

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS
extended education

the wave
of change

spring

93





Be ready for the wave of change -- improve your skills, your knowledge, your outlook.

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our mission is to extend the educational resources of the University to the community by augmenting regular University offerings and by providing further education opportunities for all who wish to gain new knowledge and skills or enhance those already acquired.

To enroll, see instructions on pages 56-58 of this bulletin.

For further information, call (310) 516-3741.

The cover was designed by Radius Graphic Design, Long Beach and printed on recycled paper with soy inks.

This bulletin was not printed at taxpayers' expense.



New Location for CSUDH Extension! Franklin Community Center Redondo Beach

Now in addition to CSUDH Extension classes on campus in Carson and at the Redondo Beach Community Resource Center, the Franklin Community Center (formerly Franklin School) will offer classes to the community. Below are the classes to be held in Spring, but let us know what other courses you'd like to attend at this convenient location, at 850 Inglewood Avenue (corner of Fisk Avenue) in Redondo Beach. Call (310) 516-3741 with your suggestions, or drop us a note at the Office of Extended Education, SCC B141, California State University, Dominguez Hills, 90747.

Spring Classes At the Franklin Community Center

Art Through Your Family	6	Market Business on a Shoestring	24
Buying a Business	24	Medical Insurance Billing - Service Startup	25
Computer Tools for Human Resource Management	32	Medical Terminology	25
Employee Attitude Surveys	23	Personal Investing	25
Ergonomics - Safety Issues - Machines	18	Professional Touch	46
Help! Help! Computers	31	Programming Yourself for Success	46
Home Buyer Seminar	27	Real Estate Appraisal - Certificate Program 19-20	
How to Learn Anything Fast	35	Super Teaching Strategies	35
Image for Professional Women	46	Tax Class for Landlords	27
Japanese - Intermediate	8	UNIX OS - System Administration	31
		Worker's Compensation - Introduction	23

New Real Estate Appraisal Certificate Program -- Only at Franklin Community Center!

Designed to meet education requirements for state licensing and certification of real estate appraisers, the program meets the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the state. See pages 19-20 for more information.

Table of Contents

Certificate Programs

Alcohol & Drug Counseling	42-3
Construction Management	13
Community College Teaching	37
Early Childhood Education	34
Effective Supervision (English & Spanish)	17
Manufacturing Supervision	21-2
Orthotics	45
Paralegal	27
Production & Inventory Control	14
Real Estate Appraisal	19-20
Resource Specialist	40
Special Education	39
Technical Writing	11

Health & Behavior Science

Certificate Programs

Alcohol & Drug Counseling	42-3
Orthotics	45

Behavior Classes

Alternatives Traditional Therapy	48
Assessment of Child Abuse	47
Benefits of Straight Talk	48
Breathing Therapy	44
Coping with Childhood Trauma	47
Dealing with Abusive People	45
Family Function & Dysfunction	47
How to Find the Right Therapist	48
Negotiation Tactics	44
Preventing Destructive Behavior Youth	47
Procrastination & Performance Anxiety	45
Treatment of Adult Survivors of Sexual Abuse	34
Treatment of Eating Disorders	33

Self Improvement

Creative Self-Discovery	46
Image for the Professional Woman	46
Professional Touch	46
Program Yourself /Success	46
Woman Unlimited	46

Arts & Humanities

Art & Humanities

Art Through Your Family	06
Drawing on the Right Side of Brain	06
Omnilore Society	09

Degree Program

Master of Arts in Humanities	06
------------------------------	----

Language

American Language and Culture Program	07
Beginning Japanese	08
Intermediate Japanese	08
Intensive Spanish - Beginning	07
Intensive Spanish for Health Care Professionals	07
Intensive Spanish Immersion Program in Cuernavaca	07

Music

Beginning Guitar	08
Chamber Music Ensemble	08
Contemporary Guitar	08
Opera - Experiencing	09

Writing

Grant Writing	10
Screenwriting Institute	11
Self-Publishing	10
Technical Writing	
Certificate Program	11
Your Story - Greatest Gift	10
Writer's Workshop	11

Computers

Bookkeeping with Quicken	32
Computer Communications for Beginners	30
Computer Tools for Human Resource Management	32
DOS - Intro	30
Help! Help! Computers	31
Lotus 1-2-3 - Intro	31
Medical Insurance Billing - Computerized	31
UNIX OS - Intro	31
UNIX OS - System Admin	31
WordPerfect 5.1 - Intro	31

Business

Certificate Programs

Construction Management	13
Effective Supervision	21-2
Manufacturing Supervision	17
Paralegal Studies	27
Production & Inventory Control	14
Technical Writing - Certificate Program (in Writing Section)	11

Degree Program

Master of Science in Quality Assurance	15-6
--	------

Business Courses

Buying a Business	24
Consumer Attitude Surveys	23
Easy Money Strategies for Retirement	25
Employee Attitude Surveys	23
Home Based Business Startup	24
Home Buyer Seminar	24
Interactive TV Courses	28
Labor-Management Relations Workshop	23
Market Business on a Shoestring	24
Medical Insurance Billing Beg	25
Medical Insurance Billing Int	25
Medical Billing Service Startup	25
Medical Terminology	25
Payroll Training - Basic	23
Personal Investing	25
Real Estate Agents - Recruiting and Training	26
Real Estate Career Opportunities	26
Relocating in the Pacific Northwest	26
Small Business - How to Set Up Books for	24
Small Business Tax Seminar	24
Tax Avoidance for Homeowners	26
Tax Class for Landlords	18
Workers Compensation - Int	23

Safety Courses

Ergonomics - Safety Issues - Machinery	18
Hazardous Waste Site Operations	18
Industrial Hygiene - Comprehensive	18
Safety Professionals - Skills Update	18

Table of Contents

Education

Certificate Programs

Community College Teaching ..	37
Early Childhood Education ...	34
Resource Specialist	40

Credential Program

Special Education	39
-------------------------	----

Education Classes

Gestalt Therapy with Children & Families	35
How to Learn Anything Fast ...	35
Super Teaching Strategies	35

Conferences

Special Education Conference ..	36
Education of Asian Pacific Child ..	36
Children Grieve, Too - A Curriculum Approach Conference	36

Bobrow Test Preparation

CBEST	38
GRE	38
GMAT	38
LSAT	39
NTE	39
SAT	39

Special Sessions

See Special Sessions information on page 54	
Counseling & Guidance for Teachers of Adult Education	40
Community College Teaching Certificate Program	37
Hawaiian Volcano Excursion ...	37
Special Education Credential ...	39
Resource Specialist Certificate ..	40
Supervised Field Experience in Adult Education	40

E.S.L.

American Language and Culture Program	41
---	----

Open University and Summer Sessions

See page	33
----------------	----

Distance Learning

Education - GED, HEA and TED courses	28
Production & Inventory Control	28
Manufacturing Supervision ...	28
MA in Behavioral Science: Negotiation & Conflict Management	28
MS in Quality Assurance	28

Fitness Travel & Fun

Fitness

Chi Kong	49
Eat Well, Look Great	49
Fitness for the 90's	49
Sailing - Beginning	51
Sailing - Intermediate	51
Sailing - Advanced	51
Tap Dance	49

Travel

Canoe Topock Gorge	50
Summer Study Safari	50

Travel Study Programs

Exciting trips and worlds to conquer! Write for itineraries	52-3
---	------

Information

How to Register	56
Registration Form	Inside Back Cover
Index of Classes	63-4
Campus Maps	59-61

American Language and Culture Program

Intensive English Language Program for non-native speakers	41
--	----

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Classes at California State University Dominguez Hills

Jan 9	Resource Specialist - Certificate Program	40
Jan 12	Production & Inventory Control - Certificate Program	14
Jan 14	Manufacturing Supervision - Certificate Program	17
Jan 16	Tap Dance	49
Jan 25	Quality Assurance - MS	15
Jan 25	Eating Disorders - Treatment of	44
Jan 25	Effective Supervision - Certificate Program	21-2
Jan 25	Open University	33
Jan 25	Fitness for the 90's	49
Jan 25	Special Education - Credential Program	39
Jan 26	Guitar - Beginning	8
Jan 26	Guitar - Contemporary	8
Jan 26	Paralegal Studies - Certificate Program	27
Jan 26	Community College Teaching - Certificate Program	37
Jan 28	Chamber Music	8
Jan 29	Counseling for Adult Education	40
Jan 30	Computer Communications - Beginners	30
Jan 30	Safety Professional - Skills Update	18
Feb 1	DOS - Introduction	30
Feb 5	Supervised Field Experience in Adult Education	40
Feb 5	Woman Unlimited	46
Feb 6	Tae Kwan Do	50
Feb 9	Construction Management - Certificate Program	13
Feb 10	Technical Writing - Certificate Program	11
Feb 15	Hazardous Waste Site Operations	18
Feb 20	Eat Well, Look Great!	49
Feb 20	UNIX OS - Introduction	31
Mar 3	Opera - Experiencing	9
Mar 4	WordPerfect 5.1 - Introduction	30
Mar 6	Real Estate Career Opportunities	26
Mar 13	Medical Insurance Billing - Computerized	31
Mar 13	Small Business - How to set up Books	24
Mar 13	Small Business Tax Seminar	24
Apr 2	Hawaiian Volcano Excursion	37
Apr 17	Bookkeeping with Quicken Software	32
Apr 23	Special Education Conference	36
Apr 23	Asian Pacific Child Education Conference	36
Apr 24	Payroll Training - Basic	23
May 1	Children Grieve, Too Conference	36
May 5	Lotus 1-2-3 - Introduction	30
May 15	Canoeing Topock Gorge	50
Jun 1	Summer Sessions	33

Classes at the Redondo Beach Community Resource Center

Jan 12	Omniflore Society	9
Jan 16	Assessment & Treatment of Child Abuse	47
Jan 23	Industrial Hygiene - Comprehensive	18
Jan 25	Early Childhood Education - Certificate Program	34
Jan 30	Procrastination & Performance Anxiety	45
Feb 2	Creative Self-Discovery	46
Feb 2	Spanish - Beginning Intensive	7
Feb 4	Japanese - Beginning	8
Feb 6	Dealing with Abusive People	45
Feb 11	Home Based Business Startup	24
Feb 13	Relocating to the Pacific Northwest	26
Feb 13	Tax Avoidance Strategies for Home Owners	26
Feb 27	Consumer Attitude Surveys	23
Mar 2	Family Function & Dysfunction	47
Mar 2	Medical Insurance Billing - Beginners	25
Mar 11	Easy Money Strategies for Retirement	25
Mar 13	Straight Talk - Benefits of	48
Mar 13	Gestalt Therapy with Children & Families	35
Mar 16	Self-Publishing	10
Mar 20	Real Estate Agents - Recruiting & Training	26
Mar 23	Spanish - On the Job	7
Mar 25	Spanish - Health Care Professionals	7
Mar 27	Medical Insurance Billing - Intermediate	25
Apr 1	Coping with Childhood Trauma	47
Apr 3	Writer's Workshop	10
Apr 10	Alternatives to Traditional Therapy	48
Apr 12	Your Story - Greatest Gift	10
Apr 13	Labor-Management Relations Workshop	23
Apr 21	Preventing Destructive Behavior in Youth	47
Apr 24	Drawing on the Right Side of the Brain	6
May 1	Breathing Therapy	44
May 1	How to Find the Right Therapist	48
May 1	Chi Kong	49
May 15	Grant Writing	10

Classes at the Franklin Community Center

Jan 19	Real Estate Appraisal - Certificate Program	19-20	Mar 6	How to Learn Anything Fast	35
Jan 26	Worker's Compensation - Introduction	23	Mar 7	Super Teaching Strategies	35
Jan 27	Home Buyer's Seminar	27	Mar 9	Help! Help! Computers	31
Jan 30	Image for Professional Women	46	Mar 11	Computer Tools for	
Jan 30	Programming Yourself for Success	46		Human Resource Management	32
Jan 30	Personal Investing	25	Mar 11	Medical Insurance Billing - Service Startup	25
Feb 13	Art Through Your Family	6	Mar 18	Japanese - Intermediate	8
Feb 24	Tax Class for Landlords	27	Mar 20	Market Business on a Shoestring	24
Feb 26	Employee Attitude Surveys	23	Mar 27	Buying a Business	24
Feb 27	The Professional Touch	46	Apr 10	Ergonomics - Safety Issues - Machines	18
Mar 3	Medical Terminology	25	Apr 17	UNIX OS - System Administration	31

Arts & Humanities

Courses in Arts & Humanities

Art & Craft

- Art through your family 6
- Drawing on the Right Side of the Brain 6

Master of Arts in Humanities

- External degree 6

Dance

- Tap Dance (see Fitness section) . 49

Humanities

- Omnilore Society 9

Language

- American Language & Culture Program 7, 41
- Japanese - Beginning 8
- Japanese - Intermediate 8
- Spanish - Beginning- Intensive 7
- Spanish - Intensive in Mexico 7
- Spanish - on the Job 7
- Spanish for Health Care Professionals 7

Music

- Chamber Music 8
- Guitar Contemporary 8
- Guitar - Beginning 8
- Opera - Experiencing 9

Drawing on the Right Side of the Brain:

Perceptual Skills in Drawing

Seq No: 10-021-0820 1 unit prof. credit
Beginning Basic Level Drawing: no experience necessary!

This course is designed for teachers, community members, and students who are non-art majors, and artists who would like to improve their drawing skills. The purpose of the course is to develop the perceptual skills necessary for drawing with confidence and ability. These skills are functions of the spatial, global, non-verbal right hemisphere of the brain. Learn to draw better and see in a new and special way.

Bring the following materials to the first class meeting: 8 1/2 x 11 plain bond typing paper (or drawing tablet), #2B and 4B drawing pencils, an eraser, and a hand-held sharpener.

Lynda Greenberg, MFA, artist, has been teaching around the country since 1976 at locations including Princeton, Cambridge, Palo Alto, Fairbanks, and New York.

- > 2 mtgs: Sat & Sun Apr 24 & 25
 9am - 4:30pm
 Redondo Beach Community Resource Center rm 7
 \$85

Art through Your Family

Seq No: 08-310-0578 Noncredit

Your family will work together on three fun and easy family-oriented art activities. The course is structured to reinforce family unity and important family values. The art projects, a family logo on a t-shirt, a family crest, and a personalized framed family portrait, involves all family members—children and adults.

Bernard W. Baker, MFA, design, is a Professor of Art at CSUDH and has also been an instructor at Northern Illinois University.

- > 3 mtgs: Sat Feb 13, 20, & 27
 9am - 12noon
 Franklin Community Center rm 8
 \$35 first person (plus \$5 each materials fee payable to instructor)
 \$15 each additional family member



Master Of Arts In Humanities

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. 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.

The Master of Arts in the Humanities is an external degree program for those who prefer an individualized approach to advanced education rather than traditional classroom courses on a college campus. An undergraduate concentration in the Humanities is not necessary for this Master's Degree program.

Through tape, letter and phone correspondence with on-campus faculty, students are able to design and complete the program without having to travel to the campus.

Fees are \$120 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree.

Call (310) 516-3743 for more information.

Arts & Humanities

Intensive Communication in Spanish: Beginning

Seq No: 11-051-0902 1.2 CEUs

An intensive, in-depth introduction to the Spanish language emphasizing basic communication skills. Participants will not become fluent by completion of this course, but will begin an understanding valuable on the job, traveling, or by being able to communicate with millions of Spanish-speaking citizens of California. Games, humor, and other activities help you learn the language quickly. This is total immersion. Come prepared to learn & speak only in Spanish.

Josefina Culton, MA applied linguistics and Latin American literature, has taught English to Spanish and Spanish to English speakers in Mexico and the USA.

- 4 mtgs: Tue Feb 2 - 23
6:30 - 9:30pm
Redondo Beach Community
Resource Center rm 7
\$145 (plus \$5 for materials, payable to instructor in class)

Live, Love and Learn Spanish in Cuernavaca, Mexico

A four-week intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time

- No previous knowledge of Spanish required
- Study at the Center for Bilingual & Multicultural Studies -- Mexico's foremost center for the study of Spanish
- Live with a Mexican family and enjoy the culture and additional conversational practice
- Daily two-hour study of professional terminology available
- Earn 3 semester units of credit in Spanish

For complete costs and itinerary, contact the CSUDH Office of Extended Education, (310) 516-3746 or write:

Extended Education, SCC B141,
CSUDH, 1000 E. Victoria,
Carson, CA 90747.

Conversational Spanish for Health Professionals

Spanish without Pain

Seq No: 11-051-0903 2.1 CEUs

The purpose of this course is to provide a sufficient level of Spanish language proficiency to enable health professionals to communicate with their Spanish-speaking patients. Tailored to the health field, this course is useful to nurses, doctors, dentists, medical and dental assistants and secretaries, therapists, and other interested professionals. Students will learn Spanish while becoming acquainted with medical terminology in Spanish, as well as the medical culture (herbal and folk medicine) shared by many patients who only speak Spanish.

- Easy guide to pronunciation
- Efficient acquisition of vocabulary
- Role playing in realistic situations
- Giving and receiving instructions
- Polite phrases to ease patient tensions
- Writing and reading in the health field

Recommended Textbook: *Bilingual Vocabulary For The Medical Profession* By Ralph Escandon; Scott Foresman Company

Josefina Culton

- 7 mtgs: Thu Mar 25 - May 6
6:30 - 9:30pm
Redondo Beach Community
Resource Center rm 8
\$145 (plus \$5 for materials payable to instructor in class)

Conversational Spanish on the Job

Seq No: 11-051-0904

1.8 CEUs

Learn basic conversational Spanish needed in the workplace; office, school or retail business. Students will learn vocabulary, pronunciation, phrases and courtesies. The class will emphasize on-the-job situations and will be taught using the communicative natural approach appropriate for beginning or intermediate levels. Topics include: easy guide and review of pronunciation, efficient acquisition of vocabulary, role playing in realistic situations, giving and receiving instructions, courtesies and polite phrases, and basic writing and reading needed in the workplace.

Josefina Culton, MA applied linguistics and Latin American literature, has taught English to Spanish and Spanish to English speakers in Mexico and the US.

- 6 mtgs: Tue Mar 23 - May 4; 6:30 - 9:30pm; Redondo Beach Community
Resource Center rm 7
\$145

American Language and Culture Program

English as a Second Language

The American Language and Culture Program (ALCP) offers year-round intensive ESL classes for international students. This program prepares international students in the academic reading, writing, listening, speaking and conversation skills needed to enter American colleges and universities.

- Professional staff
- Quality materials
- Use of campus facilities
- I-20s issued to qualified applicants
- Noncredit
- Morning classes only

For more information, telephone the
American Language
and Culture Program
at (310) 516-3830.
FAX (310) 516-3971

Arts & Humanities

Beginning Japanese Conversation

Seq No: 11-051-0507 Noncredit

Designed for those who want to learn Japanese conversation quickly and efficiently. Students will learn greetings, functional speech and basic sentence structure using a unique phonics manual. By the end of the course, students will also be able to construct hundreds of conversational sentences. Ideal for those who plan to visit Japan or who work for a Japanese corporation.

Hiroshi Moriyasu, instructor, is a graduate of the University of Arkansas where he received a BA in English, and has worked as a teacher of English and Japanese for 14 years.

- > 6 mtgs: Thu Feb 4 - Mar 11
6:30 - 8:30pm
Redondo Beach Community
Resource Center rm 8
\$65 (Plus \$3 materials fee payable
to instructor in class)

Japanese Conversation - Intermediate

Seq No: 11-051-0509 1.8 CEUs

This class is for those who have some knowledge of sentence structures in the Japanese language. The class is focussed on routine speaking situations such as daily tasks, greetings, restaurant dialogue, office talk, etc., with intensive substitution drills.

Hiroshi Moriyasu, instructor

- > 6 mtgs: Thu Mar 18 - Apr 29 (no
class Apr 22)
6:30 - 8:30pm
Franklin Community Center rm 7
\$65 (plus \$3 materials fee payable
to instructor in class)



Beginning Guitar Workshop

Seq No: 10-041-X122 1 ext unit

Learn the rudiments of guitar playing including chords, strums, finger picking, and reading music. Popular styles as well as classical technique will be presented. Entertain family and friends at home or parties!

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

- > 15 mtgs: Tue Jan 26 - May 11 (no
class on Apr 6)
7 - 8:50pm
CSUDH campus HFA A207
\$100

Chamber Music Ensemble for all instruments & voice

Seq No: 10-041/X170/X270/X370 or /X470

1 ext unit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. Public performance expected. Repeatable once. Three hours of activity per week plus extra rehearsal and performances times to be arranged.

Cornel Imry is an acclaimed classical guitarist and teacher.

- > 15 mtgs: Thu Jan 28 - May 13
7 - 9:30pm (no class Nov. 26)
CSUDH campus HFA A207
\$100

Contemporary Guitar Workshop

Seq. No. 10-041-X322 1 ext unit

Prerequisite: Previous experience or consent of instructor.

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard included.

William Davila, MA.

- > 15 mtgs: Tue Jan 26 - May 11 (no
class on April 6)
7 - 8:50pm
CSUDH campus HFA A204
\$100

Arts & Humanities

OMNIORE SOCIETY

Over 50? ("seasoned?") Like to stretch your mind?
Enjoy intellectual discussions?

Omniole Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you. Groups meet mornings and every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.



Interested? Plan to attend an orientation meeting:
Discussion groups begin mid-January at the Redondo Beach Community Resource Center, 320 Knob Hill, Redondo Beach, room 7

Phone (310) 540-6011 or write to Omnilore, P.O. Box 7000-236, Redondo Beach, CA 90277.

Experiencing Opera

Seq No: 10-041-0559

Noncredit

have you always had an interest in opera, but somehow felt incapable of really understanding the art form? Learn the basic information that will allow you to listen to a recording or attend a live performance with a critical ear. This class is designed to give you the knowledge necessary to begin exploring the rich variety of music & drama that is opera.

Roy Rallo, BA, USC, music history, is artistic administrator of Long Beach Opera where he has directed both major productions and outreach programs.

> 3 mtgs: Mar 3, 10, 17

7 - 9pm

CSUDH campus rm TBA

\$35 single (optional \$40 ticket to Long Beach Opera production)

\$45 couple

Writing

Writing

Writing Courses

Grant Writing	10
Screenwriting Institute	11

Self-Publishing	10
Your Story - Greatest Gift	10
Writer's Workshop	10

Certificate Program

Technical Writing	11
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Self-Publishing for Writers: the Ultimate Road to Writing Freedom

Seq No: 15-071-0535 Noncredit

Wouldn't it be wonderful to know that every great story or poem that you write will get published? Such hopes are more than a dream. Learn how to publish your work yourself! Self-publishing is not only much less expensive than most writers think, it is six times as profitable! Learn why self-publishing gives you a much better writing product, how to make books and "books on tape." Discover what kinds of stories are best suited to self-publishing, how easy it can be to market your own books, and how to become your own editor and publisher and distributor--never put up with rejections again!

Allen & Ellie Deever, instructors, are active self-publishers and have taught writing at several colleges and universities in Southern California.

- 1 mtg: Tue Mar 16
7 - 9:45pm
Redondo Beach Community Resource Center rm 7
\$30

Grant Writing: Developing Proposals for Non-Profit Agencies/Community Organizations

Seq No: 15-012-0536

Noncredit

Non-profit social service agencies and community organizations must go beyond their base of support in order to obtain the financial resources necessary to successfully deliver their programs. Members and staff of these organizations will benefit from this workshop on the grants process. Participants will learn: planning projects from a grant-seeker viewpoint; identifying and making contact with potential funding sources; writing proposals and letters-of-inquiry; developing project budgets; and anticipating the questions of funding agencies.

Leon Cohen, PhD, is Director of CSUDH Research and Funded Projects Division. He is a board member and consultant to several health and human service agencies and serves on the editorial board of Grants magazine.

- 2 mtgs: Sat May 15 & 22; 9am - 12noon; Redondo Beach Community Resource Center, rm 8
\$80 (plus \$5 materials fee payable to instructor in class)

Your Story is the Greatest Gift!

Seq No: 15-071-0534 Noncredit

Everyone has a story to tell, yet not everyone has developed the talent for telling it. In this creative writing course, discover the tales and talent within you. Learn how to turn interesting life experiences into the type of stories that others want to read and buy...but don't think this class is limited to those who want to turn a profit. Your most important audience is your family and there's no greater gift you can give them than the gift of your life story. Discover how to write about yourself in the most interesting and easiest manner possible.

Allen & Ellie Deever

- 2 mtgs: Mon Apr 12 & 19
7 - 9:45pm
Redondo Beach Community Resource Center rm 8
\$45

Writer's Workshop

Seq No: 15-071-0549 Noncredit

Writing is a lonely craft. Even the most lauded, accomplished writers want their peers' opinions and support. This expansive workshop provides a forum for students to bring their writing for constructive evaluation and critique.

Included in the workshop are:

- Detailed written critiques by the instructor
- Critical examination of submitted work by student peers
- An arena for students to learn how to effectively read and critique the writing of peers, helping themselves to improve as writers in the process
- Tips on how to receive, or reject, workshop critiques
- Lesson/discussions on various aspects of fiction and nonfiction, writing including characterization, plot, voice
- Critique of various genres of writing: short story, novel and novel-la excerpts, creative nonfiction.

An opportunity to meet with writing peers in a supportive atmosphere led and guided by a workshop veteran. Submitted work will be discussed in private conference with the instructor. Emphasis on a constructive atmosphere for students working to develop their writing, perhaps to a publishable level.

Yolanda Barnes's stories and novels have appeared in various literary reviews and the *O. Henry Prize Stories*. She has published articles in *The Los Angeles Times* and *The Hartford Courant*.

- 2 mtgs: Sat Apr 3 & 10
9am - 2pm
Redondo Beach Community Resource Center rm 8
\$90

Writing

Technical Writing Certificate Program

Technical Instructions, Advanced Technical Instructions, and Advanced Technical Writing Topics. Each course offers three units of Continuing Education Units (CEUs).

Writing Technical Instructions

Seq No: 06-041-0906 3 CEUs

This course will present the basic techniques needed to develop technical instructions used in industrial settings, including those needed for equipment assembly, maintenance, inspection, overhaul, repair, and process control. Topics will include task analysis, use of source data, presentation style and format, text and illustration coordination, technical nomenclature, and target audience. Students will learn techniques to increase the usefulness of their writing, including methods of cross-referencing, indexing, common types of front matter and reading-grade-level test. Special writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

Tom Moran, MS, Engineering, is a technical writer/trainer specializing in technical publications.

10 mtgs: Wed Feb 10 - Apr 14
6:30 - 9:30pm
CSUDH campus, SAC 1106
\$130

Advanced Technical Writing Topics

Seq No: 06-041-0907 3 CEUs

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Support (CALS) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

TO BE OFFERED JUNE, 1993

Technical Writing Fundamentals

Seq No: 06-041-0905 3 CEUs

This course will teach the fundamentals of technical writing with special emphasis on meeting the communication needs brought about by today's sophisticated high technology. Students will learn to create test reports, technical papers, instructional materials, specifications, letters, and other documents requiring accuracy and clarity within a concise construction. Class members will also learn to deal with industrial or corporate guidelines and specifications when creating manuals and other publications. The class is designed to provide engineers and other technical personnel with writing skills, broaden the knowledge of technical writers, and prepare individuals for entry positions in technical writing.

TO BE OFFERED FALL 1993

For more information about the Technical Writing Certificate Program, contact the Office of Extended Education, (310) 516-3741.

Hollywood Scriptwriting Institute Annual Summer Residency Program

Seq No: 10-101-0913 4.2 CEU's

Held at the Hollywood Roosevelt Hotel, this six-day seminar provides serious college-level writing students opportunities to learn directly from professional directors, writers, and producers of the film and television industries. Writers, producers, and directors also currently working in the field may attend to sharpen their writing skills and update their knowledge of the business. Twelve three-hour seminars, covering topics such as special effects (a demonstration on location), the enactment of students' own scenes from their manuscripts, attendance at a videotaping of a three-camera TV show, a lecture/discussion on pitching scripts, including practice sessions and videotaping of students' own pitches; lectures, demonstrations, and discussions on writing comedy; writing low-budget movies, writing screen dialogue (including subtext); correcting story problems; and writing treatments and synopses. The closing three-hour seminar will be a reception bringing together students and industry professionals so that students may practice networking techniques and meet professionals who will be valuable contacts for the students entering the field.

For information regarding hotel accommodations and an intermediate scriptwriting course, please call: (213) 461-8333 or 1-800-SCRIPTS.

Donna Lee, instructor, founded the Hollywood Scriptwriting Institute in 1976. She is the author of *A Million Laughing Gods* and *Magic Methods of Screenwriting*, seven motion pictures, two film adaptations, thirty-seven teleplays, and three stage plays.

6 mtgs: Mon - Sat Aug 16-21
9am - 5pm
Hollywood Roosevelt Hotel
\$950

Business

*Courses to help you
in your career or
discover a new one*

Certificate Programs

Construction Management	13
Effective Supervision	21-2
Manufacturing Supervision ...	17
Paralegal Studies	27
Production & Inventory Control	14
Real Estate Appraisal	19-20
Technical Writing (see Writing Section)	11

Degree Programs

Master of Science, Quality Assurance	15-16
---	-------

Business Courses

Buying a Business	24
Consumer Attitude Surveys	23
Easy Money Strategies for Retirement	25
Employee Attitude Surveys	23
Home Based Business Start-up	24
Home Buyer's Seminar	27
Interactive TV Courses	28
Labor-Management Relations Workshop	23
Market Business on a Shoestring ...	24

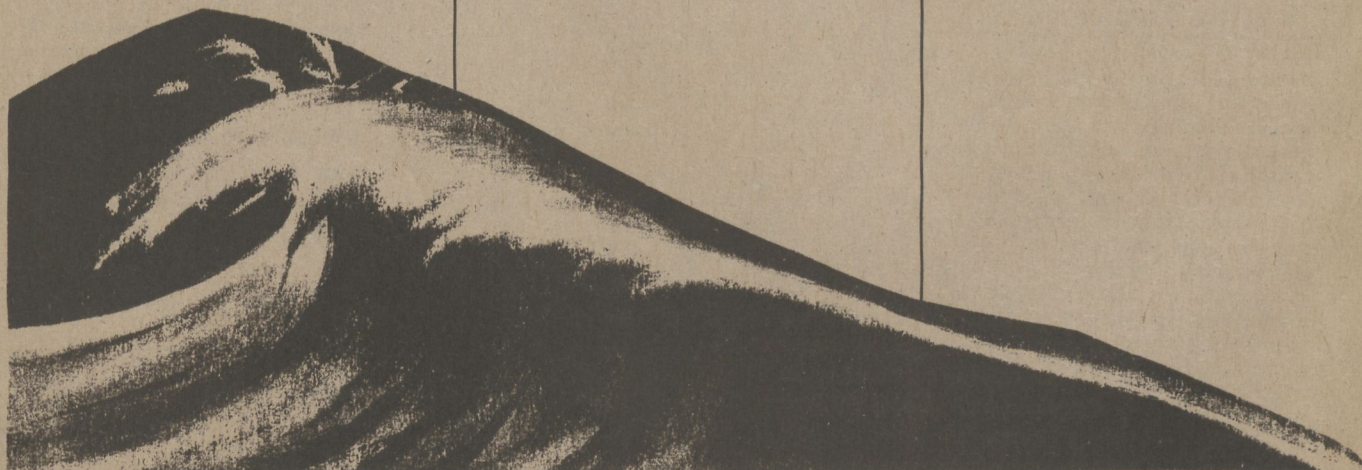
Medical Insurance Billing - Beginners	25
Medical Insurance Billing - Intermediate	25
Medical Insurance Billing - How to start a service	25
Medical Terminology	25
Payroll Training - Basic	23
Personal Investing	25
Real Estate and Associated Professions Career Opportunities	26
Recruiting & Training Real Estate Agents - how to	26
Relocating to the Pacific Northwest ..	26
Small Business-How to set up Books	24
Small Business Tax Seminar	24
Tax Avoidance: Strategies for Home Owners & Real Estate Investors	26
Tax Class for Landlords	27
Workers Compensation - Intro	23

Safety Classes

Ergonomics - Safety Issues	18
Hazardous Waste Site Operations ...	18
Industrial Hygiene - Comprehensive ..	18
Safety Professional Skills Update ...	18

Special Sessions

See Special Sessions info	54
MS, Quality Assurance	15-16
Paralegal Studies Certificate	27
Workers Compensation	23



Business

Construction Management Certificate Program

Construction professionals gain practical knowledge and expertise through the Certificate in Construction Management. This innovative and timely series of courses is designed for construction personnel, owners and developers, and those wishing to enter the field of construction management. You participate with others who face the same kind of professional problems and obtain the skills necessary to successfully manage in the field of construction practices.

To receive the Certificate, candidates must successfully complete eight intensive courses. Those who do not wish to pursue a certificate may take individual classes.

- Survey of Construction Practices
- Legal Aspects of Construction Management
- Construction Methods and Equipment Utilization/Materials and Processes
- Accounting for the Construction Industry
- Estimating and Bidding
- Construction Project Management
- Construction Management Supervision in Design Development

To receive a complete brochure about the program call Extended Education at (310) 516-3741.

SPRING 1993 COURSE OFFERINGS

Construction Project Management

Seq No: 05-011-0979 3 CEUs

The integration of total construction management at the project level. Project planning, budgeting and scheduling, resource allocation handling, analysis of construction operations using critical path methods, time cost optimization, project control, review of available network modes for construction managers.

Ted Wendland

- › 10 mtgs: Tue Feb 9 - Apr 13
6-9pm
CSUDH campus, rm SAC 1106
\$130

Accounting for the Construction Industry

Seq No: 05-011-0975 3 CEUs

Accounting systems, cost control systems, forms and records. Project cost accounting, overhead allocation, taxes, depreciation, methods, insurance, payroll, forecasting, analysis of financial statement, cash flow requirements, management, information systems.

J. William Stinde

- › 10 mtgs: Wed Feb 10 - Apr 14
6-9pm
CSUDH campus, rm SAC 1108
\$130

Estimating & Bidding

Seq No: 05-011-0976 3 CEUs

Conceptual estimating, quality surveying, pricing skills—materials and labor, quality survey methods, bidding strategies and mark-up, computer-based estimates and statistical methods.

Randall Hickman

- › 10 mtgs: Thu Feb 11 - Apr 15
6-9pm
CSUDH campus rm TBA
\$130

The Faculty

Ernest Orchard, (Program Coordinator), President, Orchard Roofing Consultants.

Theodore Wendland III, AIA Architect, Construction Manager.

Randall Hickman, MBA, Vice President, Hickman Construction Company.

Jonathan L. Woolf-Willis, JD, Shareholder and Director of Fiore, Nordberg, Walker and Woolf-Willis

J. William Stinde, MBA, General Contractor, Real Estate Broker and Tax Accountant.

W. John Irwin II, PE, Mechanical Engineer, Senior Consultant for Wagner, Holn, Inglis, Inc.

Gordon Russell, JD, Sole Practitioner.

Production & Inventory Control Certificate Program

California State University, Dominguez Hills, School of Management, the School of Science, Math and Technology and the Division of Extended Education, in partnership with the Los Angeles Chapter of the American Production and Inventory Control Society, offers a Certificate Program in Production and Inventory Control. Participants receive a broad education in this expanding field.

Participants in the Production and Inventory Control program have the benefit of being taught by industry professionals, certified by APICS and currently employed in the field of Production and Inventory Control. Courses are taught at University on and off-campus sites in 13-week trimesters.

Many who have completed this Certificate have found employment in aerospace, military, manufacturing, hospitals, retail and warehouse supervision.

REQUIREMENTS

PI X319

Introduction to Materials Management

3 ext units credit

PI X320

Inventory Management & Master Planning 3 ext units credit

PI X321

Materials Requirements Planning and Purchasing

3 ext units credit

PI X322

Capacity and Priority Management

3 ext units credit

PI X324

Just-In-Time/Total Quality Control

3 ext units credit

Classes meet from 6:30 - 10:00pm on the California State University, Dominguez Hills campus in Carson.

On-site programs can be developed by calling Scott MacKay at (310) 516-3355.

For more information, or a free brochure about the program, please call CSUDH, Extended Education at (310) 516-3741.

Winter 1993

Introduction to Materials Management

Seq No: 05-065-X319-01 3 ext units

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered.

> 13 mtgs: Thu Jan 14 - Apr 8
6:30 - 10pm
CSUDH campus SAC 1102
\$300

> Seq No: 05-065-X319-02
13 mtgs: Tue Jan 12 - Apr 6
4 - 7:30pm
CSUDH campus ERC E133
\$300

> Seq No: 05-065-X319-92
\$390 if taken over television

Inventory Management & Master Planning

Seq No: 05-065-X320 3 ext units

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

> 13 mtgs: Tue Jan 12 - Apr 6
6:30 - 10pm
CSUDH campus SAC 1102
\$300

Materials Requirements Planning and Purchasing

Seq No: 05-065-X321-1 3 ext units

Planning and control techniques for items with dependent demand. The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

> 13 mtgs: Thu Jan 14 - Apr 8
6:30 - 10pm
CSUDH campus SAC 1104
\$300

Capacity and Priority Management

Seq No: 05-065-X322-01 3 ext units

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control. Elements of Just-In-Time manufacturing are covered.

> 13 mtgs: Tue Jan 12 - Apr 6
6:30 - 10pm
CSUDH campus SAC 1104
\$300

> Seq No: 05-065-X322-02
13 mtgs: Thu Jan 14 - Apr 8
4 - 7:30pm
CSUDH campus ERC E-133
\$300

> Seq No: 05-065-X322-92
3 ext units
13 mtgs: Thu Jan 14 - Apr 8
4 - 7:30pm
CSUDH campus ERC E-133
\$390

Just-In-Time/Total Quality Control

Seq No: 05-065-X324-01 3 ext units

Just-In-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Techniques discussed include process control, quality at the source, and cause and effect analysis.

> 13 mtgs: Thu Jan 14 - Apr 8
6:30 - 10pm
CSUDH campus SAC 1106
\$300

Spring classes start the week of April 12, 1993.

If you are interested in taking courses over Television, see Distance Learning section, p. 28.

Business

Master of Science in Quality Assurance (MSQA)

California State University, Dominguez Hills now offers a Master of Science degree in Quality Assurance and Graduate Certificates at three off-campus sites. Quality Assurance is an interdisciplinary profession practiced by members of management who are responsible for planning and assuring the quality of products and services. Career opportunities in the field are excellent as the demand for graduate Quality Assurance professionals continues to increase. To obtain more information on this program, please contact Gene Watson, Program Director, at (310) 516-3880.

Off-campus Sites

For specific directions to these sites, call (310) 516-3355.

Van Nuys

Valley College
5800 Fulton Avenue
Van Nuys

Anaheim

Anaheim Higher Education Center
100 South Anaheim
Anaheim

Corona

United States Naval Warfare
Assessment Center
5th St
Corona

SPECIAL SESSIONS
*See Special Sessions in-
formation on page 54.*

*The Master of
Science in Quality
Assurance degree
(MSQA) is
available over
television through
the CSUDH
Distance Learning
program. See page
28 for more
information.*

Spring 1993

Advanced Probability and Statistics

*Prerequisite: undergraduate cal-
culus, probability & statistics*

77232 QAS 510-71 3 sem units
A study of measures of central tendency and dispersion, important discrete and continuous probability distributions, sampling theory, hypothesis testing and estimation. Linear regression and correlation will also be covered. The uses of statistics in testing, inspection, and production will be identified.
D. Gill

› 15 mtgs: Mon Jan 25 - May 10
4 - 7pm
Corona
\$390

Advanced Probability and Statistics

*Prerequisite: undergraduate cal-
culus, probability & statistics*

60023 QAS 510-72 3 sem units
A. Golant

› 15 mtgs: Thu Jan 28 - May 13
6 - 9pm
Van Nuys
\$390

Quality Project Management & Total Quality Management (TQM)

73371 QAS 511-71 3 sem units

A study of the functions and responsibilities of the quality organization. TQM concepts, quality functions deployment, and the tools for continuous improvement are analyzed for sequence of use and development.
S. Kozich

› 14 mtgs: Tue Jan 26 - May 11
6 - 9pm
Anaheim
\$390

Business

Statistical Quality Control & Sampling

Prerequisite: QAS 510

03161 QAS 513-71 3 sem units

The application of advanced statistical methodologies to the analysis and solution of quality and management problems, including probability theory, control charts, sampling, regression analysis and the design of experiments. Focus on statistical process control and related quality technologies.

M. Krasich

- 15 mtgs: Thu Jan 28 - May 13
6 - 9pm
Anaheim
\$390

Advanced Experimental Design

Prerequisite: QAS 510

26784 QAS 514-71 3 sem units

Analysis of statistical experimental design strategies. Planning of experiments for the best strategy and objectives.

T. Vaden

- 15 mtgs: Mon Jan 25 - May 10
4 - 7pm
Corona
\$390

Human Factors in Quality Assurance

44763 QAS 515-71 3 sem units

A comprehensive survey of human factors engineering theory, research and applications which are of particular relevance to quality assurance. A systems framework will be utilized, emphasizing feedback on interrelations among system components, including the human operator. Emphasis will be placed on operator constraints in the design of work processes, workplaces and instrumentation.

E. Watson

- 15 mtgs: Tue Jan 26 - May 11
6 - 9pm
Van Nuys
\$390

Human Factors in Quality Assurance

36724 QAS 515-12 3 sem units

E. Watson

- 15 mtgs: Fri Jan 29 - May 14
11am - 2pm
CSUDH campus ERC E-133
\$480

Human Factors in Quality Assurance

36724 QAS 515-93 3 sem units

E. Watson

- 15 mtgs: Fri Jan 29 - May 14
11am - 2pm
over ITFS Channels
\$480

Measurement and Testing Techniques

67550 QAS 516-71 3 sem units

An in-depth discussion of equipment, principles and techniques of measurement assurance.

E. Watson

- 14 mtgs: Thu Sept 3 - Dec 9
6 - 9pm
Anaheim
\$321

Measurement and Testing Techniques

87183 QAS 516-71 3 sem units

E. Watson

- 14 mtgs: Fri Sept 4 - Dec 10
11am - 2pm
CSUDH ERC E133
\$390

Measurement and Testing Techniques

02660 QAS 516-92 3 sem units

E. Watson

- 14 mtgs: Fri Sept 4 - Dec 10
11am - 2pm
over ITFS Channels
\$480

Quality Administration and Productivity

80286 QAS 518-71 3 sem units

An in-depth examination of current theory and techniques in human resource management as it applies to quality assurance. Emphasis is placed on design and performance aspects of a system-wide quality assurance function. Topics include description of human resource management techniques as well as procedures for evaluating their overall effectiveness and contribution to production quality. Issues and techniques pertaining to effective recruitment, selection, training, motivation and performance evaluation of quality assurance personnel will be considered.

Staff

- 15 mtgs: Mon Jan 25 - May 10
1 - 4pm
Corona
\$390

Process Control and Capability

Prerequisites: QAS 513, QAS 514

49453 QAS 521-71 3 sem units

A detailed study of procedures and methods for performing machine and process capability studies, troubleshooting production and test problems, and maintaining continuous production and process evaluation in manufacturing operations.

R. Huball

- 15 mtgs: Wed Jan 27 - May 12
6 - 9pm
Anaheim
\$390

Independent Study

55090 QAS 594-71 1-4 sem units

Independent research on special projects under the direction of a full-time faculty member of the MSQA program.

E. Watson

- mtgs: TBA
Location: TBA
\$130 - 520

Manufacturing Supervision Certificate Program

CSUDH Extended Education and the School of Science, Math and Technology join in offering this new certificate designed for employees in the manufacturing and engineering industry who are moving into their first supervisory positions.

To receive the certificate, candidates must successfully complete four courses. Those who do not wish to pursue a certificate may take individual classes. Classes meet one evening per week and are taught at University on- and off-campus sites in 13 week trimesters. The entire Certificate in Manufacturing Supervision is also taught via the ITFS interactive television system (see p 23).

CERTIFICATE REQUIREMENTS

Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered. This course also serves as the first course in the Production and Inventory Control Certificate taught in partnership with the Los Angeles Chapter of the American Production Inventory Control Society (LAPICS - p 12).

PI X319 3 ext units

Quality Management in the Industrial Environment

A study directed towards productivity improvement and learning and improving the industrial environment. Total quality control is discussed as a tool of continuous improvement, employee job certification and certification of special manufacturing processes.

APS X270 3 ext units

Work Standards in Industrial Operations

A study of staff operations in the industrial environment including safety, space layout, scheduling and flow control of the manufacturing process. Loading shop equipment and capability analysis are discussed.

APS X272 3 ext units

Statistical Process Control

A study of the application of SPC techniques used to control the quality of manufacturing and service operations. The course includes a brief statistics review, quality control deviations and sampling techniques of defined risk.

APS X303 3 ext units

Winter 1993

Introduction to Materials Management

Seq No: 05-065-X319-01 3 ext units

> 13 mtgs; Thu Jan 14 - Apr 8
6:30 - 10pm
CSUDH campus SAC 1104
\$300

> Seq No: 05-065-X319-02
13 mtgs: Tue Jan 12 - Apr 6
4 - 7:30pm
CSUDH campus ERC E 133
\$300

> Seq No: 05-065-X319-92
\$390 if taken over television

Work Standards in Industrial Operations

Seq No: 05-065-X272-02 3 ext units

> 13 mtgs: Mon Jan 11 - Apr 5
4 - 7:30pm
CSUDH campus ERC E-133
\$300

> Seq No: 05-065-X303-92
\$390 If taken over television

If interested in taking courses over television, see Distance Learning information p. 28.

Business

Safety Courses

Updating Skills for the Occupational Safety and Health Professional

Seq No: 12-011-0906 3.2 CEUs

A review of occupational safety for the practicing professional, the course covers the Occupational Safety & Health Act of 1970 and regulations adopted under its authority. Workers compensation, system safety, product liability, fire safety, industrial hygiene engineering, management and ethical issues will be included. This is a preparatory course which will enable the student to prepare for the CSP Examination which is held semi-annually. Examination dates will be discussed at the first class meeting. This course is sponsored by the Long Beach Chapter of the American Society of Safety Engineers.

James L. Unmack, PE, CIH, SDP, DEE, instructor, is the Health & Safety Manager for IT Corporation, Construction and Remediation Services. He has managed health and safety programs for Cal OSHA and private industry.

- 7 mtgs: Sat Jan 30, Feb 13, 27; Mar 13, 27; Apr 10, 24; 8:30am - 4:30pm
CSUDH campus SBS E116
\$150 (plus \$100 fee for manual payable to instructor in class)

Comprehensive Industrial Hygiene

Seq No: 12-011-0907 4.2 CEUs

Review of the principles and concepts of occupational hygiene. Includes review of noise and hearing conservation, chemical exposure assessment, toxicology, ionizing and non-ionizing radiation, ergonomics, ventilation, personal protective equipment, regulations and management. Course is designed for those industrial hygienists who are aspiring to attain a high level of competency in the field of industrial hygiene.

James L. Unmack

- 7 mtgs: Sat Jan 23, Feb 6, 20; Mar 6, 20, Apr 3, 17

8:30am - 4:30pm

Redondo Beach Community Resource Center rm 7

\$150 (plus \$100 for manual payable to instructor)

Safety issues: Man vs. Machines--Human Factors and Ergonomics

Seq No: 12-011-0529

Noncredit

Ergonomics is a discipline concerned with the anatomical and physiological relationship of man to machine. Human Factors looks at psychological and behavioral aspects of the relationship as they coexist in the work environment. Those vitally concerned with the elimination of cumulative trauma and musculoskeletal disease in the workplace will find this class very important as they learn to improve the efficiency of the Person-Machine system and create a safer environment for their industry.

Charles A. Cacha, PhD, Safety/Ergonomics, CSP, ARM, is owner of a consulting firm to the field of Ergonomics and has taught courses at CSULA and USC as well as for the Air Force and private industry.

- 1 mtg: Sat Apr 10
8am - 5pm
Franklin Community Center rm 8
\$50 (plus \$10 materials fee payable to instructor in class)



Hazardous Waste Site Operations

Emergency Response 40 hour and 8 hour update

This Hazwoper course is designed to comply with 29CFR 1910, 120 and pending Cal/OSHA Hazardous Waste Operations requirements for Health and Safety Training.

Topics include:

- Environmental law overview
- Medical surveillance
- Hazard definition
- Basic toxicology
- Hazard communication
- Site safety planning
- Air monitoring
- Respiratory protection
- Personal protective clothing
- Decontamination

All participants will receive CFR/First Aid Certification

Danny Gammage, Onyx Environmental Company

- 40-hour: 4 mtgs:
Mon - Thu Feb 15 - 18
7am - 7pm
CSUDH campus SAC 1106
\$650
Seq No: 12-011-0908 4 CEUs
- 8-hour Annual Update
1 mtg: Fri Feb 19
8am - 5pm
CSUDH campus SAC 1106
\$125
Seq No: 12-011-0909 .8 CEUs
- 8-hour Hazwoper for Supervisors
1 mtg: Sat Feb 20 8am - 5pm
CSUDH campus SAC 1106
\$125
Seq No: 12-011-0910 .8 CEUs

Certificate in Real Estate Appraisal

The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the lifetime of the certificate in response to legislative changes in licensing requirements. The program is designed to meet the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the State.

Students may select the *Residential Certification* curriculum by taking the Income and Applied Sales Comparison Approaches class or the *General Certification* curriculum by taking the Income Approaches to Real Estate Appraisal class. The remaining courses apply to both certifications.

The certificate award is given after completion of eight classes for a total of 16.5 continuing education units.

Program Features:

- Provides in-depth knowledge and skills in the field of real estate valuation and analysis
- Program content corresponds to current licensing requirements
- Prepares students for examinations required for state certification
- Meets the continuing education needs of practicing real estate appraisers
- Classes are participative, practical, and incorporate problem-solving activities that reflect current trends in the field.

Uniform Standards of Professional Appraisal Practice

Examination of the standards and ethics of real estate appraisal as delineated by Uniform Standards of Professional Appraisal Practice by the Appraisal Foundations. Aspects

to be incorporated in the narrative report are addressed. The provisions for Ethics, Competency, and Departure are examined along with the provision for Jurisdictional Exception and the Supplemental Standards. Each of the Uniform Standards 1 through 10 are covered.

Real Estate Economics

A broad understanding of real estate economics is critical to valuation of real property. This course provides professionals with basic knowledge of economic principles and their impact on property value. Discussions focus on traditional agents of production and surplus productivity, implications of supply and demand, and the specific principles of anticipation, balance, change, competition and excess profit, conformity, contribution, externalities and substitution. Issues associated with governmental, social, economic, and environmental forces and their impact on real estate values are also included for discussion along with the concept of depreciation. "Highest and Best," a fundamental principle of real property value, is examined through lecture and practical exercises. Practice with key statistical concepts and mathematical computations is provided through in-class problem solving activities. Narrative report writing procedures for economic conditions and forces in appraisal are also included.

Real Estate Valuations

Appraisal of real property is not limited or confined to valuation of land and improvements. It is also valuation of the rights of ownership. The property rights to be appraised may be partial interest or fractional rights. This class addresses the valuation processing in its entirety to bring about the necessary knowledge for the professional appraiser in valuation of real property. An understanding of the many facets of the valuation process will assist the professional in evaluating multiple aspects of the appraisal problem and finding appropriate solutions that are relevant and applicable to the problem. Topics include impacts of real estate value associated with physical and environmental factors, and economic and governmental

considerations. Applications and limitations of approaches to valuation, data collection and analysis, property improvements and site analysis, techniques in valuation of partial interest. The narrative report; purpose, form and critique is explained.

Fundamentals of Construction and Land Valuations

Differences between "site" value and "land" value are addressed and analyzed. Discussions focus on land valuations as well as fundamentals of construction. Understanding the concepts and techniques of land valuation and fundamentals of construction are essential so that the professional appraiser is able to report needed modernization or repairs. Various methods for organizing the property description and analysis are reviewed and issues associated with property description and site value, including site and improvement description, basic construction and design, sales comparison, land residential, allocation, extraction, ground rent capitalization and subdivision analysis are reviewed. Presenting the land valuation and construction aspects in the narrative report are covered in this course.

Sales Comparison Approaches to Real Estate Appraisal

This approach to real estate appraisal is reviewed through lecture, discussion and problem solving. The sales comparison approach includes discussions of principles of substitution, data, matched pair of sales, comparable sales and listings, regression analysis, percentage adjustments, dollar adjustments, elements of comparison, units of comparison, sequence of adjustments, gross rent multipliers and other related techniques. Narrative report writing of the sales comparison analysis is also covered.

Cost Approaches to Real Estate Appraisal

Class covers the relation of cost approaches to appraisal principles including applicability and limitations. Steps in the cost approach including site value,

Business

reproduction or replacement cost (direct costs, indirect costs, entrepreneurial profit), accrued depreciation, and site improvements and accessory buildings leading to a final value estimate. Cost estimating methods include the comparative unit, unit in place, quantity survey, and building measurement. The use of cost service manuals such as benchmark buildings and cost index trending are also discussed. Narrative report writing of the cost analysis is covered.

Legal Considerations in Real Estate Appraisal

Differences between real estate and real property, real property versus personal property, valuation of fixtures, machinery, and equipment. Focus is on problem solving requiring distinctions between these categories, as related to real estate valuation. Topics included for discussion are geographic concept of real estate, legal concept of real estate, social concept of real estate, as well as discussions of public interest, private rights, undivided interests, corporate ownership and lease interests. Narrative reporting procedures of legal considerations and partial interests is included.

Income Approaches to Real Estate Appraisal

Discussions of the income approaches address both residential properties and investment properties, progress to income capitalization, analysis of cashflows, discounted cashflow, capital gains, analysis of expenses, direct capitalization, band of investment, and mortgage equity capitalization. Instruction includes lecture presentations, small group and individual problem solving activities. Narrative report writing for the income approach to valuations is also covered.

Income Approaches and Applied Sales Comparison Methods for Real Estate Appraisal

Appraisal mathematics and statistics including compound interest

concepts and statistical concepts used in appraisal. Discussions of the income approaches address both residential properties. Emphasis is on analysis of income and expense data and application of gross rent multiplier. Instruction includes lecture presentations, small group and individual problem solving activities. Narrative report writing for the income approach to valuations and applied sales comparison examples.

Courses required for General Certification in Real Estate Appraisal

- Uniform Standards of Professional Appraisal Practice
- Real Estate Economics
- Real Estate Valuations
- Fundamentals of Construction and Land Valuations
- Sales Comparison Approaches to Real Estate Appraisal
- Cost Approaches to Real Estate Appraisal
- Legal Considerations in Real Estate Appraisal
- Income Approaches to Real Estate Appraisal

Courses required for Residential Certificate in Real Estate Appraisal

- Uniform Standards of Professional Appraisal Practice
- Real Estate Economics
- Real Estate Valuations
- Fundamentals of Construction and Land Valuations
- Sales Comparison Approaches to Real Estate Appraisal
- Cost Approaches to Real Estate Appraisal
- Legal Considerations in Real Estate Appraisal
- Income Approaches and Applied Sales Comparison Methods for Real Estate Appraisal

The following will be offered in Summer, 1993:

Uniform Standards of Professional Appraisal Practice; Income Approaches to Real Estate Appraisal; Income Approaches and Applied Sales Comparison Methods for Real Estate Appraisal

SPRING 1993 COURSES OFFERED: ALL CLASSES HELD AT FRANKLIN COMMUNITY CENTER RM 7 FROM 6:30 - 9:45PM

Real Estate Valuations

Seq No: 05-111-0902 1.8 CEUs
> 6 mtgs: Tue Jan 19, Wed Jan 20, Mon Jan 25, Wed Jan 27, Mon Feb 1 & Wed Feb 3
\$165

Fundamentals of Construction & Land Valuations

Seq No: 05-111-0903 1.5 CEUs
> 5 mtgs: Mon Feb 8, Wed Feb 10, Tue Feb 16, Wed Feb 17, Mon Feb 22
\$150

Sales Comparison Approaches to Real Estate Appraisal

Seq No: 05-111-0904 1.8 CEUs
> 6 mtgs: Wed Feb 24, Mon Mar 1, Wed Mar 3, Mon Mar 8, Wed Mar 10, Tue Mar 16
\$165

Cost Approaches to Real Estate Appraisal

Seq No: 05-111-0905 1.8 CEUs
> 5 mtgs: Wed Mar 17, Mon Mar 22, Wed Mar 24, Mon Mar 29, Wed Mar 31
\$165

Real Estate Economics

Seq No: 05-111-0901 3 CEUs
> 9 mtgs: Mon Apr 12, Wed Apr 14, Mon Apr 19, Wed Apr 21, Mon Apr 26, Wed Apr 28, Mon May 3, Wed May 5, Mon May 10
\$275

Legal Considerations in Real Estate

Seq No: 05-111-0906 1.5 CEUs
> 5 mtgs: Wed May 12, Mon May 17, Wed May 19, Mon May 24, Wed May 26
\$150



Business

Certificate in Effective Supervision

This series is especially designed for men and women in first-line supervisory positions in production and service industries who wish to improve their supervisory skills and achieve greater job effectiveness and satisfaction. Each course in Effective supervision meets two evenings, a total of six hours. Enrollments are accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses. Call (310) 516-3741 for a brochure on the full certificate program.

Ernest C. Jewell, MBA, instructor, has 14 years experience in industrial engineering and management consulting.

Gina M. Gali, instructor in Spanish, is a Human Resources professional with a background in Management Development.

David N. Chalk, lecturer, has degrees in Economics and Management as well as 25 years experience as a manager, consultant, curriculum writer and teacher in graduate level management schools of USC, UCR and UCI. He is a regular lecturer for conferences, professional management organizations and societies and operates his own industrial training firm.

Time Management

Seq No: 05-061-0982 .6 CEUs
Learn to identify time wasters and how to avoid them, apply strategies for setting goals, and assigning priorities, and recognize ideas on accomplishing the vital few versus the many trivial tasks. Also, each will consider key organizational and delegation skills to improve the use of time, apply the "blocking concept" to plan time effectively and complete evaluation instruments to self-test and score case study analysis of real situations in time management and skill-building to reduce interruptions and improve team-building attitudes. Participants can immediately apply time-saving ideas from the 300+ presented.

- › 2 mtgs: Mon Jan 25 & Feb 1
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)

Now in Spanish

The Effective Supervision Certificate is now available in Spanish. The classes are offered at the same time as the classes in English, but in different class rooms with an experienced bi-lingual instructor. See the individual listings for each class.

Seq No: 05-061-0995
IN SPANISH:
2 mtgs: Mon Jan 25 & Feb 1
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Interviewing Skills for Supervisors

Seq No: 05-061-0994 .6 CEUs
Each participant will learn to conduct seven types of essential employee interviews and also learn to match the employee to the right job with an employment interview. The coaching interview will inspire employees to become more career-oriented, while the counseling interview will help employees solve productivity problems. Meaningful feedback will be provided in the appraisal interview, changes in behavior can be effected in the discipline interview, and valuable improvement information can be gleaned from exit interviews. Interviewing focus, documentation, force-field analysis, listening skills and flexibility will also be covered.

- › 2 mtgs: Mon Feb 8 & 22
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)
Seq No: 05-061-0996
IN SPANISH:
2 mtgs: Mon Feb 8 & 22
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Coaching and Counseling Skills for Supervisors

Seq No: 05-061-0979 .6 CEUs
The objective of effective coaching is to change behavior to improve employee performance, which is the result of training by the supervisor, matching priorities and applying delegation and counseling skills designed to improve productivity. Participants will learn through actual practice situations

how to identify problems, overcome obstacles, build on strengths of employees, and reduce existing weaknesses, discuss alternative solutions to problems, and obtain commitments for corrective actions.

- › 2 mtgs: Mon Mar 1 & 8
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)
Seq No: 05-061-0997
IN SPANISH:
2 mtgs: Mon Mar 1 & 8
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Legal Aspects of Supervision I

Seq No: 05-061-0985 .6 CEUs
Learn to understand legal aspects such as Federal and State Laws covering protected classes, current immigration laws regarding employment, what to say and what to avoid saying in an employment interview, including legal and illegal pre-employment questions. Proper structure of a correct job order ad, employee requisitions and using the job description and application form in the employment interview will also be covered. Difficult aspects such as how to interview a handicapped person, and how to cope with pregnancy, AIDS, and life-threatening diseases in the workplace will be discussed.

- › 2 mtgs: Mon Mar 15 & 22
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)
Seq No: 05-061-0998
IN SPANISH:
2 mtgs: Mon Mar 15 & 22
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Business

Legal Aspects of Management Actions II

Seq No: 05-061-0986 .6 CEUs

Such issues as sexual harassment and the complete Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions as the correct response to harassment claims will be detailed. How to utilize "due process" and "just cause", avoiding age discrimination and wrongful discharge suits, appraisal interviews, drug abuse, termination and crisis firing situations. Also, view a company industrial case history on EEO laws.

- › 2 mtgs: Mon Mar 29 & Apr 12
7 - 9:30pm
CSUDH campus SAC1104
\$85 (includes materials)
Seq No: 05-061-0999
IN SPANISH:
2 mtgs: Mon Mar 29 & Apr 12
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Performance Evaluation Techniques

Seq No: 06-061-0981 .6 CEUs

Design to help the supervisor recognize and deal with employee performance problems, this course provides an analysis of criteria for evaluation formats. Other areas to be covered include supervisory approaches to use in dealing with outstanding, average or marginal employees; how to conduct motivating evaluation sessions.

- › 2 mtgs: Mon Apr 19 & 26
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)
Seq No: 05-061-0967
IN SPANISH:
2 mtgs: Mon Apr 19 & 26
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

Positive Discipline Strategies

Seq No: 05-061-0987 .6 CEUs

Learn how discipline can be a positive experience to change behavior, and why employees do not perform, how to recognize problems requiring discipline, and how to dispense discipline which is perceived as fair. Also, how to work closely with personnel and senior management, how to document each step of the discipline program, how to utilize discipline action checklists, and how to handle routine and crises discharge situations will be covered. A case study in handling absenteeism will be presented.

- › 2 mtgs: Mon May 3 & 10
7 - 9:30pm
CSUDH campus SAC 1104
\$85 (includes materials)
Seq No: 05-061-0969
IN SPANISH:
2 mtgs: Mon May 3 & 10
7 - 9:30pm
CSUDH campus rm TBA
\$85 (includes materials)

To be offered Fall, 1993

- Introduction to the Role of a Supervisor
- Communication Skills for Supervisors
- Delegating & Team Building
- People Skills to Motivate Employees
- Stress Coping and the Reduction of Conflict
- Understanding and Coping with Different Leadership Styles

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Business

Payroll Training Class - Basic

Seq No: 05-061-0559 Noncredit

Payroll is one of the fastest changing career fields in the business world today. Constant fluctuation in government rules and regulations make it difficult to keep up. Without sound basic skills and knowledge, your payroll department may have difficulty in keeping your company in compliance. But until now, payroll has been a learn as-you-go methods.

But not any more! This information packed seminar will train you in the necessary skills and knowledge to help you keep abreast of the ever-changing regulatory environment of payroll. You will learn the difference between employees and contract labor. What the IRS classifies as wages and how to tax them. How to calculate a manual check according to the Department of labor, and what are the new changes to this year's W-2's and 941 forms.

- Who are employees
- What are wages
- Other compensation
- Payroll laws (federal and state)
- Payroll taxes
- Calculating gross pay
- Payroll deductions
- Calculating manual checks
- Federal and state tax reports
- Record retention requirements

Who should attend this class? The recently promoted, newly-paid payroll professional. For those who need to update or refresh their payroll skills.

Lambert and Associates

- 1 mtg: Sat Apr 24
8:30am - 5pm
CSUDH campus SAC 1104
\$95 (plus \$15 materials fee payable to instructor in class)

Intro to Workers' Compensation

71470 HEA 495-71 3 sem units

This course surveys Workers Compensation from its early history in California to the current California Workers' Compensation Law. Concepts of compensability, injury, benefits, managed care, vocational rehabilitation, loss control programs and medical-legal issues will be discussed, as well as the new fraud legislation and the Americans with Disabilities Act.

Robert Dickerson, instructor, is Claims Manager for Liberty Mutual Insurance Company.

- 14 mtgs: Tu Jan 26 - May 4
6 - 8:45pm
Franklin Community Center rm 8
\$321 (plus \$41 for textbook payable to instructor in class)

SPECIAL SESSIONS:
See Special Sessions information on page 54.



Conducting Employee Attitude Surveys

Seq No: 05-151-0624 Noncredit

By analyzing actual case studies, you'll learn how to select or develop questionnaires, obtain accurate responses, interpret data and report the results for employee attitude surveys to find out what your employees really think--invaluable information at your fingertips.

Bruce Sanders, PhD, PHR, provides human resources training and consulting services, specializing in designing computerized human resource information systems. He is a published author and seminar presenter to educational and corporate audiences.

- 1 mtg: Fri Feb 26
9am - 5pm
Franklin Community Center rm 7
\$95



Practical Workshops in Labor-Management Relations

Seq No: 05-161-0624 Noncredit

Survey the real world of labor-management relations with attention to the difference between the private and the public sectors. There will be lectures, case studies, and interesting mock hearings to have you consider issues such as job security, causes for discipline and discharge, role of union representatives, unfair labor practices, contract obligations and management rights, sexual harassment, alcohol abuse, and other topics. Learn theories and techniques to raise your skills as a supervisor, manager, or union representative in either the private sector or in government service.

Gary Colbroth, PhD, Professor of Public Administration at CSUDH and a former labor lawyer with over twenty years experience in labor-management relations in private industry and government.

- 5 mtgs: Tue Apr 13 - May 11
7 - 9pm
Redondo Beach Community Resource Center rm 8
\$35 (plus \$2 materials fee payable to instructor in class)

Conducting Consumer Attitude Surveys

Seq No: 05-091-0627 Noncredit

Learn to read the minds of the consumers your organization serves! Explore the opinions, emotions and intentions of your marketplace with the proper survey tools and statistical techniques. You'll learn measurement methods, identifying the right participants, motivating them to provide honest information. Questionnaires, focus groups, complaint logs and self-report journals will be covered. Use this information to make important decisions!

- 1 mtg: Sat Feb 27
9am - 5pm
Redondo Beach Community Resource Center rm 7
\$95
Both Courses:
Seq No: 05-091-0628
\$170

Business

The Art of Buying a Business

Seq No: 05-111-0622 Noncredit

In the face of a faltering economy, corporate layoffs and rising unemployment, owning a business can provide a critical alternative source of income that will enable you to maintain your lifestyle and preserve what you have. Designed for the first-time business buyers, this intensive one-day seminar shows you how to buy a business safely and, most importantly, how to become "street smart". Find out specific techniques for locating a suitable business and understanding its net worth, investment value and potential income. Workshop topics include:

- Evaluating specific businesses
- Motivations of buyer and seller
- Strategizing with the business seller
- Negotiating the business sale
- Using worksheets to analyze every facet of a business
- Finance options.

Martin H. Bloom is President of International Business Marketing, a business mergers and acquisitions firm. He has acted as consultant to U.S. Air, H.J. Heinz, Shell Oil Company and others. He is the author of *Business Buying Basics*.

- › 1 mtg: Sat Mar 27
9am - 4pm
Franklin Community Center rm 8
\$65 (plus \$20 materials fee payable to instructor in class)



Small Business Tax Seminar

Seq No: 05-996-0704 Noncredit

Whether you're just starting a business, currently own or run a small business, or even if the business tax returns are done by an outside professional, you will learn tax options available to you as a business person. A simplified small business tax return is explained.

Topics include:

- Tax forms
- Self-employment tax and estimated tax
- The basics of preparing a business tax return
- Expense deductions
- Depreciation
- New tax law highlights
- Record-keeping methods
- General tax tips

This tax seminar is a must for the small business person.

David Westerfield is an accountant, business consultant and entrepreneur, specializing in consumer-oriented seminars, including business tax workshops.

- › 1 mtg: Sat Mar 13
1 - 4pm
CSUDH campus SBS B137
\$45 (plus \$10 for workbook)

How to Set Up Bookkeeping for a Small Business

Seq No: 05-996-0705 Noncredit

This seminar will de-mystify bookkeeping for your small business and bring credibility to your bookkeeping. Learn how to set up and use a simplified bookkeeping system for your small business. Included will be: how to record expenses, how to record income, how to set up files and records for easy retrieval and taxes, how to set up petty cash, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that you can use in your business.

David Westerfield

- › 1 mtg: Sat Mar 13
8:30am - 12pm
CSUDH campus SBS B137
\$45 (plus \$10 materials fee payable to instructor in class)

How to Start a Home-Based Business

Seq No: 05-091-0619 Noncredit

A step-by-step guide to starting a home-based business covering a broad spectrum of topics including trends in home-based businesses, the planning process (evaluating yourself, deciding on a business, writing a business plan), getting the business set up (setting up the company, applying for a license and registration, getting insurance, learning about taxes) and operating the business (setting up your office, reaching your customers, managing your business).

Cindy Zuvich, BS, instructor, is the owner of a consulting firm and a seminar presenter on home-based business and organizational management.

- › 1 mtg: Thu Feb 11, 18, 25
7 - 9pm
Redondo Beach Community Resource Center rm 7
\$45 (plus \$10 materials fee payable to instructor in class)

Marketing Business on a Shoestring

Seq No: 05-996-0531 Noncredit

This module identifies effective marketing strategies that can help sell your product or service. Topics include defining the market, selecting an appropriate niche, developing an effective advertising or promotional program, and conducting practical marketing research.

Dennis Morgan, MBA.

- › 1 mtg: Sat Mar 20
10am - 3:30pm
Franklin Community Center rm 7
\$40 (plus optional \$15 materials fee payable to instructor)



Business

Medical Insurance Billing for Beginners

Including a Look at the Legal Aspects of Collections

Seq No: 12-021-0512 Noncredit

Learn all phases of medical insurance billing. Learn how to bill Medicare, Medical, Blue Cross, Blue Shield, workers comp. and the private insurance companies. Learn how to read EOB (Explanation of Benefits) and how to use it to bill a second insurance. Medical insurance billers frequently earn \$15 and more an hour. This is also a good refresher course for physicians and medical office staff. Certificates will be issued.

Terry Rowen, consultant to the medical field, is a former owner of a successful billing service.

- 3 mts: Tue--Thu Mar 2,4,9
6:45 - 9:45m
Redondo Beach Community Resource Center rm 7
\$90 (plus \$40 materials fee payable to the instructor in class)
Optional Medical Insurance demo disk, \$25.

How to Start a Medical Billing Service

Seq No: 12-021-0513 Noncredit
(Medical billing knowledge or Medical Insurance Billing class recommended)

Most medical practices receive more than 70% of their income from insurance companies. Thus, billing services are big business. Your Doctors are interested in doctoring, and they seek professionals who have made a commitment to keeping themselves updated in an area that has constant changes in insurance form completion, billing procedures, and coding. The doctor trusts that you will be able to obtain the maximum reimbursement from carriers in the shortest time possible. In this class you will learn: How to obtain clients, setting fees, what other services you should offer, marketing your services, creating promotional brochures, and computerized versus manual techniques. Small individually owned billing companies can earn \$75,000 a year. Freelancers can earn up to \$25 an hour.

Terry Rowen

- 1 mtg: Thu Mar 11
6:45 - 9:45pm
Franklin Community Center rm 8
\$45 (plus \$25 materials fee payable to the instructor in class)



Medical Insurance Billing - Intermediate

Seq No: 12-021-0533 Noncredit

This workshop is intended for those who have taken the basic medical insurance billing course or for students who are already billers and want to further their knowledge in medical insurance billing. Health care providers contracting with HMO's, PPO's, IPA's will also find it invaluable! In the workshop you will learn:

- The difference between HMO's, IPA's and PPO's, the ins and outs of contracting with them, billing effectively
- Champus billing -- rules, regulations and getting paid
- HCPCAS coding (hick picks) - when to use with Medicare
- Current trends or possible changes with insurance carriers, or medial billing at the time you are enrolled in class

Terry Rowen

- 1 mtg: Sat Mar 27
9am - 5pm
Redondo Beach Community Resource Center rm 7
\$89 (plus \$29 materials fee payable to instructor in class)
Seq No: 12-021-0534
\$79 if taken with Medical Billing.

Medical Terminology

Seq No: 12-021-0535 1.5 CEUs

This job-preparatory course is designed to familiarize those associated with or interested in medical or paramedical fields. Areas of study include the spelling, pronunciation, definitions and usage of anatomical, physiological and pathological terms applicable to all specialties of medicine. This course builds a workable medical vocabulary through the learning of Greek and Latin prefixes, suffixes, word roots and combined forms. Knowledge helpful to case histories, insurance forms, and all medical records.

Florine M. Coplan, MA, has taught courses through the Los Angeles Community College District.

- 5 mts: Wed Mar 3 - 31
7 - 10pm
Franklin Community Center rm 8
\$150 (plus \$5 materials fee payable to instructor in class)



Discover Easy Money Strategies for Retirement

Seq No: 13-041-0525 Noncredit

Learn key concepts and practices for developing a winning strategy to map a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that professionals know yet seldom offer.

Topics to be covered include:

- How tax brackets affect financial decisions
- The 26 most common financial mistakes of retirement
- The most popular ways of receiving & increasing income
- Clearing-up misconceptions about IRAs and lump sum distributions
- Estate planning and living trusts and many other topics that will enhance your knowledge for smart money management in retirement

Ruth McHale and Regina McKernan, Financial Consultants, Financial Network Advisory Corp.

- 3 mts: Thu Mar 11, 18, 25
7:30 - 9:30pm
Redondo Beach Community Resource Center rm 7
\$35 or \$45 per spousal couple

Personal Investing

Seq No: 13-041-0523 Noncredit

Beginners learn the basics of personal finance, investment alternatives for risk and return tradeoffs, the psychology of investing, and how to determine risk tolerance in this course. No-load mutual funds will be emphasized for do-it-yourselfers as well as how to select a money manager/advisor. Guidelines for asset allocation in 401(K) or 403(B) retirement savings plans, investment rules of thumb, sources of information, & software designed to help you track your investments will be included.

William Jerkovsky, MS, instructor, has over 20 years experience in investing for individuals.

- 3 mts: Sat Jan 30, Feb 6, 13
9 am - 12noon
Franklin Community Center rm 7
Single: \$50
Couple: \$60 (Seq No: 13-041-0524)



Business

Relocating to the Pacific Northwest

Seq No: 05-011-0618

Noncredit

The Pacific Northwest currently offers quality living as well as affordable real estate. If have made a decision to move, or if you just want to make a wise investment, this workshop is one you shouldn't miss. Topics include:

- Comparing home prices, taxes, and lifestyles in Oregon, Washington and Idaho
- Economic forecast for the 90's
- How and where to buy land
- Buying a vacation home
- Income property with positive cash flow
- "Hot" areas for investment
- Buying fixer-uppers
- Best retirement areas
- Small town living, planning the move, relocating to new areas and how to sell you home and avoid paying capital gains taxes.

Norm Rockmael, BS, economics, is a licensed California Real Estate Broker.

› 1 mtg: Sat Feb 13

1 - 4pm

Redondo Beach Community Resource Center rm 7

\$39 (plus \$5 materials fee payable to instructor in class)

Seq No: 05-011-0626

\$59 couple

How to Recruit and Train Real Estate Agents

Seq No: 05-111-0616

Noncredit

The course provides a detailed approach to effective recruiting techniques: how to find the right agents, how to conduct an interview, who to hire, the brokers' responsibility to recruit. The participants will receive and discuss outlines for training classes and roundtable discussions for both new and experienced agents. The training program outlines subject matter in 20 areas including developing more commission, fifty ways to get a property sold, buyers' and sellers' objections, sources of clients, developing a farm, and much more.

Joyce E. Jonekos, instructor, owner of JEJ Seminars, trains and consults managers, training directors and future real estate owners.

› 1 mtg: Sat Mar 20

9am - 5pm

Redondo Beach Community Resource Center rm 8

\$50 (plus \$75 for manual payable to the instructor in class)

Career Opportunities in Real Estate and Associated Professions

Seq No: 05-011-0625

Noncredit

This course is designed for the real estate agent or the individual who wants a career in the real estate industry. The course includes information on sales, management, teaching, escrow office, title company representative, tract sales, landlord, property management, relocation specialist and clerical positions.

Joyce E. Jonekos

› 1 mtg: Sat Mar 6

9am - 3pm

CSUDH campus SBS E 216

\$50 (plus \$15 materials fee payable to instructor in class)

Aggressive Tax Avoidance: Strategies for Home Owners and Real Estate Investors

Seq No: 05-111-0617

Noncredit

Making money in real estate in Southern California was easier in the 70's and 80's, but today's market is more difficult. Whether selling your home to trade up, relocating to another area or just wanting to cash out and travel, it is vital to your financial health to increase your cash flow, reduce your stress level and maximize the profit from the sale of your property.

Learn how to time, structure and promote the sale, the legalities of increasing cash flow/cash out without increasing your tax burden. Other topics: current real estate cycle, exclusions, deductions and credits, passive loss rules, determining your basis, pulling cash out from a 1034 rollover or 1031 tax deferred exchange, installment sales, and capital gain bypass plans.

Norm Rockmael, BS, economics, is a licensed California Real Estate Broker.

› 1 mtg: Sat Feb 13

9am - 12noon

Redondo Beach Community Resource Center, rm 7

\$39 (plus \$5 materials fee payable to instructor in class) \$59 per couple

Business

Successful Home Buyer's Seminar

Seq No: 05-111-0623

Noncredit

Everything you need to know about being a wise investor in today's real estate market as a first-time home buyer planning or thinking about buying real estate. You'll learn steps to successful home ownership, understand how inflation affects home prices and availability, compare cost effectiveness of ownership vs. renting, establish your awareness about budgeting, credit, taxation and creative financing, overcome obstacles to purchasing and qualifying and much more!

John Johnston is president of Marina Mortgage Company.

- › 5 mtgs: Wed Jan 27, Feb 3-17
7 - 9:30pm
Franklin Community Center rm 8
\$45 (single or couple)



A Tax Class for Landlords

Seq No: 05-022-0578

Noncredit

If you are a current landlord or thinking about becoming one, this workshop is for you. Rental property will be discussed from a tax perspective. You will learn the tax advantages of owning rental property stressing deductions. You will be guided step-by-step toward a better understanding of rental tax rules and how to apply them as a landlord or future landlord.

David Westerfield, instructor, is an accountant, business consultant and entrepreneur, specializing in consumer oriented seminars, including business tax workshops.

- › 1 mtg: Wed Feb 24
6 - 10pm
Franklin Community Center rm 8
\$40 (plus \$5 materials fee payable to instructor in class)



Paralegal Studies Certificate

CSUDH Division of Extended Education is offering courses leading to a Certificate in Paralegal Studies.

The Certificate is designed to prepare and qualify recipients for employment as paralegals in the private and public sectors.

A paralegal is a legal assistant who works under the supervision of a lawyer and functions as a vital member of a law office team. Such paraprofessional positions have been created by many public agencies and private law offices to help meet the increasing demands for legal services. The American Bar Association officially encourages the training and employment of paralegals in the legal professions. Paralegal work involves conducting legal research, interviewing clients, representing clients before some administrative agencies, assisting in the drafting and interpreting of legal documents, and participating in various other paraprofessional legal activities.

The program also is designed for those who are employed already in a law-related career or have related work experience, but have not completed at least 33 semester units of lower division general education and law-related courses. Such students must obtain prior approval from the Paralegal Studies Coordinating Committee before enrolling in the program. Upon completing the program with a minimum GPA of 2.0 (C), such students receive an official Letter of Completion verifying the sequence of courses satisfactorily passed.

The program offers a number of courses useful to those who are planning to enter other law-related careers, such as law enforcement, immigration, etc.

SPECIAL SESSIONS:
See Special Sessions information on page 54

Spring 1993

Legal Research, Writing & Analysis

XXXXX PLG 301-71

3 sem units

An examination of the fundamentals of legal research, the use of the law library, and legal research tools. Practice in drafting legal documents and applying the reasoning and analytic process to practical legal problems.

Staff

- › 30 mtgs: Tue - Thu Jan 26 - May 13
5:30 - 6:45pm
CSUDH campus rm TBA
\$321

For requirements and further information, contact Margaret Blue, Program Coordinator, (310) 516-3538

Business

Cal State Dominguez Hills

Interactive Instructional Television

ITFS Channel 23 - Paragon Cable Channel 54 - Copley Colony Vision Channel 48

SPRING '93 BROADCAST SCHEDULE

MS in Quality Assurance

QAS 515 Sec. 92 Human Factors in Qual. Assurance (3) E. Watson
Fri. 11:00 AM - 1:45 PM Special Sessions \$411* Begins 1/29

MA in Behavioral Science: Negotiation & Conflict Management

BEH 595 Sec. 91 Environmental Conflict (3)
Sat.** 8:30 AM - 6:00 PM Open University \$390* Begins 1/23
Rebroadcast MTWTh 1:00 - 3:00 PM Begins 1/25

Production and Inventory Control Certificate

PIX 319 Sec. 92 Intro to Materials Management (3) J. Tarr
Tues. 4:00 - 6:45 PM Extension \$390* Begins 1/12
Rebroadcast Fridays 2:00 - 4:45 PM Begins 1/15

PIX 322 Sec. 92 Capacity and Priority Management (3) J. Bomba
Thurs. 4:00 - 6:45 PM Extension \$390* Begins 1/14

Manufacturing Supervision Certificate

APS X272 Sec. 92 Work Standards in Manufacturing (3) J. Speer
Mon. 4:00 - 6:45 PM Extension \$390* Begins 1/11

Education

HEA 300 Sec. 91 Health in Public Education (3) C. Kinney
Tues. 7:00 - 9:30 PM Open University \$390* Begins 1/26***

GED 535 Sec. 91 Intro to Computers in Education (3) P. Desberg
Wed. 7:00 - 9:30 PM Open University \$390* Begins 1/27***

TED 402 Sec. 91 Motivation and Learning (3) R. Gordon
Thurs. 7:00 - 9:30 PM Open University \$390* Begins 1/28***

* inc. \$30 per unit TV surcharge ** 1/23, 30, 2/13, 27, 3/13 *** simulcast on KLCS Ch. 58

California State University, Dominguez Hills has become the leading campus in Southern California for broadcasting university courses over television. These courses are broadcast live and interactive. Students can call in and talk with the instructors during class. Our broadcasts can be seen on Paragon Cable Television in the South Bay, Copley Colony Vision Cable Television in the Harbor area and at many business and industry sites which receive our ITFS signal. Three of our education courses are also available on KLCS UHF Channel 58.

For more information, call (310) 516-3741.

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Course No. _____ Title _____ Units _____

Course No. _____ Title _____ Units _____

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Mail to Division of Extended Education, California State University
Dominguez Hills, Carson, CA 90747 or FAX to (310) 516-3741.

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.

Computer Skills

Computer Skills

Bookkeeping - "Quicken" Software ...	32
Computer Communications for Beginners	30
Computer Tools for Human Resource Management	32

DOS - Intro	30
Help! Help! Computers	31
Lotus 1-2-3 - Intro	30
Medical Insurance Billing - Computerized	31
"Quicken" Computer Bookkeeping ..	32

UNIX OS - Intro	31
UNIX OS - System Administration ...	31
WordPerfect 5.1 - Intro	30

Introduction to Lotus 1-2-3

Seq No: 07-011-0552 Noncredit

Designed for the first-time user. The excitement over Lotus 1-2-3 comes from the program's tremendous power combining three business application programs (electronic spreadsheet, business graphics and data management). Build spreadsheets from scratch, customize them for business use and alter, sort and graph information. Each person will have exclusive use of an IBM or compatible computer during class.

Required text: *Using Lotus 1-2-3, Special Edition.*

Sung Yo, MS, UCLA computer science, is a Senior Member of the Programming Staff at Xerox Corporation. He has extensive training experience.

> 4 mtgs: Wed May 5, 12, 19 & 26

6:30-9:30pm

CSUDH campus SBS B109

\$145

Introduction to WordPerfect 5.1

Seq No: 07-011-0553 Noncredit

Learn how to use WordPerfect 5.1, even if you've never touched a computer in your life. You will learn how to create, edit and print documents plus: insert, delete, move and copy letters, words, sentences and paragraphs without retyping.

Required text: *Using WordPerfect 5.1.*

Sung Yo, instructor.

> 4 mtgs: Thu Mar 4, 11, 18 & 25

6:30 - 9:30pm

CSUDH campus SBS B109

\$145

Introduction to DOS

Seq No: 07-011-0556 Noncredit

Develop greater control over your computer operation through knowledge of DOS commands. Your DOS disk holds important commands that every computer user should know, such as copying and erasing files, and preparing new disks. Through DOS commands you will manage your disk storage more effectively, and reduce the risk of erasing information.

Required text: *Using MS DOS 5.0.*

Frank Steffen, Associate Member of the Programming staff at XEROX Corporation.

> 4 mtgs: Mon Feb 1, 8, 22, Mar 1

6:30 - 9:30pm

CSUDH campus SBS A110

\$145

Can We Talk? Computer Communications for Beginners

Work at home, bank at home, shop at home—it saves up to 50% when you consider transportation. Use computers for personal and professional networking through electronic mail, FAX mail, voice mail and electronic bulletin boards. Access the same commercial databases, information brokers, researchers, and librarians at little or no cost. Four items are required to make this class work for you: a computer, telecommunications software, a modem and a telephone connection. Prerequisites are some basic knowledge of a computer keyboard and a general understanding of what a computer can do.

Ed Averette is the media director of ESP Communication Services, a computer consulting firm.

> 1st Session

Seq No: 07-021-0557

Noncredit

Sat Jan 30

1 - 6pm

CSUDH campus SBS A110

\$99

> 2nd Session

Seq No: 07-021-0559

Noncredit

Sat Feb 27

1 - 6pm

CSUDH campus SBS A110

\$99

Computer Skills

Help! Help! Computers

Seq No: 07-011-0547

Noncredit

Apple or IBM? What's a CRT 256K or 640K or RAM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. You will learn computer lingo. Computer equipment and software programs are discussed. The pros and cons of many current computer systems are shared along with computer recommendations on what to buy. The best way to purchase a computer, including questions to ask salespeople when shopping are discussed. You will be able to ask questions and get reliable, truthful and easy to understand answers. You will walk away from this seminar **COMPUTER SAVVY!** This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of *Microcomputers: Shop with Savvy*

- › 1 mtg: Tue Mar 9
6:30 - 9:30pm
Franklin Community Center rm 7
\$25 (plus \$5 materials fee payable to the instructor)



Introduction to UNIX OS

Seq No: 07-011-0906

1.2 CEUs

Designed to meet the needs of users seeking instruction on one of the fastest growing operating systems today. Novice and experienced users will be introduced to UNIX features and capabilities such as UNIX file system, standard directories and files, general format of UNIX commands, file/directory utilities, UNIX protection system, piping and redirecting, UNIX mail system, editors (VI & Emacs), foreground & background processing, and finding, comparing & removing files.

Mason Pari, MS, computer science, works as a software engineer and programmer in the aerospace industry.

- › 3 mtgs: Feb 20, 27 & Mar 6
8:30am - 12:30pm
CSUDH campus SBS A104
\$135 (plus \$6 materials fee payable to instructor in class)

UNIX System Administration

Seq No: 07-011-0905

1.4 CEUs

Designed for individuals with some UNIX operating system experience and interest in system administration, this course ranges from system set-up through start-up and shut-down options. Control of the system includes topics such as: system administrator responsibilities, super-user privileges, file system check, adding and removing users, security, back-up & restoration, hardware maintenance, mounting/unmounting file system, day-to-day activities, UNIX communication system and superuser commands.

Mason Pari, instructor.

- › 4 mtgs: Sat Apr 17 - May 8
8:30am - 12noon
Franklin Community Center rm 8
\$145 (plus \$6 materials fee payable to instructor in class)



Computerized Medical Insurance Billing: Basic

Seq No: 12-021-0518

Noncredit

A hands-on introduction to using a computer for medical insurance billing, including electronic claims. Learn to input patient and insurance information, generate claim forms and patient statements. Computer terminology, setting up a typical practice, inputting procedures, fee schedule data base and patient information will be discussed. Recommended for those interested in starting a billing service or working in a medical facility. Certificate of completion will be issued. No previous computer experiences required.

Terry Rowen

- › 1 mtg: Sat Mar 13
9am - 5pm
CSUDH campus SBS A104
\$89 (Plus \$20 materials fee payable to instructor in class)
Optional Medical Insurance Billing demo disk, \$20)

Computer Skills

Computerized Bookkeeping with "Quicken" Software

Seq No: 07-022-0568

Noncredit

Automate your personal and/or small business using "Quicken" software on an IBM computer. Learn:

- How to set up expense and income accounts
- How to record and track expenses and income
- How to use a computerized check register
- How to prepare month-end expense and income reports
- How to prepare profit and loss statements
- How to prepare a balance sheet

This workshop will feature an overview of computerized financial bookkeeping using the #1 best-selling software, "Quicken."

David Westerfield is a computer consultant, degreed accountant and conducts over 80 small business seminars annually.

› 1 mtg: Sat Apr 17

9am - 3pm

CSUDH campus SBS A104

\$70 (plus \$5 materials fee payable to instructor in class)

Computer Tools for Human Resource Management

Seq No: 07-151-0559

Noncredit

This seminar equips you to identify HR management tasks that should be automated, select from the available computer tools most likely to benefit you and your organization, and solve problems that often plague an HRIS. You will be shown a development model that covers preliminary needs assessment to system implementation, maintenance and upgrading. Test case analysis based on the system and software evaluation skills will also be included.

Dr. Bruce Sanders, PhD, PHR, provides human resources training and consulting services, specializing in designing computerized human resource information systems. He is a published author and seminar presenter to education and corporate audiences.

› 3 mtgs: Thu Fri Sat Mar 11,12,13

Thu: 6-9pm, Fri & Sat: 9am - 5pm

Franklin Community Center rm 8

\$95

Finished with this Bulletin?

Don't throw it away! Pass it along to a friend. Extended Education is a self-supporting organization, and we count on our friends to help us spread the word to those who may benefit from our classes.



Education

Courses in Education

Certificate Programs

Community College Teaching	37
Early Childhood Education	34
Resource Specialist	40

Credential Program

Special Education	39
-------------------------	----

Education

Gestalt Therapy with Children & Families	35
How to Learn Anything Fast	35
Super Teaching Strategies	35

Bobrow Test Preparation	38-9
CBEST	38
GRE	38
GMAT	38
LSAT	39
NTE	39
SAT	39

Conferences

Special Education Conference	36
Education of Asian Pacific Children ..	36
Children Grieve, Too - A Curriculum Approach	36

Special Sessions

See Special Sessions information on page	54
Counseling and Guidance for Teachers of Adult Education	40
Community College Teaching Certificate	37
Hawaiian Volcano Excursion	37
Special Education Credential	39

Resource Specialist	40
Supervised Field Experience in Adult Education	40

E.S.L.

American Language and Culture Program classes	41
---	----

For Children

Gestalt Therapy with Children & Families	35
--	----

Open University and Summer Session

see below

Need to take university credit courses? Open University is for you!

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public.

Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

Open University is for you if you:

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

Yes, send me more information about Open University!

Name _____

Address _____

City/St/Zip: _____

Mail to: Extended Education, CSU Dominguez Hills 1000 East Victoria, Carson, CA 90747

Summer Sessions CSUDH 1993

Two intensive sessions:

Tue Jun 1 - Tue July 13

Mon Jun 21 - Fri July 30

Please send me information on CSUDH Summer Session, 1993

Name _____

Address _____

City _____

St _____ Zip _____

Day phone _____

Even phone _____

Mail to Summer Sessions, Extended Education SCC B141, 1000 East Victoria, Carson, CA 90747 or call (310) 516-3741.

Education

Early Childhood Certificate Program

The program is designed to meet the California State Department of Social Services requirement for Teachers or Directors of early childhood programs. It will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing. The courses award upper-division, degree applicable academic credit. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed.

Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development).

The Courses

All Students (required core courses):
PSY X350 Developmental Psychology

TED X355 Child, Family and Community

Administration Only:

TED X356 Early Childhood Administration and Supervision

Specialization Courses:

TED X351 Infant Prog. Development I and

TED X425 Workshop in Teaching Methods

TED X353 Preschool Prog. Development I and

TED X425 Workshop in Teaching Methods

To receive a free brochure, contact the Division of Extended Education at (310) 516-3741. For information regarding the program, contact Dr. Kathleen Taira in the Education Dept., (310) 516-3522.

Spring 1993

Child, Family & Community

Seq No: 08-011-X355 3 ext units

Focuses on incorporating home and community resources into the early childhood curriculum with emphasis on the role of the family as an integral part of the young child's education. Current issues and trends in home and school collaborations are examined.

Nancy DiCristina

- › 15 mtgs: Mon Jan 25 - May 17 (no class on Feb 15 & Apr 5)
6:30 - 9:30pm
Redondo Beach Community Resource Center Rm 7
\$300

Workshop in Teaching Methods: Creative Arts, Crafts & Games for Young Children

Seq No: 08-011-X425A-01 1 ext unit

Hands-on workshop using free, inexpensive & recycled materials for art activities, craft projects, & creative learning games. Ideas for creating instructional materials for all areas of the curriculum.

Doratheia Gillingham

- › 5 mtgs: Wed Jan 27 - Feb 24
6:30 - 9:30pm
Redondo Beach Community Resource Center rm 7
\$100

Workshop in Teaching Methods: Discipline and the Young Child

Seq No: 08-011-X425-02 1 ext unit

Developmental approach to communicating & interacting with young children in infant & child care centers. Techniques for solving behavior problems & strategies for handling daily routines. Effective guidance practices thru positive discipline.

Delores Skjervem

- › 5 mtgs: Wed Mar 3 - 31
6:30 - 9:30pm
Redondo Beach Community Resource Center rm 7
\$100

Workshop in Teaching Methods: Math & Science Activities for Young Children

Seq No: 08-011-X425-03 1 ext unit

Developing basic concepts and skills in math and science through concrete materials, real world experiences, and integrated curriculum activities. Focuses on developmentally appropriate activities for facilitating children's mathematical explorations and scientific investigations.

Kathleen Taira

- › 5 mtgs: Wed Apr 14 - May 12
6:30-9:30pm
Redondo Beach Community Resource Center rm 7
\$100

The Faculty

Kathleen Taira, Program Coordinator, EdD, Brigham Young University, Chairperson, Teacher Education Department, CSUDH

Doratheia Gillingham, MA, CSUDH, Head Start Specialist, Los Angeles County Office of Education

Delores Skjervem, EdD, Nova University, Instructor and Early Childhood Consultant

Joanne Sato, MA, CSUDH, Director, Campus Child Development Center

Nancy DiCristina, MA, CSUDH, Consultant and Early Intervention Specialist

Cynthia McDermott, EdD, Temple University, Assistant Professor of Teacher Education, CSUDH

Education

Super Teaching Strategies

How Learning Occurs & Why Learning is Not About Being Smart

Seq No: 08-011-0907

.9 CEUs

Be able to utilize accelerated teaching methods and successfully teach any student the appropriate strategy to learn math facts, spelling, vocabulary and rapid reading skills. Accelerated learning research has proven that these skills can be more rapidly and efficiently assimilated through specific hemispheric brain integration techniques than through traditional rote teaching/learning methods. Learn the strategies that promote stress-free and rapidly successful teaching/learning methods which benefit teachers, parents and students. Note: Especially valuable for teachers of both gifted and learning disabled students.

You can expect to learn:

- 3 basic learning styles and how to teach them
- How to teach any student 3 memory strategies for remembering content on any subject
- Super Speller Strategy: how hemispheric brain integration techniques win out over traditional rote teaching
- 3 rapid reading skills
- How to identify images to improve reading comprehension skills
- 5 accelerated learning study skills
- BAT waves for Learning Power; how music enhances the learning process

Pat Mavredakis, MA, CSULA, Founder/President Discoveries in Learning, Menlo Park, CA is a former reading specialist in Los Angeles and San Gabriel school districts, and is currently teaching in San Mateo, CA.

- 1 mtg: Sun Mar 7
8am - 6pm
Franklin Community Center rm 8
\$59 (plus \$12 materials fee)



How to Learn Anything Fast

Seq No: 08-993-0908

.5 CEUs

If you are an Employer, Employee, College Student, Adult Returning to School or Work, or High School Student:

Learning is not about being smart! The only smart part is knowing the strategies which successful people use to quickly and easily learn any skill. Stress-free learning is a reality, not a dream.

After this class you can consider yourself a memory expert, knowing exactly "how to learn" and remember anything. You will be able to take charge of your brain and actually cut your learning time in half and teach others to do the same. If you are an employer, you will be able to increase productivity and business because employees will easily learn new skills and be able to use expert memory techniques on the job. Self-image also improves vastly.

If you have ever felt blocked in being able to learn a foreign language, math skill, spelling, university coursework or business-related information, this seminar is for you.

Discover powerful strategies to:

- Learn faster and easier
- Develop a super memory
- Double your reading speed
- Triple your vocabulary
- Learn any new job skills
- Reduce study time

If you have ever wondered what it will cost you in school or work if you did not master the learning process, attend this stress-free seminar and leave knowing the most powerful learning strategies, become a learning expert and have fun in the process.

Pat Mavredakis

- 1 mtg: Sat Mar 6
10am - 4pm
Franklin Community Center rm 8
\$49 (plus \$12 materials fee payable to instructor in class)



Gestalt Therapy with Children and Families

Child's Eye View of Gestalt

First Section

Seq No: 12-221-0546

Noncredit

Learn to apply the humanistic, experiential principles of Gestalt therapy to work with children, adolescents and families. The first section will focus on intervention strategies with children and adolescents. The use of art and play therapy, story writing, metaphors, board games and innovative approaches will be covered. Theory will be discussed briefly; most of the time will be spent experientially, and with demonstrations and discussions. A slide show of sandtray work will be included. Attention will be paid to application of the approach to both short and long-term therapy.

Ruth Lampert, MA, MFCC, Family Kaleidoscope, SM Therapy and Training Center, Founder/Director. Faculty, CSU Northridge, Pepperdine University, Graduate School of Psychology & Education Los Angeles, Anitoch University.

- 1 mtg: Sat Mar 13
9am-4pm
Redondo Beach Community Resource Center rm 8
\$55

Gestalt Therapy with Children and Families

Second Section

Seq No: 12-221-0547

Noncredit

THE SECOND SECTION will explore theory and application to families. We will find how Gestalt therapy integrates with family system work, the therapist's use of self, how to include children in family therapy, and use with "non-traditional" families such as single-parent and step-families. There will be generous amounts of role playing and demonstration, and a video will be shown.

- 1 mtg: Sat Mar 27
9am - 4pm
Redondo Beach Community Resource Center rm 8
\$55
- Seq No: 12-221-0548
\$95 both sections

Education

18th Annual Special Education Conference

Seq No: X507-01

1 sem unit

Join professionals in the field of education for two days of workshops. Nationally recognized speakers will present papers and will conduct special-interest workshops. For more information, contact Dr. Doris Okada, Conference Director, (310) 516-3524 or 516-3519.

- › 2 mtgs: Fri-Sat, Mar 5 & 6,
7:30am - 5pm

Carson Community Center

\$105 for conference registration for 2 days, One semester unit of degree applicable credit

\$65 for conference registration for two days, no credit

\$40 for conference registration for one day, no credit

Conference on the Education of Asian/Pacific Children

Seq No: 08-081-X507-02

1 sem unit

This two-day conference will focus on critical and current issues in the education of Asian/Pacific children. Experts on the various ethnic and cultural groups will present strategies for the classroom, especially for working with recent immigrants. A keynote address and workshops will be featured each day.

For more information on the conference, contact Dr. Jose Lalas, conference director, at CSUDH, (310) 516-3533 or (310) 516-3916.

- › 2 mtgs: Fri & Sat, Apr 23 & 24
7:30am - 5:00pm

CSUDH Recital Hall (HFA A103)

\$105 for conference registration for two days and one semester unit of degree application credit

\$65 for conference registration for two days and no credit

\$40 for conference registration for one day and no credit

Children Grieve, Too -- A Curriculum Approach

08-011-X508

1 sem unit

A nationally-recognized counseling/intervention program designed to help children to cope with the effects of unresolved grief and trauma. Conference will focus on techniques and strategies for use by classroom teachers, K-12, in dealing with trauma in the lives of students. Workshops will be conducted by counseling professionals from Children Grieve, Too.

Information: Dr. Melba Coleman, conference director, (310) 516-3921 or leave a message with Donna Alderman, graduate education secretary at (310) 516-3524.

- › 1 mtg: Sat May 1
8am - 5pm

CSUDH Loker Student Union

\$35 for conference registration, no credit

\$70 for conference registration, one semester unit credit

Player for Scholars Casino Night

Fundraiser

for Scholarships



**Saturday
night, April 24
7pm - 1am**

Come join in the fun -- play in a tournament to benefit scholarship funds for college students here at CSUDH!



**Tournaments
include:**

- Bid Whist
- Bridge
- Spades
- Dominoes

Donation: \$5

Loker Student Union, Bistro Room
CSUDH campus

Call Felton Williams for more information: (310) 516-3559.

Education

Community College Teaching Certificate Program

CSUDH offers a three course Certificate in Community College Teaching for those who would like to explore the option of a career in community college instruction. The Certificate Program is designed to enhance the skills, and thereby the employability of the potential community college instructor.

Program Requirements:

Student must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the Community College level, or be currently employed as an instructor in a community college.

Effective College Teaching

13543 GED 548-71 3 sem units

Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, and instructional technology.

- › 6 mtgs: TBA
9am - 4:30pm
CSUDH campus Rm TBA
\$321

SPECIAL SESSIONS
See Special Sessions information on page 54

College Teaching Internship

XXXXX GED 594-71 3 sem units

A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

› Schedule TBA
\$321

Prerequisites: GED 548 and GED 549; master's degree by the time the program is completed; and minimum grade of "B" in all courses in the program.

The Community College

81830 GED 549-71 2 sem units

An overview of the history, mission and function of the Community College. Topics include the history of higher education, the role of the Community College, student characteristics, curriculum, finance, governance articulations, and the California Master Plan.

- › 4 mtgs:
9am - 4:30pm
CSUDH campus Rm TBA
\$214

For further information contact Patricia Sewell, Office of Extended Education, (310) 516-3741.

Hawaiian Volcano Excursion! Independent Study in Hawaii during Spring Break!

86623 EAR 494-71 2 sem units

Prerequisite: Physical Geography or any college geology course.

Earn two credits while you explore volcanoes on the big island of Hawaii! Limited to 18 students, our group will fly to Hilo, Hawaii on Saturday, April 2 (and return to Los Angeles on April 10). From there the group will travel in vans to our headquarters at the Kilauea Military Camp, located within Hawaii Volcanoes National Park. We will explore Chain-of-Craters Road, blocked by lava flows which ran to the sea in the 1986 eruption. We'll drive around the caldera at Kilauea summit and hike out to the fuming Halemaumau crater. We'll hike through jungle into Kilauea Iki pit crater that spewed forth in 1959, and we'll also explore the Thurston Lava Tube and Lava Trees State Park. If Kilauea is erupting, we'll hike out to the East Rift zone to observe the fireworks.

Kilauea is covered by the native forest of ohia trees and tree ferns, but at Akaka Falls and around Hilo, where we will spend a day exploring, we will see papaya trees, banyan trees, ti plants, anthuriums and many varieties of ginger. We will also spend a day exploring the famous Kona Coast region of Hawaii, where we'll snorkel on the reefs & photograph the tropical fish.

Our accommodations are spartan--dormitories at Kilauea Military Camp, where showers and small refrigerators are available, but students should be ready to share rooms. Meals are available at reasonable rates from the cafeteria, and recreation facilities and a small store are present at the Camp.

David Sigurdson and Stephen Koletty will lead the excursion. Dr. Sigurdson is a geologist and chair of the Earth Sciences Department at CSUDH. Steve Koletty is a doctoral student in Geography at USC.

- › Organizational Meeting: Sat Feb 6, 9am. Excursion: April 2 - 10, Hilo, Hawaii

\$214 (Transportation and lodging not included in price, but reasonable rates have been secured for participants.)

Education

Bobrow Test Preparation

Originated at California State University, Northridge, by request of the student body in 1973. 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 30 universities, colleges, & law schools.

The staff is composed of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exam, call the CSUDH Testing Office at 310/516-3909.

All Workshops cover the most recent areas. STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

GRE (Graduate Record Examination) Review

This class is geared to the latest format of the GRE with emphasis on quantitative ability — arithmetic, algebra, and geometry. Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

GRE Review for April 17 Exam

Seq No: 08-000-0503-01

- 3 mtgs: Sat Mar 13, 20, 27 & Apr 3
- 9am - 1pm
- CSUDH campus SAC 1104
- \$165

GMAT (Graduate Management Admission Test) Review

This course will cover the various areas of the GMAT:

- Math Ability (Problem Solving)
- Reading Comprehension
- Sentence Correction
- Data Sufficiency
- Critical Reasoning
- Review of basic arithmetic, algebra and geometry.

GMAT Review for Jan 16 Exam

Seq No: 05-011-0540-01

- 3 mtgs: Sat-Sun Dec 12, 13 & Jan 9
- 9am - 3:30pm
- CSUDH campus SCC E 145
- \$175

GMAT Review for March 20 Exam

Seq No: 05-011-0540-02

- 3 mtgs: Sat Feb 27, Mar 6 & 13
- 9am - 3:30pm
- CSUDH campus SAC 1102
- \$175

GMAT Review for June 19 Exam

Seq No: 05-011-0540-02

- 3 mtgs: Sat May 22, June 5 & 12
- 9am - 3:30pm
- CSUDH campus SAC 1102
- \$175

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.

CBEST Review for Feb 6 Exam

Seq No: 08-011-0520-01

- 3 mtgs: Sat Jan 16, 23, 30
- 9am - 3pm
- CSUDH campus SBS A210
- \$155

CBEST Review for April 3 Exam

Seq No: 08-011-0520-02

- 3 mtgs: Sat Mar 13, 20, 27
- 9am - 3pm
- CSUDH campus SAC 1106
- \$155

CBEST Review for June 12 Exam

Seq No: 08-011-0520-03

- 3 mtgs: Sat May 15, 22, June 5
- 9am - 3pm
- CSUDH campus SAC 1104
- \$155

SAT (Scholastic Aptitude Test) Review

The SAT sessions are a series of prep sessions designed to give the potential college student an edge in doing his/her best on the college entrance exam. Emphasis will be placed on the mathematical ability section of the exam with verbal analogies, antonyms, sentence completion, and reading comprehension also analyzed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

SAT Review for May 1 Exam

Seq No: 08-000-0505-01

- 3 mtgs: Apr 3, 17 & 24
- 9am - 12:30pm
- Redondo Beach Community Resource Center rm TBA
- \$115

SAT Review for June 5 Exam

Seq No: 08-000-0505-02

- 3 mtgs: Sat May 8, 15, 22
- 9am - 12:30pm
- Redondo Beach Community Resource Center rm TBA
- \$115

Education

LSAT (Law School Admission Test) Review

This program is designed to assist students in preparing for the NEWLY REVISED LSAT by familiarizing them with each subject area, giving important insights into the types of questions and offering timed testing practice. Areas covered include:

- Analytical Reasoning
- Logical Reasoning
- Reading Comprehension
- The Writing Sample

LSAT Review for June 14 Exam

Seq No: 08-000-0529

- 3 mtgs: Sun May 16, 23, Jun 6
9am - 3:30pm
CSUDH campus SCC L149
\$175

NTE (National Teacher Exam Core Battery) Review

This prep session is designed to assist prospective teachers in preparing for the Core Battery of the NTE (Literature and Fine Arts, Mathematics, Science and Social Studies), by teaching techniques and strategies that will help students apply their skills and knowledge. A review of basic mathematics will be included. A one-hour lunch break is given for each full-day class.

NTE Review for March 6 Exam

Seq No: 08-000-0545

- 3 mtgs: Sat-Sun Feb 20, 21, & 28
9am - 3:30pm
CSUDH campus SCC L149
\$155

NTE Review for June 12 Exam

Seq No: 08-000-0545

- 3 mtgs: Sat-Sun May 22, 23 June 6
9am - 3:30pm
CSUDH campus SAC K144
\$155

Credential in Special Education

CSUDH Division of Extended Education is offering a concurrent Multiple Subject/Learning Handicapped or Severely Handicapped Credential Program. It is designed for individuals presently teaching on waivers in special education classrooms who want to become fully certified special education teachers.

This collaborative program between the Graduate and Teacher Education Departments has recently been approved by the Commission on Teacher Credentialing. It allows the student to earn two credentials concurrently: a basic elementary credential (multiple subject) and a special education credential (learning or severely handicapped).

Time Savings

- 56 unit streamlined program is a 23% of 17-unit reduction in coursework
- Concurrent Program can be completed part-time in 2 1/2 years -- a 30% time reduction
- Unique collaborative experiences in general/special education offered
- Only 3 additional units needed for a Master of Arts in Special Education degree

Innovative Schedule

A special class schedule has been designed to meet the needs of working teachers. 3-unit classes meet twice weekly in six-week segments on weekdays in late afternoon/early evening and/or Saturday mornings. Courses will run back-to-back allowing the student to complete two courses in 12 weeks. (This allows for mid-semester tuition payment). Classes will be offered during the summer and intersessions. Other classes with varying credits will have non-traditional schedules.

Spring 1993

Classroom Management: Concurrent Special Education Program

XXXXX TED 427-71 3 sem units

D. Wolff

- 13 mtgs: Mon- Tue Jan 25 - Mar 9:
Mon: 4pm - 6:45pm
CSUDH rm SBS B131
Tue: 7pm - 9:45pm
CSUDH rm SCC E-167
\$390

Foundations in Special Education

Reading/Language Arts in Elementary Schools

XXXXX TED 428-71 3 sem units

J. McGowan

- 13 mtgs: Mon- Tue March 15 - May 11
Mon: 4-6:45pm
CSUDH campus rm SBS B131
Tue 7 - 9:45pm
CSUDH campus rm SCC E-167
\$390

For a complete enrollment package, including a brochure, application, admission criteria and program description, contact Carrie Ann Blackaller, PhD, program coordinator, at (310) 516-3524 or (310) 516-3900 in the CSUDH Department of Graduate Education or Diana Wolff, EdD in the CSUDH Department of Teacher Education (310) 516-3922.

Education

Special Education Resource Specialist Certificate

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services, and community agencies). Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (laws & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods, and materials for students at risk or school failure). The CSUDH Resource Specialist Certificate Program covers these unique functions of the California Resource Specialist in three courses. Field projects are included in each course to help candidates master the skills required. The program meets all the state requirements for the California Resource Specialist Certificate.

Admission Requirements

Possession of a clear California Special Education Specialist Credential or equivalent, three current professional references from education supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Certification Requirements

Completion of GED 527, GED 528, GED 529 with satisfactory examination and field project evaluations and three years of K - 12 classroom teaching experience including at least one semester in both regular and special education (student teaching included).

For information, an application or further questions, contact the Graduate Education Department secretary, HFA C306 (310) 516-3524 or the Special Education Coordinator, HFA A319 (310) 516-3923.

Spring 1993

Resource Specialist II

Indirect Services

Prerequisite: GED 527 (recommended)

42453 GED 528-71 3 sem units
Surveys, demonstrates and applies indirect service principles to the identification, assessment, modification of curriculum and instruction, selection of community resources, vocational planning, and behavior management of the mildly handicapped in their regular classrooms, homes and communities. Field projects included.

Boyle/Steffin

8 mtgs: Sat Jan 9 - Mar 20 (No class (2/20, 2/27, 3/13))

9am - 4pm

CSUDH rm TBA

\$390

Resource Specialist III

Advanced Services

Prerequisite: GED 528 (recommended)

GED 529-71 3 sem units

Updates the participant on advanced consultation content in the areas of teacher effectiveness, behavior management, study and social skills training. Designed to improve the delivery of both direct and indirect services to the mildly handicapped in the educational mainstream. Field projects included.

Program Planning

Prerequisite: Clear Special Education Credential

07033 GED 527-71 3 sem units
Surveys current special education laws and practices regulating appropriate identification, assessment, program planning, placement, parent appeal and coordination of services for the education of the mildly handicapped in public and private schools.

Carrie Blackaller, PhD.

To be offered Fall, 1993

Supervised Field Experience in Adult Education

78816 TED 423-71 3 sem units

Prerequisites: TED 421 and TED 422

Course designed to give student practical experiences in teaching adults. Includes participation in classroom, school and communities, and individualized assignments to fulfill the particular needs of each credential applicant. Evaluation of field experience in scheduled seminars. CR/NC grading.

C. Hammond

8 mtgs: Fri Feb 5 - Mar 26
3 - 4pm
CSUDH campus Rm TBA
\$321

Counseling and Guidance for Teachers of Adult Education

42512 TED 424-71 3 sem units

Topics will cover counseling techniques to meet special needs of adult students and interpersonal relations/communications skills.

C. Hammond

10 mtgs: Fri Jan 29 - Apr 2
4 - 8pm
CSUDH campus Rm TBA
\$321

Education

Improve your English American Language and Culture Program

California State University, Dominguez Hills
1000 E. Victoria, Carson, CA 90747
(310) 516-3830 FAX (310) 516-3971

Spring 1993 Schedule (January 25 - May 21, 1993)

Conversation

Beyond the Classroom

9-10:20am MTWTHF

Practice conversational English. This course covers listening, speaking, reading and writing for non-academic purposes.

\$800

Keeping Up with the News: Reading about Current Events

10:30 - 11:50am TTH

Discuss current events and develop reading strategies using the local newspaper. Share your opinions with other international students.

\$325

How to Survive in the USA

1 - 1:50pm TTH

Learn how to cope with the types of situations you encounter living in the United States. "Learn the ropes" with other international students.

\$215

Academic English

Clear Speech

1 - 1:50pm MWF

Improve your pronunciation and oral communication skills. This course focuses on stress, intonation, pronunciation and oral communication strategies.

\$325

Composition for ESL Students

10:30 - 11:50am MWF

Practice writing university assignments such as summaries, in-class essays and term papers. Focus on grammar, punctuation and organization.

\$485

TOEFL Preparation

TOEFL Preparation: Reading & Structure

10:30-11:50am TTH

Prepare for "Structure & Written Expression" and "Vocabulary & Reading Comprehension" sections of TOEFL.

\$325

TOEFL Preparation: Listening Comprehension

1 - 1:50pm TTH

Health & Behavior

Courses in Health & Behavior

Certificate Programs

Alcohol & Drug Counseling	42-3
Orthotics	45

Behavior

Alternatives to Traditional Therapy ..	48
Assessment & Treatment of Child Abuse	47
Benefits of Straight Talk	48

Breathing Therapy	44
Coping with Childhood Trauma	47
Dealing with Abusive People	45
Family Function & Dysfunction	47
How to Find the Right Therapist	48
Negotiation Tactics	44
Preventing Destructive Behavior in Youth	47
Procrastination & Performance Anxiety	45
Treatment of Eating Disorders	44

Self Improvement

Creative Self-Discovery	46
Image for Professional Women	46
Professional Touch	46
Programming Yourself for Success	46
Woman Unlimited	46

Certificate in Alcohol/Drug Counseling

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the Certificate Program with permission of the Program Coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, in the sequence outlined below, with a 2.5 grade point average, the student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is required. 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 AD X301 with a "C+" or better.

The fee is \$100 per unit; a three-unit course is \$300. Tuition fees must be paid upon admission into program. Classes are held from 6:30 - 9:30 p.m. weeknights on the CSU Dominguez Hills campus in Carson.

For more information, contact the Office of Extended Education, (310) 516-3741.

Semester I

Intro to Alcoholism

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.

AD X300 3 ext units credit

Intro to Counseling Techniques

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

AD X301 3 ext units credit

Semester II

Counseling the Individual

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

AD X302 3 ext units credit

Perspectives on Drug Abuse: Counseling the Substance Abuser

This course is an introduction to this major social/ psychological problem. Students learn the basic pharmacology of the commonly encountered street drugs and behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also covered.

AD X303 3 ext units credit

Semester III

Group Counseling Techniques

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.

AD X304 3 ext units credit

Introductory Practicum

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.

AD X305 2 ext units credit

Health & Behavior

Semester IV

Family Dynamics

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 the individual roles and behavior patterns that exist within it.

AD X306 3 ext units credit

Advanced Practicum

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

AD X307 2 ext units credit

Treatment of Eating Disorders

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity. Biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abused is explored. Provides an overview of techniques for counseling individuals with eating problems.

AD X308 3 ext units credit

Spring 1993

Introduction to Alcoholism

Seq No: 12-223-X300 3 ext units

Mary Cook, MA

- 15 mtgs: Mon Jan 25 - May 24
6:30 - 9:30pm
CSUDH campus SAC 1102
\$300

Introduction to Counseling Techniques

Seq No: 12-223-X301 3 ext units

Jeanne Hendricks, PhD, MFCC

- 15 mtgs: Wed Jan 27 - May 19
6:30 - 9:30pm
CSUDH campus SAC 1102
\$300

Counseling the Individual

Seq No: 12-223-X302 3 ext units

Mary Cook, MA

- 15 mtgs: Thu Jan 28 - May 20
6:30 - 9:30pm
CSUDH campus SAC 1108
\$300

Perspectives on Drug Abuse: Counseling the Substance Abuser

Seq No: 12-223-X303 2 ext units

Nancy Sanders, MFCC

- 15 mtgs: Tue Jan 26 - May 25
6:30 - 9:30pm
CSUDH campus SAC 1108
\$200

Family Dynamics

Seq No: 12-223-X306 3 ext units

Mary Cook, MA

- 15 mtgs: Wed Jan 27 - May 19
6:30 - 9:30pm
CSUDH campus SAC 1104
\$300

Advanced Practicum

Seq No: 12-223-X307 2 ext units

Mary Ann Brimhall, MPA

- 15 mtgs: Thu Jan 28 - May 21
6:30 - 9:30pm
CSUDH campus SAC 1110
\$200

Treatment of Eating Disorders

Seq No: 12-223-X308 3 ext units

Robbin Grossman, MA, MFCC

- 15 mtgs: Mon Jan 25 - May 24
6:30 - 9:30pm
CSUDH campus SAC 1108
\$300

These courses can be taken without joining the Certificate Program in Alcohol & Drug Counseling: ADX 300, ADX 303 and ADX 308

The Faculty

Nancy Sanders, MFCC, is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Certificate Program and is also an instructor in the program. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978. Ms. Sanders is a licensed Marriage and Family Therapist with a private practice in the South Bay area.

Jeanne Hendricks, PhD, MFCC, is a licensed Psychologist in Private Practice in Manhattan Beach specializing in addictions and co-dependency.

Robbin Grossman, MA, MFCC Intern, is former Program Director of the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

Mary Ann Brimhall, MPA, has been a counselor in the areas of mental illness, addictive disorders and child abuse for 11 years. She has served as a consultant to various treatment facilities regarding the relationship between childhood sexual abuse to addictive disorders and multi-cultural issues which impact chemical and food abuse.

Mary Cook, MA, Psychology. Clinical Supervisor for Diversion Substance Abuse program since 1976. Instructor for CSUDH since 1978.

For More Information

Call the Division of Extended Education at (310) 516-3741 for a class schedule, an application or other information.

Health & Behavior

Negotiation Tactics

08632 BEH X522-71

4 sem units

Tactics used in negotiations among individuals, institutions, and societies. Planning and conducting personal, corporate, labor, hostage, and diplomatic negotiations. Cross-cultural, ethical, and historical dimensions.

D. Churchman, PhD, professor of Graduate Studies in the CSUDH Behavioral Sciences Dept.

- › 10 mtgs: 9 Tue, 1 Sat TBA
Off campus TBA
\$428 (plus \$30 for text)

See Special Sessions information on page 54.

Treatment of Eating Disorders

Seq No: 12-223-X308

3 ext units

This course is an introduction to the treatment of anorexia nervosa, bulimia, compulsive eating, obesity and atypical eating disorders. The focus of the course is on clinical categories, psychosocial assessment and the practical aspects of helping persons troubled by eating disorders through a multi-disciplinary approach. Biological, psychoanalytic, behavioral, psychosocial and other theoretical perspectives are explored. Patterns of chronic dieting are also investigated, as well as the societal emphasis on thinness.

Robbin Grossman, MA, MFCC Intern, is former Program Director for the Rader Institute Eating Disorders Unit at South Bay Hospital. She is a specialist in the treatment of eating disorders.

- › 11 mtgs: Mon Jan 25 - May 24
6:30 - 9:30pm
CSUDH campus SAC 1108
\$300

Breathing Therapy: How to Relax

Seq No: 12-01-0520

Noncredit

Improve your breathing and deal with stress--in 3 sessions, you will learn breathing awareness, proper breathing guidelines, relaxation techniques, motion integrated with breath, and how to apply the processes within a daily stressful situation and finding and nurturing the positiveness in yourself.

Ron Feuer

- › 3 mtgs: Sat May 1 - June 5
11am - 1pm
Redondo Beach Community Resource Center Rm 7
\$65
- › Take with Chi Kong (see Fitness section page) on the same days for total relaxation!

Travel Study Programs

*See the sights and gain new perspectives.
Worlds of Travel await you!*

Find your journey on pages 52-53



Health & Behavior

Orthotics Certificate Program

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train students in the field of orthotics: the profession of designing, fabrication, and fitting orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies.

The course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students.

For more information contact: D. Clark, Rancho Los Amigos Orthotics Dept., 7450 Leeds St., Downey, CA 90242, 310/940-7655.

Identifying & Dealing with Abusive People

Seq No: 12-011-0915 .8 CEUs

This is a practical approach to the issues of abuse in our lives. It assumes that there is an identifiable model of an "abuse addict" who has clear cut characteristics and behaviors. This course will explain the model and characteristics of abusive people. Participants will make a chart of the abusive people in their lives. Techniques for self-protection will be covered.

Laura Russell, PhD, M,FCC in private practice, is associated with the Gentle Support Counseling Services.

> **1 mtg: Sat Feb 6**

9am - 6pm (1 hour lunch)

**Redondo Beach Community
Resource Center rm 8**

\$100

Overcoming Procrastination & Performance Anxiety

Seq No: 12-011-0528 Noncredit

Would you like to know why you habitually postpone important tasks that need to be completed, and how to stop putting things off? Are you convinced there is never enough time to do what you want to do? This fast-paced workshop can help you identify subtle patterns of performance anxiety, nervousness, fear, unwanted behavior and procrastination. You will learn to prioritize, set goals, and take more control of your time. Activities include lecture, writing, role-play, group process and discussion. Topics include understanding the "all or nothing" procrastinators code of ethics; how co-workers, friends and family influence you and your time; why procrastination affects your health and well-being; and how to increase motivation and productivity.

Stacey Jones, PhD, is a communications consultant, career counselor, music and voice therapist, author, lecturer and instructor at hospitals, businesses, and schools in California and Hawaii.

> **1 mtg: Sat Jan 30**

10am - 4pm

**Redondo Beach Community
Resource Center rm 8**

\$50 if registered by January 15

**(plus \$10 materials fee payable to
instructor in class)**

\$60 if registered after Jan 15

Health & Behavior

Programming Yourself for Success

Seq No: 05-011-0701

Noncredit

ACT! Don't REACT! Change negative reactions to positive ACTION! Handle anger, difficult people, conflict and criticism with assertive skills. Communicate and negotiate assertively in personal and business relationships and overcome the roadblocks which will develop your confidence, improve self-esteem and show you how to get more of what you want out of life.

Eve Cappello, PhD, MA, instructor, has taught in the fields of psychology and art at CSUDH, the University of Judaism, Mount St. Mary College and Ottawa University in Canada.

- 2 mtgs: Sat Jan 30 & Feb 6
9am - 4pm
Franklin Community Center rm 8
\$65 (plus \$22 materials fee payable to instructor in class)



The Professional Touch

Seq No: 05-011-0702

Noncredit

Make powerful impressions and develop leadership skills that "sell" in today's tough economy. Beginning a new career? In transition? Not sure what your goals are or how to climb the corporate ladder? This course offers all the do's and don't's that will have you thinking, acting, writing and looking your professional best—everything from what bosses are looking for to finding out where the jobs are. The course for all levels of employees that has made an impact in corporations and the government internationally.

Eve Cappello, PhD.

- 1 mtg: Sat Feb 27
9am - 4pm
Franklin Community Center rm 7
\$65 (plus \$13 materials fee payable to instructor in class)



Image for Professional Women

Seq No: 05-011-0621

Noncredit

Starting a new career? Want to move up from your current position? Your image may be holding you back. Professional Beauty Consultant Carolyn Jerry will teach you the techniques to creating an image that reflects self-confidence while keeping costs down. The workshop will include instruction on building a versatile wardrobe, accessorizing, skin care, and makeup application techniques.

Carolyn Jerry, BS, is an independent beauty consultant with a major cosmetics firm.

- 1 mtg: Sat Jan 30
10am - 1pm
Franklin Community Center rm 7
\$45



Creative Self-Discovery

Seq No: 12-011-0526

Noncredit

Writing, drawing and fantasy exercises combined with discussion aimed at revealing aspects of oneself make this class of great help to those who wish to deepen self-awareness. Discover individual life meanings, values, priorities, direction and goals. Aspects of personality, wishes, hopes, fears, playfulness and creativity will be highlighted in this process.

Mary Cook, MA, is an instructor in the CSUDH Alcohol and Drug Counseling Certificate Program.

- 4 mtgs: Tue Feb 2, 9, 16, & 23
6:30 - 9:30pm
Redondo Beach Community Resource Center rm 8
\$55

Woman Unlimited

The course is intended to stimulate the individual's creative processes and to encourage independent thinking, problem solving and self-expression. The value of the group process is to encourage community dialogue with questions such as:

What do you want out of life?

How are you feeling right now?

If it could be any way at all right now, how would you want it to be?

What are you getting from this situation or are you willing to release your attachment to pain, hurt and feeling of loss?

What are you pretending not to know?

The course is not intended to take the place of therapy, but to give women a place to challenge themselves, release old habits, negative patterns, and bring about positive and valuable changes in their lives and quality in their existence.

The course consists of two parts. A student may choose to enroll in either Part I, Part II or both. A student who completes both parts may earn one CEU.

Lorraine Destatte, DCH, is on the staff of the CSUDH Statewide Nursing Program

Part I: Seq No: 12-011-0532

Introductory: You Have a Choice (Feb 5)

The Power of Your Word (Feb 19)

Commit to Your Dreams (Mar 4)

Part II: Seq No: 12-011-0535

Focus Your Attention on What You Want (Mar 18)

The Art of Giving (Apr 1)

The Art of Receiving (Apr 15)

Trust, Love and Action (Apr 20)

- All sessions meet Thursdays & Fridays from 7 - 8:30pm

CSUDH Conference rm ERC A506

\$45 (part I only) \$60 Part II

\$95 Parts I & II: Seq No: 12-011-0536 (If registered for both parts)

Course Text: *Love and Power in a World Without Limits* \$15.95

Health & Behavior

Save the Children: Preventing Destructive Behavior in Youth

Seq No: 12-140-0800 1 unit prof credit
Myths about youth suicide, societal factors that affect youth at risk for suicide, and risk factors associated with destructive behavior will be discussed, along with other important issues such as warning signs, common indicators of depression, assessment of lethality, and effective steps for intervention. Mental health resources for youth and their families; school and family support strategies; legal and ethical considerations; and effective family communication skills will also be topics considered in this course, along with grief resolution subsequent to a suicide and school actions following a trauma. School psychologists, school nurses, mental health professionals, teachers, education majors and physicians will find this course of great interest.

Bonnie Burke Shannon, Ph.D., is a senior psychologist with the Los Angeles Unified School District Suicide Prevention Unit.

- › 6 mtgs: Wed Apr 21 - May 26
4 - 7pm
Redondo Beach Community
Resource Center rm 8
\$85

Coping with Childhood Trauma

Seq No: 12-140-0905 2 CEUs

Learn the meaning of your symptoms of childhood trauma. Develop coping strategies for your symptoms of reliving your trauma. Break through the symptoms of avoidance of life events and arrive at the methods for dealing with the symptoms of increased arousal and anxiety which result from trauma. Recognize your self-abusive patterns and the methods for breaking them. See the continuous thread these symptoms have woven in all areas of your life--begin the unraveling process with an understanding of your current life experiences. This is an active class-discussion workshop.

Laura Russell, PhD, MFCC in private practice, has worked in education and health nationwide and is a recognized specialist in treating individuals with traumatizing experiences.

- › 10 mtgs: Thu Apr 1 - June 3
7 - 9pm
Redondo Beach Community
Resource Center rm 7
\$150

Family Function and Dysfunction

Seq No: 12-011-0527 Noncredit

Class examines functional and problematic approaches to diverse areas of family living including communication, emotional awareness and attunement, conflict resolution, boundaries, intimacy, compatibility, commitment, parenting, discipline, structure, security, interest, affection, nurturing and much more.

Mary Cook, MA, Psychology, Clinical Supervisor for Diversion Substance Abuse program since 1976.

- › 4 mtgs: Tue Mar 29, 16 & 23
6:30 - 9:30pm
Redondo Beach Community
Resource Center rm 8
\$55

Assessment and Treatment of Child Abuse

Seq No: 12-140-0516 .8 CEUs

This one-day workshop for professionals in mental health and related services is designed to meet the requirements of AB 141 for licensure renewal by providing an overview of the area of child abuse. Types of child abuse will be defined and identified with examples and methods of assessment. The short and long term effects of abuse will be presented along with indicators of high risk families. Steps in reporting will be outlined, including the legal issues involved, ways of assisting children through the process, and managing referrals and cases will also be covered.

The program will include hypnotherapy with child survivors, protective techniques, art and play therapy, and Gestalt Therapy with groups and families. Materials included in price of workshop.

Michele Linden, EdD, MFCC, a licensed clinical psychologist, is a faculty member at CSUN in the Department of Ed. Psych. Dr. Linden is also in private practice in Sherman Oaks, and is a staff psychologist at Cedars-Sinai Hospital.

Ruth Lampert, MA, MFCC, is in private practice, and teaches at CSUN and Pepperdine University. Together, they are the co-directors of the Family Kaleidoscope Foundation.

- › 1 mtg: Sat Jan 16
8:30am - 5:30pm
Redondo Beach Community
Resource Center rm 7
\$45 CSUDH students
\$60 Non-CSUDH students

Health & Behavior

How to Find the Right Therapist

Seq No: 12-011-0530

Noncredit

Know your options when it comes to finding the best therapist or counselor for you or your family. You'll learn where to look to find the individual best trained for your specific needs, how to understand your role in therapy plus an overall view of the therapeutic process from beginning to end.

Tanya M. Sandoval, MA, has taught courses in psychology at the University of New Mexico, Santa Monica College, and for city government and private industry.

› 1 mtg: Sat May 1

10am - 1pm

Redondo Beach Community
Resource Center rm 8

\$35 (plus \$2 materials fee payable to
instructor in class)

Alternatives to Traditional Therapy

Seq No: 12-011-0531

Noncredit

A concise look at the non-traditional forms of therapy available. Emphasis is on examination of the scientific merits of each option, along with a brief history of the mental health field. This course will help you determine your personal needs and explore alternative therapy open to you.

Tanya M. Sandoval, MA

› 1 mtg: Sat Apr 10

10am - 1pm

Redondo Beach Community
Resource Center rm 7

\$35 (plus \$2 materials fee payable
to instructor in class)

Benefits of Straight Talk

Seq No: 08-370-0577

Noncredit

Has anyone ever asked you for your opinion, thoughts or feelings about something, but when you responded, you didn't say what the person wanted to hear? Consequently, you felt blamed or made wrong? Have you ever felt tongue-tied because you couldn't convert facts into words? Are you curious or disturbed about jargon, buzzwords, psycho-babble or doubletalk, in the media, government, business, and personal relationships?

This one-day intensive workshop will teach you how to become a more effective communicator and active listener. Activities include role-play, experiential exercises, writing, group process and discussion, writing, lecture and problem-solving emphasizing immediate practical application.

Stacey Jones, PhD voice therapy, MA clinical psychology.

› 1 mtg: Sat Mar 13

10am - 4pm

Redondo Beach Community
Resource Center rm 7

\$55 (plus \$10 materials fee payable
to instructor in class)

Fitness & Recreation

Fitness & Recreation Classes & Programs

Fitness

Chi Kong	49
Eat Well, Look Great!	49
Fitness for the 90's	49
Sailing - Basic	51

Sailing - Intermediate	51
Sailing - Advanced	51
Tap Dance	49

Travel & Study Programs

Canoeing Topock Gorge	50
Kenya Safari	50

CSUDH Escorted Travel Programs

All new for Spring '93 52-53

Fitness For The 90's

This course provides individuals other than faculty, staff and students of California State University, Dominguez Hills, the opportunity to utilize selected athletic facilities during designated hours of the week. Any non-CSUDH student, faculty or staff member must enroll in this course in order to utilize the fieldhouse or gymnasium locker rooms, the weight room, the swimming pool, the tennis courts or track.

There are two categories for enrollment in the course:

Full Membership

Seq No: 09-133-0510-01 Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted,

\$120

Limited Membership

Seq No: 09-133-0510-02 Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room usage).

\$40

Eat Well, Look Great! Get the Fat out of your Fitness Program

Seq No: 12-011-0524 Noncredit

Learn how you can make the most of your exercise time. Exercise to achieve good health, good looks, and a good disposition without sacrificing the rest of your life. Learn techniques to improve your strength, control your weight, and better your P.R. while spending less, rather than more time at your workouts. It's quality, not quantity that gives the best results. Through a review of the latest research in sports nutrition, you will also learn how to eat to support your active lifestyle.

Joann Bally, instructor, is a professional fitness trainer.

> **1 mtg: Sat Feb 20**

8:30am - 12:30pm

**Redondo Beach Community
Resource Center Rm 8**

\$45

Chi Kong: Exercise without Stress

Seq No: 08-370-0576 Noncredit

Focus on breathing and movement integrated with balance and relaxation using the ancient Chinese exercise system which relaxes the mind as well as the body, quiets the nervous system, aids circulation, improves flexibility, breathing and balance, develops concentration and memory and heightens energy. Participants will learn to slow down and listen to their bodies. To fully absorb the power of each exercise, slowing down is as important as the movement itself. When Chi Kong is fully learned, the entire sequence takes between 15 and 60 minutes to do and varies depending on an individual's level of ability and commitment. The goal of the class is to develop an efficient mind and body relationship, and Chi Kong nurtures this process without strain or stress.

Ron Feuer, MA, MFCC, is a licensed psychotherapist and expert on breathing therapy.

> **4 mtgs: Sat May 1-25**

9:30 - 10:30 am

**Redondo Beach Community
Resource Center rm 7**

\$45

Tap Dance for Potential Freds and Gingers

Seq No: 10-081-0558 Noncredit

Learn elementary tap technique while you kick up your heels and enjoy a good workout! Emphasis is on skills, steps, combinations and terminology, but you'll also learn to appreciate the origin and evolution of tap dance. Go ahead—find out if you're Busby Berkeley material—you could go in a frightened kid and come out a star!

> **6 mtgs: Sat Jan 16 - Feb 20**

10 - 11am

CSUDH campus Gym A102

\$30

Fitness & Recreation

Canoeing: Topock Gorge (Colorado River)

Seq No: 08-356-0552

Noncredit

Explore a 17-mile section of the Colorado river's Havasu Wildlife Refuge, including sandy beaches, hidden lagoons, the Devil's Elbow, sand dunes, and nocturnal burro "visits." Instruction provided in paddling strokes, canoe camping, and safety procedures. Participants furnish their own food, camping equipment and transportation.

Prerequisites: no prior canoeing experience is necessary, but participants must be in good physical condition and have basic swimming skills. Canoeing field trip starts near Needles, Ca. (approx. 4 1/2 to 5-hour drive from the LA area)

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, backpacking, scuba and skin diving for the past 18 years.

2 days: Sat -Sun May 15 -16

\$55 plus \$30 materials fee payable to instructor

No refunds after March 25th unless participant finds a replacement.

1993 Summer Study Safari



with Professor Leonard M. Moite

Program highlights include:

Safari through Kenya's famous game parks, exploration of Nairobi and other urban centers and rural areas of Kenya; interaction with Kenyan scholars, business and government officials.

For further information, contact Dr. Leonard M. Moite:
30037 Via Borica, Rancho Palos Verdes, CA 90274
(310) 377-6790 (eve), (310) 516-3446 (day -- campus)

Fitness & Recreation

Sailing

Internationally certified courses are designed to take you from novice to coastal cruiser. Thursday evening classroom sessions with U.S. Coast Guard personnel and certified sailing instructors provide thorough learning of principles and theory of this increasingly popular year-round sport to prepare you for on-the-water practice. Each course consists of 12 hours of instruction made up of three 2-hour Thursday evening classroom sessions and three 2-hour on-the-water sessions in modern training boats. Weekend sessions will be scheduled with the instructor at the first session.

All classes meet at the American Sailing Academy, 291 W. 22nd Street, Suite 201, San Pedro, CA 90731, (310) 548-3412.

Basic Sailing

Seq No: 08-350-0579 Noncredit

For those with little or no sailing experience. Includes boat rigging, points of sail, docking and undocking under sail, tacking and gybing procedures, safety procedures, nautical terminology, knot tying, sail trim and boating rules of the road.

- › 3 mtgs: Thu Feb 11, 18 & 25
7:30 - 9:30pm (plus 2 hours Sat or Sun TBA with instructor)
American Sailing Academy
\$300

Intermediate Sailing

Seq No: 08-350-0580 Noncredit

Prerequisite: Basic Sailing

Builds on the knowledge gained in Basic Sailing. Provides information necessary for cruising safely on local/regional waters. Topics include heavy weather boat handling, reefing and sail trim, light air sailing, proper sail selection, anchoring, navigational aids, boating safety and waterway rules.

- › 3 mtgs: Thu Mar 18, 25, Apr 1
7:30 - 9:30pm (plus 2 hours Sat or Sun TBA with instructor)
American Sailing Academy
\$300

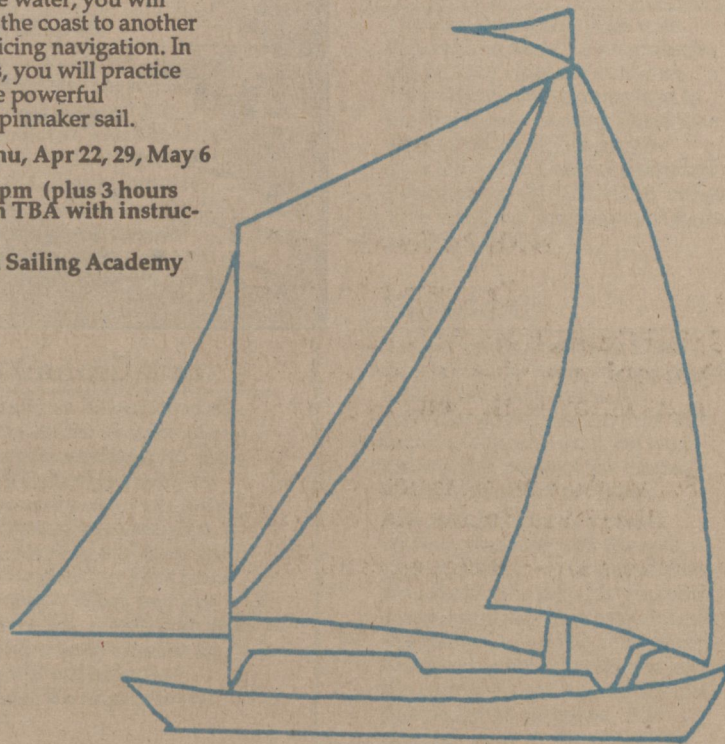
Advanced Sailing

Seq No: 08-350-0581 Noncredit

Prerequisite: Basic and Intermediate Sailing

Explores advanced topics used in racing and ocean cruising including navigation charts, tools, symbols, speed and distance math problems, dead-reckoning techniques, and spinnaker sailing concepts. On the water, you will cruise down the coast to another harbor practicing navigation. In another class, you will practice the use of the powerful downwind spinnaker sail.

- › 3 mtgs: Thu, Apr 22, 29, May 6
7:30 - 9:30pm (plus 3 hours Sat or Sun TBA with instructor)
American Sailing Academy
\$300



Fitness & Recreation

Longing to travel?

*Find what's
beyond the
horizon and make
new friends--join
a CSUDH Travel
Study tour this
spring!*

*This is just a
sample of the
itinerary of a
popular tour: call
(310) 516-3741 to
find out about the
many choices you
have this spring
and summer!*

IRELAND

1993 Program Dates
April 15 - 29, July 15 - 29
September 16 - 30



PROGRAM HIGHLIGHTS

An escorted tour that will enable you to explore the natural beauty, monuments, and cultural heritage of the "Emerald Isle", from the Dublin of Swift and Joyce to the rural splendors that inspired Yeats. Discover Killarney's Lakes; Doolan, the home of traditional Irish Music; and "Galway of the Kings." Historic pub visits will enable you to meet the people of Ireland.



- Experience the cultural richness of Galway, including a visit to Kenny's Library and Art Gallery for Irish coffee and a talk by a prominent Irish artist.
- View the massive prehistoric fort of Dun Aengus on an optional visit to the Aran Islands where you can enjoy Irish folklore, music, and song.
- View the mountains and rugged coastline of Donegal. Enjoy fine wine and superb food accompanied by the music and song of Ireland at a medieval banquet.
- Experience the natural beauty and the unfolding history of the "Emerald Isle" while viewing the monastic ruins that dot the landscape from Glendalough to the Rock of Cashel, the seat of kings and medieval bishops.
- Specially arranged visits to Irish country pubs with their marvelous music sessions will also provide the opportunity to meet and converse with the Irish.
- Explore the Dublin of Molly Malone, Jonathan Swift, James Joyce and a million modern day Irish, including a lecture on Irish History. Georgian, medieval and modern architecture provide a varied backdrop to leisurely strolls down some of Dublin's leading shopping streets and a visit to Trinity College Library, home of the 8th century Book of Kells.
- In Dublin, visit the historic Abbey Theatre.
- Outside of Dublin, visit the 5,000 year old Newgrange Burial Mounds - the eighth wonder of the world.
- Special bed and breakfast arrangements in the tranquil Nire Valley will provide an opportunity to meet the exceptionally friendly and hospitable Irish people.
- Stroll along the River Lee in Cork, the colorful second city of Ireland. Visit the Training School for Youth (the Boy's Town of Ireland). Visits to Blarney Castle and Woolen Mills.
- View the breathtaking Lakes of Killarney and travel the famous "Ring of Kerry" that inspired many Irish poets, painters, writers, and musicians.

Registration & General Information

Extension Credit

Academic credit is awarded for successful completion of formally recognized institutional X100 - X599 courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval. **Course numbering is X100-X499 for undergraduate and X500-X599 for graduate courses.**

Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For course numbering system, see the university catalog.

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. 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. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. **Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.**

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. 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 0500-0599 & 0700 - 0799.**

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized relicensure, promotion or career advancement. One CEU equals ten hours of participation in lec-

ture. 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.**

Extension Grading Procedures

Unless a course is offered for a grade of credit/no credit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/no credit basis by informing the instructor in writing at the beginning of the class. For Special Sessions 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 Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each.

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 and their fees will be refunded by check from the University. 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.

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 this 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: Extended Education, CSU Dominguez Hills, Carson, CA 90747.

Nondiscrimination Policy

The Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability, or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities.

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 516-3737 or the Vice President for Student Affairs at (310) 516-3784.

Standards

Degree credit courses in Extension adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program.

It is our aim, through course review, planning and the selection of quality, experienced Extension faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Registration & General Information

RESOURCES FOR STUDENTS

Library Services

Student identification cards — available at the Extension Office — will entitle you to full use of the CSUDH Library.

Loker Student Union

At present, projected hours for the new Loker Student Union are from 8am to 5pm daily.

Breakfast is served from 8am - 10:30am. Other food areas open at 10am. Food programs include Taco Bell, Round Table Pizza, Togo's, Carl's Jr., Mrs. Cleaver's Grill, a variety of catering services as well as Espresso Yourself, which features freshly ground coffees and baked pastries.

Round Table Pizza has satellite viewing on three televisions for students, staff and faculty.

There is no food service on Saturdays and Sundays.

Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30 a.m. - 2 p.m. For further information call (310) 516-3814.

Parking

Redondo Beach Community Resource Center: Ample free parking.

Franklin Community Center:

Free parking in lot and on Fisk and Inglewood Avenues.

CSUDH Campus: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars or quarters for the machines).

Textbooks

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

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 credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$100 per semester unit (\$300 for a three unit class). Spring semester classes begin January 23. To register for Open University classes, follow the instructions below.

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, Building 2, room B141 in the Small College area).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. 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 all payments have cleared the bank. You must complete registration by February 12. For a complete schedule of classes, please call (310) 516-3741.

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Director, Special Sessions & Travel Study

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Jackie McKenzie

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Coordinator, Humanities External Degree Program

Arthur Harshman, Ph.D.

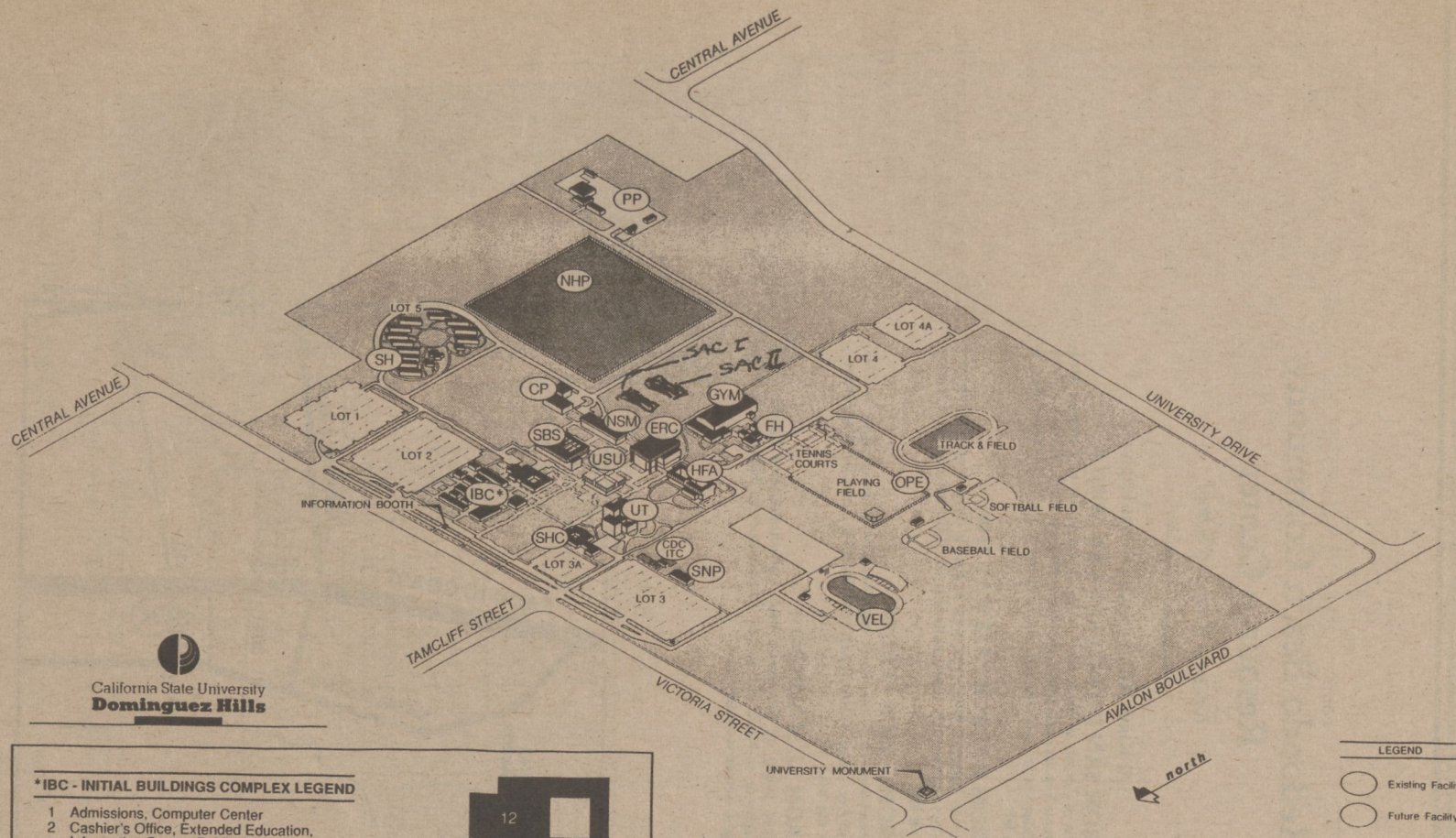
310-516-3743

Humanities External Degree Program Assistant

Loretta Edwards

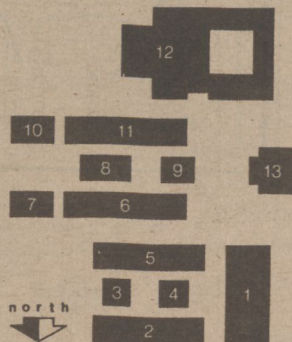
310-516-3743

CSUDH Campus, Carson



*IBC - INITIAL BUILDINGS COMPLEX LEGEND

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety, Relations with Schools
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Financial Aid, Student Affirmative Action, Student Development, Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms, International Students
- 8 Classrooms
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 The Commons: Cafeteria, Serenity Center, Reproduction Services, Student Activities, Student Programs, Student Union, Women's Center
- 13 Registrar: Records and Registration



UNIVERSITY GENERAL LEGEND

- | | |
|--|--|
| CDC - CHILD DEVELOPMENT CENTER | PP - PHYSICAL PLANT
Warehouse and Receiving |
| CP - CENTRAL UTILITY PLANT | SBS - SOCIAL AND BEHAVIORAL SCIENCES
School of Management
School of Social and Behavioral Sciences
Shinwa Japanese Garden |
| ERC - CAIN EDUCATIONAL RESOURCES CENTER
Central Administration Offices, Instructional Media,
Learning Assistance Center, Library, TV Studios | SH - STUDENT HOUSING (Pueblo Dominguez) |
| FH - FIELD HOUSE | SHC - STUDENT HEALTH CENTER
Disabled Students Center, Health Programs and
Psychological Counseling, Veterans Affairs |
| GYM - GYMNASIUM | SNP - STATEWIDE NURSING PROGRAM (Temporary) |
| HFA - HUMANITIES AND FINE ARTS
School of Humanities and Fine Arts
Center for Quality Education | USU - DONALD P. AND KATHERINE B. LOKER
UNIVERSITY STUDENT UNION (Future) |
| IBC - INITIAL BUILDINGS COMPLEX (See legend at left) | UT - UNIVERSITY THEATRE |
| ITC - INFANT TODDLER CENTER | VEL - 7-ELEVEN OLYMPIC VELODROME |
| NHP - NATURAL HISTORY PRESERVE | |
| NSM - NATURAL SCIENCES AND MATHEMATICS
School of Science, Mathematics and Technology | |
| OPE - OUTDOOR PHYSICAL EDUCATION | |

- LEGEND
- Existing Facility
- Future Facility

To Register by Phone: (310) 516-3741 FAX: (310) 516-3971
VISA or MasterCard Accepted

Redondo Beach Community Resource Center

Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)

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)

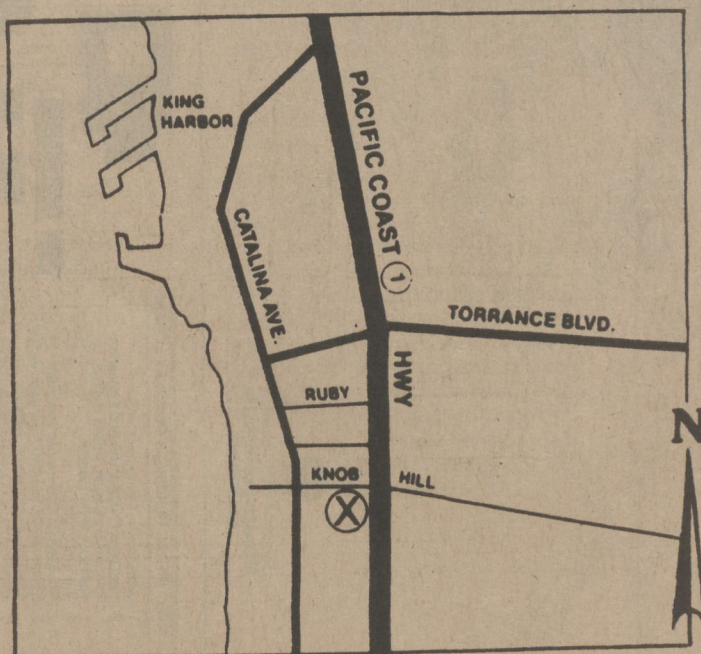
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

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.

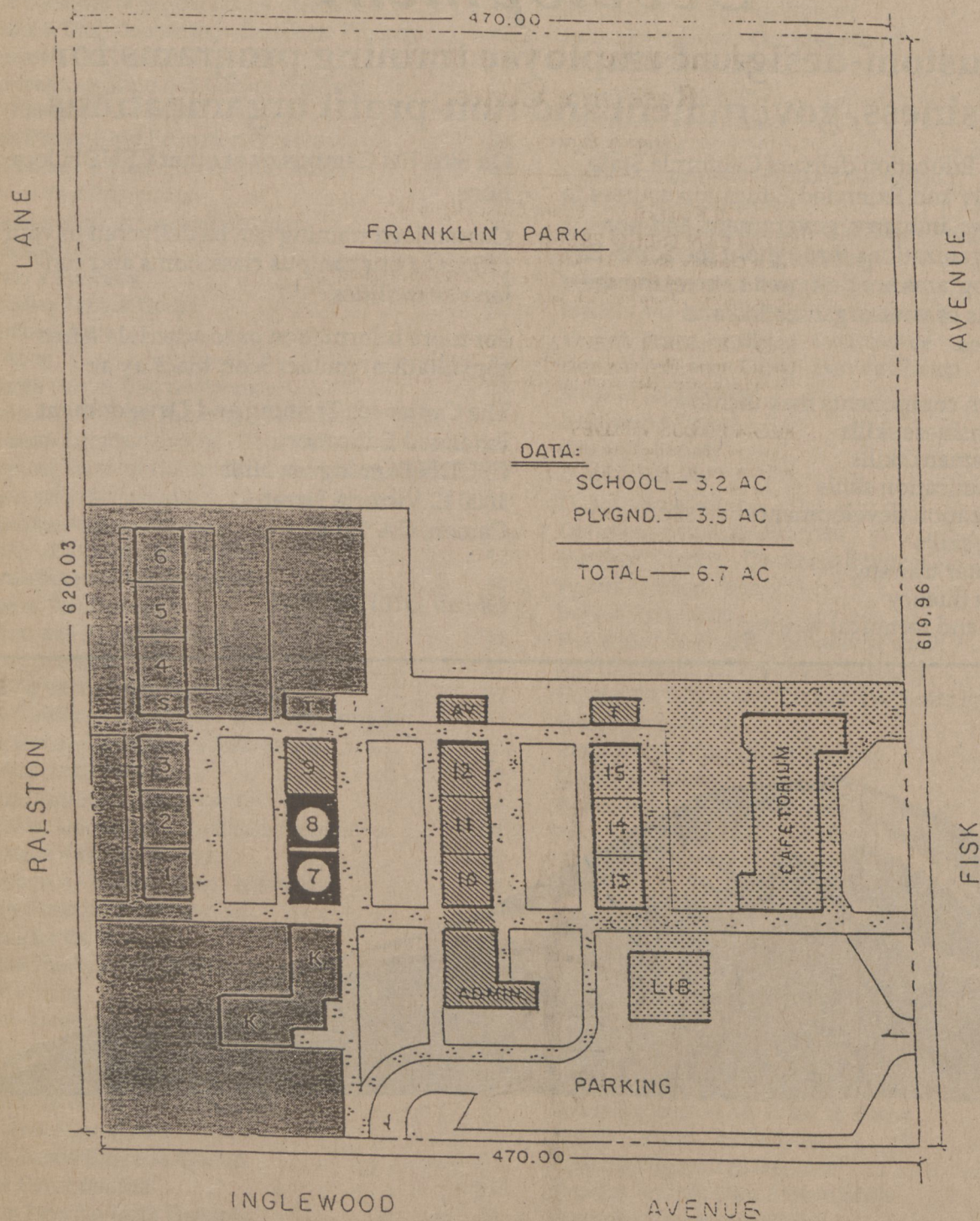
FROM EL SEGUNDO

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.



Franklin Community Center

850 Inglewood Ave, Redondo Beach



The Center for Training and Development

Custom-designed employee training programs for business, government and non-profit organizations.

Contract Education delivers California State University and Extended Education courses to businesses, industry, government, and non-profit organizations throughout the South Bay Area. Programs are designed to meet the unique needs of your organization and employees.

- Program components may include:
- Basic business skills
- Management skills
- Communication skills
- Organization development
- Testing skills
- Computer training
- English fluency
- Career and technical writing

On Site, On Campus or at other CSUDH locations.

Customized training can be delivered to your offices or our campus classrooms and conference facilities.

For more information or to schedule a free consultation, contact Scott MacKay at:

The Center for Training and Development
Extended Education
CSUDH Dominguez Hills
1000 E. Victoria Street
Carson, CA 90747

Or call (310) 516-3741.



Registration & General Information

Index

Adult Survivors of Sexual Abuse - Treatment of	45	Image for Professional Women	46
Alcohol & Drug Counseling - Certificate Program	42-3	Industrial Hygiene - Comprehensive	18
Alternatives to Traditional Therapy	48	Interactive TV Courses	28
American Language and Culture Program	7, 41	Japanese - Beginning	8
Art Through Your Family	6	Japanese - Intermediate	8
Asian Pacific Child Education Conference	36	Kenya Safari	50
Assessment & Treatment of Child Abuse	47	Labor-Management Relations Workshop	23
Bobrow Test Preparation	38-9	Lotus 1-2-3 - Introduction	30
Bookkeeping with Quicken Software	32	Manufacturing Supervision - Certificate Program	17
Breathing Therapy	44	Market Business on a Shoestring	24
Buying a Business	24	Medical Insurance Billing - Beginners	25
Canoeing Topock Gorge	50	Medical Insurance Billing - Computerized	31
Chamber Music	8	Medical Insurance Billing - Intermediate	25
Chi Kong	49	Medical Insurance Billing - Service Startup	25
Children Grieve, Too Conference	36	Medical Terminology	25
Community College Teaching - Certificate Program	37	Negotiation Tactics	44
Computer Communications - Beginners	30	Omnilore Society	9
Computer Tools for Human Resource Management	32	Open University	33
Construction Management - Certificate Program	13	Opera - Experiencing	9
Consumer Attitude Surveys	23	Orthotics - Certificate Program	45
Coping with Childhood Trauma	47	Paralegal Studies - Certificate Program	27
Counseling for Adult Education	40	Payroll Training - Basic	23
Creative Self-Discovery	46	Personal Investing	25
Dealing with Abusive People	45	Preventing Destructive Behavior in Youth	47
DOS - Introduction	30	Procrastination & Performance Anxiety	45
Drawing on the Right Side of the Brain	6	Production & Inventory Control- Certificate Program	14
Early Childhood Education - Certificate Program	34	Professional Touch	46
Easy Money Strategies for Retirement	25	Programming Yourself for Success	46
Eat Well, Look Great!	49	Quality Assurance - MS	15-16
Eating Disorders - Treatment of	44	Real Estate Agents - Recruiting & Training	26
Effective Supervision - Certificate Program	21-2	Real Estate Appraisal - Certificate Program	19-20
Employee Attitude Surveys	23	Real Estate Career Opportunities	26
Ergonomics - Safety Issues - Machines	18	Relocating to the Pacific Northwest	26
Family Function & Dysfunction	47	Resource Specialist - Certificate Program	40
Fitness for the 90's	49	Safety Professional - Skills Update	18
Gestalt Therapy with Children & Families	35	Sailing - Basic	51
Grant Writing	10	Sailing - Intermediate	51
Guitar - Beginning	8	Sailing - Advanced	51
Guitar - Contemporary	8	Screenwriting	11
Hawaiian Volcano Excursion	37	Self-Publishing	10
Hazardous Waste Site Operations	18	Small Business - How to set up Books	24
Help! Help! Computers	31	Small Business Tax Seminar	24
Home Based Business Startup	24	Spanish - Beginning Intensive	7
Home Buyer Seminar	24	Spanish - Health Care Professionals	7
How to Find the Right Therapist	48	Spanish - Intensive in Mexico	7
How to Learn Anything Fast	35	Spanish - On the Job	7
Humanities External Degree - MA	6	Special Education Conference	36
		Special Education - Credential Program	39

Registration & General Information

Summer Sessions	33
Super Teaching Strategies	35
Supervised Field Experience in Adult Education	40
Tap Dance	49
Tax Avoidance Strategies for Home Owners	26
Tax Class for Landlords	27
Technical Writing - Certificate Program	11
UNIX OS - Introduction	31
UNIX OS - System Administration	31
Your Story - Greatest Gift	10
Woman Unlimited	46
Worker's Compensation - Introduction	23
WordPerfect 5.1 - Introduction	30
Writer's Workshop	10

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
UNIVERSITY EXTENSION REGISTRATION FORM**

Social Security No. _____ Birthdate _____

Name

Last

First

M.I.

Address

Street

City

State

Zip

Telephone

Day

Evening

Is this a new address?

☐

yes

☐

no

☐

male

☐

female

Have you ever been enrolled at CSUDH?

☐

yes

☐

no

Date last enrolled _____

COURSE INFORMATION

Sequence No.

Course Title/No

Units

Course Fee

<i>Sequence No.</i>	<i>Course Title/No</i>	<i>Units</i>	<i>Course Fee</i>

Total fee submitted \$ _____

PAYMENT METHOD:

☐ Check/Money Order. Make check payable to CSUDH Extension

☐ I authorize the use of my VISA/MC (circle one)

Account Number

Exp. Date

Cardholder's Name

Cardholder's Signature

REFUND POLICY

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00 a.m. and 6:15 p.m. at least 2 working days before the course begins. You will be asked to send a written request for a refund to our office.

MAIL TO: CSU Dominguez Hills, Extended Education, SCC B141, 1000 East Victoria Street, Carson, CA 90747.

FAX TO: Office of Extended Education, (310) 516-3971.

FOR MORE INFORMATION CALL THE OFFICE OF EXTENDED EDUCATION, (310) 516-3741.

Office Use Only

Semester:

Sum Fall Win Spr

Yr _____

Date :

Total Fees _____

Grade _____

Initial _____

CALIFORNIA STATE UNIVERSITY

DOMINGUEZ HILLS

summer and winter sessions

extension program

open university

certificate programs

special sessions

travel study programs

distance learning

american language and culture programs

center for training and development

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