

Summer 1992



Extended Education



California State University
Dominguez Hills

What is Extended Education?

Extended Education 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.

Extended Education offers dozens of courses a year covering a variety of topics. The majority focus is 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 another learning experience, giving an appreciation of the world around and within us.

How can I find out more about Extended Education?

By simply calling 310/516-3741 during business hours. We'll be glad to answer any questions you may have about our programs. If you do not receive our bulletin in the mail already, you may request to have your name put on our mailing list.

What Programs and Courses are Available this Summer?

Certificate Programs ..	1-8
Business Courses	9-14
Computers	15-16
Education	17-18
Writing Courses	19-21
Behavioral Science ..	22
Travel, Fitness & Fun ..	23-27
Map of Campus	28
Registration ..	back cover

**CALL (310) 516-3741
for more information**

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:** ☐ Technical Writing ☐ Real Estate
- ☐ Alcohol/Drug Counseling ☐ Construction Management ☐ Early Childhood
- ☐ Effective Supervision ☐ Production and Inventory Control

Name _____

Address _____

City _____

State _____

Zip _____

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

Alcohol/Drug Counseling Certificate Program Summer 1992

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 Educational 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 \$90 per unit; a three-unit course is \$270. 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.

● SEMESTER I ●

Intro to Alcoholism

AD X300 3 ext units credit
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.

Intro to Counseling Techniques

AD X301 3 ext units credit
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.

● SEMESTER II ●

Counseling the Individual

AD X302 3 ext units credit
This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

Perspectives on Drug Abuse: Counseling the Substance Abuser

AD X303 3 ext units credit

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.

● SEMESTER III ●

Group Counseling Techniques

AD X304 3 ext units credit

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.

Introductory Practicum

AD X305 2 ext units credit

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.

● SEMESTER IV ●

Family Dynamics

AD X306 3 ext units credit

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.

Advanced Practicum

AD X307 2 ext units credit

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.

Treatment of Eating Disorders

AD X308 3 ext units credit

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. The course will provide an overview of techniques necessary for counseling individuals with eating problems.

FOR MORE INFORMATION

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

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 1992 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 & Wed

June 8 - July 8

6 - 9pm

CSUDH campus Rm SAC 1106

\$130

Construction Management and Labor Relations

Seq No: 05-011-0974 3.0 CEUs

Construction labor relations. National Labor Relations Board procedures, contracts, subcontracting requirements, grievances, arbitration, federal labor law, common situs picketing, open shop construction, fringe benefit trust funds, ERISA, craft training and apprenticeship, equal employment opportunity, safety and OSHA.

> 10 mtgs: Tue & Thu

June 9 - July 9

6 - 9 pm

CSUDH campus Rm SAC 1110

\$130

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 upper division, 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 (310) 516-3741.

Early Childhood Administration (TED X356)

Seq No: 08-011-X356

3 ext 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.

Joanne Sato

> **11 mtgs: Tue & Thu July 2 - Aug 6
6 - 9:30m**
Redondo Beach Community
Resource Center Rm 8
\$255

Infant Program Development (TED X351)

Seq No: 08-011-X351

3 ext 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.

Dorothea Gillingham

> **11 mtgs: Mon&Wed July 1-Aug 5
6 - 9:30pm**
Redondo Beach Community
Resource Center Rm 8
\$255

Gestalt Therapy with Children and Families

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 sand-tray work will be included. Attention will be paid to application of the approach to both short and long-term therapy.

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.

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.

> **2 mtgs: Sat June 6 & 20 9am - 5pm**
CSUDH campus Rm SAC 1104
\$95 (fee for one session: \$55)

Effective Supervision Certificate Program

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.

David N. Chalk, lecturer, has degrees in Economics and Management as well as 25 years of 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.

Certificate Program Courses Include:

Introduction to Supervision

Seq no: 05-061-0975 .6CEUs

Communication & Listening Skills

Seq No: 05-061-0976 .6CEUs

Delegating Strategies & Team Building Techniques

Seq No: 05-061-0977 .6CEUs

Stress Coping and the Reduction of Conflict

Seq No: 05-061-0978 .6CEUs

People Skills to Motivate Employees

Seq No: 05-061-0980 .6CEUs

Time Management for Supervisors

Seq No: 05-061-0979 .6CEUs

Performance Appraisal

Seq No: 05-061-0981 .6CEUs

Summer 1992 Schedule

Performance Appraisal

Seq No: 05-061-0981 .6CEUs

> **2 mtgs: Mon June 1 & 8
7 - 9:30pm**

CSUDH campus SAC Rm 1104
\$85 (includes materials)

Coaching & Counseling Skills for Supervisors

Seq No: 05-061-0979 .6CEUs

> **2 mtgs: Mon July 13 & 20
7 - 9:30pm**

CSUDH campus, SAC Rm 1104
\$85 (includes materials)

**Effective Supervision courses
will be taught concurrently in
Spanish during the Fall term.**

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 (310) 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 Principles

Seq No: 05-0111-FIN X262 3 ext units credit

This course satisfies the new Department of Real Estate requirements for salesperson licensing. Since January 1, 1988, anyone who wishes to obtain a real estate salesperson's license must complete an approved 45-hour course on real estate principles. This course covers ownership, use, valuation, financing, transfer and government regulation of business use, investment and personal use, law of contracts, license law and ethics, closing and closing costs, law of agency, real estate math and real property with emphasis on the unique nature of this important part of the economy.

> **10 mtgs: Sat June 6 - Aug 15**
9am -1:30pm (no class July 4)
CSUDH campus Rm SCC E145
\$270

Real Estate Law and Legal Aspects of Real Estate

Seq No: 05-111-FIN X265 3 ext units credit

This course satisfies the new Department of Real Estate requirements for one the two additional courses required either when qualifying for the examination, when applying for the original license issuance. Introduction to legal aspects of real estate business, practical applications to rentals, finance, estates, ownership rights and responsibilities, consumer and environmental laws.

> **10 mtgs: Sat June 6 - Aug 15**
9am - 1:30pm (no class July 4)
CSUDH campus Rm SCC D-154
\$270

Technical Writing Certificate Program

SUMMER 1992 SCHEDULE

Advanced Technical Writing

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.

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

> **10 mtgs: Wed, June 10 - Aug 12**

6:30 - 9:30pm

CSUDH campus, Rm SAC 1110

\$130

Technical Writing Fundamentals

Seq No: 06-041-0905 3 CEUs

Teaches the fundamentals of technical writing with emphasis on meeting the communication needs of today's 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. Provides engineers and other technical personnel with writing skills, broadens the knowledge of technical writers, and prepares individuals for entry positions in technical writing.

> **To be offered September, 1992**

Writing Technical Instructions

Seq No: 06-041-0906 3 CEUs

Provides the basic techniques needed to develop technical instructions. Students will be introduced to various types of 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. Student 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. Writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

> **To be offered February, 1993**

Business Courses

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. Topics covered will include:

- how to report rental income & expenses
- the basics of doing a schedule E rental tax form is gone over
- rental property losses
- depreciation of rental property
- tax consequences of converting personal residences to rental property
- repairs vs improvements on rental property
- proper recordkeeping methods for rental property

David Westerfield, accountant, business consultant, entrepreneur, specializing in consumer oriented seminars, including business tax workshops, conducts over 80 seminars throughout California annually.

> 1 mtg: Sat Jun 27

9am - 1pm

Redondo Beach Community Resource Center Rm 8

\$40 (includes materials)

Importing and Exporting

An In-depth Guide

Seq No: 05-131-0554

Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house brokerage.

Topics include:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules and procedures

Expert guest speakers will provide additional information.

Importing represents a substantial portion of the nation's business, and is especially important to California. Past students of Mr. Rimmon have turned his information into profitable businesses, some with sales of over \$500,000.

Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company and is author of *Importing: Your Guide to Fortune & Fulfillment*.

> 1 mtg: Sat June 20

10am - 4pm

Redondo Beach Community Resource Center Rm 8

\$65 (\$15 materials fee)

The Family Trust: Avoid Probate & Save Taxes

Seq No: 05-022-0501 Noncredit

Increasingly, more middle-class people are discovering the financial and privacy benefits of the family trust:

- Avoid probate of your estate and eliminate fees
- Minimize or pay no estate taxes
- Protect your home and assets from medical bills
- Insure your privacy
- Avoid conservatorship
- Transfer your property to your heirs easily, quickly and inexpensively

Family trusts are not just for the very wealthy. In this seminar you will learn how to create a family trust, how to have full control over your trust assets, how to avoid income and estate taxes, the dangers of joint tenancy, how to set up trusts for your children and much more. Many problems associated with aging can be avoided by proper planning. This is especially true with financial difficulties and asset protection. People often spend their assets in ways they don't have to. Each year about one million middle class people are driven into poverty by their own medical or nursing home bills or those of their relatives. This seminar also covers:

- Informed use of public resources such as MediCal, Medicare and other assistance
- Preservation of assets, especially the home
- Durable powers of attorney for assets and health care decisions

David Small, attorney, is the author of three books, and has appeared on TV, Radio and in newspapers internationally, and has been admitted to the U.S. Supreme Court

> 1 mtg: Wed July 1, 7-10pm

Redondo Beach Community Resource Center Rm 7

\$35

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 (310) 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

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: Wed July 8,15, 22**
7 - 9:30pm

CSUDH campus Rm SAC 1108
\$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

> **1 mtg: Wed July 29**
7 - 9:30pm

CSUDH campus Rm SAC 1108
\$45 (plus \$20 materials fee payable to the instructor in class)



Study & Cultural Program in England for Health Care Professionals July 11 - 26, 1992

Open to nurses, social workers, physical therapists, respiratory therapists, clinical laboratory scientists, surgical technologists, public health workers, and other health care professionals. Study the British National Health Service and compare the U.S. Health Care System with ample time for cultural and sightseeing activities. Three units university credit (CLS 594).



Learn, Live and Love Spanish in Cuernava, Mexico

3 or 4-week sessions July 3 - 24 or July 3 - 31

Intensive Spanish Language Immersion Program specifically designed to develop conversational fluency in the shortest possible time. Three units university credit. Daily 2-hour study of professional terminology is available.

**For more information, contact the Division of Extended Education,
(310) 516-3746.**

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: 6 mtgs:

Sat June 6 & 20 8am - 5pm
CSUDH campus Rm SCC E173
Thu & Fri June 25 & 26 6 - 10pm
CSUDH campus Rm SCC E153
Sat July 11 & 25 8am - 6pm
CSUDH campus Rm SCC E167
\$650
Seq No: 12-140-0595

> 8-hour Annual Update

2 mtgs: Mon & Tue June 8 & 9
6-10pm
CSUDH campus Rm SCC E149
\$125
Seq No: 12-140-0565

> 8-hour Hazwoper for Supervisors

2 mtgs: Mon & Tue June 22 & 23
6 - 10pm
CSUDH campus Rm SCC E149
\$125
Seq No: 12-140-0596

Increasing Your Business Profits through Positive Public Relations

Seq No: 05-091-0562

Noncredit

Designed for any organization, large or small, this intensive workshop provides you with the practical tools to help you exert a powerful, positive impact on the people who make your business profitable. With one-on-one guidance, you'll compile a 25-page guidebook, including a specific, step-by-step plan of action designed to build successful relationships with your publics -- from customer to suppliers to employees.

Stephen J. Stirling, president of Stirling Communications

> **1 mtg: Sat Aug 8**

9am - 3pm

Redondo Beach Community

Resource Center Rm 8

\$65

Business Communications -- Your Key to success in the Marketplace

Seq No: 05-091-0572

Noncredit

In today's business world, communications relate directly to profit. Think about it. SKillful communication gets fundings, makes contacts, closes deals, earns promotions, soothes employee fears, and strokes the egos of upper level management.

A Blend of established principles together with hard, practical applications, this comprehensive workshop will help you master the art of business communications. In-depth topics include:

- Effective interpersonal relationships
- Successful negotiations and sales presentations
- Diffusing emotional powderkegs
- Polishing writing, verbal and public speaking skills
- Cultivating quality leadership abilities

Stephen J. Stirling

> **1 mtg: Sat July 25**

9am - 4pm

Redondo Beach Community

Resource Center Rm 8

\$65

101 Ways to Promote a Business with Little or No Money

Seq No: 05-996-0519 Noncredit

Marketing need not be expensive to be effective. Learn how to increase the sales of your business using minimum expense and maximum smarts. This course is packed full of solid, practical, cost-effective advice on no-cost, low-cost marketing strategies and ideas for promoting any type of business successfully.

Of the 101 techniques you'll learn, many techniques cost no money whatsoever and the use of just one or two will make a dramatic difference in the success of your business.

Learn:

- What marketing is, and isn't
- Why most marketing doesn't work and what to do about it
- How to successfully promote a business without advertising
- Eight ways to save hundreds, and conceivably thousands of dollars on all your marketing efforts

The four most important secrets to successfully market your business

Before you spend another dime on costly, ineffective promotions, take advantage of the most recent advances in marketing for substantially raising the profits of your business without raising your expenses

Dennis Morgan, MBA, teaches business seminars and is a consultant for a management and marketing firm.

> **2 mtgs: Thu June 18 & 25**
7- 9:30pm
CSUDH SAC Rm 1102
\$45

Market Your Small Business Successfully

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 June 6**
1 - 4pm
CSUDH campus Rm SAC 1102
\$75

New for Fall!

Watch for CSUDH IDS
(Interdisciplinary Studies)
classes to be offered over
2-way Interactive Television
at Coastline College:

IDS 320-91

**USA: RISING OR
DECLINING SOCIETY?**

Instructor: C. Jones
Tue 7-9:45pm

and

IDS 320-92

ELECTION '92

Instructor: M. Donahoe
Th 7 - 9:45pm

Call
(310) 516-3741
for more
information

Computer Classes

Help! Help! Computers

Seq No: 07-011-0547 Noncredit

Apple or IBM? What's CRT 256K or 840K 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 share 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: Sat July 18**

9am - 12pm

CSUDH campus Rm SAC 1102

\$25 (plus \$5 materials fee payable to the instructor)

How to Set Up 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 16**

6 - 10pm

Redondo Beach Community
Resource Center Rm 7

\$55 (workbook included)

Computer Classes

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.*

Frank Steffen, Associate member of the programming staff of Xerox Corporation.

> **4 mtgs: Tue & Thu Jun 24, 9, 11 7 - 9pm**

CSUDH campus Rm SBS A-110
\$145 (Preregistration required)

Computer Tools for Human Resources Management

Seq No: 07-011-0559 Noncredit

Discover how computers can help you fulfill HR management responsibilities. This course will equip you to identify HR management tasks in your organization that can be effectively automated; select from among the available computer tools those most likely to work for you; and avoid or solve common problems. Central to the course is a proven system development model that covers the steps from a preliminary needs assessment to system implementation, maintenance, and upgrading. Among the ways you'll become proficient with this model in the course is by analysis of case studies that are based upon the experiences of a variety of organizations. Presented in the language of the HR professional, not the computer specialist. Some prior experience using a computer is recommended. Enrollment limited.

Bruce D. Sanders, Ph.D., consulting psychologist, Workgroup Associates, Vacaville, CA

> **3 mtgs: Thu Aug 6, 6:30 - 9:30pm, Fri Aug 7, 9am - 5pm Sat Aug 8, 9am - 5pm**

CSUDH campus Rm SAC 1102
\$210

Introduction to WordPerfect 5.1

Seq No: 07-011-0553-01 Noncredit

Create, edit, save and retrieve documents. Each student will have use of an IBM or compatible computer in class. **Required Text:** *Using WordPerfect 5.1.*

Frank Steffen

> **4 mtgs: Tue & Thu July 7, 9, 14, 16 7-9pm**

CSUDH campus Rm SBS A-104
\$145

Introduction to Lotus 1-2-3

Seq No: 07-011-0552 Noncredit

Designed for the first time user. Each person will have exclusive use of an IBM or compatible computer during class. **Required Text:** *Using Lotus 1-2-3, Special Edition*

Frank Steffen

> **4 mtgs: Tue-Thu July 28 & 30, Aug 4&6, 7-9pm** CSUDH campus SBS A-110
\$145 (Preregistration required)

ALL TEXTS REQUIRED FIRST DAY OF CLASS

Education

Bobrow Test Preparation Services

This test preparation company 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, and law schools.

The staff is composed of attorneys, CPAs, 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.

**STUDENTS MAY REPEAT THE
CLASS AT NO CHARGE.**

GMAT (Graduate Mangement Admission Test) Review for June 20 Exam

Seq No: 05-011-0540-03

Various areas of the GMAT exam 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.

GMAT Review for the June 20 Exam

> **3 mtgs: Sat & Sun May 30,
June 6, 13
9am - 3:30pm
CSUDH Campus SCC E167
\$155**

SAT (Scholastic Aptitude Test) Review

Seq No: 08-000-0505-02

The SAT sessions are a series of workshops 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 June 6 Exam

> **3 mtgs: Sat May 9, 16, 30 (no
class 5/23)
9am - 12:30pm
Redondo Beach Community
Resource Center Rm 7
\$95**

Super Teaching Strategies

How Learning Occurs & Why Learning is Not About Being Smart

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

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.

> **1 mtg: Sat July 11**

8am - 6pm

Redondo Beach Community
Resource Center Rm 8

\$80 (+\$10 materials fee)

How to Learn Anything Fast

Seq No: 08-993-0551 1 unit prof credit

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 June 27 10am - 4pm**

Redondo Beach Community
Resource Center Rm 7

\$49 (+ \$10 materials fee)

Writing Courses

Celebrating Your Ethnic Heritage Through Writing

Seq No: 06-021-0501 Noncredit

Learn to see and enjoy the beauty of your own unique ethnic difference. Discover how to give the gift of cultural pride to your children. Develop a healthier attitude towards who you are by discovering what you have to add to your country instead of just melting into it. Knowing which aspects of your inherited culture are interesting to others can give you much to write about.

Allen & Ellie Deever are writers, lecturers and consultants, published in the National Geographic, British Heritage, Los Angeles Times and other publications in the U.S., Australia and Europe, formerly instructors at UC Irvine, CSU Long Beach, CSU Fullerton and Cypress College.

**> 2 mtgs: Sat June 13 & 20
9am - 12pm**

Redondo Beach Community
Resource Center Rm 7
\$70

Write for Your Life!

Prolong Your Life Through Writing
Seq No: 06-021-0542 Noncredit

Medical doctors have known for years that stress is the #1 cause of illness in society today. Only recently have researchers found that writing is by far the best stress-reliever. By purging your soul on paper, you rid yourself of negative energy. This seminar goes several steps beyond that. In two nights you will learn the writing secrets of professional authors which enable them to channel their negative energies into positive stories. Learn to write without stress and find out how writing your feelings can help you to forgive yourself and others. Spend these evenings laughing, releasing and developing a way to truly spell "relief."

Allen & Ellie Deever

**> 2 mtgs: Sat July 11 & 18
9am - 12pm**

Redondo Beach Community
Resource Center Rm 7
\$70

Practical Writing for Business & Education

Seq No: 06-051-0535 Noncredit

Designed for business professionals and students who wish to improve their basic writing skills. The course emphasizes practical exercises in letters of application, resumes and correspondence to other professionals. Participants will learn to write with clarity, brevity, and precision in order to communicate effectively. It is an experiential workshop with exercises created to break through writing fears and expectations and release the writer within.

Gary Kuhl, MS, Counseling Psychology, **BS Art**, Spanish, Education. Currently instructor at San Pedro Adult School. Published author of children's literature, educational programs and plays.

> **2 mtgs: Tue June 16 & 23**
7 - 10pm

CSUDH campus Rm SCC Rm E145
\$75

Writing for Children

Techniques for developing a personal writing style

Seq no: 06-021-0536 Noncredit

An experiential workshop for those who wish to see and feel as a child does and to express those images and thoughts clearly in stories for children. The course emphasizes improvement in basic writing skills, development of techniques to recall events, situations, conflicts, emotions, and feelings of childhood, and to use these skills to develop a personal writing style. Participants will learn problem solving techniques, areas of publishing, workspace and time management, and how to overcome the fear of a blank page.

Gary Kuhl

> **3 mtgs: Thu June 4, 11 & 18**
7-9pm

CSUDH campus Rm SCC Rm E145
\$75

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 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 novella 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 novellas 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 July 25 & Aug 1**
9am - 3pm

Redondo Beach Community
Resource Center Rm 8
\$90

Please register by July 15

Writing Your Recovery

Seq No: 15-012-0827

1 unit prof credit

The process of self-assessment is important if we are to live fulfilled and meaningful lives. *Writing Your Recovery* is a powerful new mode of personal expression and self-awareness which enables us to discover our authentic voice by teaching us to see and write 'through the eyes of a child'. It helps each of us to face our fears of writing, to understand the critic-creator conflict, to develop an acute awareness of who we were at significant moments in our lives, to learn to value of non-judgemental, supportive feedback, and to experience trust in sharing our work with others. *Writing Your Recovery* is an excellent next step for journalers and those seeking self-growth, for 12 steppers and those in recovery, for teachers and counselors seeking creative new approaches to writing, storytelling, and understanding relationships, for older people seeking to leave a viable legacy, and for those dealing with grief.

Bernard Selling, M.A., holds masters degrees in English literature and film making. He is the author of *Writing from Within: A Step by Step Guide to Writing Your Life's Stories, Through the Eyes of a Child* and *Writing Your Recovery*. He has developed life writing classes throughout Southern California. He was influenced by Joseph Campbell in helping people write the stories of their lives.

> 2 mtgs: Sat & Sun Jun 13 & 14

9:30am - 5pm

Redondo Beach Community Resource Center Rm 8

\$130

If you are interested in this course, also be sure and note other related courses:

- > Alcoholism & Drug Counseling Certificate Program, pp. 1&2
 - > Preventing Destructive Behavior in Youth, pg 22
 - > Treatment of Eating Disorders, pg 22
-

Behavioral Science

Preventing Destructive Behavior in Youth

Seq No: 12-140-0516 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.

➤ **8 mtgs: Wed June 10 - Aug 5**
4 - 6pm (no class July 1)
Redondo Beach Community
Resource Center Rm 7
\$85

Treatment of Eating Disorders

Seq No: 12-223-X308 3 ext units credit

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, M.A., M.F.C.C. 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.

➤ **11mtgs: Mon June 1 - Aug 13**
6:30 - 9:30pm
CSUDH campus Rm SAC 1108
\$270

Humanities

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

Josefina Culton has taught English in Mexico and Spanish in the U.S.

➤ **5 mtgs: Sat Aug 1-29**
9am - 1pm
Redondo Beach Community
Resource Center Rm 7
\$145

Intensive Communication in Spanish: Beginning

Seq No: 11-051-0509 Noncredit

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 simply 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 and speak only in Spanish.

Josefina Culton

➤ **4 mtgs: Tue & Thu Aug 4, 6, 11, & 13**
9am - 1pm
Redondo Beach Community
Resource Center, Rm 8
\$145

Intensive Communication in Spanish: Intermediate

Seq No: 11-051-0533 Noncredit

Did you take two years of high school Spanish -- 20 years ago? Did you study the language in college? If you started to learn the language or need a refresher, this class is for you. If you have taken the beginning class, this is your next step, using the same games, humor and activities with little emphasis on grammar. No homework, no tests, no grades.

Josefina Culton

➤ **4 mtgs: Tue & Thu Aug 18, 20, 25**
& 27 9am - 1pm
Redondo Beach Community
Resource Center Rm 8
\$145

Beginning Guitar Workshop

Seq NO: 10-041-X122 1 ext unit credit

Learn the rudiments of guitar playing including chords, strums, finger picking, and reading music. Popular styles as well as classical technique will be presented.

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

> **15 mtgs: Mon & Tue, Jun 1 - Jul 28**
7 - 9:30pm
CSUDH campus HFA A204
\$90

Contemporary Guitar Workshop

Seq No: 10-041-X322-01 1 ext 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 finger-board included.

William Davila, MA

> **15 mtgs: Mon&Tue, Jun 1- Jul 28**
7 - 9:30pm
CSUDH campus Rm HFA A204
\$90

Music Workshop for Recorder

Seq No: 10-041-0569 Noncredit

Learn to play the soprano, alto or tenor recorder and to read music. The recorder is an ancestor of the flute--very popular in amateur music groups, easy enough to play simple melodies the very first session, yet also a serious wind instrument which many great composers have utilized. While no experience is necessary, prior instrumental or keyboard knowledge would be a plus. Students may bring their own recorder or obtain one with the instructor's assistance. The class is for adults and teen 13 and over.

Jack Buck, MA, music

> **10 mtgs: Thu June 11- Aug 28**
7-9pm (no class July 2)
Redondo Beach Community
Resource Center Rm 7
\$90

Travel, Fitness & Fun

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.

Canoeing: Lake Tahoe/Truckee River

Seq No: 08-356--0558 Noncredit

Explore one of California's most beautiful lakes in the Sierra Nevadas, with its clear blue waters, sandy beaches, and tree-lined shores. Emphasis is placed on basic canoeing skills instruction, including paddling strokes, maneuvering techniques, canoe loading and weight distribution, canoe camping, rescue techniques, and safety procedures. Opportunities will be available to explore the lake's shorelines and coves, Emerald Bay, Fannette Island (and the tea house,) the Vikingsholm, and Eagle Falls. On the third day, participants will canoe a 3 1/2-mile section of the Truckee River, a beginning "whitewater" challenge for the graduates of the lake portion of the course! Participants should be in good physical condition and have basic swimming skills. No prior camping experience is necessary. Materials fee: \$35 per person (canoe rental and transportation) is payable at the field trip meeting site. Participants furnish own food, camping equipment, and transportation. There will be no meeting prior to the field trip -- participants will receive an information sheet upon receipt of registration fees.

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skindiving for the past 18 years.

> **3 days: Thu, Fri, Sat July 9-11**

\$60 (Plus \$50 materials fee payable to instructor) Preregistration is required.

Scuba Diving NAUI OPEN WATER I

Families--Men--Women--Seniors

Seq No: 08-350-0556 Noncredit

This NAUI Openwater I program qualifies participants for an entry level certification in scuba diving. Come closer to a wonderful new world of natural serenity and inspiring beauty--for many, the underwater experience has brought them closer to themselves, offering countless hours of rewarding recreational activity.

Instruction will be at a leisurely pace over 7 weeks to reduce stress associated with a shorter course. Required subjects will be covered in classroom sessions. Diving skills and procedures will be practiced to perfection in pool sessions. Practical application of concepts and skills will be developed in the ocean environment at various local beaches with a final training dive from a boat.

A medical examination is required. Participants should be able to swim and/or float comfortably in the water.

Areas of concentration:

- Diving equipment, safety, rescue, emergency procedures, ocean and marine environment, diving activity planning and preparation, continuing education.
- Confined water skills -- swimming and physical conditioning with and without scuba equipment, safe and proper use of equipment
- Open water skills -- Development/proficiency of above areas, environmental orientation, air consumption, navigation, deeper water diving, buoyancy control, acclimation to local area

David Hawthorne is a NAUI Instructor and is an experienced diver throughout the United States, the Caribbean and Mexico over the past 18 years. He is a CSUDH graduate.

> **21 mtgs: Mon July 6 -Aug 22
6 -9pm**

CSUDH campus Rm SCC E145

Wed 3 - 6pm, CSUDH pool

Sat 7am - 12pm, open water

\$395* (includes rentals, boat dive) plus \$10 text payable to instructor in class

Pre-registration deadline: June 15th. To reserve place & equipment.

*Fees for reservation of equipment and boat (\$120) not refundable.

CSUDH Travel Study Programs

Summer - Winter - 1992 -- Spring 1993

**Galapagos Islands & Ecuador - China - Hawaii -
Alaska - Ireland - Eastern Europe - Kenya -
Dominican Republic - Australia - Brazil**

**Write or call for complete Travel/Study Program Itineraries and
prices: (310) 516-3741**

Gift Baskets: Presents for Profit

Seq No: 13-040-0572 Noncredit

If you have a flair for creativity and marketing techniques, you can turn baskets into gifts and be rewarded for your efforts. A gift basket service has a practically unlimited market and a very attractive profit potential. In this course, you will gain the knowledge necessary to start your own gift basket service, including;

- Pricing your baskets
- The best and most cost-effective marketing techniques
- Getting those corporate accounts

Patricia McNaughton During 25 years in the business she has founded five companies. As a consultant and speaker she presents over 100 seminars internationally each year on business opportunities and has authored several books and audiotapes.

> 1 mtg: Sat Aug 22
9:30am - 12:30pm

CSUDH campus Rm SAC 1102
\$35 (plus \$8 materials fee for the guide payable to the instructor in class).

The Art of Making Gift Baskets

Seq No: 13-040-0574 Noncredit

Christmas, birthdays, weddings! The year is full of special occasions when people search, often in vain, for that "perfect gift." You can create your own works of art by designing and producing various kinds of gift baskets, each with a special theme. Learn the tricks and techniques to build beautiful, economical and memorable baskets for friends, family or even your own enterprise. List of students materials will be sent upon registration.

Topics include:

- Where to find the inventory you'll need
- How to assemble a gift basket
- Interesting and unusual theme ideas

Patricia McNaughton

> 1 mtg: Sat Aug 22
1:30 - 3:30pm

CSUDH campus Rm SAC 1102
\$30 (plus \$10 materials fee for the guide payable to the instructor in class)

Enroll in both courses for only \$60!

Seq No: 13-040-0576 Noncredit

OMNIOLORE SOCIETY

Retired? Semi-retired? Seasoned?

Like to stretch your mind? Enjoy intellectual discussions?

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

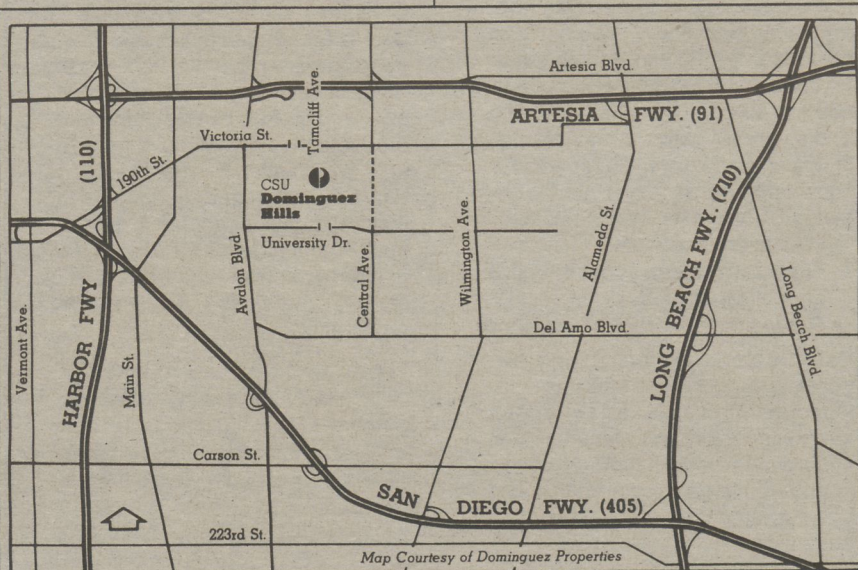
Interested?

Group meetings are held at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Room 7.

Phone 310/373-7993 or 310/541-1397



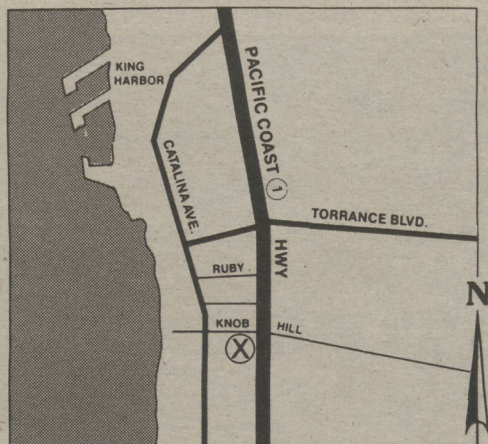
Maps



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 310/516-3741, Monday - Friday, 8am - 6:30pm.

BY FAX

FAX photocopy of the completed registration form to (310) 516-3971. Credit card registration only.

IN PERSON:

You can register at CSUDH Extended Education Monday through Friday, 8am - 6:30pm at room B141 in the Small College area on campus.

REFUND POLICY:

Refunds are not automatic: you must file appropriate forms in the Extension Office in order to receive a refund. Refund processing takes a minimum of 6 to 8 weeks, and is granted in accordance with State refund schedule: **If you withdraw prior to the first class meeting, 100% of the course fee will be refunded (less a \$5 processing fee for credit courses.** **If an Extension course is cancelled, the entire course fee will be refunded.** **If you withdraw after the first class and before the first 25% of the course has elapsed, 65% of the total is refunded.** **After 25% of the course time has elapsed, no refund will be made.** **Courses of four meetings duration or less, no refund.** Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$10 charge.

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: (310) 516-3971.

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

Look Inside !

- Certificate Programs pgs 1-8
- Business Courses pgs 9-14
- Computers pgs 15-16
- Education pgs 17-18
- Writing Courses pgs 19-21
- Behavioral Science pg 22
- Travel, Fitness & Fun pgs 23-27

**Set your sites on learning this summer.
Don't miss out.**

2-425



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747

Non-Profit Organization
U.S. Postage

PAID

Permit No. 246
Gardena, CA