

Extension Bulletin
CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS



Winter 1983

WINTER 1983



California State University Dominguez Hills Extension

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 graduate degrees. In the Humanities, the Master of Arts degree is 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 with management experience. In addition, a graduate Master of Science in Medical Technology degree is offered.

Not printed or supported by State funds. Extended Education is a self-supporting program.

Dear Reader:

Over a decade ago William Irwin Thompson made a pilgrimage home to Los Angeles to find the meaning of history, describing the journey in *At the Edge of History*. His opening lines create an image of shifting historical perspective.

"At the end of the eighteenth century it was the rage to journey to ruins and graveyards and meditate upon the prospect these stones held out to mortal man. Now, as the twentieth century declines, it is the rage to journey to Los Angeles and meditate upon the prospect that city holds out to the rest of the nation."

His tour of the cultural landscape of Los Angeles does not so much apotheosize the City as partisanly lay it bare, exposing a fascination with fantasy and the present. He offers a wide range of observations and insights to demonstrate that Los Angeles is, above all else, a portent of the future, that is, the future for everyone else. To Thompson it is a future without a real history.

"Now as one moves through this shattered landscape in which the mountains are invisible from the four and one half million cars and the orange trees have been eliminated for real estate speculation, how is he to gain any sense of history except through the artificial monuments he sees nearby in Disneyland or . . . Knott's Berry Farm?"

Living at the edge of history, in a landscape which is constantly changing and essentially new, at least on a scale of centuries not decades, the rich

history of such a city and region may not be as readily discernible as in those places from which most of us have come. If Thompson is only partly right, it would be understandable why newcomer and native Los Angelenos alike might not focus upon this region's rich past.

I am not sanguine about Thompson's arguments, however, not in their totality at least. There is more than the La Brea Tar Pits of historical interest in the area. This current *Bulletin* of Extended Education offerings contains evidence of a rich past which is not going unnoticed.

Throughout the following pages are scenes and descriptions of the historic Rancho San Pedro. Originally 76,000 acres, reaching from Long Beach to Hermosa Beach and Los Angeles to Palos Verdes, the Rancho was the first Spanish land grant in California. Originally the home of Manuel Dominguez, it is now the site of California State University Dominguez Hills. Photographs included in this *Bulletin* were drawn from the University Archives and the Del Amo Foundation collection.

Of equal interest, I hope, to the historiography in this issue will be the catalog of offerings which adjoin the pictures of Rancho San Pedro. These have been designed to meet your professional and personal needs. If you have not taken a course at Dominguez Hills, join us and see if it doesn't make a difference. If, however, you don't find your interests represented among our offerings, call me at 213/516-3737.

—Daniel W. Shannon
Dean, Extended Education

Academic Calendar

December 1

— Extension registration opens

January 3, 4

— Registration for CSUDH regular on-campus classes

January 5

— On-campus instruction begins

January 21

— Last day to pay fees for Open University and 10-week courses

February 21

— Washington's Birthday holiday

March 14

— Last day of classes

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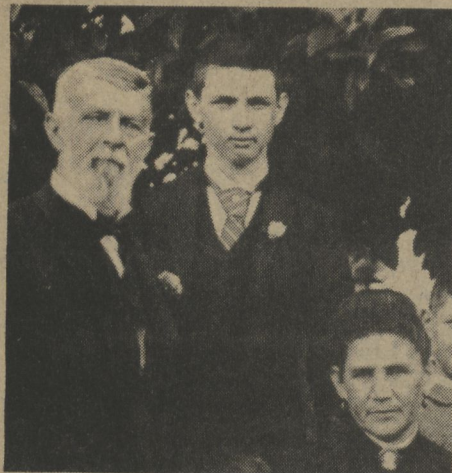
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REGISTRATION FORM

BUSINESS



“George Henry Carson, who married Victoria Dominguez, daughter of Manuel Dominguez. Don Manuel developed Rancho Dominguez into the greatest spread in California. In size alone, it far outflanked all other Spanish Land Grant ranchos. The city of Carson was named in honor of the Carson family. (ca. 1887)”

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MARKETING FOR A SMALL BUSINESS



—Your company can have a cohesive, workable marketing plan

Every business, no matter what its size, needs a marketing plan that is a continuing, integrated process beginning with the product idea and following through to delivery of the product to customers.

This workshop will cover the essential elements of a marketing program, including:

- Forecasting
- Advertising
- Organization
- Customer relations

DATE: Friday, February 4

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65305

LOCATION: CSUDH campus, SC E153

INSTRUCTOR: Ralph Dorff, MPA, author of the soon-to-be-published book, *Marketing for the Small Manufacturer*, by Prentice-Hall.

DISPLAY ADVERTISING TO INCREASE YOUR PROFITS



—A practical seminar to help you make your ads more effective

Every business wants its advertising to be effective because advertising is an important selling tool.

This seminar will show you how to make your display advertising as effective as possible.

This seminar is particularly designed for those businesses which currently create their own advertising or those who are contemplating doing their own, particularly display advertising in newspapers, journals or magazines.

You will see how to layout or design ads for newspapers and magazines, how to study your market, orient your copy and get the ad “camera ready.” You will also learn the most effective use of color, photos, and space and how to deal with the display departments of newspapers and magazines. In addition, you will learn the secrets of getting better service and discounts for your advertising efforts.

You will find it helpful to bring samples of your past advertising work or a sketch of what you want to do in your next ad.

DATE: Saturday, January 22

TIME: 10 a.m.—3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 65307

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chair, Art department, California State University Dominguez Hills

INFORMATION:
213/516-3741

ADVERTISING PASTE-UP AND PRODUCTION



—For the small business and non-profit agency

A hands-on workshop dealing with the final art stage before printing — preparing the paste-up, mechanical, or camera-ready art. How to assemble your ads, flyers, mailers for the printer. A variety of useful techniques to help your business save time and money.

Topics include:

- How to fit and order copy and headlines
- How to order stats for line shots and halftones
- How to specify paper stock, ink colors, folds
- Putting it all together — the mechanics for line work, photos, color separation.

Suggested prerequisite: Ad Design Nuts and Bolts Workshop or a basic understanding of visual advertising fundamentals.

Participants are encouraged to bring samples of advertising projects they are currently involved with.

DATE: Saturday, March 12

TIME: 9:30 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: 65306

LOCATION: CSUDH campus,
HFA C104

INSTRUCTOR: Bernard W. Baker,
MFA, associate professor and chair,
Art department, California State
University Dominguez Hills

HOW TO BE A MANUFACTURER'S REPRESENTATIVE

—Learn the basics of this lucrative field
This workshop presents the complete picture of the career field of manufacturer's representative, including:

- Type — agents, brokers, salesmen, reps
- Where the opportunities are
- Selecting your field, acquiring credentials
- Techniques for success
- Methods of operation
- Pitfalls
- Overcoming obstacles

A manufacturer's representative is the critical link in retailing/wholesale marketing, especially for the small businessperson.

DATE: Saturday, February 5

TIME: 9 a.m.—3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: 0.5 CEU, BUS 904

SEQUENCE NUMBER: 65301

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Ralph Dorff, MPA,
directional management consultant

HOW TO CREATE A SUCCESSFUL HOME-BASED BUSINESS



—With real personal and financial advantages

A home-based enterprise is the ultimate in flexible opportunity and this practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home-based business.

The lecture and class materials provide information about:

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Brochure and advertising preparation
- Budgeting and record-keeping
- Managing yourself and others
- Expanding your options from your home base

If you have the entrepreneurial spirit, creativity, self-motivation and stamina, a home-based business might be just what you need to break out of the 9–5 routine.

DATE: Saturday, February 12

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 1

FEE: \$30

UNITS: Non-credit

SEQUENCE NUMBER: 65302

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Patricia McNaughton,
PhD, management consultant/lecturer



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.

BUSINESS

HOW TO BE YOUR OWN CONSULTANT

—An interesting way to have your own business

You can be successful as a consultant and this workshop will show you how. You will learn how to make the transition from working in an ordinary job to being your own boss, while avoiding the pitfalls that keep others from succeeding.

Specific topics to be covered include:

- Where to start
- How to raise cash
- Ways to market your service
- Keeping records
- Hiring and motivating people
- Communications skills that lead to a successful business that makes money

In addition, you will learn what a consultant is and does, that consultant skills are learned and not in-born, and how you can learn the skills you need to succeed in your own consulting firm.

DATE: Wednesday, February 23

TIME: 6–9 p.m.

NUMBER OF MEETINGS: 1

FEE: \$25

UNITS: Non-credit

SEQUENCE NUMBER: 65303

LOCATION: CSUDH campus,
HFA B303

INSTRUCTOR: Eve Cappello, PhD,
behavioral consultant, director, the
ACT Institute; and Linda Curry, MS

SELLING MAGAZINE AND NEWSPAPER ADVERTISING SPACE

—Techniques for success in a growing field

This one-day seminar will introduce you to the interesting professional field of advertising space sales — a growing area of opportunity.

The seminar covers every aspect of how to qualify as a newspaper or magazine advertising representative.

Among the topics covered will be:

- What does it take to be an advertising representative?
- What's your publication like?
- What's your territory like?
- Some tools of the craft
- Where do you start?
- How to get out and sell

Important aspects of the sales call will also be discussed including, how to state your case without giving it all away, how to get questions and give answers, how to overcome objections, how to get the "yes" you want and what to do when the answer is "no."

DATE: Saturday, March 5

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 65304

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Stanley Moss, assistant
publisher and executive editor, *The
Gardena Valley News*

EMPLOYEE SELECTION TECHNIQUES FOR THE SMALL BUSINESS



—Techniques for making the best selection

You, as the CEO or owner of an emerging business, need techniques for selecting the best qualified candidates for job openings. This one-day roundtable will help you find practical approaches to select the candidates who will contribute to the dynamics of your entrepreneurial environment.

Topics will include:

- Development of work related position descriptions
- Resources for identifying qualified candidates in a competitive market
- Interviewing strategies and assessment techniques.

The case study approach is emphasized to lead you to practical solutions to the challenges of hiring productive employees.

DATE: Saturday, February 12

TIME: 9:30 a.m.–4:30 p.m.

NUMBER OF MEETINGS: 1

FEE: \$65 (includes materials)

UNITS: Non-credit

SEQUENCE NUMBER: 65310

LOCATION: CSUDH campus,
ERC B130

INSTRUCTOR: Victor J. Bullara,
MBA, human resources management
consultant

INFORMATION:
213/516-3741

RECRUITMENT AND SELECTION STRATEGIES FOR THE PERSONNEL PRACTITIONER

—*For medium and larger size businesses*

This workshop will review the "sequential selection" system and reveal techniques for identifying and selecting the right employee for the job.

Topics to be covered will include:

- Establishing realistic job descriptions
- Developing an effective search program
- Utilizing effective interviewing techniques
- Combining uniform assessment criteria with on-the-job performance standards

DATE: Friday, January 14

TIME: 9:30 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 1

FEE: \$75

UNITS: Non-credit

SEQUENCE NUMBER: 65309

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Victor J. Bullara, MBA, human resources management consultant

YOU CAN BE AN EFFECTIVE INTERVIEWER

—*Productive employment interviewing*

This workshop, designed for managers and others who have a responsibility for secondary interviews, is a how-to session that takes you step-by-step from preparation for the interview right through to how to end it. The legalities involved in interviewing — what you may or may not ask — are covered.

This class will show you how to set the tone, direct the interview and ask questions that elicit the information you need in order to hire the most qualified candidates.

Through videotaping mock interviews, you'll be able to try the techniques immediately and receive a critique of your skills.

DATE: Tuesday, February 8

TIME: 5:30 p.m.—9 p.m.

NUMBER OF MEETINGS: 1

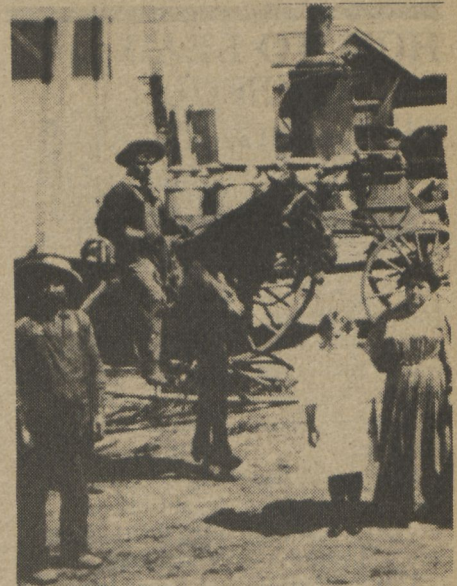
UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: 65343

LOCATION: Northrop Corporation, Gate 5, building 30 (Stop at Guard Station to have security cleared before entering)

INSTRUCTOR: Betty Koller, MSA, training and personnel administrator, Northrop Corporation



“California State University Dominguez Hills, although it is located within an urban environment, can still recall its rural roots. Before construction was begun on the campus in 1967, grazing cattle ran freely over its hills. And before the advent of the automobile, the horse was the popular mode of transportation over the rancho's rolling acres. This photo was taken at a dairy on Rancho Dominguez.”

BUSINESS

HOW TO LEAD SUCCESSFUL MEETINGS

—Accomplish more in less time

Are your meetings busy and long, but the results less than you desire? This workshop will show you how to improve your current skills at leading and participating in meetings.

Your leadership techniques that work will be reinforced and you will develop new methods to accelerate your ability to achieve satisfying results from your meetings.

By learning and using effective planning principles, organizational strategies and facilitating instructions, you will improve your meetings.

This is a learn-by-doing session with group activities.

DATE: Tuesday, March 1

TIME: 6–9:30 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 65312

LOCATION: CSUDH campus,
SBS B216

INSTRUCTOR: Patricia McNaughton,
PhD, management consultant

HOW TO DEVELOP BETTER LISTENING AND MEMORY SKILLS

—A workshop to enhance these important skills

When was the last time a project or assignment went wrong because you did not listen carefully enough when it was assigned? It happens to virtually everyone at some time. And even if you do listen carefully, do you sometimes have trouble remembering what was said?

In this one-day workshop, you will learn how to be a better listener by analyzing your own listening habits and skills. You will also find out who to concentrate on, what you observe and how, by association of words and numbers, you can remember names, addresses, words, telephone numbers and many other details you must remember everyday.

These techniques will also help you to develop better study habits and will help you to remember what you read.

Practical exercises will be presented to help you build both your listening and memory skills.

DATE: Thursday, February 17

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 90246

LOCATION: CSUDH campus,
HFA A211

INSTRUCTOR: Jeffrey Figler, JD,
instructor, San Diego State University
and president, Figler and Associates,
Inc., San Diego

HOW TO NEGOTIATE

—Recognizing and using the world as a huge bargaining table

Negotiating is always taking place — with clients, customers, employees, for a job, or in relationships. How you handle these encounters determines your career and how well you prosper.

In this seminar you will find that negotiating is a learned process and a practical skill that does not take special talent. You will see how to improve your winning percentage with innovative strategies that get you what you want, yet which also satisfy your opponent.

With these skills you will not be a victim during negotiations.

DATE: Wednesday, January 26

TIME: 7–10 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 65313

LOCATION: CSUDH campus,
HFA B303

INSTRUCTOR: Daniel Thompkins,
PhD, business consultant

INFORMATION:
213/516-3741

DEVELOP AUTHENTICITY, ASSERTIVENESS AND LEADERSHIP

—Learn to enhance your personal effectiveness

This one-day workshop will show you how authenticity, assertiveness and leadership all tie together to make better leaders. As a strong leader you are of more value to yourself, your friends, your employer and to society.

Specifically, you will begin to understand how these characteristics, when used together will make you different from the average person.

When you become authentically assertive, relationships may change, you may find people reacting differently to you when you display authenticity and assertiveness and you will find your actions fundamentally different from those who lack authenticity.

This program, with group participation, is the first step for you to take control of your destiny and assert the real you.

DATE: Saturday, February 12

TIME: 8:30 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50 (includes materials)

UNITS: Non-credit

SEQUENCE NUMBER: 65311

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Harlan Polsky, MA, consultant

FIVE SECRETS TO ASSERTIVE LEADERSHIP

—Tap your leadership potential

As a professional in a leadership position you know how important it is to build supportive team relationships to increase productivity, commitment and harmony. But you also know how difficult it is to build those relationships.

There are certain secrets to successful leadership and this seminar will present them to you along with effective ways to implement them in your operation.

The five secrets to be discussed are:

- Control
- Priorities
- Real goals
- Identity
- Ownership

On their own, these secrets will do you little good, so in order to understand how you can use these secrets to advantage, the important factors of human behavior, perception, communication, negotiation skills, the "choice of consequence" approach, goal identification and achievement, teamwork and synergy will also be discussed.

DATE: Friday, March 11

TIME: 9 a.m.—5 p.m.

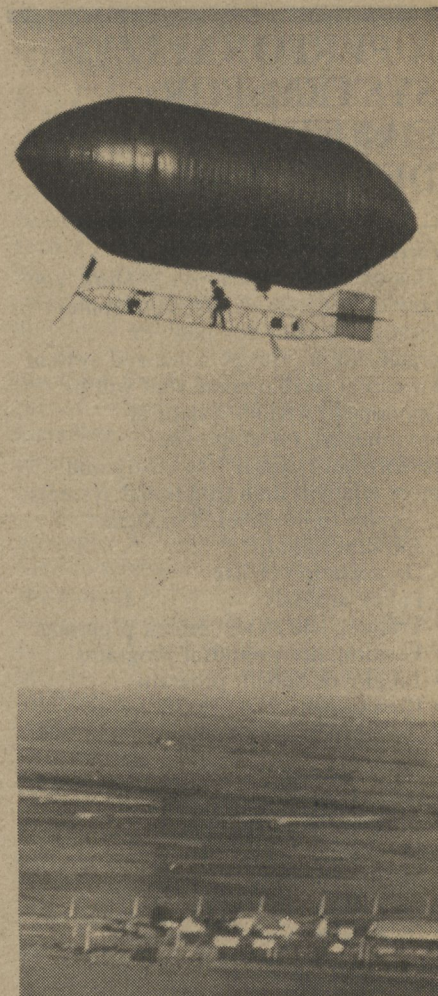
NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER:

INSTRUCTOR: Richard Kewer, BA, president, management consultant firm



“The Goodyear Blimp, a highly sophisticated helium-filled flying machine is moored near CSUDH. However, the dirigibles flown at the 1910 Air Meet held on Dominguez Hill were not very maneuverable. In fact, the flyer had to walk from one end of the girder slung underneath the gas bag to direct the airship of that era.”

BECOME A MORE EFFECTIVE SUPERVISOR

—Human relations is the key

This seminar will help you to learn the skills needed to:

- Understand differing roles in the workplace
- Build teamwork
- Handle conflict
- Motivate others
- Communicate effectively
- Manage your time
- Appraise performance

You will be given techniques to identify and perfect your leadership style, learn to delegate responsibility, and establish personal growth plans.

DATE: Friday, March 11

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

INSTRUCTOR: Richard Kewer, BA, president, management consultant firm

BUSINESS

A PERSONALIZED SYSTEM FOR CAREER DEVELOPMENT

—Increase the effectiveness of your career development program

This one-day workshop will show you how to integrate career development throughout your company or organization. The personalized system for career development that will be developed provides a natural environment for employee performance, yet is less costly and more efficient than traditional systems.

Topics to be covered include:

- Job descriptions
- Organization charts
- Policy analysis
- Training and development programs
- Performance appraisal programs
- Employee benefit programs
- Recruitment
- Employee orientations

DATE: Saturday, January 29

TIME: 9 a.m.–2 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 90144

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Steve Linder, MS,
personnel consultant

MANAGEMENT DEVELOPMENT FOR WOMEN

—The skills you need to be a better manager

In an all-day workshop session you will learn the skills necessary for success as a manager with special emphasis on the situations encountered by women.

Assertiveness, communication skills, exercising authority and dealing with problem people will also be covered.

Your own managerial skills — time management, acting decisively and responding to criticism — will be discussed.

The special role and problems of women in business, including what managerial qualifications are expected of women, trade-offs, and some common misconceptions will be covered. The workshop will discuss understanding male attitudes and masculine concerns in business.

Specific subject areas to be covered are:

- Qualifications for leadership
- Elements of self-management
- Management theories
- Employee orientation and training
- Acting with authority
- Problems in supervision

DATE: Friday, February 4

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, BUS 908

FEE: \$50

SEQUENCE NUMBER: 65314

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Rose Dorrance,
leadership consultant

CAREER DEVELOPMENT FOR ADMINISTRATIVE ASSISTANTS AND SECRETARIES

—Move yourself up the ladder

This one-day workshop will show you how to take responsibility for your career and work life and how to make the best of both.

You will learn how to create a businesslike image, how to deal with problem people, about responding to criticism and what resources are available for your self-development. The natural trade-offs in any work situation will also be discussed.

Some of the specific areas to be covered include:

- Developing an action plan
- Establishing credibility
- Relating to superiors
- Office politics
- Dealing with: hostiles, non-communicators, over-reactors and inadequates
- How to cope with unfair criticism
- Educational opportunities to advance your career
- Wage scales
- Getting a raise or promotion

DATE: Friday, January 21

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 65315

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Rose Dorrance,
leadership consultant

INFORMATION:
213/516-3741

HOW TO WRITE EFFECTIVE GOVERNMENT CONTRACTS

—*For administrators who deal with government agencies*

This one-day seminar will answer the important questions you may have about doing contractual work with the government.

For example:

- Why government contracts?
- How do I write a bid?
- How do I find sources of contract opportunities?
- Are bids "wired"?

The seminar will also cover the important aspects of the actual contract you make with the government:

- Pricing
- Government assistance programs
- Laws, regulations
- Patents, copyrights
- Types of contracts
- Statements of work
- Writing a bid
- Managing your government contract
- Auditing your government contract

DATE: Wednesday, February 16

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 65339

LOCATION: CSUDH campus,
HFA A211

INSTRUCTOR: Jeffrey Figler, JD,
instructor, San Diego State University
and president, Figler and Associates,
Inc., San Diego

MANUFACTURING PLANNING AND CONTROL

—*An executive briefing*

This practical one-day program covers the principles and techniques upper management needs to better understand the planning and control functions in a manufacturing organization.

All functional areas, including engineering, marketing, operations and finance will be discussed with an emphasis upon the interaction among these departments.

The topics to be covered in this valuable and informative seminar include:

- Master scheduling
- Product definition
- Inventory control
- Material requirements planning (MRP)
- Capacity planning
- Shop floor control
- Purchasing

This seminar is especially useful for managers who are involved in installing new manufacturing systems. The opportunities for cost reductions and profit improvement will be stressed. In addition, the seminar leader will highlight the key implementation steps and the measures of performance that ensure project success.

A useful, hands-on notebook of the discussion outlines will be provided.

Enrollment is limited to 40 participants.

DATE: Friday, February 4

TIME: 8:30 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

FEE: \$85 (includes
workbook/reference)

UNITS: Non-credit

SEQUENCE NUMBER: 65345

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Richard A. Savaino,
MS, principal, Industrial Management
Associates, Manhattan Beach

SMILE IN THE FACE OF AN ANGRY CUSTOMER

—*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 strategies 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 and film episodes as:

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

DATE: Friday, February 4

TIME: 9 a.m.–5 p.m.

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU, BUS 908

FEE: \$55

SEQUENCE NUMBER: 65308

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Les P. Herold, PhD,
associate professor of psychology,
California State College San
Bernardino

BUSINESS

Production and Inventory Control Certificate

THE PROGRAM

The Certificate Program in Production and Inventory Control consists of four courses designed to provide education in the field of Production and Inventory Control. Experienced professionals who serve as instructors present principles and techniques as they relate to today's manufacturing world.

WHO SHOULD ATTEND

This series of practical courses is designed to meet the needs of newcomers to the field and other individuals who work in related areas. This program is of benefit to those who desire to increase their effectiveness on the job, prepare for broader responsibilities and further their professional competence in the field of manufacturing planning and control.

THE COURSES

Each of the four courses required for the program are four (4) units. **ALL COURSES ARE DEGREE APPLICABLE.** The courses are to be taken in numerical order as listed below. All courses are offered each quarter and students may begin the cycle at any time of the year. Courses are offered at off-campus sites at several locations throughout the metropolitan Los Angeles area. Classes meet from 6:30-10 p.m.

THE CERTIFICATE

Students who complete all four courses with a 2.5 grade point average are awarded a certificate in recognition for their learning achievement and professional status.

THE COST

The fee for each four-unit course is \$144.

FOR INFORMATION

Call the Extension Office 213/516-3741

INM X219 — BASICS OF PRODUCTION AND INVENTORY CONTROL

This course establishes the foundation for formal Production and Inventory Control systems. The student will learn the terminology associated with manufacturing/distribution control and obtain a working knowledge of the tools, methods, functions, and systems of production and inventory control.

Topics include:

- How P&I control fits into the industrial organization
- Product structure
- Part numbering systems
- Manufacturing routings
- Lead time
- Basic shop/floor control
- Inventory planning and control
- Basic forecasting

INM X220 — INVENTORY PLANNING AND CONTROL SYSTEMS

The student will learn how to apply inventory management tools and techniques. Topics include financial implications, forecasting, fundamentals of inventory management, materials control and purchasing, master scheduling, material requirements planning, inventory management as a system.

Topics include:

- Why have inventories?
- Financial implications
- Forecasting
- Fundamentals of inventory management
- Materials control and purchasing
- Master scheduling
- Materials requirements planning
- Inventory management as a system



Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society, California State University Dominguez Hills School of Management and Division of Extended Education

INM X221 — PRODUCTION PLANNING AND CONTROL SYSTEMS

This course presents the formal techniques and systems for controlling production and capacity in the shop. The student will learn practical shop floor control techniques, including the need for data gathering, feedback reporting, and evaluation of corrective action.

Topics include:

- Shop order release
- Dispatching
- Expediting
- Shop scheduling and loading
- Input/output control
- Shop data collection
- Labor reporting

INM X222 — MANUFACTURING RESOURCES PLANNING

This course will provide the student with the ability to participate in the practical aspects of manufacturing management. Through workshop examples and case studies, the student will learn the pros and cons of various techniques and approaches and identify the potential pitfalls to be avoided. Implementation of the techniques in both computerized and manual environments is covered. The inter-relationships with top management and communication among departments of the company are stressed.

LOCATIONS

SOUTH BAY/WEST LOS ANGELES

McDonnell Douglas Aircraft
190th and Normandie
Torrance

Hughes Helicopters
Gate 13
Centinela and Teal
Culver City

PASADENA

Xerox Medical Systems
125 N. Vinado
Pasadena

Bell & Howell
360 Sierra Madre Villa
Pasadena

Burroughs, Inc.
460 Sierra Villa
Pasadena

PRODUCTION AND INVENTORY CONTROL

THE FACULTY

JIM CONERLY, MBA, Materials
Manager

ANDREW ERIAN, BA, Materials
Manager

ALAN FARR, MBA, CPIM, Materials
Manager

DENNIS FISHER, MBA, CPIM,
Management Consultant

FRANK GIRARD, CPIM, Inventory
Manager

AMAN MOTWANE, MS, CPIM,
Materials Manager

DAVID PETERSEN, Production and
Inventory Control Manager

KIRK PRATHER, MS, CPIM,
Materials Manager

VITTAL RAO, MS, CPIM,
Manufacturing Systems Specialist

RICHARD SAVAIANO, MBA,
Management Consultant

CHARLES WELKER, CPIM,
Manufacturing Systems Analyst

WINTER, 1983

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM SCHEDULE OF CLASSES

Classes begin the week of January 3, 1983

COURSE	SEQUENCE NUMBER	DESCRIPTION	NIGHT	LOCATION	INSTRUCTOR
INM X219	72111	Basics	Monday	Douglas, Torrance	Girard
INM X219	72112	Basics	Tuesday	Douglas, Torrance	Welker
INM X219	72113	Basics	Thursday	Hughes, Culver City	Rao
INM X219	72114	Basics	Thursday	Burroughs, Pasadena	Prather
INM X220	72115	Inventory Control	Thursday	Hughes, Culver City	Conerly
INM X220	72116	Inventory Control	Monday	Xerox Medical System, Pasadena	Fisher
INM X220	72117	Inventory Control	Monday	Douglas, Torrance	Erian
INM X221	72118	Production Control	Thursday	Douglas, Torrance	Farr
INM X221	72119	Production Control	Tuesday	Bell & Howell, Pasadena	Petersen
INM X222	72148	MRP	Thursday	Douglas, Torrance	Motwane
INM X222	72149	MRP	Thursday	Burroughs, Pasadena	Saviano

THE CENTER FOR TRAINING AND DEVELOPMENT, a unit of California State University Dominguez Hills Division of Extended Education, develops and conducts specialized training programs to meet the specific needs of all types and sizes of organizations, both public and private.

Programs can be developed as one-day workshops, short-courses, seminars, institutes and conferences. They can be conducted at your organization, on the University's campus or at other appropriate or convenient locations. Some of the programs available through The Center for Training and Development include:

Supervision skills
Management development
for women
Management skills
Effective business writing

Quality circles
Effective oral presentations
Customer relations
Computer literacy workshops
Stress management
English for foreign
nationals

Pre-retirement planning
Developing listening skills
Speed reading comprehension
workshop
Spanish for supervisors

The Center's staff will be pleased to meet with you to discuss your organization's needs.

For a personal consultation, call Paul Davis, at 213/516-3741.

BUSINESS

Spanish for Public Service Certificate

THE PROGRAM

The Certificate Program in Spanish For Public Service consists of six courses and provides basic writing, reading and speaking skills in Spanish for individuals who deal with native Spanish speakers in the course of their daily work. An additional objective is to increase the participants' understanding of the Hispanic community, thus encouraging improved relationships between employees and the Spanish-speaking public they serve.

WHO SHOULD ATTEND

The program is useful for anyone who must communicate with those whose native language is Spanish.

THE COURSES

Students enroll simultaneously in one Spanish and one Experiential Education course per quarter. The experiential learning component, which is an internship, reinforces the language skills throughout the program. The six-course program requires three quarters to complete and comprises 22 units. **All courses are degree applicable.**

Quarter I

SPA X105 Spanish for Public Service (4 units)
EXE X212 Bilingual Public Service I (2 units)

Quarter II

SPA X202 Commercial Spanish: Business Communication (4 units)
EXE X212 Bilingual Public Service Internship (4 units)

Quarter III

SPA X251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)
EXE X212 Bilingual Public Service Internship (4 units)

THE CERTIFICATE

Students completing all courses in the Program with a minimum 2.0 grade point average will receive a Certificate stating the holder is employable for the purpose of communicating with Spanish-speaking persons.

SCHEDULE AND DATES

The program has both a Fall and a Summer cycle. The Fall cycle offers Saturday classes and runs from September through June; the Summer cycle utilizes an intensive approach to language instruction with classes held weekday mornings. The intensive Summer cycle begins June 20, 1983. Interested persons should call Dr. Raúl Romero, program coordinator 213/516-3325, to be placed on either the Summer or Fall student list to ensure placement in the program.

THE COST

Fees are \$36 per unit: a 4-unit course is \$144. For further information, contact the Extension Office 213/516-3741.



“The original Dominguez Rancho still stands. It is now a Claretian Seminary and has been designated a State Historical Landmark.”

INFORMATION:
213/516-3741

COMPUTERS



“*The Educational Resources Center is the University's library and also houses central administrative offices. The Extension Office is located on the fifth floor of the building.*”

COMPUTER APPLICATIONS IN BUSINESS FOR THE BEGINNER

—A “hands-on” course in operating computers and word processors

This intensive six-week course will provide basic training in data processing. Students will work with micro-computers and word processors to learn how electronic hardware can be interrelated, and how all the functions in an office can be automated, including payroll, accounts receivable, accounts payable and data storage and retrieval.

Enrollment limited to 20

DATE: Tuesdays and Thursdays, January 11–February 17

TIME: 6:30–9:30 p.m.

NUMBER OF MEETINGS: 12

FEE: \$120 (includes floppy disc)

UNITS: Non-credit

SEQUENCE NUMBER: 66548

LOCATION: Micro America Distributing, 17103 Kingsview, Carson, CA 90745

INSTRUCTOR: Gordon Kennedy, director, management information systems, city of Gardena, California

THE CARE AND FEEDING OF YOUR HOME COMPUTER

—Better living — electronically

Within the next eight years data processing will be the nation's largest industry, and most homes will have at least one computer costing less than a standard television.

This seminar is for those who want to learn how to benefit from different types, models and makes of basic computer equipment and to acquire knowledge for selecting a computer system. It requires no special math or prior experience.

If you already have a personal home computer, or if you are contemplating buying one, this introductory seminar will show you how you can use the machine to advantage.

A popular typewriter-size computer that is as simple to operate as a telephone or sewing machine will be demonstrated.

DATE: Saturday, February 12

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$30

UNITS: Non-credit

SEQUENCE NUMBER:

LOCATION: CSUDH campus, SC E143

INSTRUCTOR: Dan Tompkins, PhD, business consultant

COMPUTERS

COMPUTERS IN THE CLASSROOM

—For teachers at all educational levels

This workshop will introduce educators from elementary-higher education to the many uses of the computer in the classroom. Participants will get hands-on experience with a variety of systems, including Apple and Plato.

Software for mathematics, reading, science, social studies and English will be available for preview.

No previous experience is necessary.

DATE: Section I

Friday, February 4—
5–10 p.m.

Saturday, February 19—
8 a.m.–1 p.m.

Section II

Friday, March 4—
5–10 p.m.

Saturday, March 19—
8 a.m.–1 p.m.

NUMBER OF MEETINGS: 2 per section

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 68240

LOCATION: CSUDH campus,
SC E154

INSTRUCTOR: Judson Taylor, PhD,
director of Learning Assistance and
Testing, and professor of Education,
California State University Dominguez
Hills

SELECTING THE RIGHT COMPUTER FOR YOUR BUSINESS



—Two specialized workshops
for manufacturer and retailers

MANUFACTURING

This workshop is designed to answer the questions manufacturers have about computers and their applicability to the needs of industry. You will learn about various types of computers, what their capabilities are, hardware vs. software and how to determine if your business needs a computer.

Also, the selection and acquisition process and how to make it painless and rewarding will be discussed.

DATE: Saturday, January 15

TIME: 9 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

FEE: \$30

UNITS: Non-credit

SEQUENCE NUMBER:

LOCATION: CSUDH campus,
ERC B130

RETAILING

Although you may not realize it, your cash register is a sophisticated type of computer.

This workshop will discuss cash registers and other types of computers especially designed for retail businesses and how they might be applicable to your operation. Your needs in software packages will also be discussed.

DATE: Saturday, February 5

TIME: 9 a.m.–1 p.m.

NUMBER OF MEETINGS: 1

FEE: \$30

UNITS: Non-credit

SEQUENCE NUMBER: 66547

LOCATION: CSUDH campus,
SC K147

INSTRUCTOR: Gordon Kennedy,
director, management information
systems, city of Gardena, California

COMPUTER DOCUMENTATION

—Maximize your computer's effectiveness

How effective a computer system is depends largely on its documentation

— the process of collecting, organizing, storing, retrieving and otherwise using information. Without an orderly documentation system, the computer is unable to give you maximum accessibility to the information in the system.

This two-day workshop will take you through a general discussion of what the computer system is able to do, into special purposes — like record keeping, data bases, inventory control, accounting, word processing and similar uses. Major components of hardware and software will also be discussed.

The second part of the workshop will deal with types of documentation, including inside and outside and how the approach is governed by the subject of the data and the audience it is intended to serve.

DATE: Saturdays, March 5 and 12

TIME: 9 a.m.–4:30 p.m.

NUMBER OF MEETINGS: 2

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 66438

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Everton Conger, MS,
documentation specialist

INFORMATION:
213/516-3741

EDUCATION

RESPONSIBLE SEXUALITY FOR TEENAGERS

—A course for intermediate school teachers

This course, with materials used in the Compton Unified School District Responsible Sexuality Program, will give intermediate school teachers a factual knowledge of teenage sex attitudes and activities.

Some of the topics to be discussed are:

- Attitudes and values and their impact on a teen's self-esteem
- Awareness of lifestyles as they relate to values
- Peer pressure
- Decision making and its steps
- Anatomy and physiology
- Sexually transmitted diseases
- Family life
- How teens can build responsible relationships with parents, siblings, friends and others

DATE: Saturdays, January 8, 22, 29

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

NUMBER OF MEETINGS: 3

FEE: \$28

UNITS: 2, EDU 800

SEQUENCE NUMBER: 68237

INSTRUCTOR: Paul Davis, MEd, adolescent program administrator, King/Drew Medical Center

NOTE: This course is offered in cooperation with the Compton Unified School District. For Details, call Faye Sarfan at 639-4321.

THE CHALLENGE OF CREATIVE TEACHING

—Issues and answers to classroom problems

In today's multi-cultural classroom, traditional teaching techniques may not always be effective. You need new directions, perspectives and management techniques to effectively get the lesson taught.

The forum will cover issues in the classroom, how to get attention and keep it, what to do when a student just isn't learning, how you don't have to be the "bad guy" (it's your choice) and fun and learning in the classroom.

This will be a participation day with teachers learning from one another and the seminar leader.

This class is recommended for new and beginning teachers.

DATE: Saturday, January 29

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

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: 1.0 CEU, EDU 910

SEQUENCE NUMBER: 68235

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Eva Schmidler, MA, special education consultant

INSTRUCTIONAL HUMOR

—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 your ability to tell jokes. Classroom presentations will include: films (e.g., Chaplin, Marx Bros., W. C. Fields), lectures, comedy records (e.g., Woody Allen, Cheech and Chong), guest speakers (e.g., mimes, comedians), books and magazines.

DATE: Saturdays, January 29 and February 5

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

NUMBER OF MEETINGS: 2

UNITS: 2.0 CEU, EDU 934

FEE: \$72 credit; \$50 non-credit

SEQUENCE NUMBER: 68231

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: Peter Desberg, PhD, professor of Education, CSUDH

MANAGING STRESS IN THE CLASSROOM

—A workshop for teachers

As a teacher you not only have to deal with your own stress, but that of your students also. In this one-day workshop you will learn how to alleviate both and direct the energy formerly used up in stress to better use.

This workshop will:

- Give educators the knowledge and capability to identify symptoms of dysfunctional stress in themselves and others.
- Guide participants in redesigning those aspects of work- and life-style likely to contribute to high levels of stress
- Teach methods for minimizing the impact of stress even when confronted with unavoidable stress-evoking events
- Show you how to use the release of energy tied up in stress for improved health, teaching effectiveness and personal satisfaction.

DATE: Saturday, January 22

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

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: 1.0 CEU, EDU 916

SEQUENCE:

LOCATION:

INSTRUCTOR: Phillip Walker, PhD, professional development specialist

EDUCATION

Official Program Monday, Jan. 17
1 9 1 0



LOS ANGELES FREE HARBOR DAY
PRICE 10 CENTS

“The 1910 Air Meet, held near the present campus on the Dominguez Rancho, was the first air meet held in the United States, and was the second air meet held anywhere in the world. Flyers from all over the world made their way to Dominguez Hills where they flew balloons, flying machines, dirigibles and gliders.”

INTERPERSONAL SKILLS FOR EDUCATORS AND ADMINISTRATORS

—Five specialized workshops

This series of five new workshops is being offered to help educators and education administrators improve various aspects of their interpersonal skills — perhaps the most important set of skills for those involved in education.

The skills covered in this series are helpful in conflict resolution, problem solving, negotiating and in establishing and nurturing healthy growth-oriented relationships.

The series will provide learning experiences which allow both prospective educators and those already in the field to explore in practical ways important interpersonal skill areas.

Specifically, the series will allow you to:

- Examine the ways you usually respond to interpersonal situations typical of the educational environment
- Experiment with different approaches you may have wanted to try, but had not had the opportunity to attempt
- Elicit feedback from peers about the effectiveness of the approaches you use
- Experience yourself in a number of different behavioral modes typical of problem or conflict situations

Self-descriptive questionnaires and inventories will also be provided which will help you continue to work on these concepts.

Also of interest . . .

How to Lead Successful Meetings	8
Listening Skills Workshop	8
Spanish for Public Service Certificate Program	14
Computers in Education	16
Master of Arts in the Humanities External Degree	40
Sign Language	21
Stress	26
National Teachers Examinations Prep	33
Speed Reading Workshop	34

THE WORKSHOPS

Elements of Effective Interpersonal Communication — Saturday, February 5

- What is communication?
- What factors are important to achieving effective communication
- Perceptual set and communication
- Practice and critique

Assertiveness In and Out of the Classroom — Saturday, February 12

- Asking for what you want
- Saying No effectively
- Knowing the difference between aggression and assertion
- Practice and critique

Building Trust and Openness Among Your Staff — Saturday, February 19

- What is trust?
- Trust increasing vs. trust decreasing behaviors
- Trusting yourself
- Trusting others

Managing Conflict — Saturday, February 26

- Identifying your frustrations
- Getting in touch with your own anger
- Now that I've found it, what should I do with it?
- Making conflict productive
- Knowing when and how to ask for help
- Practice and critique

Cross-Cultural Communication — Saturday, March 5

- Looking at the stereotypical images we have of each other
- Bridging cultural gaps
- Interpersonal awareness training

TIME: 9 a.m.—5 p.m.

NUMBER OF MEETINGS: 1 (per section)

FEE: \$40 per workshop*

UNITS: 0.8 CEU per workshop, 4.0 CEU for all five workshops, EDU 911A-E

SEQUENCE NUMBER: 68241

LOCATION: CSUDH campus, SC E139

INSTRUCTOR: Phillip Walker, PhD, professional development specialist; and Joann Carr, PhD

*You may enroll in one or all five of the workshops

RHYTHMS AND DANCE FOR TEACHERS OF 2 TO 8-YEAR-OLDS

—*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. Be prepared to move and feel the joy of dance and music.

Bring a tape recorder and wear comfortable clothes.

Preregistration required by February 18. After that date call the Extension office.

DATE: Saturday, February 26

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: 1 CEU, EDU 931

SEQUENCE NUMBER: 68233

LOCATION: CSUDH campus,
GYM A104

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

THE NEW PHYSICAL EDUCATION FOR 2 TO 8-YEAR-OLDS

—*Increase your school's P.E. effectiveness with innovation*

This workshop 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 a 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, January 29

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU 932

FEE: \$40

SEQUENCE NUMBER: 68230

LOCATION: CSUDH campus,
GYM A104

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

TEACHING GYMNASTICS, TUMBLING AND APPARATUS SKILLS

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

Children love tumbling and performing gymnastic stunts and this class 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.

Bring a tape recorder and wear comfortable clothes and rubber soled shoes.

Pre-registration required by March 11. After that date contact the Extension office.

DATE: Saturday, March 19

TIME: 8 a.m.–6 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: 1.0 CEU, EDU 937

SEQUENCE NUMBER: 68232

LOCATION: CSUDH campus,
GYM A104

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

**INFORMATION:
213/516-3741**

EDUCATION

CELEBRATING THE SPRING SEASON

—*Music, art and activities for your classroom*

This hands-on workshop shows teachers many active art projects, related songs, dances and creative activities for the holidays. (Children 8+ accepted if accompanied by an adult for an additional \$3).

Pre-registration required by February 25, after that date call the Extension Office.

DATE: Saturday, March 5

TIME: 8:30–6:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1.0 CEU, EDU 955.1

FEE: \$40 pre-registration (plus a \$3 materials fee to be paid in class); \$45 late registration (after February 25) (plus \$3 material fee)

SEQUENCE NUMBER: 68236

LOCATION: CSUDH campus, SBS A144

INSTRUCTOR: Penelope Greeven, BA, art consultant, faculty, California State University Dominguez Hills; Cecilia Riddell, MAT, Extension instructor of Music

CAHPERD CONFERENCE — MOVING TO LEARN

This two-day conference features a three-track program for:

- Early childhood educators
- Child care development specialists
- Day care center personnel
- Elementary classroom teachers
- Elementary physical education specialists

TOPICS

- Obstacle course and alternative games for teachers
- Perception and physical education
- How to make skills difficulty match the needs of students
- Elementary multi-movement and dance
- Creative movement with jump rope
- Fundamentals of soccer
- How to use the Bruinich–Oseresly test
- Children dance
- Country dance
- How to teach children to deal with stress
- How much should we teach in self-defense?

SPEAKERS

Friday, January 7 — Rena Nadler and Ken Ravizza

Saturday, January 8 — Irene Bland, Kathy Aufesser, Barbara Stolz, Dr. Gene Peterson, Trudy Torrino, Carol Casten, Chris Wood, Kay Martin, Margaret Elliot, Ken Ravizza and Joan Verderber.

REGISTRATION

Conference fees:

CAHPERD members, \$30;

Non-member, \$35;

CAPHERD members at the door, \$35;

Non-members at the door, \$40

Make checks payable to Pat Bledsoe.

Credit fees: Continuing Education

Unit credit available through

California State University

Dominguez Hills Extension

1.5 CEU \$22. Make check payable to CSUDH

Mail both registration and CEU checks to:

Pat Bledsoe

2047 Junipero Avenue

Long Beach, CA 90806

SCHEDULE

Friday, January 7

Registration: 4–6 p.m.

Session: 6–10 p.m.

Saturday, January 8

8 a.m.–5:30 p.m.

Co-sponsored by California State University Dominguez Hills and the California Association for Health, Physical Education, Recreation and Dance.

INFORMATION:
213/516-3741

HEALTH SERVICES

SEXUAL WELL-BEING



—*Human sexuality as a transpersonal experience*

This intensive one-day class will help you answer:

- 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?
- 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 workshop in which a safe space is created for you to confront these issues and others as they relate to your individual experience. You will be led through an experiential learning process including guided imagery, lecture and discussion utilizing audio visual materials, purposeful communications in small groups, and guest speakers.

—Fulfills the guidelines for training in human sexuality as mandated by AB4178 for licensing requirements for psychologists, social workers and marriage and family counselors.

DATE: Saturday, February 26

TIME: 8:30 a.m.—7:30 p.m.

NUMBER OF MEETINGS: 1

FEE: \$55

UNITS: 1.0 CEU, PSY 900

SEQUENCE NUMBER: 71018

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Gary Yates, director,
High Risk Youth Project, Children's
Hospital, Los Angeles

SPANISH FOR MEDICAL PERSONNEL I

—*Beginning Spanish with dialogue related to medicine*

This lively and productive course will instruct students in beginning Spanish with an emphasis on conversational skills for everyday communication. Dialogue and language practice of special use to medical personnel will also be included.

There are no prerequisites for this class.

Spanish for Medical Personnel is recommended for physicians, medical technologists, nurses and other allied health professionals. Credit from this course may be used by some health professionals to fulfill continuing education requirements for State relicensure.

A continuation section of this class will be offered in spring.

DATE: Saturdays, January 8—March 12

TIME: 9:30 a.m.—noon

NUMBER OF MEETINGS: 10

FEE: \$140 (plus a \$4 materials fee)

UNITS: 4.0 CEU, SPA 900

SEQUENCE NUMBER: 71016

LOCATION: CSUDH campus,
SBS B101

INSTRUCTOR: Raúl Romero, PhD,
assistant professor, CSUDH

SIGN AND BODY LANGUAGE



—*You don't have to say a word*

This class teaches you how to effectively communicate with the severely hearing impaired through the use of sign language and finger spelling.

American Sign Language and Signed English are stressed, but all forms of manually-coded English will be touched upon.

Students will learn new signs during each class meeting and will review and practice signs already learned.

This course is especially useful to teachers and health care professionals.

Fulfills requirements under Section 504, Rehabilitation Act of 1973 for hospital administrators.

DATE: Thursdays,

January 13—March 17

TIME: 7–9 p.m.

NUMBER OF MEETINGS: 10

FEE: \$40

UNITS: 2.0 CEU, COM 901

SEQUENCE NUMBER: 71022

LOCATION: CSUDH campus,
SC E139

INSTRUCTOR: Robert J. Springer,
MS, consultant in motivational therapy,
speech and language therapy



Courses marked with this symbol are approved by the Board of Registered Nursing for nursing

relicensure credit. Provider

California State University

Dominguez Hills approved by the
California Board of Registered
Nursing, provider number 02461.

HEALTH SERVICES

GENETICS IN OBSTETRICS AND GYNECOLOGY

—A one-day workshop for health professionals

This class explores the practice of clinical genetics in obstetrics and gynecology.

Topics to be discussed include:

- Sex chromosome anomalies
- Environmentally induced birth defects
- Infertility and pregnancy loss
- Prenatal diagnosis
- Genetic counseling



DATE: Friday, January 28

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: 0.6 CEU, HEA 962

SEQUENCE NUMBER: 71019

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Jeffrey Shulkin, MS,
CLSp(CG), director, Human Genetics
Update Service

CANCER: A GENETIC PERSPECTIVE



—A one-day workshop for health professionals

This class is an introduction to the hereditary aspects of cancer in man.

Topics to be discussed include:

- Known inherited malignancies
- Familial clustering
- Genetic diseases with an increased risk of malignancy
- The leukemias
- Genetic markers and malignancy association
- Genetic counseling for at-risk families

DATE: Friday, March 18

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: 0.6 CEU, BIO 902

SEQUENCE NUMBER: 71021

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Jeffrey D. Shulkin,
MS, CLSp(CG), director, Human
Genetics Update Service

ISSUES IN PEDIATRIC GENETICS



—A one-day workshop for health professionals

This class explores the practice of clinical genetics in pediatrics.

Topics to be discussed include:

- Chromosome aberrations
- Sex chromosome anomalies
- Inherited biochemical defects
- Race and ethnic clustering
- Newborn screening programs
- Treatment and therapy
- Genetic counseling

DATE: Friday, February 25

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: 0.6 CEU, BIO 903

SEQUENCE NUMBER: 71020

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Jeffrey Shulkin, MS,
CLSp(CG), director, Human Genetics
Update Service

PATHOLOGY WORKSHOP FOR NURSES AND OTHER HEALTH CARE PERSONNEL

—Understanding the function and operations of the hospital's pathology department

This workshop provides a look at the functions of a pathology department as it relates to the medical professional, especially nurses and similar medical personnel.

Among the topics to be detailed during the two-day program are:

- Histology
- Cytology
- Surgical pathology
- The autopsy service



In addition, various aspects of each area will be covered including: instrumentation and procedures, dissection, examples of pathology, and theory of certain diseases.

DATES: Tuesday, Wednesday,
March 8 and 9

TIME: 6–9 p.m.

NUMBER OF MEETINGS: 2

FEE: \$50

UNITS: 0.6 CEU, BIO 901

SEQUENCE NUMBER: 71017

LOCATION: CSUDH campus,
SRT T102

INSTRUCTOR: Bruce Koepp, BS,
pathologist assistant, Good Samaritan
Hospital, San Jose, California

LEGAL AND ETHICAL ISSUES FOR MENTAL HEALTH PROFESSIONALS



—An intensive weekend program

This weekend program presents in-depth discussion and update on many of the legal and ethical issues affecting counselors, administrators and others in the helping professions.

Discussions will include current problems and areas that are creating public controversy or demanding participation in the legal process.

Topics will include:

- Rights of clients and their families
- Child abuse
- Rights to treatment
- Rights to refuse treatment
- Confidentiality and privilege
- Conservatorship
- Competency to stand trial
- Insanity
- Malpractice
- The expert witness
- Testifying in court

DATE: Friday, March 4,
6:30–9:30 p.m.
Saturday, March 5,
9 a.m.–4 p.m.

NUMBER OF MEETINGS: 2

FEE: \$65

UNITS: 1.0 CEU, HEA 963

SEQUENCE NUMBER: 71023

LOCATION: CSUDH campus,
SBS D215

INSTRUCTOR: Ronald A. Roson, PhD,
associate professor and chair,
department of psychology, Whittier
College and director of psychological
services, University of California at
Riverside



“George Carson married Victoria Dominguez, daughter of Don Manuel Dominguez, patriarch of the Dominguez family. The Carson family, after whom the city of Carson was named, lived in this stately Victoria-style manor on land next to the original Rancho Dominguez Adobe along what is now Alameda Street, just east of the CSUDH campus.”

Also of interest . . .

Starting Your Own Consulting Business	6
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INFORMATION:
213/516-3741

HEALTH SERVICES

Certificate in Alcoholism Counseling

THE PROGRAM

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

WHO SHOULD ATTEND

The program is designed for individuals who desire to work in the field of alcoholism counseling. Additionally, individuals who work in any of the helping professions will find the program useful in preparing them for broader responsibilities.

ENTRANCE REQUIREMENTS

Applicants must have completed at least two years of college and have at least two years of work experience in a health or human service agency. Students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience, with the permission of the Program Coordinator.

Applicants must complete an application form and send it to the Extension Office together 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 students will be screened for continuance after they have completed X281.

For information call Brenda Blow 213/516-3741.

THE COURSES

Students must successfully complete all eight courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

LOCATION AND SCHEDULE

Classes are held from 6:30-10 p.m. week nights at Aviation High School, 2025 Manhattan Beach Boulevard, Redondo Beach.

THE COST

The fee is \$34 per unit; a four-unit course is \$128.

QUARTER I

HEA X282 Introduction to Counseling Techniques (4 units)

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

HEA X280 Introduction to Alcoholism Counseling (4 units)

This course is designed to provide basic knowledge of the effects of alcohol abuse, both psychological and physical. The student also acquires an understanding of the counseling relationship and process, and the major tasks and responsibilities of the alcoholism counselor.

QUARTER II

HEA X281 Individual Counseling Techniques (4 units)

This course develops an understanding of the psychological factors that lead to alcohol abuse and the implications for treatment. Various types of therapy are discussed and practiced. Ethical concerns, guidelines for assessing clients and determining prognosis and personality dynamics of alcoholics are covered.

QUARTER III

HEA X300 Introduction to Group Counseling (4 units)

This course covers specific problems and situations counselors encounter in group sessions. Students learn specific techniques for group counseling through in-class exercises.

HEA X301 Introductory Practicum (2 units)

This course introduces the student to the applied counseling experience. Students become knowledgeable about community resources, learn documentation techniques and gain insight into the roles of the counselor, the public and others in the client's life. Students are responsible for finding practicum placement from a list of approved agencies.

QUARTER IV

HEA X283 Dynamics of the Family (4 units)

This course studies the relationship of the family to the alcoholic syndrome. The class is designed to help the student understand himself/herself better and make positive behavioral changes in his or her life. Students also learn to identify and solve specific problems relating to the family of the alcoholic.

HEA X302 Practicum: Family (2 units)

This course covers the resources available to the family. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship and counseling techniques.

QUARTER V

HEA X303 Practicum: Individual and Group Counseling (2 units)

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

THE CERTIFICATE

Upon satisfactory completion of all eight courses with a minimum 2.5 grade point average, the student will receive a Certificate as recognition of their educational achievement and professional status. This Certificate is widely recognized by alcoholism treatment centers.

PERSONAL DEVELOPMENT

Also of interest . . .

Starting a Home-Based Business	5
Career Development for Administrative Assistants and Secretaries	10
Management Development for Women	10
Care of Your Home Computer	15
Sexual Well-Being	21
Sign Language	21
Sailing and Navigation	31
Bicycle Racing	32
Speed Reading Workshop	34
Writing Travel Articles	35
Open University	38

LET'S GET GROWING I

—A course to help you become assertive

This is a dynamic six-week course 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, January 15–February 26

TIME: 9:30 a.m.–1 p.m.

NUMBER OF MEETINGS: 6

FEE: \$72 credit, \$50 non-credit

UNITS: 2, PSY X269, degree applicable

SEQUENCE NUMBER: 79663/Credit; 79664/Non-credit

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, author of *Let's Get Growing*, director, A-C-T Institute

LET'S GET GROWING III

—A course to help you act, not react

Does criticism make you defensive or angry? Do people listen when you speak? This class will teach you how to handle criticism or put-downs assertively. Discover tested alternative solutions to decision-making and relaxation methods that reduce stress. Topics will include:

- Achieving credibility
- Attitudes and their influence on your behavior
- Listening assertively
- Self-evaluation
- Building self-esteem with effective behavior

DATE: Saturdays, March 5 and 12

TIME: 9:30 a.m.–2:30 p.m.

NUMBER OF MEETINGS: 2

FEE: \$36

UNITS: 1, PSY X273, degree applicable

SEQUENCE NUMBER: 79662

LOCATION: CSUDH campus, SC D154

INSTRUCTOR: Eve Cappello, PhD, Behavioral Consultant, director ACT Institute, author of *Let's Get Growing*

NOTE: Let's Get Growing I, II, III may be taken in any order.

INFORMATION:
213/516-3741

PERSONAL DEVELOPMENT

CONTROLLING YOUR STRESS

—Developing adaptability to change

Stress is a fact of life. Everyone is affected by it. In this workshop you will learn how to become aware of your need to become flexible, accept change as a natural part of living and thereby reduce stress.

Through psychological, social and economic adaptation, you will learn to develop your flexibility to life changes. By learning how to cope with change — and avoid stress — you will have taken the first step toward a better and healthier life.

You will discover how to:

- Assert yourself
- Manage your time
- Handle fear
- Control your life

In addition you will learn what the positive aspects of stress are and how to use them to advantage.

DATE: Friday, January 28

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 90165

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Irene Goolsby, MA,
consultant

ACHIEVING TOTAL HEALTH AND MAXIMUM FITNESS

—Nutrition, exercise, stress management and mind dynamics

This one-day active workshop will show you the latest scientific research in nutrition, exercise, stress management and mind dynamics to help you immediately begin on the path toward total health and maximum physical fitness.

Specific means will be presented to help you achieve the goals you will set. You will learn how self-actualization is a holistic experience and how to reach your hidden potential through self-actualization.

Specific activities to be covered include:

- Variations in diet
- Rapid, safe weight loss
- Essential facts about vitamins and minerals
- Movement awareness
- Flexibility and yoga
- Strength and muscle development
- Setting your goals
- What stress/distress are
- Progressive relaxation
- Guided imagery
- The subconscious
- The power of goal setting

DATE: Saturday, February 26

TIME: 9 a.m.–4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 71058

LOCATION: Hermosa Beach
Community Center, 710 Pier Avenue,
Hermosa Beach

INSTRUCTOR: Dennis Estabrook, BA,
health lecturer

Dennis Estabrook is a lecturer for a health consulting medical group. He was formerly a director of the Pritikan Longevity Program.

DEVELOPING A POSITIVE SELF-IMAGE

—Learn to like yourself better

Is your morale low and do you lack initiative? Are you enthusiastic about going to work or do you dread the thought of going each day? Do you find it hard to be on time when in the past you were the company's "eager beaver"?

If you answered yes to one or all of those questions you probably lack motivation — the willingness to perform or act.

You must think positively about yourself in order to grow and develop and to have motivation. The lack of a positive self-image (PSI) can negatively affect your behavior in many ways. This workshop will teach you a new concept in thinking so that you can project the positive person you really are.

You will learn to:

- Overcome barriers to positive action
- Transform negative self-images to positive self-images
- Build positive belief systems
- Create your own unique life role
- Assess, know and appreciate the real you
- Grow to heights of self potential

DATE: Friday, February 25

TIME: 9 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 90160

LOCATION: CSUDH Campus,
SCE E143

INSTRUCTOR: Irene Goolsby, MA,
consultant

HOW TO GET THE RIGHT JOB

—A day with the experts who do the hiring

This practical one-day seminar brings you into direct contact with a vice-president from the banking industry, a personnel director from a large utility company and an executive recruiter who is a former high school principal, adult education administrator and college professor.

You will learn from the experts exactly what personnel managers and businesses are looking for in contemporary job seekers.

- How to put together a resumé that gets read
- What are the current areas of high employment for professionals?
- What kind of realistic salary and promotion expectations should you have?
- What types of companies suit your talents and abilities best?
- How do you get through a job interview successfully?

DATE: Saturday, February 26

TIME: 8:30 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 65350

LOCATION: CSUDH campus,
SBS E216

INSTRUCTOR: Harlan Polsky, MA,
consultant

INVESTMENT STRATEGIES

—Assessing the United States' economic outlook

This seminar will discuss the United States' current economic condition and how that condition affects your investment strategies now and in the future.

Specifically you will learn about:

- The importance of liquid assets in your investment program
- The differences between IRAs, T-Bills, stocks, bonds, and real estate as investment vehicles
- How to profit from high interest rates
- The impact of "supply side" economics on business and financial decisions.

Note: Students should obtain a copy of the *Wall Street Journal* before the class session as this publication will be discussed and you will learn how to read it for information and profit.

DATE: Saturday, February 26

TIME: 9 a.m.—noon

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 90159

LOCATION: Hermosa Beach
Community Center, 710 Pier Avenue,
Hermosa Beach

INSTRUCTOR: Sanford W. Kahn, MS,
registered investment advisor

PLANNING FOR RETIREMENT

—There's more to it than finances

This one-day seminar will show you that there is more to retirement planning than finances — there are health aspects, leisure time activities and other important features.

These, in addition to financial aspects of your golden years, will be discussed.

The impact on families of aging will be discussed, as will specific illnesses prevalent in older Americans. Symptoms that should cause concern and what to do about them will be covered. Ways to stay healthy through diet, exercise and other methods of caring for your body will be discussed.

How to maintain your mental and spiritual health will also be covered.

The kinds of leisure time activities that are beneficial to you will be covered and a variety of resources will be made available on the subject.

Finances will also be discussed, including where to turn for help on questions of income, how much savings and under what system you should have and what kinds of investments will help give you peace-of-mind in your retirement years.

DATE: Saturday, February 5

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

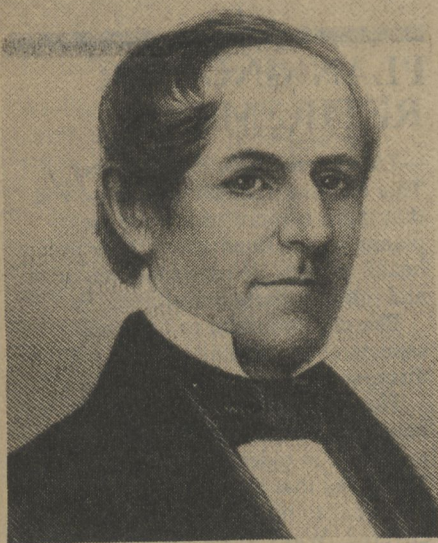
SEQUENCE NUMBER: 90161

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Marion G. Marshall,
MS, Extension instructor of
Gerontology

INFORMATION:
213/516-3741

PERSONAL DEVELOPMENT



“Don Manuel Dominguez was the patriarch of the Dominguez family. His father, Don José Dominguez, was initially granted the rancho, the largest land grant in California, by the territory's governor for his exploits in the war.”

RAISING HEALTHY CHILDREN

—Establishing positive patterns during the early, vulnerable years in your child's life

The years from pre-birth to age 10 are the most critical and vulnerable in your child's health. Unfortunately, children are now suffering diseases that were formerly thought to be “adult” problems, such as high blood pressure and cancer.

However, this one-day seminar/workshop will give you practical approaches to help your children achieve a healthy life through a healthy lifestyle — one that you set up early.

The emphasis will be on the areas of nutrition, sensory motor development, developing a positive self-image, establishing loving communications and behavioral management. By giving important nurturing attention to these areas, your child will achieve physical, mental and emotional development.

Books, records, support groups and other resources to continue your child's healthy development will be introduced.

This workshop is also useful to teachers, pre-school instructors and other professionals who have contact with children from prenatal stage to age 10.

DATE: Saturday, February 5

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 90175

LOCATION: CSUDH campus,
SBS D215

INSTRUCTOR: Dennis Estabrook, BA,
health lecturer

TODDLER UNIVERSITY

—Give your child an intellectual head start

Prospective parents, parents of new-borns, and even parents of “old” one-year-olds all want to develop the full potential of their children.

This one-meeting seminar will show you easy, safe, and spectacular techniques that may give your child an outstanding developmental start. The seminar will cover techniques that you can use from your child's day of birth onward. You will even learn to teach your baby to read and do arithmetic as early as eight months.

These techniques will help you make an early diagnosis of learning difficulties and help correct them.

Children are welcome if parents are unable to make arrangements for their care, but this seminar is for parents.

DATE: Saturdays, January 15 and 22

TIME: 10 a.m.—1 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 90152

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: William Puett, PhD,
lecturer in Philosophy, California State
University Dominguez Hills

CONVERSATIONAL SPANISH

—*A part of the Spanish for Public Service Certificate program*

This course is for students with a beginning knowledge of Spanish (no less than one college level course). This energetic class offers training in speaking, listening and writing in Spanish with a special emphasis on Spanish conversational skills for everyday communication.

In addition, the course provides selected dialogue and language practice which reflects a variety of public service and employment settings.

This course is especially useful for teachers and other school personnel, businesspersons, civil service personnel and others who deal with Spanish-speaking individuals.

This course may be applied as required credit to the Spanish for Public Service Certificate program offered by Extended Education. See page 14.

DATE: Saturdays, January 8–March 12

TIME: 8 a.m.–noon

NUMBER OF MEETINGS: 10

FEE: \$144 (plus a \$4 materials fee)

UNITS: 4, SPA X202 degree applicable

SEQUENCE NUMBER: 65074

LOCATION: CSUDH campus, SBS A104

INSTRUCTOR: Benjamin Pena, PhD, instructor, Department of Foreign Languages, California State University Dominguez Hills

CALLIGRAPHY

—*For right handed people*

In this workshop you will learn a basic calligraphic style which you can use for your everyday needs including Christmas cards, greeting cards, stationery and business cards, documents and awards. You will also learn how to prepare work for printing.

A materials kit will be provided (fee to be paid in class) along with a syllabus containing notes on calligraphic methods, helpful hints for applying calligraphy to your needs and several calligraphic letter guides. There will be ample time for you to become familiar with the tools and beginning calligraphic lettering.

This five-hour seminar will include both demonstrations and practice.

This workshop is recommended for those who want to use calligraphy for either personal or professional purposes.

DATE: Saturday, February 12

TIME: 10 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$25 (plus a \$10 material fee to be paid in class for a calligraphy kit, right handed calligraphic pens, pen holder and paper)

UNITS: Non-credit

SEQUENCE NUMBER: 64167

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and Art department chairman, California State University Dominguez Hills

ADVANCED CALLIGRAPHY

—*Advanced techniques and methods to expand your skills*

This one-day workshop is for those with some calligraphy experience who want to be able to produce more attractive cards, invitations, announcements, signs, brochures — and maybe even make money doing it.

This five-hour seminar is for either right- or left-handed calligraphers.

You will learn several new formal hands, work with decorative calligraphy, color, inks and printing. You will also learn:

- Border treatments
- Color inks and gouache
- Effective composition or layouts
- Camera-ready for offset printing
- Paper selection
- How to sell your work

You should bring the calligraphy pens and ink you now use. You will also need a dip pen for use during the seminar. A small supply will be available in class for a modest price. You will also receive a work kit containing the manual, a variety of paper and ink.

DATE: Saturday, February 26

TIME: 10 a.m.–3 p.m.

NUMBER OF MEETINGS: 1

FEE: \$25 (plus \$10 materials fee for kit to be paid in class)

UNITS: Non-credit

SEQUENCE NUMBER: 90153

LOCATION: CSUDH campus, HFA C104

INSTRUCTOR: Bernard W. Baker, MFA, associate professor and Art department chairman, California State University Dominguez Hills

PERSONAL DEVELOPMENT

MOTION PICTURE PRODUCTION

—Super 8 mm filmmaking

This course is a beginning workshop in the practical and aesthetic problems in filmmaking for professional and personal use. You will be led through the basics of filmmaking and will produce a single concept super 8 mm film. You will be responsible for all elements of production and for evaluating other student projects.

Topics to be covered include:

- Scripting
- Story boarding
- Cinematography
- Editing
- Sound

Students must supply their own camera equipment, film and film processing.

Pre-enrollment is required for this class.

This course is recommended for: Home filmmakers, cinema students, public relations and advertising professionals.

DATE: Saturdays,
January 15–February 26

TIME: 11 a.m.–2 p.m.

NUMBER OF MEETINGS: 6

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 90151

LOCATION: CSUDH campus,
SC K147

INSTRUCTOR: James Ursini, MA,
writer-director, author and film educator

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The California State University Dominguez Hills Conservatory of Music, Dance, and Drama provides a variety of artistic experiences for children and adults.

Each program offered by the Conservatory provides individualized personal attention.

PRIVATE MUSIC LESSONS

\$75 fee/Ten 30-minute lessons
Music Recital on Sunday, March 20,
1 p.m.

Lesson times to be arranged with instructor. Call David Champion
213/516–3543 to arrange time.
Begins week of January 10.

#901 Piano	#909 Trumpet
#902 Violin, Viola	#910 Trombone
#903 Cello	#911 French Horn
#904 String Bass	#912 Tuba
#905 Flute	#913 Drums and Percussion
#906 Oboe	#914 Guitar
#907 Clarinet	#915 Electric Bass
#908 Saxophone	#916 Voice
	#917 Recorder

ORFF SCHULWERK

Music and Movement for Children
\$45 fee/Ten 45-minute classes
Prepare children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading. Recital at the last class meeting. Classes held in HFA A–202.

Dates: Saturdays, January 15 to March 19

#935 11:15–noon	3– 5 year olds
#936 noon–12:45 p.m.	6–10 year olds

CREATIVE DRAMA AND ACTING

\$45 fee/Ten 45-minute classes
Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities. Recital at the last class meeting. Classes held in HFA A–202.
Dates: Saturdays, January 15–March 19

(holiday November 27)

#940 11–11:45 a.m.	6– 9 year olds
#941 12–12:45 p.m.	10–12 year olds
#942 1–1:45 p.m.	teens and returning students

BALLET

\$45 fee/Ten 45-minute classes
Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. Recital for both Friday and Saturday classes will be held March 20 at 3 p.m. Classes are held in the dance studio of the CSUDH Gymnasium.

Dates: Friday, January 14 to March 18
or Saturdays, January 15–March 19

Fridays	
#927 4–4:45 p.m.	3–5 year olds
#928 5–5:45 p.m.	6–8 year olds
#929 6–6:45 p.m.	teens and adults, beginning
#930 7–7:45 p.m.	teens and adults, grade I

Saturdays	
#921 9– 9:45 a.m.	6– 8 year olds
#922 10–10:45 a.m.	3– 5 year olds
#923 11–11:45 a.m.	9–12 year olds
#924 12:30– 1:15 p.m.	teens and adults, beginning/grade I

#925 1:30– 2:15 p.m.	teens and adults, grade II
	teens and adults, advanced

#926 2:30– 3:15 p.m.	advanced
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SEQUENCE NUMBER: 764M1

INFORMATION:
213/516–3741

RECREATION

Great Traditions of the Sea

PRACTICAL BASIC SAILING

—On the water experience

This basic sailing class utilizes a 22-foot longboat yawl in which you will be introduced to the fundamentals of sailing, the anatomy of a sailboat and sailing on all points of the wind.

Practical aspects of sailing — tacking, sail balance, docking, reefing, heaving to, helmsmanship, rights of way and man-overboard techniques — will be discussed and demonstrated.

A dockside demonstration using a 51-foot schooner will also be included.

DATE: Section I — Saturdays,
January 29 and February 5
Section II — Sundays, January
30 and February 6
Section III — Saturdays,
February 12 and February 19
Section IV — Sundays,
February 13 and February 20

TIME: 11 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 2

FEE: \$15 (plus a \$50 sailboat rental fee paid at vessel)

UNITS: Non-credit

SEQUENCE NUMBER:

LOCATION: Yankee Whaler Inn,
Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron
Remsburg, MA, Extension instructor
of Navigation and Sailing

PRACTICAL NAVIGATION

—Experiential learning on the water

This class is for students who have completed basic sailing and classroom navigation. The emphasis is on actual navigation practice, but the course will also give the student the experience of sailing a large vessel.

Lessons will include navigation review necessary for voyage, sea navigation, equipment and safety features aboard, parts and functions of a vessel and procedures underway.

The vessel used is the *Atlantis*, a 51-foot schooner documented as a sail and sailorship training vessel by the United States Coast Guard. **Limit 6 students in each section.**

DATE: Section I — Saturday,
February 26
Section II — Sunday, February
27

TIME:

FEE: \$15 (plus a \$50 sailboat rental fee to be paid at vessel)

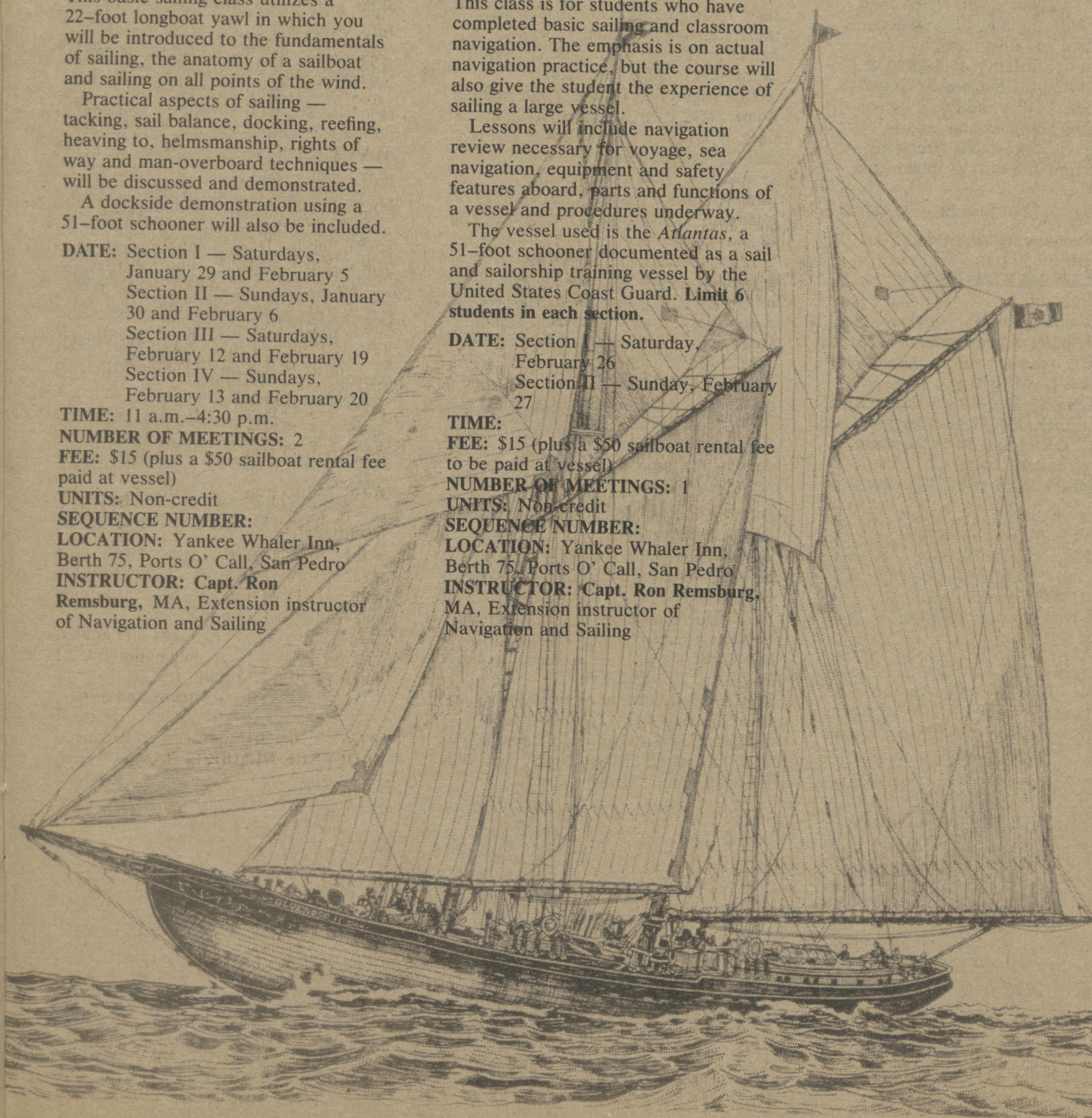
NUMBER OF MEETINGS: 1

UNITS: Non-credit

SEQUENCE NUMBER:

LOCATION: Yankee Whaler Inn,
Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron Remsburg,
MA, Extension instructor of
Navigation and Sailing



RECREATION

NAVIGATION THEORY

—Finding your way at sea

This dockside navigation class will prepare you for all but trans-oceanic passages. The course will cover chart reading, nautical guides, navigation aids, latitude and longitude determination, distance and speed at sea, charts and the magnetic compass, course lines, LOP's and fixes, use of hand-bearing compass and polaris, types of navigation, radio direction finder, current and drift problems and running fixes.

Lectures are coordinated with slides.

DATE: Mondays, April 4–May 1

TIME: 7:30–10:30 p.m.

NUMBER OF MEETINGS: 5

FEE: \$36/Credit

\$30/Non-credit

UNITS: 1, EDU X124 degree applicable

SEQUENCE NUMBER:

LOCATION: Yankee Whaler Inn, Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of Navigation and Sailing

SAILING AND SEAMANSHIP THEORY CLASS

—Understanding sailing vessels

This class includes concepts which will take the beginning sailor from a basic understanding of sailing vessels to handling vessels in extreme conditions of interest to advanced cruisers.

Discussion will include basic sailboat nomenclature, great sailing ships of the past, types of rigging, weather and lee helm, sailing and heavy weather seamanship, hull nomenclature, plimsoll lines, huss stability, sailing positions, sailing maneuvers and sailing in heavy weather.

Also included will be discussion of tacking up and down wind, problems of irons, leeway, apparent and true wind, centerboard, daggerboard and keels, anchoring, boat handling and docking, capsizing and what to do, man-overboard, rules of the road, and marlinspike seamanship (knot tying).

This course uses a slide/lecture format and includes a dockside demonstration using the 51-foot schooner *Atlantis*.

DATE: Monday, May 9–June 6, plus time to be arranged

TIME: 7:30–10:30 p.m.

NUMBER OF MEETINGS: 4

FEE: \$36/Credit

\$30/Non-credit

UNITS: 1, EDU X124, degree applicable

SEQUENCE NUMBER:

LOCATION: Yankee Whaler Inn, Berth 75, Ports O' Call, San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of Navigation and Sailing

BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7–11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July, 1982, will be the venue for all closed-track cycling events in the 1984 Olympics. The Velodrome is a 333.3-meter track of concrete construction, with 30-degree banking on the east and west ends. It is widely regarded as the finest facility of its kind in the United States.

The Division of Extended Education is offering a diversity of courses and programs on the Velodrome. Four-week Beginning and Intermediate training classes enable riders of all ages and both sexes an opportunity to become familiar with closed-track racing techniques as well as providing an exciting new activity to advance their physical conditioning. A specialized training program for recovered cardiac patients will also begin soon, and other educational programs involving the community are planned.

If you are interested in any of these programs, call Debbie Bryan-Harvey at 213/516–3741.

STUDY SKILLS

TEST PREPARATION

Bobrow Test Preparation Services, which provides instruction for the SAT, GRE, GMAT test prep courses, originated at California State University Northridge, by request of the student body 10 years ago. Since that time it has assisted more than 300,000 students in preparing for graduate and entrance exams.

The programs have been developed and evaluated by authors of well known test preparation text books. Dr. Jerry Bobrow, executive director of Bobrow Test Preparation Services, is the author of Barron's New Guide to the Law School Admission Test, Contemporary Books Inc. Preparation for the Graduate Record Examination, Cliff's Notes Preparation for the Graduate Management Admission Test and many other test preparation books.

The teaching staff of Bobrow Test Preparation Services are attorneys, CPA's, math and reading specialists and other specialist instructors who are fully credentialed and who have earned advanced degrees.

GRE (GRADUATE RECORD EXAMINATION) REVIEW

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

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

DATE: Session II (for the February 5 exam)

Saturdays, January 8-29

TIME: 8:30 a.m.-1 p.m.

NUMBER OF MEETINGS: 4

FEE: \$95 (includes materials)

UNITS: Non-credit

SEQUENCE NUMBER: 65325

LOCATION: CSUDH campus, SC E139

SAT (SCHOLASTIC APTITUDE TEST) PREP

This workshop is designed to give the SAT test-taker an edge on the test by being well-prepared.

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

The Test of Standard Written English will also be discussed.

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

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

DATE: Session III (For the March 19 exam)

Saturdays, February 26-March 12

TIME: 1 p.m.-4:30 p.m.

NUMBER OF MEETINGS: 3

FEE: \$55 (includes materials)

UNITS: Non-credit

SEQUENCE NUMBER: 90126

LOCATION: CSUDH campus, SC K147

GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas on the GMAT:

- Mathematical ability
- Reading comprehension
- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- Verbal analogies
- Antonyms
- Sentence completion
- Data interpretation

DATE: Session II (for the March 19 exam)

Saturdays, February 26-March 12

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

NUMBER OF MEETINGS: 3

FEE: \$95 (includes materials)

UNITS: Non-credit

SEQUENCE NUMBER: 65324

LOCATION: CSUDH campus, SC E143

NTE (NATIONAL TEACHERS EXAMINATION) REVIEW

This workshop is designed to review general information about the test and its format as well as offering test-taking strategies and relaxation techniques. Each section test will be reviewed and mini-quizzes will be given.

DATE: Saturday, January 15

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

NUMBER OF MEETINGS: 1

FEE: \$50 (includes a \$9.95 book)

UNIT: Non-credit

SEQUENCE NUMBER: 68255

LOCATION: CSUDH campus, SC D138

INSTRUCTOR: Idell Holburt, MEd, Academic Advisement Programs, University of California, Los Angeles

INFORMATION:
213/516-3741

STUDY SKILLS

SPEED READING AND COMPREHENSION WORKSHOP

—Learn to read faster and comprehend more

You will learn how to sharply increase your comprehension while doubling — and even tripling — your reading speed with most material. The techniques taught in this class are appropriate to all kinds of reading material including academic or business and technical journals. Through a combination of lecture and demonstration, with much individual attention from the instructor, you will increase your reading speed, comprehension and move to increasingly difficult material.

You will be able to measure your own progress during the workshop through a Nelson Denney pre- and post-test.

The workshop will be conducted by instructors from the Institute of Reading Development (IRD), which specializes in speed reading and comprehension programs for college students and professionals.

DOUBLE WEEKEND WORKSHOPS

DATES: Section I — January 15, 16 and 22, 23

Section II — January 29, 30 and February 5, 6

TIME: 9 a.m.—1:30 p.m.

NUMBER OF MEETINGS: 4 each session

UNITS: Non-credit

SEQUENCE NUMBER: 90127

FEE: \$155

LOCATION: CSUDH campus, SC E143

SIX-WEEK WORKSHOP

DATES: Wednesdays, January 19–February 23

TIME: 7–10 p.m.

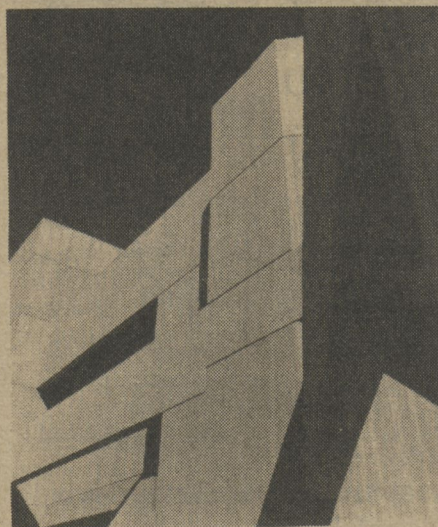
NUMBER OF MEETINGS: 6

FEE: \$155

UNITS: Non-credit

SEQUENCE NUMBER: 90128

LOCATION: CSUDH campus, HFA A330



“*The University Theater, an award-winning design, is the site for plays, lectures and a variety of other activities on the campus.*”

AN INTRODUCTORY WORKSHOP IN STATISTICS FOR UNDERGRADUATES

—Overcome your fear of statistics

Regardless of your major, almost all undergraduate students must become competent in the basic statistical computations. You will be required to either pass a course in statistics or deal knowledgeably with statistical concepts.

Regardless of your prior experience in mathematics, this one-day workshop will teach you to perform the basic statistical computations you will need. You will also learn the terminology and definitions of many useful statistical concepts. The workshop will be practical rather than theoretical, giving you the confidence you need to deal with the statistical problems you encounter.

You will become familiar with the concepts of central tendency, variability and simple hypothesis testing for precise and accurate analysis and learn to perform them without anxiety.

DATES: Section I — Saturday, January 15

Section II — Saturday, March 5

TIME: 9 a.m.—1 p.m.

NUMBER OF MEETINGS: 1 each section

FEE: \$25

UNITS: Non-credit

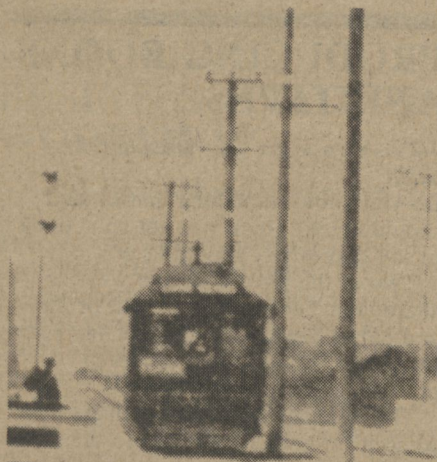
SEQUENCE NUMBER: 90254

LOCATION: CSUDH campus, ERC A135

INSTRUCTOR: George Marcoulides, MA, lecturer in Behavioral Science, California State University Dominguez Hills

INFORMATION:
213/516-3741

WRITING SKILLS



“It was the ‘Big Red Cars’ that brought many of the 1910 Air Meet spectators to the grounds of the Dominguez Ranch. The Red Cars, formally known as the Pacific Electric Interurban Railway, traversed Southern California — with a stop at Dominguez Junction, just east of the campus — for half a century before they were replaced with buses in the early 1960s.”

HOW TO WRITE AND SELL COMEDY GREETING CARDS

—A seminar about a lucrative field

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

This 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, February 5.

TIME: 9 a.m.–noon

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 90156

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Gordon Burgett, MA,
freelance writer, author of the *Query Book*

HOW TO WRITE AND SELL TRAVEL ARTICLES

—Make your vacation pay off

Find 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.

You will learn how to preplan your trip to produce more than one article and how to write newspaper articles which are easier to sell as well as magazine articles which pay more. The seminars will also cover tax write-offs, the uses of photography, and targeting your material to specific publications.

DATE: Sunday, February 6

TIME: 1–5 p.m.

NUMBER OF MEETINGS: 1

FEE: \$30

UNITS: Non-credit

SEQUENCE NUMBER: 90168

LOCATION: CSUDH campus,
SC D138

INSTRUCTOR: Gordon Burgett, MA,
freelance writer, author of the *Query Book*

WRITING SKILLS

HOW TO PUBLISH A NEWSLETTER

—A practical course on how to enter one of the hottest areas of communications

This practical one-day workshop will show you how to publish, edit and promote your own organization's newsletter. This is not a writing class. Rather it deals with the practical aspects of publishing you need to know:

- Editorial policies
- Identity
- Production
- Services and vendors
- Circulation building
- Selling advertisements
- The fringe benefits of being a publisher

The important business aspects of budgeting and circulation management will be discussed, as will the purpose of newsletters and, specifically, how you can determine the purpose of your newsletter.

DATE: Saturday, February 5

TIME: 9:30 a.m.—4:30 p.m.

NUMBER OF MEETINGS: 1

FEE: \$35

UNITS: Non-credit

SEQUENCE NUMBER: 90170

LOCATION: CSUDH campus,
SBS E216

INSTRUCTOR: Sol Marshall, MS,
public relations consultant

MONEY-MAKING IDEAS

—And how to utilize them for profit

Through a specific five-step process which is equally applicable to all kinds of undertakings, you can convert your ideas into profit.

Whether your ideas are sold as information, or as a product, you must carefully define them and subject them to a needs analysis before you can determine the most profitable means or media to affect their sale.

To unravel the seeming complexity of idea conversion, you will follow and idea through from inception to ultimate production or presentation.

This 3½-hour seminar lays out a practice plan that includes profit evaluation; legal documentation (copyright, patents and trademark); seven media outlets; publishing; selling or licensing agreements; and tax considerations.

DATE: Saturday, February 5

TIME: 1:30–5 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40

UNITS: Non-credit

SEQUENCE NUMBER: 90169

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: Gordon Burgett, MA,
freelance writer, author of the *Query Book*

PRODUCING BOOKS AND TAPES

—Two ways to get your ideas to the public

Do you know something that others should know? Have you got something to say that others should hear?

Two of the most effective ways to share your knowledge for both profit and public benefit is by producing your own book or tape. You can even produce a product line of each.

This seminar tells you precisely how to do it from idea inception to creation to sale to distribution.

The kinds of books that sell, commercial vs. soft cover, size, length, cover design, marketing, and distribution will all be discussed.

Audio tapes will also be covered in this seminar. They are easier to produce than books, but harder to sell. What tapes are bought, how they are sold, what lengths and packaging are required, how the masters are produced and other information about getting the tapes on the market will be discussed. Legal protection, taxes and other business aspects of producing and selling tapes and books will be covered.

DATE: Monday, February 7

TIME: 6:30–10 p.m.

NUMBER OF MEETINGS: 1

FEE: \$40 (includes workbook)

UNITS: Non-credit

SEQUENCE NUMBER: 90157

LOCATION: CSUDH campus,
SC E139

INSTRUCTOR: Gordon Burgett, MA,
freelance writer, author of the *Query Book*

INFORMATION:
213/516-3741

EFFECTIVE BUSINESS WRITING WORKSHOP

—Improve your ability to communicate ideas

This one-day workshop will help you to write more effective business communications. You will learn to express your ideas with precision and clarity. You will learn to choose the appropriate communication strategy for each situation, to avoid generalities, and to identify the needs of the reader and construct the content of your message to meet those needs. Your letters, memos and reports will be more professional and will achieve the results you desire.

DATE: Friday, January 14

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: 11672

LOCATION: CSUDH campus,
SC E143

INSTRUCTOR: Mike Guichard, MS,
Extension instructor of English

EFFECTIVE WRITING FOR SECRETARIES

—Making your writing stronger

Secretaries are often called upon to write letters, memos and other important types of communication in which clarity, unity, order and completeness are important. This one-day review workshop will show you specific means to make your writing more effective.

Among the topics to be discussed are:

- Review of the essential elements of written communication
- Review of types of writing
- Planning steps for effective writing
- Writing business letters, office memos, letters of reference and grievance letters
- Recent changes in the "do's and don't's" of written business communication

DATE: Friday, February 25

TIME: 9 a.m.—4 p.m.

NUMBER OF MEETINGS: 1

FEE: \$45

UNITS: Non-credit

SEQUENCE NUMBER: 11673

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Gerri Sutton, MA,
PhD candidate, adult educator

EFFECTIVE REPORT WRITING

—Learn to communicate with impact

This course covers a specific and important type of business writing and a major complaint about it: Reports that too often are unreadable.

If you must write to explain something or to convince others of the value of some course of action, your writing must be readable. Managers, supervisors, and administrative personnel can enhance their personal advancement and organizational performance by improving report readability.

This course is designed for anyone whose job requires report writing.

You will look at the elements of report writing and will see practical ways you can improve your own reports.

DATE: Saturdays, February 26–March 12

TIME: 9 a.m.—2:30 p.m.

NUMBER OF MEETINGS: 3

FEE: \$45 (plus \$8.95 for book to be paid in class)

UNITS: Non-credit

SEQUENCE NUMBER: 11671

LOCATION: CSUDH campus,
SC E157

INSTRUCTOR: David Baker, MPA,
superior court administrator/county clerk, San Bernardino County

INFORMATION:
213/516-3741

OPEN UNIVERSITY

Q. What is Open University?

A. A program that allows you to enroll in regular CSUDH on-campus courses without application fees and transcripts.

Q. Any CSUDH on-campus course?

A. Yes, except those which are already enrolled to their limits, or courses for which you do not meet prerequisites.

Q. Do I have to take a certain number of units?

A. No.

Q. Can I take courses for professional or personal development and not necessarily toward a degree?

A. Yes.

Q. Can the units I earn be applied to a degree later?

A. Yes, generally 36 units for undergraduates and 13 for graduate students.

Q. Do I have to pay an application fee and submit an application?

A. No.

Q. Do I have to submit transcripts?

A. No.

Q. Do I have to submit test scores from the SAT or ACT?

A. No.

Q. Can I get transcripts of Open University courses I have taken?

A. Yes, they are \$3 and may be ordered through the Cashier's Office on campus.

Q. What is the cost for Open University courses?

A. \$36 a unit. (2 units = \$72; 3 units = \$108; 4 units = \$144).

Q. When can I register?

A. Winter quarter classes begin January 5. You should attend the first class meeting and pay your fees before January 25.

Q. How do I pay?

A. Through the Extension Office, by check, money order, VISA or MasterCard.

Q. Where can I find out what courses are offered?

A. In the University Class schedule available at the university Bookstore.

Q. When do I get my grades?

A. During the following quarter.

How to Register for Open University

1. Fill out the Open University Registration Form. Use the one on page 52 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.

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 \$36 per unit (\$144 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 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 — we are not able to provide ID cards through the mail.

INFORMATION:
213/516-3741

SUMMER SESSION

SUMMER SUMMER SUMMER SUMMER SUMMER SUMMER 1983

at California State University Dominguez Hills
site of the 1984 Olympic Velodrome

Our college-credit courses can help you accelerate college graduation, update professional skills or prepare for career changes.

*Please send me a California State University
Dominguez Hills Summer Session Bulletin*

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Type of course I am especially interested in: _____

For information, phone 213/516-3746

California State University Dominguez Hills
Division of Extended Education
Office of Summer Session
Carson, CA 90747

EXTERNAL DEGREES

ADMINISTRATION

The Master of Science in Administration is an off-campus degree program that meets the real needs managers have for advanced study.

Classes meet on a convenient schedule to provide steady progress toward the degree for full-time employed students.

The classes and the degree itself are structured to provide background and theory for students to become better managers than they already are. They study alongside fellow managers and the classwork and discussion take advantage of the practical knowledge students have.

As with all CSUDH External Degree programs, faculty are either regular California State University Dominguez Hills faculty, or have been approved by the University's resident faculty.

Admission requirements to the Master of Science in Administration include:

- Graduation from an accredited institution of higher education with a bachelor's degree and a minimum 2.5 grade point average in the last 60 semester or 90 quarter units.
- Employment in an administrative or managerial position
- Recommendation of the senior supervisor

There is no application fee for the program.

Credit earned in the Master of Science in Administration program is regular California State University Dominguez Hills resident credit and may be transferrable to other institutions.

Fees are \$60 per unit and 45 units are required for the degree.

For information about the Master of Science in Administration, call 213/516-3741.

HUMANITIES

The Master of Arts in the Humanities offers a broad interdisciplinary exposure to all of the areas of the Humanities — history, literature, philosophy, music and art — and the establishment of an integrative perspective among them, with emphasis on their interrelating effects and influences. Students are able to specialize in a particular discipline of the Humanities, or in specific cultural thematic areas which could be traced across all of the humanistic disciplines.

An undergraduate concentration in the Humanities is not necessary for this Master's Degree program.

The Master of Arts in the Humanities is an external degree program for those who prefer an individualized approach to advanced education rather than traditional classroom courses on a college campus. Independent study with frequent consultation with faculty is emphasized. Through tape, letter and phone correspondence, students with on-campus faculty are able to design and complete the program without having to travel to the campus.

Fees are \$50 per unit.

Forty-five units are required for the degree.

Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

For information, call 213/516-3743.

MED TECH

The Master of Science in Medical Technology is a program unique in the area and is designed for a select few. Admission is open only to California licensed clinical laboratory technologists and/or registered medical technologists. Students must have a bachelor's degree and must have professional experience beyond the initial training period.

The program is designed for completion of all degree requirements within a minimum six quarters (1½ years).

Five options are available:

- Clinical Laboratory Management Option
 - Clinical Sciences Option
 - Education Option
 - Immunohematology and Blood Transfusion Option
 - Clinical Laboratory Practice Option
- Classes meet in hospitals throughout Southern California.

Forty-five units are required for the degree. Fees are \$50 per unit. There are no application fees.

For more information, call 213/516-3740.

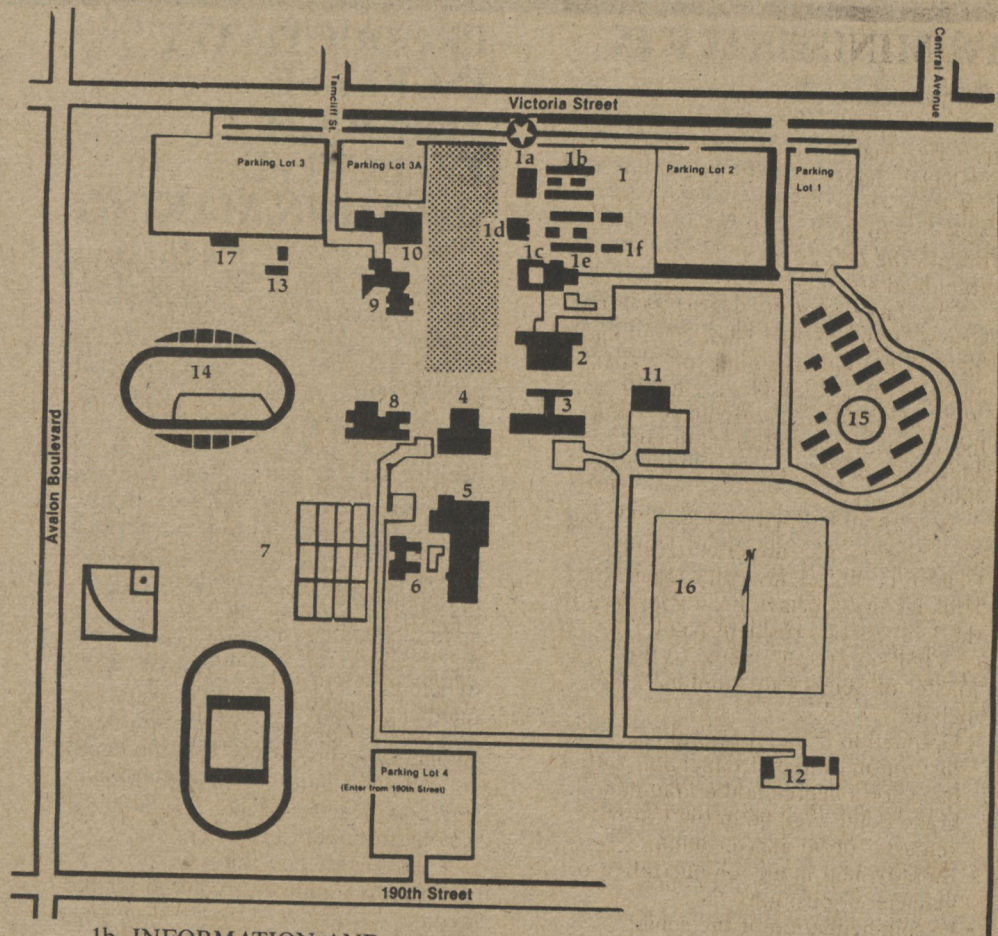
CAMPUS MAP

GEOGRAPHICAL BUILDING LOCATION

- 1 SMALL COLLEGE (SC)
- 1a ADMISSIONS AND RECORDS
- 1b INFORMATION AND PUBLIC SAFETY
- 1c CAFETERIA
- 1d PLAYBOX THEATER
- 1e BOOKSTORE
- 1f UNIVERSITY CENTER
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 4 EDUCATIONAL RESOURCES CENTER (ERC) EXTENSION OFFICE — ERC C508
- 5 GYMNASIUM (GYM)
- 6 FIELD HOUSE (FHS)
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 8 HUMANITIES AND FINE ARTS (HFA)
- 9 THEATER ARTS (UT)
- 10 HEALTH CENTER (SHC)
- 11 CENTRAL PLANT
- 12 PLANT OPERATIONS
- 13 CHILD DEVELOPMENT CENTER
- 14 VELODROME
- 15 STUDENT HOUSING
- 16 NATURAL HISTORY PRESERVE
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- ★ PARKING KIOSK

ALPHABETICAL BUILDING LOCATIONS

- 1a ADMISSIONS AND RECORDS
- 1e BOOKSTORE
- 1c CAFETERIA/COMMONS
- 11 CENTRAL PLANT
- 13 CHILD DEVELOPMENT CENTER
- 4 EDUCATIONAL RESOURCES CENTER (ERC)
- 6 FIELDHOUSE (FHS)
- 5 GYMNASIUM (GYM)
- 10 HEALTH CENTER (SHC)
- 8 HUMANITIES AND FINE ARTS (HFA)



- 1b INFORMATION AND PUBLIC SAFETY
- 16 NATURAL HISTORY PRESERVE
- 7 OUTDOOR PHYSICAL EDUCATION FACILITIES
- 12 PLANT OPERATIONS
- 1d PLAYBOX THEATER
- 17 PORTABLE CONFERENCE FACILITY (SRT)
- 3 SCIENCE, MATHEMATICS AND TECHNOLOGY (SMT)
- 1 SMALL COLLEGE (SC)
- 2 SOCIAL AND BEHAVIORAL SCIENCES (SBS)
- 15 STUDENT HOUSING
- 9 THEATER ARTS (UT)
- 1f VELODROME
- ★ PARKING KIOSK

NOTE ON ROOM LOCATIONS

For classes which do not have locations listed in this *Bulletin*, call the Extension Office at 213/516-3741 for room assignments. Room information will also be available in the Information and Service Center on the day the class meets.

INFORMATION:
213/516-3741

TELECONFERENCES

PRODUCTIVITY IN AMERICA

Almost anywhere you read about business or the economy today you can find the word "productivity." Publications, speeches, reports all discuss the productivity problem in America. It has become so much of an issue that "productivity" can, in some ways, be considered one of our newest "buzz" words.

Now, a teleconference from the American University and the University of Nebraska/Lincoln via the National University Teleconference Network will examine 12 critical factors affecting productivity, including research and development, management philosophy, and employee motivation.

California State University Dominguez Hills Extended Education is the local host for the NUTN presentation. You will have the opportunity to discuss your views and ideas on productivity with local participants and with panel members across the country. Local participants will be actively involved discussing case studies on productivity.

In addition to local discussion, a panel presentation from the University of Nebraska/Lincoln will discuss specific applications in productivity.

PRODUCTIVITY INCREASE THROUGH EFFECTIVE DECISION MAKING

SANG M. LEE

Productivity is often thought of as the result of modern technology and expensive equipment. Productivity can be increased only by people, especially through effective managerial planning and decision making. Dr. Lee will present several new approaches to decision making and strategic planning. More specifically, he will discuss how the abstract concept of management by ideology can be harmonized with such an explicit system of management by information through open communication, consultative decision making, long-range planning and group dynamics. Dr. Lee will present a number of innovative management approaches of Japanese organizations as examples.

IMPROVING EMPLOYEE PRODUCTIVITY

FRED LUTHANS

Dr. Fred Luthans will present his behavioral management approach for increasing employee productivity. Based upon behavior science principles, this approach focuses on employee behaviors rather than attitudes, and is geared to improving measurable employee performance (both quality and quantity of work). Dr. Luthans will go through the specific steps of application and relate direct experiences and results from organizations that have applied this approach to increasing their productivity.

TELECONFERENCES

INDUSTRIAL PRODUCTIVITY

RICHARD J. SCHONBURGER

Prescriptions for boosting industrial productivity typically center on better capital formation and management of human resources, but these remedies oversimplify and mislead. Capital is indeed needed in large quantities for modernization in the capital-intensive process industries. But in discrete goods production a case can be made that we tend to have too much plant and equipment, rather than not enough. For example, the Japanese got by with far less floor space, smaller and cheaper machines (robotics notwithstanding), and fewer racks, conveyers, fork-lift trucks, store rooms, computers, and support people. They have been forced by overcrowding and resource scarcities to husband their resources. The productivity lesson from Japan is frugality and simplicity.

ABOUT THE PANELISTS:

Dr. Herbert E. Striner is a university professor of economics and management at the Kogod College of Business Administration, the American University. Professor Striner participated in the NBC-TV White Paper in June, 1980, "If Japan Can, Why Can't We?" and the June, 1981, NBC White Paper, "America Works When America Works." He has served as a consultant on productivity with IBM, PPG, Saks Fifth Avenue, and other major U.S. firms.

Dr. Sang M. Lee is a Regents Professor of the University of Nebraska system, the First National Bank Lincoln Distinguished Professor, and chairman of the Management Department. He has authored or co-authored 17 books including *Goal Programming for Decision Analysis*, *Introduction to Decision Science*, *Linear Optimization for Management*, *Management Science*, and *Japanese Management Systems*. He is a frequent consultant to business and government organizations both in the U.S. and overseas.

Dr. Fred Luthans is the George Holmes Professor of Management at the University of Nebraska at Lincoln. His book, *Organizational Behavior Modifications*, won the American Society of Personnel Administration award for outstanding contribution to human resource management. Besides being an active teacher and researcher, he does consulting in the private and public sectors and conducts workshops on behavioral management in the U.S. and abroad.

Dr. Richard J. Schonberger is a Professor of Management at the University of Nebraska at Lincoln. He publishes articles on production/operations management, management information systems, management science, general management, and labor practices. He has authored two books, one on Japanese manufacturing techniques and the other on basic production/operations management. Dr. Schonberger will introduce the teleconference.

DATE: Friday, January 28, 1983

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

TELECONFERENCES

EARTH SHELTERED HOUSING

As times change, so do lifestyles. This decade brings with it some exciting thoughts and changes dealing with traditional American housing.

One of the alternatives in housing, pleasing to energy and environmentally concerned people is earth sheltering. Earth Sheltered Housing (ESH) blends into its surroundings and offers cooperation with nature instead of disruption. Owners of earth sheltered homes across the nation indicate they save at least 50 percent on their utilities and often more.

In this Teleconference on Earth Sheltered Housing, the lay public — prospective home owners, home builders, designers, loan officers, building officials, real estate licensees, students or any other non-technical person interested in the concept will find the answers to some important questions regarding earth sheltered housing.

Besides conserving energy and preserving the earth's natural surface, earth sheltered homes provide excellent protection from storms and climatic extremes.

With proper design and construction, they are light, comfortable and effective. Earth sheltered homes are quiet, private and dust free.

Professors James Knight and Walter Grondzik of Oklahoma State University, originators of this National University Teleconference Network program, will discuss:

- Why build underground?
- Give a historical overview of earth sheltered housing
- Discuss architectural, human comfort, energy, structural and waterproofing considerations
- Cover relative construction and operating costs
- Discuss codes, zoning and financing

Earth sheltered housing in all regions of the country will be shown and used as case studies throughout the teleconference with comments from homeowners and their construction people. The work of Malcolm Wells, architect, conservationist and writer in passive solar and underground design, will be featured. Wells currently lives and works in an earth sheltered/passive solar house on Cape Cod which he designed.

Participants will have the opportunity to question Professors Knight and Grondzik about the concepts covered during the teleconference.

James F. Knight, AIA, a Registered Architect and Professor of Architecture at Oklahoma State University, with a Bachelor of Architecture Degree from Oklahoma State University in 1962 and Master of Architecture Degree from the University of Illinois in 1966. In 1966 he won the Lloyd Warren Fellowship (Paris Prize) and the Lebrun Traveling Fellowship Award. He has traveled and studied architecture in 21 European countries. Professional practice includes major design work in Oklahoma and Illinois, and he is currently engaged in architectural design in areas where energy issues can be most directly applied. His academic responsibilities are in the area of Architectural Design and Materials and Building Systems. He is the instructor for the Earth Sheltered Housing Seminar and the two-day Earth Integrated/Solar Buildings Seminars for Professionals. Professor Knight is also a private consultant and has designed several earth sheltered homes in Oklahoma.

Walter Grondzik, PE, Assistant Professor of Architecture at Oklahoma State University, received a Bachelor of Architectural Engineering Degree from Pennsylvania State University in 1971. He received a Master of Science Degree in Building Environmental Studies at Washington University in St. Louis in 1980. Professor Grondzik has served as co-instructor for more than 16 two-day Earth Integrated/Solar Buildings Seminars and over 33 one-day Earth Sheltered Housing Seminars. He has been involved with earth sheltered research projects for over four years and has authored and co-authored several Architectural Extension publications and papers prepared for national conferences as the AS/ISES Solar Jubilee and the Earth Sheltered Design Innovation Conference. His area of expertise is in energy utilization/conservation, heating, ventilating, and air-conditioning systems, and building systems integration. Professor Grondzik is also a private consultant for earth sheltered buildings.

DATE: Saturday, March 26, 1983

TIME: 8 a.m.—1:30 p.m.

FEE:

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

ARTS CALENDAR

- Thursday, January 13** — The Tim Ware Ensemble, performing pop, classical, jazz and folk music. University Theater, 8 p.m.
- Tuesday, January 18** — Patricia Henry Yoemans, Olympic Historian speaking on the History of the Olympics. Humanities and Fine Arts Recital Hall (HFA A-103), noon.
- Thursday, January 27** — Sabbatical Leave Forum. The School of Management. Peace Room, Educational Resources Center, 2 p.m.
- Thursday, February 2** — The Dancing Nicolas Brothers, a nostalgic visit with tap dancing history. University Theater, 7:30 p.m.
- Thursday, February 13** — Sabbatical Leave Forum. The School of Education. Peace Room, Educational Resources Center, 2 p.m.
- Wednesday, March 2** — Lecture, Dr. Yvonne Turner, professor of Education, California State Polytechnic University, Pomona. "Educating Both Halves of the Brain." Humanities and Fine Arts Recital Hall (HFA A-103), noon.
- Sunday, March 6** — "A Terrific Twosome," Diana Steiner, violin and Ronald Leonard, cello, performing Brahms Double Concerto, University Theater, 7 p.m.
- Thursday, March 3** — Sabbatical Leave Forum, School of Social and Behavioral Sciences. Peace Room, Educational Resources Center, 2 p.m.

GENERAL INFORMATION

CHANGES

Information in this *Bulletin* is subject to change without notice. We will, however, attempt to notify all early-registered students of any changes. 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.

ELIGIBILITY

Anyone 18 years of age or older 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 course-work 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 regards 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. They are available from the parking kiosk at the front of the campus for 50 cents per day.

CREDIT FOR EXTENSION COURSES

The maximum Extension (and/or correspondence) credit which may be used toward bachelor's degree requirements at California State University Dominguez Hills is 36 units, and 13 quarter units for graduate credit (300-400, 700 level only).

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 for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.

CREDIT/NON-CREDIT

Degree applicable credit courses offer transferable, elective credit. They are either regular on-campus catalog courses or new courses which have been reviewed by the appropriate academic departments. They offer 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 courses granting non-academic credit. For professional development 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 on request.

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*.

INFORMATION:
213/516-3741

REGISTRATION

Registration procedures are on page 47.
Open University registration
procedures are on page 38.

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.

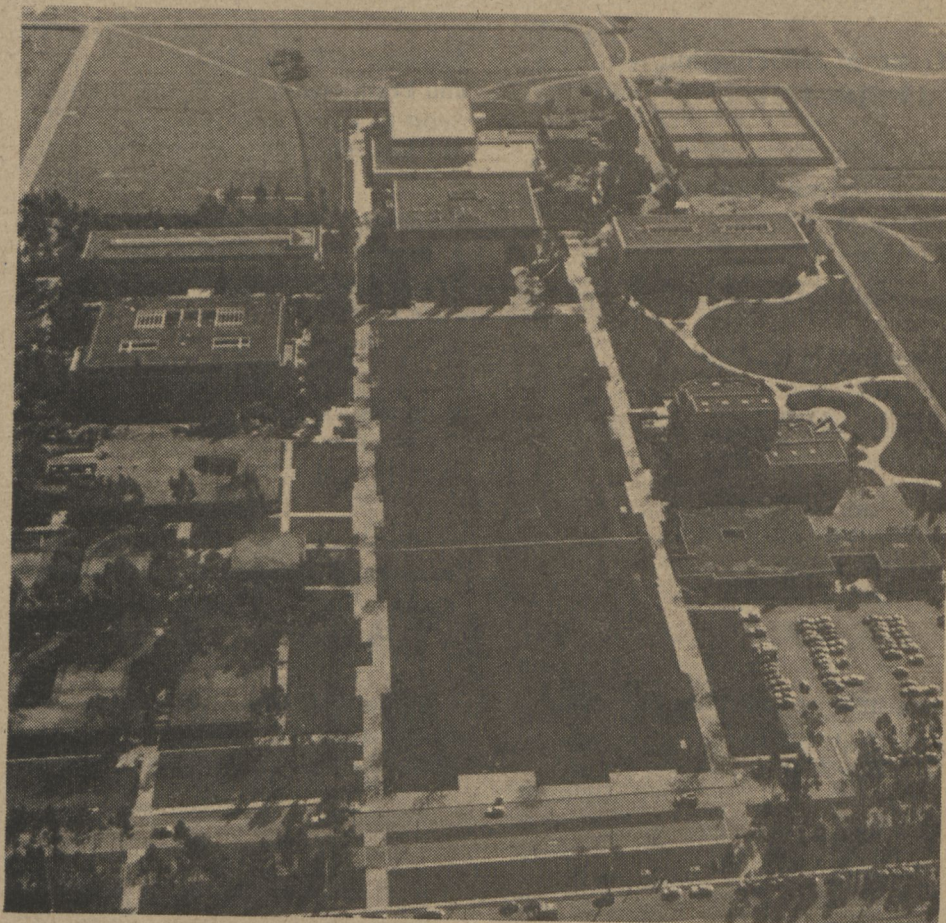
DISABLED STUDENTS

The California State University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder.

More specifically, The California State University does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Asana Tamaras, Coordinator of Disabled Students Services, has been designated to coordinate the efforts of CSUDH and to comply with the ACT and is implementing regulations. Inquiries concerning compliance may be addressed to this person at 1000 Victoria, Carson, CA 90747, 213/516-3660.

QUALITY STANDARDS

California State University Commission on Extended Education Statement of Quality Standards. The California State University 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.



“From two centuries
ago when the
Dominguez Hills were
a wilderness it
progressed to become
the largest of the
Spanish land grant
ranchos. Today it is a
vibrant urban
university.”

”

STAFF

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**Coordinator, Master of Science in
Medical Technology External Degree**
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213/516-3748

Program Assistant
Jackie Isguen
213/516-3748

REGISTRATION

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, you are assured a place in the class.

Registration may, however, be accomplished at the first meeting of most Extension classes unless otherwise indicated. The number of pre-enrolled students may determine whether the class meets.

REGISTRATION BY MAIL: Fill out the registration form here and mail it with a check or money order to Extension Office, ERC C508, CSUDH, Carson, CA 90747. Please leave the mailing label intact.

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

REGISTRATION IN PERSON: Fill out the Extension Registration Form and bring it with your fees to the Extension Office, ERC C508 (Library building, fifth floor, back corridor). The office is open Monday through Friday, 8 a.m.-5 p.m. Additionally during the first three weeks from 5-6 p.m. registration will take place in the Cashier's Office (SC B135).

You will not receive a confirmation of registration and should attend the first class meeting at the date and time listed in this *Bulletin* unless otherwise notified by the Extension Office.

STUDENTS ELIGIBLE FOR VETERAN'S BENEFITS

Contact the Veteran's Office on campus for assistance with your registration — 213/516-3643.

REFUND OF FEES

Refunds are granted in accordance with the State refund schedule.

- If you withdraw 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 you withdraw after the first class (before the first 25 percent of the course has elapsed), 65 percent of the total fee will be refunded.
- After 25 percent of the course time has elapsed, no refund will be made.
- Courses of four meetings duration or less, no refund.

Refunds are not automatic; you must file appropriate forms in the Extension Office in order to receive a refund.

Refunds take a minimum of four to six weeks for processing.

WITHDRAWAL

The time of withdrawal is determined by the date by which the Division of Extended Education, California State University Dominguez Hills, receives written notification of your withdrawal.

FEES

Registration fees for Extension credit classes are normally \$36 per unit. Some courses may have differential fees. The fees for each course are listed in this *Bulletin*. The fees are the same for residents and non-residents. Payment may be made by check, money order or VISA/MasterCard draft, 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.

REGISTERING for Extension classes at California State University Dominguez Hills is easy. Follow the three steps below and attend the class of your choice. If you have any questions call the Extension office at 213/516-3741.

1.

SELECT the classes in which you wish to enroll.

2.

FILL OUT the registration form on the back page. All information about the class which you need to include on the form is contained within the course descriptions in this *Bulletin*.

3.

MAIL, BRING THE FORM, OR CALL the Extension office to register. Be sure to include your check with the appropriate amount of fees made payable to CSUDH. When registering by phone please have your VISA or MasterCard number and expiration date close by and give that information to the Extension staff member with whom you speak.

**INFORMATION:
213/516-3741**

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California State University
Dominguez Hills
Extension Office
ERC C508
Carson, California 90747



Cover Design • Tom Rossi

Illustration • Steve Gray

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Extension Registration Form

Extension ☐

*Open University ☐

(instructor signature required)

Not applicable to non-credit programs		SEE COURSE DESCRIPTION		Applicable to Open University ONLY	
Dept.	Course No. Section No.	Course Title	Units	Sequence Number	*Instructor's Signature

(Last Name)	(First Name)	(Middle Initial)	(Maiden Name)	(Student File (if known))
Address (Street)		(City)	(State)	(ZIP)
(County of Residence)		(Daytime Telephone)	(Birthdate)	(Male) (Female)

Enclosed is \$ _____ in check or money order

Make check payable to:
CSUDH EXTENSION

I wish to use:

____ VISA ____ MasterCard

Card Number Expiration Date

Cardholder's Signature

Cardholder's Name (print clearly)

Office Use Only

Quarter: Su F W Sp (circle one)

____ Date ____ Total Fees

☐ Grade ____ Initial

CASHIER'S STAMP

Racial Ethnic Data	
0 ____ Decline to state	5 ____ Asian
1 ____ American Indian	6 ____ Pacific Islander
2 ____ Black, Afro-American	7 ____ White, Caucasian
3 ____ Hispanic	8 ____ Filipino
4 ____ Latin Amer. Central S.	9 ____ Other

Have you ever, or are you currently enrolled at CSUDH?

____ Yes ____ No

Date last enrolled: _____ / _____

Occupation: _____

Social Security No. _____

"For information concerning special services to accommodate a physical, perceptual or learning disability, please contact the Disabled Student Service Office on the campus (Phone 516-3660).

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

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