

Extension Bulletin

CALIFORNIA STATE UNIVERSITY

DOMINGUEZ HILLS



Many Classes Now in Redondo Beach! See Page 48.
Spring 1985

Dear Readers:

Much of the history of our community has been written at the site of the Redondo Pier, pictured on our Spring cover. Dating back to the 1880's, the South Bay piers have played a focal role in Redondo Beach life.

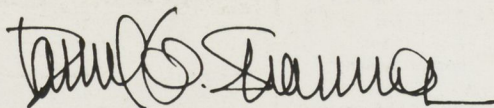
This series of photographs on our cover highlights the historical and cultural diversity of our service community. Spring's cover takes its theme from the sea and our intertwined history. The Redondo Pier, King Harbor and the Point Fermin Lighthouse pay tribute to the intense commercial activity arising from our use and cooperation with the sea's resources. Cabrillo Marine Museum offers visitors an exciting opportunity to view exhibits of sea life and nautical instruments that have contributed to the growth of South Bay's industrial base.

With California State University, Dominguez Hills now in its third decade of service to the community, the Extended Education Division dedicates its Spring Bulletin to our diverse service area.

Programs in this quarter's Bulletin reflect, once again, the diversity of the interests of South Bay residents. I would particularly like to call attention to an exciting series of interactive video teleconferences for teachers, as featured on page 24. On three Fridays this quarter educators will explain and demonstrate new and proven educational techniques and applications they have developed in areas such as preparing students to be effective learners of math and science, critical thinking and problem solving, the use of technology in the content area, and effective classroom management. There will also be a special training session for TIPS: Teaching Individuals Positive Solutions/Teaching Individuals Protective Strategies on Thursday, May 16. Each of these interactive video conferences will run from 8:30 a.m. to 11:30 a.m., and cost \$10.

If, after looking through this quarter's Bulletin, you find we haven't scheduled exactly what you need for personal or professional development, call me at 213/516-3737. I am very interested in finding ways in which we can help you achieve your educational goals.

Sincerely,



Daniel W. Shannon
Dean, Extended Education



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

Courses are offered for the continuing education of professionals and for 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. 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 25

— Extension registration begins

April 23

— Last day to pay fees for Open University

April 1, 2

— Registration for regular, on-campus CSUDH classes begins

May 27

— Memorial Day, academic holiday

TABLE OF CONTENTS



General
Information 2

Computer
Applications 20

Registration
Information 3
Registration
form Back cover

Education 23

Health Services 29

Certificate
Programs 4

Humanities &
Social Sciences 32

Open
University 5

Learning Skills 35
Test Preparation 35

The Arts 6

Psychology 37

Business &
Management 8

Telecommunications .. 38

Management 8
Entrepreneurship 12
Marketing & Sales ... 13
Accounting 15
Manufacturing 16
Engineering 17
Financial Planning ... 17
Real Estate 18

Travel Programs 41

Lifestyle
Enhancement 41

Maps to Campus 45

Index 47

Communications 20



General Information

SCHEDULE CHANGES

Information in this *Bulletin* is subject to change without notice. We will attempt, however, to notify all early-registered students of any changes.

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.

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

Degree-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 Degree-credit instruction program.

EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the University or highly qualified persons approved by the resident faculty.

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.

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.

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.

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.

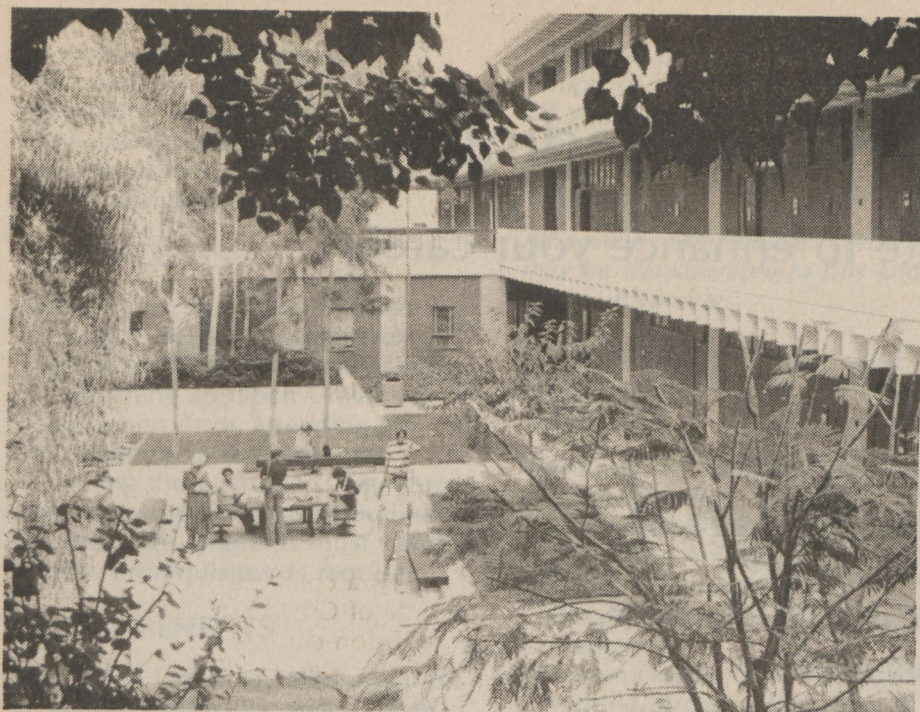
EXTENSION GRADING PROCEDURES

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

Classes are scheduled at CSUDH or the off-campus sites as listed. The Redondo Beach Community Resource Center is located at 320 Knob Hill in Redondo Beach. The school is at the intersection of Pacific Coast Highway and Knob Hill.

Ready to register? Use the registration form on the back cover.



PRE-REGISTRATION

Pre-registration is highly recommended 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. You may register 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, WALK IN, 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, south 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, payable 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.

Certificate Programs

Beyond a "Basic Understanding"

Work towards a certificate to enhance your career and enrich your life

Credit certificate programs:

- Alcohol/Drug Counseling, page 30
- Certificate Program in Orthotics, page 31
- Spanish for Public Service, page 33
- Production and Inventory Control, page 16
- Component Engineering, page 17

Non-credit certificate programs:

- Children's Movement Education, page 25

External Degree programs:

- Master of Science in Medical Technology, page 31
- Bachelor of Arts in the Humanities, page 33
- Master of Arts in the Humanities, page 33

*Ready to register? Use the registration form
on the back cover.*

In addition to the Extended Education seminars and programs featured in this Bulletin, students may attend regular CSUDH credit classes without going through the formal admission process.

EASY ACCESS

Students currently not enrolled in a CSUDH degree program may register for Open University simply by obtaining an Open University Registration form, attending the first meeting of the class and obtaining the instructor's signature and following a few steps outlined on this page. Students must fulfill course prerequisites as required.

OTHER BENEFITS

The Open University allows you to:

- Sample a particular field before enrolling in a degree program
- Take courses for professional or

personal development

- Improve your grade point average if you have been turned down for admission by the university or have been academically disqualified

All courses offer degree credit and may be transferrable to this and other universities.

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, Spanish, Japanese
History
Humanities
Mathematics
Mexican-American Studies
Paralegal Studies
Philosophy
Physical Education & Recreation
Political Science
Psychology
Public Administration
Theater Arts
Urban Studies
Women's Studies

A complete listing of courses offered through Open University, is available from the Division of Extended Education. Course descriptions are in the annual academic catalog, available at the University Bookstore.

HOW TO REGISTER FOR OPEN UNIVERSITY

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 have the instructor sign it.

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 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.

The Arts Conservatory of Music, Dance & Drama

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory is a program that offers children and adults the opportunity to explore a variety of creative artistic experiences. We offer

private music lessons, ballet, creative drama and acting for all ages, and Orff Schulwerk music and movement for children. 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-204.

DATES: Saturdays, April 13 - June 15

Course Numbers:

- 35 11:15 a.m. - noon —
3 - 5-year olds
- 36 noon - 12:45 p.m. —
6 - 10-year-olds

PRIVATE MUSIC LESSONS

\$85 fee for ten 30-minute lessons.

Session begins week of April 8.
Music Recital on Sunday, June 16.
Lesson times to be arranged with instructor.

Course Numbers:

- 501 Piano
- 502 Violin, Viola

- 503 Cello
- 504 String Bass
- 505 Flute
- 506 Oboe
- 507 Clarinet
- 508 Saxophone
- 509 Trumpet
- 510 Trombone
- 511 French Horn
- 512 Tuba

- 513 Drums & Percussion
- 514 Guitar
- 515 Electric Bass
- 516 Voice
- 517 Recorder

Call the Department of Music at 213/516-3543 to arrange lesson time.

BALLET

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. A recital will be held Sunday, June 16 at 3 p.m. Classes are held in the rehearsal hall of the University Theatre.

DATES: Saturdays, April 13 - June 15

Course Numbers:

- 521 9 - 9:45 a.m.
6 - 8-year-olds
- 522 10 - 10:45 a.m.
3 - 5-year-olds

- 523 11 - 11:45 a.m.
9 - 12-year-olds
- 524 12:30 - 1:15 p.m.
teens & adults, beginning/grade I
- 525 1:30 - 2:15 p.m.
teens & adults, grade II
- 526 2:30 - 3:15 p.m.
advanced

ALSO SEE:

Rhythmic Gymnastics for Girls 5 - 18 Years, p. 43

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. Class held in HFA A-202.

DATES: Saturdays, April 13 - June 15

Course Numbers:

540 11 - 11:45 a.m.
6 - 9 year-olds
541 12 - 12:45 p.m. —
10 - 12 year-olds
542 1 - 1:45 p.m. —
teens & returning students

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: Wednesday, April 10 - June 12

TIME: 6:30 p.m. - 8:20 p.m.

NUMBER OF MEETINGS: 10

FEE: \$37.75

UNITS: 1, degree applicable

SEQUENCE NUMBER: 10-041-X283

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: William Davila, MA, host, Noon Concert, KPFK-FM, recording artist and music award winner

INDIVIDUAL MUSIC LESSONS

— *Degree applicable credit*

You can receive five hours or ten half-hours of private music lessons per unit, with university appointed instructors. Times are arranged with the teachers through the Department of Music, HFA-A-332, or by telephone, 516-3543. A special fee of \$160.50 per unit of credit is required. Auditions are mandatory for upper division lessons (200 or 300 course numbers). Students are expected to perform in a student recital at the end of each quarter.

Music X192 INDIVIDUAL LESSONS on any musical instrument or voice, 1 unit.

Music X261 INDIVIDUAL LESSONS: Conducting, 1 unit.

Music X286 INDIVIDUAL LESSONS: Composition and arranging, 1 unit.

Music X287 INDIVIDUAL LESSONS: Voice, 1 unit.

Music X288 INDIVIDUAL LESSONS: Woodwinds, 1 unit. (Includes flute, oboe, clarinet, bassoon, saxophone and recorder)

Music X289 INDIVIDUAL LESSONS: Strings, 1 unit. (Includes violin, viola, cello, string bass, guitar and electric bass).

Music X290 INDIVIDUAL LESSONS: Brass, 1 unit. (Includes

trumpet, trombone, french horn and tuba).

Music X291 INDIVIDUAL LESSONS: Keyboard, 1 unit.

Music X297 INDIVIDUAL LESSONS: Percussion, 1 unit. (Drums and other percussion instruments)

Music X381 PERFORMANCE, PERFORMANCE PRACTICES AND REPERTOIRE, 2 units. Advanced individual lessons on any instrument or voice incorporating practical performance with a scholarly investigation of performance practices and music literature in the student's area of specialization.

Ready to register? Use the registration form on the back cover.

THE CENTER FOR TRAINING AND DEVELOPMENT

— *In-house classes for business and industry*

The Center for Training and development creates and conducts individualized training programs to meet the needs of business and industry.

Programs can be produced 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 locations. The

content of our training programs is practical and up-to-date and they are directed 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 skills
- Effective business writing

- Production and Inventory Control
- Computer workshops
- English for foreign nationals
- Preretirement planning
- Speed reading and reading comprehension workshops
- Spanish for supervisors

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

DEVELOPING SUCCESSFUL EMPLOYEES

— *Cultivate productive employees*

Encouraging productivity and effectiveness in new employees involves careful planning and communication. Managers and other business professionals will gain insight to this managerial art in this one-day seminar.

Understanding the learning process, giving feedback to new employees, understanding the positive and negative influence of groups and preparing plans for new employees will be discussed.

Topics include:

- The Job Description - the starting point
- How to identify and communicate priorities
- Clarifying responsibilities
- Training guidelines

DATE: Wednesday, June 5

TIME: 6 - 9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 05-151-0540

LOCATION: Redondo Beach

Community Resource Center,
Room No. 8

INSTRUCTOR: Robert I. Tobin, Ed.D., Assistant Professor of Communication Arts, California State Polytechnic Univ., Pomona, specializing in organizational and interpersonal communication. Dr. Tobin has conducted management and employee development programs nationwide.

ALSO SEE:

Alternative Leadership Styles, p. 40

Diagnosis of Organizations, p. 40

The Technical Manager, p. 40

Technological Forecasting, p. 40

Computer Graphic Art for Your Business, p. 20

SUPERLEARNING® FOR EXECUTIVES, MANAGERS AND BUSINESS PROFESSIONALS

— How to use this innovative system in training situations

Reduce time and cost of training by at least 15-30 percent using the American variation of Dr. Lozanov's revolutionary accelerated learning techniques now 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 wholebrain learning.

Learning has reportedly been speeded up three to 10 times.

This workshop provides an explanation of each of the 10 components of Superlearning and shows 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, April 27
TIME: 8:30 a.m. — 12:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 05-061-0518
LOCATION: CSUDH campus,
SC J146
INSTRUCTOR: Don Lofland, MA,
Instructor, West Valley
Community College, Santa Cruz

MANAGING YOUR COMPANY'S ADVERTISING

— Develop a successful ad campaign

Aggressive marketing and advertising are key factors in increasing consumers' brand awareness and converting it into increased market share and profits. Successful marketers devote much research to positioning their products, to defining their target audience and to selecting the benefits they promise in their advertising.

This workshop stresses the importance of strategic planning in the development of a successful advertising campaign. At the end of the program, you will be able to create and implement your own communication plan.

Topics include:

- The role of advertising in the promotional mix
- Advertising techniques that work — and don't work
- The difference between marketing research & advertising research
- Creative strategy and creative media planning
- Development and implementation of successful advertising
- Design and implementation of a step-by-step marketing mix

DATE: Thursday, May 9
TIME: 6:30 - 9:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.3 CEU
FEE: \$45
SEQUENCE NUMBER: 05-091-0513
LOCATION: Redondo Beach
Community Resource Center,
Room No. 8
INSTRUCTOR: Leslie J. Ades, MBA,
Executive Director, Ades
Marketing Consortium; Harper &
Row recently published his
book, *Increasing Your Sales
Potential*.

ALSO SEE:

Professional Women & the Workplace, p. 40
Marketing & Sales Strategies, p. 40

Business & Management Management

MICROCOMPUTERS IN BUSINESS

— *Help your company advance into the electronic age*

The use of computers in the business world has expanded far beyond the expectations of most business managers. Ease of use, flexibility and relatively low cost coupled with a vast array of software available, have helped businesses to improve creativity and productivity.

Because of the proliferation of microcomputers and software on the market, managers and business owners need an introduction to the available options. This course will guide participants carefully through the range of capabilities and limitations associated with microcomputers in business.

Learn to:

- Identify your company's computer needs
- Choose a standard operating system
- Improve application of software
- Utilize Local Area Networks (LAN)
- Examine system costs
- Examine financing options

DATE: Thursday, May 9

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$95

SEQUENCE NUMBER: 07-021-0528

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Richard Savaiano, principal with Industrial Management Associates, a management consulting and systems development firm specializing in the design, development and implementation of management solutions. He serves on the Boards of Directors of several California companies.

THE ORGANIZED PROFESSIONAL

— *Increase your efficiency through time management*

You're a professional and you know what it means to work hard. This seminar is designed to help you work more effectively — not harder.

Designed to help you accelerate your productivity and your success by improving your organizational skills, the workshop will examine

how to become the *organized professional*.

You can gain control over each workday by better organizing your time, information and space. Learn systems, shortcuts and other strategies to speed paperwork and projects. This technique enables you to stay abreast of your professional reading, to manage time and to direct your work life. An informative reference workbook is provided at no additional charge.

Sign up for The Organized Office, meeting in the afternoon and learn to completely organize your professional life.

DATE: Saturday, May 18

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 05-061-0550

LOCATION: CSUDH campus, SRT T101

INSTRUCTOR: Susan Silver, MA,
President & Founder of
Positively Organized.

THE ORGANIZED OFFICE

— *Organizational techniques to increase productivity*

Many of us feel the need for improved organization in our work environments — but can't seem to find the time or don't exactly know where to start in creating the organized office.

Whether you work alone or with others, you'll learn how to establish a working environment that meets your professional needs and goals.

Learn how to:

- Equip and arrange your office
- Simplify paper and information processing

- Set up and use filing systems to the fullest
- Evaluate office automation & learn how it can work for you

Included in the seminar fee is a workbook designed for your use in organizing your office.

Sign up for the Organized Professional in the morning and learn new ways to completely organize your professional life.

Section A:

DATE: Saturday, May 18

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 05-062-0551-01

LOCATION: CSUDH campus, SRT T101

INSTRUCTOR: Susan Silver, MA,
founder and president of
Positively Organized.

Section B:

DATE: Tuesday, April 23

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NO: 05-062-0551-02

LOCATION: Redondo Beach

Community Center, Room No. 8
INSTRUCTOR: Susan Silver, MA,
founder and president of
Positively Organized.

MANAGEMENT FOR EXCELLENCE SERIES

— Four classes to help you fine tune your managerial skills

An effective manager is one who has learned how to motivate, negotiate and persuade. This four part series helps you to cultivate these skills, as well as time management and creative decision making.

Each of the three-hour sessions will focus on a particular skill important to managers.

Patricia McNaughton, PhD, a management development consultant and corporate stress management trainer leads this series.

SESSION I

MOTIVATING FOR PRODUCTIVITY

Increase your ability to motivate your employees and to improve your own motivation. Learn how to be 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 successful 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 communication skills
- Learn conflict resolution

DATE: Wednesdays, May 8
TIME: 7-10 p.m.

LOCATION: Redondo Beach
Community Resources Center,
Room No. 2

FEE: \$30

SEQUENCE NUMBER: 05-061-0523

SESSION II

PERSUASIVE COMMUNICATION AND NEGOTIATION

Communicating effectively is important when you are trying to persuade others or trying to negotiate an important proposal.

This session will help you develop strategies of persuasion which can be used to influence others.

The seminar will discuss 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 members without dominating them

DATE: Wednesday, May 15
TIME: 7 - 10 p.m.

LOCATION: Redondo Beach
Community Resource Center
Room No. 8

FEE: \$30

SEQUENCE NUMBER: 05-061-0524

SESSION III

TIME AND STRESS MANAGEMENT

Time seldom is viewed as a resource. This session will teach you to view time as a valuable resource, which can help you to reduce job-related stress.

Learn how to:

- Get organized to achieve goals
- Eliminate "time-wasters"

- Work smarter, not harder
- Recognize symptoms and apply strategies for coping
- Develop the self-care concept

DATE: Wednesday, May 22
TIME: 7 - 10 p.m.

LOCATION: Redondo Beach
Community Resource Center,
Room No. 8

FEE: \$30

SEQUENCE NUMBER: 05-061-0525

SESSION IV

CREATIVE DECISION MAKING

Improving your capacity for effective decision-making can help advance your career. Gain an understanding of the advantages and disadvantages of working alone or with others on creative projects. Learn how to promote an internal and external environment supportive of your creative skills. Individual and group activities strengthen your rational and intuitive processes, and guide you into new methods of more creative decision-making.

DATE: Wednesday, May 29
TIME: 7 - 10 p.m.

LOCATION: Redondo Beach
Community Resource Center,
Room No. 8

FEE: \$30

SEQUENCE NUMBER: 05-061-0526

DATE: Wednesdays, May 8 - 29
TIME: 7 - 10 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$30 per session/\$120 for all four

LOCATION: Redondo Beach
Community Resource Center

INSTRUCTOR: Patricia
McNaughton, Ph.D., lecturer,
management consultant.



SMALL BUSINESS ADMINISTRATION/ENTREPRENEURSHIP

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: Thursday, April 25 & May 2
TIME: 6:30 - 9:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$65

SEQUENCE NUMBER: 05-996-560

LOCATION: Redondo Beach

Community Resource Center,
Room No. 8

INSTRUCTOR: Patricia

McNaughton, PhD, management consultant

HOW TO START, RUN, AND STAY IN BUSINESS



— *Gain an overview of small business operations*

Discover how to form and operate your own business. This one-day seminar provides the necessary information for successfully launching yourself into business. *Learn to select the right kind*

of business, and how to finance, insure and promote it.

The workshop will address the following questions:

- What's the best legal form for my business?
- What about recordkeeping and taxes?
- Do I need any licenses or permits?
- How can I get free advertising?

DATE: Saturday, May 18

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$70

SEQUENCE NUMBER: 05-996-0561

LOCATION: Redondo Beach

Community Resource Center,
Room No. 8

INSTRUCTOR: Gregory F. Kishel,

MBA, and Patricia Gunter
Kishel, MBA, consultants,

authors of *How to Start, Run and Stay in Business*

IMPORT-EXPORT BUSINESS



— *Examine the fundamentals of international and multinational business*

Learn or review the basic characteristics of the international business environment and how to place your product, service, or company in the international and multinational market. The workshop offers a comprehensive,

practical study of the crucial factors for success in international trade ventures; banking formalities and financing; and insurance, transportation, and packing.

Other topics include:

- Locating sources
- Communicating overseas; contract & agreement considerations
- Key agencies and flow of activities
- Documentation
- Distribution channels

DATE: Saturday, April 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$63

SEQUENCE NUMBER: 05-131-0570

LOCATION: CSUDH campus, SC
E153

INSTRUCTOR: F. Ronald Bosch,
PhD, V.P. & Gen. Mgr. of an
import/export company,
consultant; lecturer

ALSO SEE:

Sound Financial Planning for Small Business Owners, p. 17

STRATEGIC MARKETING: MODERN CONCEPTS AND TECHNIQUES

— *Lead your company to a larger market share*

A successful marketing plan capitalizes on your firm's strengths and on market opportunities. The successful plan is based on the combination of three factors: recognizing the need in the marketplace, satisfying your customer's goals, and increasing your sales volume.

The class is structured for both profit and non-profit organizations and is intended to enable middle managers and executives to apply the latest techniques in identifying and realizing market opportunities.

From the concepts introduced in this workshop, you will be able to mold a successful marketing plan using your company's existing resources to capture a larger share of the market and, ultimately, greater profits for your firm.

DATE: Thursday, May 2
TIME: 6:30 - 9:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.3 CEU
FEE: \$45
SEQUENCE NUMBER: 05-091-0514
LOCATION: Redondo Beach
Community Resource Center,
Room No. 8
INSTRUCTOR: Leslie J. Ades, MBA,
Executive Director, Ades
Marketing Consortium; Harper &
Row recently published his
book, *Increasing Your Sales
Potential*.

MARKETING FOR THE SMALL MANUFACTURER

— *Develop an effective marketing plan*

A cohesive, on-going marketing plan is essential to the success of a small manufacturing company. How well you market your product or service will determine how well it sells. Learn in this one-day seminar how to construct an effective marketing plan, from its inception as a product idea to final customer delivery. Discover how to

take advantage of specialization, a quality most larger manufacturing firms can't offer.

The workshop will cover the essential elements of a marketing program, including:

- Research and analysis
- Forecasting
- Advertising and sales
- Customer relations

Marketing for the Small Manufacturer, the course textbook, is included in the fee.

DATE: Saturday, April 20
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$65
SEQUENCE NUMBER: 05-996-0562
LOCATION: CSUDH campus, SC
E157
INSTRUCTOR: Ralph Dorff, MPA,
author of *Marketing for the
Small Manufacturer*

MARKETING PROFESSIONAL SERVICES

— *A two-part course on marketing strategies for professional service firm*

The decline in government regulations and professional restrictions has resulted in greater opportunities in marketing professional services. This fast paced seminar will discuss distinctive aspects of marketing for professionals and provide guidelines for developing a successful marketing plan.

This seminar series is highly recommended for CPAs, Attorneys, Dentists, Engineers, Architects and other professionals in service fields.

PART 01:

DIFFERENCES BETWEEN PRODUCT AND SERVICES MARKETING:

Successful techniques for attracting clients to your firm

PART 02:

DESIGNING A MARKETING PLAN FOR PROFESSIONALS:

Long range plans for developing a client base

Parts 01 & 02 may be taken separately.

DATE: Saturday, May 18
TIME: Part I - 9 a.m. - noon
Part II - 1 p.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.6 CEU
FEE: \$35 per part,
\$60 for both parts
Indicate part number(s)
SEQUENCE NUMBER: 05-091-0950
LOCATION: CSUDH campus, SC
E145
INSTRUCTOR: Leslie J. Ades, MBA,
Executive Director, Ades
Marketing Consortium. Harper
and Row recently published his
book, *Increasing Your Sales
Potential*.

IMPROVING CUSTOMER SERVICE

— *Attract more customers... and keep them!*

The cost of keeping an established customer is only 20 percent of the cost of developing a new one. Prompt, efficient and responsible customer service is the key to repeat customers, referrals and keeping your company's profit levels high.

This seminar is designed to aid customer contact personnel enhance interpersonal skills within the firm as well as with clients.

Topics include:

- Inviting former customers back
- Psychology profile of clients
- Handling dissatisfied customers and turning complaints into compliments
- Is the customer always right?
- Defusing the complaint bomb

DATE: Thursday, May 23

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

NUMBER OF MEETINGS: 1

UNITS: 0.3 CEU

FEE: \$45

SEQUENCE NUMBER: 05-091-0951

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Leslie J. Ades, MBA, Executive Director, Ades Marketing Consortium; Harper and Row recently published his book, *Increasing Your Sales Potential*.

SALES & NEGOTIATIONS

— *Find your own role*

At one time or another almost everyone is involved in some aspect of sales or negotiations. Designed for the novice or the pro, this workshop will investigate both traditional and non-traditional

approaches to sales and negotiations with the goal of helping participants determine the best approach for themselves. The workshop will focus upon:

- The decision-making process
- 10 steps to the successful sales call
- How to make presentations, from opening to close
- Overcoming objections

DATE: Saturday, May 11

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$63

SEQUENCE NUMBER: 05-091-0952

LOCATION: CSUDH campus, SC D136

INSTRUCTOR: F. Ronald Bosch, PhD, V.P. & Gen. Mgr. of an import/export company, consultant, lecturer

INCREASING YOUR SALES POTENTIAL

— *Workshop on effective selling*

View yourself as your customers see you. In this workshop you'll make several "live" sales presentations which will be videotaped and critiqued by the instructor and fellow class members. By observing and discussing the selling techniques of others, you'll be able to compare and contrast various styles and methods of presentation and develop approaches most effective for you. Emphasis is on progressive skill development. Enrollment limited.

This workshop will help you to:

- Make more effective sales presentations
- Express your ideas more persuasively
- Improve your oral communication skills
- Dramatize the benefits of your product or service
- Speak more effectively before groups and on a one-to-one basis

DATE: Thursday, May 16

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

NUMBER OF MEETINGS: 1

UNITS: 0.3 CEU

FEE: \$45

SEQUENCE NUMBER: 05-091-0953

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Leslie J. Ades, Executive Director, Ades Marketing Consortium; Harper and Row recently published his book, *Increasing Your Sales Potential*.

Ready to register? Use the registration form on the back cover.

ACCOUNTING SYSTEMS FOR MICROCOMPUTERS — *A series of four seminars*

This four seminar series will familiarize the participants with the range of capabilities and limitations associated with accounting systems for microcomputers.

This series is designed for:

- Controllers
- CPAs
- Financial Analysts
- Bookkeepers
- Tax Preparers
- Consultants
- Public Accountants
- Small Business Owners

A microcomputer will be set up at each seminar to demonstrate the software. The computer will be connected to a large-screen television for easy viewing.

INSTRUCTOR:

The series is taught by Richard A. Savaiano, a principal with Industrial Management Associates. He serves on the Board of Directors of several California companies, and he is frequently a speaker at management conferences,

educational seminars and association meetings.

CREDIT:

The Accounting Systems for Microcomputers series is offered for a total of 2 Continuing Education Units (CEU).

FEE:

Attend all four seminars of the series for \$395 or attend one or more for \$95 per session. An informative reference workbook is included in the fee.

MICROCOMPUTERS AND GENERAL LEDGER

Examine the capabilities and capacities of microcomputers and explore the variety of available accounting systems.

As the foundation of accounting systems, the General Ledger summarizes your accounting data

to follow where your money is coming from and where it is going.

Other topics:

- Accounting periods
- Journal entries
- Year-end transactions
- Budget comparisons
- Financial statements: balance sheets, income statements,

changes in financial position and transaction journals/ledgers

DATE: Saturday, April 27

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

LOCATION: CSUDH campus,
ERC C112 (Studio A)

UNITS: 0.5 CEU

FEE: \$95

SEQUENCE NUMBER: 05-021-0930

ACCOUNTS PAYABLE/PURCHASING

Accounts Payable systems which allow you to measure the effectiveness of your company's cost distribution and cash flow requirements. You'll learn about software packages which can help you manage your cash and control your expenses with flexibility in payment processing and detailed disbursement reports.

Also discussed will be Accounts Payable Reports, specifically:

- Vendor Account Status
- Open Item Status
- A/P Aging Report
- Cash Requirements
- Payable Checks
- Disbursements Journal

The Purchasing portion of this seminar examines Purchase Order

Processing software, which allows you to track orders.

DATE: Saturday, May 4

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

LOCATION: CSUDH campus,
ERC C112 (Studio A)

UNITS: 0.5 CEU

FEE: \$95

SEQUENCE NUMBER: 05-021-0931

ACCOUNTS RECEIVABLE/BILLING

The third workshop will focus on accounts receivable, emphasizing sales analysis and cash flow control.

Topics to be discussed:

- Open item status
- Accounts receivable aging reports

- Cash receipts journals
- Invoice printing
- Credit memos
- Customer statements
- Customer file
- Sales transactions
- Cash receipts
- Sales analysis
- Finance charges

DATE: Saturday, May 11

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

LOCATION: CSUDH campus,
ERC C112, Studio A

UNITS: 0.5 CEU

FEE: \$95

SEQUENCE NUMBER: 05-021-0932

PAYROLL AND JOB COSTING

This final seminar of the series will explore payroll capabilities of Accounting Systems for Microcomputers. Ease of generating payroll checks and providing government required reports will be emphasized.

Other topics:

- Employee files
- Deduction and earning codes
- Tax codes
- Tax tables
- Generating reports: Payroll journals, Deduction registers, Check printing and Tax reports

An efficient Job Cost system provides the contractor, job shop

and manufacturer with accurate cost data to maintain profitability.

DATE: Saturday, May 18

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

LOCATION: CSUDH campus,
ERC C112 (Studio A)

UNITS: 0.5 CEU

FEE: \$95

SEQUENCE NUMBER: 05-021-0933

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.

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 \$151.00. Textbooks

are required for X219 and X220. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — checks or money orders only. Cash will not be accepted.

SCHEDULE/LOCATION

Classes begin the week of April 1. Classes meet from 6:30-10:00 p.m. at the Hughes Learning Center, 540 E. Imperial Avenue, El Segundo and at the Redondo Beach Community Resource Center, 320 Knob Hill, (at Pacific Coast Highway.) See map, page 46.

SCHEDULE FOR SPRING

INM X219	Basics of Production and Inventory Control
Monday	Redondo Beach Community Resource Center
Monday	Hughes Learning Center
Tuesday	Hughes Learning Center

INM X220	Inventory Planning and Control Systems
Monday	Hughes Learning Center
Tuesday	Hughes Learning Center

INM X221	Production Planning and Control Systems
Monday	Hughes Learning Center
Tuesday	Hughes Learning Center

INM X222	Manufacturing Resources Planning
Thursday	Hughes Learning Center

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, and 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.

Enrollments now being accepted! Space is limited — fill out the registration form on the back of this catalog and mail it to:

Division of Extended Education
CSUDH

1000 E. Victoria
Carson, CA 90747

For information, or to register by phone, call 213/516-3741.

COMPONENT ENGINEERING CERTIFICATE PROGRAM

Component Engineering is concerned with the selection, design application, acquisition and functioning of the individual parts of electronic, magnetic, mechanical and optical equipment. The engineering associated with their use is critical to the successful performance and reliability of both commercial and military systems.

The Component Engineering Certificate Program makes both general indoctrination and specialized engineering and technology courses available for individuals with a variety of backgrounds, experiences and training. The initial course work provides a foundation required for all Component Engineers. The course of study is then directed towards specialization in either active devices (semi-conductor products), passive devices (non-active electronic and magnetic products), or electromechanical and optical components. The certificate requires a minimum of twenty-nine units. For further information, call Paul Davis at (213) 516-3741.

SOUND FINANCIAL PLANNING FOR SMALL BUSINESS OWNERS

— *Enhance your long range profits*

After making the decision to start your own business, don't make the mistake of ignoring the importance of financial planning. This in-depth

lecture series will guide business owners through a wide range of monetary situations — from setting a value for your business to planning for liquidation.

Topics include:

- taxes and tax planning
- capital accumulation for retirement
- transfer or retention of the business

DATE: Tuesdays, April 16 - May 7
TIME: 7 - 9 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$70

SEQUENCE NUMBER: 05-996-0510

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Fred S. Harris,
Certified Financial Planner,
President, Harco Financial Group

PERSONAL FINANCIAL PLANNING

— *Develop a comprehensive financial scheme for your future*

With so many complicated monetary issues being discussed, it is important to acquire a working knowledge of investment options which can benefit you and your family. This in-depth seminar series teaches you how to set goals for

your financial well-being. The course demonstrates various planning and action strategies appropriate for your financial situation.

While the series focuses on financial concerns of individuals and families, the scope of the seminars and the methods discussed also will interest professionals and executives in the investment industry. Participants will explore issue such as tax planning, saving for retirement, and responsible estate planning.

Topics include:

- Financial goal setting
- Estimating income taxes and tax planning
- Planning for emergencies and family needs
- Case studies

DATES: Tuesdays, May 14 - June 11
TIME: 6:30 - 9:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1.5 CEU

FEE: \$130

SEQUENCE NUMBER: 05-043-0970

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Fred S. Harris,
Certified Financial Planner,
President, Harco Financial Group

REAL ESTATE LICENSE PREPARATION

— *for the real estate salesperson's license*

Many people who are bored with their current jobs or who are discontent with their salary have thought about a career in real estate. One major problem is that they don't know how to get started, and don't know where to go for the answers to many questions about the opportunities and problems associated with a career in real estate.

In this seminar you will learn about current real estate law, financing

and encumbrances, contracts, taxation, property operation, appraisal and the mechanics of real estate transactions. Sample practice examinations similar to the California State license tests will be conducted. You will be taught how to prepare for and take the State exams successfully.

Sample documentation, including the listing agreement, the purchase contract and receipt for deposit, the counter offer, escrow instructions, leases and rental agreements, and broker-salesperson contracts will be provided and discussed.

DATES: Wednesdays, May 1-May 15 (plus optional meeting on May 22 for review and practice testing with evaluation)

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

NUMBER OF MEETINGS: 3 (plus optional 4th)

UNITS: Non-credit

FEE: \$75 (plus \$20 for optional review meeting)

SEQUENCE NUMBER: 05-111-0501

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: H. Gary Kuhlmann, PhD., Professor of Real Estate and Investments at CSUDH; real estate broker; author of published real estate investment articles and manuals

CONTEMPORARY REAL ESTATE FINANCING FOR BEGINNERS & PROS

— *Creative real estate finance for the 80s*

Many people would like to invest in real estate but don't know how to get started. They have heard of creative financing and "no money down" deals, but don't know where or how to find them. This two-day seminar will discuss advanced investment ideas.

On Saturday, June 1, you will learn to:

- find or create profitable investments in real estate
- write solid purchase offers using proven techniques

- avoid negative cash flows
- obtain favorable financing
- invest with little cash and low payments
- purchase lease options or foreclosed property
- take advantage of inflation rather than becoming a victim of it

On Sunday, June 2, you will learn to:

- analyze potential investments like the pros
- operate the Texas Instruments Business Analyst II calculator
- use a computer in investment evaluations
- make financial projections several years into the future
- avoid taxes legally
- dispose of real property and keep the profits

No previous calculator or computer experience is necessary. We will be using the Texas Instruments Business Analyst II Calculator, which may be purchased at the seminar (\$33) — or bring your own.

DATE: Saturday, June 1, & Sunday, June 2

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

NUMBER OF MEETINGS: 2

UNITS: 1.5 CEU

FEE: \$64 for one day, \$110 for two days (specify day(s) when registering)

SEQUENCE NUMBER: 05-111-0900

LOCATION: Redondo Beach

Community Resource Center, Room No. 7

INSTRUCTOR: H. Gary Kuhlmann, PhD, Professor of Real Estate & Investments at CSUDH; real estate broker, published author of real estate and investment articles and manuals.

BUYING A HOME IN TODAY'S REAL ESTATE MARKET

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, April 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$64

SEQUENCE NUMBER: 05-111-0521

LOCATION: Redondo Beach

Community Resource Center, Room No. 8

INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay Investments Company

FINDING & FINANCING REAL ESTATE FORECLOSURES

— *Benefit from economic downturns*

Today's home foreclosures are at a 50-year high. Statewide there were 170,000 loan defaults in 1982, 61,000 in Los Angeles county alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

David Small, a local attorney, will share his expertise in purchasing these properties with you and outline a clear, step by step method so that you can learn how to pick up houses, condos and any real estate at a fraction of its true value.

Until now, the techniques used to finance multi-million dollar deals such as financing 100 percent of the property, cash to the buyer, and advanced forms of nothing down have been little known outside of large scale properties. These techniques will be applied to houses during the seminar's afternoon session.

Other seminar topics include:

- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license
- Getting people in foreclosure to call you
- Taking over low-interest loans
- Selecting the right properties for fast profit

- Saving on taxes
- Protecting yourself under foreclosure laws
- Financing the property 100 percent

Remember, a tax deduction is allowed for education expenses to maintain or improve professional skills.

DATE: Saturday, May 4
TIME: 10 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.6 CEU
FEE: \$80; \$15 for workbook, payable in class
SEQUENCE NUMBER: 05-111-0901
LOCATION: Redondo Beach
Community Resource Center,
Room No. 8
INSTRUCTOR: David Small, J.D.,
President, Small Time, Inc.

DOUBLE YOUR MONEY WITH REAL ESTATE

— *Master the techniques of the 80s*

Discover how to profit by buying and selling real estate. Learn basic money-making methods and the theories of real estate investing. This workshop will provide a step-by-step procedure for finding wise real estate investments. Find out about such topics as creative financing, equity build-up and the loan process.

The workshop is designed for first time buyers as well as those who already own homes or multiple properties.

Other workshop topics include:

- Tax benefits
- Early retirement possibilities
- Cash flow problems
- Securing low down payments

This seminar is suggested for individuals who have prior experience in buying property.

DATE: Saturday, May 18
TIME: 9 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.7 CEU
FEE: \$64
SEQUENCE NUMBER: 05-111-0902
LOCATION: Redondo Beach
Community Resource Center,
Room No. 8
INSTRUCTOR: Vivian Torelli, MBA,
investment specialist, South Bay
Investments

MANAGING PROPERTY EFFECTIVELY

— *Update on financial & legal changes*

Large numbers of real estate investors and potential investors are confused about property management. They may be unsure about the law concerning tenants with children, or unclear about evictions, taxation, record keeping, legitimate tax deductions, rent control, and other legal or financial

areas which have undergone complex changes in the past few years.

In this seminar you will learn to: select good tenants, handle legal problems, write good rental agreements, avoid evictions but perform them if necessary, live with rent control, evaluate investments using a business analyst calculator as well as a computer, and take advantage of the new tax and rental laws.

No previous calculator or computer experience is required for this seminar.

DATE: Sunday, May 19
TIME: 9 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.8 CEU
FEE: \$64
SEQUENCE NUMBER: 05-111-0903
LOCATION: Redondo Beach
Community Resource Center,
Room No. 7
INSTRUCTOR: H. Gary
Kuhlmann, PhD., Professor of
Real Estate and Investments at
CSUDH, real estate broker and
property manager, published
author of real estate articles and
manuals.

Communications/Computer Applications

GRANT PROPOSAL WRITING FOR COMMUNITY ORGANIZATIONS

— Learn skills that will effectively communicate your needs

Non-profit community organizations and service agencies must go beyond their members and local contributors in order to find the financial support to deliver their programs successfully. Members and staff of these

organizations will benefit from this informative seminar on fundraising through effective grant writing.

Tap into potential financial resources!

Participants will learn to:

- Plan projects from a grants-seeker standpoint
- Identify and make contact with potential funding sources
- Write proposals and letters-of-inquiry
- Develop project budgets
- Anticipate the questions of funders and foundations

DATE: Saturday, April 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50.00 (includes booklet on proposal writing)

SEQUENCE NUMBER: 21-010-0501

LOCATION: CSUDH campus, ERC D131

INSTRUCTOR: Leon S. Cohen, PhD,
Director of Research and Funded
Projects for CSUDH

IMPROVE COMMUNICATIONS WITH YOUR BOSS

— Learn to manage your relationship

The most important relationship you have at work is with your boss. How you manage this strategically important relationship directly relates to how your career advances. This seminar develops strategies for strengthening your relationship with your boss, supervisor or manager.

You will learn:

- To determine your boss's communicative style
- Why there is no such thing as a personality conflict
- To get your boss on your side
- To identify four different types of bosses and how to work with them
- Why you and your boss are partners in each other's careers

Many people spend countless hours complaining about bosses. Join in this seminar to learn ways for working successfully with your boss — and getting the promotion you want.

DATE: Wednesday, May 8

TIME: 6 - 9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 15-061-0504

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

INSTRUCTOR: Robert Tobin, Ed.D.,
Assistant Professor,
Communications, Cal Poly
Pomona, specializing in
interpersonal and organizational
communication; management
consultant and workshop leader
for management and employee
development.

INTRODUCTION TO COMPUTER GRAPHIC ART FOR YOUR BUSINESS

— Information about the computer graphics industry for managers and owners of businesses

This seminar reviews key aspects of the Computer Graphics industry so that you can decide whether or to what extent this technology is appropriate for promoting your business.

Topics covered include:

- Equipment manufacturers
- Users and suppliers of computer graphics
- Consumers of computer graphic art
- Imagery produced
- How industry is using computer graphic art in specific locale

Applications of art and design in areas such as advertising, sales presentations, promotion, executive meetings and training sessions will be discussed. Specifically print media, product design, slide presentations, film, video, television and computer programs will be examined.

Participants need not own a computer to benefit from this seminar.

DATE: Saturday, June 1

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

SEQUENCE NUMBER: 05-091-0531

UNITS: Non-credit

FEE: \$35

LOCATION: Redondo Beach

Community Resource Center,
Room No. 8

INSTRUCTOR: Bernard Baker,
MFA, Associate Professor, Art
Department, CSUDH.

Computer Applications

INTRODUCTION TO WORDSTAR™

— *Learn word processing on a microcomputer*

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,
April 27 and May 4
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$90 plus \$5 materials fee
SEQUENCE NUMBER: 07-023-0502
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: Reba Davis,
computer consultant, author of
Wordprocessing Supervisor.

PERSONAL COMPUTERS FOR COMMUNICATION

— *A basic introduction to modems, 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 message systems, data base, and home banking systems.

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

Other topics include:

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

DATE: Saturday, May 4
TIME: 9 a.m. - noon
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$30
SEQUENCE NUMBER: 07-011-0503
LOCATION: CSUDH campus,
SC D138
INSTRUCTOR: Edward Averette,
MA, CSUDH Associate Budget
Analyst; media director, ESP
Communication Services.

INTRODUCTION TO MICROCOMPUTING

— *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 fundamental understanding of computer programming using the BASIC language. You will learn the computer keyboard and program-

ming. You will become sufficiently familiar with elementary computing terminology to discuss computers and computer resources intelligently with salespersons. 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: Saturdays,
April 13, 20
TIME: 9 a.m. - 12 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$60 plus \$5 materials fee
SEQUENCE NUMBER: 07-011-0509
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: George Marcoulides,
MA, lecturer, Computer
Information Systems Dept.,
CSUDH; author of computer
information systems articles.

ALSO SEE:

Electronic Information Exchange Services, p. 39 - 40
Accounting Systems for Microcomputers, p. 15
Microcomputers in Business, p. 10

Computer Applications

MAKE MONEY WITH YOUR HOME COMPUTER

— Four seminars on entrepreneurship and home computers

The computer industry is rapidly gaining popularity. This is your chance to take an active part in this young industry. The abundance of computers available are creating hundreds of new ways for you to make money either full time or by earning extra income in your spare time. In these four sessions, you will learn how to build a successful enterprise by putting your computer to work for you. This series of four classes are taught by Daniel Tompkins, PhD, President of the Computer Business Development Company and author of the books *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*.

SESSION I

OVER 100 HOME-BASED COMPUTER ENTERPRISES

Both beginners and computer experts can benefit from an introduction to over 100 money making ideas for getting you started in your home based business and beginning to be an independent businessperson.

Eight areas will be discussed:

- Retailing, repairing
- Educating, lecturing
- Manufacturing, distributing
- Arts, crafts, design
- Typesetting, financial counseling, accounting
- Print media, writing, publishing
- Information brokering, data base time sharing
- Employment agenting, job shopping

You do not have to own a computer or have any computer experience to benefit from this enlightening class.

DATE: Wednesday, May 8

TIME: 7 - 10 p.m.

FEE: \$35

SEQUENCE NUMBER: 07-021-0507

LOCATION: Redondo Beach

Community Resource Center
Room No. 8

SESSION II

FINANCING AND MARKETING YOUR COMPUTER BUSINESS

Learn to set up a financial base for your computer business. Use business skills to be successful in the 80s. This seminar can inform you about where the money is and how to get it.

Financing:

- Debt financing (lenders)
- Equity financing (investors)
- Limited partnerships
- Incorporating, selling stock
- Proposal packages

Marketing:

- Free publicity
- Low-cost promotion
- Successful advertising
- Mail order
- Telemarketing

DATE: Wednesday, May 15

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

FEE: \$35

LOCATION: Redondo Beach

Community Resource
Center, Room No. 7

SESSION III

COMPUTER CONSULTING AND SOFTWARE PUBLISHING

The demand for computer consultants and contract programmers grows every year . . . and so does their income. The first half of this session discusses what you need to create a successful practice.

- Where to find clients
- Fee to charge
- Billing, collections
- Acquiring subcontractors
- Computing overhead
- Retainers

The second half of the session discusses how successful commercial authors effectively market their computer programs. You will learn about:

- Royalties
- Copyrights
- Protecting your work
- Submission process

- Self-publishing
- Contracts, clauses
- Distributors, publishers

This session is for consultants, custom software developers and anyone writing, publishing, or distributing computer software.

DATE: Wednesday, May 22

TIME: 7 - 10 p.m.

FEE: \$35

SEQUENCE NUMBER: 07-030-0506

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

SESSION IV

STARTING A WORD PROCESSING SERVICE

Learn the best way to start a word processing service bureau. From a profit-making perspective you will hear about:

- Where to find customers
- Fees to charge
- Licensing, permits
- Home-based, taxes
- Networking
- Hardware and software
- Dedicated word processors vs. computers
- Employees and independent contractors
- Job estimating

DATE: Wednesday, May 29

TIME: 7 - 10 p.m.

FEE: \$35

SEQUENCE NUMBER: 07-023-0505

LOCATION: Redondo Beach

Community Resource Center,
Room No. 7

DATE: Wednesdays, May 8 - 29

TIME: 7 - 10 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$35 per session,
\$140 for all four

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Daniel Tompkins,
PhD, President of the Computer
Business Development
Company, author of the books:
Six Paydays a Week, and the
soon to be released *Guidelines
for Computer Entrepreneurs*.

Computer Applications/Education

CERTIFICATE IN COMPUTER SCIENCE

Earn a certificate in Computer Science through CSU Dominguez Hills' Open University. You can enroll in the certificate program with or without enrollment in any CSUDH degree program and earn college credit. The cost is only \$37.75 per unit.

Some students may be required to take one or more lower division classes as preparation for the Certificate. Consult the CSUDH general catalog for course descriptions and prerequisites.

CORE COURSES (20 units)

Survey of Programming Concepts (4)
Data Structures (4)
Programming Languages I (4)
Computer Organization (4)
File Processing (4)

Computer Science 200
Computer Science 210
Computer Science 220
Computer Science 230
Computer Science 250

ELECTIVES (8 units)

Two courses chosen in consultation with the student's advisor. The student may select any upper division Computer Science course or Mathematics 260.

For more information on the program, please call 213/516-3378.d

1985 SUMMER SESSIONS

Enroll in a SUMMER SESSION at California State University,
Dominguez Hills

site of the 7-Eleven Olympic Velodrome

Take college-credit courses to help accelerate college graduation, update professional skills, or prepare for career changes.

Main Session June 24 - August 2
Post Session August 6 - August 30

For information, phone 213/516-3746, ext. 15
California State University Dominguez Hills
Office of Summer Session, ERC C508
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 interested in: _____

★ ANNOUNCING ★

NEW DIRECTIONS IN EDUCATION

— National videoconferences on exemplary programs

The U.S. Department of Education's National Diffusion Network and the Division of Extended Education are proud to offer to teachers and school administrators in the South Bay and Los Angeles this series of symposia on innovative learning techniques. Each of the seven video conferences will focus on nationally validated exemplary teaching methods, curricular improvements or management techniques recognized by the Department of Education.

The conferences are telecast via satellite and presented on the university campus. Teachers and administrators can communicate with the conference leaders by telephone and hear the questions and issues raised by their peers throughout the state. Joyce Lazzari, California Facilitator for the National Diffusion Network, will be the on-site moderator. Ms. Lazzari also will discuss how the California facilitators can help you implement these programs and methods at your school.

Cost per participant is only \$10.00. Each conference begins at 8:30 a.m. and ends at 11:30. Location is the CSUDH campus, HFA A-103.

CONFERENCE SUBJECTS AND DATES:

Critical Thinking/Problem Solving - April 19, 1985

- * IMPACT, Improve minimal proficiencies by activating critical thinking, grades 7-9
- * CATS, critical analysis & thinking skills, grades 10-12
- * CSMP, comprehensive school mathematics program, grades K-3
- * Cupertino Concepts: Computer Literacy, grades 5, 6, 8
- * TIPS, teaching individuals positive solutions/teaching individuals protective strategies, grades 4 & 5

Preparing Students to be Effective Learners: Math - May 17, 1985

- * Competency Based Program/Mathematics, grades 7 & 8
- * Astra's Magic Math, grades Pre-K
- * U-SAIL, Utah System Approach to Individualized Learning, grades 1-9
- * First Level Math, grade 1

Secondary/Post Secondary - June 14, 1985

- * Supplemental Instruction: Student Learning Center, to improve academic performance & retention rate, grades 13 & 14
- * FAR, freshman attrition reduction, grade 13
- * EBCE, experience-based career education, grades 9-12
- * CPSS, career planning support system, grades 9-12

TIPS - May 16, 1985

A special *training* session for TIPS: Teaching Individuals Positive Solutions/Teaching Individuals Protective Strategies. A structured approach to teaching young people how to positively resolve conflict, to resist crime & to protect themselves & their property. Grades 4 & 5.

EDUCATIONAL SOFTWARE

— Identification, Evaluation & Integration

Learn about software selection and integration, and the evaluation resources available nationwide, including periodicals, on-line computer data bases and search services.

Representatives from McGraw-Hill, Apple and other educational software manufacturers will present the latest software available and answer your questions at an exhibit after the conference. Ms. Zhita Rae, Coordinator of the L.A. County Schools' Micro Computer Review Lab, will act as moderator for the event.

DATE: Saturday, April 13
TIME: 8 a.m. - 4 p.m.
LOCATION: CSUDH campus,
HFA A103
FEE: \$35

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

THE PROGRAM: The Certificate Program in Children's Movement Education consists of a selection of seven courses in the area of movement education and physical education for children. Each course offers one Continuing Education Unit (CEU), acceptable in most school districts for salary adjustments.

The courses include stages of play, motor skill development, organization and development of physical education programs, dance and rhythms, games, fitness activities, and nutrition.

WHO SHOULD ATTEND:

This practical series of classes is designed to meet the needs of individuals working with children between 1 and 12 years of age in a pre-school, day care, YMCA, private or elementary school setting.

THE FACULTY: The courses for the Children's Movement Education Certificate are coordinated by Children's Health International under the directorship of Dennis H. Estabrook, physical education specialist and former state

chairman of elementary physical education. All faculty are highly trained working professionals in the field of physical education, motor development, and nutrition.

THE COURSES: A total of seven classes — four required and three electives are needed to receive the certificate. Students may select from six "required" courses and seven "elective" courses. Courses are rotated during the quarters of the school year.

MOVEMENT EDUCATION OBSERVATION AND TRAINING PROGRAM

This internship program is for students in the Children's Movement Education Certificate program. It involves 15 hours of observation and/or working with children in a movement education setting under a supervising instructor will be required.

Elementary Physical Education Demonstration Schools and Children's gym programs will participate. Attendance at conventions and conferences also may be used when appropriate.

A written evaluation of your experience is required. *This class is an "elective" in the Children's Movement Certificate Program.*

DATE: Monday, April 8
TIME: 7 - 9 p.m. (plus additional time, TBA)
NUMBER OF MEETINGS: 1
UNITS: 1 CEU
FEE: \$35
SEQUENCE NUMBER: 08-350-0938
LOCATION: Redondo Beach Community Resource Center, Room No. 7
INSTRUCTOR: Dennis Estabrook, Director, Children's Health International; former State Chairman Elementary Physical Education C.A.P.H.E.R.D.

DEVELOPING HAND-EYE AND EYE-FOOT COORDINATION

— *Learning activities for children*

Hand-eye and eye-foot coordination includes the development of such motor skills as reaching, grasping, writing, drawing, rolling, throwing, catching and kicking. In this class we will participate in activities and games using pencils, worksheets, scissors, balls, bean bags, jump

ropes, etc., to learn beginning, intermediate and advanced skills in all of these developmental areas.

Other topics:

- Beginning juggling
- The use of playground markings
- Lead-up soccer activities

We suggest that you wear comfortable clothing and rubber soled shoes. Pre-registration is necessary to receive course handout material.

This course is an "elective" in the Certificate Program for Children's Movement Education.

DATE: Saturday, May 4
TIME: 8 a.m. - 6 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1 CEU
FEE: \$45
SEQUENCE NUMBER: 08-350-0939
LOCATION: Redondo Beach Community Resource Center, Room No. 7
INSTRUCTOR: Dennis Estabrook, Director of Children's Health International, former State Chairman of Elementary Physical Education, C.A.P.H.E.R.D.

ALSO SEE:

CBEST Review, p. 35
Math Review for the CBEST, p. 36
Test Preparation for the Certificate of Competence, pgs. 36 - 37
Encouraging Creativity in Children, p. 37

Education

TUMBLING & GYMNASTICS FOR CHILDREN

— *Teaching techniques that emphasize FUN!*

Children love to perform tumbling and gymnastic stunts! In this class you'll learn how easy it is to teach a sequential, success-oriented tumbling and gymnastics program which enhances coordination, flexibility, strength, and self-image in young children. We begin with fun warm-up exercises and simple

animal stunts and progress to basic gymnastics skills such as front and back rolls and cartwheels.

You will also learn new activities for bars, balance beams, balance boards, ropes, swings and jungle gyms. The emphasis will be safety considerations and correct teaching and spotting as well as how to organize your program and equipment. We suggest you wear comfortable clothing and rubber soled shoes, and bring a sack lunch.

Pre-registration is necessary in order to receive course handout material.

This class is an "elective" in the Certificate Program for Children's Movement Education.

DATE: Saturday, April 13

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: 08-350-0937

LOCATION: Redondo Beach

Community Resource Center, Room No. 7

INSTRUCTOR: Teri Thompson, former gymnastics team captain, CSU Long Beach, Elementary School Teacher and Children's Health International staff member.

TEACHING GAMES CHILDREN LOVE TO PLAY

— *A workshop for teachers and parents*

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

You will learn how to organize and teach the games. The workshop will answer the questions:

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

Wear comfortable clothes and rubber-soled shoes; this is an active participation workshop. Pre-registration is necessary to receive the course handout materials.

This class is a "required" course for the Certificate in Children's Movement Education.

DATE: Saturday, May 18

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: 08-350-0920

LOCATION: Redondo Beach

Community Resource Center, Room No. 7

INSTRUCTOR: Dennis Estabrook, director, Children's Health International, former State Chairman of Elementary Education, C.A.P.H.E.R.D.

SUPERLEARNING® FOR STUDENTS

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

This one-day program will introduce the American variation of an evolutionary 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 1/3 to 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, April 27

TIME: 1:30 p.m. - 5:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 08-081-0518

LOCATION: CSUDH campus, SC J146

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

ART IN THE ELEMENTARY CLASSROOM

— Weave the magic of art through your classes

Visual art and creative projects can be used to stimulate children's imagination and learning in all areas of the curriculum. In this enjoyable and quick paced two-Saturday workshop you will learn new methods for motivating your students and extending art into social studies, science, and language programs. You will learn

positive ways to foster creativity and to build the child's self-concept. Drawing, paintings, printmaking and batik are among the approaches covered.

Workshop objectives include:

- How to motivate and encourage children to do beautiful work and raise self esteem
- How to set up art projects so they will be enjoyable.

When you register ask Extension staff for a list of simple materials to bring to first class meeting.

DATE: Saturday, April 27 & May 11

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

NUMBER OF MEETINGS: 2

UNITS: 1.5 CEU

FEE: \$45, plus \$7 materials fee which may be paid at first class meeting

SEQUENCE NUMBER: 08-310-0906

LOCATION: CSUDH campus, SBS A144

INSTRUCTORS: Penelope Greevan, Art Consultant, Long Beach Unified School District Gifted Program. Kevin Doherty, Art Consultant, Downey Unified School District; Palos Verdes Arts Center Instructor

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, April 26

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

NUMBER OF MEETINGS: 1

UNITS: 0.4 CEU

FEE: \$38

SEQUENCE NUMBER: 08-993-902

LOCATION: CSUDH campus, SC J146

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

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 effective 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: Saturdays, April 20, 27

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

NUMBER OF MEETINGS: 2

UNITS: 2 CEU

FEE: \$70

SEQUENCE NUMBER: 08-993-0934

LOCATION: CSUDH campus, SC J146

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

ALSO SEE:

A Psychological Approach to Drawing, Using the Right Side of the Brain, p. 37
Native American Society, Culture and Art, p. 34
A Passage Through China, p. 41

Education

MULTICULTURAL ART ACTIVITIES II

— *Emphasis on Hispanic, Pacific Islands and European cultures*

Through hands-on experience learn to integrate arts and crafts from other cultures to motivate children to find their own creative expression. This workshop will feature specific ways to use art

from Hispanic, Pacific Island and European cultures in your classroom art activities. Tapa cloth design, murals, masks, sienna banners, "paper witches", Mexican serapas, slides and other surprises will be used to explore development of the art curriculum. This workshop will be enjoyable and productive.

(If your school district requires outside assignments in order to obtain salary credit, such assignments will be given and evaluated.)

When you register, ask Extension staff for list of simple materials you should bring to first class meeting.

DATES: Saturday, April 13
TIME: 9 a.m. - 7 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1 CEU
FEE: \$45, plus \$7 materials fee which may be paid at first class meeting
SEQUENCE NUMBER: 08-310-0952
LOCATION: CSUDH campus, SBA A144
INSTRUCTORS: Penelope Greevan, Art Consultant, Long Beach Unified School District Gifted Program. Kevin Doherty, Art Consultant, Downey Unified School District, private art instructor, Palos Verdes Arts Center Instructor.

10TH ANNUAL SPECIAL EDUCATION CONFERENCE

— *Join professionals in the field for two days of workshops*

Nationally recognized speakers will present papers and conduct special interest workshops at this two day conference for professionals in the field of special education. Sixteen workshops are scheduled on timely topics for teachers and other professionals.

DATES: Friday and Saturday
April 12 and 13
TIME: 7:30 a.m. - 5:30 p.m.
NUMBER OF MEETINGS: 2
UNITS: 1 or 2 units, or Non-credit
FEE: Conference registration & two units of credit: \$81.
Conference registration for one day & one unit of credit: \$50.50.
Conference registration for two days, non-credit: \$50.
Conference registration for one day, non-credit: \$35.

Credit: Make checks payable to CUSDH Extension.
Non-credit: Make checks payable to Special Education Conference
SEQUENCE NUMBER: 08-081-X40601 (1 unit)
08-081-X40602 (2 units)
LOCATION: CSUDH campus, University Theatre
For more information, contact Dr. Doris Okada, conference director, School of Education, CSUDH, 213/516-3522.

SPECIAL CLASSES FOR MATH TEACHERS

Teachers considering earning a supplementary authorization in Mathematics or who are preparing for the National Teacher Examination in Mathematics will find the assistance they need in two upcoming courses offered by CSU Dominguez Hills.

Offered Spring '85: Geometry (Math X207)

Topics include properties and measurement of geometric figures, congruence and symmetry, coordinate geometry, symbolic logic, inductive and deductive reasoning. Class meets Tuesdays and Thursdays, April 4 - June 11 from 4:40 p.m. - 6:20 p.m. Four credit units for \$151.

Offered Summer '85: Computer Literacy and Problem Solving (Math X131)

This course will develop procedures for problem formulation and analysis. Introduction to mathematical models and computers as a means of solution. Other topics include flowcharting, programming in BASIC and LOGO and the role of computers in society and education.

For more information, contact Eunice Krinsky, Associate Professor of Mathematics, 213/516-3363 or 213/516-3378.

Take a STEP to the University this summer!

For Junior High School students

California State University, Dominguez Hills Science Technology Enrichment Program

Special course offerings during the Summer of 1985 with an emphasis in interdisciplinary courses in the Sciences for students going into the 7th, 8th and 9th grades.

Topics in: Math, Computer Science, Physics, Oceanography, Biology, Chemistry, Geology and more!

Call **213/516-3741** for more information, or mail this coupon to:

Division of Extended Education,
CSUDH,
ERC C508,
Carson, California 90747

☐ Yes! Please send me information on the Science & Technology Enrichment Program

Name

Address

School

EFFECTIVE INTERVENTION WITH HIGH RISK YOUNG PEOPLE

*— Learn to spot the warning
signs of high risk behavior*

The only age group in the United States facing an increasing death rate is that of our 15 to 24 year olds. This course will explore risk factors which contribute to this shocking statistic such as alcohol and drug abuse, homicide, suicide, venereal disease, pregnancy,

runaways and teenage prostitution.

This seminar is designed for health care providers, human service professionals, educators and other concerned individuals.

Workshop participants will learn effective intervention and/or prevention techniques to use when confronted with high risk behavior in youths. Participants will learn to spot the warning signs that may lead to such behavior.

This interactive seminar will combine lecture with audio-visual aids, guest speakers, small group discussion and case studies.

DATE: Saturday, April 20

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$70

SEQUENCE NUMBER: 12-011-0912

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Gary Yates, MFCC;
Director, High Risk Youth
Project, Division of Adolescent
Medicine, Children's Hospital,
Los Angeles.

Ready to register? Use the registration form on the back cover.

CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

THE PROGRAM

The Certificate Program in Alcoholism/Drug Counseling consists of nine 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. New classes begin in the Fall and Spring quarters.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class HEA X282 with a grade of B/C or better.

LOCATION AND SCHEDULE

Classes are held from 6:30 - 10:00 p.m. week nights at Hughes Learning Center, 540 E. Imperial Avenue, El Segundo. See map, page 46.

THE COST

The fee is \$37.75 per unit; a four-unit course is \$151.00.

Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — checks or money orders only. Cash will not be accepted.

THE COURSES

Students must successfully complete all nine 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.

HEA X296 DRUGS AND THE DRUG CULTURE (4 units)

This course is an introduction to this major social/psychological problem. Students learn the basic pharmacology of the commonly-encountered street drugs and the behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also 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 psychosocial evaluations. The various alcoholism treatment agencies and program modalities — their staffing, funding, operational procedures — are studied.

For information or application forms, call Brenda Blow, 213/516-3741.

MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

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 \$65 per unit. There are no application fees.

For more information, call 213/516-3748.

SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

SAN PEDRO PENINSULA HOSPITAL



**WE'RE
LISTENING**

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.

Continuing Education Units/ Degree-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 approved for 45 contact hours of continuing

education for R.N.'s and L.V.N.'s. (BRN Provider No. 00302) and 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 participant 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: \$125 for program plus \$62 for CSUDH degree credit

SEQUENCE NUMBER: 12-221-X200

INSTRUCTOR: San Pedro
Peninsula Hospital Alcoholism
Recovery Service Staff

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with California 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 set

tings. 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

THE INSTITUTE OF MEXICAN CULTURE

The Institute of Mexican Culture, sponsored by the Mexican American Studies program and the Division of Extended Education, is a program of university credit courses primarily for persons interested in regaining an understanding of their inherited culture and language.

The Institute of Mexican Culture consists of three core courses and two complementary courses which examine Mexican history, literature and language. As a participant in the program, your personal and professional life will be enhanced by the course of study. Graduates of the program achieve a perspective through which another culture can be assimilated. Furthermore, graduates are stimulated to continue their education at the college level.

Professor Juan Corominas, creator of the Institute, teaches two courses each quarter, on and off the CSUDH campus. For more information on this program, please write to Professor Juan Corominas, Department of Spanish, CSUDH, Carson, California 90747.

LITERATURA DE MEXICO

— Vision 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 Mexico pretende ofrecer una vision general del desarrollo y valor de la literatura mexicana y recalcar alguna de las obras mas importantes.

Su finalidad es

- familiarizar al estudiante con la literatura de Mexico
- desarrollar su sentido estetico y critico
- 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 superacion personal, familiar y social

DATE: Mondays, April 8 - June 10

TIME: 6:30 - 10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 degree (MexAm X102) credits

FEE: \$113.25

SEQUENCE NUMBER: 22-131-X102

LOCATION: CSUDH campus
SC E149

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

HISTORIA Y PENSAMIENTO DE MEXICO

— Investigate Mexico's cultural roots

Examine the history of Mexico from the Conquest to the present. Then consider an analysis of this historical process based upon the work of Samuel Ramos and Octavio Paz. This 10-week course, conducted entirely in Spanish, is especially designed for Mexican-Americans who wish to explore their cultural heritage.

El curso *Historia y pensamiento de Mexico* ofrece, con la ayuda de un libro de texto muy practico, una vision general de la historia de Mexico. En la segunda parte de la clase, despues de proyectar una sobre la historia de Mexico, se analiza algun articulo, ensayo o capitulo de los grandes pensadores de Mexico.

Section A:

DATE: Fridays, April 12-
June 21

TIME: 6:30 - 10 p.m.

LOCATION: St. Emydius Church

SEQUENCE NUMBER: 22-157-X102-01

Section B:

DATES: Saturdays, April 13 - June 22
(no class May 25)

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

NUMBER OF MEETINGS: 10

UNITS: 3 degree (MexAm X102) credits

FEE: \$113.25

SEQUENCE NUMBER: 22-151-X102-02

LOCATION: CSUDH campus,
SC E149

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

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, with on-campus faculty, students are able to design and complete the program without having to travel to the campus.

Fees are \$65 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.

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 those 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 COURSES

Students enroll in two Spanish courses per quarter. One of these is a Spanish language and culture

class, and the other (SPA 220) is a bilingual internship which reinforces newly acquired Spanish skills throughout the program. Students may utilize their own employment or volunteer activity as an internship for the Certificate Program if it fulfills requirements. Students not presently 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.

Quarter I

SPA 105 Spanish for Public Service (4 units)

SPA 220 Bilingual Public Service Internship (2 or 4 units)

Quarter II

SPA 202 Commercial Spanish: Business Communication (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

Quarter III

SPA 251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

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 1985. *Call Dr. Raul Romero, program coordinator, at 213/516-3327 or 516-3315 for more information.*

THE COST

Fees are \$37.75 per unit: a 4-unit course is \$151. For further information, contact the Extension Office at 213/516-3741.

Humanities & Social Science

THE NATIONAL INTENSIVE JOURNAL: PROCESS MEDITATION

— *The second module in
Dr. Ira Progoff's
acclaimed program*

Further your understanding of yourself and learn methods to transform your experience by participating in this weekend workshop. Process Meditation is the second in a series of four modules constituting Dr. Ira Progoff's internationally-recognized National Intensive Journal. While the first workshop, Life context, introduced you to the fundamentals of the 21-part Journal

Workbook, this second module, Process Meditation, will show individuals how to convert the symbols or hidden messages of the unconscious mind into productive reality. By interweaving new methods and material with the original structure, journal-keepers will be able to explore new opportunities for delving into their personal creativity and spirituality.

The National Intensive Journal, under the jurisdiction of Dr. Ira Progoff's Dialogue House, has taught over 90,000 participants since 1966. Individuals of all walks of life, all ages and level of education can use the Intensive Journal method as a tool to discover their individuality and to make their lives more integrated.

Prerequisite: Completion of module one, Life Context Workshop. Bring Journals to the Workshop.

DATE: Friday, May 3, 6:30 - 10 p.m.;
Saturday, May 4, 9 a.m. - 5 p.m.;
Sunday, May 5, 9 a.m. - 5 p.m.

NUMBER OF MEETINGS: 3

UNITS: 2 CEU

SEQUENCE NUMBER: 20-000-0911

FEE: \$80.00 (includes materials)

LOCATION: CSUDH campus,
University Center

INSTRUCTOR: Frances A. Pullara,
BA, Director of Publication
Services, CSUDH; Authorized
Dialogue House Consultant

NATIVE AMERICAN SOCIETY, CULTURE AND ART

— *Appropriate for educators,
social service personnel and
collectors of Native American
Art*

Nearly a century has passed since the heyday of Geronimo, Sitting Bull, Crazy Horse, Rain-In-The-Face, Chief Joseph and other chiefs, but their names are perhaps better known than ever before. They are indelible as symbols of nostalgia and resistance in the annals of Native American history. This class will seek to show what sort of peoples they represented: How they lived and what they ate, wore, made, hunted or planted; what they believed, the art they created, and how they came to be here in the first place.

The course will cover the whole variegated and fascinating tapestry of aboriginal North America, from the efficient Eskimo to Puebloan

farmers of the Southwest, and from the teeming tribelets of California to the great confederacies of the Iroquois and their neighbors in the Eastern Woodlands. The course will also survey the difficulties facing the Indians today - both those who want to follow the "White Man's road" and those who seek a new, all-Indian identity - whether as anti-government activists or simply dressing up to follow the summer-long Pow-wow circuit.

A special feature of the class will be the presentation of numerous slides that will show hundreds of examples of the finest in North American Indian arts and crafts from every cultural region.

This course will be of interest to persons in the fields of education and social services. As well, it will appeal to many who are simply interested in the North American Indian or who are collectors and connoisseurs of Native American arts.

Textbook: Geoffrey Turner, *Indians of North America*, (Poole, Dorset: Blandford Press, 1979, paperback.

DATE: Saturdays, April 13, 20, May 4, 11, 18

TIME: 9 a.m. - 1:30 p.m.

NUMBER OF MEETINGS: 5

UNITS: 2 degree credits, (SOC X204)

FEE: \$75.50, plus fee for textbook

SEQUENCE NUMBER: 22-12-0204

LOCATION: CSUDH campus
SC D136

INSTRUCTOR: John Anson Warner,
Ph.D.; Author of *The Life and Art of the North American Indian* (1975) and coauthor of *A Cree Life: The Art of Allen Sapp* (1977), as well as numerous articles in various periodicals on North American Indian culture and arts.

ALSO SEE:

A Psychological Approach to Drawing, Using the Right Side of the Brain, p. 37

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.

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 13 Exam

DATE: Saturdays, June 22, 29 & July 6
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 3
FEE: \$85 (includes materials)
SEQUENCE NUMBER: 08-011-0520
LOCATION: CSUDH campus, SC E153
INSTRUCTOR: Bobrow Test Preparation Services

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 May 4 Exam

DATE: Saturdays, April 13, 20, 27
TIME: 1 p.m. - 4:30 p.m.
LOCATION: CSUDA campus, SC E143
SEQUENCE NUMBER: 08-000-0505-01

For June 1 Exam

DATE: Saturdays, May 4, 11, 18
TIME: 1 p.m. - 4:30 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$65 (includes materials)
SEQUENCE NUMBER: 08-000-0505-02
LOCATION: CSUDH campus, SC D136
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 15 Exam

DATE: Saturdays, May 18, June 1, 8
TIME: 9 a.m. - 3:30 p.m.
NUMBER OF MEETINGS: 3
UNITS: Non-credit
FEE: \$115 (includes materials)
SEQUENCE NUMBER: 05-001-0504
LOCATION: CSUDH campus, SC E157
INSTRUCTOR: Bobrow Test Preparation Services

Learning Skills Test Preparation

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 8 Exam

DATE: Saturdays, April 27, May 4, 11, 18 & June 1
TIME: 9 a.m. - 12:30 p.m.
NUMBER OF MEETINGS: 5
UNITS: Non-credit
FEE: \$95 (includes materials)
SEQUENCE NUMBER: 08-000-0503
LOCATION: CSUDH campus, SC E153
INSTRUCTOR: Bobrow Test Preparation Services

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. For the July 13 exam:

DATE: Saturdays, April 27-
June 24
(No class May 25)

TIME: 1 - 3 p.m.
NUMBER OF MEETINGS: 8
UNITS: Non-credit
FEE: \$52 plus \$10 materials fee
SEQUENCE NUMBER: 08-011-0511
LOCATION: CSUDH campus, SC E157
INSTRUCTOR: Greg Perkins,
Math teacher, Long Beach
Unified School District

TEST PREPARATION FOR THE BILINGUAL CERTIFICATE OF COMPETENCE (SPANISH)

— *Cultural Component*

This intensive one-day workshop is designed for teachers preparing for the Bilingual Certificate in Spanish Competence test — specifically, the Spanish Cultural Component of the test. Porfirio Sanchez, workshop leader, helped to develop competency standards for the State Certificate of Competency. This workshop is the only test preparation seminar being held in Southern California. Many important aspects of the Cultural Component will be discussed, including:

- Lifestyle of the target population
- Historical role and contributions of the target population to American Society
- Social class structure within the communities of the target population
- Relationship between learning & the cultural background of the target population
- Dynamics of cultural conflict experienced by the community of the target population

You will learn test-taking strategies and time saving techniques. Also featured will be several mini-tests throughout the workshop to help you fine tune your test taking abilities.

Early registration recommended; enrollment limited.

For the June 6 Exam

DATE: Saturday, May 18
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: 08-994-0507-01
LOCATION: CSUDH Campus, HFA A103
INSTRUCTOR: Porfirio Sanchez,
Professor of Spanish, CSUDH,
Language and Cultural Mexican-
American studies specialist.

For the August 25 Exam

DATE: Saturday, August 17
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$35
SEQUENCE NUMBER: 08-994-0507-02
LOCATION: CSUDH campus, HFA A103
INSTRUCTOR: Porfirio Sanchez,
Professor of Spanish, CSUDH;
Language and Cultural Mexican-
American studies specialist.

Ready to register? Use the registration form on the back cover.

Learning Skills/Psychology

TEST PREPARATION FOR THE BILINGUAL CERTIFICATE OF COMPETENCE (SPANISH)

— Methodology Component

This class is recommended for teachers preparing for the Certificate of Competence test, with special emphasis on the Spanish Methodology component of the exam. The class is the only preparation course planned for Southern California and is lead by Maximiliano Contreras who helped define the state standards for the Certificate of Competence.

The workshop will cover bilingual teaching methods, E.S.L. methods,

Spanish reading and a general review of the guidelines established by the Commission on Teaching Credentialing. In addition, test taking techniques and time-saving skills will be discussed.

For the June 6 Exam

DATE: Saturday, May 18

TIME: 2 - 6 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-994-0508-01

LOCATION: CSUDH campus,
HFA A103

INSTRUCTOR: Maximiliano Contreras, Associate Professor of Education, Bilingual Cross-Cultural Coordinator for Mexican-American Studies.

For the August 25 Exam

DATE: Saturday, August 17

TIME: 2 - 6 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-994-0508-02

LOCATION: CSUDH campus,
HFA A103

INSTRUCTOR: Maximiliano Contreras, Associate Professor of Education, Coordinator for Bilingual Cross-Cultural Studies.

ENCOURAGING CREATIVITY IN CHILDREN

— Help your students or children expand their creative capabilities

Recent studies indicate that the left side of the brain is the logical, practical side, while the right side of the brain is more creative. This class is designed to help you enhance creativity in your students and children by helping them to develop and use both hemispheres of their brain.

The class will concentrate on perception — utilizing drawing, illusions and the development of innovative thinking techniques. This seminar contains information of interest to all grade levels.

The class will discuss:

- Identification of the developing left-right functions of a child's brain
- Enhancement independent left-right brain development
- Function of the right brain
- Increasing the cooperative function of the whole brain

DATE: Wednesdays, April 17 & 24,
May 1, 8 & 15

TIME: 6 - 9 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1.5 CEU

FEE: \$60

SEQUENCE NUMBER: 08-021-0920

LOCATION: Redondo Beach
Community Resource Center,
Room No. 8

INSTRUCTOR: Gale Randall
Hooper, MA in Psychology,
Psychological Consultant

A PSYCHOLOGICAL APPROACH TO DRAWING, USING THE RIGHT SIDE OF THE BRAIN

— Reach your untapped abilities

Join in this exciting course that explores some of the elusive features of right-brain functioning. Through lectures, discussions and practical artistic participation, the

corridors of perception are examined. Basic, understandable lectures lay the groundwork for a genuine change in perspective. The right hemisphere of the brain can be taught to direct artistic behavior.

This is not a drawing class, but art and imagery will be analyzed and discussed in class in order to understand methods of releasing the creative process.

DATE: Tuesdays, April 16 - 20,
May 7, 14

TIME: 6 - 9 p.m.

NUMBER OF MEETINGS: 5

UNITS: 1.5 CEU

FEE: \$60

SEQUENCE NUMBER: 20-001-0910

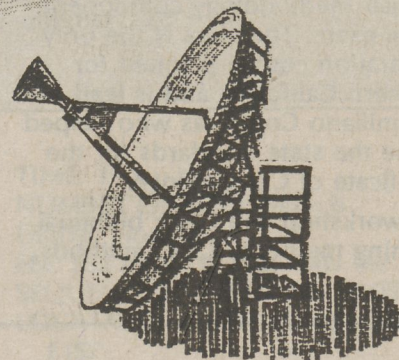
LOCATION: Redondo Beach
Community Center,
Room No. 8

INSTRUCTOR: Gale Randall
Hooper, M.A. Psychology;
Psychological Consultant

Telecommunications

Our fantasies about the future have already arrived. Telecommunications — a medium which once existed only in the realm of science fiction — has now become a part of our daily lives. Through the combined use of radio, television, telephone, satellite, and computer, we can now share information in ways that we only dreamed of before. 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 516-3737.



INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

In-house education and training for business, industry, and government are now possible from CSU 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.

NATIONAL UNIVERSITY TELECONFERENCE NETWORK (NUTN)

California State University, Dominguez Hills now enables professionals to participate in live seminars on a national level. Keep abreast of new developments in your field by watching these pertinent, educational programs. Join in live discussions with distinguished experts in your field via telephone, and listen to questions raised by your fellow

professionals participating in the videoconference at sites throughout the country. This informative videoconference system, called the National University Teleconference Network (NUTN), combines the technologies of satellite, television and telephone lines to provide a forum for discussion of topics of importance to professionals.

California State University, Dominguez Hills is a member of a national coalition of 67 universities which have joined together to develop the NUTN as a telecommunications system for higher education. Each quarter, CSUDH will offer videoconferences on a variety of topics. For information regarding upcoming conferences, please call 516-3737.

ALSO SEE:

Educational Software: Identification, Evaluation and Integration, p. 24
National Diffusion Network, p. 24

ELECTRONIC INFORMATION EXCHANGE SERVICE (EIES)

Through the Electronic Information Exchange System, students 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

During the Spring '85 quarter, CSUDH Extension will offer the following seminars through EIES: 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, 213/516-3737.

During the Spring '85 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

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

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.

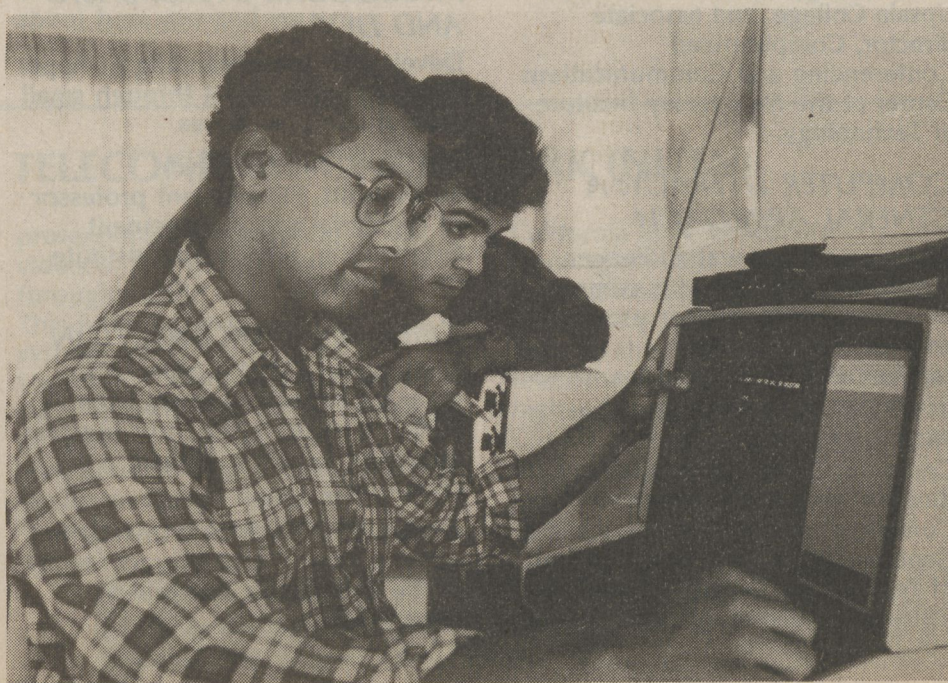
INSTRUCTOR: Dr. Sid L. North, consulting and counseling psychologist

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, and IVD group



Travel Programs/Lifestyle Enhancement

A PASSAGE THROUGH CHINA

— *Join the Summer '85 Language & Culture Program in the People's Republic of China*

Next summer, take part in an extraordinary opportunity to explore the People's Republic of China. In a six week program, sponsored by CSU Dominguez Hills, you will study Chinese culture and history at Huazhong Normal University, in the city of Wuhan. Upon request and approval, language instruction in Mandarin may be arranged for individuals.

Twenty-five days of the program will be devoted to study at the University, however weekend trips to factories, rural communes and places of historical and cultural interest will be scheduled. In addition, a travel tour of the PRC is planned for seventeen days. The faculty director, Linda Pomerantz, CSUDH professor of History, and representatives and translators from Huazhong will function as the tour guides. Such exotic cities as Shanghai, Suchow and Nanjing are scheduled, as well as a two day boat trip on the Yangtze to Wuhan.

After the study program, participants will travel to Xian, here they will visit terra cotta digs and a Moslem temple. From Xian the tour will proceed to the capital city of Beijing where the group will visit the Forbidden City, the Summer Palace, the Temple of Heaven and the Great Wall.

The cost for the 6-week program, including food, lodging, travel in the PRC, round-trip airfare, and credit fee is \$3100.

Please write or telephone the Division of Extended Education, 213/516-3746, for a brochure.

LONDON SEMESTER PROGRAM

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.

Students in the program 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.

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

TRAVELING AS A SINGLE

— *Why not vacation alone?*

Who says you need to travel with a partner? This class teaches you a practical approach to planning single trips, saving on single supplements, tours and tour packages. You'll also learn tips to insure success and overcome any

fears of traveling alone.

Other topics:

- Getting past the language barrier
- Shortcuts to planning successful vacations and business trips
- Avoiding extra charges for singles in hotels
- Choosing a travel agent
- Making friends in foreign countries

DATE: Saturday, April 13
TIME: 9:30 a.m. - 12:30 p.m.
NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 49-050-0501

LOCATION: Redondo Beach
Community Resource Center,
Room No. 2

INSTRUCTOR: Eve Cappello, PhD,
Director of Assert Consciously
Today (ACT) Institute, business
and behavior consultant.

SPECIAL TOPICS IN PHYSICAL EDUCATION

— *Water Safety Instructor's Certificate*

The Water Safety Instructor's course prepares and certifies students so that they may teach all levels of Red Cross Water Safety Classes from Beginning Swimming to Advanced Lifesaving.

Before being admitted to the

course, candidates must be 17 years or older, be in sound physical condition, and have a Red Cross Advanced Lifesaving Certificate and the ability to perform skills in the Red Cross Swimmer Course.

The WSI course includes a review of the courses the instructor will be eligible to teach, training methods relative to those courses, general information for instructors, and practice teaching.

DATE: Tuesdays and Thursdays,
April 9 - May 23

TIME: 7:30 - 10:00 p.m.

NUMBER OF MEETINGS: 14

UNITS: 2

FEE: \$31 for CSUDH credit

SEQUENCE NUMBER: 08-350-X134

LOCATION: San Pedro YMCA,
301 S. Bandini, San Pedro

INSTRUCTOR: Mimi Frank, EdD,
Red Cross WSI Trainer, All-
American Master Swimmer

Lifestyle Enhancement Sailing

NAVIGATION THEORY

— A shoreside basic navigation class

This dockside navigation class will prepare you for all but trans-oceanic passages. The course will cover chart reading, nautical guides, navigation aids, latitude and longitude determination,

distance and speed at sea, charts and magnetic compass, course lines, LOP's and fixes, use of hand-bearing compass and polaris types of navigation, radio direction finder, current and drift problems and running fixes.

DATE: Mondays, May 13-20 & June 3, 10, 17

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

NUMBER OF MEETINGS: 5

UNITS: 1 degree credit

FEE: \$37.75 credit

\$30 Non-credit

SEQUENCE NUMBER: 08-356-X124-02

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

INSTRUCTOR: Capt. Ron

Rensburg, MA, Extension instructor of navigation and sailing

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: Saturday, May 4

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$65 pre-registration required.

Confirmation and directions will be sent to you.

SEQUENCE NUMBER: 08-356-0521

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron

Rensburg, MA, Extension instructor of navigation and sailing

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 01: April 6/13

Section 02: April 27/28

Section 03: May 4/11

Section 04: May 25/26

Section 05: June 1/8

Section 06: June 22/23

Section 07: July 6/13

Section 08: July 27/28

Section 09: August 3/10

Section 10: August 24/25

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

NUMBER OF MTGS.: 2 per section (14 hrs. total instructional time)

UNITS: Non-credit

FEE: \$85 pre-registration required.

Confirmation & directions will be sent to you.

SEQUENCE NUMBER: 08-356-0522, be sure to indicate section number

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron

Rensburg, 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 the voyage, navigation underway, equipment and safety at sea, and parts and function of a vessel. The *Atlantas*, a U.S. Coast Guard documented sail and seamanship

training vessel, sails with only six students per voyage. **Pre-registration is required.**

DATE: Section 01: Saturday and Sunday, April 20, 21

Section 02: Saturday and Sunday, May 18, 19

Section 03: Saturday and Sunday, June 15, 16

Section 04: Saturday and Sunday, July 20, 21

Section 05: Saturday and Sunday, August 17, 18

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: \$200 pre-registration is required. Confirmation & directions will be sent to you.

SEQUENCE NUMBER: 08-356-0523, be sure to indicate section number

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron

Rensburg, MA, extension instructor of sailing and navigation

BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7-11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July 1982, was 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.

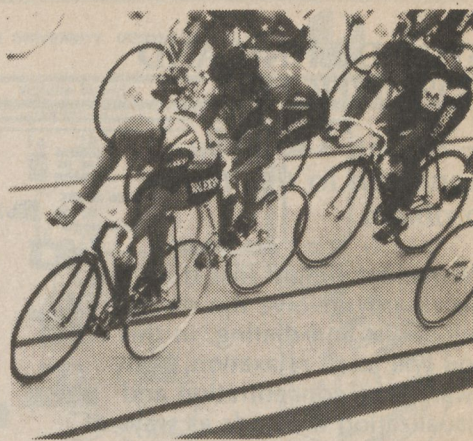
INTERMEDIATE VELODROME CYCLING

DATE: Thursday, May 16, 23, 30 & June 6
TIME: 6:00 - 8:00 p.m.
UNITS: Non-credit
FEE: \$75.00
SEQUENCE NUMBER: 08-355-0540
LOCATION: Olympic Velodrome, CSUDH campus
SENIOR INSTRUCTOR: Ron Skarin, Assistant Coach, 1984 U.S. Olympic Cycling Team, former member U.S. Olympic Cycling Team

10-Speed bike and racing helmets are required. (Beginning Velodrome Cycling class not a prerequisite.)

BEGINNING VELODROME CYCLING

DATE: Thursday, May 16, 23, 30 & June 6
TIME: 6:00 - 8:00 p.m.
UNITS: Non-credit
FEE: \$75.00



SEQUENCE NUMBER: 08-355-0540
LOCATION: Olympic Velodrome, CSUDH campus
SENIOR INSTRUCTOR: Ron Skarin, Assistant Coach, 1984 U.S. Olympic Cycling Team, former member U.S. Olympic Cycling Team

PRE-NATAL EXERCISE

— Maintain a good level of fitness during your pregnancy

Future mothers can stay fit during pregnancy in this aerobics class designed especially for them. There's no need to eliminate your exercise program completely when you're pregnant — join this class,

led by a professional aerobics instructor who is a recent mother. Your doctor's written permission is required to attend the class.

Exercise to music while improving your:

- Flexibility
- Endurance
- Strength
- Balance

DATES: Tuesdays & Thursdays, April 9 - May 16

TIME: 9 - 10 a.m.
NUMBER OF MEETINGS: 12
UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: 08-350-0560
LOCATION: Redondo Beach Community Resource Center Room No. 8
INSTRUCTOR: Kathleen Stevenson, B.A., Personal Fitness Consultant, Aerobics Instructor, and a competitive runner.

RHYTHMIC GYMNASTICS FOR GIRLS 5 - 18 YEARS

— Learn the basics of this new Olympic sport

This eight-week after school program will introduce girls to the fun and skills of rhythmic gymnastics. The sessions will help girls develop strength, flexibility, balance, and grace. Techniques for ballet, modern, and jazz dance will be covered as students learn to work with balls, ropes, hoops, clubs and ribbons. Physical

conditioning as well as self-expression will be emphasized.

SECTION A: for 5 - 10 year olds
DATE: Mondays, April 8 through June 3 (no class May 27)
TIME: 3 - 4 p.m.

FEE: \$50
SEQUENCE NUMBER: 08-350-0570-01
LOCATION: Redondo Beach Community Resource Center, Room No. 7

SECTION B: for 10 - 18 year olds
DATE: Wednesdays, April 10 through May 29
TIME: 4 p.m.
NUMBER OF MEETINGS: 8

UNITS: Non-credit
FEE: \$50
SEQUENCE NUMBER: 08-350-0570-02
LOCATION: Redondo Beach Community Resource Center, Room No. 7
INSTRUCTORS: Jolie Baretta, BA, Instructor, CSUDH Physical Education Department; U.S. National Team Coach for Rhythmic Gymnastics; Head Coach, West Coast Waves. Sandy Shannon Conley, four-time National Rhythmic Gymnastics team member; Coach of West Coast Waves.

Lifestyle Enhancement

STOP DIETING AND LOSE WEIGHT

— *At last, a sensible approach to this timely problem*

Permanent weight loss does not necessarily involve the struggle of self-denial and dieting. In this class you will learn relaxation, body awareness, concentration and visualization methods as ways of losing weight. These guidelines can help you to be more comfortable with food, maintain weight loss and feel at ease with your body.

Other topics of discussion:

- Why other diets haven't worked
- Influence of fear and diets on weight loss
- Self-fulfilling prophecies
- Non-fattening portions of every kind of food
- "Teaser" foods and "fulfiller" foods

DATE: Saturday, April 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$95

SEQUENCE NUMBER: 12-011-0503

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Robert Tobin, Ed.D., in Counseling & Human Services; Assistant Professor of Communication Arts, Cal Poly Pomona.

RECREATIONAL BICYCLING

— *Good exercise, great FUN!*

The uses for bicycles seem endless — we use them for commuting, recreation, fun, transportation and for-keeping fit. This class teaches you the basics of bicycling for enjoyment and fitness. And what better way to learn and increase your confidence than riding your own bike out in the neighborhood? This is a great class for families.

Content of the course will include tips on maintenance for your bike and your body, hand signals, potential hazards, safety, equipment and road courtesies. Bring your bike to the first meeting for a "Road-Ay-O" skill test.

Early registration recommended, class limited to 20 students. A bike in good condition and a safety helmet required.

DATES: Sundays, April 14 - May 5

TIME: 10 a.m. - noon

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-355-0548

LOCATION: Redondo Beach Community Resource Center, Room No. 7

INSTRUCTOR: Ellen Jean Brannigan, BS, long-time bicycling instructor and enthusiast, former L.A. Olympic Organizing Committee Public Information Specialist.

HYPNOSIS & "SELF" CONTROL

— *Techniques for unlocking your potential*

Discover how to use hypnosis as a way to control pain, lose weight, stop smoking, and release your potential for intellectual and emotional growth. This one-day workshop will provide useful techniques and background on the history, myths, and misconceptions

of hypnosis. Participants will learn principles of induction, eye fixation, and deepening techniques. The dangers of self-hypnosis and the appropriate and inappropriate uses of hypnosis will also be discussed.

Other topics include:

- Using hypnotic relaxation as a way to the unconscious
- Everyday examples of self-hypnosis
- Reducing performance anxiety through hypnosis.

DATE: Saturday, April 13

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

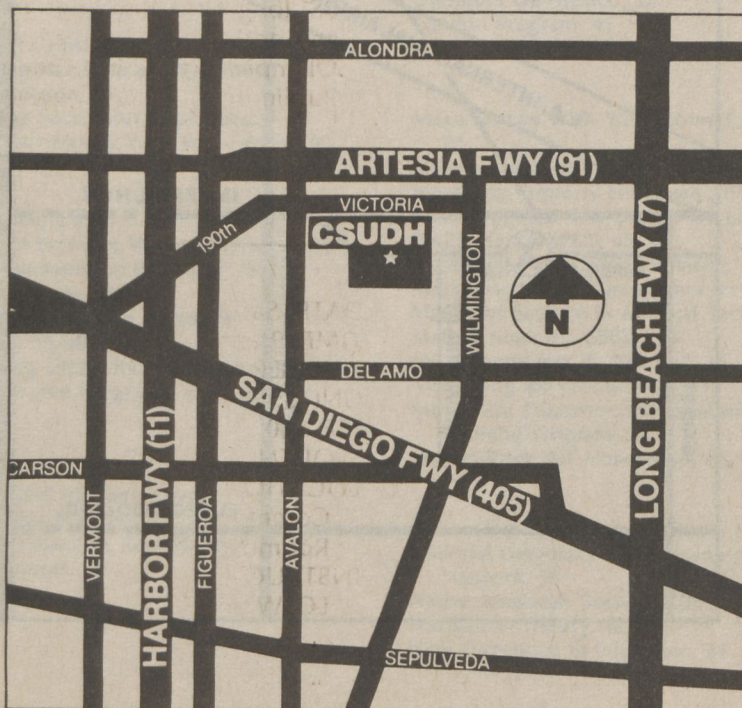
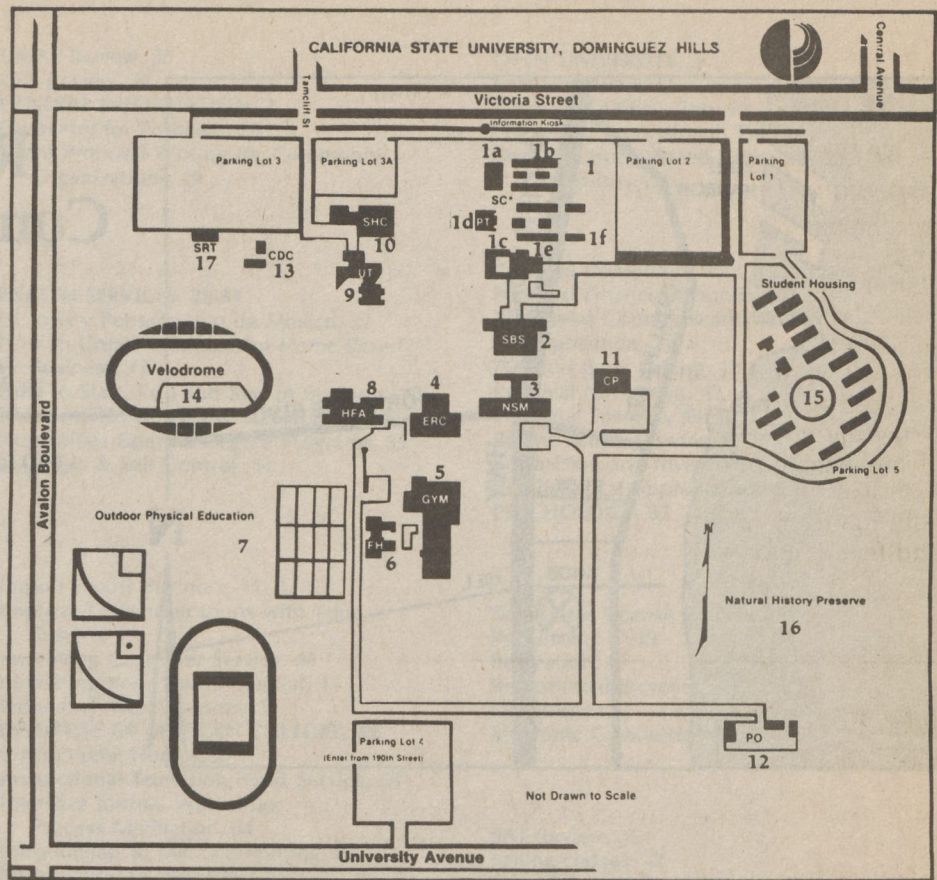
SEQUENCE NUMBER: 20-009-0502

LOCATION: Redondo Beach Community Resource Center, Room No. 8

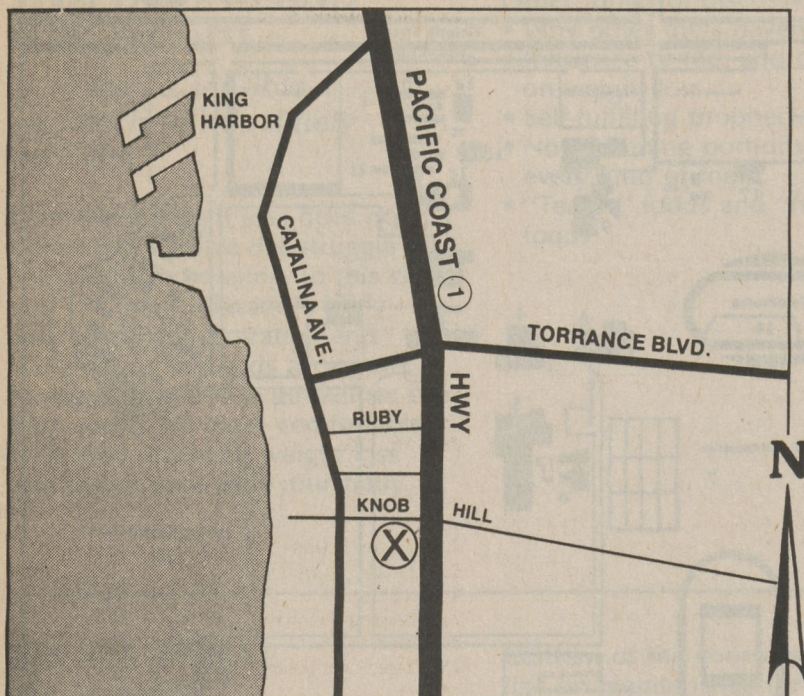
INSTRUCTOR: John V. Davis, LCSW, MFCC

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)
- 1f UNIVERSITY CENTER
- 14 VELODROME
- * PARKING KIOSK



FREEWAY ACCESS TO CAMPUS



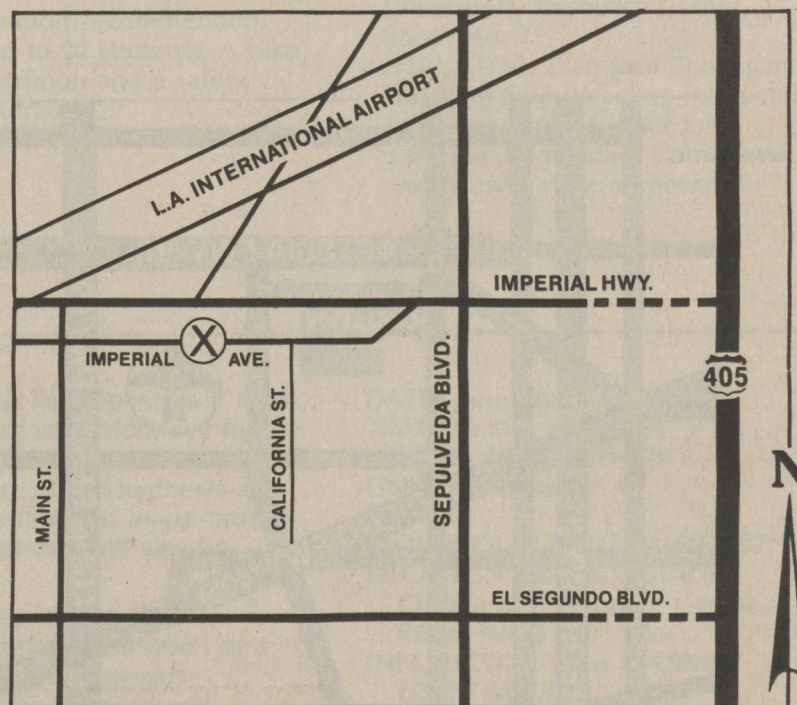
Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)
Redondo Beach, CA

Hughes Learning Center

540 E. Imperial Ave.
El Segundo, CA



Accounting Systems for Microcomputers, 15
 Alcoholism/Drug Counseling, Certificate Program, 30
 Alcoholism Recovery Service Training Program, 31
 Art in the Elementary Classroom, 27
ARTS, THE, 6 - 7

Ballet, 6
 Bicycling classes, 43
 Buying a Home in Today's Real Estate Market, 18
BUSINESS & MANAGEMENT, 8

CBEST Review, 35
 Center for Training and Development, 8
 Certificate Program in Children's Movement Education, 25
 Certificate Program in Orthotics, 31
 Certificate Programs, 4
 Certificate in
 Alcoholism/Drug Counseling, 30
 Certificate in Computer Science, 23
 China Program, 41
COMMUNICATIONS, 20
 Component Engineering Certificate, 17
COMPUTER APPLICATIONS, 20-23
 Computer Consulting & Software Publishing, 22
 Computer Graphic Art for Your Business, 20
 Conservatory of Music, Dance and Drama, 6, 7
 Contemporary Real Estate Financing for Beginners & Pros, 18
 Creative Decision Making, 11
 Creative Drama and Acting, 7

Deepwater Cruising, 42
 Developing Hand-Eye and Eye-Foot Coordination, 25
 Developing Successful Employees, 8
 Double Your Money With Real Estate, 19

EDUCATION, 23-29

Educational Software Videoconference, 24
 Effective Intervention with High Risk Young People, 29
 Electronic Information Exchange Service, 39, 40
 Encouraging Creativity in Children, 37
 External Degree Programs, 4, 31, 33

Financing and Marketing Your Computer Business, 22
 Finding & Financing Real Estate Foreclosures, 19

GMAT Review, 35
 GRE Review, 36
GENERAL INFORMATION, 2
 Geometry for Teachers, 28
 Grant Proposal Writing for Community Organizations, 20

HEALTH SERVICES, 29-31

Historia y Pensamiento de Mexico, 32
 How to Create a Successful Home Based Business, 12
 How to Start, Run and Stay in Business, 12
HUMANITIES & SOCIAL SCIENCE, 32-34
 Humanities External Degree Programs, 33
 Hypnosis & Self Control, 44

Import-Export Business, 12
 Improve Communications with Your Boss, 20
 Improving Customer Service, 14
 Increasing Your Sales Potential, 14
 Individual Music Lessons, 7
INSTITUTE OF MEXICAN CULTURE, 32
 Instructional Humor, 27
 Instructional Television Fixed Service, 38
 Intensive Journal Workshop:
 Process Meditation, 34
 Introduction to Microcomputing, 21
 Introduction to Wordstar, 21

LIFESTYLE ENHANCEMENT, 42

Literatura De Mexico, 32
 London Program, 41

Make Money With Your Home Computer, 22

Management for Excellence Series, 11
 Managing Property Effectively, 19
 Managing Your Company's Advertising, 9
MAPS TO CAMPUS, 45, 46
 Marketing Professional Services, 13
 Marketing for the Small Manufacturer, 13
 Master of Science in Medical Technology, 31
 Math Review for CBEST, 36
 Microcomputers in Business, 10
 Motivating for Productivity, 11
 Movement Education Observation and Training Program, 25
 Multicultural Art Activities II, 28

National University Teleconference Network, 38
 Native American Society, Culture and Art, 34
 Navigation Theory, 42
 New Directions in Education, 24

OPEN UNIVERSITY, 5
 Orff Schulwerk, 6
 Organized Office, The, 10
 Organized Professional, The, 10
 Over 100 Home-Based Computer Enterprises, 22

Personal Computers for Communication, 21
 Personal Financial Planning, 17
 Persuasive Communication & Negotiation, 11
 Practical Basic Sailing, 42
 Practical Navigation, 42
 Pre-Natal Exercise, 43
 Private Music Lessons, 6
 Production and Inventory Certificate, 16
 Psychological Approach to Drawing, 37
PSYCHOLOGY, 37

Real Estate License Preparation, 18
 Real Estate, 17-19
 Recreation, 43
 Recreational Bicycling, 44
 Registration, 3
 Rhythmic Gymnastics for Girls, 43

SAT Review, 35
 Sailing classes, 42
 Sales & Negotiations, 14
 Small Business Administration, 12
 Sound Financial Planning for Small Business Owners, 17
 Spanish for Public Service Certificate, 33
 Special Education Conference, 28
 Starting a Word Processing Service, 22
 Stop Dieting and Lose Weight, 44
 Strategic Marketing: Modern Concepts & Techniques, 13
 Superlearning for Executives, Managers and Professionals, 9
 Superlearning for Students, 26
 Superlearning for Teachers, 27

Teaching Games Children Love to Play, 26
TELECOMMUNICATIONS, 38-40
 Teleconferences, Upcoming, 24
 Test Preparation for Bilingual Certificate of Competence, 36
 Test Preparation, 35-36
 Time and Stress Management, 11
TRAVEL PROGRAMS, 41
 Traveling as a Single, 41
 Tumbling and Gymnastics for Children, 26

Velodrome classes, 43

Head to the beach this quarter —

Join a CSU Dominguez Hills Extension class at the Redondo Beach Community Resource Center

<i>Date</i>	<i>Class and Bulletin page number</i>
April 8	Rhythmic Gymnastics for Girls, page 43 Movement Observation & Training Program, page 25
April 9	Pre-Natal Exercise, page 43
April 13	Hypnosis & Self Control, page 44 Traveling as a Single, page 41 Tumbling & Gymnastics for Children, page 26
April 14	Recreational Bicycling, page 44
April 16	Psychological Approach to Drawing, page 37 Sound Financial Planning for Small Business Owners, page 17
April 17	Encouraging Creativity in Children, page 37
April 20	Buying a Home in Today's Real Estate Market, page 18
April 23	The Organized Office, page 10
April 25	How to Create a Successful Home Based Business, page 12
May 1	Real Estate License Preparation, page 18
May 2	Strategic Marketing: Modern Concepts & Techniques, page 13
May 4	Finding & Financing Real Estate Foreclosures, page 19 Developing Hand-Eye & Eye-Foot Coordination, page 25
May 8	Over 100 Home Based Computer Enterprises, page 22 Improve Communications with Your Boss, page 20 Motivating for Productivity, page 11
May 9	Managing Your Company's Advertising, page 9 Microcomputers in Business, page 10
May 14	Personal Financial Planning, page 17
May 15	Financing & Marketing Your Computer Business, page 22 Persuasive Communication & Negotiation, page 11
May 16	Increasing Your Sales Potential, page 14
May 18	Double Your Money with Real Estate, page 19 How to Start, Run and Stay in Business, page 12 Teaching Games Children Love to Play, page 26
May 19	Managing Property Effectively, page 19
May 22	Computer Consulting & Software Publishing, page 22 Time and Stress Management, page 11
May 23	Improving Customer Service, page 14
May 29	Creative Decision Making, page 11 Starting a Word Processing Service, page 22
June 1	Contemporary Real Estate Financing for Beginners & Pros, page 18 Computer Graphic Art for Your Business, 20
June 5	Developing Successful Employees, page 8

Redondo Beach Community Resource Center, 320 Knob Hill at Pacific Coast Highway

Ready to register? Use the registration form on the back cover.



**CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS
DIVISION OF EXTENDED EDUCATION**

Bulletin Checklist

- ☐ Yes, I would like to register for Spring '85 classes. Please see my completed registration form on back
- ☐ Please send a copy of this Bulletin to:

1. _____

2. _____

I can't register at this time, but please send me information:

- | | |
|--|---|
| <input type="checkbox"/> Summer Sessions | <input type="checkbox"/> Certificate Programs |
| <input type="checkbox"/> The Center for Training & Development | <input type="checkbox"/> Travel/Study |
| <input type="checkbox"/> External Degrees | <input type="checkbox"/> ELES |
| | <input type="checkbox"/> Video conferences |

My name _____

Address _____

City/State/Zip _____

Please Turn Page for Registration Form

Fold Here

PLACE
STAMP
HERE

**CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS**
Division of Extended Education
ERC C508
Carson, California 90747

ADVISORY COMMITTEE

Mr. George Nakano
Assistant Vice-Principal
Worthington Elementary School

Mr. Robert Seitz
General Manager
Torrance Chamber of Commerce

Mr. Tim Casey
City Manager
City of Redondo Beach

Mr. Gaddis Farmer
Committee Member
Carson Cares Committee

Ms. Virginia Ryan
Coordinator, Eating Disorders Clinic
San Pedro Peninsula Hospital

Mr. Laurence Windsor
General Manager
Group W Cable Inc.

Ms. Alana Mastrian
Assistant City Manager
City of Hermosa Beach

Mr. Frank McGrath
Employee Relations Manager
Shell Oil Company

Ms. Eleanor M. English
Director, Educational Services
KCET

**EXTENDED EDUCATION
STAFF**

Dean, Extended Education
Daniel W. Shannon
213/516-3737

Associate Dean
Joseph Braun
213/516-3737

Secretary to Dean
Virginia Netti
213/516-3737

Registrar
Jackie McKenzie
213/516-3741

Coordinator, Marketing
and Promotion
Jennifer Peisch
213/516-3998

Receptionist
Heidi Eckard

Program Administrator, the Center
for Training and Development and
Certificate Programs
Paul Davis
213/516-3741

Program Administrator, Extension
and Summer Sessions
Joanne Zitelli
213/516-3741

Program Assistant
Brenda Blow
213/516-3742

Program Assistant
Penny Rodgers
213/516-3746

Program Assistant, Master of Science
in Administration
Brenda Blow
213/516-3741

Coordinator, Humanities
External Degree Programs
Donald Lewis
213/516-3743

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

Program Assistant
Wesley Urton

Where did you receive this copy of the Bulletin? _____