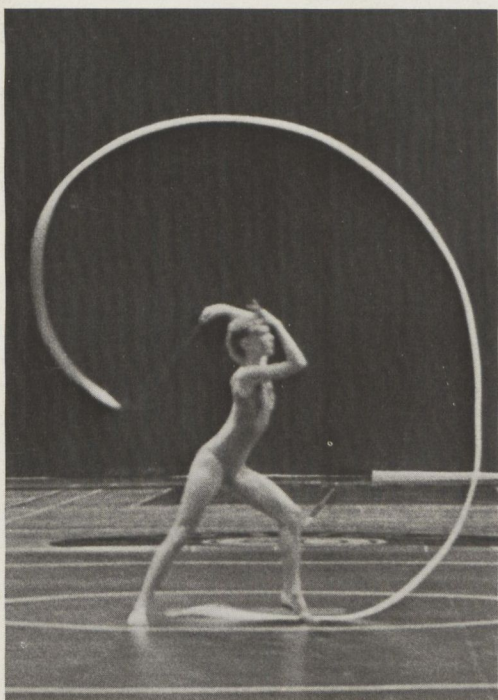


Extension Bulletin CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



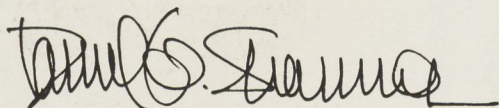
Spring 1984

Dear Reader:

Since announcing our affiliation with the New Jersey Institute of Technology and its Computerized Conferencing and Communications Center in the Winter Bulletin we have received a number of calls regarding their EIES computer seminars, which are also listed in this bulletin. This is the first formal continuing education program in the country provided through the unique medium of computer based human communication and we are excited about its potential to provide you a more flexible means of continuing your education. There are a number of significant advantages for you as a member of a participatory seminar via your computer terminal or home micro:

- You can choose the time and place to participate in the seminar . . . any hour of the day or night, any day of the week, you can join the seminar and be brought up to date.
- You can take your time in thinking through and composing your ideas and contributions to seminar discussions and assignments.
- A written record of all seminar discussion makes review and reorganization of material an easy task.
- The use of computer terminals completely eliminates the need for regular class attendance. During the three month seminar you can be on job related travel or vacation and still be able to catch up and participate fully. Or participate in the class wherever there is a terminal while traveling.
- Seminars are structured for extended group discussions to a greater degree than is possible in face-to-face seminars.
- Assignments are highly individualized and provide you the opportunity to contribute regularly.
- Seminars are led by experts from around the country, many authors of the leading textbooks in their disciplines.

In addition to the seminars you find listed in this quarter's bulletin, we can design computer seminars especially for your business. Wherever your employees are in the country, or overseas, they can be brought together via the computer for tailor-made educational programs. If you have any questions about the seminars listed in the following pages or specially designed educational programs via the computer, please call me at 213/516-3737.



Daniel W. Shannon
Dean, Extended Education



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.

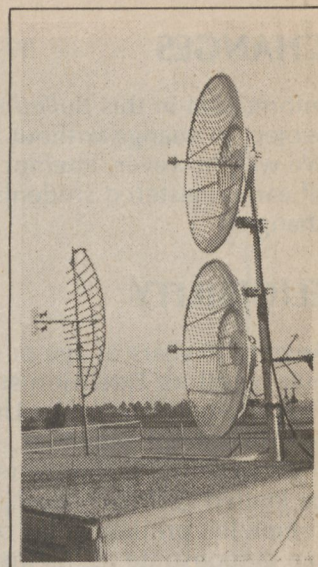
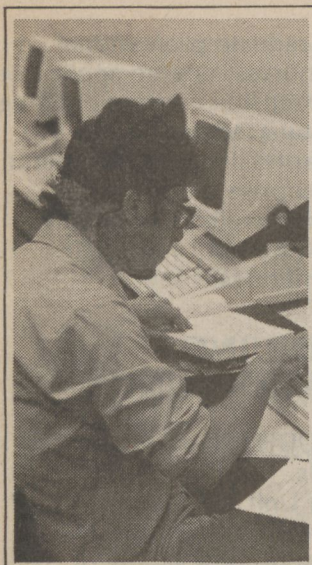
In addition, the Division offers external graduate degrees. In the Humanities, the Master of Arts degree is offered through independent study correspondence courses. The Master of Science in Administration degree program is designed especially for the full-time employed student with management experience. 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.

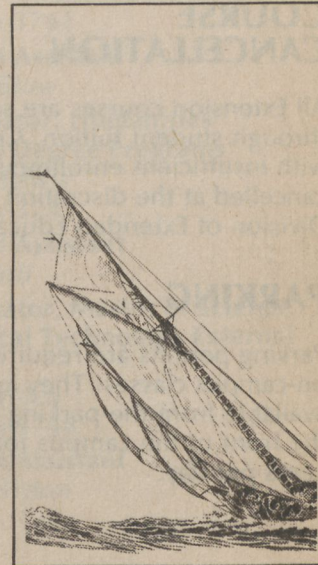
SPRING ACADEMIC CALENDAR

March 12	— Extension registration opens	April 18	— Last day to pay fees for Open University and 10-week courses
March 26, 27	— Registration for CSUDH regular on-campus classes	May 28	— Memorial Day
March 28	— On-campus instruction begins	June 8	— Last day of scheduled classes

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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.

ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required. However, registration for some courses may be limited to those who have completed prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation.

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 of highly qualified persons approved by the resident faculty.

COURSE CANCELLATION

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

PARKING

Parking permits are 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). Extension credit is not acceptable for units in residence.

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.

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.

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.

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the *Bulletin*. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

A NEW SITE FOR CSUDH EXTENSION

Off-Campus Classes Spring '84

Travel to: Patterson School
320 Nob Hill (at Pacific Coast Hwy.)
Redondo Beach

Take any of the following courses:

Productivity Management (p. 6)
How to Set Up & Market Your Own Seminar (p. 9)
8 Ways To Increase Your Income By Writing (p. 30)
Personal Financial Planning (p. 44)
Writing Effective News Releases (p. 30)
Selecting A Computer For Your Small Business (p. 8)
How To Succeed As A Computer Consultant (p. 19)
How to Make Money With Home Computers (p. 18)

General Information — 213/516-3741

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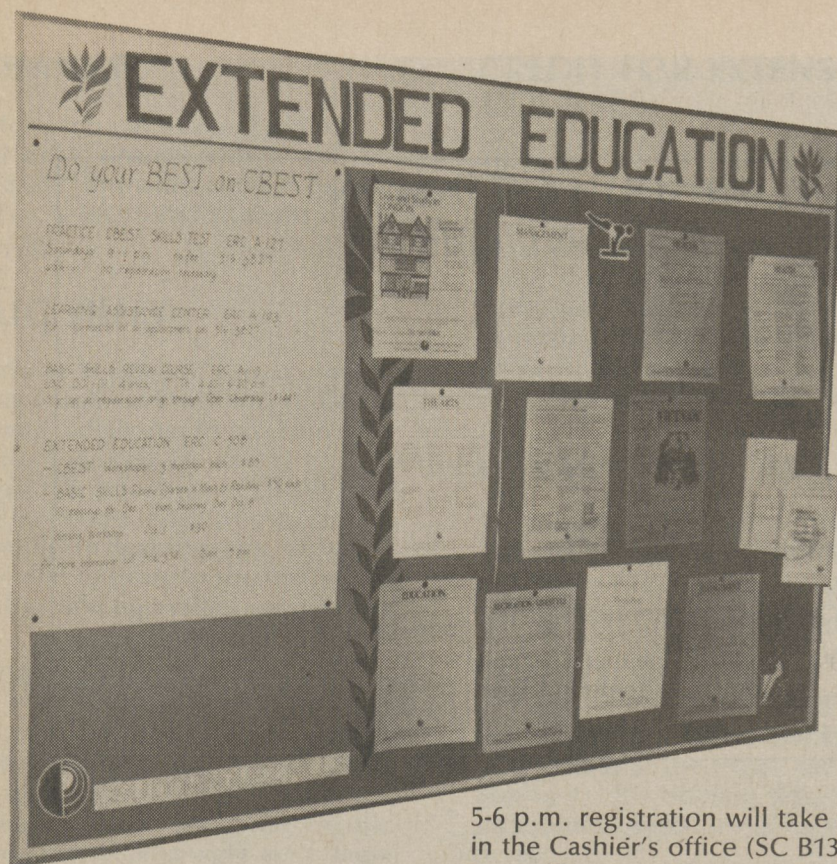
Coordinator, Master of Science in Medical Technology External Degree

James Welch
213/516-3748

Program Assistant

Wesley Urton

REGISTRATION



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.

REGISTRATION BY MAIL: Fill out the registration form 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.**

REGISTRATION PROCEDURES

Follow the three steps below. If you have any questions call the Extension office at 213/516-3741.

SELECT the classes in which you wish to enroll.

FILL OUT the registration form on the back page.

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 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.

STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

Contact the Veterans' Office on campus for assistance with your registration — 213/516-3643.

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 \$37.75 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.

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.

HOW TO BUILD A MORE PRODUCTIVE TEAM

— *Make your group efforts work*

Why do most employees prefer to work as individuals rather than as team players? Learn how to overcome employee resistance to group action by demonstrating the mutually beneficial features of teamwork: increased productivity and job satisfaction. Participants

will learn ways to synchronize the efforts of team members, so they work smarter, not harder.

Through discussion and experiential exercises, managers will learn in this workshop how to build a cohesive work team and create a sense of interdependence among team members. Special attention will be given to:

- Understanding teamwork
- Generating the team climate
- Implementing management tools
- Achieving team success

DATE: Wednesday, April 18

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$55

SEQUENCE NUMBER: EXT 99

LOCATION: CSUDH campus

INSTRUCTOR: Richard Kewer, business consultant and human relations expert

TELECONFERENCE: MANAGEMENT FOR ENGINEERS

— *Prepare for your future as a supervisor*

The American Association of Engineering Societies reports that two-thirds of all engineers spend two-thirds of their career in management positions. And yet most engineers receive little or no management training.

In this teleconference you may begin your study of engineering management by joining

professionals from the Department of Engineering Management at the University of Missouri-Rolla, from the University of Kentucky and from IBM-Lexington, Kentucky. The teleconference will concentrate upon team management — the focal point of many problems facing the engineering manager. Two half-hour video tapes, "Creating An Effective Team" and "Time Management," will be shown.

The teleconference will also feature:

- Task-oriented team development
- Case studies
- Question/answer sessions with participants

DATE: Thursday, April 26

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$100

SEQUENCE NUMBER: EXT 116

LOCATION: CSUDH campus, ERC E-133

INSTRUCTOR: Bernard R. Sarchet, MS, professor of Engineering Management, University of Missouri-Rolla; Robert S. Barefield, MA, associate professor of Engineering Management, University of Missouri-Rolla; and C. Wesley Allen, PhD, manager of Technical Education, IBM-Lexington, Kentucky, via National University Teleconference Network.

STRATEGIC PLANNING

— *Formulation and management*

Professionals in all fields can increase profits and prosper in the eighties. Senior managers and chief executives with growing companies can review the basic strategic planning principles every company needs. The process of strategic

formulation will be discussed. How to implement the strategic plan within a management framework will be emphasized. Special attention focuses on mission, goals, strategic environment and critical success factors. Other topics include:

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

DATE: Saturday, April 14

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 137

LOCATION: CSUDH campus

INSTRUCTOR: Henry H. Goldman, PhD, principal consultant, The Goldman Company

PRODUCTIVITY MANAGEMENT

—*Motivating yourself and others*

Managers and supervisors, increase your ability to motivate your employees and improve your own motivation. Learn how to be positively self-motivating, how to accurately evaluate your influence on your employees, and how to best serve as a dynamic role model for action.

Apply the highly successful Japanese people-oriented technique of Quality Circles to secure the commitment of your work group to productivity improvement. Participants will:

- Learn motivational skills for building leadership
- Learn performance management skills
- Develop communications skills
- Develop creative decision-making and problem solving techniques
- Learn conflict resolution

DATE: Wednesday, May 23
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$55
SEQUENCE NUMBER: EXT 13
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Patricia McNaughton, PhD, lecturer, management consultant

SUPERLEARNING® FOR TRAINERS & MANAGERS

—*How to use this innovative system in training situations*—

Reduce time and cost of training by at least 15-30 percent using the Americanized variation of Dr. Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

The essence of the method is an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music to strengthen the trainee's ego and promote whole-brain learning.

Learning has reportedly been speeded up three to 10 times.

This workshop will provide an explanation of each of the 10 components of Superlearning and how to apply them in the training

classroom. A sample learning session and specific references to applications in technical and industrial training will be included.

DATE: Saturday, May 12
TIME: 1 p.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 153
LOCATION: CSUDH campus
INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

HOW TO FAIL IN BUSINESS. . . . OR SUCCEED

—*For managers, entrepreneurs, and business students*

Follow the direct path to business success or failure. This one-day workshop will provide the criteria for either outcome. Learn to prevent failure by understanding the steps which lead to business failure.

Achieve success by pursuing carefully considered goals and well-structured plans. This workshop will offer specific techniques for achieving goals and developing a "business plan matrix."

Participants will complete a success/failure questionnaire which they will analyze in relation to success/failure criteria. Following the instructor's guidelines, participants will then develop goals for their company and plans for achieving those goals.

Lecture/discussions will also cover:

- Planning motivation
- Management styles
- Good business practices

DATE: Saturday, April 7
TIME: 9 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$60
SEQUENCE NUMBER: EXT 01
LOCATION: CSUDH campus
INSTRUCTOR: Dennis R. Fisher, MBA, senior business consultant

FOR ADDITIONAL MANAGEMENT COURSES, ALSO SEE:

Computer Course listings, p. 16-19
Alternative Leadership Styles, p. 39
Diagnosis of Organizations, p. 39
Professional Women and the Workplace, p. 39
The Technical Manager, p. 39



SMALL BUSINESS ADMINISTRATION

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.

HOW TO CREATE A SUCCESSFUL HOME BASED BUSINESS



—Take advantage of the personal and financial benefits

If you have entrepreneurial skills and self-motivation, a home based business might be for you. This Small Business Administration

sponsored practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home based business. This course focuses on:

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Expanding your operations from your home base

DATE: Saturday, May 5
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 12
LOCATION: CSUDH campus
INSTRUCTOR: Patricia McNaughton, PhD, management consultant, lecturer

IMPORT/EXPORT I



—Introduction to international and multinational business transactions

Learn or review the basic characteristics of the international business environment to enhance your potential for profits in international trade.

Discover how to find products to import and export. Develop a method of locating sources and assistance in the international business network. You will become familiar with:

- Crucial factors for success in an international trade venture
- Key agencies
- Key documentation and import/export terminology
- Banking cycles and insurance
- Transportation and packing

DATE: Saturday, April 14
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$55
SEQUENCE NUMBER: EXT 10
LOCATION: CSUDH campus
INSTRUCTOR: Ronald Bosch, PhD, general manager of an import/export company

IMPORT/EXPORT II



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

This follow-up course shows you how to place your product, service or company in the international and multinational market stream. Broaden your knowledge in the import/export activities and

information sources. Learn how you can expedite international and multinational transactions. This one-day seminar will focus on:

- Banking formalities and financing purchases
- Distribution channels and selecting foreign representatives
- Communicating overseas, forming agreements, preparing products for shipment
- Documenting your shipments

DATE: Saturday, April 21
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$55
SEQUENCE NUMBER: EXT 11
LOCATION: CSUDH campus
INSTRUCTOR: Ronald Bosch, PhD, general manager of an export/import company

SELECTING A COMPUTER FOR YOUR SMALL BUSINESS



— *Evaluate the latest models*

Are you thinking of buying a computer for your small business? This workshop will teach you what you need to know in order to evaluate which computer will best serve your needs. Find out about the differences between personal, desktop, suitcase-size, and

briefcase-size computers. Discover how to size, price, select, and install a computer system. Learn what to ask your computer salesperson and how to sort through advertising claims.

In the workshop you'll discover various brands and models, maintenance, and terminology. Other topics will include:

- Prepacked software
- Insurance
- Leasing

DATE: Thursday, May 3
TIME: 6:30 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 205
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Dan Thompkins, PhD, consultant

ALSO SEE

Computer course listings, p. 16-19.

HOW TO BE A MANUFACTURER'S REPRESENTATIVE



— *Learn how to enter this lucrative field*

For the small business administrator, a manufacturer's representative is the critical link in retail/wholesale marketing. This one-day workshop will explore the entire range of duties which a manufacturer's

representative must perform. Learn about the different types of representatives: agents, brokers, and salespersons. Find out where the opportunities in the field are and how to obtain credentials for the position.

The workshop will also cover:

- Techniques for success
- Methods of operation
- Pitfalls
- Overcoming obstacles

DATE: Saturday, May 19
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.5 CEU
FEE: \$55
SEQUENCE NUMBER: EXT 100
LOCATION: CSUDH campus
INSTRUCTOR: Ralph Dorff, MPA, directional management consultant

CREDIT MANAGEMENT AND COLLECTION REMEDIES



— *Learn the tools and techniques*

Small businesses often have difficulty in evaluating credit applications and in knowing how to collect and monitor accounts. In this workshop you can examine the techniques of credit management: applications, guarantees, invoice

terms and conditions, and ways to evaluate accounts. Also learn about various collection methods: gentle, negotiating, and demand letters. Participants will discuss legal remedies and collection methods after legal judgments.

Other topics include:

- Small claims and bad checks
- Attorneys vs. collection agencies
- Promissory notes vs. stipulated judgments
- Repossession of goods

DATE: Thursday, May 1
TIME: 7 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 112
LOCATION: CSUDH campus
INSTRUCTOR: Martin B. Greenbaum, attorney, senior partner in the firm of Greenbaum and Greenbaum, and Ruth Lee Williams, MA, credit manager.

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

HOW TO SET UP AND MARKET YOUR OWN SEMINAR



— *Profit from sharing your knowledge*

Discover how to transform your knowledge of a particular field into a money-making seminar. This workshop will teach you how to design a successful seminar. Learn how to improve your seminar

content through the use of audio-visual support and program evaluation techniques. Explore the different ways to effectively market your own seminar.

This workshop will also focus upon:

- Scheduling and pricing
- Topic definition and successful title selection
- Effective promotional strategies
- Proposing seminars without financial risk

DATE: Monday, May 7
TIME: 6 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40 (includes materials)
SEQUENCE NUMBER: EXT 103
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Gordon Burgett, MA, freelance writer and lecturer

ADVERTISING PASTE-UP AND PRODUCTION



— *For the small business and non-profit agency*

This hands-on workshop deals with the final art stage before printing: preparing the paste-up, mechanical, or camera-ready art. Learn how to assemble your ads, flyers, and mailers for the printer — and save money for your business. Participants are encouraged to bring samples of their company's current advertising

projects. A basic understanding of advertising fundamentals is suggested as a prerequisite.

The workshop will explain how to:

- Fit and order copy and headlines
- Order stats for line shots and halftones
- Specify paper stock, ink, and number of folds
- Put it all together — the mechanics for line work, photos, and color separation

DATE: Thursday, April 26
TIME: 6 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 08
LOCATION: CSUDH campus
INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH

HOW TO SUCCEED IN MAIL ORDER MARKETING



— *Increase your income through mail order sales*

Mail order sales is a rapidly growing business comprised mostly of small, privately-owned enterprises started on "shoestring budgets." If you're interested in learning how to become a mail order entrepreneur or in how to increase your company's sales through mail order marketing,

this workshop is for you. Discover how to start a mail order business on a limited budget and a part-time basis. Find out how to select the best markets and customers and how to shop for the best product sources. Learn how to find, evaluate and package your products.

The two-session workshop will also cover:

- Advertising and merchandising
- Calculating costs and prices
- Obtaining free publicity
- Using mail lists

DATE: Saturdays, March 31 and April 7
TIME: 9 a.m. - 12:30 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$60
SEQUENCE NUMBER: EXT 120
LOCATION: CSUDH campus
INSTRUCTOR: Allan Siposs, business consultant, entrepreneur

ALSO SEE:

Writing Effective News Releases, p. 30
Computer course listings, p. 16-19

PERSUASIVE COMMUNICATION

—Influence management in business

In business we often attempt to influence others who are not under our direct authority. Knowing how to communicate accurately and how to obtain commitments and performance from others can strengthen our influence. This workshop will teach you persuasive communication strategies which can be used to successfully influence others.

Analyze the concepts of effective influence and learn how to create a supportive environment. Acquire the skills to mediate disagreements. Refine your listening skills and your understanding of body language signals. You will also learn how to:

- Send nonverbal messages which invite respect
- Clarify issues through active listening techniques
- Build motivation by giving positive reinforcement
- Influence project and program managers and other staff without dominating them

DATE: Saturday, June 2
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 18
LOCATION: CSUDH campus
INSTRUCTOR: Patricia McNaughton, PhD, management consultant

EFFECTIVE BUSINESS WRITING

—A ten-week course to develop this important managerial skill

For the professional, technical, or business person who writes at work. Knowing how to write clearly and emphatically is a valuable job asset. Unfortunately, many of us

lack sufficient writing training and have limited opportunity to correct this deficiency. This ten-week course provides:

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

DATE: Mondays, April 2 - June 4
TIME: 6 p.m. - 8 p.m.
NUMBER OF MEETINGS: 10
UNITS: 2, English X252, degree applicable
FEE: \$75.50
SEQUENCE NUMBER: EXT 16
LOCATION: CSUDH campus
INSTRUCTOR: Marc Schwarting, MA, Training Director, Northrop Corporation

STRESS AND THE WORKING WOMAN

—Coping skills to help you survive

In four 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 includes:

- Stress factors
- Nutrition
- Exercise
- Managing time
- Time to be you

DATE: Monday, June 4
TIME: 9 a.m. - 2 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40

SEQUENCE NUMBER: EXT 90
LOCATION: CSUDH campus
INSTRUCTOR: Eve Cappello, PhD, director, ACT Institute



TELECONFERENCE: STRATEGIC PLANNING AND COMMUNICATION FOR IMPROVED PRODUCTIVITY AND EMPLOYEE MORALE

— *For lower, middle, and upper management*

Some organizations do a good job of planning but fail to effectively communicate their plans to their employees. Others know how to communicate in a way that gains commitment from their staff but their communication is based upon ill-conceived plans and purposes. Both types of organizations can benefit from instruction in strategic planning and communication.

In this teleconference join professionals from Wichita State University and the Wichita community to explore how strategic planning and improved communication can improve your organization. The presentation will include video tapes of actual planning sessions for participants to analyze and discuss. Panelists from manufacturing, financial, advertising, non-profit, and franchise firms will be featured.

The teleconference will specifically examine:

- How to organize for strategic planning
- Stages in the strategic planning process

- How to gain commitment to the plan through communication
- How planning and communication influence morale and productivity

DATE: Tuesday, May 1

TIME: 8 a.m. - 2 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$85

SEQUENCE NUMBER: EXT 117

LOCATION: CSUDH campus

INSTRUCTOR: Dr. Gerald H.

Graham, R.P. Clinton

Distinguished Professor of Management, Chair, Wichita State University, via National University Teleconference Network

MANAGING YOURSELF AND OTHERS

— *A workshop for career women*

An exciting, practical session providing women with working knowledge and tools that can be put to immediate use, leading to increased job-related personal satisfaction and enhanced value to the organization for which the participant works. Learn how to better organize your own work and to effectively supervise others.

A complete course outline is provided, requiring minimum notetaking and allowing for group interaction and open discussion. Subjects include:

- Creating a businesslike image
- Working under pressure
- Acting decisively
- Getting a raise and/or promotion
- Coping with unfair criticism and maintaining self-control

DATE: Friday, April 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60 (includes materials)

SEQUENCE NUMBER: EXT 14

LOCATION: CSUDH campus

INSTRUCTOR: Rose Dorrance, BA, leadership consultant

STAND UP AND SAY IT EFFECTIVELY

— *Develop a powerful oral delivery style*

Good ideas may be overlooked if they're not given a strong presentation. Learn to present your ideas with strength and dynamism. This course will help increase your effectiveness in verbal presentations by providing step-by-step instructions for

preparing your presentation, researching your audience, delivering your presentation, and handling audience questions. The course will also cover:

- How to win an audience
- Presentation styles
- Verbal and non-verbal communication
- Use of visual aids
- Adapting presentations to different environments

DATE: Tuesday and Wednesdays, May 15, 16, 23

TIME: 5 p.m. - 8 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: EXT 15

LOCATION: Northrop Corporation, One Northrop Avenue, Gate 5, Bldg. 30, Hawthorne

INSTRUCTOR: Betty Koller, MSA, training and personnel administrator, Northrop Corporation

STRESS MANAGEMENT: HOW TO ACHIEVE PEAK PERFORMANCE

— *Convert stress into energy*

Stress doesn't have to be debilitating. Designed for employees in demanding positions, this one-day workshop demonstrates how to transform high pressure situations into increased motivation and enthusiasm. Discover the causes

of stress and the internal and external resources for coping with anxiety and frustration.

Participants will learn specific coping strategies and relaxation techniques which lead to increased productivity and job satisfaction. The workshop will focus upon:

- Understanding stress
- Managing stress as a resource
- Achieving positive mental health
- Practicing "self-care"

DATE: Thursday, April 19
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.7 CEU
FEE: \$55
SEQUENCE NUMBER: EXT 102
LOCATION: CSUDH campus
INSTRUCTOR: Richard Kewer,
business consultant and human
relations expert

BUSINESS COMMUNICATION

— *Polish your oral and written
presentation skills*

Develop your business communication skills in this one-day workshop which focuses on selecting the appropriate

communication strategy for each situation. Whether you're writing or speaking, learn to express your ideas with precision and clarity.

The workshop will cover:

- How to write letters and memos
- How to write reports
- How to respond to business communications problems

DATE: Friday, May 11
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
FEE: \$55
UNITS: Non-credit
SEQUENCE NUMBER: EXT 17
LOCATION: CSUDH campus
INSTRUCTOR: Abe Ravitz, PhD,
professor of English, CSUDH

CAREER PLANNING

— *Design a plan for your
future*

Many of us simply take jobs in order to have a job — never thinking of the future, never planning a career. This Saturday workshop will allow you to stop and take the time to reflect

upon your personal career objectives.

Participants have the opportunity to:

- Assess their own skills, abilities, and interests
- Consider already available resources
- Design a plan to accomplish career objectives

DATE: Saturday, April 7
TIME: 8 a.m. - noon
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: EXT 118
LOCATION: CSUDH campus
INSTRUCTOR: Betty Koller, MSA,
training and personnel
administrator, Northrop
Corporation

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

FOR PROFESSIONAL DEVELOPMENT, ALSO SEE

Computer course listings,
p. 16-19
Professional Women and the
Workplace, p. 39
Marketing and Sales
Strategies, p. 39
Test Preparation, p. 20-21

THE CENTER FOR TRAINING AND DEVELOPMENT—

a unit 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. The content of these training programs is always practical and up-to-date and they are led by highly qualified professionals who understand the needs of working adults.

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.

MASTER OF SCIENCE IN ADMINISTRATION — External Degree Program

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

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.

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.

CERTIFICATE PROGRAMS

A certificate program at CSUDH is a pattern of courses designed to meet specific curricular needs not already being met by an existing degree program. It is focused on the needs and interests of a definable group of professional or

occupational students. The *Production and Inventory Control Certificate* provides education to middle management in the field of production and inventory control. (See page 14 for more details.)

The *Certificate in Alcoholism Counseling* prepares those already working in health or human service agencies for

the very special problems involved in alcoholism counseling. (See page 28 for details.)

The *Spanish for Public Service Certificate* is useful to anyone who must regularly use Spanish during the course of his or her daily work. (See page 15 for more details.)

PRODUCTION AND INVENTORY CONTROL CERTIFICATE

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.

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.

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.

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 \$152.

SCHEDULE

Classes begin the week of March 26. Call 516-3741 for class schedules and locations.

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

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.

SPANISH FOR PUBLIC SERVICE CERTIFICATE

THE PROGRAM

The Certificate Program in Spanish For Public Service consists of six courses and provides basic speaking, reading, and writing 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 participant's 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 COST

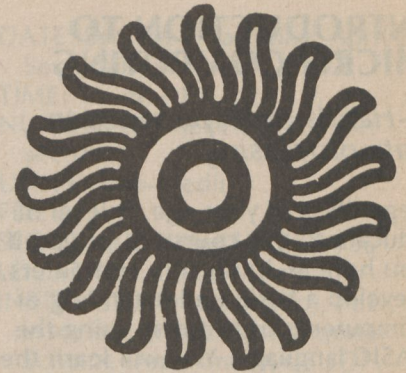
The fee for each four-unit course is \$151.

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. Students may utilize their own employment as an internship for the Certificate Program if it fulfills requirements. Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 22 units. **All courses are degree applicable.**

THE CERTIFICATE

Students completing all courses satisfactorily in the Program, with a minimum 2.0 grade point in all graded classes, will receive the Spanish for Public Service Certificate.



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 with classes held weekday evenings. The intensive Summer cycle begins June 25, 1984. *Interested persons should call Dr. Raúl Romero, program coordinator at 213/516-3327 (M-Th, 9-4 p.m.), to be placed on either the Summer or Fall student list to ensure placement in the program.*

SPRING '84 — SPANISH FOR PUBLIC SERVICE

CONTEMPORARY CULTURE OF MEXICO AND THE SOUTHWEST

— *For students with a beginning knowledge of Spanish*

Expand your conversational skills in Spanish while you learn about the Hispanic culture of Mexico and the Southwestern United States. The

course focuses upon speaking, listening, and writing skills useful for everyday communication. May be applied as credit for the Spanish for Public Service Certificate or taken separately.

The course will also make available to participants:

- Tutoring
- Special optional conversation sessions

DATE: Saturdays, March 31 - June 2
TIME: 9 a.m. - 12:20 p.m.
NUMBER OF MEETINGS: 10
UNITS: 4, SPA X251
FEE: \$151
SEQUENCE NUMBER: EXT 152
LOCATION: CSUDH campus
INSTRUCTOR: Ben Pena, PhD,
assistant professor, Department of
Foreign Languages, CSUDH

ALSO SEE:

Test Preparation, p. 20-21
Certificate in Alcoholism
Counseling, p. 28

COMPUTERS

INTRODUCTION TO MICRO-COMPUTING

—*Hands-on experience in data processing*

Regardless of your age or level of education, this course is for you if you have an interest in computers. Develop a basic understanding of computer programming using the BASIC language. You will learn the computer keyboard and programming. You will become sufficiently familiar with elementary computing terminology to discuss

computers and computer resources intelligently with vendors. The course will cover:

- How to write computer programs
- Inputting information and producing results

Each participant will have a terminal to work on and will receive a floppy disc to take home.

DATE: Section I: Saturday, March 31, 9 a.m. - noon
Section II: Tuesday, April 17, 6 p.m. - 9 p.m.
Section III: Tuesday, May 22, 6 p.m. - 9 p.m.

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$35 plus \$5 materials fee

SEQUENCE NUMBER: EXT 22

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Section I: George Marcoulides, MA, lecturer, CSUDH Behavioral Science Dept. Sections II and III: Patrick Mitchell, MA, lecturer, CSUDH Dept. of Computer Science

USING THE MODEM TO EXPAND THE CAPABILITY OF YOUR COMPUTER

—*A basic introduction to modems and electronic mail and bulletin boards*

All you need is a simple device called a modem. By attaching a modem to your home computer, you can establish a world-wide communications link. Your computer can thus be used to communicate from home to work or to family and friends. This

workshop will introduce you to electronic mail systems, computer bulletin boards, and general data base message systems.

No programming or comprehensive computer knowledge is necessary. Simply learn how the entire family can more fully enjoy the benefits of a home computer.

Other topics include:

- Types and costs of modems
- Handling telephone costs
- Uploading and downloading information
- Logging-on

DATES: Section I: Wednesday, April 11; Section II: Saturday, May 19; Section III: Thursday, May 24
TIME: Sections I & III: 6:30 p.m. - 10 p.m.

Section II: 9 a.m. - 12:30 p.m.

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 25

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Edward Averette, MA, budget analyst, CSUDH Business Affairs Office

INTRODUCTION TO WORD PROCESSING

—*Learn on a micro-computer*

Students, businesspersons and educators, learn how to do word processing on a micro-computer. You will learn through hands-on experience how to do word processing applications and gain a thorough understanding of how to

use a computer. Practice setting up letters, reports, and your own documents. Each participant will have his own terminal. Topics to be discussed include:

- Basic computer concepts
- Commands, text management and insertions
- Deletions, margins, tabs and centering
- Merging, storage and retrieving

DATE: Saturdays, May 5, 12, 19

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$75 plus \$5 materials fee

SEQUENCE NUMBER: EXT 21

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Reba Davis, word processing consultant, manager of REP Wordprocessing Services

INFORMATION RESOURCE MANAGEMENT

— *Understand the functions of a computer*

Just what is that personal computer for? This workshop offers an introduction to the field of information resource management, focusing on the role of the personal computer. In this hands-on

workshop participants will learn how to integrate the microcomputer into managerial tasks. Study the history of information resource management and the future of the field.

Other topics include:

- The capabilities of the micro-computer
- The opportunities computers offer
- The threats managers may feel from computers

DATE: Section I: Saturday, April 28

Section II: Saturday, June 2

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 135

LOCATION: CSUDH campus

INSTRUCTOR: Lance Eliot, PhD, associate professor, Computer Science Department, CSUDH

INTRODUCTION TO ADA

— *Master this new computer language*

Don't fall behind. Find out about ADA. This workshop provides an introduction to the new computer language, ADA. No hands-on work will be done, although several programming examples will be shown. Participants will discuss the development of this new

Department of Defense supported language and its potential impact upon the future.

Participants must have some prior programming experience in languages such as Basic, Fortran, or Cobol.

This workshop will feature discussions of:

- The history of ADA
- ADA and PASCAL
- ADA features

DATE: Saturday, May 12

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 134

LOCATION: CSUDH campus

INSTRUCTOR: Lance Eliot, PhD, associate professor, Computer Science Department, CSUDH

ELECTRONIC SPREADSHEET WORKSHOP

— *Forecasting and Financial Analysis on Microcomputers*

Learn about Visicalc and other spreadsheet programs, software package designed for use on personal computers at home or at work. With these programs, you can set up worksheets; then test your financial options as the computer erases and recalculates for you. This one-day hands-on computer workshop will introduce

you to an invaluable management tool for financial planning and forecasting.

Electronic spreadsheets can be learned by anyone with or without programming background. Anything you can think of that requires hours of calculating can be completed with an electronic spreadsheet in a matter of minutes. Enrollment is limited, therefore you must call for reservations. You will learn:

- Projections
- Home money management
- Financial analysis
- Business forecast

DATE: Saturday, April 7

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35 plus \$5 materials fee

SEQUENCE NUMBER: EXT 23

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department, CSUDH

COMPUTERS

COMPUTERS IN THE CLASSROOM

—For teachers at all educational levels

Computers offer a wide range of instructional possibilities for elementary, secondary, and higher education. In this two-day workshop, learn how the computer may help you in your classroom.

Participants will receive "hands-on" computer practice. No previous computer experience is necessary.

The workshop will cover:

- Various systems, including Apple and Plato
- Software for mathematics, science, social studies and English programs

DATE: 2 Saturdays, April 14, 21

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

NUMBER OF MEETINGS: 2

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 24

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Judson Taylor, PhD, director of Learning Assistance and Testing and professor of Education, CSUDH
Joan Shulman, MA, educational consultant

INTRODUCTION TO LOGO FOR TEACHERS AND PARENTS

—Learn the basic commands of this computer language

Find out exactly what LOGO is, what it can be used for, and how to use it. This workshop will introduce teachers and parents to LOGO through hands-on experience with the computer

language. The class will be a combination of lecture and laboratory sessions.

Participants will be able to:

- Write simple procedures in turtle graphics
- Run the procedures and save them for future use
- Enter a LOGO program and run it correctly on a microcomputer

DATE: Section I: Thursday, April 12

Section II: Thursday, May 10

Section III: Thursday, June 7

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

NUMBER OF MEETINGS: 1 per section

UNITS: 0.3 CEU

FEE: \$30

SEQUENCE NUMBER: EXT 26

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Lynn Anderson, MBA, Instructional Computing Coordinator

HOW TO MAKE MONEY WITH HOME COMPUTERS

—Your chance to enter a fast-growing industry

If you're thinking about buying a home computer, it's time you hear about a fascinating new hobby that might also make you extra cash.

Low-cost computers are creating hundreds of new ways for you to

make money in your spare time at home. Take advantage of some of these money-making methods with your home computer. Beginners or microcomputer experts, learn how to use a personal computer to produce articles, books, programs, games, gadgets, arts, crafts, services and computer-made products. Also discover how the computer can help in teaching and consulting services.

DATE: Saturday, May 5

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 27

LOCATION: Patterson School, 320 Nob Hill, Redondo Beach

INSTRUCTOR: Dan Thompkins, PhD, business consultant

ALSO SEE:

Selecting A Computer For Your Small Business, p. 8

EIES, the Electronic Information System allows students to participate in a wide variety of seminars via computer telecommunications. Course listings p. 38-39.

Small Business Entrepreneurship, p. 7-9

COMPUTER GRAPHICS ON YOUR PERSONAL COMPUTER

— *Exciting new visual experiences on your Apple or Atari computer*

Enter the exciting visual world of computer graphics by attending this one-day seminar. Find out how to create computer graphics on your personal computer and how

computer graphics can help you with your computer needs.

This introductory seminar will answer these questions and many others you might have about designing computer graphics on your personal computer. Demonstrations of hardware capabilities and computer graphics software will be given. We will discuss two popular computers:

- Apple
- Atari

DATE: Sunday, April 15
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: EXT 154
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH

HOW TO SUCCEED AS A COMPUTER CONSULTANT

— *Satisfy a growing demand*

Turn your computer expertise into extra income. This workshop will show you how to become a successful computer consultant. Learn about the different types of clients you may approach and how

to obtain client referrals. Examine the business details of consulting: negotiating fees, computing overhead, handling billing and retainers. Also learn about licensing requirements.

Other topics will include:

- Start-up costs
- Marketing and promotion
- Sample contracts

DATE: Sunday, May 6
TIME: 1:30 p.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 104
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Daniel Tompkins, PhD, consultant, author of the forthcoming book, *The Complete Guide for Computer Entrepreneurs*

COMPUTER-ASSISTED LEARNING — COURSES VIA COMPUTER

The PLATO interactive computer learning system enables you to:

- Learn without the pressure of competitive testing and grading
- Prepare for licensure or college entrance examinations
- Choose what you want to learn from a wide variety of available courses
- Choose when you want to learn — the PLATO terminals are available on the CSUDH campus Monday — Thursday 7:00 a.m. - 10:00 a.m.; 8:00 p.m. - 10:00 p.m., Saturday, Sunday, Noon - 5:00 p.m.
- Choose how fast or slowly the instruction takes place; you learn at your own pace

- Choose how much education or training you want — fees vary depending on the course selected or the number of hours required for completion — the average cost is \$6.50 per hour

Examples of the hundreds of courses in the PLATO library:

Basic Skills for students — age ten and up
Mathematics
English
Reading
Languages

Computer Courses
Introduction to computers
Programming languages (Basic, Fortran)

Business Courses
Accounting
Management Skills
Decision-making Processes

Career Planning and job search skills

Courses for Teachers
Basic skills review for CBEST and NTE
How to develop computer assisted instruction courses
Career development for teachers

GED Preparation — high school equivalency

Vocational Training — prepares student for licensing examinations
Aviation
Electronics

Foreign Languages
Spanish
French
Russian

For information regarding Courses Via Computer — PLATO system — call the Extension office: 516-3741.

TEST PREPARATION

BOBROW

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations.

By request only, these programs are now offered at 26 universities, colleges, and law schools. The classes have been developed and evaluated by authors of 15 national best-selling test preparation textbooks (Guide to the New LSAT, published by Barrons Educational Series, Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs NTE Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide among others published by Cliffs Notes).

The staff is composed of attorneys, CPAs, math and reading specialists and other specialist instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams and are carefully planned learning, practicing and analyzing experiences.

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

The emphasis is on the math section of the exam, but there will be careful analysis of reading comprehension, sentence

completion, analogies and antonyms.

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 2 Exam

DATE: Saturdays, May 5 - 19

TIME: 1 p.m. - 4:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQUENCE NUMBER: EXT 31

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Mathematical ability
- Reading comprehension

- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

For June 16 Exam

DATE: Saturdays, May 26 - June 9

TIME: 9 a.m. - 3:30 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$115 (includes materials)

SEQUENCE NUMBER: EXT 30

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services

GRE (GRADUATE RECORD EXAMINATION) REVIEW

This test prep is geared to 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 5 Exam

DATE: Saturdays, May 5 - June 2

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

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$95 (includes materials)

SEQUENCE NUMBER:

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services

CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

—*Do your best on the CBEST*

These workshops are designed to assist students and teachers in preparing for the CBEST. Each area

of the exam — reading comprehension, essay writing, and mathematics — will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

For July 14 Exam

DATE: Saturdays, June 23 - July 7
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$85 (includes materials)
SEQUENCE NUMBER: EXT 28
LOCATION: CSUDH campus
INSTRUCTOR: Bobrow Test Preparation Services

READING REVIEW FOR CBEST

—*Do your best on the Reading CBEST*

This course concentrates upon the various reading and comprehension

skills needed to perform well on the reading section of the CBEST exam. Test-taking strategies will be presented along with practice exercises based upon the actual content of the CBEST exam.

DATE: Saturdays, March 31 - June 2
TIME: 10 a.m. - 2 p.m.
NUMBER OF MEETINGS: 10
UNITS: Non-credit
FEE: \$55 plus \$10 materials fee
SEQUENCE NUMBER: EXT 155
LOCATION: CSUDH campus
INSTRUCTOR: Rita Duron, learning specialist, Learning Assistance Center, CSUDH

MATH REVIEW FOR CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

—*Do your best on the math CBEST*

Review the basic mathematical skills and information that you will

need to pass the math section of the CBEST. This special 20-hour course will concentrate upon basic arithmetic, algebra, geometry, symbols and terminology, and graph reading. Test-taking strategies will also be presented.

DATE: Saturdays, March 31 - June 2
TIME: 1 p.m. - 3 p.m.
NUMBER OF MEETINGS: 10
UNITS: Non-credit
FEE: \$55 plus \$10 materials fee
SEQUENCE NUMBER: EXT 28
LOCATION: CSUDH campus
INSTRUCTOR: Eunice Krinsky, assistant professor, Department of Mathematics, CSUDH

SUPERLEARNING® FOR STUDENTS

—*Use the stress-free accelerated learning system in your classes*

This one-day program will introduce the American variation of a revolutionary method of accelerated learning now used extensively in Bulgaria and the Soviet Union. Students can reportedly learn a foreign language in one month or complete a

college course in $\frac{1}{3}$ to $\frac{1}{2}$ the usual time — all by allowing both hemispheres of the brain to function harmoniously during the learning process.

Step-by-step exercises will reduce stress-related learning blocks and use the long-neglected right side of the brain. At the same time, the left side will be used more effectively. The "combined brain power" is many times superior to the usual brain functioning. Often, a child-like wonder and joy of learning is rekindled.

DATE: Saturday, May 12
TIME: 8:30 a.m. - noon
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 91
LOCATION: CSUDH campus
INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

EDUCATION

ASSERTIVE DISCIPLINE WORKSHOP

— *For teachers of grades K-12*

Learn to take charge. Minimize conflict in your classroom, deal directly with student-teacher confrontations. Motivate your students and gain the confidence you need to take charge in your

classroom. This one-day seminar emphasizes specific communications techniques and positive reinforcements to help build cooperation between student, parents and teachers. This course will show you how to:

- Develop assertive discipline and communications skills
- Employ levels of discipline
- Punishment techniques
- Assertive management skills

DATE: Saturday, March 31
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: EXT 156
LOCATION: CSUDH campus
INSTRUCTOR: A. Jane Major, PhD,
parent educator, Los Angeles
Unified School District

RESPONSIBILITY, AUTHORITY AND DEMOCRATIC CLASSROOMS

— *For teachers of grades K-12*

Learn how to effectively use your own authority to maintain a "democratic" classroom. Develop the leadership skills necessary for democratic classroom management. In this course you will learn how to

develop your students' sense of responsibility and how to generate their higher-order thinking skills. Outside reading will be required.

Participants will specifically examine:

- Grounds for making moral judgments
- Reason-based decision-making skills
- Democratic teaching methodology

DATE: Wednesdays, April 4 - May 9
TIME: 4 p.m. - 7 p.m.
NUMBER OF MEETINGS: 5
UNITS: 1.5
FEE: \$56.63
SEQUENCE NUMBER: EXT 105
LOCATION: CSUDH campus
INSTRUCTOR: A. Jane Major, PhD,
human relations specialist

SPEED READING AND COMPREHENSION TRAINING

— *Learn to read faster and comprehend more*

The ability to read quickly and to comprehend what you read is vital to your success in business or in school. This course emphasizes improving your reading speed and comprehension. Measure your own progress during the workshop through a Nelson-Denney pre- and post-test. Instructors are from the Institute of Reading Development which specializes in speed reading and comprehension programs for college students and professionals.

This course focuses on:

- Individual attention
- Readings of all kinds of materials
- Speed reading academic, business and technical journals

SIX WEEK WORKSHOP I
DATES: Tuesdays, April 24 - May 29
TIME: 3 p.m. - 6 p.m.
NUMBER OF MEETINGS: 6
UNITS: Non-credit
SEQUENCE NUMBER: EXT 122
FEE: \$155
LOCATION: CSUDH campus

SIX WEEK WORKSHOP II
DATES: Wednesdays, May 19 - June 13
TIME: 7 p.m. - 10 p.m.
NUMBER OF MEETINGS: 6
UNITS: Non-credit
SEQUENCE NUMBER: EXT 123
FEE: \$155
LOCATION: CSUDH campus

FOUR WEEK WORKSHOP
Saturdays, April 28 - May 19
TIME: 9 a.m. - 1:30 p.m.
NUMBER OF MEETINGS: 4
FEE: \$155
UNITS: Non-credit
SEQUENCE NUMBER: EXT 124
LOCATION: CSUDH campus

TEACHING ABOUT THINKING

— *For elementary school teachers and parents*

Discover how to encourage active learning. By examining specific issues and problems, you can help children to extend their thinking abilities. The concept of this program was developed and supported in the United States Air

Force schools. At the workshop you will receive lesson plans and outlines for a complete, sequential school year program.

The workshop will focus upon:

- Lateral skill development lessons
- Experiential learning and cognitive language development
- Programs for teaching thinking in the classroom
- Evaluation and assessment

DATE: Saturday, May 19

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

NUMBER OF MEETINGS: 1

UNITS: 1, EDU 802

FEE: \$37.75

SEQUENCE NUMBER: EXT 131

LOCATION: CSUDH campus

INSTRUCTOR: Sydney Tyler, MS, education consultant and program design specialist

USING DRAMA EFFECTIVELY IN THE CLASSROOM

— *For elementary and secondary teachers*

Have you ever wanted to stage a class play? Would you like to learn how to use dramatic techniques to spark the rest of your curriculum? In either case, this workshop is for you. Learn the essential elements of dramatic structure and how to rehearse, stage, and direct student plays. Begin by mastering preliminary dramatic skills: sensory

recall, movement, and pantomime. Become acquainted with stage terminology and the use of props. Learn how to teach improvisations, character development, and the use of movement and voice.

Including outside reading, the workshop will also stress:

- Collaborative playwriting
- Acting techniques for performance
- Production skills
- Evaluation of television, film, and live dramas
- Use of creative dramatics in teaching other skills

DATE: Saturdays, April 7-14

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

NUMBER OF MEETINGS: 2

UNITS: 0.6 CEU

FEE: \$55

SEQUENCE NUMBER: EXT 115

LOCATION: CSUDH campus

INSTRUCTOR: Marilyn Anderson, MA, Chair of Drama and English Departments, South Bay Adult School

INSTRUCTIONAL HUMOR

— *Add humor to your teaching*

If you improve your ability to tell jokes will you be a better teacher? Possibly. New educational studies have discovered that humor can be used effectively in the instructional process. Develop techniques to promote positive group interaction and learn to enhance your

relationship with your students.

The course includes an analysis of how to use humor in teaching and an analysis of children's humor. Outside reading will be required.

Classroom presentations include:

- Chaplin, Marx Bros. and W.C. Fields films
- Lectures
- Comedy records (Woody Allen, Cheech and Chong)
- Guest speakers, mimes, comedians, books and magazines

DATE: Saturday, April 28 - May 5

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

NUMBER OF MEETINGS: 2

UNITS: 2 CEU, EDU X834

FEE: \$75.50 Credit/\$55 Non-credit

SEQUENCE NUMBER: EXT 36

LOCATION: CSUDH campus

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

EDUCATION

SUPERLEARNING® FOR TEACHERS

—Use a stress-free accelerated learning system in your classroom

Learn Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

Strengthen your ego and promote whole brain learning through an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music.

It has been noted that learning has accelerated by two to ten times with these techniques. You can learn a foreign language in as little as one month and an academic course in one-third to one-half the usual time. This one-day workshop will provide:

- An explanation of the 10 components of Superlearning
- 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

DATE: Friday, May 11
TIME: 5 p.m. - 9:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.3 CEU, EDU 807
FEE: \$35
SEQUENCE NUMBER: EXT 34
LOCATION: CSUDH campus
INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz

9th ANNUAL SPECIAL EDUCATION CONFERENCE

—Join professionals in the field

Nationally recognized speakers will present papers and conduct special interest workshops. Sixteen workshops are scheduled on topics of current interest to teachers and other professionals in the field of special education.

DATE: Friday and Saturday, April 22 and 23
TIME: 7:30 a.m. - 5:30 p.m.

NUMBER OF MEETINGS: 2
UNITS: 2, EDU X406, or Non-credit
FEE: Conference registration for two days and two units of credit: \$81

Conference registration for one day and one unit of credit: \$45.50

Conference registration for two days, non-credit: \$50

Conference registration for one day, non-credit: \$30

Credit: Make checks payable to CSUDH

Non-credit: Makes checks payable to Special Education Conference

SEQUENCE NUMBER: EXT 132
LOCATION: CSUDH campus
INSTRUCTOR: Special Education professionals.

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

ALSO SEE:

Computers in the Classroom, p. 18
Introduction to Logo for Teachers & Parents, p. 18
Renewal through Art, p. 36
Special Topics, p. 45

EXTERNAL DEGREES

CSUDH Extended Education offers several External Degrees for individuals who find it inconvenient to attend classes on the main campus. In most cases, classes are scheduled in off-campus satellite locations within the South Bay area served by the university. These classes, designed specifically for

in the evening hours Monday through Thursday. An exception to this pattern is the Humanities External Degree Program which offers both an undergraduate bachelors degree and a graduate masters degree in the humanities through correspondence study. (See page 36 for details.)

The Master of Science in Administration is an external degree program which is

especially useful to managers already working in the business world. (See page 13 for details.)

California licensed clinical laboratory technologists and/or registered medical technologists may be particularly interested in the Master of Science in Medical Technology external degree program. (See page 29 for details.)

OPEN UNIVERSITY

—A world of learning, open to anyone over 18

Through the Open University program, you can enroll in any regular CSUDH academic course — without going through formal admission procedures. That means that in addition to the Extension courses offered in this Bulletin, the entire CSUDH curriculum is open to you.

EASY ACCESS

Simply follow the three easy steps for Open University registration and take advantage of hundreds of courses ideal for career preparation, professional advancement, intellectual challenge and fun. Attend classes anytime — days, evenings and weekends — without having to attend in consecutive quarters. Take one course or more; there are no minimum load requirements.

The only classes *not* open to you are those which are already enrolled to their limit or those for which you have not satisfied the prerequisite requirements.

CREDITS

Through the Open University, you can also earn credits for a degree — should you wish to apply for admission to the University at some future time. Up to 36 undergraduate units and 13 graduate units will be accepted as elective units for a degree at CSUDH. In many cases, the credits earned through Open University are also transferable to other college and universities — subject of course, to specific requirements. Open University credits do not satisfy CSUDH residence requirements but are accepted as elective units. CSUDH keeps track of your Open University degree applicable credits and records them in your student file.

For a \$4 fee, you can obtain a transcript of all the Open University classes which you have completed.

OTHER BENEFITS

The Open University program is especially suited for you, if you:

- Want to sample a particular field before enrolling in a degree program
- Want to take courses other than those offered through the regular Extension program for professional or personal development
- Have been turned down for admission to the University and wish to improve your grade point average

HERE'S JUST A SAMPLE OF FIELDS THE OPEN UNIVERSITY OPENS TO YOU:

Afro-American Studies
The Arts (Painting, Drawing, Printmaking, Ceramics, Sculpture, Art History)
Business Administration (Accounting, Management, Marketing)
Communications (News & Feature Writing, Broadcasting, Film & TV, Photography)

Computer Science
Dance
East Asian/Asian-American Studies
Education
English
French
History
Humanities
Japanese
Medical Technology
Mexican-American Studies
Paralegal Studies
Philosophy
Physical Education & Recreation
Political Science
Psychobiology
Psychology
Public Administration
Spanish
Theater Arts
Urban Studies
Women's Studies

For a complete listing of courses offered through Open University, check the CSUDH class schedule, available each quarter at the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

HOW TO REGISTER FOR OPEN UNIVERSITY

(NOTE: This is not an application for formal admission to CSUDH. It's your ticket to Open University courses.)

1. Fill out the Open University Registration Form.

Use the Extension form on the back cover of this catalog, or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (ERC-C508).

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

The instructor will sign your registration form (giving you permission to register) based on available space in the class. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis. You must also have satisfied any prerequisite requirements for the course. Mathematics courses require satisfaction of the University's entry level mathematics requirements.

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

Fees are \$37.75 per unit (\$151 for a 4-unit class). Fees should be paid by check or money order, made payable to "CSUDH". Use your VISA or MasterCard to pay fees in person, or mail in your fees with your signed registration form to:

Extension ERC C508
CSUDH
Carson, CA 90747

Cash payments will only be accepted for the exact amount. Those who register in person will receive fee receipts indicating your course enrollment and 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 forms and fees, you can pick up your ID card at the Extension Office. We are unable to provide ID cards through the mail.



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.

SEXUAL WELL-BEING



—A workshop for counselors

How does sexual well-being affect the emotional and personal growth of the individual? How does your own personal sexual satisfaction affect your sexual outlook in dealing with clients and patients? You'll discover the answers to these and other questions in this one-day workshop. A special experiential learning process including guided imagery, lecture and audio-visual presentations will help you understand human

sexuality as a transpersonal experience.

The workshop will create a safe space to confront the following issues as they relate to your individual experience:

- Human sexuality, an innate drive or a learned experience?
- Can sexual activity be creative?
- Is it possible to find one-ness and unity through sexual experiences?

Communications in small groups and guest speakers will be emphasized throughout the day-long program.

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 21

TIME: 9 a.m. - 7:30 p.m.

UNITS: 1 CEU, PSY 900

FEE: \$60

SEQUENCE NUMBER: EXT 114

LOCATION: CSUDH campus

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

DRUGS AND THE DRUG CULTURE

—Legal and illegal drugs, their use and effects

Aimed at those in helping professions, counselors, therapists, social workers, law enforcement personnel or anyone who has experienced drug abuse in personal relations. Learn the basic pharmacology of drugs so that you

can understand this major social problem and be able to work more effectively with chemically-dependent victims. The emphasis of this course is:

- Poly-addicted victims
- Components of various drugs such as:
 - Marijuana/hallucinogenics
 - PCP
 - Opiates
 - Sedatives
 - Look-a-like drugs
 - Amphetamines

DATE: Thursdays, March 29 -
May 24

TIME: 6:30 p.m. 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, HEA X296, degree
applicable

FEE: \$151

SEQUENCE NUMBER: EXT 108

LOCATION: Aviation High School

INSTRUCTOR: Obed Woods, BA,
CAC, San Pedro Peninsula
Hospital Alcoholism Recovery
Service

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

FUNDAMENTALS OF EMPLOYEE ASSISTANCE PROGRAMS

— *Dealing with employees' personal problems*

Professionals in health counseling fields and personnel managers, you can develop and implement an Employee Assistance Program for your company.

An EAP is a company-sponsored program to help employees with alcohol or other psychosocial problems that affect their work.

Although this program began essentially as an alcohol counseling program, it gives attention to drugs and a variety of personal problems which cause employees to fail in their job performance.

EAP's may be located in-house or at the community facility. Participants will learn:

- Concepts and components of a viable program
- How to develop and implement EAP
- How to obtain management support
- How to market the concept

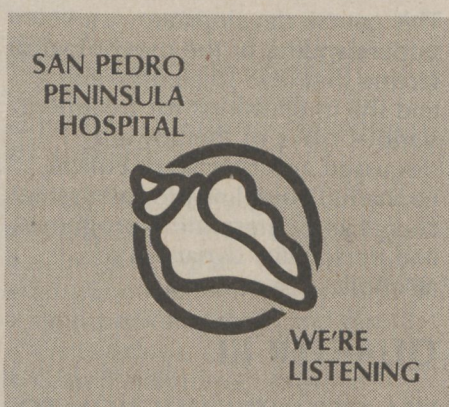
DATE: Thursdays, March 30 - May 31
 TIME: 6:30 p.m. - 10 p.m.
 NUMBER OF MEETINGS: 10
 UNITS: 4, Health X295, degree applicable
 FEE: \$151
 SEQUENCE NUMBER: EXT 109
 LOCATION: CSUDH campus
 INSTRUCTOR: Virginia Ryan, MA, community coordinator, San Pedro Peninsula Hospital Alcoholism Recovery Service

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.

Objectives of the Program:

- 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



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.

Four units 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 90372

FEE: \$136 CSUDH credit
 \$125 Non-credit

INSTRUCTOR: San Pedro Peninsula Hospital Alcoholism Recovery Service Staff

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.

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. With the permission of the Program Coordinator, students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience.

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 COST

The fee is \$35 per unit; a four-unit course is \$140.

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.

QUARTER I

HEA X282 INTRODUCTION TO COUNSELING TECHNIQUES (4 units)

This course introduces the skills and technique 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.

For information call Brenda Blow
213/516-3741.

SPECIAL TOPICS IN BEHAVIORAL SCIENCE: FAMILY MEDIATION

— *For marriage counselors,
social workers, and family
law attorneys*

Family mediation training is becoming more and more essential for those working in the field of human services. While most "family mediators" concentrate upon divorce and separation agreements, others specialize in the problems of runaway children, in the care of elderly parents by their children, or

in property division of gay and other non-married couples. This course offers training in family mediation as a non-adversarial approach to conflict resolution.

Participants will learn the mediation process and negotiation techniques. The emotional stages of divorce, family law, and child custody options will be covered. Other topics include:

- Financial planning and tax considerations
- Household budgeting
- Interpersonal communication
- Agreement writing

Since this is a regular on-campus course, extension students should enroll through the Open University.

DATE: Mondays, April 2 - June 4
TIME: 6:30 p.m. - 10 p.m.
NUMBER OF MEETINGS: 10
UNITS: 4, BEH SCI 490
FEE: \$151
SEQUENCE NUMBER: EXT 151
LOCATION: CSUDH campus
INSTRUCTOR: Byron Culp, MS,
family mediator

MASTER OF SCIENCE IN MEDICAL TECHNOLOGY — External Degree Program

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

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.

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with Cal State University, Dominguez Hills offers an accredited long-term certificate program in Orthotics. Orthotics is the profession of providing orthopedic braces for the physically

disabled. Interested students with an Associate degree or higher and familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical settings. Students

study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

For more information, contact:
Darrell Clark
Rancho Los Amigos Hospital
(213) 922-7655

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

WRITING SKILLS

HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

—Enter the ranks of earning professionals

Most beginners can't sell 5 percent of their writing. Professionals can't write fast enough to keep up with their sales commitments. The difference is in the marketing.

Beginners write, then try to sell; pros sell, then write. This seminar, focusing on nonfiction articles and books, explains the professional system, then shows how you can use it with predictable lucrative results. You will learn:

- What kinds of writing sell best
- When you should query and when you should send unsolicited copy
- How pros double their income by selling reprints and rewrites
- How to take every allowable tax deduction

DATE: Sunday, May 6
TIME: 1 p.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40 (includes workbook)
SEQUENCE NUMBER: EXT 56
LOCATION: CSUDH campus
INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of the *Query Book*

EIGHT WAYS TO INCREASE YOUR INCOME BY WRITING

—Get into print and earn cash

If you are seeking supplemental income through writing or would like to experiment in various writing media, this practical, no-nonsense analysis of each of eight fields will show you where you might be best

suited to get into print and earn cash.

Find out who buys each type of writing, what they buy from freelancers, how much they pay, how you find them, how to make initial contact, books you need to read, other sources available for help and tips for beginners. We will discuss:

- Short stories and books
- Articles and TV scripts
- Greeting cards and newsletters
- Ghost writing and newspaper columns

DATE: Tuesday, May 8
TIME: 6:30 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: EXT 144
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of the *Query Book*

WRITING EFFECTIVE NEWS RELEASES

—For small businesses

Discover how your business can capitalize on free publicity. Learn how to write effective news releases and let the media promote your business. During the first session you'll examine:

- The proper news release format



- How to come up with a "hook" to get the media's attention
- Ways to maintain good press relations
- What not to do when dealing with the press

The second evening session will be devoted to an evaluation of news releases written by workshop participants. This workshop is ideal for business owners and promotion writers alike.

DATE: Thursdays, May 17, 24
TIME: 6:30 p.m. - 9:30 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$55
SEQUENCE NUMBER: EXT 143
LOCATION: Patterson School, 320 Nob Hill, Redondo Beach
INSTRUCTOR: Gregory F. Kishel, MBA, and Patricia Gunter Kishel, MBA, MFA, freelance writers and partners in a management/marketing consulting firm

HOW TO SELF-PUBLISH YOUR OWN BOOK

—Turn your ideas into published words

Find out everything you need to know to successfully write, edit, print, distribute, and promote your own book. This one-day workshop will show you how to add to your

income through self-publishing. Learn how to choose what to write about and how to find your target market. Gain insight on how to actually write the book.

The workshop will also cover:

- Selecting a printer
- Copyright laws
- Marketing and distribution
- Advertising and publicity

DATE: Sunday, May 20
TIME: 10 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: EXT 133
LOCATION: CSUDH campus
INSTRUCTOR: Gregory F. Kishel, MBA, and Patricia Gunter Kishel, MBA, MFA, freelance writers and partners in a management/marketing consulting firm

PHYSICAL FITNESS & RECREATION

RHYTHMIC GYMNASTICS FOR WOMEN

—Learn the newest Olympic Sport

Participate in this new competitive Olympic Sport and develop your strength, flexibility, balance, grace, and sense of accomplishment. Practice techniques for ballet,

modern and jazz dance. You will work with:

- Balls
- Ropes
- Hoops
- Clubs
- Ribbons

DATE: Wednesdays, April 4 - June 6

TIME: 2 p.m. - 3 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 47

LOCATION: CSUDH campus, GYM A104

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

BODY ALIGNMENT

—Develop strength and balance

Practice stretching and flexing to improve your whole sense of well-being. This workshop combines a variety of exercise techniques which work to bring your body into proper alignment. Once your body is properly aligned, you'll develop a new way of walking, standing, and feeling.

Learn adapted yoga techniques and advance to increasingly difficult postures as your body lets go of tension. Use balancing poses to bring your mind and body into harmony. Learn what your body is trying to communicate to you.

The techniques are especially designed to help you to:

- Improve posture
- Increase flexibility
- Discover body/mind calm

DATE: Wednesdays, April 4 - June 6

TIME: 3 p.m. - 4:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1 Phys. Ed. X131

FEE: \$37.75

SEQUENCE NUMBER: EXT 50

LOCATION: CSUDH campus

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

STRETCH AEROBICS

— Discover the joy of fitness

Work from your own level of fitness to gradually develop flexibility, coordination, and increased cardiovascular strength. This class combines stretching, relaxation and aerobics techniques. Counseling on personal fitness programs and fitness testing are available. Bring tennis

shoes and wear loose clothing for the class.

The purpose of the class is to help participants to:

- Gain a better understanding of total body maintenance
- Discover how exercise can be fun
- Develop a positive attitude toward fitness

DATE: Mondays and Wednesdays, April 2 - May 9

TIME: 7:30 p.m. - 9 p.m.

NUMBER OF MEETINGS: 12

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 142

LOCATION: CSUDH campus

INSTRUCTOR: Ron Argueta, BA, Fitness Consultant

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. 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.

If you are interested in any of these programs, call 213/516-3741 for information.

PHYSICAL FITNESS & RECREATION

BASIC SCUBA DIVING

—Learn the fundamentals of underwater diving

Gain sufficient knowledge to dive with scuba in waters up to 165 feet in depth. Students will complete the requirements for a NAUI Scuba certification. The course includes both classroom instruction and in-water training, using Scuba and related equipment.

You will learn:

- Diving physics
- Physiology and medical information (including first aid)
- Equipment use and maintenance
- In-water techniques
- Underwater communications
- Dive planning
- Diving environments and marine life

DATE: Wednesdays, March 28 - May 30

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

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$110 plus a \$40 fee for materials and equipment

SEQUENCE NUMBER: EXT 110

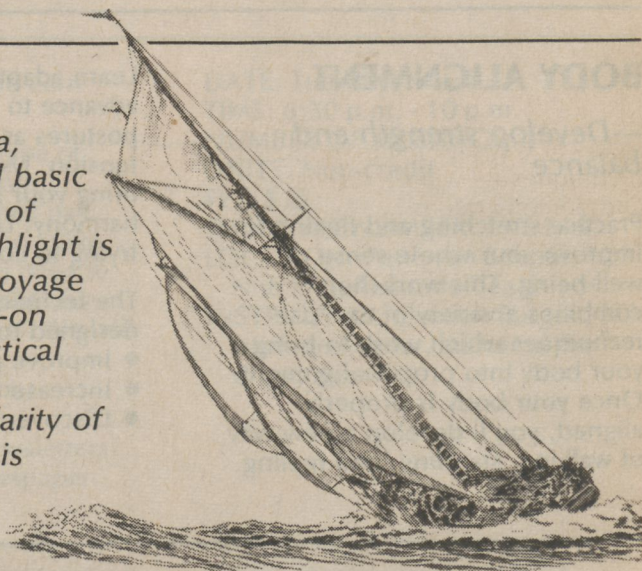
LOCATION: CSUDH pool

INSTRUCTOR: Ron Ryan, CSUDH Aquatic Instructor, NAUI Certified Instructor

GREAT TRADITIONS OF THE SEA — Whether you're a beginning sailor or a veteran navigator, Great Traditions of the Sea offers a series of courses which will train you to become a master of your own ship.

These classes can be experienced individually or in sequence. You'll cover the entire realm of seamanship

and learn safety at sea, water procedures and basic functions of all types of vessels. A special highlight is a fun-filled two-day voyage that offers you hands-on experience and a nautical holiday to remember. Because of the popularity of these courses, space is limited and early registration is recommended.



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 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 23 - May 21

TIME: 7:30 p.m. - 10:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.2, degree applicable

FEE: \$37.75 credit

\$30 Non-credit

SEQUENCE NUMBER:

LOCATION: Yankee Whaler Inn,

Berth 75, Ports O' Call, San Pedro

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

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

CLASSES AT SEA

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 A: March 24, 25
Section B: April 7, 14
Section C: April 28, 29
Section D: May 5, 12
Section E: May 26, 27

TIME: 11 a.m. - 4:30 p.m.

NUMBER OF MEETINGS: 2 per section

UNITS: Non-credit

FEE: \$65 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER: EXT 52

LOCATION: 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 seamanship training vessel by the United States Coast Guard.

Limit 6 students in each section.

DATE: Section I: April 28
Section II: May 26

TIME 10 a.m. - 6 p.m.

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$65 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER: EXT 54

LOCATION: 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, April 21, 22
Section II: Saturday and Sunday, May 19, 20
Section III: Saturday and Sunday, June 2, 3

TIME: 10 a.m. Saturday - 5 p.m. Sunday

NUMBER OF MEETINGS: 2 days, 1 night spent aboard vessel in Catalina

UNITS: Non-credit

FEE: \$150 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER:

Section I: EXT 55a

Section II: EXT 55b

Section III: EXT 55c

LOCATION: San Pedro

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

ARTS & HUMANITIES

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory is a program that offers children and parents a chance to explore a variety of creative artistic experiences. You can

learn ballet, creative drama and acting, study Orff Schulwerk music and movement for children, and take private music lessons.

Each program offered by the Conservatory provides individualized personal attention.



ORFF SCHULWERK

—Music & movement for children

\$50 fee for 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 A-202.

DATES: Saturdays, April 7 - June 16

#935 11:15 a.m. - noon —

3- 5-year-olds

#936 noon - 12:45 p.m. —

6- 10-year-olds

PRIVATE MUSIC LESSONS

\$85 fee for ten 30-minute lessons.

Session begins week of April 2.
Music Recital on Sunday, June 17.
Lessons times to be arranged with instructor. Holiday Easter week.
#901 Piano

#902 Violin, Viola

#903 Cello

#904 String Bass

#905 Flute

#906 Oboe

#907 Clarinet

#908 Saxophone

#909 Trumpet

Call David Champion at
213/516-3543 to arrange lesson time.

#910 Trombone

#911 French Horn

#912 Tuba

#913 Drums & Percussion

#914 Guitar

#915 Electric Bass

#916 Voice

#917 Recorder

CREATIVE DRAMA AND ACTING

\$50 fee for ten 45-minute classes

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and other activities. Recital at the last class meeting. Classes held in HFA A-204. Holiday April 21.

DATES: Saturdays, April 7 - June 16

#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 &
returning students

BALLET

\$50 fee for 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 December 18, 3 p.m. Classes are held in dance studio of the CSUDH Gymnasium. Holidays April 20 and 21.

DATES: Fridays, April 6 - June 15, or
Saturdays, April 7 - June 16

Fridays

#928 5 - 5:45 pm — 6-8-year-olds

#929 6 - 6:45 pm — teens &
adults, beginning

Saturdays

#921 9 - 9:45 am — 6-8-year-olds

#922 10 - 10:45 am — 3-5-year-olds

#923 11 - 11:45 am —

9-12-year-olds

#924 12:30 - 1:15 pm - teens &
adults, beginning/grade 1

#925 1:30 - 2:15 pm — teens &
adults, grade II

#926 2:30 - 3:15 pm — advanced

GUITAR WORKSHOP

—Classical, jazz, and rock styles

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. In ten weeks you'll brush up on theory and

refine your technique. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included.

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

DATE: Wednesdays, April 4 - June 6
TIME: 6:30 p.m. - 8:20 p.m.
NUMBER OF MEETINGS: 10
FEE: \$37.75
UNITS: 1, Music X289, degree applicable
SEQUENCE NUMBER: EXT 62
LOCATION: CSUDH campus
INSTRUCTOR: William Davila, MA, host, Noon Concert, KPFK-FM, recording artist and music award winner

FROM THE RIGHT SIDE ... LEARNING HOW TO DRAW WHAT YOU SEE

—For the beginning or advanced artist

Enhance your drawing skills by tapping into the perceptual facility of the brain's right hemisphere. Break down your preconceived ideas about the way the world appears, and use your right brain to "see" and draw things as they actually are. Draw real shapes and

relationships rather than memorized visual symbols. This workshop is based upon the work of Dr. Betty Edwards, author of the best-selling book, *Drawing on the Right Side of the Brain*. Teachers and those who have felt "blocked" in their artistic expression will benefit greatly from the workshop.

Activities will include:

- Audio-visual demonstrations and slides
- Classroom critiques
- Individual assistance

DATE: Saturdays, April 21-28
TIME: 9 a.m. - 5 p.m.
NUMBER OF MEETINGS: 2
UNITS: 1 CEU
FEE: \$55
SEQUENCE NUMBER: EXT 59
LOCATION: CSUDH campus
INSTRUCTOR: Marka Hitt Burns, MFA, artist, instructor in affiliation with Dr. Betty Edwards, California State University, Long Beach

INTRODUCTION TO CALLIGRAPHY

— For right-handed people

Acquiring calligraphic skills is learning how to make beautiful letters with a broad edge pen. You will be exposed to Italic in all its forms. Learn concepts of spacing, design and color. Experiment with various broad-edged tools and work with different textures of paper.

Learn to design Christmas cards, greeting cards, stationery, business cards, documents and awards. No previous experience is necessary.

A material kit will be provided along with a syllabus with different methods of calligraphy.

DATE: Saturday and Sunday,
April 28-29
TIME: 9 a.m. - noon
NUMBER OF MEETINGS: 2

UNITS: Non-credit
FEE: \$45 plus \$10 materials fee to be paid in class for a calligraphy kit, right-handed calligraphic pens, pen holder and paper. Those who own materials may bring them to class.
SEQUENCE NUMBER: EXT 140
LOCATION: CSUDH campus
INSTRUCTOR: Bernard W. Baker, MFA, Associate Professor and Chairman, Art Department, CSUDH

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

ALSO SEE:

Interactive Video
Disc Production, p. 38
Computer Graphics on your
Personal Computer, p. 19

ARTS & HUMANITIES

RENEWAL THROUGH ART I

— *A stress-reducing workshop for teachers and others*

Combat stress and enrich your well-being while exploring the visual elements of art. Discover your personal imagery. Experiment with painting, drawing, collages and mixed media. Learn how to transform negative or stressful situations into positive creative resources through this visual journey.

This one-day workshop is designed for teachers to help reduce stress experienced in the routine performance of their profession. Bring an 8½ × 11 spiral-bound sketch pad, colored fine-line tip markers and a sack lunch. Non-teachers are also welcome. This course includes:

- Expressing one's perception of one's self
- Print painting in water color
- Blind-folded drawings
- Sensorial painting

DATE: Saturday, April 17
TIME: 9 a.m. - 6 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1, Education 826
FEE: \$37.75 (plus a \$10 materials fee to be paid in class)
SEQUENCE NUMBER: EXT 138
LOCATION: CSUDH campus
INSTRUCTOR: Mary Jane Slike, MA, painter, teacher, Los Angeles Unified School District

RENEWAL THROUGH ART II

— *Continue to release stress*

Re-experience the wonderful release that art can provide. Continue to discover how self-expression through painting, drawing, and mixed media projects can release job tensions. Participants will

practice and expand upon techniques learned in Renewal Through Art I. Prior enrollment in Renewal Through Art I, however, is not mandatory.

Although the workshop is designed especially for teachers, others are also welcome. Everyone can learn how to move closer to inner harmony through experiments in art.

DATE: Saturday, April 28
TIME: 9 a.m. - 6 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1
FEE: \$37.75
SEQUENCE NUMBER: EXT 139
LOCATION: CSUDH campus
INSTRUCTOR: Mary Jane Slike, MA, painter, teacher, Los Angeles Unified School District

HUMANITIES EXTERNAL DEGREE PROGRAMS

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

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

The Master 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

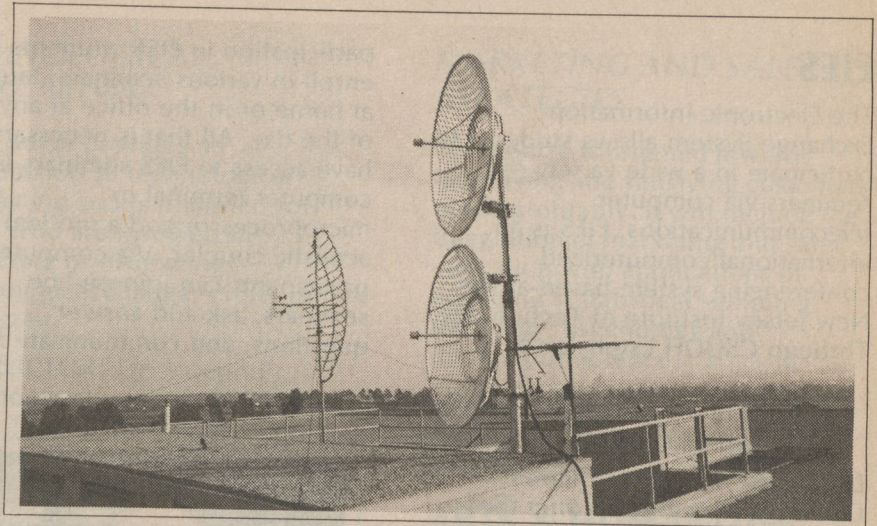
- intellectual stimulation in the Humanities — art, music, history, literature, philosophy
- an accredited B.A. degree
- a program of study at home
- a self-styled course of study

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.

TELECOMMUNICATIONS

New technology continues to transform our daily lives. Through the combined use of radio, television, telephone, satellite, and computer, telecommunications has revolutionized even the way we communicate. California State University, Dominguez Hills has joined leaders in business, industry, and government in using telecommunications networks to expedite knowledge transfer and decision-making.



CSUDH currently participates in three telecommunications networks: the L.A. basin ITFS Network (Instructional Television Fixed Service), NUTN (the National University Teleconference Network), and EIES (the Electronic Information Exchange System). During a time of rising educational costs and declining budgets, these networks offer a cost efficient method for expanding educational and training opportunities. To receive regular information about our courses through telecommunications, call 516-3741.

ITFS

In-house education and training for business, industry, and government are now possible from Dominguez Hills through the LA basin ITFS Network, a new closed circuit television broadcasting system

available in the South Bay area. This new service will provide an opportunity to use television, with inter-active audio, for in-house education and training, through individualized company-owned installations. For more specifics

about how you and your organization can use this new sophisticated medium, please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3741.

NUTN

The National University Teleconference Network (NUTN) is a coalition of sixty-seven universities, nationwide, who have joined together to develop a telecommunications system for higher education. As a member of NUTN, California State University, Dominguez Hills brings to the campus live programming from universities across the nation,

utilizing satellites, television and telephone land lines.

During the Spring Quarter, CSUDH will offer two in-depth teleconferences via NUTN. "Management for Engineers" offers engineers the training in supervision and "people problems" which formal engineering training often lacks. (See page 5 for details.)

Managers can also learn how to improve employee productivity and

morale through "Strategic Planning and Communication for Improved Productivity and Employee Morale" — a teleconference with management professionals from Wichita State University. (See page 11.)

As the year progresses, NUTN will present other teleconferences on topics of political, social, and personal interest. To receive information about future NUTN teleconferences, call 516-3741.

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

EIES

The Electronic Information Exchange System allows students to participate in a wide variety of seminars via computer telecommunications. EIES is an international computerized conferencing system based at the New Jersey Institute of Technology. Through CSUDH Extension's

participation in EIES, students can enroll in various seminars, taught at home or in the office at any time of the day. All that is necessary to have access to EIES seminars is a computer terminal or microprocessor and a modem or acoustic coupler. Via computer, participants can join on-line seminars, ask and answer questions, and communicate at any

time with instructors and other participants.

No prior computer experience is necessary. On-line training in the use of EIES will be provided prior to the start of each seminar.

For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.

During the Spring '84 quarter, CSUDH Extension will offer the following seminars through EIES:

COMPUTERS

HUMAN COMMUNICATION VIA COMPUTER

Explore the nature and impact of electronic mail and computerized conferencing systems.

INSTRUCTORS: Dr. Murray Turoff, professor of Computer Science and director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Dr. Starr Roxanne Hiltz, professor and chairperson, Department of Sociology, Anthropology, and Social Work, Upsala College, and associate director, Computerized Conferencing and Communications Center at the New Jersey Institute of Technology

COMPUTER LITERACY: A GENERAL APPROACH

Designed for general audiences with little or no previous computer experience, this seminar provides an overview of computer capabilities and applications.

INSTRUCTORS: Julian M. Scher, PhD, associate professor of Computer Science and associate director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Darnee Phipps, staff instructor in Computer Science for



the Center for Pre-College Programs, New Jersey Institute of Technology

APPLE II MICROCOMPUTERS: BASIC AND DOS

Develop an understanding of Apple software applications through small programming exercises.

INSTRUCTOR: Dr. Kevin McDermott, PE, assistant professor of Industrial and Management Engineering, New Jersey Institute of Technology

CP/M: AN INTRODUCTION

Learn about CP/M (Control Program for Microcomputers from Digital Research), the most popular operating system for small computers.

INSTRUCTOR: James Whitescarver, systems analyst and adjunct faculty at the New Jersey Institute of Technology

LOCAL AREA NETWORKS

Gain a basic understanding of local area networks, their application and potential. This seminar is designed for the manager or professional who is concerned with management issues as well as network architectures and vendor offerings.

INSTRUCTOR: John D. McKendree, computer scientist, U.S. Defense Communications Agency, and governor on the International Council for Computer Communications

PASCAL PROGRAMMING: AN INTRODUCTION

The PASCAL alphabet, predefined symbols and words, user identifiers, BASIC data structures, and operations on data structures will be covered.

INSTRUCTOR: Michael Lachowski, systems engineer, Exxon

TRS-80 MICROCOMPUTERS: BASIC AND DOS

A logical, easy-to-follow beginning and intermediate course in BASIC programming, applicable to most computers but especially geared for TRS-80, PMC-80/81 and LNW microcomputers.

INSTRUCTOR: Don Selwyn, BA, technical and training director for the National Institute for Rehabilitation Engineering

BUSINESS MANAGEMENT

ALTERNATIVE LEADERSHIP STYLES

This seminar focuses on new management styles required in facing critical issues including: increasing productivity, leading a dispersed workforce linked by computers, collective bargaining with limited resources, ethics and industrial justice and affirmative action in a changed political climate.

INSTRUCTOR: Miriam Mills, PhD, Public Administration, NIJT faculty, practicing arbitrator

DIAGNOSIS OF ORGANIZATIONS

Living Systems Theory (LST) has given rise to a number of advanced tools for assessing organizations. Areas covered are the strengths and weaknesses of organizations, infrastructural and information processes, key development opportunities, and the cultural myths that empower or limit an organization and the people within it.

INSTRUCTOR: Lawrence de Bivort, PhD, political scientist, president, Evolutionary Services Institute

THE TECHNICAL MANAGER

This seminar is a "first person singular" approach to providing the tools that are needed to succeed when managing technical operations and people.

INSTRUCTOR: Melvin Silverman, PhD, managing partner of a consulting firm

TECHNOLOGICAL FORECASTING

This course provides an introduction to technological forecasting and is intended for those who are involved in projecting or estimating technological change, either in rate or degree.

INSTRUCTOR: Dr. Joseph P. Martino, senior research scientist in the Technology Forecasting Group, University of Dayton Research Institute

PROFESSIONAL DEVELOPMENT

PROFESSIONAL WOMEN AND THE WORKPLACE

This course is designed for managers and professionals who desire to examine the impact of changing sex roles on management.

INSTRUCTOR: Elaine Kerr, PhD, Research Consultant and Associate Director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology

MARKETING AND SALES STRATEGIES

This course is oriented towards identifying and satisfying customers' needs profitably. It will include the integration of marketing and sales education with applications of economics, statistical sampling, sociology, psychology and information science.

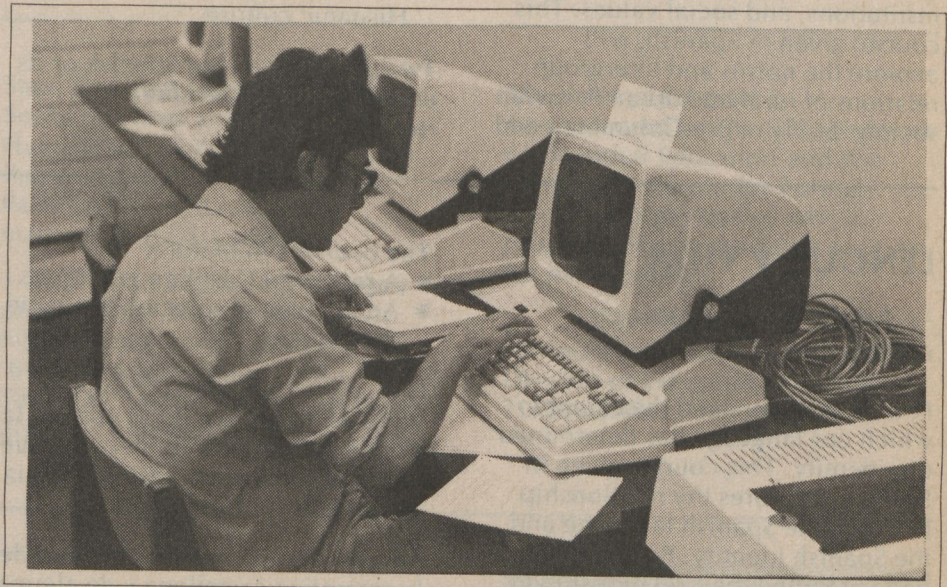
INSTRUCTOR: Dr. Sid L. North, consulting and counseling psychologist

ARTS & HUMANITIES

INTERACTIVE VIDEO DISC PRODUCTION

Experts present tutorials on the following interactive video disc topics: economic justification, adapting A/V materials to the medium, computer-assisted instruction, merging telecommunications and teleconferencing, and other IVD issues.

INSTRUCTORS: Michael North and Frank Catanzaro, producers and programmers for Matrix Learning Systems, an IVD group



For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.

EXPLORING OTHER CULTURES

We live surrounded by other cultures. A large part of Los Angeles' richness is due to its ethnic diversity. History has shown that as immigrants gradually integrate into the California lifestyle, they nevertheless strive to keep their own cultural traditions and values.

By initiating a series of programs in languages other than English, Dominguez Hills acknowledges the importance of this multi-cultural diversity and the need these newcomers have to preserve their heritage while becoming participating citizens.

This program is part of the increased emphasis California State University, Dominguez Hills is placing on internationalism and membership in the global village.



CONTEMPORARY HISPANIC CULTURE: PERU

— From pre-Columbian to modern times

Gain an understanding of the Peruvian culture: its language, its institutions, and social values. This course, given in Spanish, will explore the norms and intergroup relations of rural and urban Peruvian society. Study of pre-Columbian and

colonial Peru will help participants to better understand the contemporary Peruvian culture.

The course is ideal for:

- Bi-lingual teachers
- Businesspersons involved in U.S./Peru relations
- Those interested in furthering their understanding of the Hispanic culture

Two years of college Spanish or its equivalent is the required prerequisite.

DATE: Saturday, March 31 - June 2
TIME: 9 a.m. - 12:25 p.m.

NUMBER OF MEETINGS: 10
UNITS: 4, SPA X251

FEE: \$151

SEQUENCE NUMBER: EXT 152

LOCATION: CSUDH campus

INSTRUCTOR: Luz de Watts, PhD,
lecturer, Department of Foreign
Languages, CSUDH

LENGUA Y VIDA

— Learn how language creates you

Few of us understand the extent to which our language has determined our identity. This course, given in Spanish, explores the relationship between the Spanish language and the Spanish identity. By understanding their relationship to their own language, participants will be encouraged to perfect themselves in a second language and transcend problems of self-expression in a foreign tongue.

The course will feature:

- A review of Castilian grammar
- An analysis of selected Hispanic literature

El objetivo del curso LENGUA Y VIDA es identificar en lo posible la lengua materna con la persona que lo habla. En nuestro caso la lengua castellana.

A través de una revisión general de la gramática castellana y de algunas lecturas literarias se pretende que el estudiante reflexione sobre su fenómeno lingüístico. Con ello el estudiante cobra confianza en si

mismo y se estimula a través de su propia lengua a perfeccionar una segunda lengua. En nuestro caso el inglés.

DATE: Mondays, April 2 - June 4
TIME: 6:30 p.m. - 10 p.m.

NUMBER OF MEETINGS: 10
UNITS: 3

FEE: \$113.25

SEQUENCE NUMBER: EXT 150

LOCATION: CSUDH campus

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

LITERATURA DE MÉXICO

— *Visión general*

This course is divided into two parts:

- A brief history of Mexican literature
- A literary analysis of some of the most important works in prose, verse and drama.

This course will familiarize the student with the most important works of Mexican literature, emphasizing the enduring value of the Mexican culture. Students will also develop aesthetic tastes in

literature and become accustomed to reading serious cultural material. This course will be presented in Spanish.

Literatura de México pretende ofrecer una visión general del desarrollo y valor de la literatura mexicana y recalcar alguna de las obras más importantes.

Su finalidad es

- familiarizar al estudiante con la literatura de México
- desarrollar su sentido estético y crítico
- aficionar a la lectura seria y formadora de las grandes obras literarias

- enseñar a construir una biblioteca familiar selecta
- y finalmente crear una inquietud de superación personal, familiar y social

DATE: Saturdays, April 7 - June 9

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

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican American

Studies X102, degree applicable

FEE: \$113.25

SEQUENCE NUMBER: EXT 148

LOCATION: CSUDH campus

INSTRUCTOR: Juan Corominas, PhD, lecturer, Foreign Languages Department, CSUDH

SPANISH FOR TRAVELERS

— *Master a working travel vocabulary*

Make your travels to Spain, Mexico, or Latin America more enjoyable by learning how to communicate the essentials in Spanish. Designed for students with no prior knowledge of Spanish, this course emphasizes vocabulary acquisition and basic conversational skills. Learn the

numbers, dates, and how to tell time. Find out what to say when you travel by bus, car, plane, or train. Memorize dialogues concerning how to find lodging, how to change money, and how to order meals. The course will also cover:

- Shopping and sightseeing
- Museums, theaters, and sports
- Health services
- Local customs and traditions

DATE: Fridays and Saturdays, April 6, 7, 13, 14

TIME: Fridays: 5 p.m. - 6:30 p.m.

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

NUMBER OF MEETINGS: 4

UNITS: 2, SPA X100

FEE: \$75.50

SEQUENCE NUMBER: EXT 149

LOCATION: CSUDH campus

INSTRUCTOR: Luz de Watts, PhD, lecturer, Department of Foreign Languages, CSUDH

LONDON SEMESTER PROGRAM

Living and studying in London means personally exploring history, art, and culture as it has unfolded for the past 2000 years.

The curriculum of this study program corresponds to the artistic and cultural resources which the city of London offers. Participants study with outstanding California

State University faculty from the Social Sciences and the Humanities, while earning degree-applicable, CSU credit. Participants need not be matriculating CSU students.

14-week Fall and Spring semester programs are offered. An informational meeting for the Fall '84 program is scheduled for Thursday, March 15. Students can also join optional European tours.

The London Program is co-sponsored by the CSU Network of Extended Education and the American Institute for Foreign Study, an organization which provides all non-academic support for participants.

For more information, contact the Division of Extended Education, 213/516-3746.

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

ALSO SEE:

Spanish for Public Service Certificate Program, p. 15

YOU AND YOUR FAMILY

FAMILIES IN TRANSITION

In recent years the configuration of the American family has changed significantly. It's now common to encounter "single-parent families," "joint-custodial families" and "step-parent families." Yet our changing society has given us few guidelines for how to cope with such alterations of our family structure. This year CSUDH Extension will offer a series of workshops concerning the problems "families in transition" face. "Joint Custodial Parenting" is the second of these workshops.

JOINT CUSTODIAL PARENTING: MAKING IT WORK

— Establish a new family "bill of rights"

The rise of divorces and changes in custody laws have revised the language and meaning of "family." Parents who choose to have joint custody of their children need to develop a new structure for parenting. This workshop will

explore the principles of two-home parenting: how to form it and how to live it.

Participants will learn how to maintain the family structure in a re-organized form. The problems of "keeping the kids out of the middle" and separating roles as parents from roles as former mates will be explored. The workshop will also focus upon:

- Constructing flexible dual-living arrangements

- Managing on-going communication and changing circumstances
- Maintaining the "open family"

DATE: Saturday, April 7
TIME: 10 a.m. - 5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 106

LOCATION: CSUDH campus

INSTRUCTOR: Donna Arroyo, LCSW, joint custodial parent

SPECIAL TOPICS IN BEHAVIORAL SCIENCE: FAMILY MEDIATION

— For marriage counselors, social workers, and family law attorneys

Family mediation training is becoming more and more essential for those working in the human services field. While most "family mediators" concentrate upon divorce and separation agreements, others specialize in the problems of runaway children, in the care of elderly parents by their children, or

in property division of gay and other non-married couples. This course offers training in family mediation as a non-adversarial approach to conflict resolution.

Participants will learn the mediation process and negotiation techniques. The emotional stages of divorce, family law, and child custody options will be covered. Other topics include:

- Financial planning and tax considerations
- Household budgeting
- Interpersonal communication
- Agreement writing

Since this is a regular on-campus course, extension students should enroll through the Open University.

DATE: Mondays, April 2 - June 4
TIME: 6:30 p.m. - 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4 BEH SCI 490

FEE: \$151

SEQUENCE NUMBER: EXT 161

LOCATION: CSUDH campus

INSTRUCTOR: Byron Culp, MS, family mediator

CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.

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 7 - May 12
TIME: 9:30 a.m. - 1 p.m.
NUMBER OF MEETINGS: 6
UNITS: 2, PSY X269, degree applicable
FEE: \$75.50 credit/\$50 non-credit
SEQUENCE NUMBER: EXT 95
LOCATION: CSUDH campus
INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, director ACT Institute

LET'S GET GROWING III

— *A course to help you act, not react*

Does criticism make you defensive of 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, May 19, 26
TIME: 9:30 a.m. - 2:30 p.m.
NUMBER OF MEETINGS: 2
UNITS: 1 PSY X273, degree applicable
FEE: \$37.75
SEQUENCE NUMBER: EXT 159
LOCATION: CSUDH campus
INSTRUCTOR: Eve Capello, PhD, behavioral consultant, director ACT Institute

STAGE FRIGHT

— *Overcoming performance anxiety*

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. Participation in the exercises will be voluntary; no one will be put under undue performance stress during the workshop.

DATE: Saturday, May 19
TIME: 9 a.m. - 3 p.m.

NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: EXT 145
LOCATION: CSUDH campus
INSTRUCTOR: Peter Desberg, PhD, professor of education, CSUDH; George Marsh, PhD, professor of psychology, CSUDH

TODDLER UNIVERSITY

— *Kindle your child's intellectual spirit*

Learn how to develop the full intellectual potential of your children through this unique, fascinating approach. This workshop will show you easy, safe, and spectacular techniques that can give your child an outstanding developmental start. Find out how to begin this process even before the child's birth. Discover how to teach your baby from as early as eight months old how to read, do

arithmetic, and learn facts about the world. Learn how to continue this process as your child grows. The workshop will also give techniques for diagnosing learning difficulties and ways to respond to such problems.

Special topics include:

- How to begin your child's intellectual development during the last trimester of pregnancy
- Proper nutrition for young children
- Clothing that promotes healthy development

NOTE: Children are welcome if parents are unable to make arrangements for their care, but this seminar is for parents.

DATE: Saturday, March 31
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: EXT 74
LOCATION: CSUDH campus
INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration, CSUDH, recipient of the 1981-82 Lyle E. Gibson Distinguished Teacher Award, CSUDH

YOU AND YOUR FAMILY

WINNING THE BATTLE FOR FINANCIAL SECURITY

—*Basic principles and methods*

Today's opportunities in investments are tomorrow's rewards. Survey financial trends and their impact on your investment strategies in the

eighties. Develop an understanding of the stock market and learn to read *The Wall Street Journal* for information and profits. You must obtain a copy of the *Journal* and a copy of your 1983 tax tables for the class. Special topics include:

- Financial versus tangible investments
- Fixed income securities
- Limited partnerships
- Investment portfolios

DATE: Saturday, May 12
TIME: 9 a.m. - noon
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: EXT 76
LOCATION: CSUDH campus
INSTRUCTOR: Sanford W. Kahn, MS, registered investment advisor

PERSONAL FINANCIAL PLANNING

—*Develop economic self-reliance*

You can become financially independent. Discover the seven major reasons why people fail financially. Learn what you can do with a dollar and how a dollar is taxed. Survey the principles of

developing a living estate and general estate planning. Other topics include:

- Establishing your own program for financial independence
- Examining prudent investment opportunities in the eighties
- Learning to increase your odds of winning by using what you already have
- Examining your options with the Individual Retirement Plan

DATE: Tuesdays, April 3 - April 17
TIME: 7 p.m. - 9 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: EXT 75
LOCATION: CSUDH campus
INSTRUCTOR: John L. Grace, BA, account executive

A MOVING EXPERIENCE

—*How to buy and sell a home*

Learn the ins and outs of today's complex real estate market. Feel confident about how to buy or sell a home. Participants will gain an understanding of loans and the market conditions which affect real estate prices.

The workshop is ideal for new home buyers, current property owners who need to refresh their knowledge of the real estate market, and those contemplating buying real estate for investment and tax shelter purposes.

The workshop will cover:

- Financing methods
- Negotiating for the best transaction
- Shopping for loans
- Choosing the right property for your income level

DATE: Saturday, March 31
TIME: 9 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$55
SEQUENCE NUMBER: EXT 146
LOCATION: CSUDH campus
INSTRUCTOR: Vivian Torelli, investment specialist, South Bay Investments Company

TRAVEL TIPS

—*Know what to expect*

To make your trip as troublefree as possible, find out the important travel details — before you leave. This one-day workshop will be especially informative to those planning a trip to a foreign country. Participants will learn about

passports, visas, and inoculations for various countries. The details of customs, currency exchange, airline and baggage requirements will also be discussed.

Other topics include:

- Trip planning
- Shopping in other countries
- Medical insurance
- Medical aid when you're away from home

DATE: Saturday, May 20
TIME: 9 a.m. - noon
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$30
SEQUENCE NUMBER: EXT 111
LOCATION: CSUDH campus
INSTRUCTOR: Letha Worden, BA, travel counselor

SPECIAL TOPICS

GEOLOGY OF THE CALIFORNIA DESERT

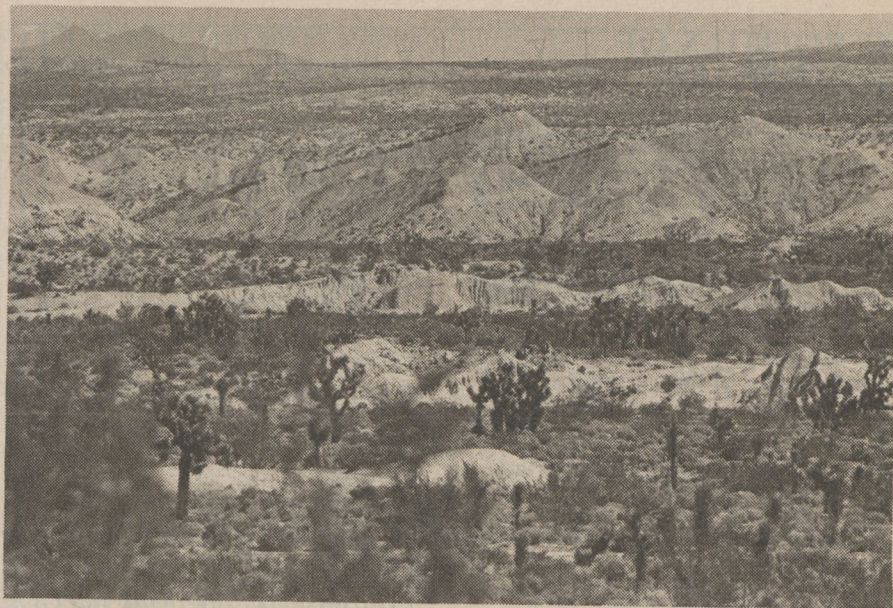
— *Study the Mojave in the Spring*

Spend one weekend at the California State University Desert Studies Consortium's Desert Center in the Mojave Desert. Learn about the evolution of desert landforms, rocks, and geological processes. Some background in geology is recommended, but not required.

Transportation to and from the Desert Center facility must be provided by students. Beds and mattresses are included, but students must provide their own bedding. Meals on Saturday and breakfast and lunch on Sunday will be offered. Participants will receive maps and additional information after enrollment.

The program will feature:

- General lectures
- Slide shows
- Field trips from the Desert Center to southern Death Valley



DATE: Orientation Meeting:
Tuesday, March 27
Field Trip: Saturday and
Sunday, March 31 and
April 1
TIME: Orientation: 7 p.m. - 9 p.m.
Field Trip: To be arranged
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$75

SEQUENCE NUMBER: EXT 129
LOCATION: Orientation: CSU
Fullerton Science
Bldg., Rm. 257
Field Trip: Desert
Studies Center,
Mojave Desert
INSTRUCTOR: John D. Cooper, PhD

ADAPTATIONS OF PLANTS AND ANIMALS TO DESERTS

— *Explore how living things survive in harsh climates*

Learn how plants and animals have made special adaptations in order to continue living in the desert. The course will be taught at the California State University Desert Studies Consortium's Desert Center in the Mojave Desert. Days will be spent in the field nearby Soda Springs and evenings will be devoted to slide presentations showing the diversity of organisms living in our local deserts.

Participants must provide their own transportation to and from the desert. Beds and mattresses are available, but students must furnish their own bedding. The program includes meals for all day Saturday and breakfast and lunch for Sunday. After enrollment, maps and additional information will be provided.

The weekend workshop will also focus upon:

- How water is conserved
- How temperature is regulated
- The basic cost of survival in the desert

DATE: Orientation meeting:
Tuesday, April 10
Field Trip: Saturday and
Sunday, April 28, 29
TIME: Orientation meeting: 7 p.m. -
9 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$75
SEQUENCE NUMBER: EXT 127
LOCATION: Orientation Meeting:
CSU Fullerton,
Library, Rm. 260
Field Trip: Desert
Center Mojave
Desert
INSTRUCTOR: Alan Romspert, MA,
and Don Hoyt, PhD

SPECIAL TOPICS

THE POLITICS OF PRESIDENTIAL NOMINATIONS

— *How political parties select candidates for the presidency*

Examine the formal procedures and the politics of Presidential nominations. This two-day seminar will give you a better understanding of the way the major political parties select their candidates for the Presidency. Learn about campaign

reforms of the past 20 years, the pre-primary phase, the primary election phase and the national party nominating conventions. You will learn about:

- The nominating process
- Strategies for timing announcement of candidacy, fund raising, and preparing the full campaign
- Preparing for the national party conventions
- All phases of convention politics

Bring a brown bag lunch.

DATE: Saturday, May 12 and 19

TIME: 10 a.m. - 2:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 POL X295, degree applicable

FEE: Credit \$37.75, Non-credit \$30

SEQUENCE NUMBER: EXT. 157

LOCATION: CSUDH campus

INSTRUCTOR: Leon Cohen, PhD,
Director of Grants and Funded
Projects, CSUDH

THE NATIONAL INTENSIVE JOURNAL LIFE CONTEXT WORKSHOP

— *As featured in Psychology Today*

How can keeping a journal help you transform your life? A recent article in *Psychology Today* magazine documented how journalkeeping throughout the ages has been used to release tension, work through life's roadblocks and changes, and connect with the often-hidden intuitive inner self.

CSUDH is proud to offer the internationally acclaimed Life Context Workshop. This 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 used by participants to examine issues such as old and new relationships, work, social issues, getting in touch with their bodies, 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, April 27, 6:30 p.m. -

10 p.m.; Saturday, April 28,

9 a.m. - 6 p.m.; Sunday, April 29,

9 a.m. - 6 p.m.

NUMBER MEETINGS: 3

UNITS: 2, CEU PSY 910

SEQUENCE NUMBER: EXT 160

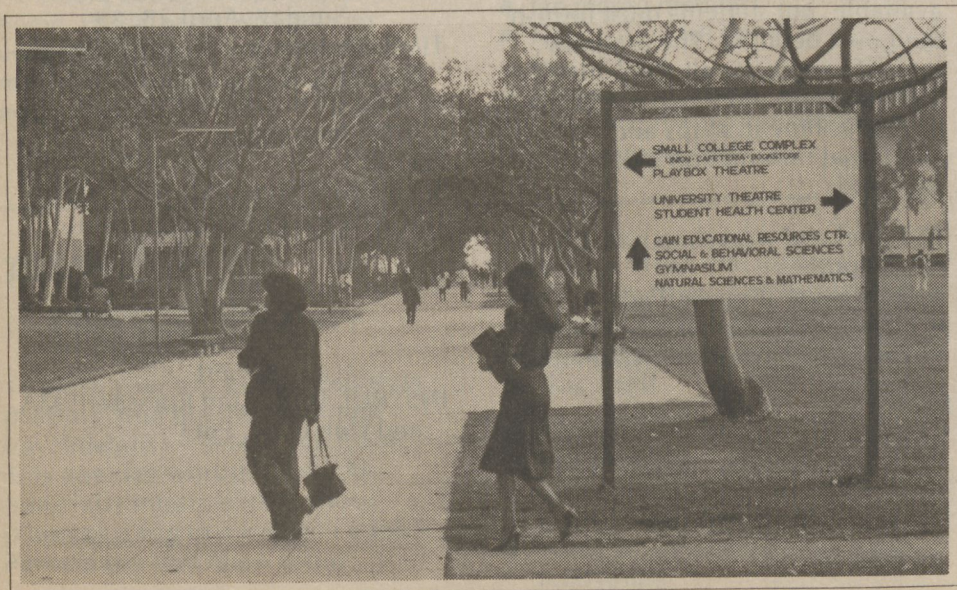
FEE: \$90 (includes materials)

LOCATION: CSUDH campus

INSTRUCTOR: Frances Pullara, BA,
Director of Publications, CSUDH

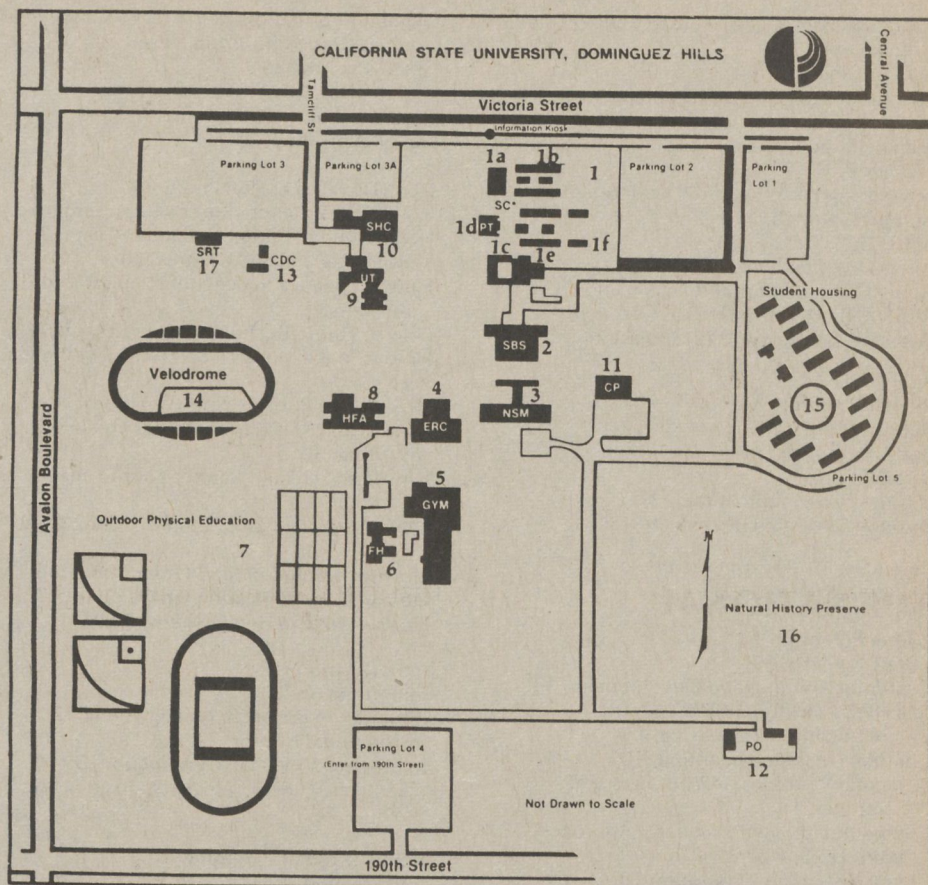
CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center. After working hours on Friday and during the weekends, call 516-3741 for class location information.



ALPHABETICAL BUILDING LOCATIONS

- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SCH)
- 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)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
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- * PARKING KIOSK



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1984 SUMMER OF CHAMPIONS

Think SUMMER during SPRING!

Enroll in the SUMMER SESSION at California State University, Dominguez Hills
site of the Olympic Cycling Competition

Take college-credit courses to help accelerate college graduation, update professional skills, or prepare for career changes. Also enjoy Summer '84 courses on the Olympiad history and cultural festivity.

Main Session: June 11 - July 20
(June 18 - July 20 courses for teachers)
Post Session: August 7 - August 31

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

*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: _____

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PLACE
POSTAGE
HERE

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Extension Office
ERC C508
Carson, California 90747

You will not receive a confirmation of registration. Please attend first class meeting.



ONE FORM FOR ALL: Credit, Non-Credit, Open University Courses

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	

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

Racial Ethnic Data

- | | |
|--|-------------------------------|
| ___ American Indian/
Alaskan Native | ___ Asian
Pacific Islander |
| ___ Black, Non-Hispanic | ___ White, Non-Hispanic |
| ___ Chicano, Mexican | ___ Filipino |
| ___ American | ___ Decline to state |
| ___ Other Hispanic | |

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

___ Yes ___ No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

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

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