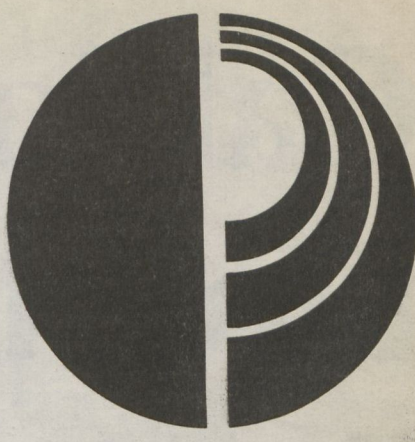
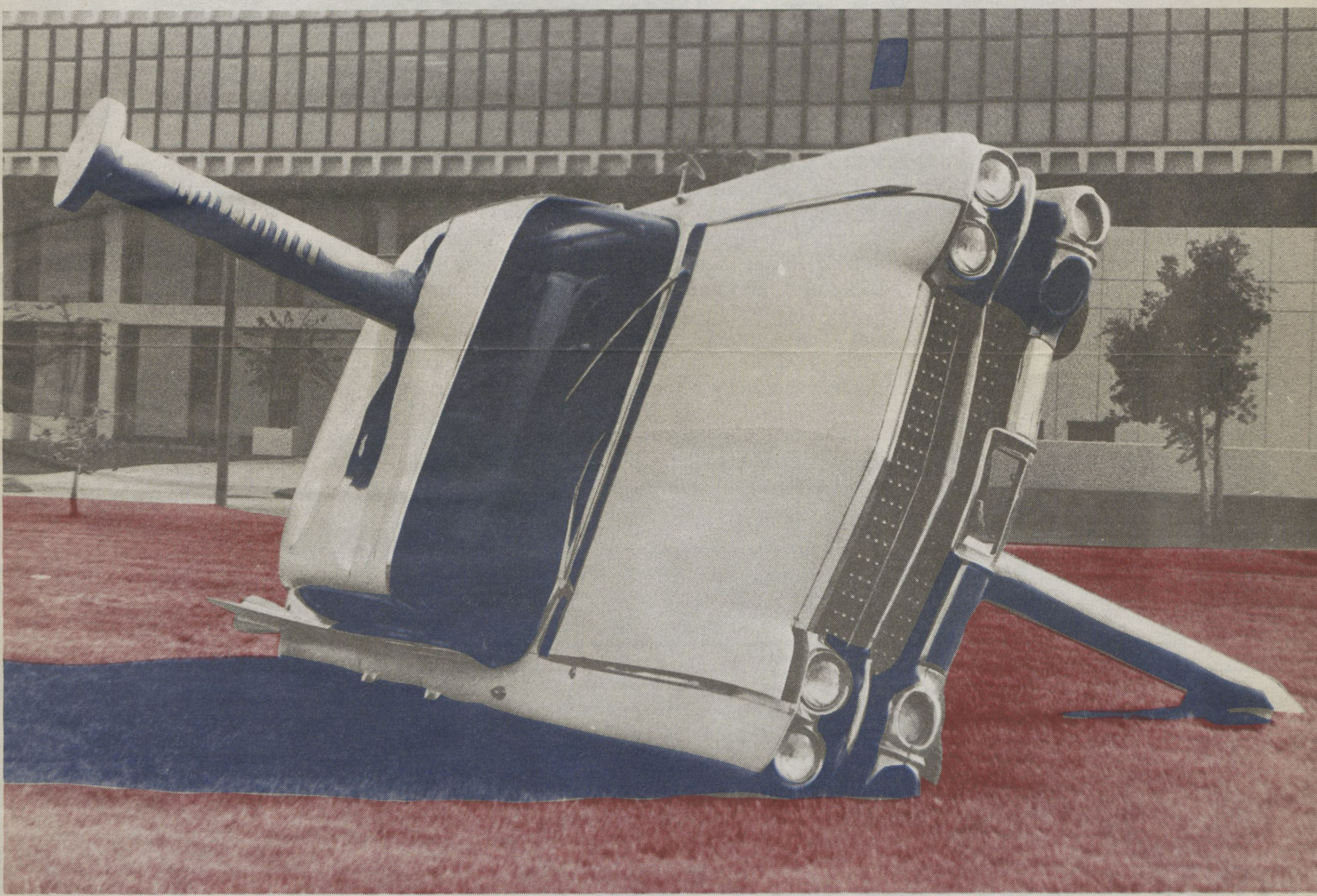


Winter, 1981

# EXTENSION BULLETIN



## California State University Dominguez Hills



INSIDE

### *Invest a quarter in your mind*

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INFORMATION 213/516-3741



# California State University Dominguez Hills Extension *Bulletin* Winter, 1981

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

Courses are offered for the continuing education of professionals, development for personal and professional goals and general self-improvement. Many certificate programs offer a series of specially-designed courses, indicating that the student has had exposure to a significant amount of detailed study of the subject.

In addition, the Division offers off-campus undergraduate and graduate degrees. In the Humanities, both the bachelor's and master's degrees are offered through independent study correspondence courses. The PORTAL program in Administration provides prerequisite work for enrollment in graduate administration programs and the Master of Science in Administration degree program is designed especially for the full-time employed student who has some management experience. In addition, a graduate Master of Science in Medical Technology degree is offered. For specific information on each of these programs, see page 22.

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EXTENDED EDUCATION IS A SELF-SUPPORTING  
PROGRAM

CALIFORNIA STATE UNIVERSITY,  
DOMINGUEZ HILLS  
Office of Extended Education  
Carson, California 90747

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## The cover . . .

*"Death of an Era" by Dustin Schuler was an art event on the California State University Dominguez Hills campus. The symbolic impaling end of an obsolete 1959 Cadillac seemed like an appropriate cover photo to illustrate the theme for the winter session of the University's Division of Extended Education: Invest a Quarter in Your Mind. In effect, start a new era for your personal and professional development.*

### California State University and Colleges Commission on Extended Education Statement of Quality Standards

The California State University and Colleges regards its Extended Education credit-bearing programs as integral parts of the institution. These programs are viewed as extensions of the institution's educational services and are in concert with the institution's overall mission and purpose.

The programs and courses in Extended Education are expected to meet the standards of quality which the institution sets for its other programs and courses, in terms of resources, faculty, level of instruction, evaluation and support services.



# GENERAL INFORMATION

## ELIGIBILITY

Any interested high school graduate, college student and individual 18 years of age or over, may enroll for Extension study. Formal admission to the University is not required. However, registration for courses may be limited to those who have completed certain prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation for upper division work.

## STANDARDS

Work in credit courses in Extension adheres to the academic standards of the University. All the activities usually associated with the regular University coursework are integral parts of the Extension credit instructional program.

## EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the University or highly qualified persons approved by the resident faculty. In all cases, they are requested to explain to the students the scope, content and organization of their courses, and to be explicit with regard to objectives and grading standards.

## COURSE CANCELLATION

All Extension courses are supported through student tuition. Courses with insufficient enrollment may be cancelled at the discretion of the Division of Extended Education.

## PARKING

Since regular classes will be in session, parking permits will be required for on-campus classes. Permits may be obtained at the parking kiosk at the front of the campus.

## CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward a bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (100-400, 700 level only). Extension work is considered the same as transfer credit.

## LIBRARY SERVICES

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

## TEXTBOOKS

Textbooks may be purchased in most classes or at the University Bookstore. Registration fees do not include textbooks.

## CREDIT/NON-CREDIT

Credit courses offer transferable degree-applicable, elective credit. They are either regular on-campus catalogue courses or new courses which have been reviewed by the appropriate academic departments. They are designed in units of credit based on the academic quarter system.

Non-credit courses are designed to respond to the variety of interests of those living and working in the University's service area.

Some courses may be taken for either credit or non-credit.

For courses that are available as either credit or non-credit, all students attend the same class meetings. However, those taking it for credit will pay a slightly higher fee and will be required to complete a project outside the classroom.

## COURSE NUMBERING SYSTEM

- 100-199 Lower division courses, degree applicable.
- 200-299 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.
- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension course granting credit for professional purposes only.
- 900-999 Non-credit, Continuing Education Unit (CEU) offerings.

## CONTINUING EDUCATION UNITS

Some CSUDH Extension courses offer CEUs. The Continuing Education Unit is a nationally-recognized unit of measurement for a variety of non-credit programs applying toward licensure, promotion or career advancement.

Ten Continuing Education Credit Hours = one Continuing Education Unit. Therefore, for example, eight Continuing Education Credit Hours = 0.8 CEU.

A cumulative permanent transcript of all CEU study undertaken is provided to Extension students and is available by contacting the Office of Extended Education for details.

## EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension courses are offered for letter grades. However, an undergraduate student in an Extension class offered for letter grade may choose to be graded on the Credit/No Credit basis by informing the instructor in writing at the beginning of the class.

## NURSING RELICENSURE CREDIT

Courses approved for nursing relicensure credit are indicated by the designation BRN after the course title. Courses are offered in different subject areas throughout the *Bulletin*. See page 15 for a complete listing.

## REGISTRATION

Registration procedures and forms for course offerings are on page 5. Open University registration procedures are on page 21.

Information in this *Bulletin* is subject to change without notice. We will, however, attempt to notify all early-registered students of any changes in course meeting time or date. If you will not be at your home or office a few days before the course begins, or if you must travel a significant distance where you will not be able to be reached, please contact the Extension Office (213/516-3741) to confirm that your course will meet as scheduled.

## TAX DEDUCTION INFORMATION

Treasury Department regulation 1.162.5 allows an income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in your employment, or (2) meet requirements of your employer or a law imposed as a condition to retention of employment, job status or rate of compensation.



Information:

213/  
516—  
3741



# REGISTRATION INFORMATION

## PRE-REGISTRATION

Pre-registration is suggested for all classes and required by some. By completing the registration form and returning it with the required fees, the student is assured a place in the class. Registration may, however, be accomplished at the first meeting of most Extension classes unless otherwise indicated.

**REGISTRATION BY MAIL:** Fill out the registration form here or on page 19 and/or 20 and mail it with a check or money order to: Extension Office, ERC-C508, CSUDH, Carson, CA 90747. Please use a separate check for each class.

**REGISTRATION BY PHONE:** You may register with a VISA or MasterCard by calling 516-3741, 8 a.m.-5 p.m., Monday through Friday.

**REGISTRATION IN PERSON:** Fill out the Extension Registration Form here or on page 19 and/or 20 and bring it with your fees to the Extension Office ERC C-508 (Library Building, Fifth floor, back corridor). The office is open Monday through Friday, 8 a.m.-5 p.m. and additionally from 5 p.m. to 6:30 p.m. on Monday through Thursday during the first three weeks of the quarter. **Students will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in the catalog unless otherwise notified by the Extension Office.**

## STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS

Contact the Veterans' Office on campus for assistance with your registration — 516-3643.

## REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

- If a student withdraws 48 hours prior to the first class meeting, 100 percent of the total fee will be refunded.
- If an Extension course is discontinued, the entire registration fee will be automatically refunded.
- If a student withdraws after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

## IMPORTANT

The time of withdrawal is determined by the date by which the Office of Extended Education, California State University Dominguez Hills, receives written notification of the student's withdrawal.

## FEES

Registration fees for Extension classes are normally \$30 per unit. Some courses may have differential fees. The fees for each course are listed in this announcement. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA draft, written to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which drawn.

**Information:**  
**213/**  
**516-3741**

California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747

## EXTENSION REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY

Course No. Title Units Fee

Course No. Title Units Fee

NAME (Last, First, Middle Initial) (10-21)

STREET (33-35) CITY (56-71)

STATE ZIP (72-78) Area Code DAYTIME PHONE

Date Office Use Only

Total Fee

Initial EXTENSION ☐

Student File No. (1-9) Cashier's Stamp

Enclosed is \$ in check  
or money order

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my VISA MasterCard Card Number

Cardholder's Signature Expiration Date

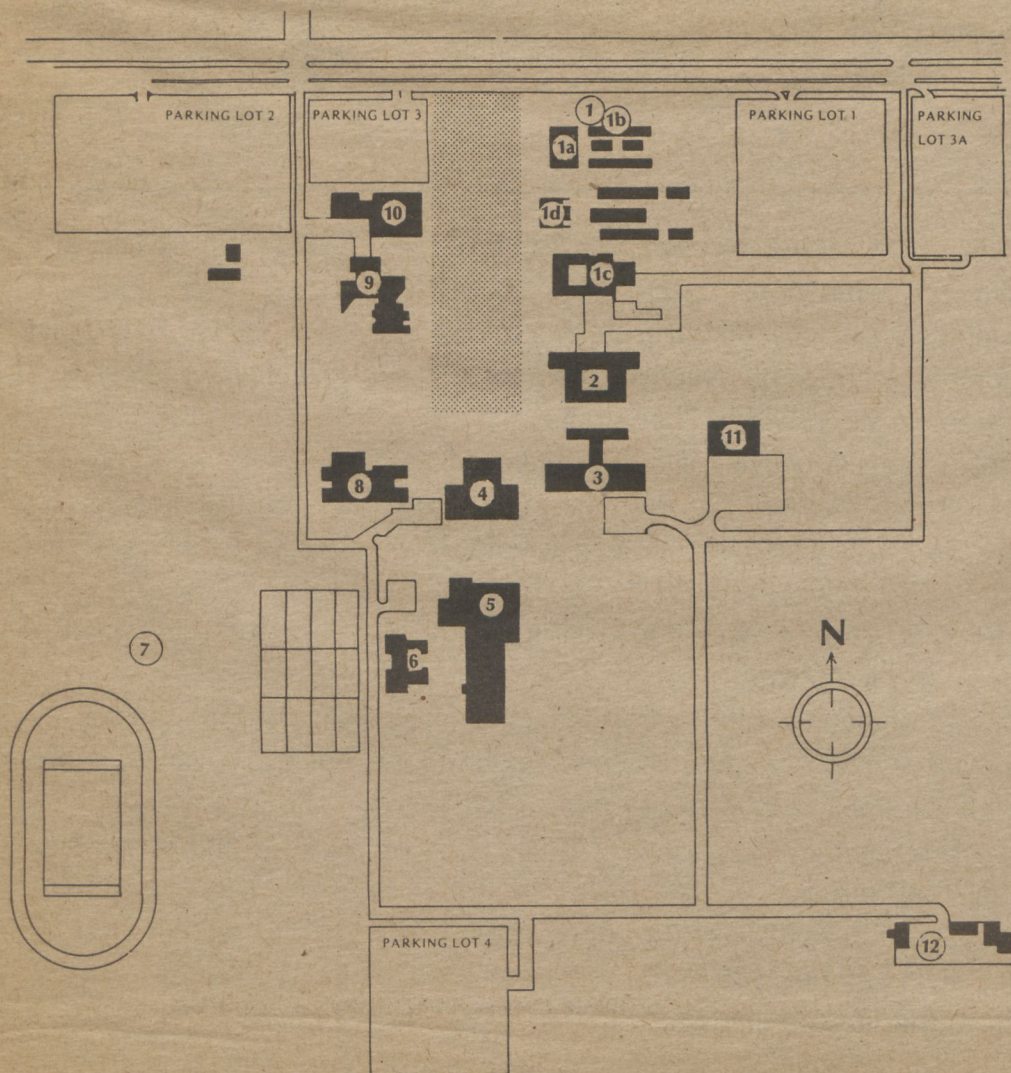
Cardholder's Name (print clearly)

OPTIONAL INFORMATION for record-keeping purposes only.

Social Security No.

SEX Male ☐ Female ☐ RACIAL/ETHNIC BACKGROUND

- ☐ Hispanic ☐ Black/Negro, not of Hispanic origin
- ☐ American Indian or Alaskan Native ☐ Caucasian/White, not of Hispanic origin
- ☐ Asian or Pacific Islander



## DIRECTORY

- 1 SMALL COLLEGE (SMC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c BOOKSTORE AND CAFETERIA
- 1d PLAYBOX THEATER
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 NATURAL SCIENCES AND MATHEMATICS (NSM)
- 4 EDUCATIONAL RESOURCES CENTER (ERC)  
EXTENSION OFFICE—ERC C508
- 5 GYMNASIUM
- 6 FIELD HOUSE (FHC)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL UTILITY PLANT
- 12 PLANT OPERATIONS



# PERSONAL DEVELOPMENT

## Index to this Bulletin is on page 3.

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Calligraphy for lefties .....	page 17
Class guitar .....	page 17
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Painting the portrait .....	page 17
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Writing and the mid-lifer .....	page 12
How to sell 75% of your non-fiction writing .....	page 12

### SOCIAL AND PERSONAL EFFECTIVENESS TRAINING Psy X269

#### —A course to help you become assertive

A dynamic eight-week approach that incorporates behavior modification, social and sexual assertiveness in a practical approach toward becoming more personally effective. The approach, unique in concept, is designed to improve communication, build confidence and employ the use of assertive techniques for developing potential, problem-solving and decision-making, both in professional and personal relationships.

**DATE:** Saturdays, Jan 24-Mar. 7 **NO.MTNGS:** 8  
**TIME:** 10 a.m.-12:30 p.m. **UNITS:** 2  
**FEE:** \$60 credit/\$40 non-credit **Degree applicable**  
**LOCATION:** CSUDH Campus, SBS A104  
**INSTRUCTOR:** Eve Cappello, Ph.D.  
Behavioral Consultant, author of  
*Let's Get Growing*

### PERSONAL GROWTH THROUGH TRANSACTIONAL ANALYSIS UNC X203

#### —Includes the basics of stress management

Transactional Analysis is a common sense, easily understood way of describing the nature and structure of human personalities and of analyzing the interactions (transactions) among people. If you understand what's going on with the people around you, it's easier to deal with your life and the stresses that arise in it.

Among the topics which will be covered is Structural Analysis, Dr. Eric Berne's theory which shows the human personality is composed of three ego states. Dr. Berne is the author of *Games People Play*. The book deals with the third discipline transactional analysts utilize — the games people use for psychological pay-offs.

The basic texts of the course will be *I'm O.K., You're O.K.* and *Born To Win*, which first popularized Transactional Analysis.

Thousands of people have found TA an exciting and effective way to establish self-control and self-direction and to discover the reality of a freedom of choice both personally and professionally.

**DATE:** Thursdays, Jan 16-Mar 20 **NO.MTNGS:** 10  
**TIME:** 7-9 p.m. **UNITS:** 2  
**FEE:** \$60 credit/\$40 non-credit **Degree applicable**  
**LOCATION:** Palos Verdes Switchboard,  
714-A Deep Valley Drive, Rolling Hills  
**INSTRUCTOR:** H. C. Goldman, Ph.D.  
professor of Education, CSUDH  
Clinical Teaching member,  
International Transactional Analysis  
Association

### YOU DON'T HAVE TO BE SHY

#### —A course to help you overcome your shyness

The course will cover the problems you have because you're shy and will teach you practical techniques to reduce shyness. You'll learn how to rehearse your behaviors so they come more easily to you. Relaxation techniques, role-playing and group exercises designed to help you reduce your anxiety and develop social skills will also be used in the course.

Participants will learn social skills, including turning acquaintances into friends, asking for dates, beginning conversations and how to improve the way you relate to others.

**DATE:** Saturday, Feb 7 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-3 p.m. **UNITS:** Non-credit  
**FEE:** \$20  
**LOCATION:** CSUDH Campus, SC E149  
**INSTRUCTOR:** Diane Henschel, Ph.D.,  
associate professor of Psychology,  
CSUDH  
Peter Desberg, Ph.D.  
associate professor of Education,  
CSUDH

### HOW TO IMPROVE YOUR MEMORY

#### —A quick, easy method

This course will teach you the associative method of remembering those things you want to remember in your personal and professional life. Names, faces, formulas, foreign languages, words, terms, definitions, addresses, telephone numbers, appointments, all are more easily recalled with the associative method.

The associative technique is fast, fun to use and is based on extensive use of pictures within your imagination. Also included in the course are techniques for improving concentration for both verbal and written material and how to eliminate absent-mindedness.

**DATE:** Saturday, Jan 31 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-4 p.m. **UNITS:** Non-credit  
**FEE:** \$45 (includes a \$15 memory exercise book)  
**LOCATION:** CSUDH Campus, SC E139  
**INSTRUCTOR:** Frank Katz,  
professional memory improvement  
consultant

### IN THE LAND OF NOD

PSY X170

#### —A dream workshop

Dreams come to advise, correct, punish, comfort, reveal creative potentials, heal, warn, but more generally to make yourself whole. Where we are blind, the dreams see, and if we understand, our life can be transformed.

This course/workshop is designed for developing greater personal and environmental awareness through the exploration of dreams. All the following skills will be presented through lecture, demonstration, creative activities and group process: practical methods of interpreting dreams; skills to arrive at the dynamic meaning of dream symbols; techniques for remembering dreams; skills to dream creatively for use in problem solving; translating dreams into real life activities.

**DATE:** Friday, Feb 20, 7-10 p.m. **NO.MTNGS:** 2  
Saturday, Feb 21, 9:30a.m.-4 p.m. **UNITS:** 1  
**FEE:** \$40 credit/\$30 non-credit **Degree applicable**  
**LOCATION:** CSUDH Campus, Dominguez Rm B  
**INSTRUCTOR:** Art Bernard, MFCC,  
director, Dream Center,  
San Fernando Valley

### BETTER NUTRITION = BETTER HEALTH

#### —What you don't know about the food you eat can hurt you

Americans are the best fed people in the world. But they may also be malnourished. Food processing, "junk" foods and increasing amounts of sugar and fat in our diets may have contributed to a state of malnutrition and low energy.

This one-day course will help you learn how to improve your health by improving your diet and will dispell myths about nutrition. You will be able to tell if you are eating a balanced diet, whether you need vitamins and minerals and what your daily protein needs are.

Students will also learn about organic food, how to plan a balanced vegetarian diet and about salt, fiber and fats and their effect on your health.

**DATE:** Saturday, Jan 31 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-4 p.m. **UNITS:** Non-Credit  
**FEE:** \$30 (includes a balanced, nutritious lunch)  
**LOCATION:** Hermosa Beach Community Center,  
710 Pier Ave. at Pacific Coast Hwy,  
Room 5

**INSTRUCTOR:** Christina Kinney, MBA, CRC,  
professor CSUDH Health Sciences  
Department; health educator, CSUDH  
Student Health Center.

**GUEST LECTURER:** Kathy Moore, Pharm. D.,  
registered pharmacist, CSUDH  
and Torrance Memorial Hospital,  
will speak on vitamins and  
minerals.

### REAL LISTENING TAKES MORE THAN TWO BIG EARS

COM 801

#### —A listening dynamics workshop

What is your listening style? How do the people around you listen? We spend 70 percent of each day communicating, of which 45 percent is spent listening. Yet, we lose two-thirds of the information within eight hours.

This course presents effective ways of listening in our professional and personal relationships. Common barriers to good listening, common non-listening styles, listening to non-verbal messages and matching listening techniques to your purpose will be covered.

The one-day workshop is experiential/participatory and will model appropriate skills with the use of role playing.

The course is designed for those whose effective interpersonal communication is crucial, including parents, students, teachers, counselors, nurses, social workers, supervisors, administrators, managers and others.

**DATE:** Saturday, February 7 **NO.MTNGS:** 1  
**TIME:** 8:30 a.m.-5:30 p.m. **UNITS:** 1  
**FEE:** \$30 (plus a \$5 fee for workbook to be paid in class)  
**LOCATION:** CSUDH Campus, SBS E116  
**INSTRUCTOR:** Katherine Kalinich, M.A.  
reading specialist, San Bernardino Unified School District



## THE COMEDY WORKSHOP

Joan Rivers

Richard Pryor

George Carlin

Jonathan Winters

What do these people have in common? They are all crazy! You too can be crazy, if you understand your own sense of humor. What is your definition of humor? Do you want to: perform, write, learn how to communicate with people in a humorous way? Anyway you look at it, you will have a great time! Just be yourself (whatever that is).

Past guests at the Comedy Workshop have included: George Carlin, Pat McCormack, Avery Schreiber, Peter Bonerz, Bill Kirchenbauer ("America Tonight"), Paul Keyes (producer/head writer for "Laugh-In"), Kip Addotta, Gary Muldeer, Vic Dunlop, Billy Beck and Gale Gonyea. We will use a stage, video-recorder (TV), scripts, monologues, dialogues, puns, satire, divine humor and more. Then those interested will perform at either: The Comedy Store, The Improvisation, The Laff Shop or the Ice House.

**DATE:** Saturdays, Jan 17-Feb 28 **NO.MTNGS:** 6  
(No class meeting weekend of Washington's birthday, Feb 14)

**TIME:** 2:30-5 p.m. **UNITS:** Non-credit

**FEE:** \$55

**LOCATION:** CSUDH Campus, HFA 19-103

**INSTRUCTOR:** David Holland, D.C.,  
professional comedian

## WRITING A LIFE HISTORY

ANT 900

## —A methods workshop

Everyone has a history but many are lost because they are not chronicled. This course will teach the methods used to document a person's life history.

Life histories are used by gerontologists, social workers, and many others to integrate life experiences.

The methods of life history gathering are derived from anthropology and sociology, but are useful for social scientists, journalists and others.

Included will be instruction and practice on information gathering and interviewing techniques, note-taking and preparation of genealogies and chronologies. *Class meetings are held three weeks apart to allow students to prepare life histories which can be critiqued at the second meeting.*

Linda Rose has developed methods for using life histories to aid the aged to prepare their own historical records. She has taught at Pierce College and has conducted research at UCLA using the methods she will present in this course.

**DATE:** Saturdays, Jan 31 and Feb 21 **NO.MTNGS:** 2  
**TIME:** 10 a.m.-4 p.m. **UNITS:** 1 CEU

**FEE:** \$25

**LOCATION:** CSUDH Campus, SBS E116

**INSTRUCTOR:** Linda Rose, M.A., Ph.D.  
candidate at UCLA

## IT'S HOW YOU LOOK AT IT

## —A course in photographic composition

The difference between a snapshot and a photographic accomplishment is in the eye of the beholder — and the eye of the photographer. Knowing how to look at your photographic subjects — and the world — will help you make better photos.

This course will cover the basics of composition, using the student's past work and samples of world-known shooters as examples of various techniques and fundamentals.

Students will also have the opportunity to discuss, talk and argue about the subjects covered.

*Students are encouraged to bring a sack lunch for lunch break discussions.*

**DATE:** Saturdays, Jan 24, 31, Feb 7 **NO.MTNGS:** 3  
**TIME:** 10 a.m.-3 p.m. **UNITS:** Non-credit

**FEE:** \$30

**LOCATION:** CSUDH Campus, SBS E216

**INSTRUCTOR:** Leonard de Luna,  
professional photographer

## GREAT TRADITIONS OF THE SEA PER 834

## —A sailing and navigation class

Open to all with or without sea experience, this class explores beginning sailing and navigation to the basics of celestial navigation. Traditional knot tying, heavy weather sailing, sailing local waters, right-of-way, type of vessels, techniques of anchoring and directing man-overboard procedures, parts and their functions, as well as safety and first-aid at sea are among the subjects discussed. A dockside demonstration is included in the class. Guest speakers with slide and film presentations will be featured. Practical on-the-water instruction is available in large and small craft.

## SECTION I

NO.MTNGS: 10

**DATE:** Mondays, Mar 9-May 11 **UNITS:** 2

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

**FEE:** \$75 credit/\$60 non-credit

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

## SECTION II

NO.MTNGS: 10

**DATE:** Tuesdays, Mar 10-May 12 **UNITS:** 2

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

**FEE:** \$75 credit/\$60 non-credit

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

**INSTRUCTOR:** Captain Ron Remsburg, M.A.  
Extension navigation  
instructor



## AN INTRODUCTION TO FUTURE STUDIES

## —How to study the future and where the world is heading

The one-day workshop is an introduction to future studies — the study of what lies ahead and how the world can cope with the challenges of the future.

Included in the discussion will be why we bother to study the future, some positive and negative views of the future as expressed through science fiction, characteristics of a futurist perspective and steps which can be taken to design an alternative future.

Among the challenges which will be discussed are the increasing scarcity of global resources — especially the energy crisis — and responses to those shortages.

Growth versus no-growth, a subject that has local, regional, national and world-wide ramifications will be discussed. In addition, the demands of Third World countries for a new international economic order and the issues arising from it, will be covered.

Films will illustrate the discussion.

Various technological revolutions and the need for holistic thinking to solve the world's increasingly complex problems will be addressed and participants will have the opportunity to break into smaller groups to develop their own scenarios for the future.

**DATE:** Feb 28

**NO.MTNGS:** 1

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

**UNITS:** Non-credit

**FEE:** \$25

**LOCATION:** Santa Monica  
Unitarian Community  
Church  
1260 18th Street,  
Santa Monica

**INSTRUCTOR:** Linda Groff, Ph.D.  
assistant professor of Political Science,  
CSUDH

## OPTIMIZING ATHLETIC PERFORMANCE PER 838

## —Will you choke or peak during competition?

The course is a psychological approach to help each individual maximize physical skills at all levels. Some of the areas to be explored and discussed include:

- Overcoming performance anxiety
- Increasing strength through relaxation
- Using imagery and self-hypnosis to improve physical skills.

Improving concentration, channeling competitive energy and improving stretching and breathing will be discussed.

Each participant will set performance goals and devise a plan to achieve those goals, using the methods from the workshop.

**DATE:** Saturday, Jan 31

**NO.MTNGS:** 1

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

**UNITS:** 1

**FEE:** \$30

**LOCATION:** CSUDH Campus, SC E145

**INSTRUCTOR:** Peter Desberg, Ph.D.  
associate professor of Education,  
CSUDH  
Alfred Lewis Shore, Ph.D.  
practicing clinical psychologist

## PUT ON YOUR DANCIN' SHOES

PER 836

## —A class to teach you theatrical dance

You'll learn all the popular dances from the Charleston to the swing dances of the '40s, the cha-cha and mambo of the '50s, go-go dances of the '60s and on to the latest moves.

The basics of ballet, jazz and tap will be covered, and you'll learn routines with each. The dances will be learned chronologically to give you a perspective on evolution of the art form.

Lori Landrin is a professional dancer and has worked with the American Dance Theater, and danced in the film "Grease." She also has danced in segments of the "Happy Days" television program. In the 1960s she danced with the UCLA Theatre Group (now the Mark Taper Theatre Groupe) under the direction of John Houseman.

**DATE:** Mondays, Jan 19-Feb 23

**NO.MTNGS:** 6

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

**UNITS:** 1

**FEE:** \$30

**LOCATION:** CSUDH Campus, Playbox Theater

**INSTRUCTOR:** Lori Landrin,  
professional dancer

Information:

213/516-3741



# PROFESSIONAL DEVELOPMENT

## BUSINESS

### Also of interest . . .

Alcoholism counseling certificate . . .	page 23
Business management certificate . . .	page 25
Improving your listening skills . . . . .	page 6
Memory improvement . . . . .	page 6
Real estate licensure . . . . .	page 27
Oral communication skills for foreign-born businesspersons . . . .	page 10
Social and personal effectiveness . . .	page 6
Spanish for public service certificate program . . . . .	page 23



Indicates course co-sponsored by the United States Small Business Administration as part of the SBA's effort to keep small business persons apprised of continuing education opportunities.

### TERRORISM WORKSHOP POL 806

—How to cope and negotiate with political terrorists and corporate kidnappers

Corporations doing business around the world are taking extra precautions to ensure the safety of their employees in other lands as terrorists and kidnappers have become a major security problem in many countries.

This two-day workshop will describe, analyze and teach methods of coping and negotiating with terrorists and kidnappers. Simulation and role playing of political and corporate executives, terrorists, captors and hostages will take place with case studies serving as the model, including a case involving Beckman Instruments of Fullerton in which one of its executives was held hostage for several months in South America. Similarities, differences and ideologies of various right- and left-wing groups will be discussed, as will social and political factors and theories that explain the similarities.

**DATE:** Thursday, Feb 19, **NO.MTNGS:** 2  
Friday, Feb 20 **UNITS:** 2  
**TIME:** 8 a.m.-6 p.m.  
**FEE:** \$60

**LOCATION:** CSUDH Campus, SC E157  
**INSTRUCTOR:** George Hennegan, Ph.D.,  
professor of Political Science,  
CSUDH

### ASSERTIVE MANAGEMENT SKILLS (BRN) BUS 921

—A key to successful employee relations

Assertive behavior is being able to express thoughts, feelings and beliefs in open, honest, direct and appropriate ways which do not violate another person's rights. Assertiveness training has been quite popular in a variety of settings for the past several years.

This workshop has been designed for people who are concerned with being assertive in the work situation. The major focus will be on the utilization of assertiveness as a management skill. Assertiveness training procedures can be used to help create a positive atmosphere and to help colleagues function more effectively with each other.

Supervisors and managers can use the techniques to become more effective with their staffs, in conducting meetings, in confronting staff members with problems of criticism, in dealing with others as a representative of the organization.

**Enrollment limited. Preregistration required by January 9. After that date contact the Extension Office at 213/516-3741.**

**DATE:** Saturday, Jan 17 **NO.MTNGS:** 1  
**TIME:** 9 a.m. to 5 p.m. **UNITS:** 0.7 CEU  
**FEE:** \$40

**LOCATION:** CSUDH Campus, SC E153

**INSTRUCTOR:** Martha Kazlo, Ph.D.,  
counseling psychologist, Counseling  
Center, California State College, San  
Bernardino

### HOW TO MANAGE THE PROBLEM EMPLOYEE



BUS 903

—Maximizing every employee's efforts

How to deal with the employee who "can, but won't," including:

- Why the employee "really doesn't wanna"
  - Listening—the key to getting underneath the problem
  - Defensible documentation
  - Turning the problem into productivity—some successful alternative approaches
  - The art of giving and receiving criticism constructively
- The instructors will provide individual coaching/counseling during a special half-day follow-up session, to be arranged.

**DATE:** Wednesdays, Mar 18 and 25 **NO.MTNGS:** 2  
**TIME:** 8:30 a.m. to 4:30 p.m. **UNITS:** 1.4 CEU  
**FEE:** \$80 (includes lunch and course materials)

**LOCATION:** CSUDH Campus, University Ctr  
**INSTRUCTOR:** Noble McKay, vice president,  
Western Center Associates, a  
consulting and training services unit of  
the University of California  
Ray Thorne, M.A.,  
organizational behavior, consultant

### HOW TO RUN A SUCCESSFUL ADVERTISING CAMPAIGN IN YOUR SMALL BUSINESS BUS 923

—Make the most of your advertising dollar

Advertising is a business tool that often means the difference between surviving and not surviving. When the program is executed right, advertising can turn a good business into a gold mine.

This one-day session will be geared to learning practical how-to-do-it information that can be immediately applied to promote your store, product or service. Topics include:

- Positioning your business in the marketplace
- How to create a memorable image
- The message: Communicating to Sell
- Developing an effective campaign, keeping costs at a minimum
- What belongs in a good ad and what doesn't

The goal of the seminar is to help you make the most effective use of any dollar you invest in advertising and promotion. Those who wish to participate in the workshop critique session should bring old ads, flyers and other promotional materials to class.

**DATE:** Friday, Feb 20 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-4:30 p.m. **UNITS:** 0.7 CEU  
**FEE:** \$30\*

**LOCATION:** CSUDH Campus, SC E143

**INSTRUCTOR:** Chris Christensen, owner-manager,  
Magna Creative Services, advertising  
and sales promotion agency, Long  
Beach, CA

### DO IT YOURSELF ADVERTISING CAMPAIGN



—A design course for the small businessperson

A presentation of the visual advertising fundamentals used in small businesses. Learn how to put together newspaper ads, flyers, folders, posters, direct mail and many more advertising instruments. Become familiar with the design and printing processes, and learn to know what you are paying for. This seminar can help you cut your advertising costs and increase your advertising efforts.

Participants are encouraged to bring samples of advertising projects they are currently involved with. Participants must provide their own drawing paper and markers.

**DATE:** Saturday, Feb 21 **NO.MTNGS:** 1  
**TIME:** 9:30 a.m.-4:30 p.m. **UNITS:** Non-credit  
**FEE:** \$30\*

**LOCATION:** CSUDH Campus, HFA C104

**INSTRUCTOR:** Bernard W. Baker, MFA  
designer and advertising consultant,  
assistant professor of Art, CSUDH

\* Students taking BOTH classes will receive a \$10 discount making the fee \$50.

### WRITING IT RIGHT

—How to write more effective business communications

Written communication in an organization fall into three major categories: simple informational communication; sensitive communications; and persuasive communications. This one-day workshop is designed to help you to understand the communication process and how to apply it to letters and memos that say what you want to say quickly, clearly and professionally. Topics include:

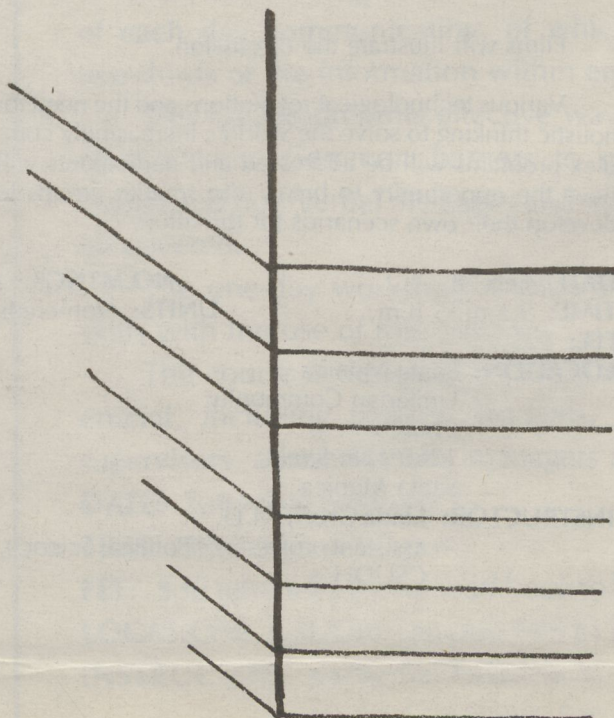
- How to Overcome Business Writing Weaknesses
- Writing Memos, Reports, and Staff Studies
- Being Specific—Avoiding Generalities
- Choosing the Appropriate Strategy
- Writing With the Human Touch

The instructor will provide a critique on individual writing completed at the workshop.

**DATE:** Friday, Jan 30 **NO.MTNGS:** 1  
**TIME:** 9 a.m. to 5 p.m. **UNITS:** Non-credit  
**FEE:** \$30

**LOCATION:** CSUDH Campus, SC E157

**INSTRUCTOR:** Violet Jordain, Ph.D.,  
professor of English, CSUDH



### HOW TO MAKE AN EFFECTIVE BUSINESS PRESENTATION

BUS 907

—Getting your message across on the job

Your good ideas aren't worth much if you can't present them right. This course will help you increase your effectiveness in business presentations with step-by-step instructions on:

- Preparing the presentation
- Researching your audience
- Winning your audience
- Self-expression—presentation style
- Personal appearance, verbal and non-verbal communication
- Adapting your environment
- Using visual aids
- Handling questions from the audience

**DATE:** Monday and Wednesdays **NO.MTNGS:** 3  
February 2, 4, 11 **UNITS:** 1.0 CEU  
**TIME:** 5-8:30 p.m.

**FEE:** \$32

**LOCATION:** Northrop Corp., 3901 W. Broadway  
Hawthorne, Building 30, Second Floor  
Training Room

**INSTRUCTOR:** Betty Koller, MSA,  
training and personnel administrator,  
Northrop Corp.



## HOW TO GET STARTED IN REAL ESTATE INVESTMENT AND PROPERTY MANAGEMENT

### —Techniques for the investor of the '80s

Two one-day seminars for those who are new to the money-making potentials of real estate investment and property management.

**OPTIONAL COMPUTER EXPERIENCE:** Participants who attend BOTH seminars will have the opportunity to save \$10 and work with the CSUDH computer to analyze rent-purchase decisions on their own properties or on demonstration properties provided in class. All materials and computer facilities are provided.

### BEGINNING COURSE FOR THE SMALL INVESTOR—

This course teaches you how to:

- Find low-priced properties, and buy them
- Acquire good properties with little or NO MONEY DOWN
- Make 100% or more on your investments (rather than 6-12 percent available through most investments)
- Decrease your income taxes — legally
- Take advantage of high inflation (rather than being a victim of it)
- Start in your spare time with minimal capital
- Minimize your risk
- Maximize your potential (and profits)
- Keep your profits at tax time

**DATE:** Saturday, Feb 7

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

**FEE:** \$49 (includes materials)\*

**LOCATION:** CSUDH Campus, SBS A144

**INSTRUCTOR:** H. Gary Kuhlmann, Ph.D.

associate professor of Business Administration, CSUDH

**NO.MTNGS:** 1

**UNITS:** Non-credit

### BEGINNING COURSE FOR THE SMALL PROPERTY MANAGER

This specialized course will teach you how to:

- Manage and operate real property successfully
- Select good, trouble-free tenants
- Avoid legal hassles and unnecessary evictions
- Write strong, safe rental agreements or leases
- Avert collection problems and reduce operating costs
- Avoid the rent-control issue
- Exchange and avoid taxes

**DATE:** Sunday, Feb 8

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

**FEE:** \$49 (includes materials)\*

**LOCATION:** CSUDH Campus, SBS A144

**INSTRUCTOR:** H. Gary Kuhlmann, Ph.D.

associate professor of Business Administration, CSUDH

**NO.MTNGS:** 1

**UNITS:** Non-credit

\*Participants who sign up for BOTH seminars will receive a \$10 discount, bringing the total fee for both seminars to \$88. This includes ALL materials and the computer option. No previous real estate or computer experience is required.

### SMILE IN THE FACE OF AN ANGRY CUSTOMER



**BUS 908**

#### —A workshop in the dynamics of customer relations and public service

Here's help for employees on the front line who deal with irate customers, service complaints and an otherwise emotional public.

This one-day intensive workshop discusses the dynamics of person-to-person communication, including: oneupsmanship, hidden agendas, disguised anger and defining one's personal limits to others.

Participants will learn concrete strategy for avoiding practices that tend to alienate customers while developing pro-customer practices, such as mutual problem-solving and customer education. Included will be a seminar video tape of effective and ineffective customer relations, role playing, and a review of video film episodes such as:

- The indignant phone call
- Passing the buck
- Lack of support and backup by supervisors
- The uneducated customer
- Other situations relevant to real-life work experiences

**Pre-registration required by January 23. After that date contact the Extension Office, 213/516-3741.**

**DATE:** Friday, Jan 30

**NO.MTNGS:** 1

**TIME:** 9 a.m. to 5 p.m.

**UNITS:** 0.7 CEU

**FEE:** \$42

**LOCATION:** CSUDH Campus, SC E143

**INSTRUCTOR:** Les P. Herold, Ph.D.

associate professor of Psychology, California State College, San Bernardino

## Minding your Money . . .



### FUNDAMENTALS OF TAX

#### PREPARATION

**BUS 800**

#### —Basic course

Co-sponsored with the Internal Revenue Service. This course deals with basic elements of taxation typical of the average tax return. Materials were designed by the IRS for the specific needs of new or inexperienced preparers or as a refresher course for the experienced practitioner. Emphasis will be on how to prepare individual tax returns and schedules using IRS forms. **This course is approved by the State Board of Accountancy to confer 30 hours of relicensure credit.** Topics include:

- Filing requirements, dates and status
- Exemptions
- Gross income
- Adjustments to gross income
- Itemized deductions
- Standard deduction and computation of tax credit
- Other taxes and payments
- Supplemental income on Schedule E
- Basis of assets
- Depreciation
- Capital gains and losses
- Supplemental gains and losses
- Form 4797
- What's new in tax law

Individuals wishing to learn how to prepare their own tax returns are also welcome.

**DATE:** Tuesdays, Jan 13-Mar 17

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

**FEE:** \$90 (includes materials)

**LOCATION:** CSUDH Campus

**INSTRUCTOR:** Bob Wyche, field supervisor, IRS Carson office.

**This course's fee is tax deductible**

See page 4 for TAX DEDUCTION INFORMATION

### BASIC TRANSPORTATION ECONOMICS

#### —A course in the fundamentals of transportation systems and their administration

General concepts and functions of transportation-distribution systems and their management will be covered, including international agreements, federal and state regulatory laws, types of carriers, pricing systems and rates and tariffs will be discussed. The general role of transportation in an areas economic development, rail history and the impact of regulation on the industry will be explored. Determination of rates, fair value and rate of return will also be discussed.

The course is designed to relate transportation costs and service to the economics of total good flow in commerce and to develop an adequate understanding for the students' further study of business logistics. Students will also gain an understanding of the sociological impact of the economics of transportation on a regional, national and international level.

**DATE:** Thursdays, Jan 15-Mar 19

**NO.MTNGS:** 10

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

**UNITS:** 4

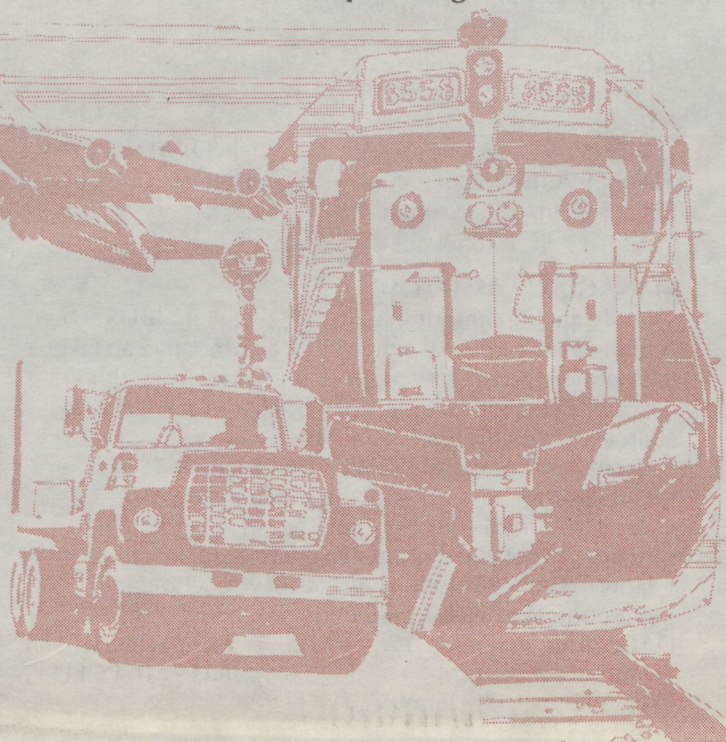
**FEE:** \$120

**LOCATION:** Peck Park, Community Ctr.

560 N. Western, San Pedro

**INSTRUCTOR:** William Skelly, MBA, Extension instructor of Public Administration

### Two new Extension courses—credit is pending



### BASICS OF MARITIME OPERATIONS

#### —A course in the theory of commercial shipping

Basic theory and knowledge of commercial shipping management will be covered in this course. The principles and practices employed by owners, managers and agents of water carriers will be of prime concern. Vessel husbanding and port routine will be discussed along with freight handling and space accommodations, maritime labor-management relations and the characteristics of ships and line service.

Students will also have a thorough grounding in common carriers costs and revenue consideration. Scheduling activities, freight contracts and rates, space charters, container and specialized equipment handling, carriers and skipper organizations and other transportation issues will be covered.

**DATE:** Tuesdays, Jan 13-Mar 17

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

**FEE:** \$120

**LOCATION:** Peck Park, Community Ctr.

560 N. Western, San Pedro

**INSTRUCTOR:** Capt. Everett Bell, BSC,

master mariner, Marine Operations Manager, United States Lines

**NO.MTNGS:** 10

**UNITS:** 4



# The CSUDH American Language and Culture Program

## English as a Second Language

### ORAL COMMUNICATION SKILLS FOR FOREIGN-BORN EXECUTIVES AND PROFESSIONALS

#### —PART I: Inside the Organization

This four-week course is designed to help the non-native English speaker to improve communication in the workplace. Topics to include:

- Ways in which cultural differences can interfere with giving and receiving messages.
- How to give an effective oral presentation: speaking to be understood.
- Listening skills in staff meetings and during the work day.
- One-on-one conferences: How do you sound? How to keep your pronunciation from coming between you and your listener.
- Keeping the lines of communication open with your employees.

Language functions to be covered are inquiring, complaining, complimenting, giving "bad news," and persuading.

**DATE:** Wednesdays, Feb 4-25 **NO.MTNGS:** 4  
**TIME:** 7-9 p.m. **UNITS:** Non-credit  
**FEE:** \$75\*

**LOCATION:** CSUDH Campus, NSM D123

CSUDH will offer its first intensive program in English as a Second Language for the college-bound foreign student and established professional during Summer Session, 1981. The program is intended to develop language and study skills necessary for success in an American university or in U.S. business.

A new course entitled "Listening Comprehension and Speaking Skills for the University Student" will be offered in Spring Quarter. Two sections are being planned, one primarily for management students and one for a general audience.

More information on the Spring Quarter course and the Summer intensive program may be obtained by calling 213/516-3746.

**Note:** Methods for both parts to include problem-solving, group discussion, oral presentations (feedback on pronunciation can be obtained for those students who wish it; they should bring their own cassette player), and individual conferences with instructor. Part II to conclude with dinner-meeting to discuss course outcomes and future plans of participants.

\*Participants who register for both classes will be given a discount of \$25. The fee for both classes will be \$125.

### ORAL COMMUNICATION SKILLS FOR FOREIGN-BORN EXECUTIVES AND PROFESSIONALS

#### —PART II: In the Community

Not limited to those participating in Part I, this four-week course is intended to improve interactions with the outside community. Topics to include:

- Telephone communication: the important first impression.
- Conferences with customers and clients.
- Communication in entertainment situations, and cross-cultural perspectives.
- Conventions, professional meetings, and local service organizations: how to exchange information with peers, consumers, and competitors.

Language functions to be covered are arranging appointments, planning, negotiating, promising, and apologizing.

**DATE:** Wednesdays, Mar 4-25 **NO.MTNGS:** 4  
**TIME:** 7-9 p.m. **UNITS:** Non-credit  
**FEE:** \$75\*

**LOCATION:** CSUDH Campus, NSM D123

## Programs for small business

### CO-SPONSORED WITH THE SMALL BUSINESS ADMINISTRATION



These seminar-workshops are designed to meet the very special (and differing) needs of presidents and key managers of small to medium-size companies. Emphasis is placed on teaching proven "how to" methods of problem-solving and improving your company's performance. The sessions are an effective way to acquire practical knowledge and pick up new ideas. Through a combination of lecture, written course material, and peer discussion you will be provided with usable know-how for making sound decisions. The seminar leaders are experienced professional small business consultants.

**LOCATION:** Ramada Inn,  
805 E. Dominguez Street,  
Carson

**INSTRUCTORS:** John LaBarbera,  
Phillip Sabol,  
Jim Crooks  
management consultants, The  
Corporate Group, Torrance;  
Extension instructors of Business

### DATA PROCESSING IN THE SMALLER COMPANY BUS 915

#### —Answers to important questions

An informed manager trying to keep abreast of data processing systems and equipment can find solid answers to the following questions:

- Data processing — where does it fit?
- Can and will it pay off?
- Where and how should I begin?

Using case studies and printed materials you can determine for your own company whether you are ready to order a computer.

**DATE:** Tuesday, Feb 10 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-2 p.m. **UNITS:** 0.4 CEU  
**FEE:** \$37 (includes lunch)

### HOW TO DEVELOP GOALS AND STRATEGIES BUS 914

#### — And get results

- Planning . . . what it is . . . what it is not . . . where and how it begins.
- Objectives and goals . . . how do they differ?
- How to build a foundation for planning.
- The two most critical planning mistakes made by management . . . and how to avoid them.
- How to identify critical factors . . . and establish the right priorities.
- The 10 practical steps in a small business planning program that will outline all you need to know from A to Z.
- A method for testing "what if's":  
How is it developed?  
How is it used?  
What does it reveal?  
How to analyze the options.  
How to select the best opportunities
- How to finalize the results for:  
Survival  
Growth  
Productivity  
Profits

**DATE:** Wednesday, Feb 11 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-2 p.m. **UNITS:** 0.4 CEU  
**FEE:** \$37 (includes lunch)

### MANAGING CASH FLOW BUS 916

#### —Tools and Techniques

A focus on the internal actions that a company can take to improve its cash flow so that it is financially healthier, has less need for outside financing, and has cash resources. Discussion areas include:

- How small companies successfully manage
- Forecasting techniques for the smaller company
- Steps to control your company's cash
- Actions to get you through the credit crunch of the 80s
- How to squeeze hidden cash out of your company
- Accounts Receivable collection procedures that work

**DATE:** Thursday, Feb 12 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-2 p.m. **UNITS:** 0.4 CEU  
**FEE:** \$37 (includes lunch)

### DEVELOP A WINNING MARKETING STRATEGY BUS 928

#### —A workshop for the small businessperson

- A powerful technique for determining the best marketing strategy for your firm.
- The nine most important elements of the marketing function . . . and how to use them.
- Why marketing in small companies must differ from sales
- A four-step small business oriented market planning process that you can use to develop winning objectives and strategies.
- How to take advantage of your smaller size when competing against a larger company.
- Five critical marketing policy decisions every company must make.
- The five key pricing strategies . . . and how to determine the right one for your company . . . then, how to set the best price.
- How to tell when your marketing efforts are misdirected.
- The one most effective method to increase sales quickly.

**DATE:** Tuesday, Feb 17 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-2 p.m. **UNITS:** 0.4 CEU  
**FEE:** \$37 (includes lunch)

### HOW TO RAISE MONEY BUS 918

#### —The right way

A power-packed day explaining the art and science of raising money, focusing on the types of financing for smaller businesses, the sources of financing, and how to pick the best combination for your business. Topics include:

- How to avoid the nine most common mistakes in raising money.
- How bankers judge your loan request
- How to negotiate funds

You will also be given a proven step-by-step method of planning, packaging, and presenting your request for funds.

**DATE:** Wednesday, Feb 18 **NO.MTNGS:** 1  
**TIME:** 9 a.m.-5 p.m. **UNITS:** 0.7 CEU  
**FEE:** \$52 (includes lunch)



**TELEPHONE EFFECTIVENESS WORKSHOP****—Making the most of the most convenient office tool**

What do you do when someone starts yelling at you over the telephone? How do you calm the person who calls your agency or firm to voice a nasty complaint? Are you able to keep your cool on the "hot line?"

Most people respond to those situations in a natural, logical and wrong manner. That's right — *wrong*. But this workshop, designed for secretaries, training managers, customer service personnel, billing and credit representatives and anyone who uses the telephone as a professional tool, will teach you how to control conversations diplomatically, save and manage time, speak with authority, listen more effectively, manage difficult clients and master 21 tips for positive office communications.

Dr. Gary Goodman's techniques may be surprising and controversial, but they are also effective.

**DATE:** Thursday, January 29

**NO.MTNGS:** 1

**TIME:** 10 a.m.-4 p.m.

**UNITS:** Non-credit

**FEE:** \$95 (includes lunch)

**LOCATION:** Ramada Inn, 805 Dominguez Street, Carson, CA

**INSTRUCTOR:** Gary Goodman, Ph.D., communications consultant

**TELEPHONE SALES SEMINAR****—Selling from your desk**

Gasoline costs are rising by the day, a salesperson's time is wasted when he or she spends much of the day driving from one prospect to another and the fact is your sales force can be just as effective and rarely — if ever — leave the office.

The secret is to master the most convenient office tool — your telephone. It is a fact that face-to-face sales calls (on the average) cost \$120. And because of that fact, such giants as IBM and Xerox Corporations are moving quickly into telephone selling as a means of helping to solve their marketing problems. Telephone sales is already a \$9 billion enterprise and is growing rapidly.

Dr. Gary Goodman's Telephone Sales Seminar combines knowledge of the behavioral sciences with a decade of solid practical experience in telephone marketing, management and consultations.

This seminar will teach participants how to motivate themselves and their clients, open and close sales calls, handle resistance and troubleshoot telephone sales problems.

**DATE:** Friday, January 30

**NO.MTNGS:** 1

**TIME:** 10 a.m.-4 p.m.

**UNITS:** Non-credit

**FEE:** \$95 (includes lunch)

**LOCATION:** Ramada Inn, 805 Dominguez Street, Carson, CA

**INSTRUCTOR:** Gary Goodman, Ph.D., communications consultant

***This holiday season, give  
the gift they'll learn to  
love . . .***

**. . . a California State University Dominguez Hills  
Extended Education gift certificate.**

You can give a gift certificate for any amount beginning at \$15 and it can be used for any regularly scheduled Extension course during either the winter or spring quarter.

We'll even send a gift card announcing your present of the gift they'll learn to love.

For information, call the CSU Dominguez Hills Extension office at 213/516-3741.

**While you're at it, invest a quarter in *your* mind.**



# COMMUNICATIONS

## Also of interest . . .

- Business writing skills ..... page 8  
 Comedy workshop ..... page 7  
 Improving your listening skills ..... page 6  
 Photographic seeing ..... page 7

### WRITING AND THE MIDLIFER

#### —A course on publishing for fun and profit

How to submit masterpieces and sell them, what are the best source books, where do you find current markets — those are some of the questions that confound frustrated writers eager to break into print and profit from their talents.

WRITING AND THE MIDLIFER: PUBLISHING FOR FUN AND PROFIT gets you going on the same path trod by the selling professionals, dividing the three-hour seminar evenly between **greeting cards** (humorous lines, no art required) **nonfiction articles/books** and **fiction**. Specific "how-to" handouts augment practical advice, providing detailed steps to follow when you are seriously (or mirthfully) pursuing fame and fortune.

Burgett has sold in each field. His no-nonsense guidance is liberally sprinkled with humor.

Midlifers have more to write about, but youngsters (post-high school) are welcome too. Being in print is too much fun to hoard.

**DATE:** Friday, Feb 20 **NO.MTNGS:** 1  
**TIME:** 7-10 p.m. **UNITS:** Non-credit  
**FEE:** \$20

**LOCATION:** CSUDH Campus, SC E145  
**INSTRUCTOR:** **Gordon Burgett**, MA, MFT,  
 professional writer. Author of *The Query Book*



### HOW TO WRITE COMEDY GREETING CARDS THAT SELL

#### —A seminar on a lucrative field

At \$50 to \$60 a card, copy only, humorous greeting cards have to be the most lucrative form of writing. This seminar will show how you can be that someone who writes the material that fills the card racks with thousands of sentiments each year.

The four-hour program shows the beginner how to:

- study the contemporary markets
- find ideas
- write a text
- prepare batches for submission
- use rejections for spin-off sales

A step-by-step process that covers every form of card (except poetic) is explained in this one seminar.

**DATE:** Saturday, Feb 21 **NO.MTNGS:** 1  
**TIME:** 8:30a.m.-12 noon **UNITS:** Non-credit  
**FEE:** \$30

**LOCATION:** Palos Verdes Switchboard  
 714-A Deep Valley Dr.,  
 Rolling Hills Estates

**INSTRUCTOR:** **Gordon Burgett**, MA, MFT,  
 full-time freelance writer, lecturer and  
 publisher. Author of *The Query Book*.

### LOCAL TV PROGRAMMING

COM 802

#### —What it is, how to do it.

The nation is in the midst of an "information boom." Never before has so much information been disseminated by so many people.

On the horizon is an even bigger information explosion in the form of cable television. Cable's new popularity will enable **anyone** to produce his own television program. Startling new possibilities arise for educators, politically-active citizens, entertainers and anyone with something to say.

David Cort is a television professional who will teach students in this course how to produce their own local television programs, including children's shows, news, instructional programs and entertainment.

Two of the courses three meetings will take place in the CSU Dominguez Hills color television studio with students producing their own shows.

**DATE:** Saturdays, Mar 14, 21, 28 **NO.MTNGS:** 3  
**TIME:** 9 a.m.-4:30 p.m. **UNITS:** 2  
**FEE:** \$60

**LOCATION:** CSUDH Campus, ERC B130

**INSTRUCTOR:** **David Cort**, BA,  
 lecturer, CSUDH Communications  
 department

### HOW TO SELL 75 PERCENT OF YOUR NON-FICTION WRITING

#### —Becoming a selling author

To a freelancer tired of rejection letters, selling 75 percent of his writing sounds like a fantasy. Yet it is completely realistic. Professionals usually sell more than 100 percent counting spin-offs and reprints.

The difference is the marketing approach. Beginners write, then try to sell. Professionals sell, then write. This five-hour seminar explains:

- Querying
- Rewrites
- Multiple submissions

A take-home guide directs the participants through the 15 steps of marketing and writing a selling article, and a handbook contains needed examples.

**DATE:** Saturday, Feb 21 **NO.MTNGS:** 1  
**TIME:** 1-6 p.m. **UNITS:** Non-credit

**FEE:** \$35 (includes materials)

**LOCATION:** Palos Verdes Switchboard,  
 714-A Deep Valley Dr.,  
 Rolling Hills Estates

**INSTRUCTOR:** **Gordon Burgett**, MA, MFT,  
 full-time freelance writer, lecturer and  
 publisher. Author of *The Query Book*

### WRITING AND SELLING TRAVEL ARTICLES

Fame and fortune traveling to the corners of the world or California — tax deductible. Travel writing is the gem of the genres. Nothing sells like travel, and if you know the tricks and can match sites to words, this is an excellent field for the beginner as well as the foot-weary veteran.

This seminar shows you how to preplan the big trip to include a half dozen stories en route, how to write newspaper articles which sell faster as well as magazine articles where the money is better and covers areas such as tax write-offs, using photography and selecting publications.

Travel writing has more "dos" and "don'ts" than any other writing. Do take this seminar if you are serious about selling your fun.

**DATE:** Sunday, Feb 22 **NO.MTNGS:** 1  
**TIME:** 1-5 p.m. **UNITS:** Non-credit  
**FEE:** \$25

**LOCATION:** CSUDH Campus, SC E157

**INSTRUCTOR:** **Gordon Burgett**, MA, MFT,  
 fulltime freelance writer, lecturer and  
 publisher, author of *The Query Book*

# EDUCATION

## Also of interest . . .

- Improving your listening skills ..... page 6  
 How to improve your memory ..... page 6  
 National Teacher's Exam prep ..... page 27  
 Physical education classes for  
 teachers ..... page 13  
 Education Conferences ..... page 14

## PHYSICAL EDUCATION COURSES FOR EDUCATORS BEGIN ON PAGE 13

### MY STUDENTS CAN'T WRITE

EDU 833

#### —A workshop on how to help them learn

This workshop for teachers of K-12 will deal with teaching ideas, creative writing, and composition. Critical analysis of your students' work, as well as experimentation with new techniques will be encouraged. In-class exercises are designed for use in your classroom.

Other topics will include teaching grammar, writing a good essay and creating a workshop environment. Some methods for raising CTBS and SAT scores will be covered. Practical suggestions for teaching writing will be given throughout.

**DATE:** Tuesday, Jan 13-Mar 17 **NO.MTNGS:** 10  
**TIME:** 6-9 p.m. **UNITS:** 3  
**FEE:** \$90

**LOCATION:** CSUDH Campus, ERC B505

**INSTRUCTOR:** **Christopher Cole O'Hearn**, MA,  
 M.Ed.,  
 educator and freelance writer

### HOW TEACHERS CAN LEARN FROM PARENTS

EDU 804

#### —Using parent-teacher conferencing to understand your students.

Parent-teacher relationships are becoming increasingly important in today's schools. This workshop is designed to teach you how to gain information that will result in better behavior management and realistic educational goals for your students. You will learn about various types of parents, how to handle them and what to say to them that will end in a positive working relationship.

Saturday is an all-day session — bring a bag lunch. Practicum is available for an additional one or two units.

**DATE:** Friday, Mar 13, 5-10 p.m. **NO.MTNGS:** 2  
 Saturday, Mar 14, 8 a.m.-5 p.m. **UNITS:** 1.5

**FEE:** \$45

**LOCATION:** CSUDH Campus, SC E145

**INSTRUCTOR:** **Eva Schmidler**, MA,  
 special education, consultant, Los  
 Angeles County School system



### SURVIVING AS A SUBSTITUTE TEACHER EDU 835

—*Being productive in a temporary situation*

Substitute teachers are often put in difficult situations because of the ways in which students, other faculty, the regular classroom teacher and district personnel relate to them. This course will give you insight into procedures, practices and basic survival hints, including:

- Hiring procedures followed by school districts and what you will be required to do
- No lesson plan — how to prepare a learning activity kit
- The effective use of the regular teacher's lesson plan
- Common pitfalls and how to avoid them.
- Being productive in a temporary situation — don't just babysit
- Classroom discipline and how to make it work for the students as well as for yourself
- Evaluation of substitute teachers and ways to get on the preferred list

Participants are encouraged to bring a sack lunch, as it will be a working session.

DATE: Saturday, Feb 28 NO.MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 1

FEE: \$35 credit/\$25 non-credit

LOCATION: CSUDH Campus, SC E149

INSTRUCTOR: Terrill R. Jones, MA,  
substitute teacher, San Bernardino City  
Unified School District; Extension  
instructor of Education

### INSTRUCTIONAL HUMOR EDU 834

—*A course for teachers on using humor in the classroom*

Students will joke their way through various aspects of humor used in instructional settings. The content of the course includes an analysis of humor, uses of humor in teaching, analysis of children's humor and improvement in people's ability to tell jokes. There will be enough jokes for everyone to gag on. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W. C. Fields), fascinating lectures, comedy records (e.g., Woody Allen, Cheech and Chong), riotous lectures, guest speakers (e.g., mimes, comedians), hilarious lectures, books and magazines and a few boring lectures.

DATE: Saturdays, Feb 21, 28 NO.MTNGS: 2  
TIME: 10 a.m.-5 p.m. UNITS: 1.5

FEE: \$45 credit/\$30 non-credit

LOCATION: CSUDH Campus, SC E153

INSTRUCTOR: Peter Desberg, Ph.D.,  
associate professor of Education,  
CSUDH

### CLASSROOM OF THE SEA EDU 827

—*Using our largest natural resource as a learning resource*

Some mysteries and secrets of the ocean ecology and related natural resources like tidepools are revealed with the sea serving as a huge teaching aid in this course. The course will familiarize students with the local marine environment to gain a general understanding of ocean ecology. The class will have four meetings at the Cabrillo Marine Museum, a trip to a working marine laboratory, two trips to local tide pools, a study cruise on the Ocean Consortium's research vessel *Nautilus* and a day at Marineland of the Pacific.

DATE: 1st meeting Sat, Jan 10 NO.MTNGS: 11  
TIME: 9 a.m.-noon UNITS: 4

FEE: \$120 credit/\$80 non-credit

LOCATION: First class meeting—  
Cabrillo Marine Museum, San Pedro;  
others TBA

INSTRUCTOR: Rosemary Marimon, BA,  
docent/trainer for the Palos Verdes  
Peninsula Oceanographic,  
coordinator and instructor of marine  
biology at Malaga Cove Intermediate  
School

### CELEBRATE SPRING WITH ART, SONG AND DANCE EDU X255.3

#### —*A hands-on workshop for teachers*

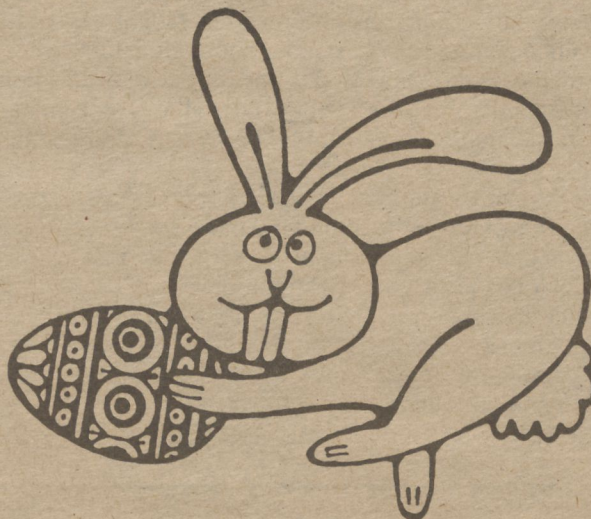
Holidays and seasons were meant to be experienced and this course will show teachers various art projects, related songs, dances and creative activities for the holidays. (Children 8+ may attend if accompanied by an adult for a \$2.50 materials fee.)

DATE: Saturday, Mar 14 NO.MTNGS: 1  
TIME: 8:30 a.m.-6:30 p.m. UNITS: 1

FEE: \$30 (plus a \$2.50 materials fee to be collected in class) Degree applicable

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Penelope Greeven, BA,  
art consultant, Faculty CSUDH  
Cecilia Riddell, BA, MAT,  
Extension instructor of Music



### CHILDREN'S ART AND LANGUAGE EXPRESSION EDU X256

#### —*A methods workshop*

Children are creative, you just have to know the methods to encourage them to be expressive. This course will teach techniques which encourage positive self-concept and originality in expression. Students will create in a variety of media, including:

- Drawing
- Painting
- Clay
- Printmaking
- Book construction
- Tie-dye
- Batik
- Puppets

A one-unit optional practicum is available for students who want to put the course's ideas into action.

DATE: Saturdays, Jan 17, 24 NO.MTNGS: 2  
TIME: 9 a.m.-5 p.m. UNITS: 1.5

FEE: \$45 credit/\$30 non-credit Degree applicable  
(plus a \$2.50 materials fee to be paid in class)

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Penelope Greeven, BA,  
art consultant, faculty, CSUDH



## PHYSICAL EDUCATION

### THE NEW PHYS ED FOR 2 TO 8 YEAR OLDS

PER 832

#### —*Increase your school's phys ed effectiveness with innovation*

This course will help you to implement a physical education program based on the sequential development of motor abilities in young children. You will learn how to increase the effective use of your school's indoor and outdoor play space; learn variety of skills, songs, dances, games, and the use of equipment. Opportunities are provided for you to participate in movement experiences and program planning.

DATE: Saturday, Feb 7 NO.MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 1

FEE: \$30

LOCATION: CSUDH Campus

INSTRUCTOR: Dennis Estabrook, BA,  
Extension instructor of Physical  
Education  
Terri Thompson, BA,  
Extension instructor of Physical  
Education

### RHYTHMS AND DANCE FOR TEACHERS OF 2 TO 8 YEAR OLDS PER 831

#### —*Making physical education a physical experience*

Spice up your physical education program with some new foot stomping, hand clapping, finger snapping rhythm activities, action songs and simple dances for children 2 to 8 years of age. Learn basic principles of music, rhythms, and dance. Learn how to introduce and use musical instruments with your children, feel confident knowing how to inspire creative movement through dramatic imagery, create movement themes, and make academic learning more enjoyable.

Join the fun. Wear comfortable clothes — be prepared to move and feel the joy of dance and music. Bring a sack lunch.

DATE: Saturday, Feb 28 NO.MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 1

FEE: \$30

LOCATION: CSUDH Campus

INSTRUCTOR: Dennis Estabrook, B.A.,  
Extension instructor of Physical  
Education  
Terri Thompson, B.A.,  
Extension instructor of Physical  
Education

### TEACHING GYMNASTICS, TUMBLING AND APPARATUS SKILLS PER 837

#### —*A course for teachers of 2-8 year olds*

Children love tumbling and performing gymnastic stunts and this course will show you how easy it is to teach a sequential success-oriented tumbling and gymnastics program to enhance children's coordination, flexibility, strength and self-image.

The day will begin with warm-up exercises, move to simple animal stunts and progress to basic gymnastic skills, such as front and back rolls and cartwheels. You will also learn new activities for bars, balance beams, balance boards, ropes, swings and jungle gyms. The emphasis will be on safety considerations and correct teaching and spotting, as well as how to organize your program and equipment.

Wear pants or shorts that are easy to move in and rubber-soled shoes. Bring a sack lunch.

DATE: Saturday, Mar 14 NO.MTNGS: 1  
TIME: 9 a.m.-5 p.m. UNITS: 1

FEE: \$30

LOCATION: CSUDH Campus

INSTRUCTOR: Dennis Estabrook, BA,  
Extension instructor of Physical  
Education  
Terri Thompson, BA,  
Extension instructor of Physical  
Education



# EDUCATION CONFERENCES

## MOVING TO LEARN

PER 899

—A three-track workshop for pre-school and elementary school teachers and physical education specialists

Co-sponsored by the California Association of Health, Physical Education and Recreation.

Moving to learn is a three-track workshop designed to demonstrate new games and activities and methods for keeping peace on the playground to pre-school, elementary school teachers and physical education specialists.

Teaching effective skills through movement, teaching fundamental movement patterns and adaptive large group activities to meet the needs of all children will also be covered.

Participants will be able to review current physical education materials and innovative equipment ideas.

DATE: Friday, Jan 23,

5-10 p.m.

NO.MTNGS: 2

Saturday,

Jan 24, 8 a.m.-6 p.m.

UNITS: 1.5

LOCATION: CSUDH Campus,  
University Gymnasium

### SCHEDULE

Friday: "You Don't Have to Be a Star to Be in My Show"

Saturday:

Pre-School

Teaching Fundamental Movement Patterns

Perceptual-Motor and Sensory-Motor Activities

Gabriel School of Perception

Music and Movement

Teaching Language, Arts Through Movement

Elementary

itness Activities

Physical Fitness Testing

Inclement Weather Activities

Lead-up Games

Non-Traditional Games

Peace on the Playground

Specialists

Movement confidence

Teaching for Independence

Play Patterning and Social Interaction

FEE: \$25 Non-credit

\$43 Credit

(Attendance both days mandatory for credit)

\$33—Students with current CSUDH ID

PRESENTERS: Rudy Benton, Jack Keough, Susan Cambique, Gabriel School of Perception, Donn Morris, Lynn Pacala, Gary Timkin, Ruth Ann Dodeson, Betty Hennessey, Jan Williams, Jeanne Bartelt and Sarah Riely.

## KALEIDOSCOPE VIII

EDU X714.1

—An all-day workshop on music and movement for children

This all-day Sunday workshop provides teachers with effective techniques for teaching music activities. Participants will leave the day with new materials, ideas and skills which they can begin to use to teach music in their classrooms immediately.

Kaleidoscope VIII will be an active day of participation.

Judy Thomas, Master Orff Schulwerk teacher from Nyack, New York, will be Kaleidoscope VIII's featured morning speaker. Ms. Thomas has taught Orff Schulwerk activities to both children and educators throughout the world. She wrote and directed a 30-minute documentary on "Orff Schulwerk in the Nyack Elementaries." Her presentation will be *Drama for all Seasons and Reasons*.

Sam Hinton has recorded more than a dozen albums of folksongs and many more single records. He is recognized as a master at involving children in music. His folk music speaks to us today as it spoke to our ancestors yesterday. Hinton will present a workshop on folk music.

Students may choose from the following mini sessions in the afternoon:

- Kate Zundell will present a session on creative movement for 3-7 year olds.
- Patti Schliestett will present a workshop on early childhood Orff.
- Deborah Brown will demonstrate listening and movement/Baroque music for the upper grades.
- Judy Thomas will present the beginning recorder.

DATE: Sunday, Mar 1

NO.MTNGS: 1

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

UNITS: 1

### Degree applicable

LOCATION: CSUDH Campus, University Gymnasium

FEES:	Credit	Non-Credit
LACA/OSA members	\$30	Free
CSUDH students	\$17	\$ 5
Public	\$30	\$10

### WHAT IS ORFF SCHULWERK?

Carl Orff's Schulwerk ("Schoolwork") is a joyful process of developing musical creativity in the child.

It is communication — through integrating rhythmic experiences in movement, language, song, and playing instruments. It culminates in the children's realization of their fullest musical potential — their freedom to create and improvise.

## EDUCATION CLASSES AVAILABLE THROUGH OPEN UNIVERSITY

EDU 376 Issues in Education: Asian Immigrants  
Instructor: Jolson Ng—T-Th,  
4:15-5:55—HFA A330

EDU 375 Psychology and Education of the Gifted  
Instructor: Jack Belasco—T,  
6:10-9:30—ERC A135

EDU 354 The Impact of Law on Education  
Instructor: Robert Calatrello—M,  
6:10-9:30—HFA A330

(300-level courses are post-graduate credit. See page 4 for information about the University's course numbering system.)

## Special course offering

### EDUCATION 375: PSYCHOLOGY AND EDUCATION OF THE GIFTED

Education 375 will be offered winter quarter, 1980-81 at California State University Dominguez Hills to meet new needs generated by the incorporation of the Mangers Bill (AB 1040) in Title V. The course will address administrative and program design requirements of Title V as interpreted by the State Department of Education. Implications for in-service education, student selection and curriculum development will be studied.

The course will be valuable to administrators and teachers of gifted and talented students. Parents of gifted children can enroll through the Extension Program, on a non-credit basis, by contacting that office at 213/516-3741 and paying extension fees of \$30 per quarter unit.

This 4-quarter unit course is offered at the graduate level and is an acceptable elective course for many of the advanced degree or credential programs offered in the School of Education.

California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747

### OPEN UNIVERSITY REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY

Course No. Title Units Fee Student File Number

NAME (Last, First, Middle Initial) (10-21)

STREET (33-35) CITY (56-71)

STATE ZIP (72-78) Area Code DAYTIME PHONE

OPTIONAL INFORMATION for record-keeping purposes only.

Social Security No.

SEX Male ☐ Female ☐

RACIAL/ETHNIC BACKGROUND

- Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black/Negro, not of Hispanic origin
- Caucasian/White, not of Hispanic origin

### Office Use Only

Total Fee

Date Paid

Student File No. (1-9)

### Cashier's Stamp

Enclosed is \$ in check or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my VISA MasterCard

Card Number Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)



# HEALTH

## Also of interest . . .

Assertive management skills . . . . . page 8  
 Better nutrition = better health . . . page 6  
 Spanish for Public Service certificate  
 program . . . . . page 23

### INTRODUCTION TO ALCOHOL AND ALCOHOLISM (BRN) HEA 280

#### —A basic course

This course presents the chemistry of alcohol, blood-alcohol concentration (BAC), physiological effects of alcoholism, drug-alcohol interaction, psychology and physiology of addiction, legal aspects of alcohol abuse, disease concept of alcoholism, etiology of alcoholism, also the alcoholic and the family, the alcoholic employee, problem identification, community and private treatment modalities will be discussed (approved by the California Board of Registered Nursing, BRN Provider No. 00757, for 40 contact hours). May be applied as a required course to the Certificate Program in Alcoholism.

DATE: Wednesdays, Jan 7-Mar 18 NO.MTNGS: 10  
 TIME: 6:30-10 p.m. UNITS: 4  
 FEE: \$120

LOCATION: North High School, Torrance Room 401  
 INSTRUCTOR: Mary Cook, M.A.,  
 alcohol abuse therapist

### ALCOHOLISM TREATMENT AND REHABILITATION FOR SPECIAL POPULATIONS (BRN)

#### —Meeting the unique needs of special alcoholics

This course will provide the student with the knowledge to identify and become sensitive to the alcoholism recovery needs of special populations, including the elderly, women, disabled, homosexuals and ethnic minorities. It will also explore appropriate treatment goals, and continuing care recovery programs needed to enhance the opportunity for recovery within these communities.

Students will learn to identify and evaluate problem areas or situations that contribute to alcoholism among special populations and will develop an awareness of how these problem areas and situations can be addressed for positive use in rehabilitation and recovery.

Students will also learn to identify community and family counseling resources for those suffering from alcoholism within special communities.

*This course provides 40 contact hours of internship credit applicable to the Alcoholism Counseling Certificate Program. For information about the certificate, see page 23.*

DATE: Wednesdays, Jan 14-Mar 18 NO.MTNGS: 10  
 TIME: 6-10 p.m. UNITS: 4  
 FEE: \$120 Degree applicable

LOCATION: CSUDH Campus, ERC A121  
 INSTRUCTOR: Janet Glasscock, M.A.,  
 Extension instructor of alcoholism counseling

**See page 23 for information about the Alcoholism Counseling Certificate**

## BRN COURSES

The following courses are approved by the Board of Registered Nursing for Nursing Relicensure Credit.

ASSERTIVE MANAGEMENT SKILLS page 8  
 ALCOHOLISM TREATMENT . . . . . page 15  
 MANAGING HEALTH CARE  
 SYSTEMS . . . . . page 15  
 SEXUAL WELL-BEING . . . . . page 15  
 ALCOHOLISM COUNSELING CERT.  
 PROGRAM . . . . . page 23  
 INTRODUCTION TO ALCOHOL  
 AND ALCOHOLISM . . . . . page 15

### MANAGING HEALTH CARE SYSTEMS (BRN)

HEA 954

#### —A course designed to expand competencies of health care professionals

This eight-hour course is designed for experienced health care managers, administrators, nurses and others in the field.

It will provide a management overview of health care systems and organizations. Making adjustments for changing conditions, such as patient care expectations, medico-legal, financial and technological considerations, personnel, regulatory, political and demographic realities and consumer clout will be discussed.

The essential leadership skills, such as networking, keeping current with developments, financial control, multi-disciplinary teamwork, communicating, conflict resolution, self-motivation and delegation of authority will be addressed. Participants will explore personal strategies, plans and action for creating career growth opportunities.

Developing subordinates, using the media and marketing will also be covered.

Learning will be augmented by case studies, exercises and student interaction.

Participants are encouraged to bring a brown bag lunch.

Each participant will receive a workbook for reference and continued use.

DATE: Saturday, Feb 7 NO.MTNGS: 1  
 TIME: 9 a.m.-5 p.m. UNITS: 0.7 CEU

FEE: \$30 (includes workbook)

LOCATION: CSUDH Campus, SC E143

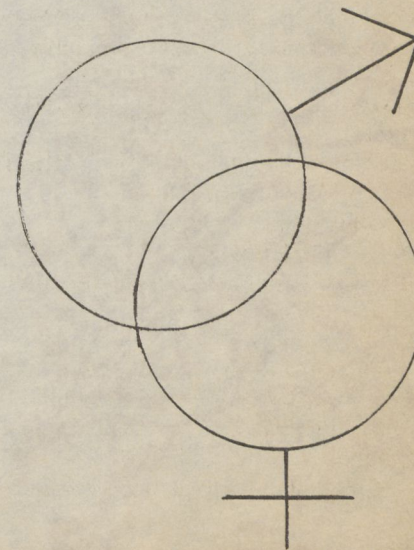
INSTRUCTOR: Barry Hunt,  
 assistant hospital administrator—  
 UCLA-Harbor Medical Center

*Course is limited to 30 participants*



## TAX DEDUCTION INFORMATION

Treasury Department regulation 1.162.5 allows an income tax deduction for educational expenses (registration and tuition fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in your employment, or (2) meet requirements of your employer or a law imposed as a condition to retention of employment, job status or rate of compensation.



### SEXUAL WELL-BEING (BRN)

PSY 803

#### —Human sexuality as a transpersonal experience

Abraham Maslow, who laid the foundation of transpersonal psychology, believed "the process of healthy growth to be a never-ending series of free choice situations confronting each individual at every point throughout his/her life, in which he/she must choose between the delights of safety and growth, dependence and independence, regression and progression, immaturity and maturity."

- What is the process of healthy growth with regard to our sexual and reproductive potentials?
- Is human sexual activity a learned behavior or the result of an innate drive?
- Is sexual satisfaction available without the benefit of sexual intercourse?
- How important is sexual satisfaction within a meaningful relationship?
- What is "creative" sexual activity?
- How can "sexual well-being" be attained, maintained, enabled and enhanced?
- Is there an experience of oneness and unity that can be a part of the human sexual experience?

Sexual Well-Being is a course in which a safe space is created for participants to confront these issues and others as they relate to their individual experience. Participants will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audiovisual materials, purposeful communication in small groups, and guest speakers.

Designed for health and human service professionals, paraprofessionals, educators and concerned individuals. Fulfills the guidelines for training in human sexuality as mandated by AB 4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

**Pre-registration required by January 10, after that date contact the Extension Office at 213/516-3741.**

DATE: Saturday, Feb 28 NO.MTNGS: 1  
 TIME: 8:30 a.m.-8:30 pm. UNITS: 1  
 FEE: \$35

LOCATION: CSUDH Campus, SBS A144

INSTRUCTOR: Gary L. Yates,  
 family health education coordinator,  
 Agency Office of Health Education,  
 San Bernardino County Department of  
 Public Health. Author, *Essential  
 Components of Human Relationships*



# PERFORMING ARTS

## Also of interest . . .

Comedy workshop . . . . .	page 7
Put on your dancin' shoes . . . . .	page 7
Electronic music certificate program . . . . .	page 25
Kaleidoscope (Orff Schulwerk) . . . . .	page 14
Rhythms and dance for teachers of 2-8 year olds . . . . .	page 13



### REGGAE: —The 1980 Sound

By special request **Lister Hewan-Lowe** of Mango/Island Records returns with an all new seminar focusing on new artists and trends in reggae music for the '80s. Topics include:

- *Reggae in Jamaica — New Artists*  
Barrington Levy, Black Uhuru, Barry Brown, Sugar Minott, Anicia Banks, Madoo, Cultural Roots, Rod Taylor plus many others.
- *Rub-A-Dub Style*
- *New D.J.'s*  
Nigger Kojack, Wellington Irie, Ranking Michigan and General Smile, General Echo, Papa Honey
- *Children in Reggae Music*  
The Melody Makers, Nadine Sutherland, Junior Tucker, Hugh Mundell
- *Women in Reggae Music*  
I Threes, Margarita, Sharon Forrester, Hortense Ellis, Cynthia Richards, Cynthia Scholls, Patsy D.J., Liza, Xanadu and Sweet Lady, Sister Annette, Cynthia Pottinger, Phyllis Dillon, Fay Bennett, Lorna Bennett, The Great Nora Dean, Sonia Spence
- *Reggae in the U.K.*  
Two-Tone Music — The Police, Specials, Selecter, Clash, The English Beat, Madness, 10 cc, Joe Jackson, Black Slate, Tribesmen, Merger, Misty in Roots, Steel Pulse, Aswad, Janet Kay, 15.16.17., Dennis Bovell, Matumbi, Jolly Brothers, LKJ
- *Reggae International*  
Japan, France, Africa, Australia, South America
- *Visual Aspects of Reggae Music*  
Includes footage of the original Wailers, Steel Pulse —

### MUS X265

Tribute to the Martyrs, Linton Kwesi Johnson, Rico, Aswad and Burning Spear, New Age Music, The Inner Circle: Tribute to Jacob Miller **plus** New Footage (the un-cut version) of *Rockers* and the *Harder They Come* plus *Country Man*

### • Reggae Radio

Black radio, commercial stations, college stations, public radio

Reggae — The 1980 Sound will be a dynamic seminar on one of the most popular and influential forms of popular music today. **Pre-registration required by January 23. Registration at the door on a space-available basis only.**

### INSTRUCTOR:

**Lister Hewan-Lowe**, head of Mango Records, has been instrumental in the development of Jamaican reggae artists on an international basis. With Executive President Chris Blackwell, he runs Island Records in New York City. He is currently writing a textbook on Reggae Music, is the producer of the first Japanese reggae record and executive producer of the Island Recording of Black Uhuru. He also hosts a weekly reggae radio program. Plus a special guest appearance by Jimmy Cliff — Warner Brothers recording artist and star of the motion picture "The Harder They Come."

**DATE:** Friday, Jan 30, 6-10 p.m. **NO. MTNGS:** 2  
Saturday, Jan 31, 9-5 p.m. **UNITS:** 1

**FEE:** \$40 credit — advance registration;

\$45 at the door

\$30 non-credit — advance registration;

\$35 at the door

**LOCATION:** CSUDH Campus, Playbox Theatre

(Photo courtesy Black Radio Exclusive)





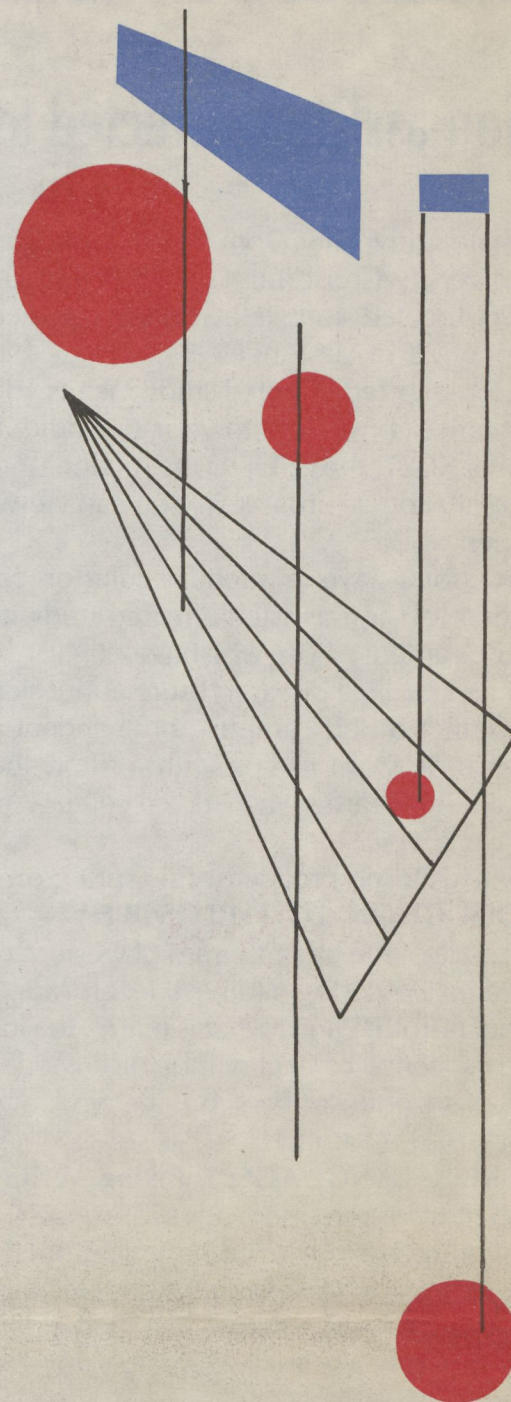
## THEATER AND DANCE COURSES OFFERED THROUGH OPEN UNIVERSITY

Number	Title	Instructor	Units	Day	Time
THE 100 01	Theater Appreciation	Marienthal	4	M	6-9:40 p.m.
THE 110 01	Theater: From Script to Stage		4	TTh	10-11:40 a.m.
THE 215 01	Selected Dance Studies: Musical Comedy		2	TTh	Noon-1:40 p.m.
THE 215 02	Selected Dance Studies: Ballet	Vaughn	2	TTh	6-7:40 p.m.
THE 235 01	Directing Workshop		3	MW	2-3:40 p.m.

## MUSIC CLASSES OFFERED THROUGH OPEN UNIVERSITY

Number	Title	Day	Time	Units
MUS 191/02	Class Piano Instructor: M. Poe	Th	8-9:40 p.m.	1
MUS 269/01	Techniques of Sound Recording Instructor: A. Sidon	MW	6-7:30 p.m.	4
MUS 265/01	Special Studies in Music: Piano Pedagogy Instructor: M. Poe	M	2-3:40 p.m.	2
MUS 265/02	Special Studies in Music: The Business of the Recording Industry Instructor: N. Seidel	F	10 a.m.-1:30 p.m.	4
MUS 283/01	Class Guitar Instructor: N. Seidel	F	2-3:40 p.m.	1
MUS 380/02	University Chorale Instructor: J. Pressman	M	6-8:00 p.m.	1
MUS 375/02	University Orchestra Instructor: F. Steiner	W	7:30-10 p.m.	1
MUS 385/01	Performing Ensembles: Jazz Band Instructor:	M	4-5:40 p.m.	1

See page 21 for Open University registration information



## VISUAL ARTS

### Also of interest . . .

Do-it-yourself advertising . . . . .	page 8
Celebrating the seasons with art projects . . . . .	page 13
Children's art and language expression . . . . .	page 13
Photographic vision . . . . .	page 7

### CERAMICS I\*

ART 150

#### —A beginning course

The emphasis is on design problems in ceramic materials emphasizing hand forming and low-fire glazing and firing techniques.

DATE: Saturdays, Jan 10-Mar 21 NO.MTNGS: 10

TIME: 9:30 a.m.-2:50 p.m. UNITS: 3

FEE: \$90 (plus a \$15 materials fee to be paid in class)

LOCATION: CSUDH Campus, HFA A118

INSTRUCTOR: John Hopkins,  
art faculty, CSUDH

\*Open University offering. Enrollment on a space-available basis. See Page 21 for information

### PAINTING THE PORTRAIT

ART X281

#### —Understanding drawing and painting of the human head

This course will focus on the construction of the human head and the skills required in getting a likeness of an individual in drawing and painting. Each session will focus on some important aspect of a portrait such as anatomy, light and shade, character development and art techniques. Students will develop a better understanding of the drawing of the human head and will prepare a portfolio of work.

Students must furnish their own paints and paper.

DATE: Saturdays, Jan 10-Feb 14 NO.MTNGS: 6

TIME: 10 a.m.-4 p.m. UNITS: 3

FEE: \$90 credit/\$60 non-credit Degree applicable

LOCATION: CSUDH Campus, HFA A106

INSTRUCTOR: Ronald Shap, MFA

Extension instructor of Art



## calligraphy for lefties

### —Left can be write

Do your part to end the tyranny of the right-handed world: learn to write exquisitely. This one-day lecture and laboratory will introduce you to the proper techniques of left-handed calligraphy, special equipment made especially for left-handed people, and appropriate materials. Italic calligraphy is fun, and can be profitable. \*(A \$15 materials fee will be assessed at the class meeting for a left-hand pen set which includes a fountain pen and five nibs plus practice sheets especially designed for left-handed people.)

DATE: Saturday, Feb 21

NO.MTNGS: 1

TIME: 10 a.m.-3:30 p.m.

UNITS: Non-credit

FEE: \$15 (plus a \$15 materials fee to be paid in class)

LOCATION: CSUDH Campus, SDS, A144

INSTRUCTOR: Betsy Settle,  
calligrapher

\*Payable in class



## Television-assisted Directed Study

California State University Dominguez Hills, in cooperation with the National University Consortium for Telecommunications in Teaching will offer two directed study television-assisted courses this spring over KCET, Channel 28 in Los Angeles.

Television-assisted directed study means you can take the courses you want at times convenient to your schedule. If you miss the regular broadcast over KCET, the CSUDH Instructional Media Center maintains videotapes of all course programs. You can view the tapes any time the Center is open.

And you don't have to attend regular on-campus class meetings, which makes television-assisted directed study ideal for those who live away from the campus, those who have a tight schedule, those who may want to re-enter college but aren't sure about stepping right back in, or anyone who finds an off-campus, independent approach convenient.

But if you do want to talk with a tutor, they're available, either on-campus, or in a learning assistance center where adequate demand exists.

The courses to be broadcast this spring on KCET are:

**INTRODUCTION TO PHILOSOPHY** — a course to introduce students to some of the basic themes of western philosophy through the works of Plato, Descartes, Hume, Hegel, Marx and Sartre. Concepts such as "what is truth?" and "what is real?", the logic of the dialectic and proof of the existence of God will be discussed. Readings will be from the writings of six philosophers, but the work of each will be related to the modern world. (4 units)

**EXPLORING LANGUAGE: Thinking, Writing, Communicating** — a course that takes an innovative approach to language use and expository writing as a form of communication; it teaches the basic skills of grammar and writing, as well as the social and political implications of language use by examining the two subjects concurrently. Materials on language use provide the substructure for the grammar and writing skills exercises. (9 units)

Broadcast times are to be announced.

For information about either program, call the Extension office at 213/516-3741.

## WEEKEND CALENDAR

January	Thursday 1	New Year's Day
	Thursday 8	Real Estate Exam Preparation, see page 27
	Saturday 10	Painting the portrait, see page 17
		Ceramics I, see page 17
		Classroom of the Sea, see page 13
		Social and Personal Effectiveness Training, see page 6
		GRE Prep, see page 27
	Thursday 15	Basic Transportation Economics, see page 9
	Saturday 17	Assertive Management Skills, see page 8
		Comedy Workshop, see page 7
		Children's Art and Language Expression, see page 13
		Conservatory of Music, Dance and Drama, see page 13
	Friday 23	Moving to Learn, see page 13
	Saturday 24	NTE Prep, see page 27
		Photographic Composition, see page 7
	Thursday 29	Telephone Effectiveness, see page 11
	Friday 30	Telephone Sales, see page 11
		Writing It Right, see page 8
		Customer Relations Workshop, see page 9
	Saturday 31	How to Improve Your Memory, see page 6
		Writing a Life History, see page 7
		How to Optimize Your Athletic Performance, see page 7
		Accounting for the Non-Accountant, see page 9
		Nutrition, see page 6
February	Saturday 7	You Don't Have To Be Shy, see page 6
		Managing Health Care Systems, see page 15
		New P.E. for 2 to 8 Year Olds, see page 13
		How to Get Started in Real Estate, see page 9
		Listening Skills, see page 6
	Thursday 19	Terrorism, see page 8
	Friday 20	How to Run a Successful Advertising Campaign, page 8
		Writing and the Midlifer, see page 12
		Dream Workshop, see page 6
	Saturday 21	How to Sell 75% of Your Non-Fiction Writing, see page 12
		Calligraphy for Lefties, see page 17
		Do It Yourself Advertising Campaign, see page 8
		Instructional Humor, see page 13
	Sunday 22	How to Write Greeting Cards That Sell, see page 12
	Saturday 28	Rhythms and Dance, see page 13
		Surviving As a Substitute Teacher, see page 13
		Sexual Well-Being, see page 15
March	Sunday 1	Kaleidoscope, see page 14
	Friday 13	How Teachers Can Learn From Parents, see page 12
	Saturday 14	Celebrating the Spring Season, see page 13
		Teaching Gymnastics, see page 13
		T.V. Programming, see page 12
	Friday 20	Writing and the Midlifer, see page 12

## Off-campus class meeting sites

**HOW TO PUBLISH 75% OF YOUR NON FICTION**  
See Page 12

P.V. Switchboard  
714-A Deep Valley Drive  
Rolling Hills Estates, CA

**PERSONAL GROWTH THROUGH TRANSACTIONAL ANALYSIS**  
See Page 6

P.V. Switchboard  
714-A Deep Valley Drive  
Rolling Hills Estates, CA

**BASIC TRANSPORTATION ECONOMICS**  
See Page 9

Peck Park Community Center  
560 N. Western Avenue  
San Pedro, CA 90732

**BASICS OF MARITIME OPERATIONS**  
See Page 9

Peck Park Community Center  
560 N. Western Avenue  
San Pedro, CA 90732

**BETTER NUTRITION = BETTER HEALTH**  
See Page 6

Hermosa Beach Community Center  
Pier Avenue at Pacific Coast  
Highway  
Hermosa Beach, CA

**TELEPHONE SALES/TELEPHONE EFFECTIVENESS**  
See Page 11

Ramada Inn  
850 Dominguez Street  
Carson, CA

**CLASSROOM OF THE SEA**  
See Page 13

Cabrillo Marine Museum  
San Pedro, CA

**HOW TO MAKE AN EFFECTIVE BUSINESS PRESENTATION**  
See Page 8

Northrop Corporation  
3901 W. Broadway  
Hawthorne Building 30  
2nd Floor Training Room  
Hawthorne, CA

**INTRODUCTION TO THE FUTURE**  
See Page 7

Unitarian Community Church  
1260 18th Street  
Santa Monica, CA

**PRODUCTION INVENTORY CONTROL CERTIFICATE**  
See Page 24

North High School  
3620 W. 182nd Street  
Torrance, CA

**ALCOHOLISM CERTIFICATE**  
See Page 23

North High School  
3620 W. 182nd Street  
Torrance, CA



## THE BULLETIN'S

## INDEX IS

## ON PAGE 3

## OPEN UNIVERSITY

## REGISTRATION FORM IS ON

## PAGE 21

## SEND FOR INFORMATION

## ON HOW YOU CAN

## INVEST A QUARTER

## IN YOUR MIND.

## Information request form

To request further information on the courses and programs listed in this bulletin, simply check the items of interest and mail this form to: Extension Office, CSUDH, Carson, CA 90747. The most up-to-date information will be sent to you in the areas you indicate. If current literature is not available, you will be placed on the mailing list.

Please send me information on the following:

- |   |  |
|---|--|
| (762) Administration, Master of Science External Degree     | (795) Portal Program in Administration             |
| (640) Alcoholism Counseling Certificate Program             | (652) Production and Inventory Control Certificate |
| (661) Broadcasting Certificate                              | (650) Spanish for Public Service                   |
| (797) City Management Certificate                           | (625) Summer Sessions                              |
| (764) Conservatory of Music, Dance and Drama                | (832) Directed Study: Television Courses           |
| (714) Humanities, Master of Arts, External Degree           | (780) Open University Schedule                     |
| (763) Medical Technology, Master of Science External Degree | (710) Programs in Health Care                      |
|   | (652) Business Programs for '81                    |
|   | (683) English As a Second Language Programs        |

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Are you currently receiving Extended Education Publications? ☐ Yes ☐ No

California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747

EXTENSION REGISTRATION FORM  
PLEASE TYPE OR PRINT CLEARLY

Course No.	Title	Units	Fee	Instru.
Course No.	Title	Units	Fee	

Course No.	Title	Units	Fee
Course No.	Title	Units	Fee

NAME (Last, First, Middle Initial) (10-21)

STREET (33-35) CITY (56-71)

STATE ZIP (72-78) Area Code DAYTIME PHONE

OPTIONAL INFORMATION for record-keeping purposes only.

Social Security No. \_\_\_\_\_

SEX Male ☐ Female ☐ RACIAL/ETHNIC BACKGROUND

- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black/Negro, not of Hispanic origin
- ☐ Caucasian/White, not of Hispanic origin

Office Use Only

Date \_\_\_\_\_

Total Fee \_\_\_\_\_

Initial \_\_\_\_\_ EXTENSION ☐

Student File No. (1-9)

Cashier's Stamp

Enclosed is \$ \_\_\_\_\_ in check or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name (print clearly) \_\_\_\_\_

California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747

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Course No.	Title	Units	Fee

Course No.	Title	Units	Fee
Course No.	Title	Units	Fee

NAME (Last, First, Middle Initial) (10-21)

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Total Fee \_\_\_\_\_

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Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name (print clearly) \_\_\_\_\_



California State University  
Dominguez Hills



EXTENDED EDUCATION  
Carson, California 90747

**EXTENSION REGISTRATION FORM**  
PLEASE TYPE OR PRINT CLEARLY

Course No. Title Units Fee

Course No. Title Units Fee

NAME (Last, First, Middle Initial) (10-21)

STREET (33-35) CITY (56-71)

STATE ZIP (72-78) Area Code DAYTIME PHONE

OPTIONAL INFORMATION for record-keeping purposes only.

Social Security No.

SEX Male ☐ Female ☐ RACIAL/ETHNIC BACKGROUND

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— Black/Negro, not of Hispanic origin

— Caucasian/White, not of Hispanic origin

**Office Use Only**

Date

Total Fee

Initial

EXTENSION ☐

Student File No. (1-9)

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Enclosed is \$\_\_\_\_\_ in check  
or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card Number

Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

**OPEN UNIVERSITY  
REGISTRATION  
FORM IS ON  
PAGE 21.**

## Information request form

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Please send me information on the following:

(762) Administration, Master of

(795) Portal Program in Administration

Science External Degree

(652) Production and Inventory Control

(640) Alcoholism Counseling

Certificate

Certificate Program

(650) Spanish for Public Service

(661) Broadcasting Certificate

(625) Summer Sessions

(797) City Management Certificate

(832) Directed Study: Television Courses

(764) Conservatory of Music, Dance

and Drama

(780) Open University Schedule

(714) Humanities, Master of Arts,

(710) Programs in Health Care

External Degree

(652) Business Programs for '81

(763) Medical Technology, Master of

(683) English As a Second Language

Science External Degree

Programs

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Are you currently receiving Extended Education Publications? ☐ Yes ☐ No

**The BULLETIN'S  
INDEX IS ON PAGE 3.**

## Conservatory of Music, Dance and Drama

### Registration and information form

— I would like to register for Class No. \_\_\_\_\_

Title: \_\_\_\_\_

— I would like to know more about classes, please call me.

— Fee enclosed. Total amount \$ \_\_\_\_\_

Student's Name \_\_\_\_\_ Age: \_\_\_\_\_

Parent's Name \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Home Address \_\_\_\_\_

RETURN TO: Extension ERC C508,  
CSUDH, Carson, CA 90747

For further information, call the Extension Office, 516-3741

New classes will begin the week of January 7. A schedule of courses and times is available by checking the Information Request Form on page 00. Or phone the Extension Office 213/516-3741.

Classes will be held on the CSUDH campus. Students may register at the first class meeting or through the Office of Extended Education.

**CONSERVATORY  
COURSES  
ARE LISTED  
ON PAGE 29.**



# Winter Quarter (10 Weeks)—January 7-March 23

## Open University

### Attend On-Campus Classes Without University Enrollment

"Open University" means you can take regular academic courses at CSUDH without being enrolled in the University. Anyone 18 or older can take any of the courses this quarter and earn degree-applicable credits by following the Three Easy Steps for Open University Registration.

#### NOT READY FOR A DEGREE PROGRAM RIGHT NOW?

"Open University" means that you can earn credit which can be applied toward a degree if you wish to apply for admission to the University at some future time. Degree-applicable extension credit will be recorded on your student record for courses that you complete. You may take a course any time — days, evenings, weekends — and you do not have to attend consecutive quarters or carry a specified course load.

Generally, 36 units for undergraduates and 13 units for graduates are accepted toward a degree.

#### TOO LATE OR TURNED DOWN?

"Open University" means that even if you applied too late, or have been turned down for admission to the University, you can still take classes. The grades you earn in Open University can help you raise your grade point average.

#### JUST WANT TO TAKE SOME CLASSES?

"Open University" means you can update your professional skills, prepare for a career change, enrich your personal development, and re-discover that learning can be an exciting adventure and a great accomplishment. Many of the regular resident courses are held in the late afternoon and evening, which opens up a new educational opportunity for adults who hold full-time jobs.

Extension Office hours are from 8 a.m. to 5 p.m. every weekday, and additionally from 5 p.m. to 6:30 p.m. Monday through Thursday the first three weeks of the quarter. The office is located in ERC C508 (Library Building, Fifth floor, back corridor).

**Deadline for Open University enrollment for the Winter Quarter is January 27.** Classes start January 7 for the 10-week quarter. You should attend the first class meeting and pay your fees before January 27.

### THREE EASY STEPS FOR OPEN UNIVERSITY REGISTRATION

Here's how to enroll in Open University. Formal admission to CSUDH is not required — you do not have to present transcripts or pay an application fee. Just follow these steps:

1. Fill out the Open University Registration Form. Use the one that accompanies these instructions, or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (fifth floor, ERC building).

2. Take the form to the first class meeting and get the instructor's signature

Lunch hour courses are listed in the Extension Bulletin. For others, obtain a regular class schedule from the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

The instructor will sign your registration form (giving you permission to register) based on available space in the class and on your having met the prerequisites for the course. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis.

3. Bring the form with the appropriate fee to the Extension Office.

Fees are \$30 per unit (\$120 for a 4-unit class). Fees should be paid by check or money order, made payable to "CSUDH." Students wishing to use their VISA or MasterCard may do so in person or you may mail in your fees with your registration form after getting the instructor's signature to:

Extension ERC C508  
CSUDH  
Carson, CA 90747

Fee receipts will be given those who register in person. This will indicate that you are enrolled in the course, and will show your student ID number. All classes you take will become part of your permanent academic record. You will receive an Extension Student ID Card which will entitle you to library privileges. If

you choose to mail in your registration form and fees, you may want to come to the Extension Office in person at some other time to get your ID card — at this time we are not able to provide ID cards through the mail.

### SUMMARY

**WHAT IS OPEN UNIVERSITY?** A plan whereby you can take regular academic courses without being enrolled at the University.

**DO I HAVE TO TAKE A CERTAIN NUMBER OF UNITS?** No.

**CAN I JUST TAKE SOME COURSES FOR PROFESSIONAL DEVELOPMENT OR PERSONAL GROWTH?** Yes.

**CAN THE UNITS I EARN GO TOWARD A DEGREE?** Yes, generally 36 for undergraduate and 13 for graduate.

**WHAT IF I WAS TURNED DOWN FOR ADMISSION?** You can still take classes, and the grades can help raise your GPA.

**DO I HAVE TO PAY AN APPLICATION FEE?** No.

**DO I NEED TRANSCRIPTS?** No.

**WHAT DOES IT COST?** \$30 a unit (2 units—\$60; 3 units—\$90, 4 units—\$120).

**WHEN DO I REGISTER?** Classes start January 7 for the Winter Quarter. You should attend the first class meeting and pay your fees before January 27.

**HOW DO I PAY?** Through the Extension Office, by check, money order, VISA, or MasterCard.

**WHEN DO I GET MY GRADES?** During the following quarter.

California State University  
Dominguez Hills

EXTENDED EDUCATION  
Carson, California 90747

#### OPEN UNIVERSITY REGISTRATION FORM PLEASE TYPE OR PRINT CLEARLY

Course No.	Title	Units	Fee	Instructor's Signature

NAME (Last, First, Middle Initial) (10-21)

STREET (33-35) CITY (56-71)

STATE ZIP (72-78) Area Code DAYTIME PHONE

Student File No. (1-9)

OPTIONAL INFORMATION for record-keeping purposes only.

Social Security No. \_\_\_\_\_  
SEX Male ☐ Female ☐

#### Office Use Only

Total Fee \_\_\_\_\_

Date Paid \_\_\_\_\_

Cashier's Stamp

Enclosed is \$ \_\_\_\_\_ in check or money order.

MAKE CHECK PAYABLE TO: CSUDH EXTENSION

I wish to use my \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name (print clearly) \_\_\_\_\_

#### RACIAL/ETHNIC BACKGROUND

- ☐ Hispanic  
☐ American Indian or Alaskan Native  
☐ Asian or Pacific Islander  
☐ Black/Negro, not of Hispanic origin  
☐ Caucasian/White, not of Hispanic origin



## EXTERNAL DEGREES

### Humanities

#### Undergraduate and graduate

The emphasis in both the bachelor's and master's programs is on off-campus, faculty-guided learning. In these non-traditional accredited degree programs, students can progress through either course of study without attending regular on-campus courses. Instead, the programs utilize a variety of teaching strategies, including complete course guides for every student, guided instruction via telephone and correspondence, and continued supervision by regular full-time CSUDH faculty.

The curricula of both programs have sufficient structure and direction to ensure a basic understanding of the Humanities and to give students a range of possibilities for the direction of their studies in order to encourage intellectual freedom and the creative searching spirit. Five humanistic disciplines are included in the curricula: art, history, literature, music and philosophy. Students may choose a course of study that has an inter-disciplinary focus or one that specializes in a single discipline with work in related disciplines.

Through this innovative approach, California State University Dominguez Hills is able to reach far beyond the traditional classroom walls — to the other side of the world, wherever students are — to provide educational opportunities.

### Programs in Administration *Undergraduate Portal Program in Administration*

In the world of business today there exist many persons who have only a few years of college and no bachelor's degree. These people have succeeded on their own merits but may have found their further progress impeded by a lack of college degrees.

The Portal Program in Administration provides a means for these persons to obtain entry into a professional degree program which will enable them to seek future advancement.

## Summer Session

CSUDH Summer Session offers you the opportunity to complete your degree requirements or speed your graduation. It's also the ideal time to take classes for professional or personal development. Summer is a good chance to start back to college when classes are small and faculty attention is very personalized.

Both day and evening classes from the regular University catalog and special courses, seminars and workshops are offered. Some courses meet over the full six-week main session or four-week post session. Other courses are offered on an intensive schedule of one or two weeks. Many one-unit weekend courses will also be offered.

The Main Summer Session will begin June 22 and the Post Summer Session will begin August 4.

Summer Session Bulletins will be available in March. To be added to the mailing list, call 213/516-3746.

The Portal Program in Administration leads to certification of successful completion of a sequence of coursework which is preparatory to the Master of Business Administration or the External Master of Science in Administration at California State University Dominguez Hills. Upon receipt of this certification and completion of the Graduate Management Admissions Test (GMAT) with an appropriate score (MBA only), the student will be eligible for entrance into the MBA or MSA program.

### Master of Science in Administration

The program provides a broad knowledge of administrative theory and practice to individuals with decision-making responsibilities, in either the public or private sector. The program focuses on both the broad functions for which administrators are responsible, and the skills in decision-making and competent management essential to the solution of short- and long-term problems.

### Medical Technology Graduate

#### Master of Science in Medical Technology

The Master of Science in Medical Technology is an external degree program open only to licensed California Clinical Laboratory Technologists and/or registered Medical Technologists. The goal of the program is to meet professional development needs of medical technologists. Through a series of core courses required of all students, the curriculum emphasizes administrative skills, clinical and technical expertise and educational instructional techniques in medical technology. Option courses provide concentration reinforcement in a particular area of interest.





## CERTIFICATE PROGRAMS

A variety of certificate programs are offered through the Extended Education program at the University. In addition on-campus certificate programs are available to Extension students through the Open University program. For more information and a brochure on the certificate programs, check the appropriate box on the Information Request Form on page 19 or call the Extension Office, 213/516-3741.

### Counseling the Alcoholic

#### WHAT IS THE PROGRAM ABOUT?

The overall goal of the Certificate Program in Alcoholism Counseling is to prepare individuals to enter the field at a variety of professional levels with the basic knowledge and counseling skills required by alcoholism treatment agencies. The program is taught from the medical and the social model perspectives.

The certificate program consists of eight courses which have been designed to give an essential education to the prospective alcoholism counselor. Each course will present principles and techniques as they relate to the disease of alcoholism. Experienced professionals will present the students with the physiological and psychological bases of alcoholism; alcoholic counseling techniques and supervised field experiences.

#### WHO SHOULD ATTEND

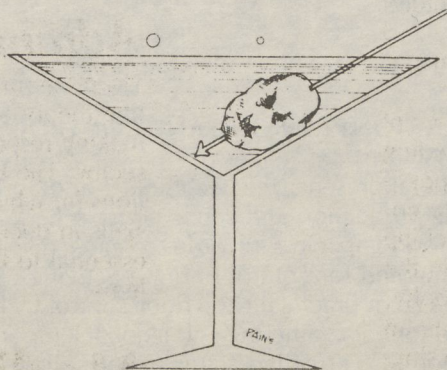
The program is designed to help those people who are in the helping professions to become more aware of the unique features of the alcoholic and alcoholism counseling. Additionally, individuals who aspire to any of the helping professions will find this program to be worthwhile in preparing them for their broader responsibilities.

#### ENTRANCE REQUIREMENTS

Applicants to the Alcoholism program must have completed at least two years of college and have two years of work experience in a health or human services related field. Students not meeting the minimum entrance requirement may be conditionally admitted based on a combination of education and experience and with permission of the program coordinator.

The applicant must complete an application form and send it to the Office of Extended Education along with all college transcripts and two letters of recommendation, at least one from a supervisor or other person knowledgeable of the applicant's counseling potential.

All applicants will be required to pass the introductory class, HEA X282, Introduction to Counseling Techniques, with a BC or better to qualify for admission to the certificate program. If the applicant feels he or she has sufficient experience in counseling, this class can be waived upon the satisfactory completion of an oral examination and approval of the program coordinator. This class does not count as units toward the certificate program.



#### COURSES

All students must attend and successfully complete all courses in the certificate program. No course waivers or substitutions are allowed.

##### QUARTER I

- \*(4) HEA X282 Introduction to Counseling Techniques (Prerequisite to certificate program)

##### QUARTER II

- \*(4) HEA X280 Introduction to Alcoholism
- \*(2) HEA X300 Group Counseling Techniques

##### QUARTER III

- (4) HEA X281 Individual Counseling Techniques
- (2) HEA X301 Introduction Practicum

##### QUARTER IV

- (4) HEA X283 Dynamics of the Family
- (2) HEA X302 Practicum: Family

##### QUARTER V

- \*(4) HEA X303 Individual and Group Counseling
- \*These classes will be offered this winter at North Torrance High School.

#### CERTIFICATION

Upon completion of the program, the student must submit a Petition for Certification to the Office of Extended Education. These forms are available in the Extension Office. Upon verification of the completed courses, the student will be issued the certificate.

#### COST

The fee is \$30 per unit for each course.

### Spanish for Public Service

Los Angeles County is rapidly becoming one of the world's largest Spanish-speaking communities. This year three out of 10 persons will be of Latino descent. Can you meet the linguistic and cultural understanding challenges this vast demographic shift presents?

#### WHAT THE PROGRAM IS ABOUT

"Hablo Español!" now means profit to businesses; quality performance to educators, counselors and service employees; and improved medical response to hospital personnel. The Spanish for Public Service Certificate, a one-year program, provides participants with basic Spanish-speaking competency for present and potential employees. Writing and reading skills are developed to meet functional needs of the particular occupation. A significant additional goal is to increase the participants' understanding of the Latino community, thus encouraging an improved relationship between the employee and the public.

The program is designed to meet the needs of employees who "must meet and deal" with Spanish-speaking persons. Enrollees must use their new skills in work settings almost immediately. Students' use of Spanish on the job is monitored and corrected. Experiential learning reinforces the language skills throughout the program. "Learning by doing" makes this a practical effort to meet everyday needs. Courses are offered on Saturday morning to accommodate work schedules.

#### HOW IT WORKS

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. A new section will begin in Fall, 1982.

Total unit commitment of a student entering the program is 22 units. Students should enter the program with little or no Spanish skills. The Experiential Education 212 course requires four hours or more per week of active work involvement with Spanish-speaking persons. Students may utilize their own employment as internship for the certificate program if it fulfills the requirements of the program. Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions.

#### WHAT YOU GET

Graduates of the SPSC Program will be among the first in California to receive a certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons in a public service occupation. The need for such skills is growing rapidly in the area. You will have an additional skill that will greatly increase your employability. Employers will be able to serve a greater clientele more efficiently.

See page 15 for other alcohol treatment courses and health-related classes offered by CSU Dominguez Hills Extension.

Information:  
213/516-3741



## Production and Inventory Control

### WHAT THE PROGRAM IS ABOUT

The Certificate Program in Production and Inventory Control consists of courses designed to give complete basic education in this profession. Experienced professionals will present principles and techniques as they relate to today's manufacturing world. A student has the option of taking all four courses for the certificate, or any single course individually which he feels will be of value.

### COURSES

Four required courses, four (4) units each: INM X219 Basics of Production and Inventory Control\*; INM X220 Inventory Planning and Control Systems; INM X221 Production Planning and Control Systems; INM X222 Manufacturing Resources Planning. The courses are to be taken in numerical order. After students have completed INM X219 (or have been exempted by the instructor) they will enroll in INM X220, then INM X221 and then INM X222. All courses are offered every quarter and students may begin the cycle at any time of year. Minimum enrollment per course: 10 students.

\*This course is a prerequisite for INM X220, X221, and X222. Students with more than one year experience in the field may take a written test at the first class session for exemption of the prerequisite requirement, or may be exempted by the instructor.

### WHO SHOULD ATTEND

This is a practical series of courses designed to meet the needs of professionals and newcomers to the field and other individuals who work in areas which relate to this field. It is of great benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and to further their professional competence.

### THE CERTIFICATE

A Certificate in Production and Inventory Control will be awarded to those students who complete all four courses as recognition for their learning achievement and professional status. The certificate is jointly sponsored by the School of Management, California State University Dominguez Hills and the Los Angeles Chapter, American Production and Inventory Control Society (APICS).

### INVENTORY PLANNING AND CONTROL SYSTEMS

INM X220

The student will learn how to apply the major inventory management tools and techniques. Basic topics include: Why have inventories; financial implications; forecasting, fundamentals of inventory management; materials control and purchasing; master scheduling; material requirements planning; inventory management as a system. Prerequisite: INM X219, entrance exam or consent of instructor.

DATE: Monday, Jan 2-Mar 12

NO.MTNGS: 10

TIME: 6:30-10 p.m.

UNITS: 4

FEE: \$120

Degree applicable

LOCATION: North High School, Torrance, Room 401

INSTRUCTOR: Kirt Behera, MBA, management consultant, CPIM

### PRODUCTION PLANNING AND CONTROL SYSTEMS

INM X221

This course presents the techniques and systems for planning production and capacity, for scheduling production and capacity, for order release, dispatch and expediting and for control of these activities. The student will learn practical shop floor control techniques, the need for data gathering and feedback reporting and evaluation for corrective action. Topics include:

- production control
- shop floor planning
- a system overview

Prerequisite: INM X213, entrance exam or consent of instructor.

DATE: Thursday, Jan 8-Mar 19

NO.MTNGS: 10

TIME: 6:30-10 p.m.

UNITS: 4

FEE: \$120

Degree applicable

LOCATION: North High School, Torrance, Room 401

INSTRUCTOR: Alan Farr, MBA, director of materials, Farr Co.



### BASICS OF PRODUCTION AND INVENTORY CONTROL

INM X219

This course is designed for individuals with less than one year experience in Production and Inventory Control/or for managers with relatively little exposure to formal Production and Inventory Control Systems. The student will learn the terminology associated with Manufacturing/Distribution Control, and obtain a working knowledge of the tools, methods, functions and systems of P&I Control. Included are: How P&I Control fits into the industrial organization, part numbering systems, product structure, manufacturing routings, lead time, basic shop floor control, formal systems vs. informal systems, inventory planning and control, basic forecasting.

DATE: Monday, Jan 5-Mar 16

NO.MTNGS: 10

TIME: 6:30-10 p.m.

UNITS: 4

FEE: \$120

Degree applicable

LOCATION: North High School, Torrance, Room 304

INSTRUCTOR: Paul Funk, manufacturing systems coordinator, Industrial Dynamics, CPIM

### MANUFACTURING RESOURCES AND PLANNING

INM X222

This course offers a practical perspective of MRP (Manufacturing Resources Planning). It stresses the skills needed to make a successful Manufacturing Resources Planning system. The student will learn about item masters, data bases, change control, regenerative and net change systems and other administrative aspects to make an effective MRP nerve center. The student will gain an increased ability to participate in an integrated manufacturing system and interface effectively with other departments in the organization; marketing, master scheduling, engineering, finance and accounting, production, purchasing, quality control, etc.

DATE: Tuesdays, Jan 8-Mar 19

NO.MTNGS: 10

TIME: 6:30-10 p.m.

UNITS: 4

FEE: \$120

Degree applicable

LOCATION: North High School, Torrance, Room 310

INSTRUCTOR: Aman Motwane, MS, director of materials, Western Gear Corp, CPIM

Prerequisite: INM X219, entrance exam or consent of instructor.

## Broadcasting—Radio/Television

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 21.

### WHAT THE PROGRAM IS ABOUT

The Certificate in Broadcasting is offered by the CSUDH Communications department through the Office of Extended Education. The certificate recognizes that a student has undertaken a special course of study which has provided expertise in this growing area.

### WHO SHOULD ATTEND

These studies are designed to assist students in the job market as a means of indicating to a prospective employer that the student is prepared for a job in Broadcasting.



### COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

### COURSES (4 units each)

Required Courses:

- COM 280 Introduction to Television
- COM 282 Writing for Radio/TV and Film Media
- COM 283 TV Producing

\*COM 287 TV Directing and Scene Study  
Plus two additional courses in Broadcasting selected through advisement:

- \*COM 251 Radio and TV Newswriting
- COM 256 Television News Workshop and Public Affairs
- COM 281 Performing for Radio/TV
- \*COM 284 Advanced TV Production
- COM 285 Documentary Production
- COM 286 Radio-TV Management and Programming
- COM X290B Special Topics in Communications

\*Offered this quarter

For further information on this program, check the Information Request Form on page 19 or contact David Safer, coordinator Broadcast Certificate program, 213/516-3313.

## GENERAL

## INFORMATION

213/516-3741



## Electronic Music and Recording Arts

### Electronic Music and Recording Engineering

#### WHAT THE PROGRAMS ARE ABOUT

Two Certificate Programs in Electronic Music and Recording are being offered at Dominguez Hills — Electronic Music and Recording Arts Certificate Program and Electronic Music and Recording Engineering Certificate Program. Classes will be offered jointly by the Departments of Music and Physics.

The Recording Arts Certificate is a one-year program; the Recording Engineering program is to be taken following, or in conjunction with, the Recording Arts program.

Both programs provide an internship after completion of courses which will match individual student abilities and interests with the wide variety of job needs in the industry.

The extensive facilities of the CSUDH Electronic Music Laboratory will be available to students. The Music department, which sponsors the certificate programs, is fully accredited by the National Association of Schools of Music.

The Laboratory equipment includes:

- Six synthesizers, including a Synclavier digital realtime/fully programmable, 16-voice instrument — one of only 3 on the West Coast and the very latest in computer-music technology.
- 16-, 8-, 4- and 2-track professional tape recorders
- 16- and 8-channel mixing consoles
- Acoustic echo chamber
- A variety of compressor/limiter, digital delay units, noise reduction and reverb
- professional recording microphones

#### WHO SHOULD ATTEND

The programs are designed to provide an urban university environment for the training of persons interested in entering the fields of Electronic Music, Audio Recording and Sound Reinforcement, and to enhance employment possibilities for those who earn the certificate.

#### ENTRY REQUIREMENTS

Prerequisite to the program: Physics 101 Sound and Music (4) may be taken concurrently with Music 369; or permission of the instructor.

#### COST

The fee is \$30 per unit for each course.

#### INTERNSHIP

Notification of the availability of certificate program interns will be made to each of the almost 200 recording studios in the Los Angeles area, to all Los Angeles chapter members of the Audio Engineering Society and to other related industries. Employers applying for applicants will be interviewed to determine the scope of each assignment, to enhance the possibility for a mutually successful internship experience.

#### CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ARTS

- \*MUS 369 The Techniques of Sound Recording (4)
- \*MUS 369L Sound Recording Laboratory (1,1)
- \*MUS 371 Electronic Music (4)
- \*MUS 371L Electronic Music Laboratory (1,1)
- MUS 372 Advanced Audio Recording (4)
- MUS 374 Advanced Electronic Music (4)
- PHY 239 Introduction to Recording Studio Electronic Maintenance (3)
- MUS 398 Electronic Music and Recording Internship (4)
- \*MUS 298 or \*Physics 297 Independent Study/Directed Research (2)

\*Offered this quarter

#### CERTIFICATE IN ELECTRONIC MUSIC AND RECORDING ENGINEERING

All courses required for Recording Arts, plus the following:

- \*PHY 120 or \*122 Elements of Physics (total 8 units)
- OR
- PHY 110, \*112, and 114 General Physics (total 15 units)
- AND
- \*PHY 231 Electronics Laboratory I (2)
- \*PHY 233 Electronics Laboratory II (2)
- AND ONE OR MORE
- PHY 235 Digital Electronics (4)
- PHY 237 Microcomputers (4)
- PHY 281 Scientific Instrumentation (2 or 4)

For further information check the Information Request Form on page 19 or contact Armando Sidon, Coordinator, Electronic Music and Recording Certificate Programs, 213/516-3543.

## City Management (ICMA)

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 21.

#### WHAT THE PROGRAM IS ABOUT

A joint training and education program — the first of its kind — is being offered by the International City Management Association (ICMA) and the Department of Public Administration at CSUDH, which provides a Certificate in Public Management through the Office of Extended Education at CSUDH.

An ICMA Certificate will be awarded to each student upon completion of each course. Students who complete the four core courses and one elective will receive a certificate of Professional Training.

Each course will provide four quarter units of credit. Students may apply 36 units to an undergraduate degree or 12 units to graduate degrees at CSUDH.

For further information on this program, check the Information Request Form on page 19 or contact Dr. Kenneth Fleagle, associate professor of Public Administration; coordinator, City Management Certificate Program 213/516-3444.

#### WHO SHOULD ATTEND

City Managers can learn to make their whole city more manageable. Assistants can prepare for their big break. Police and fire officials can get an overview of the entire city management process and a perspective on their own departments. Personnel directors can help the city key and promote its best people. Supervisors and department heads can improve the link between leaders and workers, and can get better results from programs and people. Students entering the field of management can learn about the opportunities in public management.

#### THE COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

#### COURSES (4 units each)

Four Required:

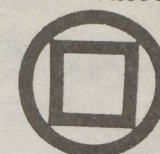
- \*PUB 238 Principles and Practices of Urban Planning
- PUB 424 Seminar: Personnel Management
- \*PUB 430 Seminar: Urban Administration
- PUB 452 Seminar: Public Financial Management

One elective: Upper Division Public Administration Course

- \*PUB 240 Police Administration in America

Offered this quarter

Co-sponsored by: **International City Management Association**



International  
City  
Management  
Association

## Certificate program in Business Management

OPEN UNIVERSITY OFFERING — ALL CLASSES ARE ON A SPACE AVAILABLE BASIS. FOR REGISTRATION SEE PAGE 21.

#### WHAT THE PROGRAM IS ABOUT

The Certificate Program in Business Management is designed to provide continuing business education to current professional managers and individuals who aspire to a management career. The requirements for obtaining the certificate include the completion of four courses totaling 16 units with an overall G.P.A. of 2.5. The typical certificate student will enroll in two courses per quarter and complete the program within two quarters.

**General information  
is available about  
any program listed  
in this *Bulletin* by  
calling the Extension  
office at 213/516-3741**

ters. The quarters begin in September, January, and April.

#### WHO SHOULD ATTEND

The series of courses are designed to provide the practicing professional manager with new and additional

knowledge about business management. Additionally, individuals who aspire to a career in business management are provided the knowledge and basic skills required to equip them for a successful experience.

#### COST

The fee is \$30 per unit for each course. A total fee of \$120 for each 4-unit course is payable by the first class meeting.

#### THE CERTIFICATE

The certificate will be granted upon approval of a petition which can be obtained through the Extension Office, ERC C508, 213/516-3741.

#### COURSES

Required:

- \* BUS 205 Social Responsibility of Business
- \* BUS 210 Management and Organizational Theory
- \* BUS 211 Production Management

Electives (select one):

- \* BUS 250 Elements of Marketing
- \* BUS 260 Business Finance
- \* ENG 252 Writing and Speaking Skills for Management

\*Offered this quarter.

### Certificate in Orthotics

Extended Education and the Health Sciences department, CSUDH in conjunction with Rancho Los Amigos Hospital is offering a new Certificate in Orthotics beginning Fall 1981. The year-long program consists of 36 upper division units including supervised experience in orthosis design, layout, fabrication, assembly and fitting of orthotic devices.

For more information contact:

**Darrell Clark**  
**Rancho Los Amigos Hospital**  
**7450 Leeds Street**  
**Downey, CA 90242**  
**Telephone: 213/922-7655**



# PARALEGAL STUDIES

## CLASS SCHEDULE, WINTER 1981

CSUDH offers a Paralegal Studies Certificate program. The certificate requires 40 units, including 28 units of core courses, eight units of law-related courses from two academic departments, and four units of internship credit.

The paralegal certificate program prepares students to work under the direction of lawyers as a vital member of the law office team. Paralegals perform legal research, interview clients, represent clients before some administrative agencies, draft and interpret legal documents and assist in political advocacy and community work.

In addition to employment opportunities in private law firms, federal, state and local government agencies and non-profit community agencies hire increasing numbers of paralegals.

The following courses will be offered this winter. The courses may be taken for credit through Open University on a space available basis. See page 21 for information.

For information about the Paralegal Certificate Program, call Marilyn Garber at 516-3576.

Course #	Title	Instructor	Day	Time	Units
<b>CORE COURSES:</b>					
<b>PARALEGAL STUDIES</b>					
201-01	LEGAL RESEARCH, WRITING, AND ANALYSIS	S. Riskin	TTh	4-5:30 p.m.	4
202-01	LEGAL INTERVIEWING AND COUNSELING	J. Curran	Tu	6-9:40 p.m.	4
238-01	SPECIAL TOPICS PARALEGAL STUDIES: IMMIGRATION	D. Korenberg	Sa	9 a.m.-12:40 p.m.	2
(Five class meetings: 1/10, 17, 24, 31, 2/7/81)					
298-01	ADVANCED LEGAL RESEARCH AND WRITING	M. Garber	TBA	TBA	2
298-02	ADVANCED LEGAL RESEARCH AND WRITING	M. Garber	TBA	TBA	4
<b>PUBLIC ADMINISTRATION</b>					
212-01	ADMINISTRATION LAW	S. Riskin	Tu	6-9:40 p.m.	4
<b>LAW-RELATED COURSES:</b>					
<b>POLITICAL SCIENCE</b>					
260-01	AMERICAN CONSTITUTIONAL LAW: DISTRIBUTION OF POWER	G. Heneghan	MW	6-7:40 p.m.	4
<b>SOCIOLOGY</b>					
237-01	UNION STRUCTURES: MEMBERSHIP AND LEADERSHIP	S. Riskin	Th	6-9:40 p.m.	4
260-01	MINORITY RACIAL AND ETHNIC RELATIONS	W. McCoy	TTh	6-9:40 p.m.	4
268-01	CRIMINOLOGY	J. Quicker	MW	12-1:40 p.m.	4

*Each of these certificate programs is offered through Open University on a space available basis. For registration information, see page 21.*

## Computer Science Certificate Program

A certificate in Computer Science is available to students who satisfactorily complete the program listed below. The certificate may be taken with or apart from a major, minor or degree program.

In addition to the courses listed, students entering the program with inadequate background preparation may need to take one or more lower division courses as preparation. For individual course prerequisites, see the University catalogue, available from the Bookstore.

### I. Core Courses (20 units):

- \* Computer Science 200 Survey of Programming Concepts (4 units)

- \* Computer Science 210 Data Structures (4)
- \* Computer Science 220 Programming Languages I (4)
- \* Computer Science 230 Computer Organization (4)
- \* Computer Science 250 File Processing (4)

### II. Electives (8 units)

Two courses chosen in consultation with an academic advisor. You may select any upper division Computer Science Course, or Math 260 Discrete Mathematics II (4).

- \* Offered this quarter.



## TEST AND EXAM REVIEWS

The following courses are designed to help prepare students for specific tests and examinations. They are intended to augment, not substitute, for formal or informal learning.

### GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

Special course offered to prepare students for the Graduate Management Admission Test. Areas covered include: mathematical ability, reading comprehension, English usage, business judgment, verbal analogies, sentence completion, data interpretation, and data sufficiency.

**SESSION II**—for July 15 Exam

**DATE:** June 5, 13, 20, 27, July 11 **NO.MTNGS:** 5

**TIME:** 9 a.m.-12:30 p.m. **UNITS:** Non-credit

**FEE:** \$80 (includes materials)

**LOCATION:** CSUDH Campus, TBA

### SAT (SCHOLASTIC APTITUDE TEST) REVIEW

Emphasis will be placed on the mathematics sections of the exam — math ability, quantitative comparison — but will also carefully analyze reading comprehension, sentence completion, analogies, and antonyms. Important test-taking strategies and time-saving techniques will be carefully explained and discussed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

**SESSION II**—For May 2 Exam

**DATE:** Saturdays, April 4, 11, 25 **NO.MTNGS:** 3

**TIME:** 1-4:30 p.m. **UNITS:** Non-credit

**FEE:** \$49 (includes materials)

**LOCATION:** CSUDH Campus, TBA

**SESSION III**—for June 6 Exam

**DATE:** Saturdays, May 16, 23, 30 **NO.MTNGS:** 3

**TIME:** 1-4:30 p.m. **UNITS:** Non-credit

**FEE:** \$49 (includes materials)

**LOCATION:** CSUDH Campus

### GRE (GRADUATE RECORD EXAM) REVIEW

To assist students in doing their best on the GRE by familiarizing them with each subject area, giving them important insight into the types of questions, and offering timed testing practice. The programs are geared to the new format of the GRE with emphasis on the quantitative section — arithmetic, algebra, geometry, and graph reading, verbal analogies, reading comprehension, sentence completions, antonyms, and the new section of the exam, analytical ability will be examined.

**SESSION II**—For February 7 Exam

**DATE:** Saturdays, Jan 10, 17, 24, 31 **NO.MTNGS:** 4

**TIME:** 8:30 a.m.-1 p.m. **UNITS:** Non-credit

**FEE:** \$70 (includes materials)

**LOCATION:** CSUDH Campus, SC E149

**SESSION III**—For June 13 Exam

**DATE:** Saturdays, May 9, 16, 23, 30, June 6 **NO.MTNGS:** 5

**TIME:** 9 a.m.-12:30 p.m. **UNITS:** Non-credit

**FEE:** \$70 (includes materials)

### REAL ESTATE LICENSURE—SALESMEN'S, BROKER'S

To prepare the novice for the California Real Estate Salesmen's License examination and to prepare candidates to successfully pass the Real Estate Brokers' License examination.

**DATE:** Saturdays, Jan 10-Feb 28 **NO.MTNGS:** 8

**TIME:** 10 a.m.-1 p.m. **UNITS:** Non-credit

**FEE:** \$80 Salesman's (includes \$30 text)

\$85 Broker's (includes \$36 text)

**LOCATION:** CSUDH Campus, SBS A104

**INSTRUCTOR:** Bob Jones, realtor

### TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE) PREP

This course is a rapid review of TOEFL grammar and writing principles with exercises and practice tests. Weekly simulated tests of listening comprehension and review of common types of speech are included.

General test-taking techniques, including hints to improve vocabulary and reading skills will be given.

Outside text assignments will support in-class work.

**DATE:** Saturdays, Jan 24-Mar 7 **NO.MTNGS:** 6

**TIME:** 8:30 a.m.-3 p.m. **UNITS:** Non Credit

**LOCATION:** CSUDH Campus

**INSTRUCTOR:** Gloria Brambilla, B.S.

### PREPARATION—NATIONAL TEACHER'S EXAM

This workshop is designed to review general information about the test and its format as well as test-taking strategies and relaxation techniques. Each selection of the test will be reviewed and mini-quizzes will be given. Bring a sack lunch.

**DATE:** Saturday, Jan 24 **NO.MTNGS:** 1

**TIME:** 9 a.m.-3 p.m. **UNITS:** Non-credit

**FEE:** \$30 (includes materials)

**LOCATION:** CSUDH Campus, SC E153

**INSTRUCTOR:** Idell Holburt,

Academic Advisement Programs,  
University of California, Los Angeles

### ALGEBRA REVIEW

—Especially designed to help prepare students for college mathematics placement tests

The sessions are designed to achieve two goals: Prepare students to take mathematical placement tests required by math, chemistry and other departments; and enable students to be more successful in college math by reviewing algebraic skills needed in calculus and other courses.

The review will cover elementary and intermediate algebra. In particular, it will include rules for operating with signed numbers and fractions, exponents, logarithms, solving simple equations (linear, quadratic, and related types), graphing and functional notation.

The sessions will consist of short presentations on concepts by the instructors followed by practice sessions on the concepts to reinforce the review. An optional sample one-hour multiple choice exam will be given with test results provided and suggestions made for any necessary follow-up study and review.

**DATE:** Monday through Friday **NO.MTNGS:** 5

**TIME:** 7-9:30 p.m. **UNITS:** Non-credit

**FEE:** \$45

**LOCATION:** CSUDH Campus, SC J146

**INSTRUCTOR:** Ray Shiflett, Ph.D.

professor of Mathematics, Cal State Fullerton

Michael H. Clapp, Ph.D.

associate dean, School of Mathematics, Science and Engineering and professor of Mathematics, Cal State Fullerton

Real Estate courses  
are on page 9.

English As a Second  
Language courses  
offered by the CSU  
Dominguez Hills  
American Language  
and Culture Center  
are on page 10.

Education class  
listings begin on  
page 12.

Take this  
opportunity to  
invest a quarter in  
your mind: Register  
for an Extension  
course, while  
you're at it, register  
a friend. For  
information about  
Extension gift  
certificates, see  
page 11.



# "Learn and Lunch Bunch" Program

The "Learn and Lunch Bunch" Program is designed for people who live or work near the CSU Dominguez Hills campus and who want to use their lunch hours to take courses for professional development, self-improvement or any other reason. The University has identified those degree-applicable courses which are offered during the lunch hour in the Winter quarter and listed them below.

"Learn and Lunch Bunch" courses can be used by employees on their own for educational goals, or by employers as a part of an overall plan to employee development.

*NOTE: Learn and Lunch Bunch courses are offered on a space-available basis through Open University. See page 21 for more information.*

## ANTHROPOLOGY

ANT 100/01 The Human Adventure:

Introduction to Culture (4)

ANT 249/01 Anthropology of Future (4)

ANT 260/01 Human Evolution (4)

## ART

ART 236/01 Asian Art II:

Art of Japan (4)

## BIOLOGY

BIO 240/01 Genetics (4)

BIO 260/01 Marine Biology (4)

BIO 324/01 Microbiology (4)

BIO 450/01 Experimental Parasitology (4)

## BUSINESS

BUS 131/02 Essentials of Accounting II (4)

BUS 170/01 Intro to Comp and Data Proc (4)

Same as CSC 120/01

BUS 171/03 Computer Systems for Business (4)

BUS 210/02 Mgmt and Organ Theory (4)

BUS 211/01 Production Management (4)

BUS 223/04 Intro Operations Research (4)

BUS 231/01 Intermediate Accting I (4)

BUS 232/01 Intermediate Accting II (4)

BUS 238/01 Advanced Accting (4)

BUS 250/03 Elements of Marketing (4)

BUS 252/02 Adv and Promotion Mgmt (4)

BUS 260/01 Business Finance (4)

BUS 262/01 Real Est Prin and Practice (4)

BUS 271/01 Adv Cobol Programming (4)

BUS 280/03 Economics of the Firm (4)

BUS 290/01 Management Policy (4)

BUS 290/03 Management Policy (4)

## CHEMISTRY

CHE 102/01 Chemistry for the Citizen (4)

## COMMUNICATIONS

COM 265/01 Intro to Public Relations (4)

COM 276/01 Advanced Photography (4)

## COMPUTER SCIENCE

CSC 120/01 Intro to Comp and Data Proc (4)

Same as Bus 170/01

CSC 160/01 Computer Prog FORTRAN (4)

CSC 230/01 Computer Organization I (4)

## ECONOMICS

ECO 110/01 Economic Theory 1A (4)

ECO 245/01 Economic Development (4)

## EDUCATION

EDU 210/01 Motivation and Learning (4)

## EARTH AND MARINE SCIENCES

EMS 256/01 Mineralogy (4)

## ENGLISH

ENG 100/04 Oral and Wrtn Expression I (4)

ENG 101/05 Oral and Wrtn Expression II (4)

ENG 101/06 Oral and Wrtn Expression II (4)

ENG 204/01 Fund and Public Speaking (4)

ENG 210/02 The Study of Language (4)

ENG 211/01 Phonology (4)

ENG 225/01 Poetry (4)

ENG 239/01 Amer Lit I: The New Land (4)

ENG 244/01 Afro-American Prose (4)

ENG 490/01 Sem: Special Topics English (4)

## FRENCH

FRE 210/01 The Study of Language (4)

FRE 252/02 French Culture II (4)

## GEOGRAPHY

GEO 100/03 Elements of Geography (4)

GEO 205/01 Cartography

GEO 207/01 Advanced Cartography (4)

GEO 313/01 Biogeography (4)

GEO 333/01 Environ Impact Assessment (4)

Same as SMC 250/03

## HISTORY

HIS 100/01 Historical Perspectives (4)

HIS 101/03 History of the United States (4)

HIS 200/01 Research and Writing Skills (4)

HIS 214/01 History of L.A. (4)

HIS 265/01 U.S.: Colonial Period (4)

HIS 276/01 Africa Colonial Independ (4)

## HUMANITIES

HUM 100/03 Humanities World Culture (4)

P. Pope MW 12-1:40 p.m. SBS A144

S. Orellana TTh 12-1:40 p.m. SBS A144

B. Chesser MW 12-1:40 p.m. SBS A110

N. Larinde MW 12-1:40 p.m. ERC G149

C. Guze T 12-1:40 p.m. NSM D129

F. McCarthy T 12-1:40 p.m. NSM D123

E. Childress W 12-1:40 p.m. NSM D123

L. Chi W 12-1:40 p.m. NSM C109

G. Clawson MW 12-1:40 p.m. SBS E220

J. Bahr MW 12-1:40 p.m. SCC J146

R. Federick TTh 12-1:40 p.m. SCC J146

B. Chrispin MW 12-1:40 p.m. SBS B143

J. McCloskey MW 12-1:40 p.m. SBS B231

T. Shore TTh 12-1:40 p.m. SBS E220

R. Weisler MW 12-1:40 p.m. SBS B209

R. Schueler TTh 12-1:40 p.m. SBS B209

M. McNichols MW 12-1:40 p.m. SBS B101

G. Morris TTh 12-1:40 p.m. ERC A127

M. Weisberg TTh 12-1:40 p.m. SBS B101

C. Miller MW 12-1:40 p.m. SCC K147

G. Kuhlman MW 12-1:40 p.m. ERC D131

L. Anderson TTh 12-1:40 p.m. SCC K147

M. Nashif TTh 12-1:40 p.m. SBS B231

S. Schoen TTh 12-1:40 p.m. SBS B143

R. Hughes MW 12-1:40 p.m. ERC A127

O. Seely MW 12-1:40 p.m. NSM C221

D. Safer TTh 12-1:40 p.m. HFA A223

R. Lamarca F 12-1:40 p.m. SBS D219

J. Bahr MW 12-1:40 p.m. SCC J146

J. Henry MW 12-1:40 p.m. SBS B215

W. Jones MW 12-1:40 p.m. NSM C239

F. Billes TTh 12-1:40 p.m. SBS B110

A. Kidane TTh 12-1:40 p.m. SBS B203

P. Desberg TTh 12-1:40 p.m. NSM B252

D. Sigurdson MW 12-12:50 p.m. NSM B234

M. Mahon TTh 12-1:40 p.m. HFA A227

B. Tracy MW 12-1:40 p.m. HFA A221

E. Sando TTh 12-1:40 p.m. HFA A221

R. Beym MW 12-1:40 p.m. HFA A227

B. Mohr TTh 12-1:40 p.m. HFA A229

L. Geller TTh 12-1:40 p.m. HFA A209

A. Yamada MW 12-1:40 p.m. HFA A209

P. Gopaul MW 12-1:40 p.m. HFA 225

W. Wells TTh 12-1:40 p.m. HFA A350

R. Beym TTh 12-1:40 p.m. HFA A229

TTh 12-1:40 p.m. HFA A222

S. Koletty TTh 12-1:40 p.m. SBS B137

C. Forbes T 12-1:40 p.m. SBS B109

C. Forbes Th 12-1:40 p.m. SBS B109

M. Romanov MW 12-1:40 p.m. SBS A104

J. Webb TTh 12-1:40 p.m. SCC E139

J. Grabiner TTh 12-1:40 p.m. SBS E126

TTh 12-1:40 p.m. SBS D225

J. Grenier MW 12-1:40 p.m. SBS A210

H. Holter MW 12-1:40 p.m. SBS D219

M. Garber T 12-1:40 p.m. SBS A210

C. Udeze MW 12-1:40 p.m. SBS E126

A. Harshman MW 12-1:40 p.m. HFA A228

## LEARN AND LUNCH MAKES IT EASY TO INVEST A QUARTER IN YOUR MIND AT NOON.

### LIBRARY

LIB 150/02 Lib Skills and Strategies (4)

### MEXICAN AMERICAN STUDIES

MAS 100/01 European New World Cult (4)

### MATHEMATICS

MAT 120/01 Survey of Calculus I (4)

MAT 150/01 Elem Stat and Probability (4)

MAT 150/02 Elem Stat and Probability (4)

MAT 322/01 Func of Comp Variables II (4)

### MEDICAL TECHNOLOGY

MDT 263/01 Princ of Immunohematology (4)

### MUSIC

MUS 111/01 Music Theory II (4)

MUS 317/01 Baroque and Classical Music (4)

MUS 380/01 University Chorale (4)

### PHYSICAL EDUCATION AND RECREATION

PER 131/01 Lifetime Sports

Dance/Tap/Coed (1)

PER 131/07 Lifetime Sports

Dancercise/Coed (1)

PER 131/19 Lifetime Sports

Self Defense/Coed (1)

PER 131/20 Lifetime Sports

Self Defense/Coed (1)

PER 131/30 Lifetime Sports

Tennis/Coed (1)

PER 131/31 Lifetime Sports

Tennis/Coed (1)

PER 131/35 Lifetime Sports

Volleyball/Advanced/Coed (1)

PER 132/01 Sports Appreciation (2)

PER 134/05 Selected Sports Studies (2)

PER 136/01 Sports in American Life (2)

PER 272/01 Adv Tech Baseball/Softball (2)

PER 298/01 Field Study in Phys Ed (2)

### PHILOSOPHY

PHI 100/01 Intro to Philosophy (4)

PHI 271/01 Reality, Mind and Languages (4)

PHI 293/01 Special Topics: New Testament (4)

### PHYSICS

PHY 210/01 Theoretical Mechanics (4)

### POLITICAL SCIENCE

POL 100/02 General Studies: World Perspectives (4)

POL 101/04 American Institutions (4)

POL 218/01 Public Policy: Dist Wealth (4)

POL 243/01 Poli Beh in Latin America (4)

POL 271/01 Conflict and Violence (4)

### PSYCHOLOGY

PSY 101/03 Gen St: Understanding Hum Beh (4)

PSY 130/01 Elem Stat Analysis Psych (4)

PSY 214/01 Behavior Modification (4)

PSY 240/01 Social Psych: Psych Persp (4)

PSY 250/02 Developmental Psychology (4)

PSY 264/01 Intro to Clinical Psych (4)

PSY 296/02 Practicum in Psych (4)

### PUBLIC ADMINISTRATION

PUB 202/01 Philos and Ethics of Pub Admin (4)

PUB 206/01 Admin Financial Resources (4)

PUB 207/01 Public Personnel Admin (4)

PUB 220/01 Admin of Public Policy (4)

### RECREATION

REC 100/02 Recreation Amer Society (4)

REC 125/01 Intro Therapeutic Rec

REC 233/01 Mgmt of Rec Areas and Fac (4)

REC 235/01 Supervision Rec Fac Prog (4)

### SMALL COLLEGE

SMC 224/01 Qualitative Eval Methods (4)

SMC 230/01 Interdis Topics Civilization:

Greek and Roman Literature (4)

SMC 250/02 Interdis Topics:

Sci and Tech Hearing (4)

SMC 250/03 Interdis Topic: Sci and Tech

Envir Impacts Energy Tech (4)

Same as GEO 333/01

J. Webb TTh 12-1:40 p.m. SCC E139

TTh 12-1:40 p.m. SBS A110

MW 12-1:40 p.m. SBS D225

MW 12-1:40 p.m. SBS B137

TTh 12-1:40 p.m. SBS D125

MW 12-1:40 p.m. SBS F225

TTh 12-1:40 p.m. SBS F125

TTh 12-1:40 p.m. HFA A229

MW 12-1:40 p.m. HFA A223

TTh 12-1:40 p.m. UT

TTh 12-1:40 p.m. UT A102

MW 12-1:40 p.m. UT A102

W. Fisher W 12-1:40 p.m. ERC B130

I. McKenna MW 12-1:40 p.m. HFA A230

J. Henry TTh 12-1:40 p.m. SBS G126

G. Hart MW 12-1:40 p.m. SBS G126

G. Matthews TTh 12-1:40 p.m. NSM C213

W. Armacost MW 12-1:40 p.m. NSM B208

R. Simpson TTh 12-1:15 p.m. SBS F122

F. Steiner MW 12-1:40 p.m. HFA A204

D. Champion MW 12-1:40 p.m. HFA A202

M. Bialosky TTh 12-1:40 p.m. HFA A202



# California State University Dominguez Hills

## CONSERVATORY of MUSIC, DANCE and DRAMA

### PRIVATE LESSONS

\$75 fee — Ten 30-minute lessons. Time to be arranged with instructor.

901—Piano	910—Trombone
902—Violin	911—French Horn
903—Cello	912—Tuba
904—String Bass	913—Drums and Percussion
905—Flute	914—Guitar
906—Oboe	915—Electric Bass
907—Clarinet	916—Voice
908—Saxophone	917—Recorder
909—Trumpet	

### BABY DANCE

\$45 fee — Ten 45-minute classes teaching gentle, safe exercise and dance for new parents — mothers and/or fathers — with baby. Develops coordination and promotes creative and aesthetic growth.

918—10-10:45 a.m. — 2 weeks to pre-toddler  
919—11-11:45 a.m. — Toddler to 2 year olds

### DRAMA

\$45 fee — Ten 45-minute classes held in the University Theater.

### CREATIVE DRAMA FOR CHILDREN

Through the use of theater games, improvisations, story telling, and pantomime, children will learn the basic techniques of creative drama. Emphasis will also be placed on developing verbal and non-verbal communication skills of each child. The children will learn to work individually as well as with the larger group.

Saturdays, January 17-March 21

940—10-10:45 a.m.	6- 8 year olds
941—noon-12:45 p.m.	8-10 year olds
942—1:00-1:45 p.m.	10-12 year olds

### ACTING FOR TEENS

Emphasis will be placed on developing the basic acting skills of the students. Improvisations, pantomime, and theater games will be included along with some scene work. Development of basic vocal and movement techniques will also be stressed.

Saturdays, January 17-March 21

943—11-11:45 a.m.

### ORFF SCHULWERK

(Music activities for children)

\$45 fee — Ten 45-minute classes. Classes held in Humanities and Fine Arts Building, A-202. Excellent preparatory work for later musical instruction. Music and movement games develop hand and body coordination, sense of pitch, and beginning note reading. Children sing, dance, and play a variety of musical instruments. Children learn to control their muscles, to expand their movement vocabulary, to react to others and to space, to feel the power and beauty in their own expressions, and to experience the joy which accompanies music making (promo Orff).

Saturdays, January 17-March 21

Course No.	Time	Age Group
930	11:15-noon	3-5 year olds
931	noon-12:45	6-9 year olds

**SEE THE CONSERVATORY  
REGISTRATION AND  
INFORMATION FORM ON PAGE 20.**

### BALLET

\$45 fee — 10 classes. Taught by **Frances Caldwell**, Checchetti Method. Ballet classes are for people of all ages and abilities who are interested in improving grace and flexibility, as well as acquiring a solid grounding in classical ballet techniques. Also improves posture and self-image.

Saturdays, January 17-March 21

924	9-9:45 a.m.	6-9 year olds
925	10-11 a.m.	3-5 year olds
926	11-11:45 a.m.	6-12 year olds, Grade I
927	noon-1 p.m.	Teens and adults, beginning
928	1:30-2:30 p.m.	Teens and adults, Grade I
929	3-3:45 p.m.	3-5 year olds

Fridays, January 23-March 27

921	4-4:45 p.m.	3-5 year olds
922	5-5:45 p.m.	6-9 year olds
923	6-6:45 p.m.	Teens and adults, beginning





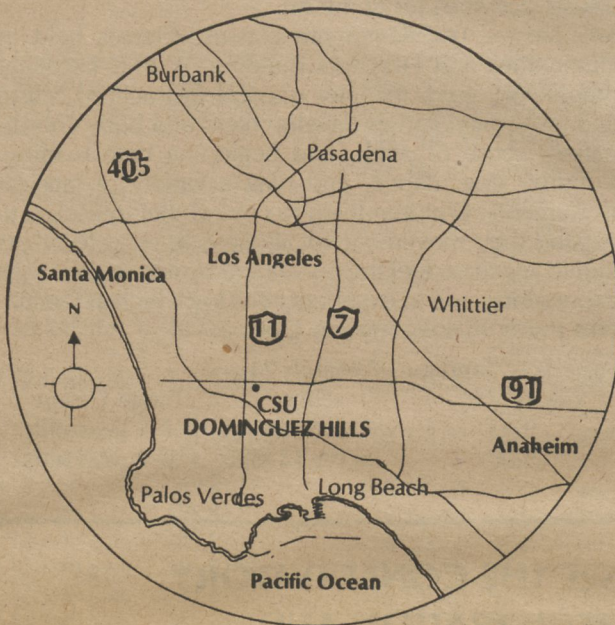
# FINDING YOUR WAY TO CSUDH

**FROM PALMDALE/LANCASTER — 14 SOUTH** — Follow Highway 14 to Golden State Freeway (5) south toward Los Angeles. From 5 south, take the Harbor Freeway (11) south toward San Pedro, then exit on the 190th Street off-ramp. Turn left (east) on 190th Street. Follow 190th Street about 2 miles to the Campus (190th Street changes into Victoria Street). The campus entrance is a right turn at the first signal past Avalon Boulevard.

**FROM SAN BERNARDINO — 10 WEST** — Follow the San Bernardino Freeway (10) west to the San Gabriel Freeway (605) south, take the Artesia Freeway (91) west toward Redondo Beach, then exit on Avalon Boulevard. Turn left (south) on to Avalon Boulevard and then left (east) onto Victoria Street. The campus entrance is a right turn at traffic signal on Victoria Street.

**FROM LOS ANGELES CIVIC CENTER — 11 SOUTH** — Follow the Harbor Freeway (11) to the 190th Street off-ramp. Turn left (east) on 190th Street. This will become Victoria Street. The campus is located approximately 2 miles from the freeway off-ramp on (190th) Victoria Street. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

**FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST** — Follow the San Diego Freeway (405) south toward Long Beach. Exit on the Vermont Avenue off ramp. Turn left (east) at the end of the off-ramp onto 190th Street. Follow 190th Street (east) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.



**FROM SANTA MONICA — 10 EAST** — Follow the Santa Monica Freeway (10) east to the San Diego Freeway (405) south toward Long Beach. Exit at the Vermont Avenue off-ramp. Turn left at the end of the off-ramp onto 190th Street. Follow 190th Street east, which becomes Victoria Street east for about 2 miles to the campus. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

**FROM ANAHEIM — 5 NORTH** — Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Exit at Avalon Boulevard. Turn left (south) onto Avalon Boulevard. Turn left (east) onto Victoria Street. The campus entrance is a right turn at the next traffic signal.

**FROM SAN DIEGO — 405 NORTH** — Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

**FROM SANTA BARBARA — 101 SOUTH** — Follow the Ventura Freeway (101) south toward Los Angeles to the San Diego Freeway (405) south toward Long Beach. Take the Vermont Avenue off-ramp and turn left (east). You will be on 190th Street. Follow 190th Street east (this becomes Victoria Street) for about 2 miles. The entrance to the campus is a right turn at the first traffic signal past Avalon Boulevard.

**FROM BAKERSFIELD — 99 SOUTH** — Follow Interstate 99 south to the Golden State Freeway (5) south toward Los Angeles. Take the San Diego Freeway (405) south toward Los Angeles/Long Beach. Exit at the Vermont off-ramp. Turn left (east) at the end of the off-ramp. You will be on 190th Street, follow 190th Street for about 2 miles (this will become Victoria Street). The entrance to the campus is a right turn at the first traffic signal past Avalon Boulevard.

## How To Get To California State University Dominguez Hills on the RTD

### LINE 114

#### Carson-Richland Farms, Compton, Lynwood

Serving main entrance to Cal State Dominguez Hills on Victoria Street at Tamcliff Avenue

**Northbound:** From Carson to Compton and Lynwood area every hour between 6:43 a.m. and 5:43 p.m., Monday through Friday only.

**Southbound:** From Lynwood and Compton every hour between 7:24 a.m. and 6:24 p.m., Monday through Friday only.

### LINE 810

#### Los Angeles-Carson-Wilmington-San Pedro

Serving bus stops on Avalon Boulevard and Victoria Street

**Northbound:** From San Pedro, Wilmington and Carson to Los Angeles, approximately every 10-30 minutes between 5:57 a.m. and 11:41 p.m.

**Southbound:** From Los Angeles, buses operate between 6:03 a.m. and 1:04 a.m. every 15 to 30 minutes during the day and every hour at night.

Saturday, Sunday and holiday service is provided every hour mornings and evenings and every half hour between 9 a.m. and 7 p.m.

### LINE 842

#### Compton Boulevard-Bellflower Boulevard

Serving the Campus Bus Stop

**Southbound:** Buses operate from Downey, Bellflower, Paramount and Compton every hour, Monday through Friday only, arriving at CSUDH between 6:50 a.m. and 7:47 p.m.

**Northbound:** Buses run hourly between 6:10 a.m. and 6:10 p.m., Monday through Friday from CSUDH.

### LINE 846

#### Artesia Boulevard

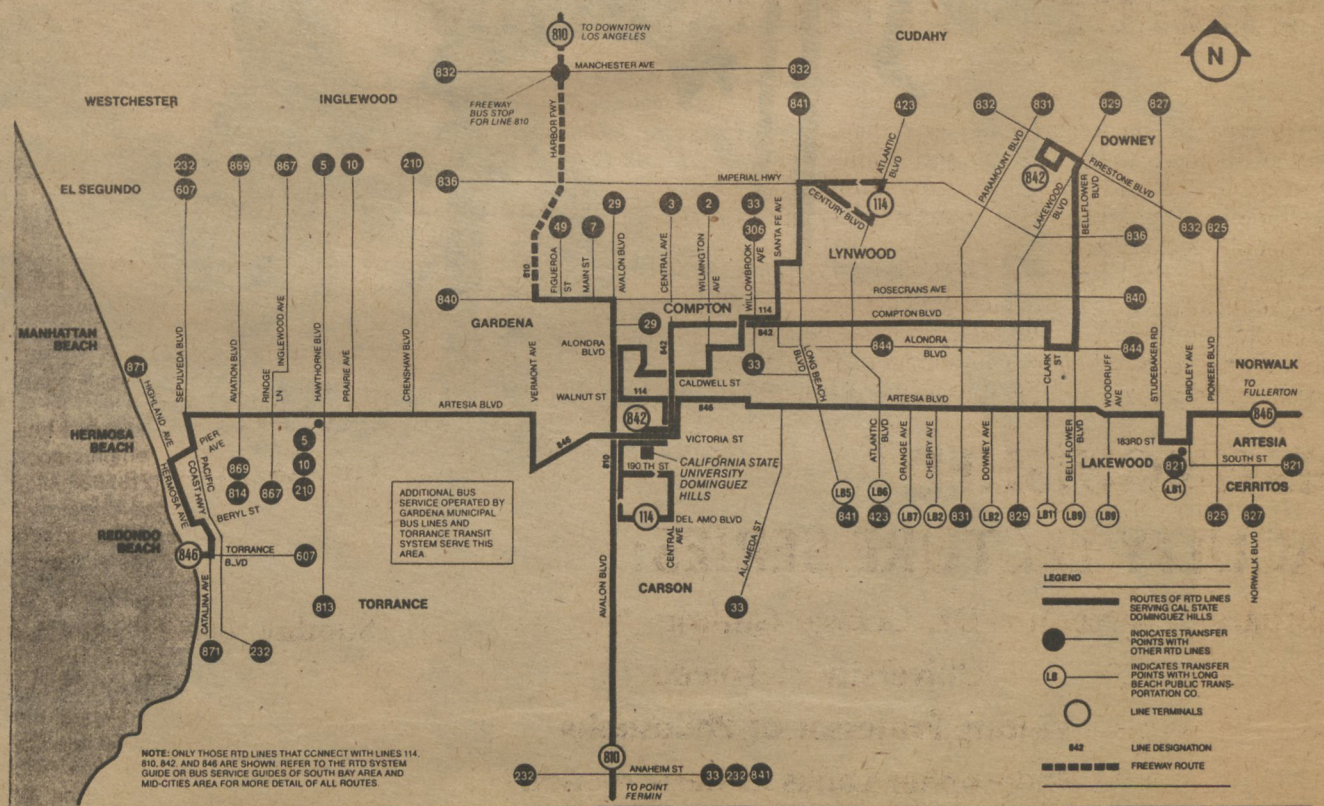
Serving main entrance bus stops on Victoria Street at Tamcliff Avenue.

**Eastbound:** From Redondo Beach (Torrance Boulevard and Catalina Avenue) buses leave approximately every hour from 6:11 a.m. to 7:12 p.m.

**Westbound:** From Fullerton Park 'n' Ride (Orangethorpe and Magnolia Avenues) buses leave hourly between 6:15 a.m. and 7:15 p.m.

Hourly service is also provided Saturday, Sunday and holidays.

**For further details on service, consult individual line timetables.**





# University Theater events

Upcoming attractions in the University Theater include:  
**EQUUS**—Award-winning playwright Peter Shaffer's compelling drama of a young man's bizarre obsession and the psychiatric investigation that reveals the reason for his destructive behavior.

Opens February 21, at 8 p.m.

Additional performances are: February 22 at 7 p.m., February 27 and 28 at 8 p.m. and March 1 at 7 p.m.

**A KURT WEILL CABARET**—The University Theater becomes a thirties cabaret with intimate seating on a specially-designed stage. Food and beverage service will complement this musical retrospective of one of the great Twentieth-century composers, performed by professional musical-theater personality, **Jack Eddleman**.

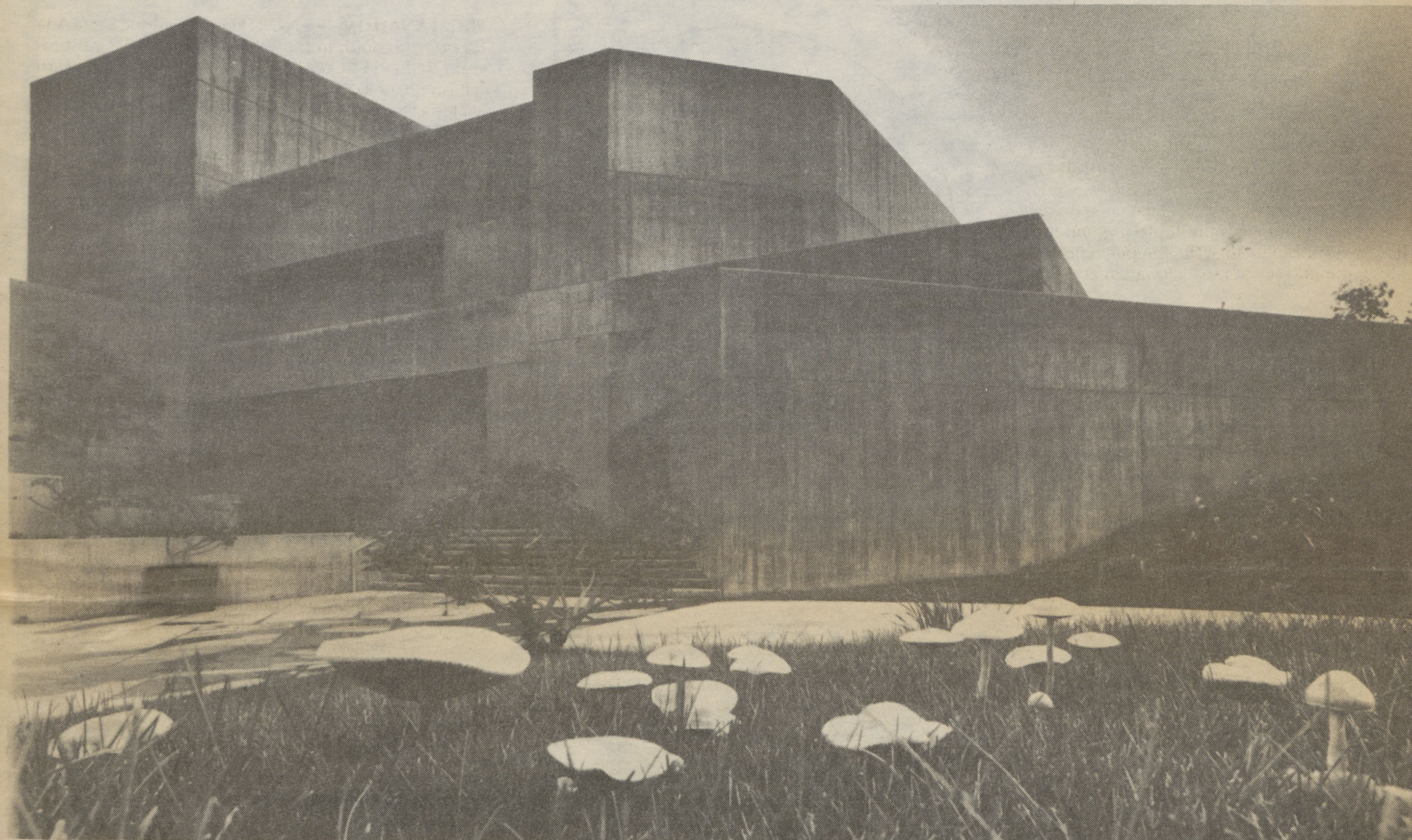
Opens March 20 at 8 p.m.

Additional performances are: March 21 at 7:30 p.m. and 10 p.m. and March 22 at 8 p.m.

*Cabaret seating will be limited.*

Membership is available in the Dominguez Theater Guild. Membership entitles you to attend all of the Theater Arts presentations and your membership donation provides much-needed financial support to the Theater Arts Program.

For information about tickets to the Theater productions, or membership in the Theater Guild, call 516-3588.



—PHOTO BY LEONARD de LUNA

## Winter, '81 Intellectual Life Committee Events

The University's Intellectual Life Committee is composed of faculty, staff, students and administrators whose goal is to advance the intellectual atmosphere of the campus with guest speakers, special presentations and a faculty lecture series.

Funding for the committee's activities is supported by students' instructionally-related activity fees.

During the Winter quarter the committee will present several events. For more information about the committee, its activities and purposes, call 516-3993.

### DISTINGUISHED FACULTY LECTURE SERIES:

February 17—Noon Dr. George Guthrie  
 University of Toledo  
 Visiting Professor of Philosophy  
 "A Philosopher Looks at Resurrection"

### SPECIAL EVENTS:

Tuesday, January 20—8 p.m. Athan Karras Greek Dancers  
 University Theater

Sunday, March 8—7 p.m. Doriot Anthony Dwyer with the  
 Carson Dominguez  
 Symphony Orchestra  
 University Theater



# 1981 California State University Dominguez Hills EXTENSION BULLETIN

Winter



"DEATH OF AN ERA," BY DUSTIN SCHULER, SEE PAGE 3

## CAMPUS CALENDAR

### JANUARY

- 5 Registration opens
- 18 Keith Butte Big Band Music Department Scholarship benefit concert; Glenn Stuart, guest conductor University Theater — 8 p.m., admission \$1
- 20 Athan Karras Greek Dancers, University Theater — 8 p.m.
- 27 Last day to register for 10-week courses

### FEBRUARY

- 1 Carson/Dominguez Symphony with the R'Wanda Dance Company in Stravinsky's Ballet Suite from the Firebird to honor Afro-American History Month, University Theater — 8 p.m., admission free.
- 10 Ko-lela string trio, Humanities and Fine Arts Recital hall — 8 p.m.
- 16 Washington's birthday holiday

- 17 Dr. George Guthrie, visiting professor from the University of Toledo: "A Philosopher Looks at the Resurrection."
- 21 EQUUS award-winning play presented by the Theater Arts Department. University Theater — 1 p.m. Call 516-3588 for tickets and information about other performances.

### MARCH

- 8 Carson/Dominguez Symphony with featured soloist Doriot Anthony Dwyer, first flutist of the Boston Symphony Orchestra in a concerto in D Major by Mozart and the Los Angeles premiere of a work by John La Montaine. University Theater, 7 p.m. Admission free.
- 13 Flute Master Class with Doriot Anthony Dwyer. Participants will be selected from applicants. Humanities and Fine Arts Recital Hall, 1-3 p.m. Fee: \$25; participants \$50.
- 23 Quarter ends.

For an updated recording of campus events, call the CSU Dominguez Hills Campus Events Hotline at 516-3337  
Weekend Extension courses are listed on page 18.

### Professional

development courses in

Business, Communications,

Education and Health

—see page 8

English classes for

foreign-born businessmen

—see page 10

Education conferences

—see page 14

Reggae: The sound of music  
in the '80s

—see page 16

Classes offered in your  
community

—see page 18



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Dominguez Hills  
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