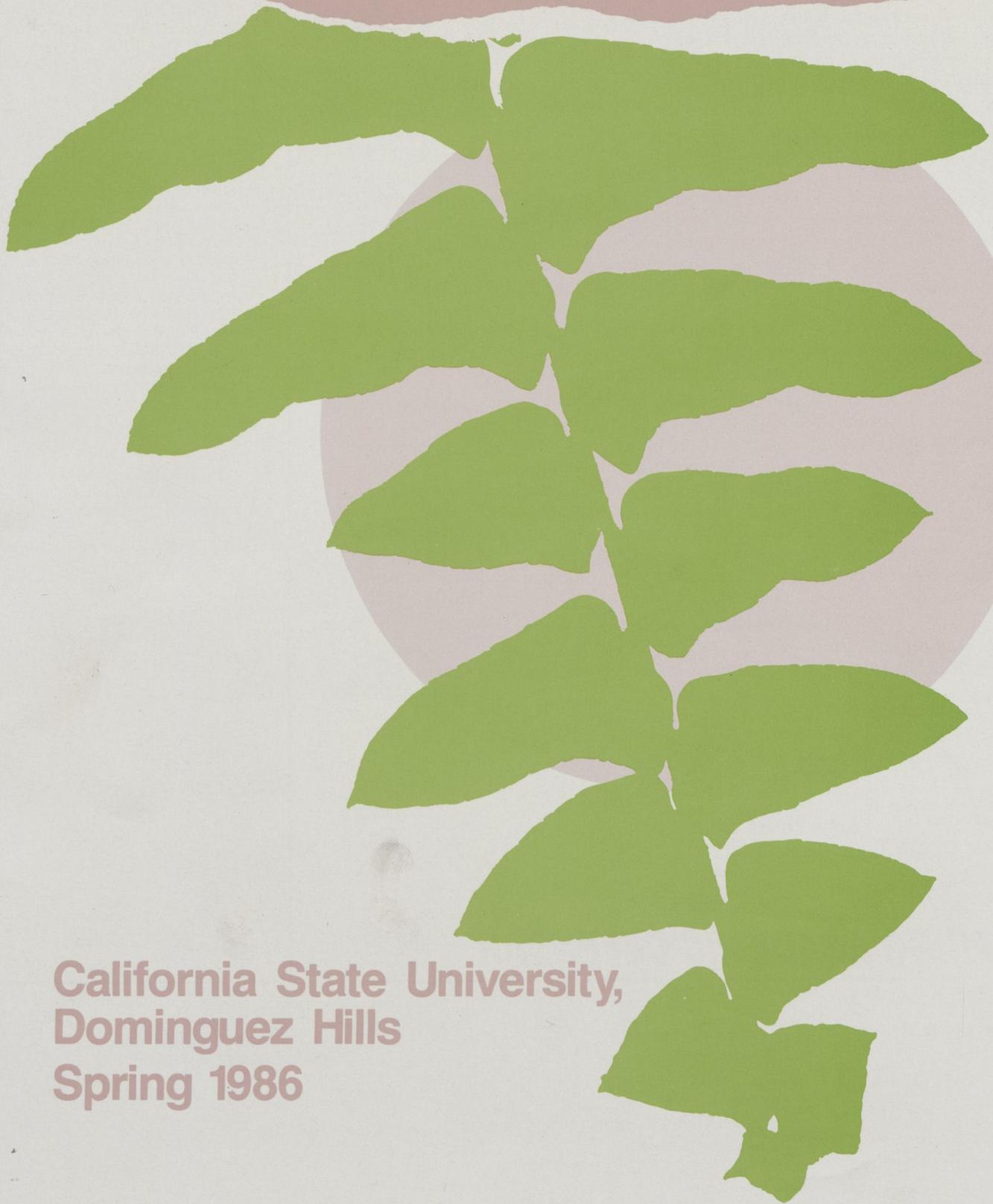


University Extension



California State University,
Dominguez Hills
Spring 1986

Dear Reader:

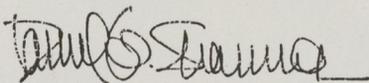
Each issue of the *Bulletin* of University Extension offers another opportunity to pursue your interests for personal enjoyment or professional development — and this issue is no different. The next thirty-two pages are a catalogue of ways in which you can improve your financial position, gain better health, increase your appreciation of wine, improve your job situation, enhance your interpersonal skills, or make your business more successful.

I would particularly like to call your attention to several new offerings this spring. Added to our popular real estate classes is a new course called "Investor's Guide to Government Forced Sales." Attorney David Small, in a single day's session, will guide you through the process of identifying and analyzing government forced sales. If you've been reluctant to enroll in one of those fast-paced, one-day introductions to the computer we will provide a sane alternative — a 3½-week, hands-on course covering BASIC, operating procedures, system commands, and graphic techniques for the microcomputer. Plenty of time to practice and have questions answered. In addition, we have added an after-school enrichment program for teens in Redondo Beach: "Typing and Wordprocessing for Teens." In both of these classes enrollments are limited, so you should register early.

For teachers, we have added two exciting professional credit courses to help you in the classroom. "Newspapers in the Classroom" will explore ways in which the newspaper can be used as an effective teaching tool in the K-12 classroom. The course is taught by the director of *The Los Angeles Times* in Education Program, Patsy Williams. For the bilingual teacher, we've added a course exploring "survival skills" in bilingual education, including behavior management, materials development, language art and legislative issues. In this course, you will develop a Bilingual Handbook full of practical materials to help you teach grades K-6 bilingual students. Both of these classes are practical ways to improve your classroom teaching.

Finally, I hope you have enjoyed the covers of this year's *University Extension Bulletin*. They are the product of South Bay designer William Fridrich and reflect the richness of the Southern California landscape.

Sincerely,



Daniel W. Shannon
Dean, Division of 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 Bachelor of Arts and Master of Arts degrees are 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.

Cover Design: Wm. Fridrich/Design

SPRING ACADEMIC CALENDAR

March 3

— Advanced Extension registration begins

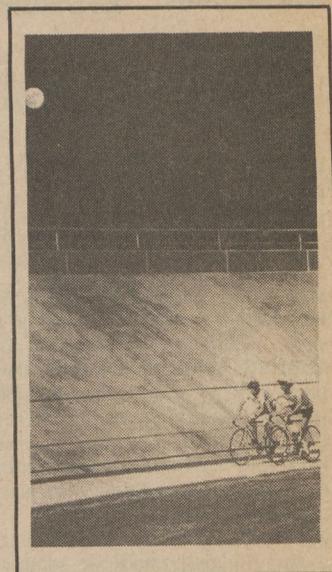
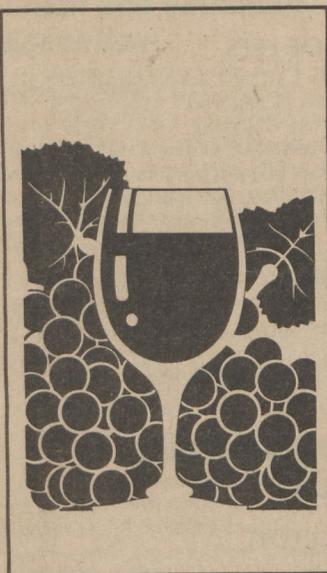
May 26

— Academic Holiday, Memorial Day observed

April 2

— Quarter begins for university courses; Open University registration and classes begin

Table of Contents



Information	2
Registration Form	back cover
Certificate Programs and External Degrees	4
The Arts	5
Business	6
Real Estate	6
Small Business/Entrepreneurship	7
Management	8
Manufacturing	10
Accounting	11
Engineering	11
Insurance	12
Communication	13
Computer Applications	14
Education	16
Health Services	20
Humanities and Social Science	22
Learning Skills	24
Test Preparation	24
Psychology	25
Telecommunications	26
Travel Programs	27
Lifestyle	28
Recreation	28
Maps	30,31
Index	32



Information

Enrollment

ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required.

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 cover, including class sequence number.

MAIL TO, WALK IN, OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date available. Minimum credit card registration is \$30.

The Extension Office is located in ERC C508, Library Building, fifth floor, south corridor.

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.-5:30 p.m., Monday through Thursday; 8 a.m. to 5 p.m., 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 Thursday, 8 a.m.-5:30 p.m.; Friday, 8 a.m.-5 p.m.

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.

RESERVATION POLICY

You may reserve a seat in an Extension class by telephone (without prepaying by means of personal check or credit card). It should be understood, however, that this reservation does not guarantee you a seat if the course or seminar is over-subscribed. In addition, only prepaid enrollments will be counted when we decide whether a class will cancel due to insufficient pre-enrollments. You may not be notified if the course is cancelled before the first meeting. (See Cancellation Policy).

CLASS CANCELLATION

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

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.

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 it is drawn.

RECEIPTS

Receipts for payment of fees will *not* be automatically issued unless by written request. If you intend to obtain reimbursement for fees from your employer, your cancelled check or credit card statement must serve this purpose.

REFUND OF FEES

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.

CREDIT CLASSES

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.

REFUND OF FEES

NON-CREDIT CLASSES, CLASSES OFFERING CONTINUING EDUCATION OR PROFESSIONAL UNITS

To receive a refund of fees for a non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8 a.m. and 5 p.m. at least 48 hours before the course begins.

You will be asked to send a written request for a refund of fees to our office.

Courses of four meetings duration or less, no refund.

Credit and Continuing Education

DEGREE CREDIT

University Extension is not a degree-granting institution. For more information on applicability of Open University units, refer to the Open University class schedule, available from the Extension office. The maximum Open University or Extension degree credit which may be used toward a bachelor's degree at CSUDH is 36 units and 13 quarter units toward a graduate degree. Extension degree credit is not acceptable for units in residence. **Course numbering is X001-X399 for undergraduate and X400-X499 for graduate courses.**

UNIT VALUE OF DEGREE CREDIT

CSUDH is currently on the Quarter System, and all credit is offered in Quarter rather than Semester units. The following table should be used to convert Quarter to Semester units.

Quarter	=	Semester
6	=	4
5	=	3½
4	=	2⅔
3	=	2
2	=	1½
1	=	⅔

PROFESSIONAL CREDIT

A few courses in this *Bulletin* are offered for Professional Credit in Education. Professional Credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. Professional credit is not degree-applicable. **Course numbering is 800-899 for education professional credit.**

Credit and Continuing Education

NON-CREDIT

Many of the short courses, workshops and seminars in this *Bulletin* are non-credit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. **Course numbering is 500-599.**

CONTINUING EDUCATION UNITS (CEU)

Some Extension workshops and courses award Continuing Education Units (CEU). The CEU is a nationally-recognized unit of measurement for programs applying toward relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. **Course numbering is 900-999.**

Grades and Records

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension degree-credit and professional credit 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. For regular campus classes, follow University procedures.

GRADE REPORTS

Grade Reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

TRANSCRIPTS

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Admissions and Records Office (Small College, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10), \$2.

STANDARDS

Degree-credit courses in Extension adhere 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.

Class Locations

CSUDH CAMPUS

The California State University, Dominguez Hills, campus is located at 1000 E. Victoria Street in the city of Carson. For a map to the campus, as well as a guide to the buildings on campus, please see page 30.

REDONDO BEACH COMMUNITY RESOURCE CENTER

The Center is located at 320 Knob Hill Ave. at the intersection of Pacific Coast Highway and Knob Hill Ave. in Redondo Beach. For a map and directions, see page 31.

MIRA COSTA HIGH SCHOOL

The school is located at 701 S. Peck Ave., at the intersection of Peck Ave. and Artesia Blvd. A map is on page 31.

Locations for all Extension classes are noted in the individual course descriptions.

PARKING

Parking permits are required for on-campus classes. They are available from the machines at the entrance to each parking lot and cost 75 cents per day.

Resources for Students

LIBRARY SERVICES

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

TEXTBOOKS

Unless otherwise noted, textbooks may be purchased for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.

Mailing List

CHANGE OF ADDRESS

If you are receiving several copies of the *Extension Bulletin*, or have recently moved, please cut the mailing label from the back cover of the catalog and print corrections clearly. If you are receiving the *Bulletin* at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Promotion Coordinator, Extended Education, CSU Dominguez Hills, Carson, CA 90747.

More Resources

OPEN UNIVERSITY

Extension students may enroll in regular CSUDH courses through a program called Open University. To enroll in one of these courses you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension university credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$41.50 per unit (\$166 for a four unit course).

Spring quarter classes begin April 2. We will be happy to send you a free Open University spring quarter schedule, simply call us at 213/516-3741.

Certificate Programs

PROFESSIONAL CERTIFICATE PROGRAMS

Students in Extended Education tend to be goal-oriented, success-bound individuals who take pride in their ability to continually exercise their intelligence and push themselves to accomplish more.

It is for these individuals that University Extension has designed a variety of course series which, if taken in their entirety, culminate in the awarding of a certificate to document their accomplishment.

While the courses are rewarding when taken separately, completion of a whole series provides a thorough understanding of a particular field plus practical skills which aid in career advancement or transition.

Each series:

- Features instructors selected from the ranks of experienced, well-educated professionals who have made significant contributions in their area of expertise
- Contains considerable practical applications as well as broadening conceptual work

For additional information about the Certificate Programs, please call 213/516-3741.

EXTENDED EDUCATION CREDIT CERTIFICATE PROGRAMS

Alcoholism/Drug Counseling,
page 21

Certificate in Career-Related Spanish, page 22

Certificate in Mexican Culture, page 23

Certificate in Orthotics, page 20

Certificate in Risk Management and Insurance, page 12

Component Engineering Certificate Program, page 11

Production and Inventory Control Certificate, page 10

EXTENDED EDUCATION NON-CREDIT CERTIFICATE PROGRAM

Certificate in Children's Movement Education, page 18

EXTERNAL DEGREE PROGRAM

Master of Science in Medical Technology, page 20

Bachelor of Arts in the Humanities, page 23

Master of Arts in the Humanities, page 23

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 personal attention.

ORFF SCHULWERK

— *Music and 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 12–June 14 (class will meet May 24)

SEQUENCE NUMBER: 10–041, plus course number

Course Numbers:

3–5-year olds

0535 11:15 a.m.–noon

6–10-year olds

0536 noon–12:45 p.m.

PRIVATE MUSIC LESSONS

— *For children and adults*

\$85 fee for ten 30-minute lessons.

Session begins week of April 7. Music recital on Sunday, June 15. Lesson times to be arranged with instructor.

SEQUENCE NUMBER: 10–041–0, plus course number

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 and Percussion

514 Guitar

515 Electric Bass

516 Voice

517 Recorder

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

CREATIVE DRAMA AND ACTING

— *For children and teens*

\$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 12–June 14 (class will meet May 24)

SEQUENCE NUMBER: 10–071, plus course number

Course Numbers:

6–9-year olds

0540 11–11:45 a.m.

10–12-year olds

0541 12–12:45 p.m.

Teens and returning students

0542 1–1:45 p.m.

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.

GUITAR WORKSHOP

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: Mondays, April 7–June 9

TIME: 7:30–9:10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1 degree applicable

FEE: \$41.50

SEQUENCE NUMBER: 10–041–X283

LOCATION: CSUDH campus, HFA A207

INSTRUCTOR: William Davila, M.A., host, Noon Concert, KPFK-FM; recording artist and music award winner.

BALLET

— *For children and adults*

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Classes are held in the rehearsal hall of the University Theatre.

DATES: Saturdays, April 12–June 14 (class will meet May 24).

SEQUENCE NUMBER: 10–081–0, plus course number

Course Numbers:

6–8-year-olds

521 9–9:45 a.m.

3–5-year-olds

522 10–10:45 a.m.

9–12-year-olds

523 11–11:45 a.m.

Teens and adults, beginning/grade I

524 12:30–1:15 p.m.

Teens and adults, grade II

525 1:30–2:15 p.m.

Advanced

526 2:30–3:15 p.m.

RELATED COURSES:

Rhythmic Gymnastics, pg. 28

STEP Program, pg. 19

Poetry Alive Festival, pg. 22

Let's Learn Together, pg. 14

Typing and Wordprocessing for Teens, pg. 14

Real Estate

FINDING AND FINANCING REAL ESTATE FORECLOSURES

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 3

TIME: 10 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 Continuing Education Unit

FEE: \$80; \$15 for workbook, payable in class.

Pre-registration highly recommended; enrollment limited.

SEQUENCE NUMBER: 05-111-0901

LOCATION: CSUDH campus, SBS D225

INSTRUCTOR: David Small, J.D., President, Small Time, Inc.

DOUBLE YOUR MONEY WITH REAL ESTATE

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.

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, April 19

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 05-111-0902

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Vivian Torelli, MBA, investment specialist, South Bay investments

REAL ESTATE LICENSE PREPARATION

— *For the real estate salesperson's license*

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 available. 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 21—June 11

TIME: 6:30—9:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$90; plus approximately \$30 for Real Estate manuals, purchased at first class

SEQUENCE NUMBER: 05-111-0501

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Kenneth Giss, M.S.A., Real Estate Instructor, CSUDH; real estate broker

THE INVESTOR'S GUIDE TO GOVERNMENT FORCED SALES

Take advantage of investment opportunities which are available each year as the Internal Revenue Service and other government agencies offer distressed personal and real property to the public through auctions and sales. Learn how to purchase real estate, cars, jewelry, business equipment and furniture.

This comprehensive and fast-paced seminar provides a substantial amount of information on various types of "forced" sales and how you can approach each type of sale. Types of sales covered include: Internal Revenue Service, Sheriff's, Probate, V.A., H.U.D. repossessions, Tax sales, and Homesteads.

Mr. Small, an attorney, will lead participants through an analysis of where to find directories of such sales, how to study sales listings for potential profit, and which laws and procedures pertain to bidding on and purchasing distressed properties.

Selected topics for discussion include: translating complex laws and procedures into simple English, what to do about liens and loans, redemption rights, how to raise cash to complete purchases, how to obtain information you need, strategies for bidding or purchasing.

Available for purchase at the seminar is Mr. Small's comprehensive workbook for \$15 which includes resources and guides to assist you in investment decisions. This workbook will be used throughout the seminar.

(Remember that a tax deduction is allowed if the seminar is used to make investment or business decisions. If you are an investor, realtor, own rental property, or work in a related field, this seminar may be deductible. See U.S. Treasury Regulation 1.162-5.)

DATE: Saturday, June 7

TIME: 10 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.6 Continuing Education Unit

FEE: \$80; plus optional \$15 for workbook, payable at class

SEQUENCE NUMBER: 05-051-0961

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: David Small, J.D., President, Small Time, Inc.

Small Business/ Entrepreneurship

INTRODUCTION TO THE BUSINESS AND FASCINATION OF IMPORT TRADE

Learn how to get started in the fascinating import industry in this practical class. You'll gain the initial information necessary to start your own business or to obtain a position with an import firm or international department of a financial institution.

This step-by-step class will help persons interested in going into international business on a full or part time basis.

Other topics:

- International banking
- Freight forwarding
- Custom brokerage

DATE: Wednesday, May 7-14

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 05-131-0553

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Sinclair Rimmon, M.A. in Economics and International Trade; president, S. Rimmons and Co., Inc.

STARTING A CONSULTING PRACTICE

Whether you're considering becoming a consultant or are already in the business, this comprehensive class can help you sell your skills most effectively. Discover how to promote yourself by gaining exposure and enhancing your professional reputation. You'll learn how to set up your business on a full- or part-time basis.

Other topics include applicable laws, considerations of home-based businesses, costs to expect, protecting your service through contract and letter of agreement, setting a fee, avoiding pitfalls of the trade and what customers seek from consultants. You'll also learn how to ensure success for your business by examining the profession in the 80s and deciding on an image for your consulting business.

DATE: Thursday, April 24

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 05-996-0546

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Jeffrey D. Figler, M.B.A., J.D., instructor, San Diego State University, College of Business Administration

STARTING A SUCCESSFUL MAIL ORDER BUSINESS

— Part time or expand an existing business

You can be a part of the rapidly growing, multi-billion dollar mail order business, even part-time out of your home. Mail order is also an excellent way to expand your current business within an affordable budget.

This seminar brings you the basics of mail order — product selection, suppliers, pricing, profit protection, purchasing, administration, marketing, advertising and other practical information. At the end of the workshop you'll be ready to develop your own mail order business and market products or services profitably.

DATE: Saturday, June 14

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 05-996-0533

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Allan J. Siposs, President, International Commercial Services Group; member, U.S. Congressional Advisory Board of Business; Consultant to World Bank

HOW TO SET UP AND MARKET YOUR OWN SEMINAR

Transform your knowledge of a particular field or your career experience into a money-making seminar. This informative workshop will help you learn the educational format of seminars for businesses, colleges and organizations.

This compact, practical workshop defines the different types of seminars; how they are organized and turn a profit; how sponsors are found, and where to hold seminars.

The workshop topics are fully explained in a workbook provided free to every participant:

- Determining your market
- Public and industry markets
- 20-step organizational calendar
- Budget and guidelines
- Promotion of your seminar
- Brochures, mailing lists, mailing, mailers
- Current bibliography

DATE: Thursday, April 3

TIME: 6-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 06-031-0502

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: James C. Comiskey, B.A., president, Venture Perspectives; author of the books, *How to Start, Expand, and Sell a Business* and *Negotiating the Purchase and Sale of a Business*

ADVERTISING FOR SMALL BUSINESS

If you own a small business, whether retail or service, you recognize the importance of effective publicity and advertising. But learning how and where to advertise is an acquired skill. Learn the fundamentals of small business advertising in this practical seminar. Discussion will include which medium (print or electronic) is the most appropriate, as well as how and where to place your advertising.

You'll learn how to make the most of your budget, and how to take advantage of no-cost publicity. Writing effective media releases will also be covered.

DATE: Friday, April 25

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 05-091-0552

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Jeffrey D. Figler, M.B.A., J.D., small business and public organization consultant

HOW TO START, RUN, AND STAY IN BUSINESS

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, April 19

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05-996-0561

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Gregory F. Kishel, M.B.A., and Patricia Gunter Kishel, M.B.A., consultants, authors of *How to Start, Run and Stay in Business*

RELATED COURSES:

- Computerize Your Accounting Procedures, pg. 11
- Improving Customer Relations, pg. 9
- Tax Workshop for Small Business, pg. 11
- Tax Seminar for Employers, pg. 11
- Home-Based Computer Opportunities, pg. 15

THE CENTER FOR TRAINING AND DEVELOPMENT

— *In-house programs for business and industry*

Let our Center for Training and Development help you to tailor skills development programs specifically for your employees.

Whether you have a particular program idea in mind or you need some help in developing one, our staff can assist you in designing a custom program to suit the needs of your business. These programs can be conducted at your facility or on our campus, or at another convenient location of your choice.

Our experienced workshop leaders will bring practical, up-to-date information to you and your employees.

Some of our past programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer systems
- Production and Inventory Control Certificate Program
- English for foreign nationals
- Preretirement planning
- Speed reading and comprehension workshops
- Spanish for supervisors

We'll be happy to discuss what the Center for Training and Development can offer your organization. For a free consultation, call Paul Davis at 213/516-3741.

POWERLEARNING™ FOR EXECUTIVES, MANAGERS, AND BUSINESS PROFESSIONALS

You can handle "information overload" by using this proven learning and memory technique. Powerlearning can help you to learn faster and more easily, improve retention, develop professional level reading and study skills, and use your time more effectively.

You'll also learn to eliminate learning blocks, enhance creativity and make better use of the right side of the brain. Powerlearning is based on scientifically validated accelerated learning techniques.

DATE: Saturday, April 26
TIME: 8:30 a.m.—12:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 05-061-0518

LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

NEGOTIATING FOR PERSONAL AND PROFESSIONAL SUCCESS

Whether we realize it or not, opportunities for using negotiating skills emerge daily in professional, as well as interpersonal situations. This workshop, taught by a professional negotiator, is designed for persons wishing to acquire negotiating skills or to increase their effectiveness as negotiators.

The workshop will analyze responses used in competitive and collaborative ("hard" and "soft") negotiations, as well as approaches for moving stalled negotiations, including creating options, choices, and flexibility.

After learning to identify the different styles negotiation, you will assess your own style, strengths, and skills as a negotiator.

Workshop topics include:

- Dos and don'ts of negotiating
- The use and abuse of power in negotiating
- Strategies, tactics and counters in successful negotiating
- Closing the negotiation

DATE: Saturday, May 3
TIME: 9 a.m.—4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.6 Continuing Education Unit
FEE: \$60
SEQUENCE NUMBER: 05-161-0963
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: Bonnie P. Castrey, R.N., B.S.N., former commissioner with Federal Mediation and Conciliation Service; arbitrator/mediator in private practice

TIME AND STRESS MANAGEMENT

You can learn to manage your time to reduce frustration and stress, but it requires self-awareness, a balance between your personal and professional lives, and attention to priorities. Planning for action and selecting your optimal goals are two of the many techniques you'll learn in this practical class.

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: Saturday, April 5
TIME: 9 a.m.—3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 05-061-0525
LOCATION: CSUDH campus, SC E149
INSTRUCTOR: Patricia McNaughton, Ph.D., management development consultant and corporate stress management trainer.

THE PROFESSIONAL SECRETARY SEMINAR

Secretaries play an important part in an effective office — a role requiring more than the basic secretarial skills of typing, dictation and filing. This one-day seminar is designed for secretaries with up to two years experience.

You will learn how to:

- Be effective under pressure
- Finish assigned duties
- Gain more self-esteem
- Be taken more seriously
- Avoid misunderstandings
- Be a professional with poise and tact
- Be a problem solver
- Build a positive business team relationship

You will learn about positive communication skills, including assertive approaches and better listening skills; improving business relationships between yourself and your boss and co-workers; organizing your time and recognizing priorities; solving problems and becoming a trouble shooter; developing a positive working climate; and creating a successful career path.

Each class participant will receive a sample "Daytimer" personal/professional time organizer. Kick off Secretaries Week with us, and treat yourself to a seminar to fine-tune your skills.

DATE: Saturday, April 26
TIME: 9 a.m.—4:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$60
SEQUENCE NUMBER: 05-062-0547
LOCATION: CSUDH campus, ERC B130
INSTRUCTOR: David I. Wagemaker, Senior Management Development Trainer, Hughes Aircraft

EFFECTIVE TIME MANAGEMENT FOR PROFESSIONALS

If there doesn't seem to be enough hours in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive short course.

The class will examine time management problems, and help you increase your motivation and goal setting. You'll learn to set priorities, master time-saving strategies, minimize interruptions and maximize your work space. In addition, you'll learn how to increase your personal efficiency and effectiveness by delegating responsibility and using a time log in your daily time management.

Participants will receive a free "Day Timer" personal organizer system.

DATE: Saturday, June 7
TIME: 9 a.m.—6:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$65
SEQUENCE NUMBER: 05-061-0539
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: David I. Wagemaker, Senior Development Management Trainer, Hughes Aircraft

CREATIVE DECISION MAKING

Research studies indicate that decision-makers can be taught to be more creative in their problem-solving. In this seminar, participants will explore a range of exercises and problems which stimulate innovative thinking by drawing on "whole-brain" responses. Includes individual and small-group activities to strengthen rational and intuitive processes and aid in decision-making.

Other topics include:

- Using the left and right brain in decision-making
- Keys to creative group problem-solving
- Personal decision-making style
- Coping with barriers to creativity
- Developing innovation as a lifestyle

DATE: Saturday, April 12
TIME: 9 a.m.—3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 05-061-0526
LOCATION: CSUDH campus, SC E149
INSTRUCTOR: Patricia McNaughton, Ph.D., management development consultant and corporate stress management trainer

MANAGING CONFLICT

The potential for conflict exists in every organization, household or interpersonal relationship. Unmanaged conflict can produce counterproductive behavior. However, it is possible to manage conflict by understanding, first, what it involves and how it develops.

In this seminar, led by a professional negotiator, participants will discuss the major causes of conflict, describe the nature of conflict, and examine several examples of "normal" and "unhealthy" conflict. The seminar also will cover tactics for escalating and for diffusing conflict situations.

Through role playing and discussion, participants will learn to recognize types of conflict and practice skills needed for resolving everyday conflict.

DATE: Saturday, May 17
TIME: 9 a.m.—4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.6 Continuing Education Units
FEE: \$60
SEQUENCE NUMBER: 05-161-0941
LOCATION: CSUDH campus, SBS D219
INSTRUCTOR: Bonnie Prouty Castrey, R.N., B.S.N., former commissioner with Federal Mediation and Conciliation Service; arbitrator/mediator in private practice

PERSUASIVE COMMUNICATION

Effective communication is essential when you are persuading others or negotiating an important proposal. This workshop focuses on the skills of persuasion that lead to a positive and constructive outcome.

Learn to persuade diplomatically for mutual satisfaction. Participants take part in small-group activities which will improve their abilities to influence a variety of situations.

Other topics include:

- Identifying communication strategies of others
- Establishing rapport and finding common ground
- Determining whether you are a "soft" or "hard" negotiator
- Develop techniques for "win-win" solutions

DATE: Saturday, April 19
TIME: 9 a.m.—3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$45
SEQUENCE NUMBER: 05-061-0526
LOCATION: CSUDH campus, SC D154
INSTRUCTOR: Patricia McNaughton, Ph.D., management development consultant and corporate stress management trainer

IMPROVING CUSTOMER RELATIONS

The cost of keeping an established customer is a fraction of the cost of developing a new one. Prompt, efficient, and responsible customer relations is the key to keeping company profits high through repeat customers and referrals.

This seminar is designed for retail and inside salespersons, customer service persons, receptionists, and secretaries — anyone who has contact with the public. You will learn effective telephone techniques, communication skills, how to say no, and ideas for handling complaints.

Seminar topics include:

- Understanding the function of customer relations
- Dealing with the angry customer
- Four customer types and how to approach them
- Keys to successful customer relations
- Asking the right questions
- Stretching your listening skills
- Telephone tips

DATE: Mon. and Tues., May 19 and 20
TIME: 6—9 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$60
SEQUENCE NUMBER: 05-091-0548
LOCATION: Redondo Beach Community Resource Center, Rm. 8
INSTRUCTOR: David I. Wagemaker, Senior Development Management Trainer, Hughes Aircraft

RELATED COURSES:

- Controlling Insurance Costs, pg. 12
- Computer Applications, pg. 14

Manufacturing

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society (APICS), 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 are an excellent

preparation for the APICS CPIM examinations.

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 of recognition for their learning achievement and professional status.

THE COST

The fee for each four-unit course is \$180.00. Textbooks are required for X219 and X220. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees may be paid by check or money order only. CASH WILL NOT BE ACCEPTED.

LOCATION

Classes begin the week of March 31. Classes meet from 6:30–10:00 p.m. at Mira Costa High School, 701 S. Peck Avenue (corner Peck and Artesia), Manhattan Beach. See map, page 31.

SCHEDULE FOR SPRING

Classes meet once a week. Select a class session from the list below.

INM X219	Basics of Production and Inventory Control
Monday	Sequence #05-064-X219-01
Thursday	Sequence #05-064-X219-02
INX X220	Inventory Planning and Control Systems
Tuesday	Sequence #05-064-X220-01
INM X221	Production Planning and Control Systems
Tuesday	Sequence #05-064-X221-01
INM X222	Manufacturing Resources Planning
Thursday	Sequence #05-064-X222-01

INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

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 and 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
- Aggregate inventory management

INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

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.

MANUFACTURING SYSTEMS FOR MICROCOMPUTERS

This series of three classes, designed for small manufacturing company owners, managers, accountants, and consultants, will lead participants through a step-by-step approach in selecting a new system — both the hardware and the software.

INSTRUCTOR: Richard A. Savaiano, M.S., principal, Industrial Management Associates.

MANUFACTURING PLANNING AND CONTROL

Session emphasizes developing and monitoring realistic plans using microcomputers and manufacturing software.

Other topics: Business and Production planning; Master scheduling.

DATE: Thursday, April 10

TIME: 1–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units

FEE: \$45

SEQUENCE NUMBER: 05-064-0907-01

LOCATION: Redondo Beach Community Resource Center, Rm. 8

MATERIAL PLANNING AND CONTROL

Emphasis upon classifying inventory, establishing product structures, identifying material requirements and procurement of material. Control reports available on microcomputer systems will be discussed.

DATE: Thursday, April 17

TIME: 1–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units

FEE: \$45

SEQUENCE NUMBER: 05-064-0907-02

LOCATION: Redondo Beach Community Resource Center, Rm. 8

PRODUCTION PLANNING AND CONTROL

Discussion includes controlling shop capacity, setting shop priorities and monitoring performance with the use of a microcomputer. Additional topics: Capacity planning; Priority and Shop floor control.

DATE: Thursday, April 24

TIME: 1–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units

FEE: \$45

SEQUENCE NUMBER: 05-064-0907-03

LOCATION: Redondo Beach Community Resource Center, Rm. 8

Accounting

COMPUTERIZE YOUR ACCOUNTING PROCEDURES

Converting your business from manual to computerized accounting procedures requires careful planning. Care must be taken to select the best hardware/software combination for your specific requirements. And once a system is selected, then attention must be paid to converting over to the new system without unnecessary loss of data.

Learn to be an intelligent computer consumer in this step-by-step analysis of the available accounting software packages. The seminar series is designed for businesspersons with some computer experience who are considering or will be involved with the purchase of an inhouse computer system to automate their accounting procedures. Sessions may be taken separately.

Recommended for:

- Small business owners
- CPAs
- Financial analysts
- Bookkeepers
- Tax preparers
- Controllers

INSTRUCTOR: Richard A. Savaiano, M.S., is a principal with Industrial Management Associates.

GENERAL LEDGER

Participants will learn how to use microcomputers and accounting software for general ledger uses such as accounting periods, journal entries, budget comparisons, year-end transactions and financial statements.

DATE: Thursday, May 1
TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units
FEE: \$45

SEQUENCE NUMBER: 05-021-0930-01
LOCATION: Redondo Beach Community Resource Center, Rm. 8

ACCOUNTS PAYABLE AND PURCHASING

Topics covered include vendor records, purchasing transactions, and printing reports such as purchase orders, vendor histories, requisitions, payables checks and disbursement journals.

DATE: Thursday, May 8
TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units
FEE: \$45

SEQUENCE NUMBER: 05-021-0930-02
LOCATION: Redondo Beach Community Resource Center, Rm. 8

ACCOUNTS RECEIVABLE AND BILLING

Using the microcomputer and accounting software for accounts receivable functions including sales transactions, aging reports, cash receipts journals, invoice printing, and credit memos.

DATE: Thursday, May 15
TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units
FEE: \$45

SEQUENCE NUMBER: 05-021-0930-03
LOCATION: Redondo Beach Community Resource Center, Rm. 8

PAYROLL AND JOB COSTING

Payroll functions using the microcomputer will be discussed including creating employee files; storing tax codes and tax tables; payroll transactions, and printing reports for payroll journals, deduction registers, paychecks, and tax reports.

DATE: Thursday, May 22

TIME: 1-5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Units

FEE: \$45

SEQUENCE NUMBER: 05-021-0930-04

LOCATION: Redondo Beach Community Resource Center, Rm. 8

TAX SEMINAR FOR EMPLOYERS

Employers, learn the requirements of withholding, paying and reporting payroll information. This workshop is especially helpful for small business owners and independent contractors who want to understand the most beneficial arrangement for their business and employees.

The workshop features discussions on the employer/employee relationship, and the advantages and disadvantages of common law employees, statutory employees, and independent contractors.

The seminar is led by an Internal Revenue Service field agent who has often worked with small businesses. You'll receive a free workbook as a convenient reference.

Other topics include:

- Tax withholding information concerning Federal Income Tax, Tips, FICA, FUTA, and earned income credit
- Forms W-2, W-3, W-4, and 1096
- Forms 940 (FUTA) and 941 (FICA)

This seminar is intended as a review of regulations and options regarding employee taxation, and tax preparation services will not be available.

DATE: Monday, May 12 and 19

TIME: 6:30-10 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 05-022-0544

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Mark A. Tracht, Internal Revenue Service Field Agent

TAX WORKSHOP FOR SMALL BUSINESS

If you are considering beginning your own business or currently own or manage a small business, your enterprise will benefit from your understanding the fundamentals of small business taxation. Even if you do not prepare the returns for your business, you should be aware of the options available to you.

Other topics:

- Tax advantages and disadvantages of partnerships, corporations, and sole proprietorships
- Basics of preparing business tax returns
- Withholding and making deposits of Federal Taxes
- Services, appeal rights, and penalties
- Expenses and credits available
- How the IRS works

Intended to inform individuals about taxation of small business, this seminar will not provide tax preparation services.

DATE: Monday, June 2

TIME: 6-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 05-022-0543

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Mark A. Tracht, Internal Revenue Service Field Agent

Engineering

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 Component Engineering Certificate Program at CSUDH is at the graduate level and makes both general and specialized engineering and technology courses available for individuals with a variety of backgrounds, experience and training, but an undergraduate degree in Engineering is recommended. The initial course work provides a foundation required for all Component Engineers. The course of study is then directed toward 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.

CERTIFICATE PROGRAM IN RISK MANAGEMENT AND INSURANCE

As businesses seek new methods to streamline costs, the demand for services that help ease the cost-cutting processes grows.

Of great concern is the legal responsibility of an organization to provide a safe and secure workplace for both public and private sector managers.

The certificate satisfies the prerequisite requirements of the California Department of Insurance for taking the licensure examination for insurance brokers and agents.

The program provides two academic credit hours for each of the three courses of instruction, which may be applied to the degree requirements for the CSUDH Department of Public Administration. The courses may be taken out of sequence. A certificate will be awarded upon completion of the three courses.

PROGRAM COORDINATOR

Aaron Liberman, Ph.D., F.A.C.H.A., has more than 17 years experience as a manager, executive and educator. Dr. Liberman is a risk management consultant to 15 organizations which include 2 national associations, a hospital, a defense contractor and three manufacturing companies. He is an Associate Professor of Public Administration at CSUDH. Dr. Liberman is a recognized teacher and lecturer on risk management.

For more information on the Certificate Program in Risk Management and Insurance, call 213/516-3741.

COURSE I: ESSENTIALS OF RISK MANAGEMENT

The fundamentals of risk management will be examined. Students will learn to identify and analyze a risk and then recommend methods to reduce, transfer, assume, or avoid that risk.

Topics include:

- New techniques in hiring practices, employee counseling procedures, termination practices
- Reducing incidence of liability and workers' compensation claims
- Physical plant safety checklists
- Protecting against product liability claims

Section 1

DATE: Friday, Saturday, Sunday; April 4-6
TIME: 8 a.m.-6 p.m.

NUMBER OF MEETINGS: 3 (plus out-of-class assignments)

UNITS: 2 degree-applicable units
FEE: \$100

SEQUENCE NUMBER: 05-121-X381-01
LOCATION: CSUDH campus, SBS E122

Section 2

DATE: Thursday, Friday, Saturday;
June 26-28

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

NUMBER OF MEETINGS: 3 (plus out-of-class assignments)

UNITS: 2 degree-applicable units
FEE: \$100

SEQUENCE NUMBER: 05-121-X381-02
LOCATION: Redondo Beach Community Resource Center, Rm. 7

COURSE II: PROPERTY AND CASUALTY INSURANCE RISKS

The course covers the various types of property and casualty insurance risks as well as the attendant insurance coverages appropriate to the respective risks. Workers' compensation, professional liability, auto and property risks will be emphasized.

Other topics:

- Sections of an insurance policy
- California State Law as applied to each policy form
- Elements of a legal contract
- What is insured by each type of policy

Section 1

DATE: Friday, Saturday, Sunday;
April 25-27

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

NUMBER OF MEETINGS: 3 (plus

out-of-class assignments)
UNITS: 2 degree-applicable units

FEE: \$100

SEQUENCE NUMBER: 05-121-X382-01

LOCATION: CSUDH campus, SBS E122

Section 2

DATE: Thursday, Friday, Saturday;
July 10-12

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

NUMBER OF MEETINGS: 3 (plus out-of-class assignments)

UNITS: 2 degree-applicable
FEE: \$100

SEQUENCE NUMBER: 05-121-X382-02
LOCATION: Redondo Beach Community

Resource Center, Rm. 7

COURSE III: HEALTH ACCIDENT, AND LIFE INSURANCE RISKS

This course emphasizes the policies and coverages addressing various types of physical disabilities.

Other topics:

- Contents of each type of policy, its provisions and exclusions
- Risk selection and classification
- Application of insurance coverage in commercial or public enterprises
- Group versus individual health coverages

Session 1

DATE: Friday, Saturday, Sunday; May 2-4
TIME: 8 a.m.-6 p.m.

NUMBER OF MEETINGS: 3 (plus out-of-class assignments)

UNITS: 2 degree-applicable

FEE: \$100

SEQUENCE NUMBER: 05-121-X383-01
LOCATION: CSUDH campus, SBS E122

Section 2

DATE: Thursday, Friday, Saturday;
July 17-19

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

NUMBER OF MEETINGS: 3, (plus out-of-class assignments)

UNITS: 2 degree-applicable

FEE: \$100

SEQUENCE NUMBER: 05-121-X383-02
LOCATION: Redondo Beach Community

Resource Center, Rm. 7

CONTROLLING INSURANCE COSTS

By understanding the key issues involved in managing risks and containing costs, you may be able to help your company or organization avoid litigation and astronomical insurance premiums.

In this seminar, which is recommended for City Managers, Financial Managers, Personnel Officers, front line supervisors and middle management executives, participants will learn how to identify and evaluate sources of risks and methods to reduce, transfer, assume, avoid, or eliminate the risks.

This fast-paced seminar will cover: loss control and cost containment; property and casualty, as well as life, health and disability risks; types of insurance coverages and avoidance of risks.

INSTRUCTOR: Aaron Liberman, Ph.D., F.A.C.H.A., associate professor, Public Administration, CSUDH

Section 1

DATE: Friday, April 18

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

NUMBER OF MEETINGS: 1

UNITS: 0.8 Continuing Education Units

FEE: \$70

SEQUENCE NUMBER: 05-121-0551-01
LOCATION: CSUDH campus, SBS E122

Section 2

DATE: Friday, June 13

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

NUMBER OF MEETINGS: 1

UNITS: 0.8 Continuing Education Unit

FEE: \$70

SEQUENCE NUMBER: 05-121-0551-02
LOCATION: Redondo Beach Community

Resource Center, Rm. 7

THE ROMANCE NOVEL: WRITING IT, GETTING IT PUBLISHED

By 1982, the romance novel had emerged as the most popular category of fiction — and its popularity continues to increase. Romance novels will comprise 40 percent of all fiction which is published this year. This workshop is for aspiring or professional writers who want to learn how to write for this specialized audience and how to market the finished romance novel.

Explore the techniques and mechanics involved in producing romance fiction. During the morning session, you'll learn tips for composing a tight, marketable manuscript; the afternoon session will explain the essential "tricks of the trade."

Topics include:

- The romance heroine and hero
- The basic formula plots and variations
- Five essential secrets of success
- Landing a contract with two chapters and an outline
- Securing an agent and when not to
- Attracting a publisher
- Money: advances and royalties to expect

DATE: Saturday, May 10

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$65

SEQUENCE NUMBER: 15-012-0508

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Iris Bancroft, author of numerous published texts, including the romance novels: *Passionate Heart*, *Dawn of Desire*, *Rapture's Rebel*, and *Love's Burning Flame*

IMPROVING YOUR SPEAKING VOICE

If you want people to listen to you, you must speak clearly and confidently. Whether you speak to large or small groups, how you use your voice will affect how well listeners comprehend your message and how they respond to you as a person. Effective speakers know that conveying a message clearly requires articulation and authoritative projection. In this intensive class you will learn how to use these skills and how to profit from critical listening.

Even if your job doesn't require special speaking abilities, you'll learn how to enhance your speaking voice for conversation and social interaction.

This class is recommended for:

- Anyone with special speaking demands such as briefings, conferences, class instruction, and supervisory responsibilities
- Professionals who wish to strengthen their voice skills for business or social life
- Those who find it generally difficult to "speak up"

An optional reference book will be available in class from the instructor for \$4.00.

DATE: Saturdays, June 7-21

TIME: 9 a.m.—12:15 p.m.

NUMBER OF MEETINGS: 3

UNITS: 1 Continuing Education Unit

FEE: \$60

SEQUENCE NUMBER: 15-061-0900

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Clara E. Shaw, Speech and Voice Consultant

DYNAMIC RESUMES AND EFFECTIVE INTERVIEWS

The secret to presenting yourself as a dynamic, competent professional in your resume or in an interview is disclosed when you realize the numerous talents and abilities which you have acquired. In this workshop, you will learn how to identify and define these skills and how to market them in a qualifications brief or a resume emphasizing functional skills.

Special emphasis will be placed on transferring skills — an important tool for persons reentering the job market, changing careers, or entering the job market after graduation.

Learn how to feel more comfortable in interviews by practicing methods for turning an interview into your meeting.

DATE: Saturday, May 17

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 06-000-0504

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Adele Borman, B.A.,
Management Consultant in Career Awareness and Achievement

HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

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

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

You will learn:

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

DATE: Thursday, April 17

TIME: 6-10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 06-021-0501

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Gordon Burgett, M.A.,
Freelance Writer, author of the *Query Book*

RELATED COURSES:

Poetry Alive Festival, pg. 22



Computer Applications

INTRODUCTION TO MICROCOMPUTERS

As an alternative to fast-paced, one-meeting introductions to the world of the personal computer, this 3½ week course will cover in a step-by-step fashion how to use BASIC, a beginning computer language, as well as operating procedures, systems commands, and graphics techniques for the microcomputer.

Plenty of hands-on experience will be gained as participants practice specially designed computer exercises using Apple IIe computers and the BASIC programming language. Because of the small class size, the instructor will be able to assist individuals with particular exercises. Class members will use software to create a final programming project which will demonstrate their ability to apply what they have learned in the course.

This course is recommended for teachers, businesspersons — anyone interested in learning to master the microcomputer. Class size is limited to 16 persons, and participants will work in pairs. Preregistration is required.

DATE: Mon. and Wed., April 2-23*

TIME: 5-7 p.m.

NUMBER OF MEETINGS: 7

UNITS: 1.5 Continuing Education Units

FEE: \$95

SEQUENCE NUMBER: 07-011-0901

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Cathy Bocock, M.A. in Educational Computing; teacher, Computers and Me, owner and instructor

*April 23 class meets from 5-8 p.m.

THE COMPLETE WORDSTAR

— *From introduction to advanced techniques*

Master one of the most popular wordprocessing programs on the market in a complete course covering the simplest through the most sophisticated commands.

Working on Apple IIe computers, students will learn the basics of Wordstar and wordprocessing including: commands, text management, insertions, deletions, margins, storage, and retrieving. Advanced skills such as imbedded commands, manipulation of text, and an introduction to the Mailmerge and Spellstar programs are included.

During the 6 meetings, students will practice setting up letters, reports, manuscripts, and other documents used in the office, classroom, and home. Course limited to 16 participants; participants work in pairs. Preregistration is required.

DATE: Mon. and Wed., April 2-21

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 6

UNITS: 1.5 Continuing Education Units

FEE: \$150

SEQUENCE NUMBER: 07-011-0903

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTORS: Larry Bocock, B.S., owner and instructor, Computers and Me; Cindy Williams, Southwest Area Admin., Oracle Corp., word processing instructor

TYPING AND WORDPROCESSING FOR TEENS

— *An after-school enrichment course*

The proper development of keyboard skills is the first step to using a computer or typewriter with ease. Skills emphasized in this intensive, hands-on class are finger position, accuracy and speed. The curriculum is structured to promote individual advancement from typing a letter, a word, a sentence, to, finally, a paragraph.

In addition to mastering fundamental keyboard skills, students will learn to use wordprocessing to write letters, reports, and term papers. Class size is limited to eight students, using Apple IIe computer systems, one computer per student. Preregistration required.

DATE: Mon. and Wed., April 2-21

TIME: 3:30-5 p.m.

NUMBER OF MEETINGS: 6

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 07-011-0521

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Mary Ireland, B.S., elementary teacher, specializing in computer skills

LET'S LEARN TOGETHER: ADULT AND CHILD (4-6 YRS.)

Together, children and parents will be introduced to the enjoyable world of personal computers. In this fun-filled approach, parent and child will become familiar with the basic functions of a computer, and parents will see how to use computer programs to stimulate the child's imagination.

Adults and youngsters will learn to use One-Key Logo, a simple version of the popular Logo Graphic computer program. Participants will also be introduced to Kid Writer, a wordprocessing program used to create stories and pictures using a computer. Additional computer programs will be reviewed.

Each adult will share an Apple IIe with a child. Class size is limited to 8 parent-child teams, so preregistration required.

DATE: Mon. and Wed., April 2-21

TIME: 2:15-3:15 p.m.

NUMBER OF MEETINGS: 6

UNITS: Non-credit

FEE: \$50 per parent-child team (one parent, one child)

SEQUENCE NUMBER: 07-011-0520

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Mary Ireland, B.S., Elementary Teacher, specializing in computer skills

COMPUTER CONSULTING AND FREELANCE PROGRAMMING

Be a part of this new field that is growing every year. This session will teach you what you need to learn to start your own freelance business.

- Where to find clients
- Fees to charge
- Retainers, contingency
- Proposals, contracts
- Billing, collecting

DATE: Tuesday, April 22

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-030-0519

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*

Computer Applications

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 \$41.50 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)

- *Computer Science 200*

Data Structures (4)

- *Computer Science 210*

Programming Languages I (4)

- *Computer Science 220*

Computer Organization (4)

- *Computer Science 230*

File Processing (4)

- *Computer Science 250*

ELECTIVES (8 units)

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

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

INTRODUCTION TO WORDSTAR

Students, businesspersons and educators, learn how to do word processing on a microcomputer. 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 5-12

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$90 plus \$5 materials fee

SEQ. NUMBER: 07-023-0502

LOCATION: CSUDH campus, SC E139

INSTRUCTOR: Reba Davis, computer consultant, author of *Wordprocessing Supervisor*

HOME-BASED COMPUTER BUSINESS OPPORTUNITIES

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 class.

DATE: Thursday, April 24

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-030-0507

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*

START AND FINANCE YOUR OWN COMPUTER ENTERPRISE

Take the mystery out of self-employment and learn three essential concepts to create a successful enterprise — start up, capitalizing, and cash flow. You can work part-time or full-time.

Topics include:

- Start-up procedures
- Licenses and permits
- Home-based tax issues
- Business name, legal requirements
- Inventory, location, insurance

DATE: Wednesday, April 23

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-021-0530

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*

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: Monday, April 21

TIME: 7-10 p.m.

FEE: \$28

SEQUENCE NUMBER: 07-023-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Daniel Tompkins, Ph.D., President, Computer Business Development Co.; author, *Six Paydays a Week* and the soon to be released *Guidelines for Computer Entrepreneurs*

RELATED COURSES:

Manufacturing Systems for Microcomputers, pg. 10

Computerize Your Accounting Procedures, pg. 11

Evaluating Educational Software, pg. 19

Education

BLACK HERITAGE: INDEPENDENT STUDY FOR TEACHERS

Increase your awareness and understanding of Black-American history and culture while studying at your own pace.

Students will research such topics as Black traditions, political/socio-economic conditions of Black Americans versus the population as a whole, past and current coping mechanisms, current legislation, future planning, organizations, and leaders and personalities.

The class will meet as a group at the beginning of the quarter to plan research projects; and will meet again at the close of the quarter to discuss research projects. During the quarter, students will meet with Dr. Carrison at mutually convenient times to discuss progress on the projects.

The class is intended to improve student-teacher relationships and to encourage teachers to develop relevant school curricular materials. The course fulfills LAUSD requirements for study of a specific minority group. Teachers seeking fulfillment for other districts should check with their district administration offices.

DATE: Saturday, April 5 and June 7
TIME: 9 a.m.-noon (on days of group meetings)
NUMBER OF MEETINGS: 2 group meetings plus conferences with instructor
UNITS: 4 quarter units (GED X398)
FEE: \$166
SEQUENCE NUMBER: 08-000-X398
LOCATION: CSUDH campus, SBS D225
INSTRUCTOR: Muriel Carrison, Ed.D., professor of Education, CSUDH

TEACHING WRITING TO ESL STUDENTS

Teachers of English and of English-as-a-Second Language can learn to help their students master writing techniques including editing and revision, as well as such concepts as audience consideration and pre-writing. Analytic and intuitive approaches to writing will be stressed, and new methods for monitoring pupil progress and encouraging creativity will be presented.

The class will focus on the specific problems of ESL writers, how to address them and how they can control the written word in their second language. Students will learn to teach sentence, paragraph and essay structures, and to recognize errors ESL writers can learn to self-correct, and those that must be modeled or ignored. Students will gain hands-on experience by grading sample student papers, and evaluation in small and large groups.

DATE and TIME: Fri., May 9, 5-8 p.m.;
Sat., May 10, 9 a.m.-3 p.m.
NUMBER OF MEETINGS: 2
UNITS: 1 Professional Credit (Educ 872)
FEE: \$45
SEQUENCE NUMBER: 08-011-0872
LOCATION: CSUDH campus, SBS D219
INSTRUCTOR: Marguerite Siegel, M.A., ESL and English Teacher, Adult School, Los Angeles Unified School District

SURVIVAL SKILLS FOR BILINGUAL TEACHERS

Teach more effectively in the bilingual classroom through this series of four courses. Each of the class meetings, which may be taken separately, focuses upon a separate issue important to bilingual teachers. By the end of the series, you will have compiled a Bilingual Handbook, containing a wide breadth of practical materials to help you in your teaching of grades K-6 bilingual students.

You will gain expertise in management skills, and receive an update on the latest legislation that affect bilingual education. Recent and successful approaches to language development will be discussed, and a special classroom materials workshop will be featured. Select either an individual section or participate in all four for comprehensive development of survival skills in today's bilingual classroom.

Instructor for series: Maureen Kaneko, Ed.D., Associate Professor, CSU Los Angeles

Course topics and meeting information:

Legal Issues:

The historical background and current changes in legislation concerning Bilingual Education will be discussed.

DATE: Saturday, April 5
TIME: 9 a.m.-2 p.m.
UNITS: 0.5 Professional Unit
FEE: \$40
SEQUENCE NUMBER: 08-994-0870-01
LOCATION: CSUDH campus, SC E157

Behavior Management:

Assertive discipline and effective communication for establishing classroom standards.

DATE: Saturday, April 12
TIME: 9 a.m.-2 p.m.
UNITS: 0.5 Professional Unit
FEE: \$40
SEQUENCE NUMBER: 08-994-0870-02
LOCATION: CSUDH campus, SC E157

Language Arts:

Knowledge of primary and second language acquisition; second language instruction. Current linguistic theory.

DATE: Saturday, April 19
TIME: 9 a.m.-2 p.m.
UNITS: 0.5 Professional Unit
FEE: \$40
SEQUENCE NUMBER: 08-994-870-03
LOCATION: CSUDH campus, SC E157

Materials Workshop:

Development of stimulating classroom materials, learning centers, games in the primary language and ESL instruction.

DATE: Saturday, April 26
TIME: 9 a.m.-2 p.m.
UNITS: 0.5 Professional Unit
FEE: \$40
SEQUENCE NUMBER: 08-994-0870-04
LOCATION: CSUDH campus, SC E157

1986 SUMMER SESSIONS

Take a class this summer at California State University, Dominguez Hills.

Main Session June 23-August 1
Post Session August 5-August 29

Enroll in college-credit courses to help accelerate college graduation, meet credential requirements, update professional skills, or prepare for career changes.

For information, phone 213/516-3746 or send in this coupon.

Name _____

Address _____

State _____ Zip _____

Type of course I am interested in: _____

Mail to: California State University, Dominguez Hills
Office of Summer Sessions
Carson, CA 90747

NEWSPAPERS IN THE CLASSROOM: A Creative Tool to Enhance Reading, Writing and Critical Thinking Skills

Teachers, your daily newspaper is packed with valuable information which you can use to stimulate learning throughout your curriculum. By using all sections of the newspaper, including the comics and the classified advertisements, K-12 teachers will learn strategies for teaching reading comprehension, creative writing and high-level critical thinking skills.

Teachers will learn to use the newspaper to:

- Motivate students to read more often
- Provide an enjoyable and non-threatening option for remedial readers
- Create fresh lesson plans

Teachers will develop a lesson plan for use in their classroom, and will receive a free classroom set of *The Los Angeles Times*. Dinner for each of the class meetings is included at no cost.

DATE: Friday, April 4 and 11

TIME: 4-8 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 Professional Unit (Educ 873)

FEE: \$45

SEQUENCE NUMBER: 08-011-0873

LOCATION: CSUDH campus, SBS A144

INSTRUCTOR: Patsy Williams, M.A., Director of *The Los Angeles Times* in Education program

INSTRUCTIONAL HUMOR

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 12-19

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

NUMBER OF MEETINGS: 2

UNITS: 2 Continuing Education Units (Educ. 934)

FEE: \$70

SEQUENCE NUMBER: 08-993-0934

LOCATION: CSUDH campus, Univ. Center (SC F172)

INSTRUCTOR: Peter Desberg, Ph.D., professor of education, CSUDH

DIFFERENTIAL AND INTEGRAL CALCULUS II (MATH X112)

Math teachers and teachers who plan to retrain, to obtain a credential to teach Mathematics, or to prepare for the National Teacher Examination will benefit from this course.

Topics include: trigonometric and exponential functions, techniques of integration, the concepts of limits and continuity. Prerequisite: Math 110 or two years of high school algebra and trigonometry.

For more information on the math program for teachers, contact Eunice Krinsky, associate professor of mathematics, 213/516-3363 or 213/516-3378.

DATE: Tuesday and Thursday, April 3-June 10

TIME: 4:40-6:20 p.m.

NUMBER OF MEETINGS: 20

UNITS: 4 quarter units (Math X112)

FEE: \$166

SEQUENCE NUMBER: 17-000-X112

LOCATION: CSUDH campus, SBS A210

INSTRUCTOR: CSUDH staff

PROBLEM SOLVING THROUGH VISUAL THINKING

Help your students improve their math skills by teaching them to use visual thinking in problem solving. Visualization represents a variation on the traditional teaching approach and incorporates imaging, picturing and modeling to aid problem solving. This practical class teaches how to apply this technique to the topics of geometry, patterns and functions as developed in the 1985 California Mathematics Framework.

Fourth to ninth grade teachers will practice inductive and deductive techniques through hands-on activities, using paper cut-outs, newsprint, string and everyday objects. Image making will also be applied to verbal problems.

Through the visualization process you will be able to:

- Describe three dimensional objects and their surfaces
- Perform rotations and reflections of plane figures
- Relate patterns of geometric patterns
- Develop numerical formulas from geometric patterns
- Relate series to original patterns

DATE: Fri., April 18, 5-8 p.m.

Sat., April 19, 9 a.m.-3 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1 Professional Credit

FEE: \$45

SEQUENCE NUMBER: 08-330-0879

LOCATION: CSUDH campus, SBS A144

INSTRUCTOR: Natalie Ambrose, M.A., Vice President, Immaculate Heart Community

TOWARD A NEW ADMINISTRATIVE STYLE IN HISPANIC COMMUNITIES

Explore the traditional educational administrative behavior and its impact on the learning environment in Hispanic communities. The seminar explores the notion that when a bureaucracy, such as the educational system, attempts to operate in an ethnic community, an atmosphere is created which inhibits the students' motivation for creative learning.

Through a comparison of the standard administrative style used in educational institutions and the basic values of the Hispanic community, the class will consider new program designs that respond to this community's special needs. The class is recommended for school principals, administrators, teachers and other individuals interested in these issues.

The class will review critiques of Rational Systems and their impact upon personal worth. A framework for the class will be the study of the pertinent works of: Alberto Guerreiro Ramos' *A Theory of Social Systems Delimitation*; Michael Weinstein's *The Polarity of Mexican Thought* and selected readings from Octavio Paz, Carlos Fuentes, Jose de Vasconcelos and Alan Riding.

DATE: Friday, April 18-May 9

TIME: 9 a.m.-noon

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: 08-271-0531

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: Raúl Aceves, M.A., Dean, Urban and Community Programs, CSUDH

SUPERINTENDENTS, PRINCIPALS, AND TEACHERS

The Division of Extended Education can help your school or district plan an inservice course or program. We'll help your staff with programs designed to promote professional development and personal growth.

For more information, call Dr. Joanne Zitelli, Program Administrator, 213/516-3741.

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

Seven courses — four required and three electives — make up this certificate designed to train professionals in the area of movement education and physical education for children. Persons working with children 1 to 12 years of age in a pre-school, day care, private or elementary school setting will benefit from these classes. Certificate classes are also open to those not earning credit toward the certificate.

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, fitness and nutrition. The six required and seven elective courses are rotated during the quarters of the school year. Pre-registration is required for all of the classes.

CLASSES FOR SPRING 1986

(see this page)

New Physical Education for 2- to 7-Year-Olds

Tumbling and Gymnastics for Children
Developing Hand-Eye and Eye-Foot Coordination

Movement Education: Organization and Administration

TUMBLING AND GYMNASTICS FOR CHILDREN

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.

Preregistration 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 26

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

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0937

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook, B.A.,
Elementary and Secondary Credential;
Director, Children's Health International

THE NEW PHYSICAL EDUCATION FOR 2- TO 7-YEAR OLDS

This workshop will help you to implement a physical education program which is based upon the sequential development of motor abilities in young children. Participants will also discover how to increase the effective use of indoor and outdoor play space available in schools. The workshop will introduce teachers to new songs, dances, and games. The use of equipment will also be discussed.

Participants will be asked to:

- Participate in movement experiences
- Discuss program planning

Wear comfortable clothing and rubber-soled shoes.

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

Preregistration is required.

DATE: Saturday, April 12

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

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0932

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Dennis Estabrook, B.A.,
Elementary and Secondary Credential;
Director, Children's Health International

DEVELOPING HAND-EYE AND EYE-FOOT COORDINATION

Hand-eye and eye-foot coordination includes the development of such motor skills as reaching, grasping, writing, drawing, rolling, throwing, catching and kicking. Participate in activities and games using pencils, worksheets, scissors, balls, bean bags, and jump ropes, to learn beginning, intermediate and advanced skills in all of these 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. Preregistration is necessary to receive course handout material.

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

DATE: Saturday, May 17

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

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0939

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Dennis Estabrook, B.A.,
Elementary and Secondary Credential;
Director, Children's Health International

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.

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: Saturday, June 7

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

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-350-0938

LOCATION: CSUDH campus, SBS D219*

INSTRUCTOR: Dennis Estabrook, B.A.,
Elementary and Secondary Credential;
Director, Children's Health International

*Please note that this class will meet on campus and not at the Redondo Beach Community Resource Center.

SUPERLEARNING® FOR TEACHERS

Your turning point in educational excellence. Learn powerful new strategies to: (1) accelerate learning; (2) improve student memory retention; (3) reduce educational stress; and (4) consistently get successful results.

The course explains how to use the 5-step Superlearning cycle in your classroom. You experience a sample Superlearning session, get a free 18-page workbook, and specific references for various disciplines. You will gain the concrete knowledge to begin using the techniques immediately.

Superlearning is based on proven new accelerated learning techniques such as right brain/left brain learning methods, "Suggestopedia," imagery and N.L.P.

If you are looking for power and excellence in teaching, this seminar is for you.

DATE: Friday, April 25

TIME: 5-9 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.4 Continuing Education Unit

FEE: \$40

SEQUENCE NUMBER: 08-993-0902

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

EVALUATING EDUCATIONAL SOFTWARE

Learn the components of effective educational software programs and what criteria to use when evaluating software. This step-by-step workshop will include actual evaluation of several educational programs.

After you learn the principles of software evaluation, the class will use the CSUDH microcomputer lab and each student will evaluate software selected from the CSUDH software library.

Other topics:

- The evaluating process
- Evaluation criteria
- Sources for evaluation information

DATE: Saturday, May 3

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

NUMBER OF MEETINGS: 1

UNITS: 1 Continuing Education Unit (Education 910)

FEE: \$55

SEQUENCE NUMBER: 08-011-0910

LOCATION: CSUDH campus, ERC C112 (Studio A)

INSTRUCTOR: Peter Desberg, Ph.D., professor of education, CSUDH

INTEGRATING ARTS INTO THE CORE CURRICULUM

Enliven your presentation of core subjects with an interdisciplinary approach to classroom teaching.

Today's "back to the basics" view of education may hinder some teachers from incorporating the fine arts into their instructional program, but in this practical, hands-on workshop, teachers will learn specific projects for integrating music, art, and drama into the core subjects. You'll learn techniques for producing a more stimulating environment for yourself and your students.

Motivate your students in:

- Math — with geometric template art
- Reading — with puppet variations and "twisted tales"
- Science — with environmentally designed creatures
- Social Studies — with creative dramatics such as "You Were There"

Explore how to:

- Use musical rhythms to teach any concept
- Create total classroom environments reflecting any subject
- Utilize students' talents with dramatic role playing

DATE: Saturday, April 12; Sunday, April 13; Saturday, April 19

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

NUMBER OF MEETINGS: 3

UNITS: 2 Professional Credit (Educ. 821)

FEE: \$75.50; plus \$7.50 materials fee, payable in class

SEQUENCE NUMBER: 08-021-0821

LOCATION: CSUDH campus, SBS A144

INSTRUCTORS: Gabe Bernstein, Classroom Teacher, Frank D. Parent School; Instructor, Teacher Education Dept., CSUDH. Margaret McHale, Classroom Teacher, Frank D. Parent School; Instructor, Creative Dramatics, Loyola Marymount University.

RELATED COURSES:

- CBEST Test Preparation Courses, pg. 24
- Test Preparation for the Bilingual Certificate of Competence, pg. 25
- The Creative Child, pg. 25
- Right Brain Creativity, pg. 25

Take a STEP to the University this summer!

Science Technology Enrichment Program

For Junior High School Students

A special curriculum offering interdisciplinary science courses for students entering 7th, 8th, and 9th grades.

Session I June 30-July 10, 1986

Session II July 21-July 31, 1986

Each two-week session meets Monday through Thursday, 8:30 a.m.-12:30 p.m. Student enrolls in two courses per session.

Cost per session for two courses is \$80.00.

Students will reinforce their understanding of science while expressing their creativity by working on selected topics and interesting projects during the courses. Instructors for this program are experienced science faculty from local junior and senior high schools. A university student will work with each instructor as a classroom aide.

Course offerings include: "Backyard Science," "Marine Biology," "The Science of Photography," "Neighbors: Microbes All Around Us," "ESCAPS: Enriched Studies in Computer Aided Problem Solving," "Use a Computer to Make Report Correctly," "Driving the Outside World With An Apple."

For a program brochure with course descriptions, please phone (213/516-3741) or write to California State University, Dominguez Hills, Extended Education, Carson, CA 90747.

Please send me a brochure on the STEP program.

Name _____

Address _____

City _____

State _____ Zip _____

School attending _____

Education

MULTICULTURAL ART ACTIVITIES II: AFRICA, PACIFIC ISLANDS AND EUROPE

Through hands-on experience, elementary school teachers will learn to use fascinating art and crafts from other cultures to motivate children to find their own creative expression.

This workshop will feature distinctive ways to use art from African, Pacific Island, and European cultures. Hands-on projects will include masks, tapa cloth design, Siena banners, drawing castles and more.

An outside project will be assigned to fulfill school district requirements for salary advancement credit. Please bring the following supplies to class: assortment of marking pens, scissors, glue and newspaper.

DATE: Saturday, April 19

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

NUMBER OF MEETINGS: 1

UNITS: 1 Professional Credit (Educ 858)

FEE: \$50, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0858-02

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTORS: Penelope Greeven, CSUDH instructor; Art Consultant, Long Beach Unified School District and Inglewood Unified School District. Kevin Doherty, Art Consultant, Long Beach Unified School District, Inglewood School District; private art instructor

MULTICULTURAL ART ACTIVITIES III: FOLKTALES AND PUPPETRY

Help your social studies, arts, reading and language curricula come alive by inviting puppets into your classroom. Spark your students' creativity and help learning become more enjoyable with this innovative educational tool.

Working in small groups, students will make puppets, props and scenery for performances based on traditional folktales from around the world. You'll learn how to tailor these techniques for your students.

An outside project will be assigned to fulfill school district requirements for salary advancement credit. Please bring the following supplies to class: assortment of marking pens, scissors, glue and newspaper.

DATE: Saturday and Sunday, May 3 and 4

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

NUMBER OF MEETINGS: 2

UNITS: 1 Professional Credit (Educ 858)

FEE: \$50, plus \$7 payable in class

SEQUENCE NUMBER: 08-310-0858-03

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTORS: Penelope Greeven, CSUDH instructor; Art Consultant, Long Beach Unified School District and Inglewood Unified School District. Kevin Doherty, Art Consultant, Long Beach Unified School District, Inglewood School District; private art instructor

ART FOR THE PRE-SCHOOL CHILD

— A workshop for teachers, parents, day care center workers

In this one-day workshop you will watch slides, view demonstrations and learn to build a successful art program for your pre-schoolers. You will participate in a variety of creative expressive activities including: painting, printmaking, clay modeling, cut and paste and mural painting.

Other topics:

- Understanding developmental stages
- The creative process
- Techniques for motivation
- Set-up and organization
- Display of children's art work

DATE: Saturday, May 10

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

UNITS: 1 Continuing Education Unit (Educ 909)

FEE: \$45, plus \$7 materials fee payable in class

SEQUENCE NUMBER: 08-310-0909

LOCATION: CSUDH campus, SBS A144

INSTRUCTORS: Penelope Greeven, Art

Workshop instructor, Long Beach Unified

School District. Kevin Doherty, Art

Workshop instructor, Long Beach Unified

School District; art consultant, Downey

Unified School District; private art instructor

Health Services

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.

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

For more information, contact:

Darrell Clark

Rancho Los Amigos Hospital

(213) 922-7655

CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

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.

Two years continuous sobriety is required. 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 BC or better. For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes are held from 6:30-10:00 p.m. week nights at Mira Costa High School, 701 S. Peck Avenue, Manhattan Beach (see map, page 31).

THE COST

The fee is \$41.50 per unit; a four-unit course is \$166.00.

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

HEA X280 — INTRODUCTION TO ALCOHOLISM (4 units)

This course provides basic information about alcohol: the physiological, psychological and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues.

QUARTER II

HEA X281 — COUNSELING THE INDIVIDUAL (4 units)

This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling Techniques are examined and practiced including assessment, perception and communication, skills required for various stages of treatment, prognosis and termination.

HEA X296 — PERSPECTIVES ON DRUG ABUSE: COUNSELING THE SUBSTANCE ABUSER (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 — GROUP COUNSELING TECHNIQUES (4 units)

This course provides an understanding of group dynamics, defenses, problems, goals and growth. The roles of the group facilitator and group members are examined and practiced in class.

HEA X301 — INTRODUCTORY PRACTICUM (2 units)

This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

QUARTER IV

HEA X283 — DYNAMICS OF THE FAMILY (4 units)

This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and individual roles and the behavior patterns that exist within it.

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 including confidentiality and legal aspects.

QUARTER V

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

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

Health Services

SPPH CHEMICAL DEPENDENCY AND EATING DISORDER TRAINING PROGRAM

This intensive five-day 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 chemical dependency and eating disorders and to be exposed to our philosophy and methods of treatment. The program is of value for physicians, nurses, social workers, employee assistance counselors, personnel directors, 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 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).

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 3456, or write:

Training Program Coordinator/CDU
San Pedro Peninsula Hospital
1300 W. Seventh Ave.
San Pedro, CA 90372

FEE: \$135 for program plus \$62 for CSUDH degree credit

SEQ. NUMBER: 12-221-X200

INSTRUCTOR: San Pedro Peninsula Hospital
Alcoholism Recovery Service Staff

RELATED COURSES:

Risk Management and Insurance Certificate,
pg. 12

MANAGEMENT SKILLS FOR MEDICAL OFFICE PERSONNEL

A skilled and efficient office manager influences the quality of service and productivity of staff by keeping operations running smoothly. This course offers the specific information needed to meet the particular demands of running a modern medical office. Individuals currently employed in a medical practice or those interested in acquiring skills for a career change will benefit from this practical course.

Designed to illustrate business systems which can be applied to a medical practice or organization, this course will examine in detail the following topics:

- the role and responsibilities of a medical office manager
- managing and collecting accounts receivable
- personnel management and supervision

DATE: Wednesday, April 16-May 14

TIME: 4-7:20 p.m.

NUMBER OF MEETINGS: 5

UNITS: 2 Continuing Education Units

FEE: \$150

SEQUENCE NUMBER: 12-021-0900

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Dianne Jackson, M.S., M.P.H.,
Medical Office Management Consultant

Humanities and Social Science

POETRY ALIVE FESTIVAL

April 21-24

Celebrate with us the achievements of both professional and student poets who will read from their best work.

The fourth annual Poetry Alive Festival, sponsored by the Intellectual Life Committee, will feature poetry competition involving junior and high school students as well as readings by published poets and by selected CSUDH faculty, students, staff, and alumni.

The lively and informative readings are open to the public whom we invite to call or write for a brochure on the festival. Phone 213/516-3993 or mail the coupon to:

Community Outreach Programs
(HFA A-305)
California State University, Dominguez Hills
1000 E. Victoria Street
Carson, California 90747

Please send me more information about the Poetry Alive Festival 1986

Name _____

Address _____

City _____

State _____

Zip _____

School (if applicable) _____

CERTIFICATE PROGRAM IN CAREER-RELATED SPANISH

The Certificate is designed for those currently employed or planning a career in fields in which Spanish is a necessary tool of communication. The program is excellent for those in education, medicine, business, broadcasting, journalism, law and any other field which involves contact with the public.

THE COURSES

Students enroll in two Spanish courses per quarter. One is a Spanish language and culture class, and the other (SPA X220) is a bilingual internship which reinforces newly acquired Spanish skills throughout the program.

Course offering for Spring: Spanish Conversation; meets 10 Saturdays, April 5-June 7, 9 a.m.-12:30 p.m., at CSUDH, SBS A104. Fee \$166.

PROGRAM INFORMATION

For more information on this program, call Dr. Raul Romero, program coordinator, 213/516-3315.

Humanities and Social Science

CERTIFICATE IN MEXICAN CULTURE

Sponsored by the Mexican American Studies program and the Division of Extended Education, this is a program for persons interested in regaining an understanding of their inherited culture and language.

The program consists of three core courses and three complementary courses which examine Mexican history, literature and language. A certificate of completion is awarded upon fulfillment of program requirements. Students of the program achieve a perspective through which another culture can be assimilated. Furthermore, students are stimulated to continue their education at the college level. (All courses are offered for non-baccalaureate credit, but a student intending to apply these credits toward CSUDH course requirements may appeal on an individual basis.)

CLASSES FOR SPRING 1986:

(see this page)

Historia Y Pensamiento de México
Hispanoamérica: Síntesis de su
Civilización

Inglés Elemental Para Hispanoparlantes

HISTORIA Y PENSAMIENTO DE MÉXICO

— *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 México* ofrece, con la ayuda de un libro de texto muy práctico, una visión general de la historia de México. En la segunda parte de la clase, después de proyectar una visión sobre la historia de México, se analiza algún artículo, ensayo o capítulo de los grandes pensadores de México.

DATE: Saturdays, April 5-June 7

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

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22-151-X040

LOCATION: CSUDH campus, SBS E216

INSTRUCTOR: Juan M. Corominas, Ph.D.,
associate professor, Mexican-American
Studies, CSUDH

HISPANOÁMERICA: SÍNTESIS DE SU CIVILIZACIÓN

Many of us are unaware of the historical and cultural heritage of our Latin American neighbors. This course, taught in Spanish, will focus upon the history, culture, and literature of Hispanoamerican nations other than Mexico. La materia ofrece una breve exposición del desarrollo de la civilización de hispanoamérica. Los participantes analizarán textos literarios de los autores más importantes del mundo hispano. Las conferencias serán ilustradas con diapositivas y películas.

Su finalidad es hacer que los estudiantes:

- se identifiquen con sus propias raíces culturales
- complementen sus estudios de la cultura méjicana
- se fortifiquen los lazos de unión entre los estudiantes de culturas hispánicas

DATE: Monday, April 7-June 9

TIME: 6:30-10 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3 quarter units (non-baccalaureate)

FEE: \$124.50

SEQUENCE NUMBER: 22-151-X020

LOCATION: CSUDH campus, SC E149

INSTRUCTOR: Juan M. Corominas, Ph.D.,
associate professor, Mexican-American
Studies, CSUDH

INGLÉS ELEMENTAL PARA HISPANOPARLANTES

Tome la oportunidad de aprender el inglés básico a través de una clase de introducción. Usted podrá desarrollar un vocabulario común en inglés como al mismo tiempo podrá aprender gramática, lectura y escritura en inglés. El curso será enseñado por una profesora del departamento de inglés de la universidad.

LA FECHA: Los sábados, el 5 de abril al 7 de junio

LA HORA: 9 a.m.-12:30 p.m.

EL NÚMERO DE REUNIONES: 10

LOS UNIDADES: 3, no se acredita para un título (Inglés X007)

EL COSTO: \$124.50

EL NÚMERO: 15-081-X007

EL LUGAR: CSUDH, SBS E126

EL PROFESOR: Irene McKenna, Ph.D.,
profesora del inglés, 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's 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 the complete 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-paced 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.

Learning Skills

Test Preparation

BOBROW

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 26 universities, colleges, and law schools. The classes have been developed and evaluated by authors of 15 national best-selling test preparation textbooks (Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide among others published by Cliffs Notes).

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

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

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

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

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

For June 7 Exam

DATE: Saturdays, May 10-31 (no class May 24)

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQ. NUMBER: 08-000-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Bobrow Test Preparation Services

GRE (GRADUATE RECORD EXAMINATION) REVIEW

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

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

For the June 7 Exam

DATE: Sat., April 26-May 31 (no class May 24)

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

NUMBER OF MEETINGS: 5

FEE: \$115 (includes materials)

SEQUENCE NUMBER: 08-000-0503

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Bobrow Test Preparation Services

CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

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 June 14 Exam

DATE: Saturday, May 17-June 7 (no class May 24)

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

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

SEQ. NUMBER: 08-011-0520

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Bobrow Test Preparation Services

LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

Prepare for the LSAT by learning each subject area, and the type of questions to expect in each section. Time-saving and test-taking strategies will be featured.

Workshop topics include:

- Analytical reasoning
- Logical reasoning
- Evaluation of facts
- Reading comprehension
- Writing sample

For the June 16 Exam

DATE: Saturdays, May 10-June 7 (no class May 24)

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

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$125

SEQUENCE NUMBER: 08-000-0529

LOCATION: CSUDH campus, HFA A219

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 judgement
- Data sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

For June 21 Exam

DATE: Saturday, May 31-June 14

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$125 (includes materials)

SEQUENCE NUMBER: 05-001-0504

LOCATION: CSUDH campus, SC E149

INSTRUCTOR: Bobrow Test Preparation Services

CBEST: COMPLETE READING PREPARATION

Excel in the reading comprehension sections of the CBEST by sharpening your critical analysis skills, as well as your test-taking abilities. In this in-depth and thorough preparation for the reading section of the exam, you will also learn test-taking techniques to help you interpret the questions and to select the best answers.

In the series of five workshops, you will acquire strategies for improving literal, inferential, and critical comprehension of written passages. You will learn how to locate the main idea of a passage through its organization. How to infer the author's intent and logical possibilities for interpretation will be covered.

The class combines lecture-discussion with self-paced computer-assisted instruction (using the Apple computer and Plato software program). The computer programs help you to expand your vocabulary and to determine the meaning of new words.

Test-taking techniques to help you prepare for the CBEST examination will be emphasized.

Through this course you will:

- Become more confident of your ability to comprehend passages of prose
- Increase your reading speed through improved comprehension and vocabulary
- Formulate your own strategy for passing the CBEST

For the June 14 Exam

DATE: Saturdays, May 3-June 7 (no class May 24)

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

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$70 (includes materials)

SEQUENCE NUMBER: 08-011-0572-01

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Joan Schulman, M.A., Reading Specialist, Learning Assistance Center, CSUDH

MATH REVIEW FOR CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

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 skills will also be presented.

For the June 14 Exam

DATE: Saturdays, April 12-June 7 (no class May 24)

TIME: 1-4 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$55, plus \$10 materials fee

SEQUENCE NUMBER: 08-011-0511

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Greg Perkins, Long Beach Unified School District Mathematics Teacher

Learning Skills

Study Skills

TEST PREPARATION FOR BILINGUAL CERTIFICATE OF COMPETENCE (Spanish)

CSUDH Extension offers two classes to prepare teachers for the Bilingual Certificate of Competence (Spanish) examinations. The morning session of these intensive workshops focuses on the Cultural component of the exam, and the afternoon session targets the Methodology component. Register for both the morning and afternoon sessions for a comprehensive review in preparation for the exam.

Dr. Max Contreras and Dr. Porfirio Sanchez, workshop leaders, helped develop competency standards for the State Certificate of Competency. This workshop is the only test preparation seminar being held in Southern California for the Bilingual Certificate of Competence Test.

Special emphasis will be placed on test taking strategies and time saving techniques. Practice mini-tests will be administered during the workshop.

INSTRUCTORS

Porfirio Sanchez, Ph.D., is past director of Mexican-American Studies at CSUDH.

Maximiliano Contreras, Ph.D., is an associate professor of Education, CSUDH, and is coordinator of the Bilingual/Crosscultural Specialist Credential Program at CSUDH.

CULTURAL COMPONENT

Topics include:

- Lifestyle of the target population
- Historical role and contributions of the target population to American society
- Social class structure within the target population
- Relationship between learning the cultural background of the target population

For the June 7 Exam

DATE: Saturday, May 31

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-994-0507

LOCATION: CSUDH campus, HFA A224

METHODOLOGY COMPONENT

Topics include:

- Bilingual teaching methods
- E.S.L. teaching methods
- Spanish reading
- BICS and CALP
- Research on Bilingual Education

For the June 7 Exam

DATE: Saturday, May 31

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: 08-994-0508

LOCATION: CSUDH campus, HFA A224

SUPERLEARNING FOR STUDENTS

Discover powerful new strategies to help you learn faster and easier, improve your reading and study skills, and to develop a better memory. These strategies can be applied to specific learning goals.

You'll learn detailed exercises to dissolve learning blocks and to use the neglected learning powers of the right side of the brain. Superlearning is based on new accelerated learning techniques — one, practiced in eastern Europe, reportedly helped students learn a foreign language in one month.

DATE: Saturday, April 26

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: 08-081-0518

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Don Lofland, M.A., Instructor, West Valley Community College, Santa Cruz

Psychology

THE CREATIVE CHILD

All parents and teachers admire creativity in their children and students. This course will provide some insights on the nature of children's creativity and will explore how that creativity, which leads to innovative problem solving, may be nurtured.

Using the contemporary concept of "whole brain" thinking and problem solving, this course will examine creativity in terms of the practical or rational tendency of the "left" brain and the perceptual or image-making tendency of the "right" side of the brain. Techniques for encouraging and further developing a child's balanced, "whole-brain" thinking will be covered.

DATE: Tuesday, May 6-20

TIME: 6:30-9:45 p.m.

NUMBER OF MEETINGS: 3

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 08-021-0920

LOCATION: Redondo Beach Community Resource Center, Rm. 7

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

RIGHT BRAIN CREATIVITY

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 8-22

TIME: 6:30-9:45 p.m.

NUMBER OF MEETINGS: 3

UNITS: 1 Continuing Education Unit

FEE: \$45

SEQUENCE NUMBER: 20-000-0915

LOCATION: Redondo Beach Community Resource Center, Rm. 8

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

HYPNOSIS: A NATURAL WAY TO SUCCESS

Discover how to use hypnosis to control pain, lose weight, quit smoking, or 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. Participants are encouraged to bring recorders and tape to record this six-hour workshop.

Other topics:

- Exam preparation
- Reducing stress
- How to phrase post-hypnotic suggestions

DATE: Saturday, May 31

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$55

SEQUENCE NUMBER: 20-000-0502

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

Psychology

THE NATIONAL INTENSIVE JOURNAL: LIFE CONTEXT

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

Extension is proud to offer the internationally acclaimed Life Context Workshop. This core experience of Dr. Ira Progoff's National Intensive Journal program has proved to be an increasingly popular and effective method for stimulating transformation — a positive way to break out of restrictive habit patterns.

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

DATE: Friday, May 2, 6:30–10 p.m.;
Saturday, May 3, 9 a.m.–5 p.m.;
Sunday, May 4, 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 3

UNITS: 2 Continuing Education Units

SEQUENCE NUMBER: 20-000-0910

FEE: \$90 (includes materials)

LOCATION: CSUDH campus, SC F172 (Univ. Center)

INSTRUCTOR: Frances Pullara, M.A., Director of Communications, Loyola University Law School

HYPNOTHERAPY PRACTICUM FOR PROFESSIONALS

This three-day, thirty-hour practicum fulfills the Board of Behavioral Science Examiners requirements for Marriage, Family and Child Counselors for the use of clinical hypnosis. The practicum includes discussion of Milton Erickson's clinical strategies and philosophy for depotentiating unconsciousness; David Cheek's seven keys to treating psychosomatic conditions and ideomotor signaling, and William Kroger's sensory-imagery reconditioning techniques. These therapeutic approaches and their clinical applications are demonstrated and practiced under supervision by participants.

Other topics:

- Post-hypnotic suggestion
- Age regression and progression
- Glove anesthesia for ratifying trance
- Hypnotic inductions to fit the patient
- Guided imagery and indirect suggestions
- Clinical hypnosis for phobias, habit control, sex problems, children and couples, relieving stress

Forty hours in three clinical hypnosis courses for professionals is a prerequisite for the practicum. Certificates will be awarded. Class limited to 10 professionals.

INSTRUCTOR: John V. Davis, M.S.W., L.C.S.W., Hypnotherapist

Section 1

DATE: Fri., Sat., Sun., Mar. 14–16

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 3

UNITS: 3 Continuing Education Units

FEE: \$175

SEQUENCE NUMBER: 20-000-0922-01

LOCATION: CSUDH campus, SBS D215

Section 2

DATE: Fri., Sat., Sun., April 4–6

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 3 Continuing Education Units

FEE: \$175

SEQUENCE NUMBER: 20-000-0922-02

LOCATION: CSUDH campus, SBS D215

YOUR PERSONALITY PRIORITY: HOW IT AFFECTS PERSONAL RELATIONSHIPS

Does your need to be accepted often get you into trouble? Do you become upset when you feel you're not in the driver's seat?

Each of us demonstrates a dominating motivation in our thinking and behavior. Identifying and understanding how this primary motivation or personality priority functions can help us to improve our relationships with others — friends, business associates, or family members.

Led by a therapist, this seminar will help each participant to identify his or her own personality priority and the priority of a child or spouse. Once these motivations are defined, participants will learn how to use this information to understand and to relate to others more effectively.

Other topics include:

- Four basic dominating motivations and how they can be recognized
- How personality affects behavior
- How to change negative behavior into positive behavior

DATE: Wednesday, April 16

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25 per person, \$40 per couple

SEQUENCE NUMBER: 13-050-0505

LOCATION: Redondo Beach Community Resource Center, Rm. 7

INSTRUCTOR: Rita S. Lee, Ed.D., educational psychologist and counselor specializing in adolescent therapy.

Telecommunications

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, 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 information, please call Paul Davis, Director, The Center for Training and Development, CSUDH, 516-3737.

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.

Travel Programs

MEXICO: MORELIA AND ITS ENVIRONS

— June 22 through July 20, 1986

Enjoy 28 days in Mexico studying Spanish and experiencing Mexican culture with Dr. Ben Peña. Explore the rich colonial and pre-Colombian traditions of Morelia and its surrounding villages and towns.

STUDY PROGRAM

All participants will enroll for 8 units of university credit: either Spanish 130, Beginning Spanish; or Spanish 241, Advanced Conversation. Also, all participants will enroll in Spanish 220, Field Research. At least one year of college Spanish or consent of Dr. Peña is required to participate.

Dr. Benjamin Peña, faculty director of the program, is associate professor of Spanish at CSUDH and has extensive experience in teaching career-related Spanish.

ACCOMMODATIONS

The non-academic portion of the program, including the homestay program, the instructional facility, and the excursions are arranged and supervised by CECEMMAC, an organization which specializes in educational travel programs to Mexico.

TRAVEL AND TOURS

Participants will fly from Los Angeles to Mexico City with a connecting flight to Morelia. In addition to discovering the cultural riches and natural beauty of Morelia, participants, with guides, will tour important historical and archeological sites in the region surrounding Morelia. Weekly one-day excursions include trips to: Santa Clara del Cobre, famous for handcrafted copperwork; Capula, known for its pottery; Tzin Tzun Tzan, a pre-Colombian archeological site featuring pyramids and a sacrificial altar; Janitzio, an island on Lake Pátzcuaro, a fascinating city with a wonderful museum of Mexican crafts. Two weekend overnight excursions include a trip to Guanajuato and a trip to Urupán. Other towns on the tour itinerary are Quiroga, Santa Maria de Guide and Zinapécuaro, Paricutin, Angahuan. Accommodations for the overnight excursions will be in tourist class hotels.

COST OF PROGRAM

Total cost for the 1986 program is \$1,600. This price includes round trip airfare (Los Angeles-Mexico City-Morelia); all scheduled travel and tours; food and lodging for four weeks; instructional fees for 8 quarter units. March 1 deposit of \$250 due (non-refundable \$25 application fee). May 1 balance of \$1,350 due. Minimum and maximum enrollment quotas apply.

QUALIFICATIONS FOR APPLICATION

Applicants must be 18 and hold a current passport. (Applicants under 18 and children may be accepted if accompanied by parent or guardian. Fee for children under 6 is approximately \$650 for airfare, lodging, meals

and excursions; for children over 6 years, fees are approximately \$1,200.)

For more information or to apply to the "Mexico: Morelia" travel study program, please contact Dr. Ben Peña, 213/516-3315, or the Division of Extended Education, 213/516-3741.

We invite you to attend an information and orientation meeting hosted by Dr. Peña (featuring slides of Morelia) on the CSUDH campus on April 15 at 6 p.m. in ERC C504.

A PASSAGE THROUGH CHINA

— June 20 through August 1, 1986

Discover the People's Republic of China, Summer of '86

CSU Dominguez Hills sponsors six weeks of travel study in the People's Republic of China — an extraordinary opportunity to explore the historical as well as the day-to-day aspects of Chinese society.

The program includes two weeks of travel, including Shanghai, Beijing, Nanjing, Suchow, X'ian and a boat trip on the Yangtze River. Approximately four weeks of study in residence at Huazhong Normal University in Wuhan (Hubei Province) will be featured. During the four weeks in Wuhan, weekend and day trips to factories, schools and places of historical interest will be scheduled.

Group director for A Passage Through China is Dr. Linda Pomerantz, CSUDH History Professor.

The cost for the six week program, including food, lodging, travel, round-trip airfare, ground transportation, university credit and study at Huazhong Normal University is \$3,100.

There will be an orientation meeting on April 10 at 6 p.m. in ERC C504, on the CSUDH campus.

LONDON SEMESTER

— Fall Semester 1986

Study British literature, history and culture with expert CSU faculty as you enjoy living in central London and exploring the city's attractions.

The fourteen-week program is co-sponsored by the CSU Extended Education network and the American Institute for Foreign Study, which is responsible for non-academic arrangements. In London, a complete social program, including your housing and meals, will be arranged by A.I.F.S. — an organization with extensive experience in foreign study programs. Twelve semester units of degree-applicable CSU semester credit are earned upon successful completion of course work. (Enrollment in this travel study program is open to non-CSUDH participants who meet the academic qualifications for participation.)

During the fall '86 semester, Dr. David Rankin, CSUDH professor of English, and Dr. Neil Rabitoy, CSULA professor of history, will lead the academic program. They will offer courses on: Masterpieces of English Drama — including participation at several productions — the British novel from Richardson to Conrad, British History, the History of the Irish Question, and independent study courses on Literary London and British History. In addition, all students will enroll in a British Life and Culture course which features a guest lecture series.

Dr. Rankin earned his Ph.D. at the University of London, has won several awards for teaching excellence, and has published articles on language and literature in several journals.

For further information about the London Semester program and the fall '86 semester, please mail the coupon to the Extension office or call 213/516-3746 for a brochure. *There will be an information meeting for Fall '86 Semester at noon on Wednesday, April 9, on the CSUDH campus; if you would like to attend, please phone for further details.*

CUT HERE AND MAIL

Please send me information on the following Travel Study Program(s):

- London, England
- Morelia, Mexico
- China

Name _____

Address _____

City _____

State _____

Zip _____

Mail to: Division of Extended Education, CSUDH, 1000 E. Victoria St., Carson, CA 90747

TRAVELING AS A SINGLE

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 ensure 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
- Making friends in foreign countries

DATE: Saturday, March 22

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, Rm. 8

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

WHAT YOU SHOULD KNOW ABOUT TASTING WINE

If you have wanted to learn about wine and the proper way to taste it, this relaxed, pleasurable wine appreciation course may be the answer. Led by Jerry Snyder, General Manager of a Manhattan Beach wine shop, the course will explore a number of wines from California and Europe.

The course will feature guest speakers, such as a representative from Mirasou Winery, and will make you comfortable with the specialized terminology used in the wine industry. Each week you will taste and learn how to evaluate six to eight wines. Wines sampled include: Chenin Blanc, Riesling, Chardonnay, Sauvignon Blanc, Beaujolais, Zinfandel, Cabernet, Pinot Noir, sparkling wines and dessert wines.

Please bring three glasses to each meeting; we also recommend you bring bread or cheese to each class to clear your palate.

DATE: Thursdays, May 1-22

TIME: 7-9:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$65, plus \$24 materials fee

SEQUENCE NUMBER: 13-011-0506

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Jerry Snyder, General Manager, Bill's Wine and Spirits

TRAVELING IN FRANCE

Begin planning your excursion to France by learning about the renowned landmarks, public transportation, hotels, and restaurants which are significant for your sojourn. You'll enjoy this fun and sociable introduction to the beauty of France even if you aren't planning to visit there in the near future.

You'll be shown slides of fascinating landmarks — the popular attractions as well as some interesting hidden treasures. France's public transportation will be discussed: the Metro, railroad, bus and car. Selecting hotels and restaurants according to their price, location, and ambiance will also be discussed.

The instructor, who is fluent in French, will teach class members some important and helpful French phrases. You'll receive a free "Mini-Menu Dictionary" and practice ordering from a French menu. Bon voyage!

DATE: Saturday, April 5

TIME: 9 a.m.-noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: 13-040-0503

LOCATION: Redondo Beach Community Resource Center, Rm. 8

INSTRUCTOR: Nancy M. Van Meter, M.A., author of *Travelers' Conversational French*

MAGIC CLOSE UP: AN INTRODUCTORY COURSE

Learn how magicians mystify audiences. In this introduction to the craft of magic, you'll learn tricks you can perform at close range with few props. Each class meeting will focus on a different subject: cards, silks, money, and mentalism (ESP). Each lesson will begin with a 20 minute magic show. With each lesson, you'll receive lecture notes on how to perform the trick and suggested dialogue, as well as necessary props, such as silk scarves.

Upon completion of the five sessions, you will be able to perform routines for other adults that are mystifying and entertaining. Instructor James Kahlert is a professional magician with considerable performing experience using material taught in this class.

DATE: Tuesdays, April 22-May 20

TIME: 7-10 p.m.

NUMBER OF MEETINGS: 5

UNITS: Non-credit

FEE: \$100, plus \$15 materials fee

SEQUENCE NUMBER: 20-000-0501

LOCATION: CSUDH campus, SBS D219

INSTRUCTOR: James Kahlert, B.A., member, Society of American Magicians; member/performer, The Magic Castle

Recreation

RHYTHMIC GYMNASTICS FOR GIRLS 5-10 YEARS

— *Learn the basics of this new Olympic sport*
This 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.

ABOUT THE INSTRUCTORS

Jolie Baretta, B.A., U.S. National Team coach for Rhythmic Gymnastics; head coach, West Coast Waves. Sandy Shannon Conley, four-time National Rhythmic Gymnastics team member; coach, West Coast Waves.

FEE: \$25 for 1 day per week for 4 weeks
\$50 for 2 days per week for 4 weeks
(CSUDH classes only)

Students pay for Rhythmic Gymnastics classes by the calendar month or 4-week sessions (April/May/June). Students may enroll for one, two, or three months at a time. Please indicate month(s) you are enrolling for and section numbers of courses.

At Redondo Beach Community Resource Center, Rm. 7:

For Girls Ages 5-7½

SEQUENCE NUMBER: 08-350-0570-01

DATE: Monday, April 7-June 30
(no class May 26)

TIME: 3:15-4:15 p.m.

For Girls Ages 7½-10

SEQUENCE NUMBER: 08-350-0570-02

DATE: Monday, April 7-June 30
(no class May 26)

TIME: 4:15-5:15 p.m.

At CSUDH Gymnasium:

For Girls Ages 5-7½

SEQUENCE NUMBER: 08-350-0570-03

DATE: Tuesday and Thursday, April 3-June 26
TIME: 3:20-4:20 p.m.

For Girls Ages 7½-10

SEQUENCE NUMBER: 08-350-0570-04

DATE: Tuesday and Thursday, April 3-June 26
TIME: 4:20-5:20 p.m.

CYCLING ON THE OLYMPIC VELODROME

Now you can learn how to cycle on the velodrome or improve your cycling skills by enrolling in classes taught on the 1984 Olympic Velodrome.

ABOUT THE INSTRUCTOR

Rick Denman, veteran world class track cyclist; instructor, Encino Velodrome and CSUDH Velodrome.

10-speed bicycle and safety helmet required. Pre-registration is recommended.

BEGINNING VELODROME CYCLING

DATE: Thursday, April 17-May 8
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-Credit
 FEE: \$65
 SEQUENCE NUMBER: 08-355-0540

INTERMEDIATE VELODROME CYCLING

DATE: Thursday, May 22-June 12
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-Credit
 FEE: \$65
 SEQUENCE NUMBER: 08-355-0541

ADVANCED VELODROME CYCLING

DATE: Thursday, April 17-May 8
 (same dates as Beginning Cycling)
 TIME: 6-8 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-Credit
 FEE: \$65
 SEQUENCE NUMBER: 08-355-0542

Beginning and Intermediate Cycling not a prerequisite.

PERSONALIZED VELODROME RACING TACTICS

A special training course for U.S.C.F. licensed racers who train regularly on velodromes. Learn and practice tactics used by cycling's elite competitors.

The course will include analysis and practice of match tactics as well as keys to winning scratch, points, and miss out races. Madison exchanges and proper traffic flow are covered, as well as pursuit and kilo scheduling and starts. Each participant will receive in-depth instruction in his or her specialty.

Instruction takes place on the bike with safety and crash-evasive maneuvers emphasized.

Ten-speed bike and safety helmet required.

DATE: Thursday, April 17-May 8
 TIME: 7-9 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$45
 SEQUENCE NUMBER: 08-355-0541
 LOCATION: CSUDH campus, Velodrome
 INSTRUCTOR: Rick Denman, veteran world-class track cyclist. Instructor, Encino Velodrome and CSUDH Velodrome

INTRODUCTION TO SAILING

In this sociable, fun class, you'll learn the basics of sailing, including sailing theory, rigging, sail trim, and safety. You'll learn important sailing skills such as knot tying, launching a boat from the beach and right of way rules. You and a classmate will share an easy-to-handle sailboat while learning to handle the sails and learning how to steer. (Docking the boat is not covered in the course.)

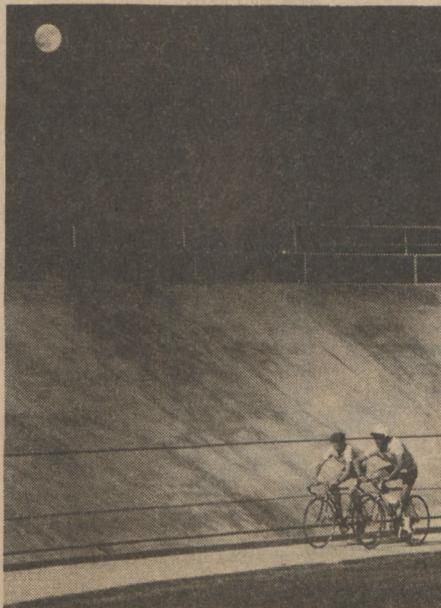
Prerequisite: ability to swim for 5 minutes in deep water. Enrollment limited, preregistration required. The class meets at the public beach in Marina del Rey. Directions: Take the San Diego Freeway (405) to the Marina Freeway (Rte. 90) heading west. Exit at Lincoln Blvd. and turn right. Turn left on to Washington Blvd. Turn left on Palawan and cross Admiralty Way. Public parking is behind the Lobster House Restaurant for \$1.00 in quarters. Meet the class at the blue public restrooms.

Section 1

DATE: Sunday, April 6-27
 TIME: 10 a.m.-1 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$100
 SEQUENCE NUMBER: 08-356-0524-01
 LOCATION: Marina del Rey
 INSTRUCTOR: Aaron Hytner, avid sailor and boating instructor for nearly 50 years, 1984 Boater of the Year

Section 2

DATE: Saturday, May 10-June 7 (no class May 24)
 TIME: 4-7 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$100
 SEQUENCE NUMBER: 08-356-0524-02
 LOCATION: Marina del Rey
 INSTRUCTOR: Aaron Hytner, avid sailor and boating instructor for nearly 50 years, 1984 Boater of the Year



BEGINNING WINDSURFING

Learn and enjoy the fastest growing water sport in the world. In this comprehensive, 12-hour course you will learn the introductory techniques you need to strike out on your own wet adventure.

All of the skills are reviewed on shore before trying them out in the water. You'll learn important skills including rigging the sailboard, getting underway, tacking, and safety. You'll practice sailing on all points of sail on a sailboard equipped with training sails.

Prerequisite: ability to swim for 5 minutes in deep water. Enrollment limited, preregistration is required. The class meets at the public beach in Marina del Rey. Directions: Take the San Diego Freeway (405) to the Marina Freeway (Rte. 90) heading west. Exit at Lincoln Blvd. and turn right. Turn left onto Washington Blvd. Turn left on Palawan and cross Admiralty Way. Public parking is behind the Lobster House Restaurant for \$1.00 in quarters. Meet the class at the blue public restrooms.

Section 1

DATE: Sunday, April 6-27
 TIME: 10 a.m.-1 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$100
 SEQUENCE NUMBER: 08-356-0523-01
 LOCATION: Marina del Rey
 INSTRUCTOR: Michael Hytner, owner and director, Community Boating; avid sailor and boardsailor

Section 2

DATE: Saturday, May 10-June 7 (no class May 24)
 TIME: 4-7 p.m.
 NUMBER OF MEETINGS: 4
 UNITS: Non-credit
 FEE: \$100
 SEQUENCE NUMBER: 08-356-0523-02
 LOCATION: Marina del Rey
 INSTRUCTOR: Michael Hytner, owner and director, Community Boating; avid sailor and boardsailor

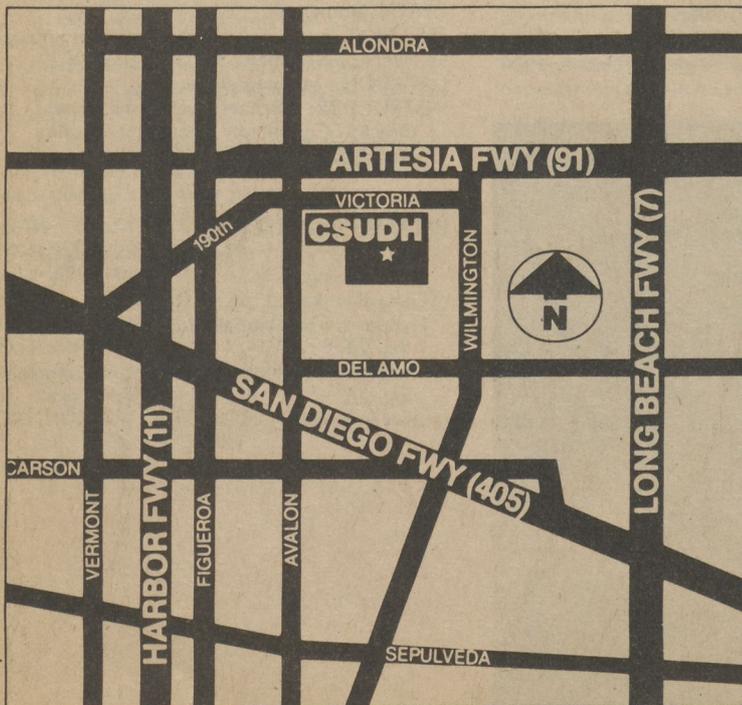
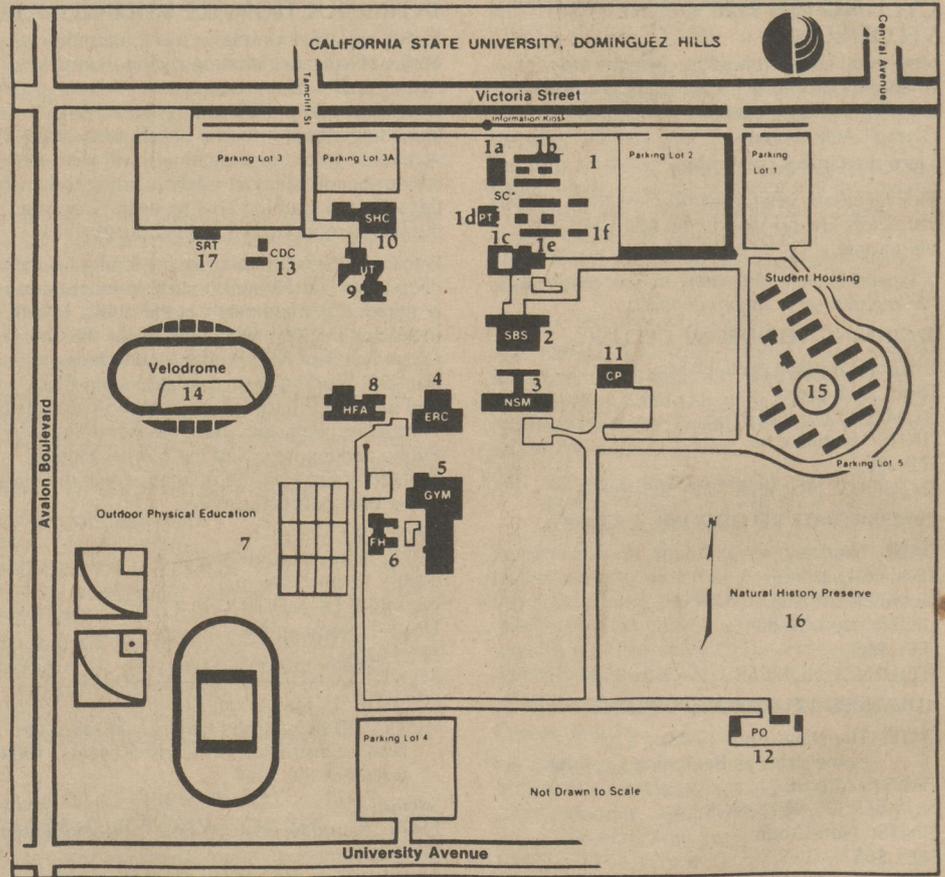
RELATED COURSES:

- The Conservatory of Music, Dance and Drama, pg. 5
- Guitar Workshop, pg. 5
- Hypnosis: The Natural Way to Success, pg. 25
- The National Intensive Journal: Life Context, pg. 26

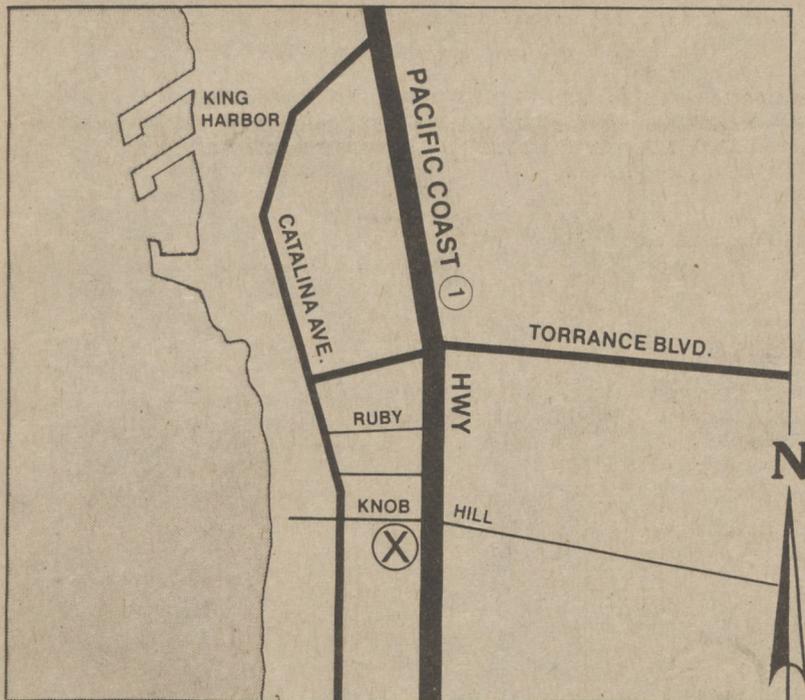
Maps to Campus

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 (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)
- 1b INFORMATION AND PUBLIC SAFETY
- 16 NATURAL HISTORY PRESERVE
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 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

FROM SAN DIEGO FREEWAY (405)

Exit at Crenshaw Blvd., head south on Crenshaw to Torrance Blvd. (about 2 miles) and turn right. Head west to Pacific Coast Highway (about 3 miles) and turn left. Turn right on to Knob Hill Ave. Center is on left.

FROM HARBOR FREEWAY (110)

Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

FROM PALOS VERDES

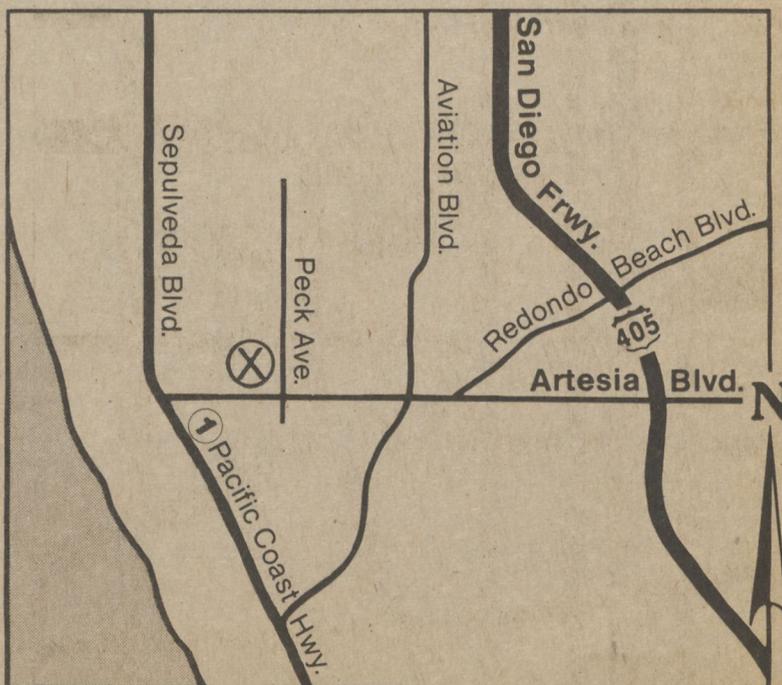
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

FROM EL SEGUNDO

Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo) and turn right. Center is on left.

Mira Costa High School

701 S. Peck Ave.
Manhattan Beach



Index

A

Accounting, 11
Accounting, Computerize Your, 11
Address Change, 3
Administrative Style in Hispanic Communities, Toward a New, 17
Advertising for Small Business, 7
Alcoholism and Drug Counseling, Certificate in, 21
Art for the Pre-School Child, 20

B

Ballet, 5
Bilingual Certificate of Competence, Test Preparation for, 25
Bilingual Teachers, Survival Skills for, 16
Black Heritage: Independent Study for Teachers, 16
BUSINESS, 6-12

C

CBEST Test Preparation, 24
CBEST, Math Review for, 24
CBEST: Complete Reading Preparation, 24
Campus maps, 30
Cancellation of classes, 2
Career-Related Spanish, Certificate Program in, 22
Center for Training and Development, 8
Certificate Programs, Information, 4
Chemical Dependency and Eating Disorders Training Program, 22
Children's Movement Education, Certificate in, 18
China, Travel/Study Program to, 27
COMMUNICATION, 13
Component Engineering, Certificate Program in, 11
COMPUTER APPLICATIONS, 14
Computer Consulting and Freelance Programming, 14
Computer Enterprise, Start Up and Finance Your Own, 15
Computer Science, Certificate Program in, 15
Computer Income Opportunities, Home-Based, 15
Conflict, Managing, 9
Conservatory of Music, Dance and Drama, 5
Consulting Practice, Starting a, 7
Creative Child, The, 25
Credit, 2
Curriculum, Integrating Arts Into the Core, 19
Customer Relations, Improving, 9
Cycling, Classes in, 29

D

Decision Making, Creative, 9
Developing Hand-Eye and Eye-Foot Coordination, 18
Differential and Integral Calculus, 17
Drama, Creative Acting and, 5

E

EDUCATION, 16
Educational Software, Evaluating, 19
Engineering, 11
Enrollment, 2
ESL Students, Teaching Writing to, 16
Essentials of Risk Management, 12
External Degrees, Humanities, 23

F

Fees, 2
Foreclosures, Finding and Financing Real Estate, 6
Freelance Writing, How to Sell 75% of Your, 13

G

GMAT Test Preparation, 24
GRE Test Preparation, 24
Government Forced Sales, The Investor's Guide to, 6
Grades, 3
Guitar Workshop, 5

H

Health, Accident and Life Insurance Risks, 12
Hispanoamérica: Sintesis de su Civilizacion, 23
Historia Y Pensamiento de Mexico, 23
Hypnosis: A Natural Way to Success, 25
Hypnotherapy Practicum for Professionals, 26

I

Import Trade, Introduction to the Business and Fascination of the, 7
Individual Music Lessons, 5
Ingles Elemental Para Hispanoparlantes, 23
Instructional Humor, 17
Instructional Television Fixed Service, 26
Insurance Costs, Controlling, 12
Insurance, 12

L

LEARNING SKILLS, 24
LIFESTYLE, 28
LSAT Test Preparation, 24
Let's Learn Together: Adult and Child, 14
Library, 3
London, Travel/Study Program to, 27

M

Magic Close Up: An Introductory Course, 28
Mail Order Business, Starting a Successful, 7
Management, Courses in, 8
Manufacturing Systems for Microcomputers, 10
Manufacturing, 10
Maps to campus, 30
Medical Office Personnel, Management Skills for, 22
Medical Technology, Masters of Science in, 20
Mexican Culture, Certificate Program in, 23
Mexico, Travel/Study Program to, 27
Microcomputers, Introduction to, 14
Microcomputers, Manufacturing Systems for, 10
Mira Costa High School, map, 31
Movement Education: Organization and Training Program, 18
Multicultural Art II: Africa, Pacific Islands and Europe, 20
Multicultural Art III: Folktales and Puppetry, 20

N

National Intensive Journal, 26
National University Teleconference Network, 26
Negotiating for Personal and Professional Success, 8
New Physical Education for 2-7 Year-Olds, 18
Newspapers in the Classroom, 17

O

Orff Schulwerk, 5
Orthotics, Certificate Program in, 20

P

Personality Priorities, 26
Persuasive Communication, 9
Poetry Alive Festival, 22
Powerlearning for Executives, Managers and Business Professionals, 8
Private Music Lessons, 5
Problem Solving Through Visual Thinking, 17
Production and Inventory Control Certificate, 10
Professional Secretary Seminar, 8
Property and Casualty Insurance Risks, 12
PSYCHOLOGY, 25

R

Real Estate License Preparation, 6
Real Estate, Classes in, 6
Real Estate, Double Your Money With, 6
Recreation Courses, 28
Redondo Beach Community Resource Center, map, 31
Refund, 2
Registration, 2, back cover
Reservation, 2
Resumés, Dynamic and Effective Interviews, 13
Rhythmic Gymnastics, 28
Right Brain Creativity, 25
Risk Management and Insurance, Certificate Program in, 12
Romance Novel: Writing It, Getting It Published, 13

S

SAT Test Preparation, 24
STEP Program, 19
Sailing, Introduction to, 29
Seminar, How to Set Up and Market Your Own, 7
Start, Run and Stay in Business, How to, 7
Study Skills, 25
Summer Sessions, 16
Superlearning for Students, 25
Superlearning for Teachers, 19

T

Tax Seminar for Employers, 11
Tax Workshop for Small Business, 11
Teaching Writing Skills to ESL Students, 16
TELECOMMUNICATIONS, 26
Test Preparation, 24
Textbooks, 3
Time Management for Professionals, Effective, 9
Time and Stress Management, 8
Transcripts, 3
TRAVEL PROGRAMS, 27
Traveling as a Single, 28
Traveling in France, 28
Tumbling and Gymnastics for Children, 18
Typing and Wordprocessing for Teens, 14

V

Velodrome Racing Tactics, Personalized, 29
Velodrome, Classes on, 29
Voice, Improving Your Speaking, 13

W

Windsurfing, Beginning, 29
Wine, What You Should Know About Tasting, 28
Wordprocessing Service, Starting a, 15
Wordstar, The Complete, 14
Wordstar, Introduction to, 15



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

Bulletin Checklist

Yes, I would like to register for Spring '86 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"/> External Degrees |
| <input type="checkbox"/> The Center for Training and Development | <input type="checkbox"/> Certificate Programs |
| | <input type="checkbox"/> Travel/Study |

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

**EXTENDED EDUCATION
ADVISORY COMMITTEE**

- Mr. George Nakano**
Assistant 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
- Mr. Laurence Windsor**
General Manager
Cable 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
- Program Administrator, the Center for Training and Development and Certificate Programs**
Paul Davis
213/516-3741
- Program Assistant**
Brenda Blow
213/516-3741
- Program Administrator, Extension and Special Sessions**
Joanne Zitelli
213/516-3741
- Summer Sessions Administrator**
Nancy Lacefield
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
- Program Assistant**
Loretta Edward
213/516-3743
- Coordinator, Master of Science in Medical Technology External Degree**
James Welch
213/516-3748
- Program Assistant**
Wesley Urton
213/516-3748

Cut Here

Cut Here

California State University,
Dominguez Hills
Division of
Extended Education
Spring 1986



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

How to Enroll

By mail:

Fill out and return the entire registration form, including payment and the mailing label. Don't write your name and address unless they are different from those on the mailing label.

By phone:

You can register by phone with your Visa or MasterCard; call 213/516-3741, Monday through Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

In person:

The Division of Extended Education is located on the 5th floor of the Educational Resources Center (see map, page 30) and is open Monday through Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

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.

To pay by check:

Make check payable to
CSUDH Extension.

To pay by Visa or MasterCard:

Provide information requested.

**Mail to:
Please:**

Dated Material

Not printed or supported at State expense. Extended Education is a self-supporting program.

Extended Education Registration Form

For Credit and Non-Credit Courses

CSUDH Student I.D. Number

____ • ____ • _____

Social Security Number

Have you ever attended CSUDH as a (check one): Regular Summer

Open University student

_____ • _____

Name (First, MI, Last)

Home Address

_____ • _____ • _____

City

State Zip

(____) (____) _____

Home Telephone

Business Telephone

County of
Residence

Birthdate

Sex: Male Female

Ethnic Origin (Optional)

Decline to state

Pacific Islander

Hispanic

White, Caucasian

Black, Afro-American

Filipino

Asian

Other

Latin Amer., Central S. American Indian

Circle Highest Degree Earned: None Associate Bachelor's Master's Doctorate

Position: _____

Employer Name: _____

Address: _____

City/State/Zip: _____

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Enclosed is a check for \$_____ Total Fees Enclosed \$_____

I wish to use: Visa MasterCard

Account Number _____ Date Card Expires _____

Authorized Signature _____

Cardholder's Name _____

Cardholder's Address _____

Mail to: Extended Education, ERC C508, CSUDH, Carson, CA 90747

Where did you receive this copy of the Bulletin? _____