

University Extension

The background of the entire page is a black and white photograph of a university campus. On the left, a large building with prominent classical columns is visible. To the right, there are several tall, leafy trees. In the foreground, a paved walkway or plaza is partially visible, bordered by a low metal railing.

Summer
1 9 9 0

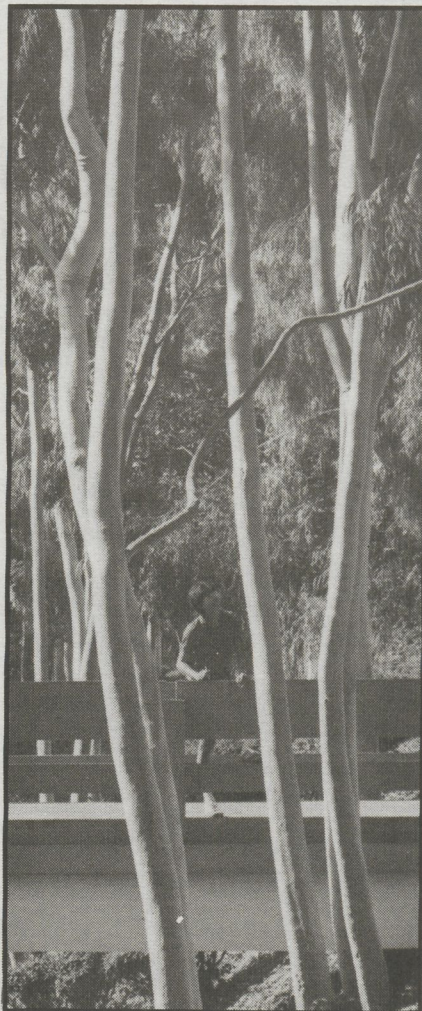
What is University Extension?

University Extension is the continuing education branch of California State University, Dominguez Hills. Our goal is to extend the educational resources of the University to the community. Courses are open to all adults. You do not have to be enrolled at California State University, Dominguez Hills to attend.

University Extension offers about 250 courses a year covering a wide range of topics. The majority focus on career-oriented information in a specific field. These professional development classes emphasize a practical, real-world approach. Other courses explore cultural and personal interests. These courses offer a different type of learning experience, giving an appreciation for the beauty and mystery of the world around and within us.

How can I find out more about University Extension?

By simply calling 213/516-3741 during business hours. We'll be glad to answer any questions you may have about our programs. If you do not receive our catalog in the mail already, you may request to have your name put on our mailing list.



I'm Interested

- ☐ Please put me on your mailing list for future mailings. My areas of interest are:
☐ Summer Sessions ☐ Winter Sessions ☐ Open University

CERTIFICATE PROGRAMS:

- ☐ Alcohol/Drug Counseling ☐ Construction Management ☐ Early Childhood
☐ Landscape Design ☐ Production and Inventory Control ☐ Real Estate

Name _____

Address _____

City _____

State _____

Zip _____

MAIL TO: CSUDH, Extended Education, 1000 E. Victoria St., Carson CA 90747.

How to Beat the High Cost of Travel: *Cruising*

Seq No: 13-000-0566 Noncredit

If you have ever dreamed of going on a cruise, but felt you couldn't afford it, this course is for you. Learn how to select a cruise best fitting your needs. Discover how to obtain a discount up to 50% off the regular cruise price, and how you can take your children or grandchildren with you free, or at a very low cost. Find out what is included in the price of a cruise, and what are the hidden costs.

Judit Nemeth, Travel Specialist.

> **1 mtg: Sat, June 23,**
9:30am - 4:30pm

Redondo Beach Community
Resource Center, Rm 7
\$40

British Royalty: Legend and Pageantry

Seq No: 03-120-0501 Noncredit

You don't have to be a full-time student of world history to enjoy the most spectacular reigning monarchy in the world. All you have to do is attend this colorful three hour seminar and be dazzled by slides, stories, and legends of the most colorful of all the world's reigning monarchy.

Nancy Miller, one of the most avid fans and students of the British monarchy in Southern California.

> **1 mtg: Tue, July 10, 6:30 - 9:30pm**

Redondo Beach Community
Resource Center, Rm 7
\$30

Conversational Spanish for Health Professionals

Spanish Without Pain

Seq No: 11-051-0505 Noncredit

A conversational Spanish language and Hispanic culture course tailored to the health field. It is intended to be useful to DOCTORS, DENTISTS, NURSES, THERAPISTS, HOSPITAL PERSONNEL, MEDICAL and DENTAL ASSISTANTS and SECRETARIES, and other interested professionals. Therefore, the main purpose of this course is to help students to learn Spanish while becoming acquainted with medical terminology in Spanish.

This course will be taught primarily in Spanish following a communicative methodology. Each lesson will include:

- learning vocabularies and grammatical hints
- forming groups to speak and play ad-lib roles in realistic situations
- giving and receiving instructions and explanations
- using newly learned words and idiomatic expressions
- writing and reading

Rosa A. Onofre, M.A. is currently a Spanish Instructor at CSU Long Beach and CSU Dominguez Hills

> **8 mtgs: Tue & Thu, June 5 - 28,**
6:30 - 9:30pm

Redondo Beach Community
Resource Center, Rm 8
\$119

How To Start And Operate A Successful Mail Order Business

Seq No: 05-091-0579 Noncredit

Every time you open your mailbox, you could be collecting checks instead of bills! Learn how to become involved in this fascinating growth oriented business at minimal expense. You'll learn:

- Different types and styles of direct mail marketing
- How to sell your own products
- How to obtain products other than your own
- How to properly and cost effectively advertise
- How to inventory and process orders at minimal financial risk
- Mail order and the law, including warranties, exchanges, and credit

Mike Rounds, President of CPM Systems, a firm specializing in all forms of entrepreneurial marketing techniques.

➤ **1 mtg: Wed, June 20, 7 - 10pm**
Redondo Beach Community
Resource Center, Rm 7
\$45

Conversational Spanish for Business

Seq No: 11-051-0506 Noncredit

A beginning conversational Spanish language and Hispanic culture course tailored to the business and financial field. The main purpose of this course is to help participants to learn Spanish while becoming acquainted with basic business terminology in Spanish.

This course will be taught primarily in Spanish following a communicative methodology. Each lesson will include:

- learning vocabularies and grammatical hints
- forming groups to speak and play ad-lib roles in realistic situations
- giving and receiving instructions and explanations
- using newly learned words and idiomatic expressions
- writing and reading

Rosa A. Onofre, M.A. is currently a Spanish Instructor at CSU Long Beach and CSU Dominguez Hills

➤ **8 mtgs: Mon & Wed, June 4 - 27, 6:30 - 9:30pm**
Redondo Beach Community
Resource Center, Rm 8
\$119



JANUARY
1991

EGYPT • KENYA • NEPAL & THAILAND
MOROCCO • DOMINICAN REPUBLIC
GALAPAGOS ISLANDS • HAWAII

Contemporary Guitar Workshop (MUS 322)

Seq No: 10-041-322

1 semester
unit credit

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, M.A., host, Noon Concert, KPFF-FM, recording artist and music award winner.

➤ **15 mtgs: Mon & Wed, June 4 - July 13, 7:30 - 9:20pm**
CSU Dominguez Hills campus,
HFA A-207
\$95

Conversational French

Seq No: 11-021-0531

Noncredit

An introduction to basic spoken French, emphasizing the culture, customs and language of everyday life. Designed for those planning to travel, study or work in France, or those who wish to learn conversational French within a cultural context. No previous knowledge of French required.

Jamile Choopani, Ph.D. French Literature, currently teaches at UCLA and CSUDH.

➤ **12 mtgs: Tues and Thurs, June 5 - July 12, 6:30 - 9:30pm**
Redondo Beach Community
Resource Center, Rm 7
\$145

American Language & Culture Program

The American Language & Culture Program (ALCP) is an intensive English program designed for international students at all levels. The Program offers:

- Intensive English instruction; 4 - 5 hours a day, five days a week (16 week semester). Classes cover reading, grammar, writing skills, pronunciation, conversation and culture skills.
- Seminars, field trips, social events to introduce students to American culture.
- Full use of all campus facilities including the Student Union, library, gymnasium, tennis courts, swimming pool and computer labs.
- I-20 issued for academically qualified students
- and more.

The ALCP also organizes special short-term training programs combining an academic area (Education, Business, Computers, etc.) with language skills development. Agencies or businesses with special training needs are encouraged to contact the ALCP with their program specifications.

For more information or a detailed brochure, call the Division of Extended Education at (213) 516-3737 or return the coupon.

Yes, send me more information about the American Language & Culture Program.

Name: _____

Address: _____

City/State/Zip: _____

MAIL TO: CSUDH Extended Education,
1000 E. Victoria St., Carson CA 90747

Construction Management Certificate Program

The Program

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. Those who do not wish to pursue a certificate may take individual classes.

The Courses

Survey of Construction Practices
(3.0 CEUs)

Legal Aspects of Construction
Projects and Contract Writing
(3.0 CEUs)

Construction Management and
Labor Relations (3.0 CEUs)

Construction Methods and
Equipment Utilization (3.0 CEUs)

Accounting for the Construction
Industry (3.0 CEUs)

Estimating & Bidding (3.0 CEUs)

Construction Materials and
Processes (3.0 CEUs)

Construction Project Management
(3.0 CEUs)

**To receive more information on the
Construction Management Certificate Program, return the coupon
below or call (213) 516-3741.**

Send me more information about the
Construction Management Program.

Name

Address

City/State/Zip

MAIL TO: CSUDH Extended Education,
1000 E. Victoria St., Carson CA 90747

SUMMER 1990 OFFERINGS

Construction Materials and Processes

Seq No: 05-011-0978 3.0 CEUs

Introduction to construction materials including terminology, identifying and specifying ordering, quality control and procedures for testing, inspecting and evaluating government and private construction work, economical uses of materials, emphasis on relationship of materials to Uniform Business Code, fabrication and processing technology for conventional materials of construction.

> **10 mtgs: Mon and Wed, June 11 -
July 18 (no class July 2 & July 4),
6pm - 9pm**
CSU Dominguez Hills campus,
SCC E-145
\$125

Construction Project Management

Seq No: 05-011-0979 3.0 CEUs

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

> **10 mtgs: Tue and Thu, June 12 -
July 19 (no class July 3 & July 5)
6 p.m. - 9 p.m.**
CSU Dominguez Hills campus,
SCC E-157
\$125

Discover Easy Money Strategies for Retirement

Seq No: 04-043-0555 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 discussed include:

- Income Tax Planning
- Putting Your Dollars to Work
- Planning for the Future

Ruth McHale, C.F.P. and Regina McKernan, C.F.P., American Pacific Securities Corporation a division of Financial Network Investment Corporation.

> 3 mtgs: Tue, July 10 - 24, 7:30 - 9:30pm

Redondo Beach Community Resource Center, Rm 8

\$45 or \$55 per spousal/couples

Effective Time Management

Seq No: 05-061-0539 Noncredit

If there doesn't seem to be enough time in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive seminar. Topics include: time management problems, motivation and goal setting, setting priorities, time saving strategies, minimizing interruptions and maximizing work space, increasing efficiency and effectiveness, delegating responsibility and using a time log in your daily time management.

David I. Wagemaker, Senior Personnel Development Management Trainer, Hughes Aircraft Co., is co-author of *How to Organize Yourself to Win*.

> 1 mtg: Sat, July 28, 9am - 4:30pm

Redondo Beach Community Resource Center, Rm 8

\$60



TRAVEL/STUDY FOR ADULT LEARNERS SUMMER 1990



KENYA * CHINA * SOUTH AMERICA * GALAPAGOS ISLANDS
ALASKA * RUSSIA * EASTERN EUROPE * AUSTRALIA

RESERVE NOW

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California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street • ERC CS08
Carson, CA 90747
(213) 516-3741



Real Estate Certificate Program

The Program

The Real Estate Certificate Program is designed to prepare students to work in the field with all State mandated course requirements met.

To qualify for a CSUDH Real Estate Salesperson Certificate complete:

- FIN X262 Real Estate Principles
- FIN X263 Real Estate Practice
- FIN X265 Real Estate Law and Legal Aspects of Real Estate

To qualify for a CSUDH Real Estate Broker Certificate, complete Salesperson requirements in addition to:

- FIN X266 Real Estate Appraisal and Valuation Theory
- FIN X367 Real Estate Finance and Investment
- LAW X240 Legal Aspects of Business Transactions
- ACC X230 Financial Accounting
- FIN X269 Real Property Management and Operations

For a free brochure describing the Program in detail, call Extended Education at (213) 516-3741 or return the coupon below.

Yes, send me more information about the Real Estate Certificate Program.

Name: _____

Address: _____

City/State/Zip: _____

MAIL TO: CSUDH Extended Ed.,
1000 E. Victoria St. Carson CA 90747.

Real Estate Practice (FIN X263)

Seq No: 05-111-X263

3 semester units

This course satisfies the new State Department of Real Estate requirements for one of the two additional courses required either when qualifying for the examination, or when applying for the original license within eighteen months after license issuance. This course covers the implementation of real estate transaction, agency and related activities including listing, sale, leasing, escrow, valuation, management and finance as well as the duties, legal and ethical obligation and management of brokerage (agency) operations.

> 12 mtgs: Mon - Thu, June 4 - 21,
6:15 - 10pm

CSU Dominguez Hills campus,
SCC E-153

\$240

Production and Inventory Control Certificate Program

Co-sponsored by the Los Angeles Chapter of the American Production and Inventory Control Society (APICS), this series of practical courses is designed to meet the needs of newcomers to the field of production and inventory control and individuals who work in related fields.

For more information or to receive a brochure about the Production and Inventory Control Program call the Division of Extended Education at (213) 516-3741.

Real Estate Certificate Program

Real Estate Appraisal and Valuation Theory (FIN X266)

Seq No: 05-111-X266

3 semester units

(Prerequisite FIN X262)

Practical analysis of functions, purpose and concepts of real property valuations, including residential and commercial properties; analysis of social, legal, economic, and environmental factors. Demonstration appraisal, computerized analysis and property evaluation.

➤ **12 mtgs: Mon - Thu, June 4 - 21, 6:15 - 10pm**
CSU Dominguez Hills campus,
SCC E-143
\$240

Real Estate Finance and Investment (FIN X367)

Seq No: 05-111-X367

3 semester units

(Prerequisite FIN X262)

Practical analysis of functions techniques and investment opportunities and procedures for real property; investigation of costs, returns, profitability, tax implications, depreciation, financial institutions, markets, instruments, agencies of real estate finance, uses of computerized analysis.

➤ **12 mtgs: Mon - Thu, July 9 - 26, 6:15 - 10pm**
CSU Dominguez Hills campus,
SCC E-143
\$240

What is OPEN UNIVERSITY?

Open University is the easy way to take regular University classes without formal admission to the University.

Through Open University you can participate in regular university classes without being formally admitted to the University.

As a participant in Open University you can earn a maximum of 24 units toward a baccalaureate and 6 units toward a master's degree.

The same fees apply to everyone whether you are a California resident, out-of-state student or a foreign visitor.

Open University registration for the Fall 1990 semester begins the first day of classes, August 27, 1990.

For more information about Open University, return the coupon below, or contact the Division of Extended Education at (213) 516-3741.

Yes, I'm interested in Open University. Please send me information as soon as it is available.

Name

Address

City/State/Zip

MAIL TO: CSU Dominguez Hills,
Extended Education, 1000 E. Victoria

Real Estate Investment

How to Profit From Buying Fixer Houses

Seq No: 13-020-0513 Noncredit

Find the appropriate property, buy right, effectively manage and shrewdly rent, sell or exchange. This seminar will take you through the process from A-Z. An ideal course for first-time buyers, investors or would-be investors. Bring a bag lunch.

Lance Fors, Ph.D. and Shari Selover, M.A. are real estate investment managers, specializing in the rehabilitation of single family homes.

➤ **1 mtg: Sat, July 14, 9am - 4:30pm**

Redondo Beach Community

Resource Center, Rm 7

\$80 (plus \$6.50 materials fee payable to the instructor in class)

Center for Training & Development

Contract Education delivers California State University and Extended Education courses to business and industry throughout the South Bay Area. Programs are designed to meet the needs of your organization and employees.

For more information about the Center for Training and Development, the Division of Extended Education at 213/516-3741 or return the coupon.

Send me a brochure about the Center for Training & Development.

Name:

Address:

City/State/Zip:

MAIL TO: CSUDH Extended Ed.,
1000 E. Victoria St., Carson CA 90747.

Foreclosures in California

Seq No: 05-111-0501 Noncredit

Today's home foreclosures are at nearly a 50 year high. Statewide there were 130,000 defaults last year, 51,000 in Los Angeles county alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent. Topics include: obtaining lists of hot properties, finding foreclosures, buying for little or nothing down, buying without a real estate license, obtaining loans, getting people in foreclosure to call you, taking over low interest loans, selecting the right properties, saving on taxes, financing.

David Small, J.D., author, investor, member LA Trial Lawyers Association.

➤ **1 mtg: Sat, June 16, 10am - 5pm**

Redondo Beach Community

Resource Center, Rm 7

\$80 (plus \$15 materials fee payable to the instructor in class)

UCLA Dept. of Humanities, Sciences & Social Sciences presents a Free Public Forum

Proposition 111: It's More Than a Gas Tax Increase

The purpose of this program is to provide a comprehensive briefing on the complex and far-reaching June 1990 ballot measure that touches on a broad range of public issues and concerns. Experts in areas such as public finance, government, transportation, and education provide information and analysis on the provisions contained in Proposition 111 and answer questions from the audience.

Monday, May 21, 1990; 6:30 - 9:45 p.m.:
Neuropsychiatric Inst. Aud., UCLA.

For complete information and a brochure, call the UCLA Extension Public Policy program at (213) 825-7885 weekdays.

Medical Insurance

Medical Insurance Billing:

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, Medi-Cal, 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 earn from \$8 to start to \$15 and more an hour. This is also a good refresher course for physicians and medical office staff. You will receive the book, *Jobs & Careers for the Business Side of Health Care*, and several booklets on insurance billing. Certificates will be issued.

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

> **3 mtgs: Tue, June 12, 19 & 26, 6:30 - 9:30pm**

CSU Dominguez Hills campus,
SCC E-167

\$90 (plus \$40 materials fee payable to the instructor in class)

Starting 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. You will learn: How to obtain clients, setting fees, marketing to large groups in health care for free, and creating promotional brochures. Small individually owned billing companies can earn \$75,000 a year. Freelancers can earn up to \$25 an hour.

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

> **1 mtg: Wed, June 28, 6:30 - 9:30pm**

CSU Dominguez Hills campus,
SCC E-167

\$45 (plus \$20 materials fee payable to the instructor in class)

Alcohol/Drug Counseling Certificate Program

In response to the growing problem of alcohol and drug abuse, and the need to develop a greater understanding of counseling methods and techniques, CSU Dominguez Hills has designed this program to prepare individuals to enter the field of counseling at a professional level.

For more information about the Alcohol/Drug Counseling Program please contact Extended Education at (213) 516-3741 or return the coupon.

Yes, send me more information about the Alcohol/Drug Counseling Certificate Program.

Name:

Address:

City/State/Zip:

MAIL TO: CSUDH Extended Ed.,
1000 E. Victoria St., Carson CA 90747.

Landscape Design for the Homeowner

Remodeling or Starting from Scratch

The Program

You can increase the value of your property by 10% to 20% and save \$2,000 or more in professional design fees. This workshop series covers the essential components of designing your own landscape whether it is new or a remodel. You will be guided through each step of the design process, from drawing an accurate plan of your property through preparing a landscape master plan, and on to the construction, planting and irrigation plans.

The series will provide an overview of basic design and principles, landscape styles, planting, maintenance saving techniques, and water conserving design. Take the first session for guidance in layout and planning techniques and then take one of the "nuts and bolts" sessions for guidance in an area of special interest. Enrollment in the first session is highly recommended before taking any of the "nuts and bolts" sessions.

David Kull, A.P.A., A.S.L.A., is a licensed Landscape Architect in the State of California and President of Regional Land Systems, Inc.

> \$25 per session

\$80 per series

\$40 for second person in family if registered for the series

Residential Landscape Master Planning

Seq No: 09-111-0502 Noncredit

This session will explore the principles of good landscape design including property analysis, garden analysis, use area planning, and landscape construction and planning layout. First you will learn how to prepare a simple but accurate drawing of your property. Then you will be guided through the process of preparing an aesthetic and functional landscape master plan for your home. Both new construction and garden renewals will be discussed as well as how to work with your nurseryman or contractor.

> 1 mtg: Sat, July 14, 9:15am - 12:15pm

Redondo Beach Community Resource Center, Rm 7

\$25

Landscape Design Certificate Program

Beginning Fall 1990, University Extension will be offering a Certificate Program in Landscape Design to prepare individuals to enter the field as professionals with all State mandated course requirements met. For more information, return the coupon below.

Name: _____

Address: _____

City/State/Zip: _____

Mail To: CSUDH, Extended Ed.,
1000 E. Victoria St., Carson CA 90747.

Landscape Design for the Homeowner

Remodeling or Starting from Scratch

Residential Landscape Drainage And Construction

Seq No: 09-111-0503 Noncredit

First learn about the basic landscape construction materials: wood, concrete, stone, brick, etc. and how to effectively use these in your landscape. Then an overview of landscape grading and drainage will be presented to help you avoid water ponding or erosion problems with your finished design. Relative costs for construction materials will also be discussed.

- 1 mtg: Sat, July 21, 9:15am - 12:15pm
Redondo Beach Community Resource Center, Rm 7
\$25

Residential Landscape Planting

Seq No: 09-111-0504 Noncredit

This session will focus on the abundance of plant materials available for our unique Southern California climate. Emphasis will be placed on the use of plants that will thrive in your particular landscape setting and meet your aesthetic, maintenance and budget requirements. You will be shown the essential components of the planting plan (plant locations, quantities and names).

- 1 mtg: Sat, July 28, 9:15am - 12:15pm
Redondo Beach Community Resource Center, Rm 7
\$25

Residential Landscape Irrigation

Seq No: 09-111-0505 Noncredit

Learn the essentials of preparing an efficient, cost effective irrigation design. An overview of the different types of irrigation systems, the wide variety of products available to the consumer, qualities to look for in purchasing system components, and how to do simple hydraulic calculation necessary to prepare a functional residential irrigation plan will be presented. Finally, you will learn how to prepare an estimate of probable construction costs from your finished irrigation design.

- 1 mtg: Sat, August 4, 9:15am - 12:15pm
Redondo Beach Community Resource Center, Rm 7
\$25

Landscape Design; Entire Series

Seq No: 09-111-0506 Noncredit

\$80

Entrepreneurship Series

Complete all four courses on pages 12 & 13
and receive a Certificate of Completion

Financial Basics for Small Business

Seq No: 05-041-0558 Noncredit

This seminar avoids technical jargon. It concentrates on a step-by-step approach to teach you basic financial skills for your small business. You will learn: the tools of financial management, interpreting the balance sheet, interpreting the profit and loss statement, techniques to use for analyzing financial statements, measures of profitability.

David Westerfield, owner of Westerfield and Associates, a business consulting firm.

➤ **1 mtg: Tue, June 26, 6 - 10pm**
Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

Organize Your Office

Seq No: 05-041-0563 Noncredit

Organize your office for efficiency, ease and profit. Learn an easy to use, step-by-step plan for setting up and operating an efficient office. You will learn how to: organize files, unclutter your desk top, organize telephone communication, maximize office time, create a professional office image.

David Westerfield, owner of Westerfield and Associates, a business consulting firm.

➤ **1 mtg: Tue, June 19, 6:30 - 9:30pm**
Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

(continued next page)

Summer Sessions 1990 at CSU Dominguez Hills

California State University, Dominguez Hills announces the availability of the 1990 Summer Sessions Bulletin.

Courses are drawn from the broad range of regular CSUDH classes that include offerings from the schools of Education; Management; Humanities and Fine Arts; Science, Mathematics and Technology; Social and Behavioral Sciences and Physical Education. Formal entry into CSUDH is not required to take Summer Session courses. The only criterion is the ability to accomplish college level academic study.

Two overlapping sessions will be offered this summer: June 4 - July 13 and June 25 - August 3. Registration begins April 2.

To receive a FREE Summer Sessions Bulletin or for more information, call the Summer Sessions Office at (213) 516-3746 or return the coupon.

Yes, I'm interested. Send me the 1990 Summer Sessions Bulletin.

Name:

Address:

City/State/Zip:

MAIL TO: CSUDH Summer Sessions,
1000 E. Victoria St., Carson CA 90747.

Entrepreneurship Series

Complete all four courses on pages 12 & 13
and receive a Certificate of Completion

How to Market Your Small Business or Product Successfully

Seq No: 05-091-0571 Noncredit

Most small businesses and product introductions fail as a result of poor or inadequate marketing. Every type of entrepreneurial enterprise requires marketing. There are no exceptions and it is not possible to SUCCEED without marketing. LEARN WHAT YOU MUST DO TO SUCCEED. This intensive, hands-on workshop will simplify the complexities...remove the mystique...show you exactly how any entrepreneur can use marketing to generate MAXIMUM PROFITS from MINIMUM INVESTMENTS. Novices and experienced entrepreneurs will benefit from this information-packed seminar that can literally save you thousands of dollars.

Dennis Morgan, M.B.A., Consultant
Creative Marketing Concepts, Inc.

> **2 mtgs: Thu, June 14 and 21,**
6 - 10pm

Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

Chaykin CPA Review Program

Nationally recognized CPA examination review program offered on the CSUDH campus. Courses begin in August for the November exam date.

For more information or a detailed brochure, call the Division of Extended Education at (213) 516-3741.

How to Keep Books for a Small Business

Seq No: 05-996-0581 Noncredit

Learn how easy record keeping for your small business can be, and minimize your tax liability with the sound, simplified record keeping methods explained in this workshop. The instructor, a degreed accountant, will illustrate how, where, and when to begin your business' bookkeeping system.

Whether you are just getting started or you own an established business, the basic bookkeeping terms and concepts you will learn can help you run the enterprise more efficiently.

You will learn how to maintain records of:

- Cash receipts
- Income
- Debts
- Billing statements
- Cash disbursements
- Expenses

David Westerfield, owner of Westerfield and Associates, a business consulting firm.

> **1 mtg: Tue, June 12, 6 - 10pm**

Redondo Beach Community
Resource Center, Rm 7
\$55 (workbook included)

Computer Classes

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 the author of "Microcomputers: Shop with Savvy"

- > **1 mtg: Tue, June 5, 6:30pm - 9:30pm**
CSU Dominguez Hills campus,
SCC E-145
\$25 (plus \$5 materials fee payable to the instructor)

Introduction to WordPerfect 5.0

Seq No: 07-011-0553-01 Noncredit

Create, edit, save and retrieve documents, center, boldface, underscore, text blocking. Each person will have exclusive use of an IBM or compatible computer during class.

- > **4 mtgs: Tue & Thu, June 21, 26, 28 & July 3, 6 - 9pm**
CSU Dominguez Hills campus,
SBS A-110
\$175 (Preregistration required)

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.

- > **4 mtgs: Tue & Thu, June 7, 12, 14 & 19, 6 - 9pm**
CSU Dominguez Hills campus,
SBS A-110
\$175 (Preregistration required)

Introduction to dBase III+

Seq No: 07-011-0555 Noncredit

This introductory course will teach you how to store, organize, and retrieve information through a data base management system. With its versatile command structure, you can easily add, change, or sort information, and print custom reports and labels.

- > **4 mtgs: Mon & Wed, July 9, 11, 16 & 18, 6 - 9pm**
CSU Dominguez Hills campus,
SBS A-110
\$175 (Preregistration required)

Computer Classes

Introduction to the Macintosh

Seq No: 07-011-0548 Noncredit

The use of windows, icons, hard disk management, file backup, use of the mouse. Programs to be covered include: Hypercard, Finder, MacWrite, MacPaint, MacDraw.

Each person will have exclusive use of a Macintosh computer for use during class.

> **4 mtgs: Tue & Thu, July 10, 12, 17 & 19, 6 - 9pm**

CSU Dominguez Hills campus,
SCC E-139

\$175 (Preregistration required)

Intro to Lotus 1-2-3

Seq No: 07-011-0552 Noncredit

Designed for the first time user. Build spreadsheets from scratch, customize them for business use, and alter, sort and graph information for professional presentations. Each person will have exclusive use of an IBM or compatible computer during class.

> **4 mtgs: Mon & Wed, June 18, 20, 25 & 27, 6 - 9pm**

CSU Dominguez Hills campus,
SBS A-110

\$175 (Preregistration required)

Computer Aided Real Estate (CARE)

Seq No: 07-011-0904 3 CEU's

DRE Sponsor No. 2384

CARE is a 15 credit, DRE approved seminar designed for today's real estate professionals. Realtors who have already invested in desktop computer technology are ready for the 1990's, ready to provide customer service that is superior to those agents working without computers. Client data, property analysis, proposals, etc., can all be done via the personal computer in a fraction of the time it would take otherwise.

This two day, hands-on seminar covers computer fundamentals, the Excel spreadsheet from Microsoft, and Pagemaker, a desktop publishing program. Course content has been tailored to the needs of real estate professionals. Each person will have his/her own personal computer during class. Successful completion of this seminar will be determined by written examination.

Michael Brinda, President New Horizons Computer Learning Center

> **2 mtgs: Wed & Thu, June 20 - 21, 9am - 5pm**

Redondo Beach Community
Resource Center, Rm 8

\$250 (Preregistration required)

Winter Session 1991

Short term university credit courses at CSU Dominguez Hills offered during a three week period in January 1991. Courses from the Schools of Science, Mathematics and Technology; Humanities and Fine Arts; Social and Behavioral Sciences; Management; and Education.

Winter Session represents an opportunity for students to take advantage of the time off in January and to accelerate their academic programs. Formal admission into the university is not required to take any of the courses offered.

To receive a detailed brochure, call the Winter Session Office at 516-3746.

Early Childhood Certificate Program

The Program

The program is designed to meet the California State Department of Social Services requirement for Teachers or Directors of preschool or day care 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 upperdivision, degree applicable academic credit. All of the program classes meet either at the Redondo Beach Community Resource Center or the CSUDH campus in Carson. Participants who complete the program receive a certificate in Teaching or in Administration. A baccalaureate degree is not required to participate in the program.

Who Should Attend

Preschool Teachers
Family Day Care Providers
Teachers or Aides Of Infants,
Toddlers, or Preschool Children
Prospective Day Care Teachers and
Administrators
Parents

Please send detailed information on the Early Childhood Certificate Program.

Name

Address

City/State/Zip

MAIL TO: CSUDH Extended Education,
1000 E. Victoria St., Carson CA 90747.

Students have the option of earning a Certificate in Teaching or in Administration. A Teaching Certificate 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).

CORE COURSES (REQUIRED):

All Students:

PSY X350 Developmental Psychology (3)

TED X355 Child, Family and Community (3)

Administration Only:

TED X356 Early Childhood Administration and Supervision (3)

Specialization Courses:

TED X351 Infant Program Development I (3)

and

TED X352 Infant Program Development II (3)

or

TED X353 Preschool Program Development I (3)

and

TED X354 Preschool Program Development II (3)

To receive a detailed brochure about the Early Childhood Certificate Program, contact Extended Education at (213) 516-3741.

Early Childhood Certificate Program

Summer 1990 Offerings

Early Childhood Administration (TED X356)

Seq No: 08-011-X356

3 units
credit

Designed for directors of pre-school/day care programs and infant care centers, this course examines local and state regulations governing programs for young children. Program monitoring, fiscal management, personnel recruitment and selection, staff management, and program supervision are emphasized.

> **15 mtgs: Mon & Wed, June 25 - July 25 (no class July 4), 6:00pm - 10:00pm**

Redondo Beach Community Resource Center, Rm 7
\$240

Infant Program Development (TED X351)

Seq No: 08-011-X351

3 units
credit

Designed for the infant caregiver, teacher, and administrator, this course focuses on the principles, guidelines, and processes for developing group programs for infants and toddlers.

> **15 mtgs: Tue & Thu, June 26 - July 26, (no class July 3), 6:00pm - 10:00pm**

CSU Dominguez Hills campus,
SCC E-173
\$240

Learn, Live & Love SPANISH in CUERNAVACA, MEXICO

June 29 - July 20, 1990

A complete Spanish language immersion program designed to develop conversational fluency in the shortest possible time.

Travel Study Program offers:

- A three week intensive Spanish language immersion program with daily classes.
- The picturesque village of Cuernavaca in central Mexico.

- Live with a Mexican family willing to welcome you into their home and share with you the warmth of Mexican home life and their willingness to provide additional conversation practice to students.
- Optional half-day and full-day local excursions.
- Advancement toward your degree or career goal: earn 3 semester units of CSU credit in Spanish.

No previous knowledge of Spanish is required.

For more information or a detailed brochure call the Division of Extended Education at (213) 516-3741.

Teacher Education

Super Speller Strategy How to Teach Your Child to Get A's in Spelling.

Seq No: 08-993-0551 Noncredit

Do you have a child who would like to get A's on weekly spelling tests? Are you a parent wanting to help your child get A's each week on spelling tests but aren't sure how? Attend this workshop with your child and leave knowing the most proven educational technique to raise spelling grades.

Pat Mavredakis, M.A., founder of Discoveries in Learning Potential.

➤ **1 mtg: Sat, July 14, 9:30 - 11:30am**

Redondo Beach Community
Resource Center, Rm 8
\$35

Super Teaching Strategies

Seq No: 08-011-0846 1 unit prof credit

By the end of this 15 hour course, teachers will 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 as measured by written lab reports and formal instructor evaluation.

Pat Mavredakis, M.A., founder of Discoveries in Learning Potential.

➤ **1 mtg: Sun, July 15, 8am - 6pm (plus 6 hours of follow-up lab and paper)**

Redondo Beach Community
Resource Center, Rm 8
\$65

The Bill Martin Literacy Conference

The Meaning-Centered Approach to Learning

August 20 - 24

Creative strategies for today's classroom. Workshops are designed with the classroom teacher in mind. You'll will participate in activity-oriented workshop sessions presented by some of the world's finest classroom teachers. You'll attend keynote lectures by well known children's authors, illustrators, researchers, and authorities in the teaching-learning process.

And there's more: The atmosphere at a Bill Martin Workshop is electric with excitement as conference staffers and attending teachers share what works in the classroom.

For more information or a detailed brochure, call the Division of Extended Education at (213) 516-3741 or return the coupon.

Yes, send me more information about the Bill Martin Literacy Conference.

Name:

Address:

City/State/Zip:

**MAIL TO: CSUDH Extended Ed.,
1000 E. Victoria St., Carson CA 90747.**

Teacher Education

Test Preparation

NTE (National Teacher Exam Core Battery) Test Preparation

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 math will be included.

NTE Review for June 23 Exam

Seq No: 08-000-0545

➤ 3 mtgs: Sat & Sun, Jun 9, 10, & 17, 9am -3:30pm
CSUDH Campus, SCC E149
\$125

Math Facts Mastery How to Teach Your Child to Get A's in Math Facts.

Seq No: 08-993-0552 Noncredit

Do you have a child learning math facts? Are you a parent wanting to teach your child a quick, stress-free method for immediate recall of math facts? Attend this workshop with your child and leave knowing THE most proven educational technique to accurately learn math facts. This method has been taught successfully to thousands of students. The technique programs the facts into long term memory, not just for math facts tests. Your child will experience increased self-image and confidence in learning immediately.

Pat Mavredakis, M.A., founder of Discoveries in Learning Potential.

➤ 1 mtg: Sat, July 14, 1 - 3pm
Redondo Beach Community Resource Center, Rm 8
\$35

Orff-Schulwerk, The Process & Product:

Secret to Successful Music Teaching to Children

Saturday, September 22, 1990

Participants will be actively involved in the learning of a variety of sequenced musical activities: songs, movement, speech, percussion instruments--culminating in a final product in the afternoon.

Who should attend:

- Classroom teachers
- Music specialists
- Dance and drama teachers

For more information or a detailed brochure, call the Division of Extended Education at (213) 516-3741 or return the coupon.

Yes, send me more information about the Orff-Schulwerk, Process and Product Conference.

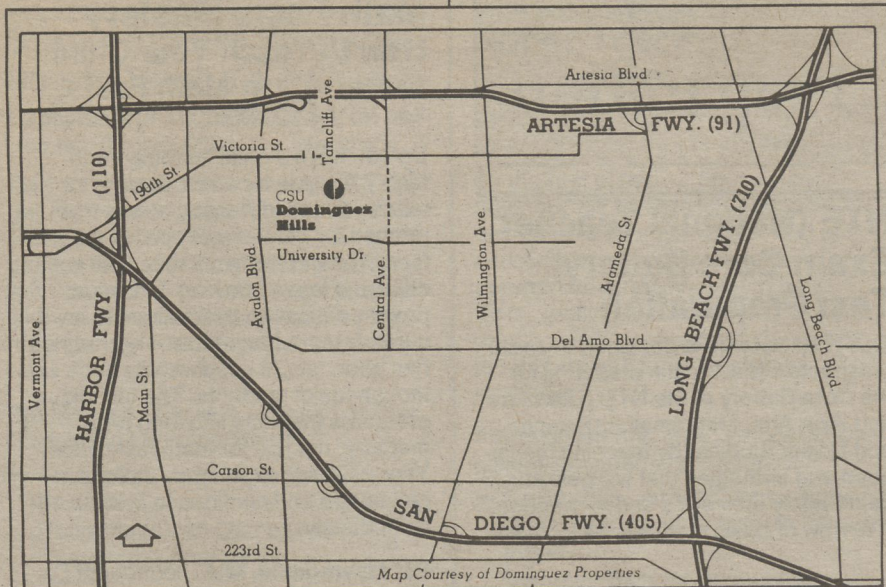
Name: _____

Address: _____

City/State/Zip: _____

MAIL TO: CSUDH Extended Ed.,
1000 E. Victoria St., Carson CA 90747.

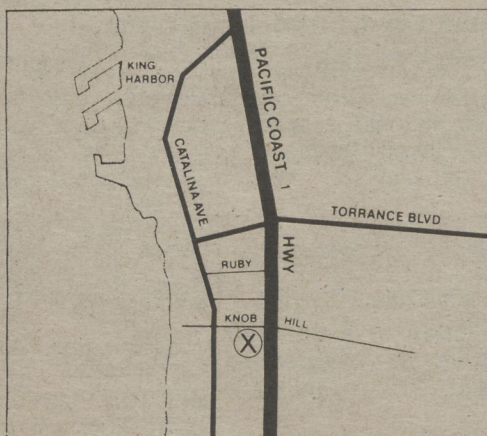
Maps



Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)



Registration

BY MAIL:

Complete the registration form and mail it with a check, money order or credit card authorization to: Extended Education, CSU Dominguez Hills, Carson, CA 90747. Make check payable to CSUDH Extension.

BY PHONE:

You may register with VISA or MasterCard by calling 213/516-3741, Monday through Friday, 8 a.m. - 5 p.m.

BY FAX

FAX photocopy of the completed registration form to (213) 516-3971. Credit card registration only.

IN PERSON:

You can register at CSUDH Extended Education Monday through Friday, 8 a.m. - 5 p.m. at room B141 in the Small College area on campus.

REFUND POLICY:

Multiple Day Courses

To receive a refund of fees, students must complete an **Add/Drop Form** and a **Refund Application** with the Extended Education Office. To receive 100% refund, less a \$5 administrative fee, students must file prior to the first day of class. Commencing with the first day of class, 65% of the fees will be refunded until 25% of the course time has elapsed. NO refunds will be granted after 25% of the course has elapsed.

One Day Courses

On order to receive a refund for one day courses, students must notify the Extended Education office in writing at least one day prior to the class meeting. Letters may be sent by mail or Fax: (213) 516-3971.

Registration Form

Soc. Sec. No.

Birth Date

Name

Address

City

State

zip

Day Telephone

Evening Telephone

Course Title

Seq No

Units(if any)

Fee

Course Title

Seq No

Units(if any)

Fee

Sex: ☐ Male ☐ Female

Total Fees

Payment Method

☐ Cash

☐ Check/Money Order

☐ MasterCard

☐ VISA

if credit card payment:

Card Number

Signature

Exp. Date

FAX TO: (213) 516-3971.

MAIL TO: CSUDH Extended Education, 1000 E. Victoria St., Carson, CA 90747

Look Inside for These Exciting Courses!

- Landscape Design for the Home Owner pg 10
- Beat the High Cost of Travel: Cruising . . pg 1
- Help! Help! Computers pg 14
- Foreclosures in California pg 8
- Discover Easy Money Strategies for Retirement pg 5
- Super Teaching Strategies pg 18
- and much more

**Inside is the wonderful world of learning.
Don't miss out.**

2-425



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION

1000 East Victoria Street
Carson, CA 90747

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