

# Extension Bulletin CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



Winter 1984

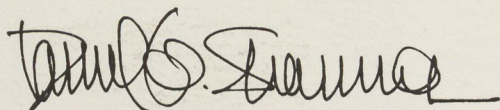


**D**ear Reader:

It is a truism that computers are re-shaping our lives. By redefining the ways in which we accomplish mundane and exotic tasks, computers are becoming a necessary adjunct to our daily activities. This quarter's bulletin announces yet another application of the computers for education at Dominguez Hills; added to our on-campus courses on computers and courses through PLATO. We are very pleased to offer you the services of the Electronic Information Exchange System (EIES) at The New Jersey Institute of Technology. Beginning Winter quarter you will be able to participate in any of more than twenty seminars via your computer terminal or microprocessor at home or work. This exciting new development in educational technology means that you will no longer be bound by the normal limitations of time and location that have been considerations in the past when you have thought of attending an extended education program. Now you need only connect your home computer via telephone lines to EIES in New Jersey to take courses as diverse as "Technical Writing for Professionals" and "Discrete Event Computer Simulation." I would invite you to call us to find out how you can participate in exciting non-credit course work with all of the convenience of working at your home or office computer.

Telecomputing is only one way for you to participate this quarter in programs with nationally recognized faculty. In February two major national video teleconferences will be held at Dominguez Hills. From the University of Nebraska, Lincoln, national experts on strength and conditioning will provide coaches and trainers of all levels of athletics with procedures and concepts for applying the principles of strength and conditioning to their programs. From the University of Minnesota, a panel of practitioners will explore strategies for the prevention of sexual abuse of children. These programs are explained more fully in the Bulletin.

In addition to the new and exciting programs available via satellite and computers which bring you in immediate touch with scholars across the nation, this quarter's bulletin describes opportunities for travel and study in England or China, as well as a chance to see the Vatican Collection in San Francisco. These are among the enlarging opportunities for study at home or on the road provided by Extended Education at Dominguez Hills. Should you have any questions about these programs or other interest you might have, please call me at 213/516-3737.



Daniel W. Shannon  
Dean, Extended Education



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 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 external graduate degrees. In the Humanities, the Master of Arts degree is offered through independent study correspondence courses. 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.

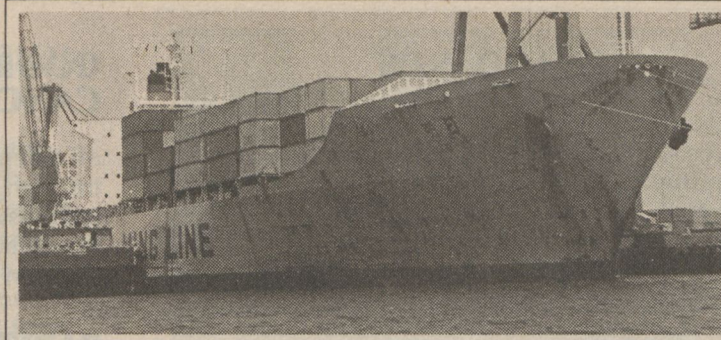
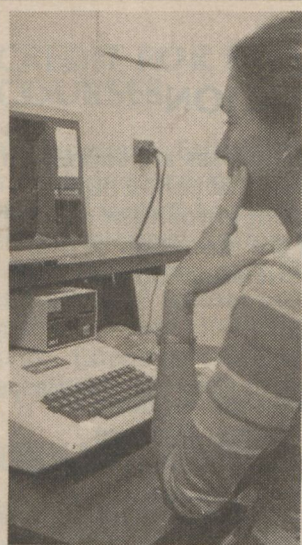
Not printed or supported by State funds. Extended Education is a self-supporting program.

## WINTER ACADEMIC CALENDAR

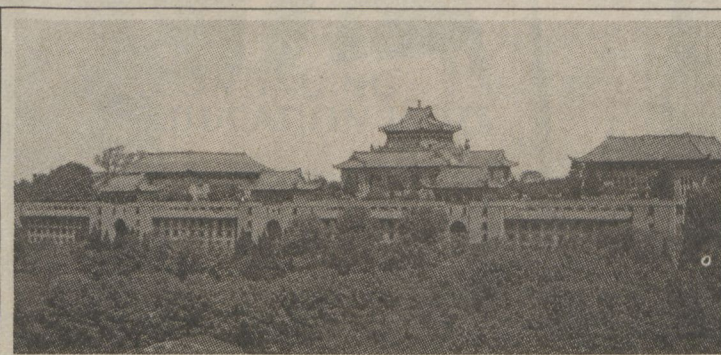
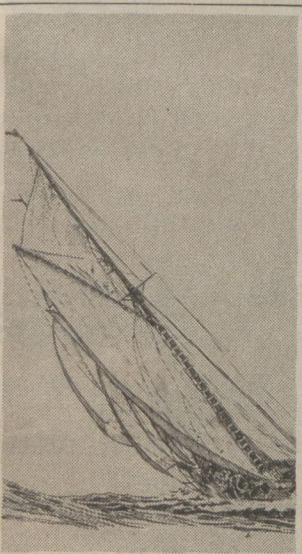
<b>January 3</b>	—Extension registration opens	<b>January 25</b>	—Last day to pay fees for Open University and 10-week courses
<b>January 3, 4</b>	—Registration for CSUDH regular on-campus classes	<b>February 20</b>	—Washington's Birthday
<b>January 5</b>	—On-campus instruction begins	<b>March 12</b>	—Last day of scheduled classes



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# 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.

## ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required. However, registration for some courses may be limited to those who have completed prerequisites, or who can demonstrate to the instructor's satisfaction equivalent preparation.

## 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

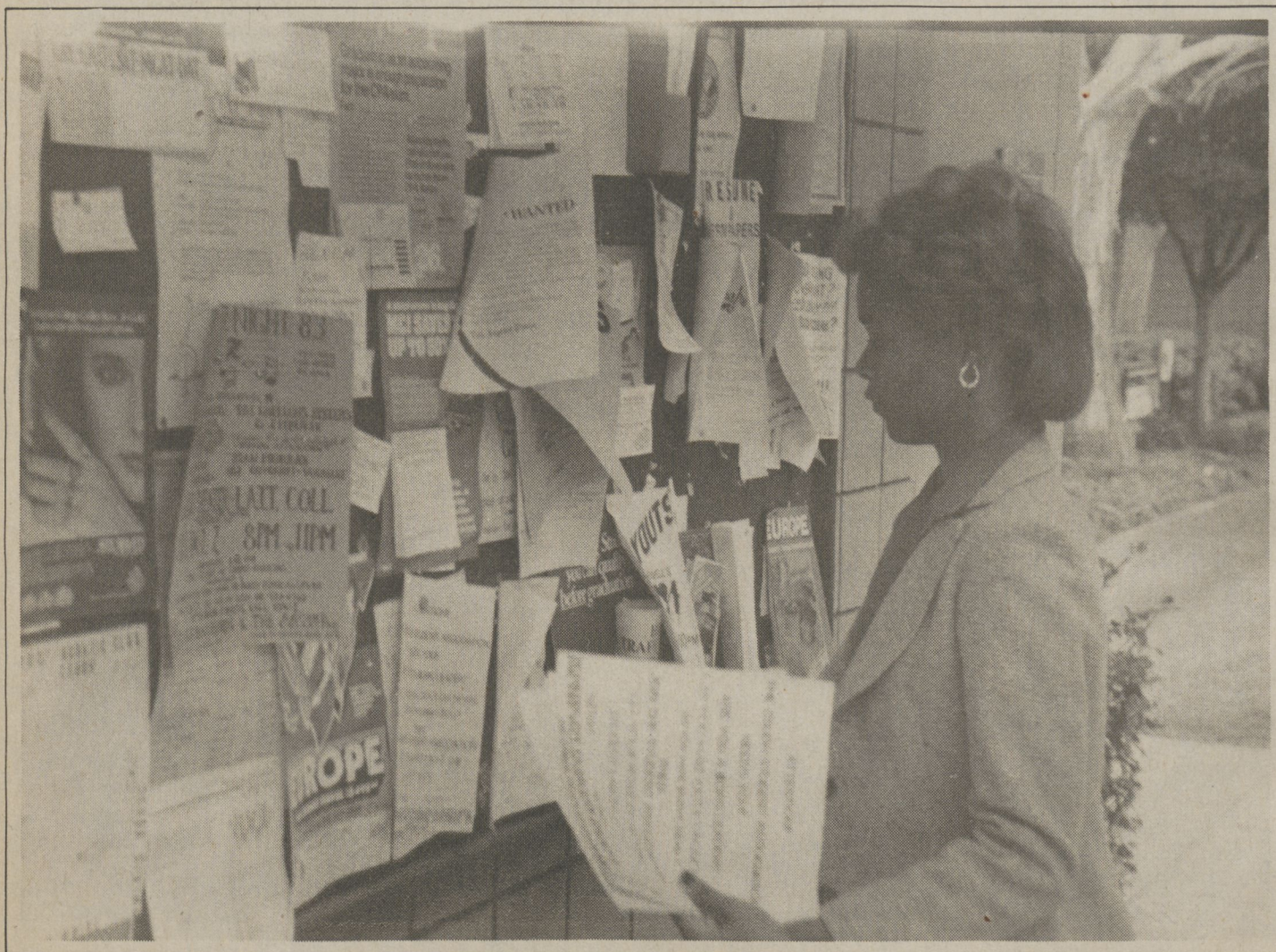
Extension faculty are either members of the resident faculty of the University of highly qualified persons approved by the resident faculty.

## 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

Parking permits are 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). Extension credit is not acceptable for units in residence.

## 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.

## COURSE NUMBERING SYSTEM

- 100-109 Lower division courses, degree applicable.
- 200-209 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 purpose 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.

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.



# 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.

**REGISTRATION BY MAIL:** Fill out the registration form 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.**

## REGISTRATION PROCEDURES

Follow the three steps below. If you have any questions call the Extension office at 213/516-3741.

**SELECT** the classes in which you wish to enroll.

**FILL OUT** the registration form on the back page.

**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 and give that information to the Extension staff member with whom you speak. Minimum credit card registration is \$30.

**THE EXTENSION OFFICE** is located in ERC C508, Library Building, fifth floor, back corridor.

## STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

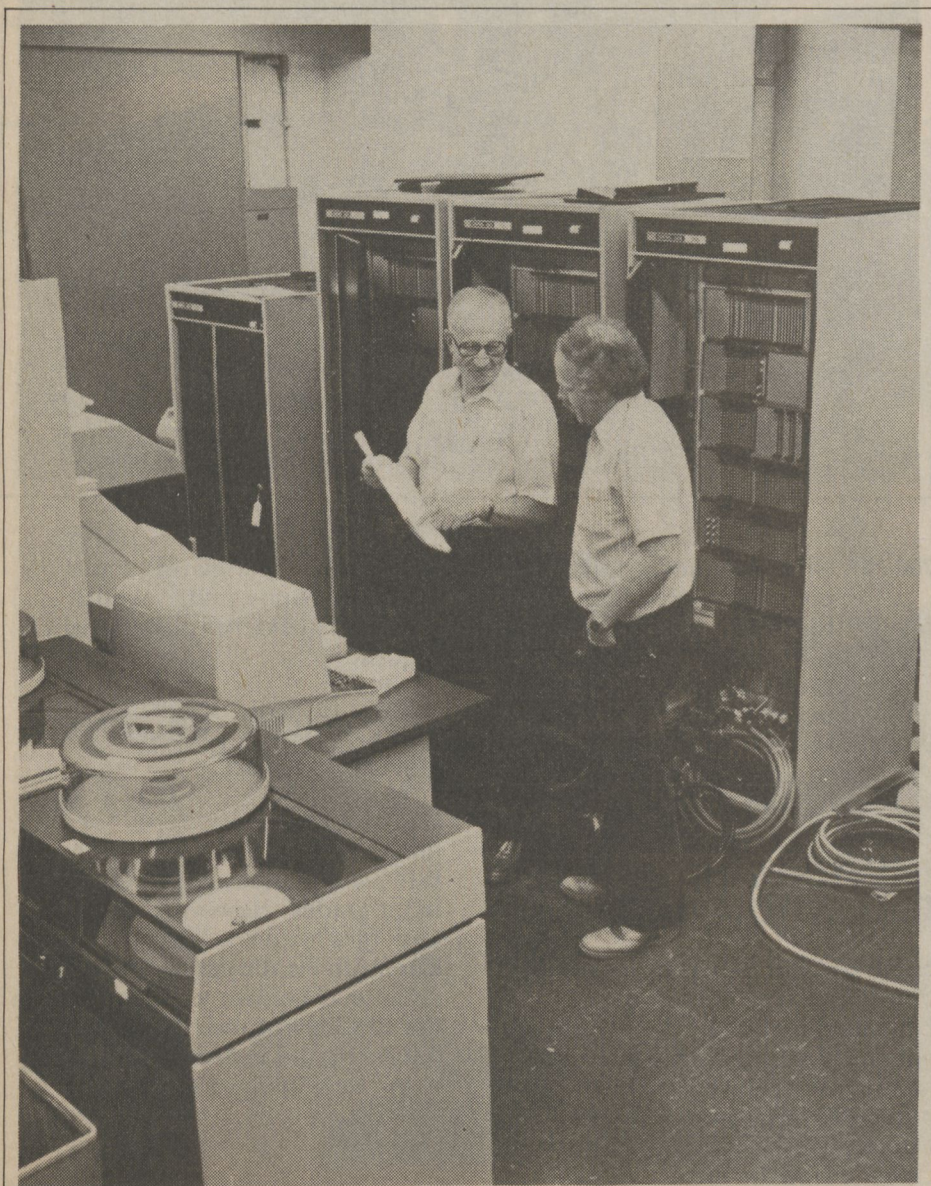
Contact the Veterans' Office on campus for assistance with your registration — 213/516-3643.

## WITHDRAWAL

The time of withdrawal is determined by the date on 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.

## REFUND OF FEES

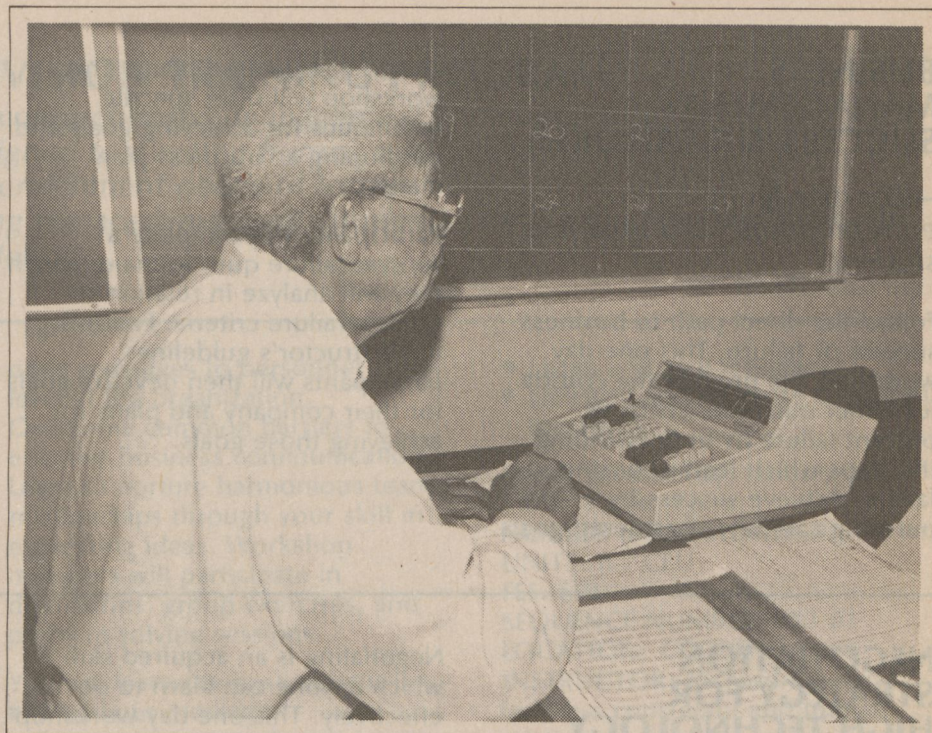
Refunds are granted in accordance with the State refund schedule.

- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded.
- If an Extension course is discontinued, the entire course 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.*

## CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



General information — 213/516-3741

## STAFF

### Dean, Extended Education

Daniel W. Shannon  
213/516-3737

### Associate Dean

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213/516-3737

### Secretary to the Dean

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213/516-3737

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213/516-3741

### Coordinator, Marketing and Promotion

Carol Lettieri  
213/516-3998

### Program Administrator, the Center for Training and Development and Certificate Programs

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213/516-3741

### Program Administrator, Extension

Glen Isomoto  
213/516-3741

### Program Assistant

Brenda Blow  
213/516-3742

### Program Administrator, Summer Session and Special Sessions

Joanne Zitelli  
213/516-3746

### Program Assistant

Penny Rodgers  
213/516-3746

### Coordinator, Master of Science in Administration

213/516-3741

### Coordinator, Humanities External Degree Programs

Donald Lewis  
213/516-3743

### Program Assistant

Sally Horii  
213/516-3743

### Coordinator, Master of Science in Medical Technology External Degree

James Welch  
213/516-3748



## **BUSINESS MANAGEMENT: SUCCESS OR FAILURE?**

*—For managers,  
entrepreneurs, and business  
students*

Follow the direct path to business success or failure. This one-day workshop will provide the criteria for either outcome. Learn to prevent failure by understanding the steps which lead to business failure. Achieve success by pursuing carefully considered goals

and well-structured plans. This workshop will offer specific techniques for achieving goals and developing a "business plan matrix."

Participants will complete a success/failure questionnaire which they will analyze in relation to success/failure criteria. Following the instructor's guidelines, participants will then develop goals for their company and plans for achieving those goals.

Lecture/discussions will also cover:

- Planning motivation
- Delegation of responsibilities
- Management styles
- Good business practices

DATE: Saturday, March 10  
TIME: 9 a.m. - 5 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$50

SEQUENCE NUMBER: EXT 01  
LOCATION: CSUDH campus  
INSTRUCTOR: Dennis R. Fisher,  
senior business consultant

## **NEGOTIATION STRATEGY FOR HIGH TECHNOLOGY MANAGERS**

*—Sharpen your bargaining  
skills*

As a manager, you're often called upon to negotiate — with clients, customers, and employees. Knowing how to handle such encounters smoothly can give you an edge in all of your business transactions.

Negotiating is an acquired skill which anyone can learn to do effectively. This one-day workshop will teach you to master this practical skill. Discover innovative strategies for bargaining which allow you to get what you want, while still satisfying the other party. Learn simple maneuvers to subtly disarm others while you remain in a powerful stance. As an effective negotiator, your confidence as a manager will also improve.

DATE: Wednesday, February 8  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$55  
SEQUENCE NUMBER: EXT 05  
LOCATION: CSUDH campus  
INSTRUCTOR: Dan Tompkins,  
PhD, vice-president, Business  
Development Associates

## **EFFECTIVE INTERVIEWING**

*—For managers and  
personnel directors*

Sharpen your employment interviewing techniques. This one-day workshop takes you step-by-step through the entire interview — from its preparation to its conclusion. Also learn the legalities of interviewing — what you may and may not ask. Mock

interviews will be videotaped and critiqued by the instructor and the class.

The workshop will demonstrate how to:

- Set the tone for the interview
- Direct the interview
- Ask questions that elicit the most important applicant information

DATE: Tuesday, March 6  
TIME: 5 p.m. - 8 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$50  
SEQUENCE NUMBER: EXT 04  
LOCATION: Northrop  
Corporation  
INSTRUCTOR: Betty Koller, MSA,  
training and personnel  
administrator, Northrop  
Corporation

## **CLASS LOCATIONS:**

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



## MANAGEMENT & SUPERVISION TRAINING PROGRAM

*Extended Education is offering a comprehensive management and supervision certificate program. These seminars are designed to develop human relations skills that meet the motivation, productivity and job enrichment needs of today.*

*Six seminars will be offered during the academic year. Students completing four seminars will be awarded a certificate of completion.*

### COMMUNICATION: HOW TO GET YOUR MESSAGE ACROSS

*—Learn how to best present your ideas*

Knowing how to communicate effectively in the business world can insure more positive responses and quicker implementation of your ideas. This workshop demonstrates creative techniques for presenting ideas, requests, and

other messages to personnel at any level in the organization. Overcome common barriers to effective business communication. Learn to nurture harmonious team relationships through your skill in expressing ideas. Workshop members will participate in discussions, group exercises, and problem-solving sessions.

You will learn the best way to:

- Time your message
- Form questions and reason arguments

- Listen and give feedback
- Delegate and promote a spirit of teamwork

DATE: Wednesday, January 25

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$50

SEQUENCE NUMBER: EXT 03

LOCATION: CSUDH campus

INSTRUCTOR: Richard Kewer, business consultant and human relations specialist

### PERFORMANCE APPRAISAL AS A MANAGEMENT TOOL

*—Develop your appraisal skills*

Managers often approach employee appraisal sessions with dread — not knowing how to transform the "hour of judgment" into a motivation-building session.

Discover how to relate "motivation" to "appraisal" as you "describe" rather than "judge" employee performance. This workshop will teach you how to use performance appraisals for mutual benefit instead of mutual discomfort.

Topics will include:

- Performance goals and standards
- Reward systems
- Interviewing and listening skills
- Criteria and forms

DATE: Thursday, January 26

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$50

SEQUENCE NUMBER: EXT 02

LOCATION: CSUDH campus

INSTRUCTOR: Richard Kewer, business consultant and human relations specialist

### EXTERNAL DEGREES

CSUDH Extended Education offers several External Degrees for individuals who find it inconvenient to attend classes on the main campus. In most cases, classes are scheduled in off-campus satellite locations within the South Bay area served by the university. These classes, designed specifically for working adults, are scheduled

in the evening hours Monday through Thursday. An exception to this pattern is the Humanities External Degree Program which offers both an undergraduate bachelors degree and a graduate masters degree in the humanities through correspondence study. (See page 35 for details.)

The Master of Science in Administration is an external degree program which is

especially useful to managers already working in the business world. (See page 6 for details.)

California licensed clinical laboratory technologists and/or registered medical technologists may be particularly interested in the Master of Science in Medical Technology external degree program. (See page 24 for details.)



## PRODUCTION AND INVENTORY CONTROL CERTIFICATE

*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.*

### 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.

### 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.

### 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

### 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.



# WINTER 1984

## PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

### SCHEDULE OF CLASSES

Classes begin the week of January 9

COURSE	SEQUENCE NUMBER	DESCRIPTION	NIGHT	LOCATION
INM X219	82880	Basics	Monday	Aviation High School
INM X219	82881	Basics	Tuesday	Aviation High School
INM X219	82882	Basics	Thursday	Burroughs, Pasadena
INM X220	82883	Inventory Control	Monday	Avery Label, Monrovia
INM X220	83884	Inventory Control	Monday	Aviation High School
INM X221	82885	Production Control	Thursday	Aviation High School
INM X221	82886	Production Control	Tuesday	Bell & Howell, Pasadena
INM X222	82887	MRP	Thursday	Aviation High School
INM X222	82888	MRP	Thursday	Burroughs, Pasadena

#### LOCATIONS

##### PASADENA

Avery Label  
1616 So. California  
Monrovia

Bell & Howell  
360 Sierra Madre Villa  
Pasadena

Burroughs, Inc.  
460 Sierra Villa  
Pasadena

##### SOUTH BAY/WEST LOS ANGELES

Aviation High School  
2025 Manhattan Beach Blvd.  
Redondo Beach

#### THE FACULTY

**DENNIS FISHER**, MBA, CPIM,  
Management Consultant  
**AMAN MOTWANE**, MS, CPIM,  
Materials Manager

**JOAN PATRICK**, MS, CPIM,  
Materials Manager

**DAVID PETERSEN**,  
Production and Inventory  
Control Manager

**KIRK PRATHER**, MS, CPIM,  
Materials Manager

**RICHARD SAVAIANO**, MBA,  
Management Consultant

**LEW SOLOWAY**, MBA, CPIM,  
Manufacturing Manager

**KIRK ZYLSTRA**, MBA, CPIM,  
Production Control Manager

#### FOR ADDITIONAL MANAGEMENT COURSES, ALSO SEE:

Computer Course listings,  
p.15-17  
Business and Professional  
Ethics, p. 40  
Arbitration: A Case Study  
Approach, p. 40  
Organization Development  
Psychology, p. 40  
Energy, Technology, and  
Society, p. 37



## THE CENTER FOR TRAINING AND DEVELOPMENT—

a unit 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 in your facility, on the

University's campus or at other appropriate or convenient locations. The content of these training programs is always practical and up-to-date and they are led by highly qualified professionals who understand the needs of working adults.

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 national executives • Pre-retirement planning • Developing listening skills • Speed reading comprehension workshop • Spanish for supervisors • Production and inventory control

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.

## MASTER OF SCIENCE IN ADMINISTRATION — External Degree Program

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

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.

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 transferable 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.

## CERTIFICATE PROGRAMS

A certificate program at CSUDH is a pattern of courses designed to meet specific curricular needs not already being met by an existing degree program. It is focused on the needs and interests of a definable group of professional or

occupational students. The Production and Inventory Control Certificate provides education for middle management in the field of production and inventory control. (See page 7 for more details.)

The Certificate in Alcoholism Counseling prepares those already working in health or human service agencies for

the very special problems involved in alcoholism counseling. (See page 22 for details).

The Spanish for Public Service Certificate is useful to anyone who must regularly use Spanish during the course of his or her daily work. (See page 14 for more details.)





## SMALL BUSINESS ADMINISTRATION

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.

### HOW TO SUCCEED IN YOUR OWN SMALL BUSINESS



—Learn the essentials from concept to profit

Gain the technical know-how for initiating, financing, and running a small business of your own. Learn how to choose a business location and how to determine the best structure for your business — whether it be a sole proprietorship, a partnership, or a corporation.

Find out details about necessary business licenses, permits, and legal requirements. Participants will also receive hand-outs on credit and taxes, sales, marketing, advertising and public relations.

The workshop will review a whole array of "mom and pop" businesses that you can start for under \$1000. Participants will also learn about the specific needs of various businesses:

- Retailing and franchising
- Manufacturing
- Servicing

DATE: Saturday, February 11  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$40  
SEQUENCE NUMBER: EXT 06  
LOCATION: CSUDH campus  
INSTRUCTOR: Dan Thompkins, PhD, business consultant

### SHOULD YOU INCORPORATE?



—For business owners, partners, and professionals

Whether you own a small business, practice a profession or are considering forming a partnership, you should investigate the option of incorporating. Incorporation may offer you special tax and legal advantages — or it may hinder business development.

Learn the important facts about incorporation which you should know before making a decision. This workshop will cover:

- Salary and compensation
- Tax rates and long range planning
- Stock and shareholder loans
- The actual incorporation procedure

DATE: Saturday, February 18  
TIME: 9 a.m. - noon  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$30  
SEQUENCE NUMBER: EXT 07  
LOCATION: CSUDH campus  
INSTRUCTOR: Tom Severance, JD, CPA, attorney at law

### MARKETING FOR THE SMALL MANUFACTURER



—Develop a workable marketing plan

A cohesive, on-going marketing plan is essential to the success of a small manufacturing company. How well you market your product or service will determine how well it sells. Learn, in this one-day seminar, how to construct an effective marketing plan, from its inception as a product idea to final

customer delivery. Discover how to take advantage of specialization, a quality most larger manufacturing firms can't offer.

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

- Research and analysis
- Forecasting
- Advertising and sales
- Customer relations

DATE: Wednesday, January 18  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$55  
SEQUENCE NUMBER: EXT 09  
LOCATION: CSUDH campus  
INSTRUCTOR: Ralph Dorff, MPA, author of *Marketing for the Small Manufacturer*



## IMPORT/EXPORT I

*—Introduction to international and multinational business transactions*



DATE: Saturday, February 4  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$50

SEQUENCE NUMBER: EXT 10  
LOCATION: CSUDH campus  
INSTRUCTOR: Ronald Bosch, PhD,  
general manager of an  
import/export company

Learn or review the basic characteristics of the international business environment to enhance your potential for profits in international trade.

Discover how to find products to import and export. Develop a method of locating sources and assistance in the international business network. You will become familiar with:

- Crucial factors for success in an international trade venture
- Key agencies
- Key documentation and import/export terminology
- Banking cycles and insurance
- Transportation and packing



## IMPORT/EXPORT II

*—A comprehensive approach to placing your product in the international market*



This follow-up course shows you how to place your product, service or company in the international and multinational market stream. Broaden your knowledge in the import/export activities and

information sources. Learn how you can expedite international and multinational transactions. This one-day seminar will focus on:

- Banking formalities and financing purchases
- Distribution channels and selecting foreign representatives
- Communicating overseas, forming agreements, preparing products for shipment
- Documenting your shipments

DATE: Saturday, February 11  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$50  
SEQUENCE NUMBER: EXT 11  
LOCATION: CSUDH campus  
INSTRUCTOR: Ronald Bosch, PhD,  
general manager of an  
export/import company

## ADVERTISING PASTE-UP AND PRODUCTION

*—For the small business and non-profit agency*



This hands-on workshop deals with the final art stage before printing: preparing the paste-up, mechanical, or camera-ready art. Learn how to assemble your ads, flyers, and mailers for the printer - - and save money for your business. Participants are encouraged to bring samples of their company's current advertising

projects. A basic understanding of advertising fundamentals is suggested as a prerequisite.

The workshop will explain how to:

- Fit and order copy and headlines
- Order stats for line shots and halftones
- Specify paper stock, ink, and number of folds
- Put it all together — the mechanics for line work, photos, and color separation

DATE: Saturday, February 11  
TIME: 9:30 a.m. - 4:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$45  
SEQUENCE NUMBER: EXT 08  
LOCATION: CSUDH campus, HFA C104  
INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH



## HOW TO CREATE A SUCCESSFUL HOME BASED BUSINESS



*—Take advantage of the personal and financial benefits*

If you have entrepreneurial skills and self-motivation, a home based business might be for you. This Small Business Administration

sponsored practical one-day seminar will show you step-by-step procedures for designing, organizing and operating your own home based business. This course focuses on:

- Selecting the right business
- Developing an organizational plan
- Financing your business
- Creating your marketing strategy
- Expanding your operations from your home base

DATE: Saturday, January 28

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 12

LOCATION: CSUDH campus

INSTRUCTOR: Patricia

McNaughton, PhD, management consultant, lecturer

### ALSO SEE:

Computer course listings, p. 15-17 How To Start or Advise a Small Business, p. 40

## PROFESSIONAL DEVELOPMENT

### PRODUCTIVITY MANAGEMENT

*—Motivating yourself and others*

Managers and supervisors, increase your ability to motivate your employees and improve your own motivation. Learn how to be positively self-motivating, how to accurately evaluate your influence on your employees, and how to best serve as a dynamic role model for action.

Apply the highly successful Japanese people-oriented technique of Quality Circles to secure the commitment of your work group to productivity improvement. Participants will:

- Learn motivational skills for building leadership
- Learn performance management skills
- Develop communications skills
- Develop creative decision-making and problem solving techniques
- Learn conflict resolution

DATE: Saturday, February 18

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 13

LOCATION: CSUDH campus

INSTRUCTOR: Patricia

McNaughton, PhD, lecturer, management consultant

### MANAGING YOURSELF AND OTHERS

*—A workshop for career women*

An exciting, practical session providing women with working knowledge and tools that can be put to immediate use, leading to increased job-related personal satisfaction and enhanced value to the organization for which the participant works. Learn how to better organize your own work and to effectively supervise others.

A complete course outline is provided, requiring minimum notetaking and allowing for group interaction and open discussion. Subjects include:

- Creating a businesslike image
- Working under pressure
- Acting decisively
- Getting a raise and/or promotion
- Coping with unfair criticism and maintaining self-control

DATE: Friday, January 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50 (includes materials)

SEQUENCE NUMBER: EXT 14

LOCATION: CSUDH campus

INSTRUCTOR: Rose Dorrance, BA, leadership consultant.

### CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



## PERSUASIVE COMMUNICATION

*—Influence management in business*

In business we often attempt to influence others who are not under our direct authority. Knowing how to communicate accurately and how to obtain commitments and performance from others can strengthen our influence. This workshop will teach you persuasive communication strategies which can be used to successfully influence others.

Analyze the concepts of effective influence and learn how to create a supportive environment. Acquire the skills to mediate disagreements. Refine your listening skills and your understanding of body language signals. You will also learn how to:

- Send nonverbal messages which invite respect
- Clarify issues through active listening techniques
- Build motivation by giving positive reinforcement
- Influence project and program managers and other staff without dominating them

DATE: Saturday, February 25

TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS:

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 18

LOCATION: CSUDH campus

INSTRUCTOR: Patricia

McNaughton, PhD, management consultant

## STAND UP AND SAY IT EFFECTIVELY

*—Develop a powerful oral delivery style*

Good ideas may be overlooked if they're not given a strong presentation. Learn to present your ideas with strength and dynamism. This course will help increase your effectiveness in verbal presentations by providing step-by-step instructions for

preparing your presentation, researching your audience, delivering your presentation, and handling audience questions. The course will also cover:

- How to win an audience
- Presentation styles
- Verbal and non-verbal communication
- Use of visual aids
- Adapting presentations to different environments

DATE: Monday and Wednesdays,

February 13, 15, and 22

TIME: 5 p.m. - 8 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 15

LOCATION: Northrop Corporation,

One Northrop Avenue, Gate 5,

Bldg. 30, Hawthorne

INSTRUCTOR: Betty Koller, MSA,

training and personnel administrator, Northrop Corporation

## EFFECTIVE BUSINESS WRITING

*—A ten-week course to develop this important managerial skill*

For the professional, technical, or business person who writes at work. Knowing how to write clearly and emphatically is a valuable job asset. Unfortunately, many of us lack sufficient writing training and have limited opportunity to correct this deficiency. This ten-week

course provides:

- A comprehensive review of basic grammar and punctuation
- Techniques for conciseness, clarity and precision
- Critiques by the instructor of written assignments

DATE: Tuesdays, January 10 - March 13

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

NUMBER OF MEETINGS: 10

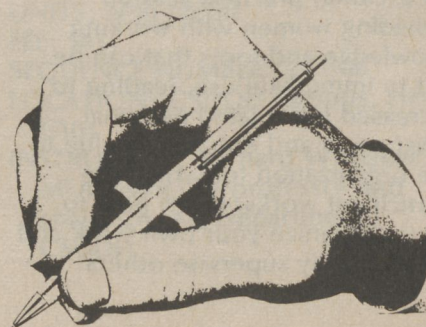
UNITS: 2, English X252, degree applicable

FEE: \$72

SEQUENCE NUMBER: EXT 16

LOCATION: Northrop Corporation, Leadership Room, Cerise Facility, Hawthorne

INSTRUCTOR: Marc Schwarting, MA, Training Director, Northrop Corporation





## BUSINESS COMMUNICATION

—*Polish your oral and written presentation skills*

Develop your business communication skills in this one-day workshop which focuses on selecting the appropriate

communication strategy for each situation. Whether you're writing or speaking, learn to express your ideas with precision and clarity.

The workshop will cover:

- How to write letters and memos
- How to write reports
- How to respond to business communications problems

DATE: Friday, February 24

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

NUMBER OF MEETINGS: 1

FEE: \$50

UNITS: Non-credit

SEQUENCE NUMBER: EXT 17

LOCATION: CSUDH campus

INSTRUCTOR: Abe Ravitz, PhD,  
professor of English, CSUDH

## STRESS AND THE WORKING WOMAN

—*Coping skills to help you survive*

In four hours you will learn a practical approach that explores stress that is unique to women. The "super achiever" syndrome will be discussed and you will learn

behavioral techniques that increase energy, reduce stress, help you manage your life and maintain an optimum level of wellness. The five-point plan includes:

- Stress factors
- Nutrition
- Exercise
- Managing time
- Time to be you

DATE: Monday, February 27

TIME: 9 a.m. - 2 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 90

LOCATION: CSUDH campus

INSTRUCTOR: Eve Cappello, PhD,  
director, ACT Institute

## 1984 SUMMER OF CHAMPIONS

*Think SUMMER during WINTER!*

**Enroll in the SUMMER SESSION at California State University, Dominguez Hills  
site of the 7-Eleven Olympic Velodrome**

**Take college-credit courses to help accelerate college graduation, update professional skills, or prepare for career changes. Also enjoy Summer '84 courses on the Olympiad history and cultural festivity.**

**For information, phone 213/516-3746  
California State University Dominguez Hills  
Division of Extended Education  
Office of Summer Session  
Carson, CA 90747**

*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: \_\_\_\_\_

\_\_\_\_\_



# PROFESSIONAL DEVELOPMENT

## SPANISH FOR PUBLIC SERVICE CERTIFICATE

### THE PROGRAM

The Certificate Program in Spanish For Public Service consists of six courses and provides basic speaking, reading, and writing 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 participant's understanding of the Hispanic community, thus encouraging improved relationships between employees and the Spanish-speaking public they serve.

### WHO SHOULD ATTEND

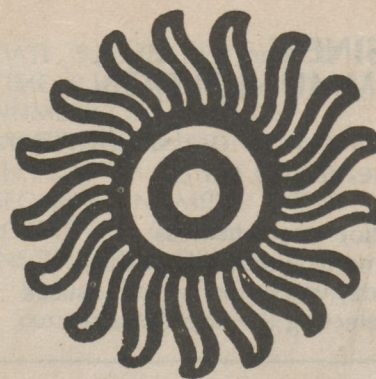
The program is useful for anyone who must communicate with those whose native language is Spanish.

### 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. Students may utilize their own employment as an internship for the Certificate Program if it fulfills requirements. Students not presently working in positions interfacing with Spanish-speaking clientele will be placed in volunteer bilingual positions. The six-course program requires three quarters to complete and comprises 22 units. **All courses are degree applicable.**

### THE CERTIFICATE

Students completing all courses satisfactorily in the Program, with a minimum 2.0 grade point in all graded classes, will receive the Spanish for Public Service Certificate.



### 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 evenings. The intensive Summer cycle begins June 25, 1984. *Interested persons should call Dr. Raúl Romero, program coordinator at 213/516-3327 (M-Th, 9-4 p.m.), to be placed on either the Summer or Fall student list to ensure placement in the program.*

## BEGINNING SPANISH FOR PUBLIC SERVICE (Part II)

—*Spanish for Business Communication — Commercial Spanish*

This lively and entertaining class offers training in speaking, listening and writing skills, with a special emphasis on conversational Spanish. The course provides selected dialogues and language practice for the business and employment settings.

Designed for students with at least a beginning knowledge of Spanish, this course is especially useful for businesspersons, civil service personnel, teachers, and others

who must interact with Spanish-speakers.

To register, students may attend the first or second class session or pre-register in room ERC C-508 before the class begins. For more information, call Dr. Raúl Romero, 213/516-3327, Monday through Thursday, 9 a.m. - 4 p.m.

DATES: Saturdays, January 7 - March 17

TIME: 9 a.m. - 12:25 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, SPA X202, degree applicable

FEE: \$128 plus a \$4 materials fee

SEQUENCE NUMBER: EXT 19

LOCATION: CSUDH campus, SBS A-104

INSTRUCTOR: Ben Pena, PhD, assistant professor, CSUDH

### FOR PROFESSIONAL DEVELOPMENT, ALSO SEE

Computer course listings, p. 15-17  
Personal Financial Planning series, p. 46  
Professional Women and the Workplace, p. 40  
Technical Writing for Professionals, p. 40



# COMPUTERS

## INTRODUCTION TO MICRO-COMPUTING

—Hands-on experience in data processing

Regardless of your age or level of education, this course is for you if you have an interest in computers. Develop a basic understanding of computer programming using the BASIC language. You will learn the computer keyboard and programming. You will become sufficiently familiar with elementary computing terminology to discuss computers and computer resources intelligently with vendors. The course will cover:

- How to write computer programs
- Inputting information and producing results

Each participant will have a terminal to work on and will receive a floppy disc to take home.

DATE: Section I: Saturday, Jan. 14, 9 a.m. - 1 p.m.

Section II: Tuesday, Feb. 14, 6 - 9 p.m.

Section III: Tuesday, March 13, 6 - 9 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35 plus \$5 materials fee

SEQUENCE NUMBER: EXT 22

LOCATION: CSUDH campus, SCC D-138

INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department, CSUDH and Patrick Mitchell, M.S. lecturer, CSUDH



## INTRODUCTION TO WORD PROCESSING

—Learn on a micro-computer

Students, businesspersons and educators, learn how to do word processing on a micro-computer. You will learn through hands-on experience how to do word processing applications and gain a thorough understanding of how to

use a computer. Practice setting up letters, reports, and your own documents. Each participant will have his own terminal. Topics to be discussed include:

- Basic computer concepts
- Commands, text management and insertions
- Deletions, margins, tabs and centering
- Merging, storage and retrieving

DATE: Saturdays, February 4, 11, 18  
TIME: 9 a.m. - 1 p.m.

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$75 plus \$5 materials fee

SEQUENCE NUMBER: EXT 21

LOCATION: CSUDH campus, SCC D-138

INSTRUCTOR: Reba Davis, word processing consultant, manager of REP Wordprocessing Services

## ELECTRONIC SPREADSHEET WORKSHOP

—Forecasting and Financial Analysis on Microcomputers

Learn about Visicalc and other spreadsheet programs, software package designed for use on personal computers at home or at work. With these programs, you can set up worksheets; then test your financial options as the computer erases and recalculates for you. This one-day hands-on computer workshop will introduce

you to an invaluable management tool for financial planning and forecasting.

Electronic spreadsheets can be learned by anyone with or without programming background. Anything you can think of that requires hours of calculating can be completed with an electronic spreadsheet in a matter of minutes. Enrollment is limited, therefore you must call for reservations. You will learn:

- Projections
- Home money management
- Financial analysis
- Business forecast

Date: Saturday, January 7

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35 plus a \$5 materials fee

SEQUENCE NUMBER: EXT 23

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department



# COMPUTERS

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## USING THE TELEPHONE TO EXPAND THE CAPABILITY OF YOUR COMPUTER

*—A basic introduction to modems and electronic mail and bulletin boards*

All you need is a simple device called a modem. By attaching a modem to your home computer, you can establish a world-wide communications link. Your computer can thus be used to communicate from home to work or to family and friends. This

workshop will introduce you to electronic mail systems, computer bulletin boards, and general data base message systems.

No programming or comprehensive computer knowledge is necessary. Simply learn how the entire family can more fully enjoy the benefits of a home computer.

Other topics include:

- Types and costs of modems
- Handling telephone costs
- Uploading and downloading information
- Logging-on

DATE: Section I: Wednesday, January 11, Section II: Wednesday, February 8  
TIME: 6:30 p.m. - 10:00 p.m.  
NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 25

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Edward Averette, MA, budget analyst, CSUDH Business Affairs Office

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## COMPUTERS IN THE CLASSROOM

*—For teachers at all educational levels*

Computers offer a wide range of instructional possibilities for elementary, secondary, and higher education. In this two-day workshop, learn how the computer may help you in your classroom.

Participants will receive "hands-on" computer practice. No previous computer experience is necessary.

The workshop will cover:

- Various systems, including Apple and Plato
- Software for mathematics, science, social studies and English programs

DATE: SECTION I: January 21, 28  
SECTION II: February 25, March 3

SECTION III: March 10, 17

TIME: 9 a.m. - 2 p.m.

NUMBER OF MEETINGS: 2 per section

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 24

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Judson Taylor, PhD, director of Learning Assistance and Testing and professor of Education, CSUDH  
Joan Shulman, MA, educational consultant

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## HOW TO MAKE MONEY WITH HOME COMPUTERS

*—Your chance to enter a fast-growing industry*

If you're thinking about buying a home computer, it's time you hear about a fascinating new hobby that might also make you extra cash.

Low-cost computers are creating hundreds of new ways for you to

make money in your spare time at home. Take advantage of some of these money-making methods with your home computer. Beginners or microcomputer experts, learn how to use a personal computer to produce articles, books, programs, games, gadgets, arts, crafts, services and computer-made products. Also discover how the computer can help in teaching and consulting services.

DATE: Saturday, March 17

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 27

LOCATION: CSUDH campus

INSTRUCTOR: Dan Thompkins, PhD, business consultant

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## CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.

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## INTRODUCTION TO LOGO FOR TEACHERS AND PARENTS

*—Learn the basic commands of this computer language*

Find out exactly what LOGO is, what it can be used for, and how to use it. This workshop will introduce teachers and parents to LOGO through hands-on experience with the computer

language. The class will be a combination of lecture and laboratory sessions.

Participants will be able to:

- Write simple procedures in turtle graphics
- Run the procedures and save them for future use
- Enter a LOGO program and run it correctly on a microcomputer

DATE: Thursdays, Section I:

January 19, Section II: February 16, Section III: March 15

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

NUMBER OF MEETINGS: 1 per section

UNITS: .3 CEU

FEE: \$30

SEQUENCE NUMBER: EXT 26

LOCATION: CSUDH campus, SCC D-138

INSTRUCTOR: Lynn Anderson, MBA, Instructional Computing Coordinator

## COMPUTER-ASSISTED LEARNING — COURSES VIA COMPUTER

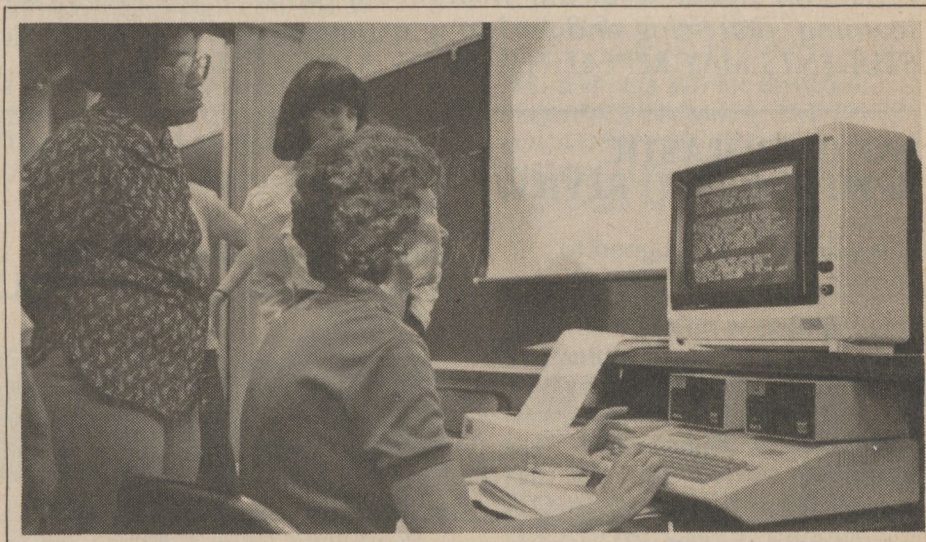
The PLATO interactive computer learning system enables you to:

- Learn without the pressure of competitive testing and grading
- Prepare for licensure or college entrance examinations
- Choose what you want to learn from a wide variety of available courses
- Choose when you want to learn — the PLATO terminals are available on the CSUDH campus Monday — Thursday 7:00 a.m. - 10:00 a.m.; 8:00 p.m. - 10:00 p.m., Saturday, Sunday, Noon - 5:00 p.m.
- Choose how fast or slowly the instruction takes place; you learn at your own pace
- Choose how much education or training you want — fees vary depending on the course selected or the number of hours required for completion — the average cost is \$6.50 per hour

Examples of the hundreds of courses in the PLATO library:

Basic Skills for students — age ten and up

Mathematics  
English  
Reading  
Languages



### Computer Courses

Introduction to computers  
Programming languages (Basic, Fortran)

### Business Courses

Accounting  
Management Skills  
Decision-making Processes

### Career Planning and job search skills

### Courses for Teachers

Basic skills review for CBEST and NTE  
How to develop computer assisted instruction courses  
Career development for teachers

### GED Preparation — high school equivalency

Vocational Training — prepares student for licensing examinations  
Aviation  
Electronics

### Foreign Languages

Spanish  
French  
Russian

For information regarding Courses Via Computer — PLATO system — call the Extension office: 516-3741.

### ALSO SEE:

EIES, the Electronic Information System allows students to participate in a wide variety of seminars via computer telecommunications. Course listings p-38-40.



# TEST PREPARATION

## BOBROW

*Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body 10 years ago. Since then it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations.*

*By request only, these programs are now offered at 26 universities, colleges, and law schools. The classes have been developed and evaluated by authors of 15 national best-selling test preparation textbooks (Guide to the New LSAT, published by Barrons Educational Series, Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs NTE Preparation Guide, Cliffs CBEST Preparation Guide, Cliffs GRE Preparation Guide among others published by Cliffs Notes).*

*The staff is composed of attorneys, CPAs, math and reading specialists and other specialist instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams and are carefully planned learning, practicing and analyzing experiences.*

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

### SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

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

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.

#### ALSO SEE:

Computer-assisted learning, p. 17

#### For April 7 Exam

DATE: Saturdays, March 17 - 31

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$65 (includes materials)

SEQUENCE NUMBER: EXT 31

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services

### GMAT (GRADUATE MANAGEMENT ADMISSION TEST) REVIEW

This course will cover the various areas of the GMAT:

- Mathematical ability
- Reading comprehension

- English usage
- Sentence correction
- Business judgment
- Data sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

#### For March 17 Exam

DATE: Saturdays, February 25 - March 10

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$115 (includes materials)

SEQUENCE NUMBER: EXT 30

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services

### CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

*—Do your best on the CBEST*

These workshops are designed to assist students and teachers in preparing for the CBEST. Each area

of the exam — reading comprehension, essay writing, and mathematics — will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

#### For the March 31 Exam

DATE: Saturdays, March 10, 17, 24

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$85 (includes materials)

SEQUENCE NUMBER: EXT 28

LOCATION: CSUDH campus

INSTRUCTOR: Bobrow Test Preparation Services



## MATH REVIEW FOR CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

—*Do your best on the math CBEST*

Review the basic mathematical skills and information that you will

need to pass the math section of the CBEST. This special 20-hour course will concentrate upon basic arithmetic, algebra, geometry, symbols and terminology, and graph reading. Test-taking strategies will also be presented.

### For the March 31 exam:

DATE: Saturdays, January 21 - March 24  
TIME: 1 p.m. - 3 p.m.  
NUMBER OF MEETINGS: 10  
UNITS: Non-credit  
FEE: \$50 plus \$10 materials fee  
SEQUENCE NUMBER: EXT 28  
LOCATION: CSUDH campus  
INSTRUCTOR: CSUDH staff

## NTE (NATIONAL TEACHERS EXAMINATION) MATHEMATICS SPECIALTY REVIEW

—*Prepare for the NTE in Mathematics*

This course will review mathematical principles to be

tested in the Mathematics - NTE, preparing participants for the exam. Students should have already completed courses in Differential and Integral Calculus.

For further information, contact Eunice Krinsky, CSUDH Department of Mathematics, 213/516-3378.

### For the April 14 Exam:

DATE: Saturdays, March 10 - April 7  
TIME: 1 p.m. - 3 p.m.  
NUMBER OF MEETINGS: 5  
UNITS: Non-credit  
FEE: \$50 plus \$15 for textbook  
SEQUENCE NUMBER: EXT 29  
LOCATION: CSUDH campus  
INSTRUCTOR: Eunice Krinsky, assistant professor, CSUDH

## SUPERLEARNING® FOR HIGH SCHOOL AND COLLEGE STUDENTS

—*Use the stress-free accelerated learning system in your classes*

This one-day program will introduce the American variation of a revolutionary method of accelerated learning now used extensively in Bulgaria and the Soviet Union. Students can reportedly learn a foreign language in one month or complete a college course in  $\frac{1}{3}$  to  $\frac{1}{2}$  the usual time — all by allowing both hemispheres of the brain to function harmoniously during the learning process.

Step-by-step exercises will reduce stress-related learning blocks and use the long-neglected right side of the brain. At the same time, the left side will be used more effectively. The "combined brain power" is many times superior to the usual brain functioning. Often, a child-like wonder and joy of learning is rekindled.

DATE: Saturday, January 28  
TIME: 9 a.m. - 12:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$25  
SEQUENCE NUMBER: EXT 91  
LOCATION: CSUDH campus  
INSTRUCTOR: Don Lofland, MA, instructor, West Valley Community College, Santa Cruz





# EDUCATION

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## ASSERTIVENESS AND DISCIPLINE IN THE CLASSROOM

—For teachers of grades K-12

Learn to take charge. Minimize conflict in your classroom, deal directly with student-teacher confrontations. Motivate your students and gain the confidence you need to take charge in your

classroom. This two-day seminar emphasizes specific communications techniques and positive reinforcements to help build cooperation between student, parents and teachers. This course will show you how to:

- Develop assertive discipline and communications skills
- Employ levels of discipline
- Punishment techniques
- Assertive management skills

DATE: Saturdays, January 7 and 14  
TIME: 9 a.m. - 4 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: 1.5, Education X811  
FEE: \$50  
SEQUENCE NUMBER: EXT 33  
LOCATION: CSUDH campus  
INSTRUCTOR: A. Jane Major, PhD,  
parent educator, Los Angeles  
Unified School District

## USING DRAMA EFFECTIVELY IN THE CLASSROOM

—For elementary and secondary teachers

Have you ever wanted to stage a class play? Would you like to learn how to use dramatic techniques to spark the rest of your curriculum? In either case, this workshop is for you. Learn the essential elements of dramatic structure and how to rehearse, stage, and direct student plays. Begin by mastering preliminary dramatic skills: sensory

recall, movement, and pantomime. Become acquainted with stage terminology and the use of props. Learn how to teach improvisations, character development, and the use of movement and voice.

Including outside reading, the workshop will also stress:

- Collaborative playwriting
- Acting techniques for performance
- Production skills
- Evaluation of television, film, and live dramas
- Use of creative dramatics in teaching other skills

DATE: Saturdays, January 14 -  
February 4  
TIME: 9:00 a.m. - 12 p.m.  
NUMBER OF MEETINGS: 4  
UNITS: 1.2 CEU  
FEE: \$55  
SEQUENCE NUMBER: EXT 38  
LOCATION: CSUDH campus  
INSTRUCTOR: Marilyn Anderson,  
MA, Chair of Drama and English  
Departments, South Bay Adult  
School

## SUPERLEARNING® FOR TEACHERS

—Use a stress-free accelerated learning system in your classroom

Learn Lozanov's revolutionary accelerated learning techniques now being used extensively in the Soviet Union and Bulgaria.

Strengthen your ego and promote whole brain learning through an unusual combination of physical relaxation, suggestive principles, imagery, synchronized breathing and music.

It has been noted that learning has accelerated by two to ten times with these techniques. You can learn a foreign language in as little as one month and an academic course in one-third to one-half the usual time. This one-day workshop will provide:

- An explanation of the 10 components of Superlearning
- How to apply them in the classroom
- A sample session and specific references to applications in such areas as English literature, art, early childhood and elementary education, sciences and foreign languages

DATE: Saturday, January 28  
TIME: 1:00 p.m. - 5:00 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: 0.3 CEU, EDU 807  
FEE: \$35  
SEQUENCE NUMBER: EXT 34  
LOCATION: CSUDH campus  
INSTRUCTOR: Don Lofland, MA,  
instructor, West Valley  
Community College, Santa Cruz

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## CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.

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## INSTRUCTIONAL HUMOR

*—Add humor to your teaching*

If you improve your ability to tell jokes will you be a better teacher? Possibly. New educational studies have discovered that humor can be used effectively in the instructional process. Develop techniques to promote positive group interaction and learn to enhance your

relationship with your students. The course includes an analysis of how to use humor in teaching and an analysis of children's humor. Outside reading will be required.

Classroom presentations include:

- Chaplin, Marx Bros. and W.C. Fields films
- Lectures
- Comedy records (Woody Allen, Cheech and Chong)
- Guest speakers, mimes, comedians, books and magazines

DATE: Saturdays, March 3, 10  
TIME: 8:00 a.m. - 6:00 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: 2 CEU, EDU X834  
FEE: \$72 Credit/\$50 Non-credit  
SEQUENCE NUMBER: EXT 36  
LOCATION: CSUDH campus  
INSTRUCTOR: Peter Desberg, PhD,  
professor of Education, CSUDH

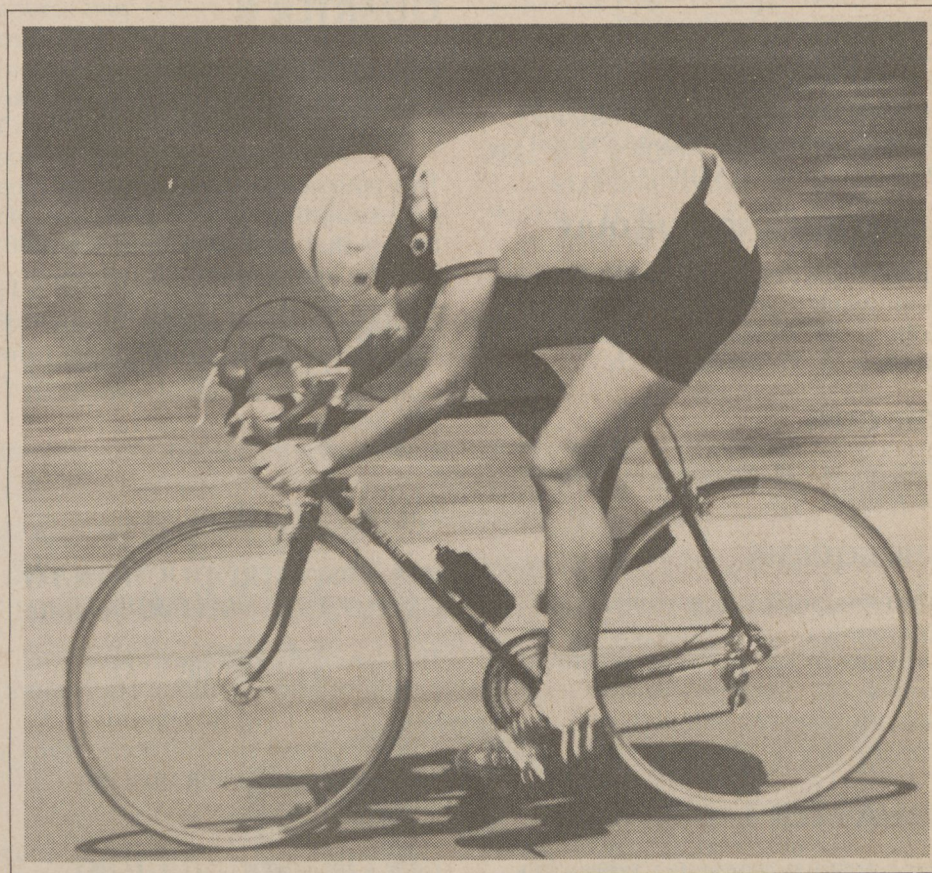
## OLYMPIC THEMES FOR THE CLASSROOM TEACHER

*—Prepare your students for the 1984 Summer Olympics*

The Olympic Games can be the starting point for rich and varied classroom discussions. Explore with your students the meaning of the Games and their relationship to celebration, brotherhood, and ethnic understanding. This intensive, hands-on workshop will present activities and resources for teachers to use in classroom sessions on the Olympics. Outside reading will be required. Material will be drawn from:

- Children's art
- Literature
- Songs and dances from nations participating in the Games.

Students will prepare teaching units for their classrooms based upon instruction, research, and application. Units will be submitted and evaluated at the second meeting.



DATE: Saturdays, February 4, 9  
a.m. - 4:30 p.m. and February  
25, 9 a.m. - 4:30 p.m.

NUMBER OF MEETINGS: 2

UNITS: 1.5, EDU X740

FEE: \$54

SEQUENCE NUMBER: EXT 37

LOCATION: CSUDH campus

INSTRUCTOR: Cecilia Riddell and  
Penelope Greeven, CSUDH  
Extension instructors

### ALSO SEE:

Computer course listings,  
p. 15-17

Public Issues, p. 37

Rhythmic Gymnastics for

Teachers and Coaches, p. 28

Clay for Teachers, p. 32



# HEALTH PROFESSIONS

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## 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.

### 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. With the permission of the Program Coordinator, students not meeting the minimum entrance requirements may be conditionally admitted based on a combination of education and experience.

### 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 \$32 per unit: a four-unit course is \$128.

### 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.

### QUARTER I

#### **HEA X282 INTRODUCTION TO COUNSELING TECHNIQUES (4 units)**

This course introduces the skills and technique 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/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 multidisciplinary 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.

**For information call Brenda Blow  
213/516-3741.**

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### CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.

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## SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

This intensive one-week experience was developed by San Pedro Peninsula Hospital as a result of requests from professionals and para-professionals who wished to enhance their understanding of alcoholism and chemical dependency and to be exposed to the Alcoholism Recovery Services' (ARS) philosophy and methods of treatment. The program is of value for physicians, nurses, social workers, employee assistance counselors, personnel directors, para-professionals, and other professionals interested in increasing their understanding of the nation's primary health problem.

### Objectives of the Program:

- Recognize alcohol/chemical dependency as a disease and learn to identify it in its early stages
- Gain an understanding of the alcohol/chemical dependent person and his/her family
- Learn about the treatment and recovery process for the alcohol/chemical dependent person and his/her family
- Become aware of personal defense systems and relate them to working with the alcohol/chemical dependent individual and family

### Schedule and Arrangements

This is a five-day training experience offered every month during the year. Lunch is included in the basic fee; all other meals are available in the main hospital cafeteria at minimal expense.

### Daily Course Outline

9:00 - 10:00 a.m. General education to include the following:

Medical Aspects — Intervention — Roadblocks to Treatment — Introduction to Group — Family Therapy — Aftercare  
 10:00 - 10:15 a.m. Break  
 10:15 - 12:30 p.m. Education

12:30 - 1:30 p.m. Lunch  
 1:30 - 2:00 p.m. Group Assignments  
 2:00 - 3:30 p.m. Inpatient Group  
 3:30 - 3:45 p.m. Break  
 3:45 - 5:00 p.m. Lecture and Daily Critique  
 5:00 - 6:30 p.m. Dinner  
 6:30 - 9:30 p.m. Outpatient Groups

### Continuing Education Units/Credits

This is an approved program of continuing medical education through San Pedro Peninsula Hospital. Physicians attending this course may report up to 45 hours of formal (Category 1) credit toward the California Medical Association Certificate in Continuing Medical Education. This course is also approved for 45 contact hours of continuing education for R.N.s and L.V.N.s. (BRN Provider #00302).

This program is also approved for 30 hours of relicensure certification units for California Association of Alcoholism Counselors.

Four units of degree applicable credit is available from California State University Dominguez Hills Extended Education.

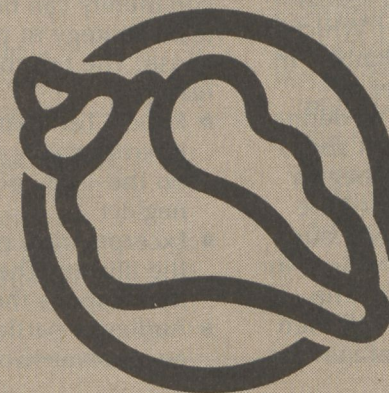
Each trainee will receive a certificate of completion from SPPH.

### Registration

Pre-registration and a screening of all potential enrollees is mandatory. Contact San Pedro Peninsula Hospital for information and registration materials, 213/832-3311, Extension 3258, or write:

Training Program Coordinator/ARS  
 San Pedro Peninsula Hospital  
 1300 W. Seventh Ave.  
 San Pedro, CA 90732  
 FEE: \$132 CSUDH credit  
 \$125 non-credit  
 INSTRUCTOR: San Pedro Peninsula Hospital Alcoholism Recovery Service Staff

## SAN PEDRO PENINSULA HOSPITAL



**WE'RE  
LISTENING**



# HEALTH PROFESSIONS

## MASTER OF SCIENCE IN MEDICAL TECHNOLOGY — External Degree Program

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 of six quarters (1½ years).

Five options are available:

- Clinical Laboratory Management
- Clinical Sciences
- Education
- Immunohematology and Blood Transfusion
- Clinical Laboratory Practice

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 213/516-3748.

## CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with Cal State University, Dominguez Hills offers an accredited long-term certificate program in Orthotics. Orthotics is the profession of providing orthopedic braces for the physically

disabled. Interested students with an Associate degree or higher and familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical settings. Students

study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

For more information, contact:  
Darrell Clark  
Rancho Los Amigos Hospital  
(213) 922-7655

## TELECONFERENCE: SEXUAL ABUSE OF CHILDREN

*—Join experts on the study of child abuse and neglect*

Under what conditions do sexual acts become sexual abuse? Which acts are considered exploitative? In this teleconference a panel of professionals will attempt to define what constitutes the "sexual abuse of children." The program begins with an historical overview of the problem of abuse, examining our sexual attitudes towards children in and outside the family unit. The dynamics of sexual abuse will then be traced, in the context of current

theories of intra- and extra-family sexual abuse.

Discover how victims often react to abuse and the short and long term effects of their internalizing of the trauma. Learn the general theories for treatment and how the entire community can be mobilized in a team strategy to prevent further abuse. The teleconference will also feature:

- Robert Ten Bensel, internationally recognized expert on the study of child abuse and neglect
- Excerpts from performances by the Illusion Theater, a Minneapolis theater group
- Audience participation in question/answer sessions

DATE: Saturday, February 18  
TIME: 7 a.m. - 1:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$80 (includes materials)  
SEQUENCE NUMBER: EXT 40  
LOCATION: CSUDH Campus, ERC E-133  
INSTRUCTOR: Various experts on the study of child abuse and neglect via The National University Teleconference Network

## CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



**SEXUAL WELL-BEING**

—A workshop for counselors

How does sexual well-being affect the emotional and personal growth of the individual? How does your own personal sexual satisfaction affect your sexual outlook in dealing with clients and patients? You'll discover the answers to these and other questions in this one-day workshop. A special experiential learning process including guided imagery, lecture and audio-visual presentations will help you understand human

sexuality as a transpersonal experience.

The workshop will create a safe space to confront the following issues as they relate to your individual experience:

- Human sexuality, an innate drive or a learned experience?
- Can sexual activity be creative?
- Is it possible to find one-ness and unity through sexual experiences?

Communications in small groups and guest speakers will be emphasized throughout the day-long program.

**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 4

TIME: 9 a.m. - 7:30 p.m.

UNITS: 1 CEU, PSY 900

FEE: \$55

SEQUENCE NUMBER: EXT 42

LOCATION: CSUDH campus

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

**ADVANCED  
THIRD-PARTY BILLING  
AND COLLECTIONS**

—Learn how to process medical insurance claims

Understanding the details of third-party claims processing and collections management is vital for medical office personnel. This workshop will examine the principles of third-party reimbursement, emphasizing Medi-Cal, Medicare, and major insurance carriers.

Explore the complete picture of insurance claim processing: coding, billing, processing, assignment and non-assignment, collecting and profits. Learn how to maximize claim payments for doctor and patient. Discuss the importance of accurate billing, timely collections, and "established" credit policies as well as the role and function of the accountant. The workshop will also teach participants how to:

- Prepare a standard claim and claims inquiry

- Design fee tickets, "superbills," and insurance follow-up logs
- Identify codes and diagnosis appropriate to individual practice

DATE: Wednesday, February 15

TIME: 9:30 a.m. - 4:40 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 44

LOCATION: CSUDH campus

INSTRUCTOR: Dianne Jackson, MPH, management consultant

**STOP SMOKING  
WORKSHOP**

—Quit without behavior modification

Break your addiction to cigarettes naturally and easily. Quit smoking and improve your overall health in a one-day workshop and return a week later to discuss your success. This workshop teaches you how to

reduce your craving for cigarettes by the use of:

- Acupressure
- Nutrition and diet
- Breathing techniques
- Vitamin supplements

DATE: Saturday, January 28,

10 a.m. - 4 p.m.,

Friday, February 3,

7 p.m. - 9 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45/CSUDH students \$35

SEQUENCE NUMBER: EXT 45

LOCATION: CSUDH campus

INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration, CSUDH, recipient of the 1981-82 Lyle E. Gibson Distinguished Teacher Award, CSUDH



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.



# WRITING SKILLS

## HOW YOU CAN SPEAK AND WRITE YOURSELF TO \$\$\$ FREEDOM

—*Ways to become successfully self-employed*

Learn how to market your speaking and writing skills to serve the community's needs. This one-day workshop will show you how to profit from writing, consulting, and giving speeches, seminars, and classes. Also learn to develop spinoff products: tapes and consulting services. Discover how to design a program that's marketable and cost-effective.

The workshop will also explain:

- How to find a crucial idea
- How to market your ideas
- How to profit from self-publishing and multiple-selling

DATES: Friday, February 17

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 58

LOCATION: CSUDH campus

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

### ALSO SEE:

Effective Business Writing, p. 12  
Technical Writing for  
Professionals, p. 40



## HOW TO SELL 75 PERCENT OF YOUR FREELANCE WRITING

—*Enter the ranks of earning professionals*

Most beginners can't sell 5 percent of their writing. Professionals can't write fast enough to keep up with their sales commitments. The difference is in the marketing.

Beginners write, then try to sell; pros sell, then write. This seminar, focusing on nonfiction articles and books, explains the professional system, then shows how you can use it with predictable lucrative results. You will learn:

- What kinds of writing sell best
- When you should query and when you should send unsolicited copy
- How pros double their income by selling reprints and rewrites
- How to take every allowable tax deduction

DATE: Saturday, February 18

TIME: 12:30 p.m. - 5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes workbook)

SEQUENCE NUMBER: EXT 56

LOCATION: CSUDH campus

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

## WRITING TRAVEL ARTICLES THAT SELL

—*Make money while you vacation*

Travel journalism is an excellent field for beginning and established writers. In this one-day workshop, discover how to transform travel into travel copy. Learn how to plan articles and secure assignments before leaving on a trip. Examine techniques for marketing the same

sites to different newspapers and magazines, and for doubling your income through photography.

The following specific travel writers' concerns will also be addressed:

- How to justify tax deductions for travel
- How and when to mail slides and photos
- When to write in first person
- How to find travel writing markets

DATE: Sunday, February 19

TIME: 1 p.m. - 5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40 (includes workbook)

SEQUENCE NUMBER: EXT 57

LOCATION: CSUDH campus

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

## CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



# PHYSICAL FITNESS & RECREATION

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## STRENGTH & CONDITIONING: PROCEDURES, PHILOSOPHY, AND CONCEPTS

*—A teleconference with athletes and coaches nationwide*

Learn how to improve the endurance, speed, power and agility of your athletes through strength and conditioning programs. In this teleconference the University of Nebraska, a nationally renowned leader in the field, shares its philosophy concerning the importance of strength and conditioning procedures in athletic programs for schools, colleges, and universities. Examine the University of

Nebraska's standards for strength and conditioning programs and gain concepts to implement in your own athletic programs.

The teleconference focuses upon four key aspects of the University of Nebraska program: testing, evaluation, goal setting, and program development and implementation. Watch actual videotaped clips of athletes performing tests and learn how evaluation procedures can in turn improve goal setting and program development.

The teleconference will also include:

- Interviews with athletes and coaches nationwide
- A video tour of the University of Nebraska strength complex

- Examples of strength and conditioning programs at universities throughout the country
- Question/answer sessions with participants

DATE: Saturday, February 25

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$50 (plus optional guide for \$13)

SEQUENCE NUMBER: EXT 78

LOCATION: CSUDH campus, ERC E-133

INSTRUCTOR: Boyd Epley and Mike Arthur, University of Nebraska via National University Teleconference Network

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## SUPER VISION®: TAKING YOUR VISION BEYOND NORMAL

*—For athletes and general audiences*

Tennis, racquetball, baseball, basketball, and golf are just a few of the sports in which sharp vision can be a distinct advantage. After Super Vision® training, athletes have reported that moving baseballs and tennis balls actually appear to increase in size and slow down. The athletes have simply learned to increase their reaction speed.

With Super Vision, you can expand your dynamic acuity — the ability to see objects clearly in motion. With practice and perseverance, you can also develop increased peripheral awareness, depth perception, concentration, and the ability to track objects in motion.

Although especially useful for athletes, Super Vision can help anyone to improve:

- Hand-eye coordination
  - Speed of recognition
  - Color intensity and awareness.
- Participants will meet for a one-day workshop and then return three weeks later to report results.

DATE: Saturday, February 11 and Friday, March 2

TIME: February 11 - 10 a.m. - 4 p.m., March 2 - 7 p.m. - 9 p.m.

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: EXT 46

LOCATION: CSUDH campus

INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration. Dr. Puett is presently training an athlete for the 1984 Olympic Games.

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## RHYTHMIC GYMNASTICS FOR WOMEN

*—Learn the newest Olympic Sport*

Participate in this new competitive Olympic Sport and develop your strength, flexibility, balance, grace, and sense of accomplishment. Practice techniques for ballet,

modern and jazz dance. You will work with:

- Balls
- Ropes
- Hoops
- Clubs
- Ribbons

DATE: Tuesdays, January 10 - March 13

TIME: 5:30 p.m. - 6:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: EXT 47

LOCATION: CSUDH campus, GYM A104

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH, Physical Education and Recreation Department, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics



# PHYSICAL FITNESS & RECREATION

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## **RHYTHMIC GYMNASTICS CLINIC FOR TEACHERS AND COACHES**

*—An introduction to the newest Olympic sport*

Rhythmic gymnastics is a new sport set to debut at the 1984 Los Angeles Olympic Games. You can learn all aspects of this sport and improve your gymnastics skills through the use of different hand

apparatus such as, ropes, hoops, balls, clubs, and ribbon in choreographed routines.

A rhythmic group will perform and demonstrate the qualities of each apparatus. You will explore your skills in rolling, spinning, twirling, tossing and catching each piece of equipment. This one-day workshop will cover:

- Organizing classes
- Judging
- Coaching
- Choreographing routines

Outside reading will be required.

DATE: Saturday, January 21

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

NUMBER OF MEETINGS: 1

UNITS: 1, EDU 801.1

FEE: \$45

SEQUENCE NUMBER: EXT 48

LOCATION: CSUDH campus

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH Department of Physical Education and Recreation, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics

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## **RHYTHMIC GYMNASTICS COMPULSORIES CLINIC**

*—Teach the latest Olympic routines*

This clinic demonstrates how to teach the newest Olympic Sport. Learn the basic skills for teaching rhythmic sportive gymnastics. Rope, hoop, ball, club and ribbon will be taught on a beginning as well as advanced level.

The compulsory routines sanctioned by the United States Gymnastics Federation will be taught as well as many new and innovative optional skills.

Talk with Alla Svirsky, 1984 Olympic coach.

Outside reading will be required.

DATE: Saturday, January 28

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

NUMBER OF MEETINGS: 1

UNITS: 1, EDU 801.2

FEE: \$45

SEQUENCE NUMBER: EXT 49

LOCATION: CSUDH campus

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH Department of Physical Education and Recreation, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics

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## **BODY ALIGNMENT**

*—Develop strength and balance*

Practice stretching and flexing to improve your whole sense of well-being. This workshop combines a variety of exercise techniques which work to bring your body into proper alignment. Once your body is properly aligned, you'll develop a new way of walking, standing, and feeling.

Learn adapted yoga techniques and advance to increasingly difficult postures as your body lets go of tension. Use balancing poses to bring your mind and body into harmony. Learn what your body is trying to communicate to you.

The techniques are especially designed to help you to:

- Improve posture
- Increase flexibility
- Discover body/mind calm

DATE: Wednesdays, January 11 - March 14

TIME: 5:30 p.m. - 6:45 p.m.

NUMBER OF MEETINGS: 10

UNITS: 1, Phys. Ed. X131

FEE: \$36

SEQUENCE NUMBER: EXT 50

LOCATION: CSUDH campus

INSTRUCTOR: Jolie Barretta, BA, instructor, CSUDH Department of Physical Education and Recreation, California State Chairperson for United States Gymnastics Federation, Rhythmic Gymnastics

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## **CLASS LOCATIONS:**

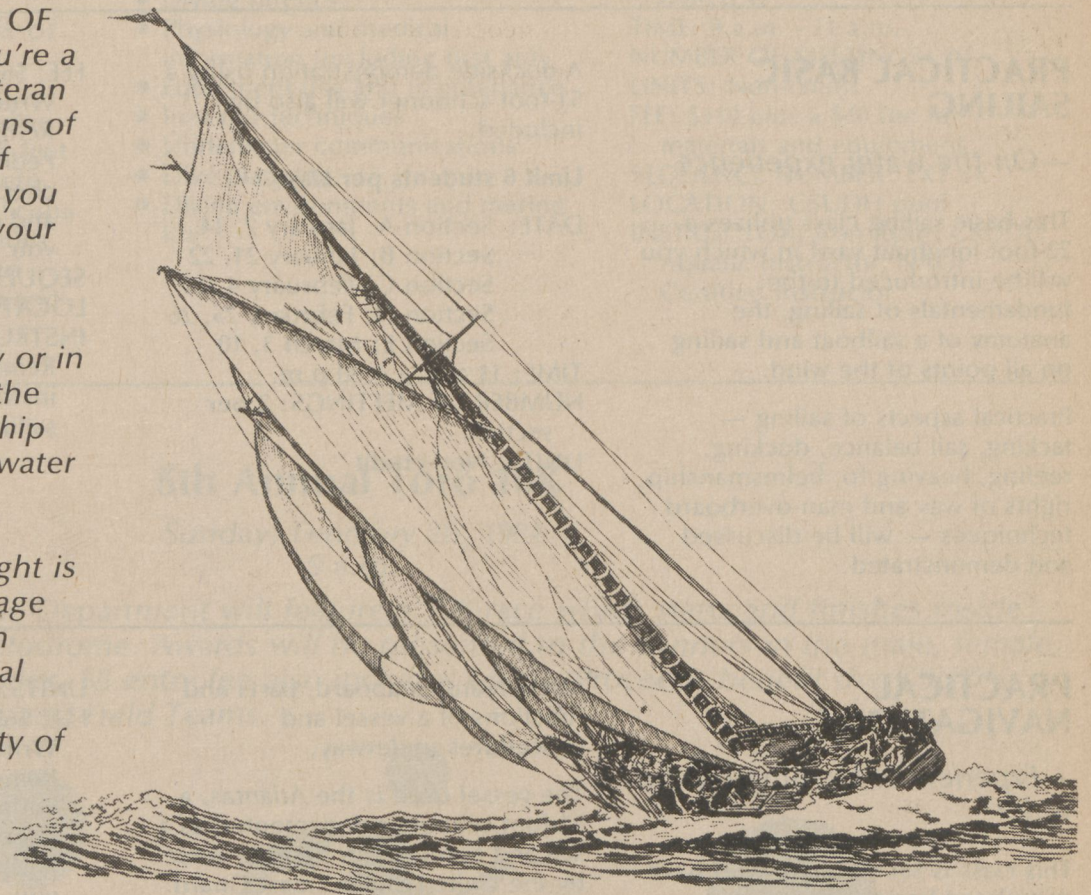
Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.

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**G**REAT TRADITIONS OF THE SEA — Whether you're a beginning sailor or a veteran navigator, Great Traditions of the Sea offers a series of courses which will train you to become a master of your own ship.

These classes can be experienced individually or in sequence. You'll cover the entire realm of seamanship and learn safety at sea, water procedures and basic functions of all types of vessels. A special highlight is a fun-filled two-day voyage that offers you hands-on experience and a nautical holiday to remember. Because of the popularity of these courses, space is limited and early registration is recommended.



## 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.

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, pimsoll lines, hull

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 dockside demonstration using the 51-foot schooner *Atlantas*.

DATE: Mondays, March 19 - April 9  
TIME: 7:30 p.m. - 10:30 p.m.  
NUMBER OF MEETINGS: 4  
UNITS: 1, Education X124.1, degree applicable  
FEE: \$36 credit  
\$30 non-credit  
SEQUENCE NUMBER: EXT 53  
LOCATION: Yankee Whaler Inn,  
Berth 75, Ports O' Call, San Pedro  
INSTRUCTOR: Capt. Ron  
Remsburg, MA, Extension  
instructor of navigation and sailing



# PHYSICAL FITNESS & RECREATION

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## CLASSES AT SEA

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### 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.

#### Limit 6 students per class.

DATE: Section A: January 7, 14  
Section B: January 21, 22  
Section C: February 4, 11  
Section D: February 25, 26  
Section E: March 3, 10

TIME: 11 a.m. - 4:30 p.m.

NUMBER OF MEETINGS: 2 per section

UNITS: Non-credit

FEE: \$65 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER: EXT 52

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing, and staff.

### 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* aboard, but the course will also give the student the experience of sailing a large vessel.

Lessons will include navigation review necessary for the voyage, sea navigation, equipment and

safety features aboard, parts and functions of a vessel and procedures underway.

The vessel used is the *Atlantas*, a 51-foot schooner documented as a sail and seamanship training vessel by the United States Coast Guard.

#### Limit 6 students in each section.

DATE: Section I: January 14  
Section II: February 12  
Section III: March 17

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

NUMBER OF MEETINGS: 1 per section

UNITS: Non-credit

FEE: \$65 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER: EXT 54

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of navigation and sailing

### DEEPWATER CRUISING

#### —A two-day excursion to Catalina Island

This two-day Catalina Island voyage is designed to give deepwater experience in sails, navigation and seamanship skills.

Lessons include: navigation review necessary for voyage, navigation underway, equipment and safety at sea, parts and function of a vessel, and water procedures.

The *Atlantas*, a U.S. Coast Guard documented sail and seamanship training vessel, sails with only six students per voyage. **Early registration is recommended.**

DATE: Section I — Saturday and Sunday Feb. 25 & 26  
Section II — Saturday and Sunday, Mar. 24 & 25

TIME: 10 a.m. Saturday - 5 p.m.

Sunday  
NUMBER OF MEETINGS: 2 days, 1 night spent aboard vessel in Catalina.

UNITS: Non-credit

FEE: \$150 pre-registration required. Write and mail check to Ron Remsburg, P.O. Box 367, San Pedro 90733-0367. (Do not write check to CSUDH.) Confirmation and directions will be sent to you.

SEQUENCE NUMBER:

Section I — EXT 55a

Section II — EXT 55b

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron Remsburg, MA, Extension instructor of sailing and navigation



## BASIC SCUBA DIVING

*—Learn the fundamentals of underwater diving*

Gain sufficient knowledge to dive with scuba in waters up to 165 feet in depth. Students will complete the requirements for a NAUI Scuba certification. The course includes both classroom instruction and in-water training, using Scuba and related equipment.

You will learn:

- Diving physics
- Physiology and medical information (including first aid)
- Equipment use and maintenance
- In-water techniques
- Underwater communications
- Dive planning
- Diving environments and marine life

DATE: Saturdays, January 14 - March 17

TIME: 9 a.m. - 11 a.m.

NUMBER OF MEETINGS: 10

UNITS: Non-credit

FEE: \$110 plus a \$40 fee for materials and equipment

SEQUENCE NUMBER: EXT 51

LOCATION: CSUDH pool

INSTRUCTOR: Ron Ryan, CSUDH Aquatic Instructor, NAUI Certified Instructor

## 5th Annual Toro 10K

Sunday, February 26, 1984  
9 a.m.

*The CSUDH Toro Athletic Department will feature a 10K race which starts and finishes inside the 7-Eleven Olympic Velodrome. Awards will be presented to the winners in the male, female, and 14 age group categories. \$8 entry fee also includes t-shirt. Proceeds benefit the CSUDH Cross Country and Track and Field Teams.*





# ARTS & HUMANITIES

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## FROM THE RIGHT SIDE ... LEARNING HOW TO DRAW WHAT YOU SEE

—For the beginning or  
advanced artist

Enhance your drawing skills by tapping into the perceptual facility of the brain's right hemisphere. Break down your preconceived ideas about the way the world appears, and use your right brain to "see" and draw things as they actually are. Draw real shapes and

relationships rather than memorized visual symbols. This workshop is based upon the work of Dr. Betty Edwards, author of the best-selling book, *Drawing on the Right Side of the Brain*. Teachers and those who have felt "blocked" in their artistic expression will benefit greatly from the workshop.

Activities will include:

- Audio-visual demonstrations and slides
- Classroom critiques
- Individual assistance

DATE: Saturdays, January 21 - 28  
TIME: 9 a.m. - 5 p.m.  
NUMBER OF MEETINGS: 2  
UNITS: 1 CEU  
FEE: \$50  
SEQUENCE NUMBER: EXT 59  
LOCATION: CSUDH campus  
INSTRUCTOR: Marka Hitt Burns, MFA, artist, instructor in affiliation with Dr. Betty Edwards, California State University, Long Beach

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## ADVANCED CALLIGRAPHY

—For right- and left-handed  
calligraphers

Expand your calligraphy skills to produce more attractive cards, invitations, announcements, signs, and brochures. Then learn how to market your own work. In this one-day workshop, designed for those who have already mastered basic calligraphy skills, participants will work with decorative calligraphy, color, inks, and

printing techniques. The workshop will focus upon:

- Border treatments
- Color inks and gouache
- Composition and layout
- Paper selection and offset printing

Participants should bring their own calligraphy pens, ink, and dip pen to class. A small supply of dip pens will be available in class for a modest price. Participants will also receive a work kit containing paper, ink, and a manual.

DATE: Saturday, March 10  
TIME: 9:30 a.m. - 4:30 p.m.  
NUMBER OF MEETINGS: 1  
UNITS: Non-credit  
FEE: \$25 plus \$10 materials fee  
SEQUENCE NUMBER: EXT 61  
LOCATION: CSUDH campus, HFA C104  
INSTRUCTOR: Bernard W. Baker, MFA, associate professor and chairman, Art Department, CSUDH

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## Mark Your Calendar!

The 1983-84 Season will mark DR. FRANCES STEINER's 8th year as Conductor of the Carson-Dominguez Hills Symphony Orchestra. A combination of fine professional musicians, outstanding community musicians and University music students, working under the maestra's nationally

acclaimed direction, have developed an outstanding orchestra. Featuring an array of fine soloists and interesting programs, this group has enriched the musical lives of increasingly large numbers of music lovers.

**SUNDAY, FEBRUARY 5, at 7 P.M.** - University Theatre, CSUDH  
A concert celebrating the

Centennial of the University of Southern California (USC) School of Music, our director's Alma Mater.

**SUNDAY, MARCH 11, at 7 P.M.** - University Theatre, CSUDH  
The program will mark the culmination of Women's History Week. Featured will be an internationally renowned pianist and works by women composers.



## THE VATICAN COLLECTIONS

### An Exhibit Tour at the M.H. de Young Memorial Museum Golden Gate Park, San Francisco

Study the relationship between the Papacy and the visual arts as you tour "The Vatican Collections" exhibit at the M.H. de Young Memorial Museum in San Francisco. Co-sponsored by the CSUDH Division of Extended Education and the Palos Verdes Community Arts Association, this unique program will offer a chance to explore the history of Papal collecting and the Papacy's association with major European artists from the early Renaissance through the Seventeenth century.

Arthur Harshman, associate professor of Art History at California State University, Dominguez Hills, will present a slide lecture on the Vatican Collections and conduct a tour through the exhibit at the M.H. de Young Memorial Museum. The lecture and tour will cover selected works, emphasizing the style and subject matter characteristic of the Early Christian through the Baroque eras. Some attention will also be given to non-Western works.

The program will begin with a slide lecture by Dr. Harshman on Tuesday, February 7, from 10 a.m. - 1 p.m. Dr. Harshman's slide lecture will take place at the Palos Verdes Art Center, 5504 West Crestridge Road, Rancho Palos Verdes. Tickets for the slide lecture alone may also be available.

The program will then continue on Friday, February 10 as participants depart from Los Angeles to travel to San Francisco. The group tour of the Vatican Collections exhibit, led by Dr. Harshman, is scheduled for Saturday, February 11, 8 a.m. - 10

a.m. Participants will return to Los Angeles on Sunday, February 12.

Total fee for the program, including air transportation, bus to and from hotel, two nights lodging in downtown San Francisco, and lecture and tour of exhibit, is \$225. (Air rates subject to change before departure.) Make checks for \$225 payable to Marilyn's World Travel Agency. (A minimum of 35 participants are needed in the program: a maximum of 40).

Students may enroll in an Independent Study course with Dr. Harshman in order to earn one unit of university credit for the study/tour. For an extra charge of \$36, participants can register for academic credit through CSUDH Extended Education.

For more information about the Vatican Collections study tour, contact the Division of Extended Education, 213/516-3746.



The exhibition's tour of the United States is sponsored by Philip Morris Incorporated, through a generous grant to the Metropolitan Museum of Art in New York, the organizing institution. Pan Am has been designated as the official carrier of the exhibition. An indemnity has been granted by the Federal Council on the Arts and Humanities. The exhibition's presentation in San Francisco has been made possible, in part, by a generous grant from Standard Oil Company of California and its Chevron companies.



# ARTS & HUMANITIES

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## CONSERVATORY OF MUSIC, DANCE AND DRAMA

*The Conservatory is a program that offers children and parents a chance to explore a variety of creative artistic experiences. You can learn ballet, creative drama and acting, study Orff Schulwerk music and movement for children, and take private music lessons.*

*Each program offered by the Conservatory provides individualized personal attention.*



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### ORFF SCHULWERK

*—Music & movement for children*

\$50 fee for ten 45-minute classes

Prepares 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 14 - March 17

#935 11:15 a.m. - noon —

3 - 5-year-olds

#936 noon - 12:45 pm —

6 - 10-year-olds

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### PRIVATE MUSIC LESSONS

\$85 fee for ten 30-minute lessons.

Session begins week of January 9.  
Music Recital on Sunday, March 18.  
Lessons times to be arranged with instructor.

#901 Piano

#902 Violin, Viola

#903 Cello

#904 String Bass

#905 Flute

#906 Oboe

#907 Clarinet

#908 Saxophone

#909 Trumpet

Call David Champion at  
213/516-3543 to arrange lesson time.

#910 Trombone

#911 French Horn

#912 Tuba

#913 Drums & Percussion

#914 Guitar

#915 Electric Bass

#916 Voice

#917 Recorder

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### CREATIVE DRAMA AND ACTING

\$50 fee for ten 45-minute classes

Basic techniques of creative drama, speech and movement skills taught through the use of theatre games and other activities. Recital at the last class meeting. Classes held in HFA A-204.

DATES: Saturdays, January 14 - March 17

#940 11 - 11:45 am — 6-9-year-olds

#941 12 - 12:45 pm —

10-12-year-olds

#942 1 - 1:45 pm — teens & returning students



## BALLET

\$50 fee for 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 December 18, 3 p.m. Classes are held in the dance studio of the CSUDH Gymnasium.

DATES: Fridays, January 13 - March 16, or Saturdays, January 14 - March 17

### Fridays

#927 4 - 4:45 pm — 3-5-year-olds  
#928 5 - 5:45 pm — 6-8-year-olds  
#929 6 - 6:45 pm — teens & adults, beginning

### Saturdays

#921 9 - 9:45 am — 6-8-year-olds  
#922 10 - 10:45 am — 3-5-year-olds  
#923 11 - 11:45 am — 9-12-year-olds  
#924 12:30 - 1:15 pm - teens & adults, beginning/grade 1  
#925 1:30 - 2:15 pm — teens & adults, grade II  
#926 2:30 - 3:15 pm — advanced

## GUITAR WORKSHOP

—Classical, jazz, and rock styles

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. In ten weeks you'll brush up on theory and

refine your technique. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included.

**Prerequisite:** Previous experience in playing the guitar or the consent of the instructor.

DATE: Wednesdays, January 11 - March 14

TIME: 6:30 p.m. - 8:20 p.m.

NUMBER OF MEETINGS: 10

FEE: \$36

UNITS: 1, Music X289, degree applicable

SEQUENCE NUMBER: EXT 62

LOCATION: CSUDH campus

INSTRUCTOR: William Davila, MA, host, Noon Concert, KPFF-FM, recording artist and music award winner

## HUMANITIES EXTERNAL DEGREE PROGRAMS

The **Master of Arts in the Humanities** offers a broad interdisciplinary exposure to all the areas of the Humanities — history, literature, philosophy, music and art — 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.

The **Bachelor of Arts in the Humanities** is an external degree program for those who have completed educational requirements for an Associate of Arts or its equivalent (two years of lower division college work, i.e., 84 quarter units or 56 semester units). It is for those who want

- intellectual stimulation in the Humanities — art, music, history, literature, philosophy

- an accredited B.A. degree
- a program of study at home
- a self-styled course of study

The major requires 90 upper division units, divided equally into three phases. Students progress from an initial highly structured series of courses to a faculty-guided independent plan of study. The major includes some courses which interrelate two or more subject areas to a specified topic or theme. In the third phase of the major, students may choose to concentrate on either a traditional single subject or an interdisciplinary theme.

For information, call 213/516-3743.

### ALSO SEE:

- Agon and Arete: The Place of Olympic Sports In Greek Literature, p. 41
- Japanese Culture Through Film and Theatre, p. 43
- Interactive Video Disc Production, p. 40



# ARTS & HUMANITIES

## LONDON SEMESTER PROGRAM

Living and studying in London means personally exploring history, art, and culture as it has unfolded for the past 2000 years.

The curriculum of this study program corresponds to the artistic and cultural resources which the city of London offers. Participants study with outstanding California State University faculty from the Social Sciences and the Humanities, while earning degree-applicable, CSU credit. Participants need not be matriculating CSU students.

14-week Fall and Spring semester programs are offered and a shorter, London Spring '84 quarter will also be available. Students can also join optional European tours.

The London Program is co-sponsored by the CSU Network of Extended Education and the

American Institute for Foreign Study, an organization which provides all non-academic support for participants.

For more information, contact the Division of Extended Education, 213/516-3746.



## California State University, Dominguez Hills Women's Dialogue Associates *presents the* Dialogue Luncheon Series

**January 12, 1984**

**The Fine Line - Assertiveness/Aggressiveness**

Facilitators:

*Sally Gutierrez*, Consultant, Public Administration, USC

*Rose Anne Martinez-Lemke*, Counseling Psychologist,  
Student Development, CSUDH

**February 9, 1984**

**Women's Literature**

Facilitator:

*Patricia Eliet*, Ph.D., Professor of English, CSUDH

**March 8, 1984**

**The Feminization of Poverty**

Facilitator:

A representative of the California State Commission on The Status of Women.

All Luncheon/Dialogues are held in the University Center from 11:45 a.m. to 1:30 p.m. Please join us. For more information about how you can participate in this continuing dialogue, please write or call:

Dr. Hanson Caldwell

Dean of Humanities and Fine Arts

California State University, Dominguez Hills

Carson, California 90747

(213) 516-3993



# PUBLIC ISSUES

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## ENERGY, TECHNOLOGY AND SOCIETY

—*Understand how our society uses energy*

How did our energy crisis begin? What are the alternatives for an industrialized society like ours? This course explores the roots of the energy crisis and evaluates the solutions still open to us. Learn the laws of thermodynamics and the

multidimensions of our society's current energy problems. Review the history of energy use and energy production technologies. Gain a deeper understanding of basic raw energy resources and alternative energy strategies. The course will examine energy economics and environmental considerations. Other topics will include:

- Nuclear energy

- Hydroelectric and geothermal energy sources
- Solar and wind alternatives
- Residential and commercial energy conservation

DATE: Mondays, January 9 - March 5

TIME: 6:00 p.m. - 10:00 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, BIO X295

FEE: \$144

SEQUENCE NUMBER: EXT 64

LOCATION: CSUDH Campus

INSTRUCTOR: Robert Giacocie, PhD,  
CSUDH

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## CRIMINAL JUSTICE IN THE COMMUNITY

—*Learn how the criminal justice system works*

Explore the political, cultural, and social implications of Criminal Justice Administration. This course will focus upon police/community relations, the criminal justice system's political accountability, and the changing nature of the legal structure which regulates law enforcement activities. Special attention will be given to the local criminal justice system and the prison system. This course is especially designed for police officers with less than five years' experience.

Participants will also analyze:

- The law enforcement viewpoint
- The District Attorney's viewpoint
- The effect of court decisions

DATE: Saturdays, March 3 - 10

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

NUMBER OF MEETINGS: 2

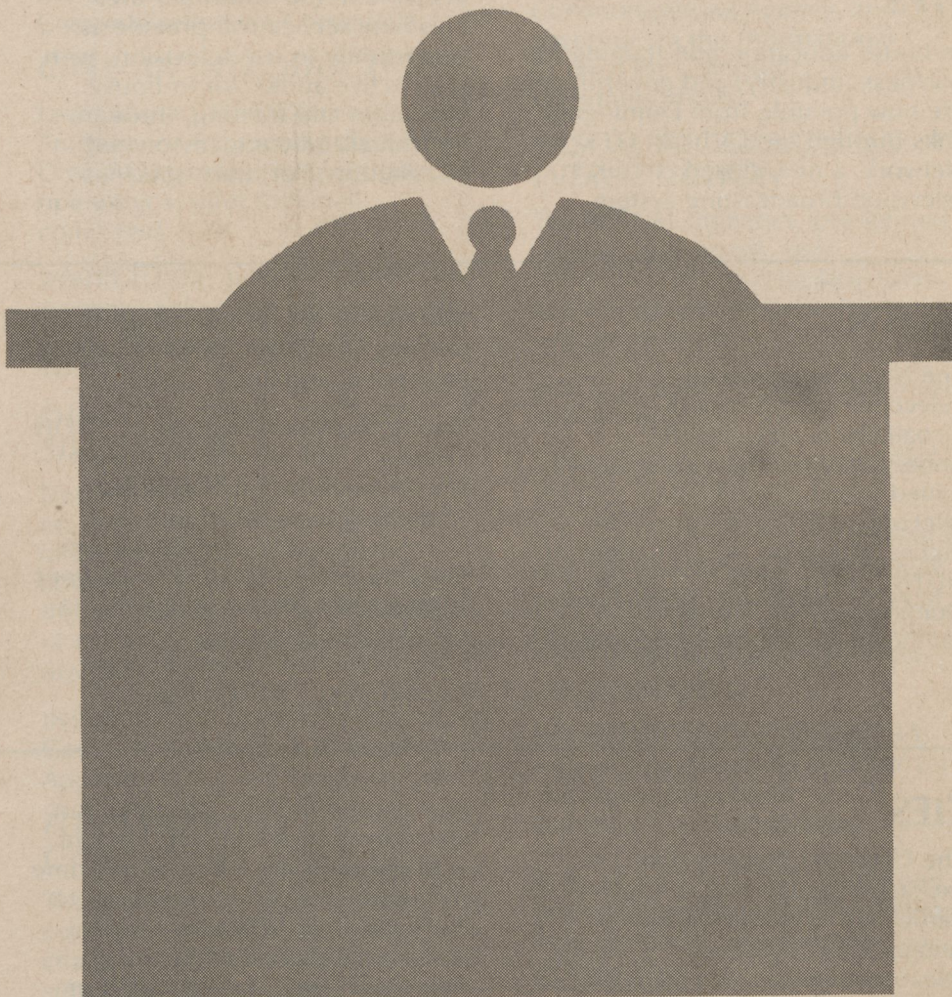
UNITS: 1.2 CEU, Public  
Administration

FEE: \$50.00

SEQUENCE NUMBER: EXT 65

LOCATION: CSUDH campus

INSTRUCTOR: Gerald Lipson, PhD,  
director of public safety, CSUDH



### ALSO SEE:

Computers and Society, p. 39  
Energy Options and  
Decision-Making, p. 40

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### CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin.  
Room numbers will be posted in the Information Center.

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# TELECOMMUNICATIONS

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**N**ew technology continues to transform our daily lives. Through the combined use of radio, television, telephone, satellite, and computer, telecommunications has revolutionized even the way we communicate. California State University, Dominguez Hills has joined leaders in business, industry, and government in using telecommunications networks to expedite knowledge transfer and decision-making.

CSUDH currently participates in three telecommunications networks: the L.A. basin ITFS Network (Instructional Television Fixed Service), NUTN (the National University Teleconference Network), and EIES (the Electronic Information Exchange System). During a time of rising educational costs and declining budgets, these networks offer a cost efficient method for expanding educational and training opportunities. To receive regular information about our courses through telecommunications, call 516-3741.

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## ITFS

In-house education and training for business, industry, and government are now possible from Dominguez Hills through the LA basin ITFS Network, a new closed circuit television broadcasting system

available in the South Bay area. This new service will provide an opportunity to use television, with inter-active audio, for in-house education and training, through individualized company-owned installations. For more specifics

about how you and your organization can use this new sophisticated medium, please call Paul Davis, Director, The Center for Training and Development, California State University, Dominguez Hills, 516-3741.

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## NUTN

The National University Teleconference Network (NUTN) is a coalition of sixty-seven universities, nationwide, who have joined together to develop a telecommunications system for higher education. As a member of NUTN, California State University, Dominguez Hills brings to the campus live programming from

universities across the nation, utilizing satellites, television and telephone land lines.

During the Winter quarter, CSUDH Extension will offer two in-depth teleconferences via NUTN. In "Sexual Abuse of Children," discover how the community can mobilize team strategies to prevent further child abuse. (See page 24 for details.) In another teleconference, "Strength and Conditioning: Procedures,

Philosophy and Concepts," join athletes and coaches nationwide as the University of Nebraska shares its philosophy concerning the importance of strength and conditioning procedures in athletic programs. (See page 27 for details.)

As the year progresses, NUTN will present other teleconferences on topics of political, social, and personal interest. To receive information about future NUTN teleconferences, call 516-3741.

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## EIES

The Electronic Information Exchange System allows students to participate in a wide variety of seminars via computer telecommunications. EIES is an international computerized conferencing system based at the New Jersey Institute of Technology. Through CSUDH Extension's

participation in EIES, students can enroll in various seminars, taught at home or in the office at any time of the day. All that is necessary to have access to EIES seminars is a computer terminal or microprocessor and a modem or acoustic coupler. Via computer, participants can join on-line seminars, ask and answer questions, and communicate at any

time with instructors and other participants.

No prior computer experience is necessary. On-line training in the use of EIES will be provided prior to the start of each seminar.

*For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.*



During the Winter '84 quarter, CSUDH Extension will offer the following seminars through EIES:

## COMPUTERS

### *HUMAN COMMUNICATION VIA COMPUTER*

Explore the nature and impact of electronic mail and computerized conferencing systems.

**INSTRUCTORS:** Dr. Murray Turoff, professor of Computer Science and director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Dr. Starr Roxanne Hiltz, professor and chairperson, Department of Sociology, Anthropology, and Social Work, Upsala College, and associate director, Computerized Conferencing and Communications Center at the New Jersey Institute of Technology.

### *COMPUTER LITERACY: A GENERAL APPROACH*

Designed for general audiences with little or no previous computer experience, this seminar provides an overview of computer capabilities and applications.

**INSTRUCTORS:** Julian M. Scher, PhD, associate professor of Computer Science and associate director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology. Darnee Phipps, staff instructor in Computer Science for the Center for Pre-College Programs, New Jersey Institute of Technology.

### *APPLE II MICROCOMPUTERS: BASIC AND DOS*

Develop an understanding of Applesoft applications through small programming exercises.

**INSTRUCTOR:** Sangat S. Khalsa, user consultant on EIES and microcomputers, and active developer of applications software on the Apple II.

### *COMPUTERS AND SOCIETY*

Learn about current and future uses of computers in the home, business, government and science.

**INSTRUCTORS:** Dr. Murray Turoff and Dr. Roxanne Hiltz (see Human Communication via Computer).

### *CP/M: AN INTRODUCTION*

Learn about CP/M (Control Program for Microcomputers from Digital Research), the most popular operating system for small computers.

**INSTRUCTOR:** James Whitescarver, systems analyst and adjunct faculty at the New Jersey Institute of Technology.

### *DISCRETE EVENT COMPUTER SIMULATION*

Designed for the systems analyst, manager, transportation planner, industrial engineer, computer scientist and other professionals, this seminar covers the principles of discrete event simulation modeling.

**INSTRUCTOR:** Dr. Julian Scher (see Computer Literacy: A General Approach).

### *FUNDAMENTALS OF CYBERNETICS*

The seminar examines the basic concepts of cybernetics, including characteristics of systems, strategies for regulation, and paradox in self-regulation.

**INSTRUCTOR:** Dr. Stuart Umpleby, past president of the American Society for Cybernetics and associate professor of Management Science at George Washington University.

### *LOCAL AREA NETWORKS*

Gain a basic understanding of local area networks, their application and potential. This seminar is designed for the manager or professional who is concerned with management issues as well as network architectures and vendor offerings.

**INSTRUCTOR:** John D. McKendree, computer scientist, U.S. Defense Communications Agency, and governor on the International Council for Computer Communications.

### *PASCAL PROGRAMMING: AN INTRODUCTION*

The PASCAL alphabet, predefined symbols and words, user identifiers, BASIC data structures, and operations on data structures will be covered.

**INSTRUCTOR:** Michael Lachowski, systems engineer, Exxon.

### *TRS-80 MICROCOMPUTERS: BASIC AND DOS*

A logical, easy-to-follow beginning and intermediate course in BASIC programming, applicable to most computers but especially geared for TRS-80, PMC-80/81 and LNW microcomputers.

**INSTRUCTOR:** Don Selwyn, BA, technical and training director for the National Institute for Rehabilitation Engineering

*For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.*



# TELECOMMUNICATIONS

## **BUSINESS MANAGEMENT**

### ***BUSINESS & PROFESSIONAL ETHICS***

Examine the ethical implications of business and professional activities, including conflicting rights and duties in such areas as environmental protection, medical experiments, and agent-client relations.

**INSTRUCTOR:** Andrew Feenberg, professor of Philosophy at San Diego State University and research associate at the Western Behavioral Sciences Institute.

### ***ARBITRATION: A CASE STUDY APPROACH***

This course offers hands-on experience in labor arbitration to assist management and unions in making responsible decisions.

**INSTRUCTOR:** Miriam Mills, PhD, practicing arbitrator for the AAA, N.J. Mediation Board, and PERC.

### ***ORGANIZATION DEVELOPMENT PSYCHOLOGY***

This course is designed for professionals engaged in group-oriented work in survey-feedback, organization needs assessment and climate surveys.

**INSTRUCTORS:** Michael North, consultant in computer-assisted learning. Dr. S.L. North, organization development psychologist.

### ***TECHNOLOGICAL FORECASTING***

This course provides an introduction to technological forecasting and is intended for those who are involved in projecting or estimating technological change, either in rate or degree.

**INSTRUCTOR:** Dr. Joseph P. Martino, senior research scientist in the Technology Forecasting Group, University of Dayton Research Institute.

## **SMALL BUSINESS ADMINISTRATION**

### ***HOW TO START OR ADVISE A SMALL BUSINESS***

This practical course begins by exploring entrepreneurial spirit and market survey and strategy and moves in logical sequence through supply, assembly, scheduling and layout, to credit, hiring and firing, problem-solving, management and growth.

**INSTRUCTOR:** Jerome C. Glenn, staff, Partnership for Productivity.

## **PROFESSIONAL DEVELOPMENT**

### ***PROFESSIONAL WOMEN AND THE WORKPLACE***

This course is designed for managers and professionals who desire to examine the impact of changing sex roles on management.

**INSTRUCTOR:** Elaine Kerr, PhD, Research Consultant and Associate Director of the Computerized Conferencing and Communications Center at the New Jersey Institute of Technology.

### ***TECHNICAL WRITING FOR PROFESSIONALS***

This course will aid professionals in writing technical reports, specifications, sales documents, letters and summaries of government regulations.

**INSTRUCTOR:** Steven Sander Ross, writer, physicist, adjunct instructor in the Columbia School of Journalism.

## **PUBLIC ISSUES**

### ***ENERGY OPTIONS & DECISION-MAKING***

Analyze the various energy options developed by industry and government for international, national, and state studies, and their respective impact on today's policy decisions.

**INSTRUCTOR:** Roger L. Caldwell, professor of Soils, Water and Engineering and director of the Council for Environmental Studies at the University of Arizona.

### ***VIEW OF THE FUTURE BY FUTURISTS***

Explore the views of key futurists, such as Teilhard de Chardin, Buckminster Fuller, Willis Harman, and Barbara Marx Hubbard.

**INSTRUCTOR:** Lawrence de Bivort, PhD, president of the Evolutionary Services Institute.

## **ARTS & HUMANITIES**

### ***INTERACTIVE VIDEO DISC PRODUCTION***

Experts present tutorials on the following interactive video disc topics: economic justification, adapting A/V materials to the medium, computer-assisted instruction, merging telecommunications and teleconferencing, and other IVD issues.

**INSTRUCTORS:** Michael North and Frank Catanzaro, producers and programmers for Matrix Learning Systems, an IVD group.

*For a complete course listing and more information on EIES seminars, contact the Extension Office, 213/516-3741.*



# OLYMPIC PROGRAMS

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**T**he Olympics is more than just an athletic contest. It is a movement which promotes the idea of internationalism. Athletes and spectators this year will find the Los Angeles Olympic Games to be a global event which capsules a diversity of traditions and cultures.

In preparation for the 1984 games, Extended Education is offering its students and the community an opportunity to embrace the world and to understand the historical, political and cultural dimensions of this quadrennial event. The courses are designed to bring the world into the classroom through the exploration of politics, languages, sports and telecommunications as they pertain to the Olympics.

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## **SOCIOLOGY OF LEISURE AND SPORTS: THE 1984 OLYMPIC GAMES**

*—Taking the sociologist's stance*

Is sport the opiate of the masses? Examine the sociologist's view of sports. Consider the functions, uses, and abuses of the Olympic Games in our society. How are the Games used as a political arena? What will be the social, political, and economic impact of the

Olympics on the city of Los Angeles? And what about the image makers — what is the precise role of the media in the Games?

The course will also analyze the impulse to win and its sociological implications. To what lengths will nations go just to win? Guest speakers will include a former Olympic athlete and coach, a sports reporter, an economist, a local politician, and a member of the Los Angeles Olympics Organizing Committee.

Speakers will also discuss:

- Children and Olympics training
- Competition
- The 7-Eleven Olympic Velodrome

DATE: Wednesdays, January 4 - March 7

TIME: 6:30 p.m. - 10:00 p.m.

NUMBER OF MEETINGS: 10

UNITS: 4, SOC X 233, degree applicable

FEE: \$144

SEQUENCE NUMBER: EXT 68

INSTRUCTOR: Hal Charnofsky, PhD., professor of Sociology, CSUDH

## **AGON AND ARETE: THE PLACE OF OLYMPIC SPORTS IN GREEK LITERATURE AND PHILOSOPHY**

*—Study the philosophy behind the Olympics*

This course investigates the origin of the Olympic Games in Greek philosophy and literature. Explore the connection between Agon, the Greek notion of competition, and Arete, the production of excellence. Is competition a suitable method for determining

excellence in all arts? How can competition be reconciled with democratic ideals? Participants will try to resolve such questions as they compare and contrast Greek intellectual and cultural ideas with their American counterparts.

The course will also consider:

- The influence of Greek competitive ideals on Greek history
- The relationship between moral excellence and competition
- Excerpts from the *Iliad* and other selected readings on Greek philosophy and the Olympic Games

DATE: Wednesdays, January 11 - March 14

TIME: 6:00 p.m. - 8:00 p.m.

NUMBER OF MEETINGS: 10

UNITS: 2, PHIL X293

FEE: \$72.00

SEQUENCE NUMBER: EXT 66

LOCATION: CSUDH campus

INSTRUCTOR: Thomas Pyne, PhD, Assoc. Prof. of Philosophy, CSUDH

### **ALSO SEE:**

Rhythmic Gymnastics course listings, p. 27-28



# EXPLORING OTHER CULTURES

**W**e live surrounded by other cultures. A large part of Los Angeles' richness is due to its ethnic diversity. History has shown that as immigrants gradually integrate into the California lifestyle, they nevertheless strive to keep their own cultural traditions and values.



By initiating a series of programs in languages other than English, Dominguez Hills acknowledges the importance of this multi-cultural diversity and the need these newcomers have to preserve their heritage while becoming participating citizens.

This program is part of the increased emphasis California State University, Dominguez Hills is placing on Internationalism and membership in the global village.

## CULTURA ESPANOLA

### —Trace the roots of Spanish-American civilization

This course will provide an overview of the history, culture, and literature of Spain, plus discussion of especially important elements of Spanish art and literature. Film clips, slides, and literature selections will be featured. Students will study Spanish civilization in order to appreciate its affect upon the Mexican culture. The course will be conducted entirely in Spanish.

Este curso esta dividido en dos partes:

- una vision general de la historia, cultura, arte y literatura de Espana, mediante un libro de texto muy adecuado
- discusion de puntos de interes especial en arte y literatura junto con una acertada seleccion de diapositivas y filminas.

El objetivo de este curso es familiarizar al estudiante con los mas importantes logros de Espana en America, con el fin de que adquiera una mas, completa vision de la civilizacion hispanoamericana, mayormente en Mexico.

DATE: Mondays, January 9 - March 12

TIME: 6:30 p.m. - 10:00 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican American Studies

FEE: \$108

SEQUENCE NUMBER: EXT 69

LOCATION: CSUDH campus

INSTRUCTOR: Juan M. Corominas, PhD., professor of Mexican-American Studies, CSUDH

## HISTORIA Y PENSAMIENTO DE MEXICO

### —Investigate Mexico's cultural roots

Examine the history of Mexico from the Conquest to the present. Then consider an analysis of this historical process based upon the work of Samuel Ramos and Octavio Paz. This 10-week course, conducted entirely in Spanish, is

especially designed for Mexican-Americans who wish to explore their cultural heritage.

El curso *Historia y pensamiento de Mexico* ofrece, con la ayuda de un libro de texto muy práctico, una visión general de la historia de Mexico. En la segunda parte de la clase, después de proyectar una sobre la historia de México, se analiza algún artículo, ensayo o capítulo de los grandes pensadores de México.

DATE: Saturdays, January 7 - March 10

TIME: 9 a.m. - 12:30 p.m.

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican-American Studies X 102, degree applicable

FEE: \$108

SEQUENCE NUMBER: EXT 71

LOCATION: CSUDH campus

INSTRUCTOR: Juan Corominas, PhD, professor of Mexican-American Studies, CSUDH

### ALSO SEE:

Spanish for Public Service, Certificate Program, p. 14



## JAPANESE CULTURE THROUGH FILM AND THEATRE

—For the Japanese and the  
non-Japanese

How have the Japanese people combined the mystery of an ancient culture with the ambition to dominate world commerce? This course explores the remarkable traditions and social forces which have shaped the style and character of the Japanese.

This is *not* a film course. Excerpts from plays and films will be used to study important themes, such as "the way of the warrior," and native customs. The instructor has been an actress in Japan and the United States, and her knowledge of both modern and kabuki theatre will lend insight to the aesthetic and social values of Japanese culture.

Born and educated in Japan, Michiko Suzuki now teaches courses in Japanese language and civilization at CSUDH.

DATE: February 14, 21, 28

TIME: Tuesdays, 6:00 - 9:20 p.m.

NUMBER OF MEETINGS: 6

UNITS: 1, Jap X150, degree  
applicable

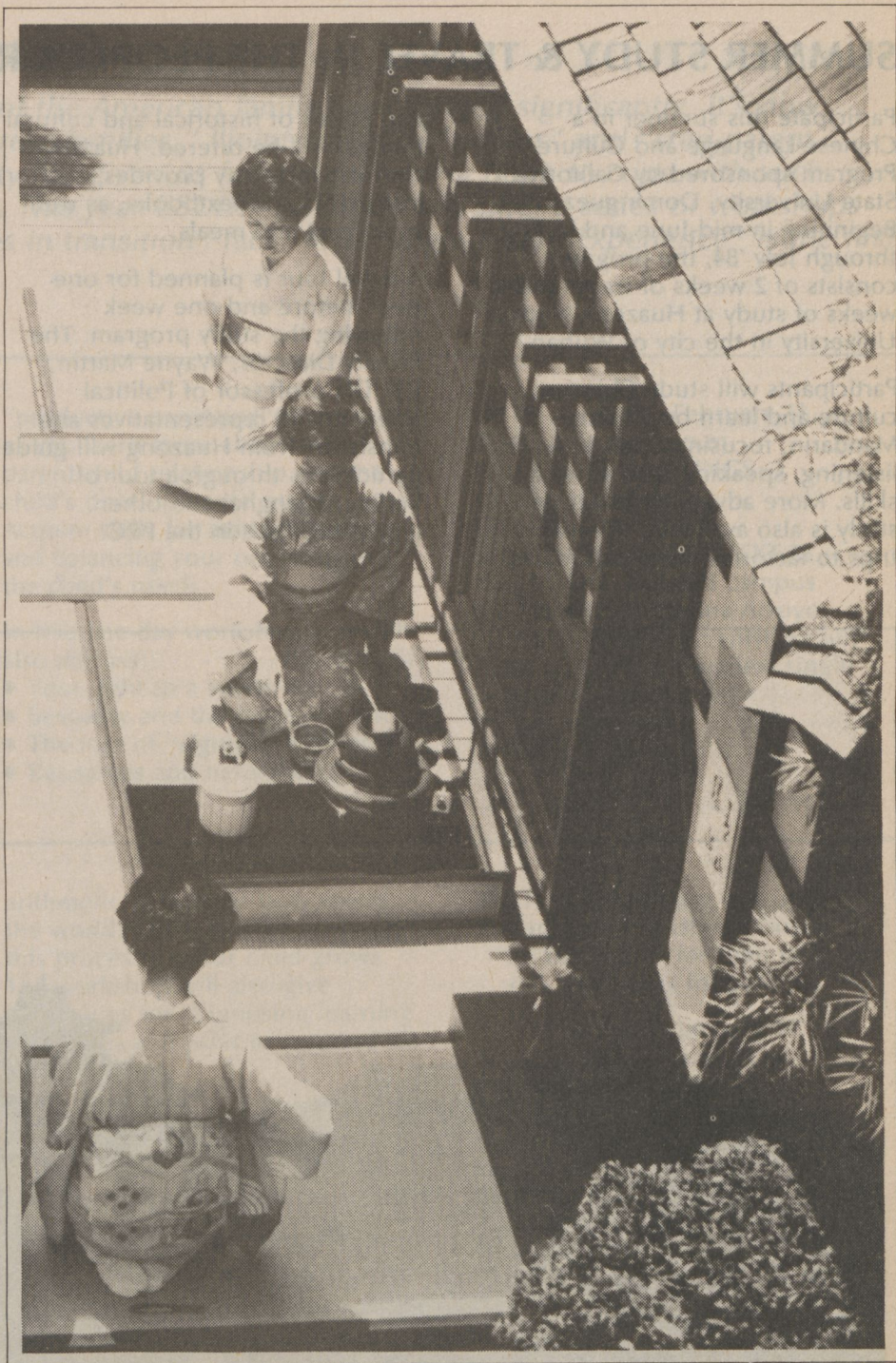
FEE: \$36.00 credit/\$30 Non-credit

SEQUENCE NUMBER: EXT 72

LOCATION: CSUDH campus

INSTRUCTOR: Michiko Suzuki,  
MA, instructor of Japanese,  
California State University,  
Dominguez Hills

(This course is described below in  
Japanese.)



## フィルムと演劇からみる日本文化

日本が敗戦の荒廃から、いかにして産業大国にのしあがることができたのか。

このコースはフィルムやスライドを見ながら時代の変遷をとおりて現代日本人の思想を探求する。

日時: 2月14, 21, 28日

火曜日, 6時 - 9時20分 PM

単位: 1単位



# EXPLORING OTHER CULTURES

## SUMMER STUDY & TRAVEL IN THE PEOPLE'S REPUBLIC OF CHINA

Participate this summer in a Chinese Language and Culture Program sponsored by California State University, Dominguez Hills. Beginning in mid-June and lasting through July '84, the program consists of 2 weeks of travel and 4 weeks of study at Huazong Normal University in the city of Wuhan.

Participants will study Chinese culture and learn beginning Mandarin, focusing upon basic listening, speaking, and writing skills. More advanced language study is also available. Weekend trips to factories, rural communes,

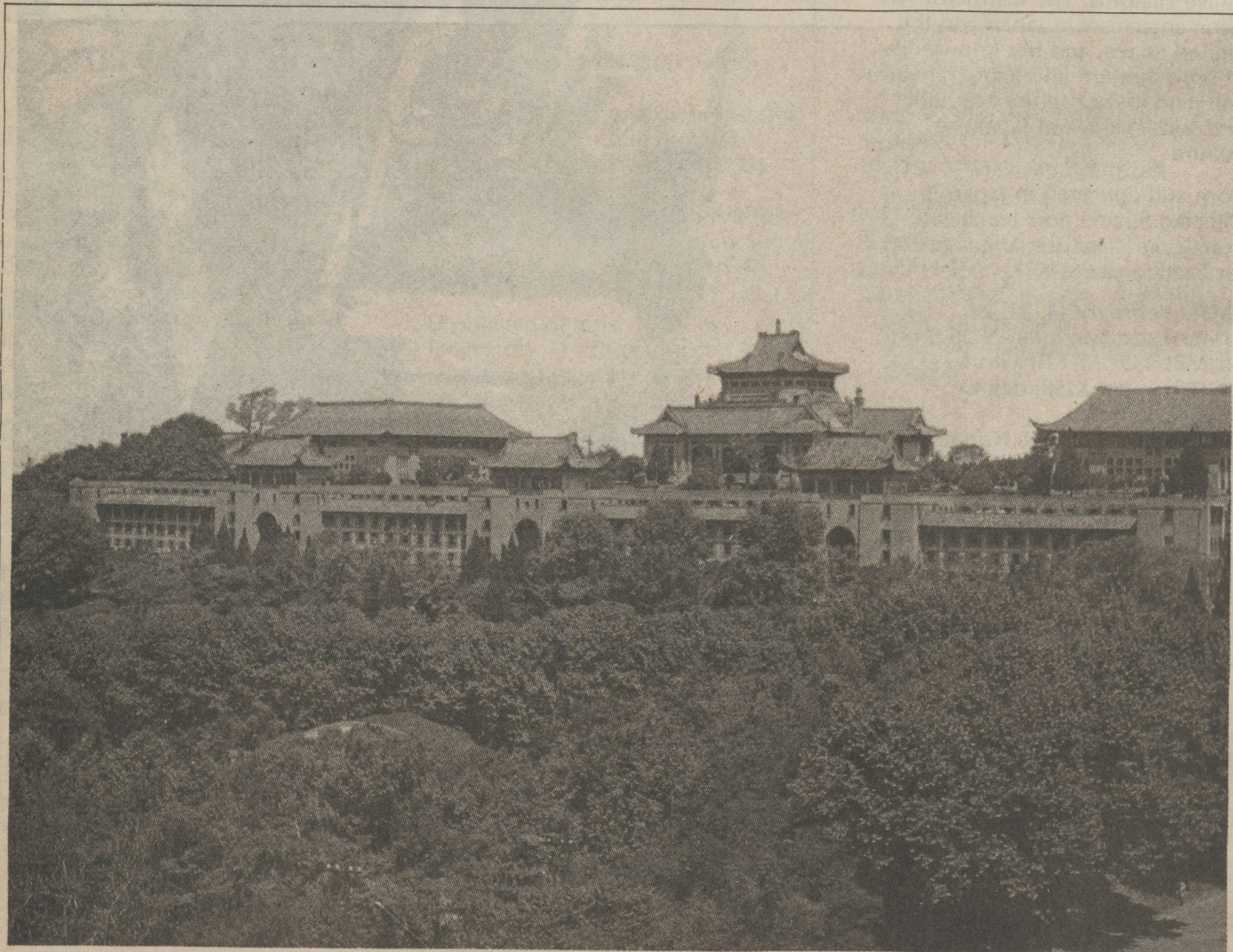
and places of historical and cultural interest will be offered. Huazong Normal University provides instructors and textbooks, as well as lodging and meals.

A travel tour is planned for one week before and one week following the study program. The Faculty Director, Wayne Martin, CSUDH professor of Political Science, and representatives and translators from Huazong will guide participants through a tour of Beijing, Shanghai and other important cities in the PRC.

Participants can earn CSUDH academic credit for successfully completed coursework.

The cost for the 6-week program, including food, lodging, travel in the P.R.C., round-trip airfare, and credit fee, will be approximately \$2,800.

Please write or telephone (213/516-3746) the Division of Extended Education for more information about fees and dates. Applications for the program must be received by CSUDH Extended Education no later than February 1, 1984.





# YOU AND YOUR FAMILY

## FAMILIES IN TRANSITION

In recent years the configuration of the American family has changed significantly. It's now common to encounter "single-parent families," "joint-custodial families" and "step-parent families." Yet our changing society has given us few guidelines for hope to cope with such alterations of our family structure. This year CSUDH Extension will offer a series of workshops concerning the problems "families in transition" face. "The Single-Parent Experience" is the first of these workshops.

### THE SINGLE-PARENT EXPERIENCE

—Enhance your family's self-esteem

Join with others to sort out the myths from the realities of the single-parent experience. Develop an "emotional survival kit" by understanding your feelings about divorce, learning techniques to release stress, and establishing a viable support system. Practice

"productive parenting" techniques as you learn more about the parent/child relationship and the child's developmental stages. Acquire skills for managing time and balancing your needs against the child's needs.

In this one-day workshop you will also discuss:

- Your right to a social life
- Sexuality and the single-parent
- The role of "significant others"
- Resources and networking

DATE: Saturday, February 11

TIME: 10 a.m. - 5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT 73

LOCATION: CSUDH campus

INSTRUCTOR: Donna Arroyo, LCSW, family therapist, Family Service of Los Angeles, single parent

### TODDLER UNIVERSITY

—Kindle your child's intellectual spirit

Learn how to develop the full intellectual potential of your children through this unique, fascinating approach. This workshop will show you easy, safe, and spectacular techniques that can give your child an outstanding developmental start. Find out how to begin this process even before the child's birth. Discover how to teach your baby from as early as eight months old how to read, do

arithmetic, and learn facts about the world. Learn how to continue this process as your child grows. The workshop will also give techniques for diagnosing learning difficulties and ways to respond to such problems.

Special topics include:

- How to begin your child's intellectual development during the last trimester of pregnancy
- Proper nutrition for young children
- Clothing that promotes healthy development

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

DATE: Saturday, January 14

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

SEQUENCE NUMBER: EXT 74

LOCATION: CSUDH campus

INSTRUCTOR: William S. Puett, PhD, lecturer in Philosophy and Public Administration, CSUDH, recipient of the 1981-82 Lyle E. Gibson Distinguished Teacher Award, CSUDH

### CLASS LOCATIONS:

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center.



# YOU AND YOUR FAMILY

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## PERSONAL FINANCIAL PLANNING

—*Develop economic self-reliance*

You can become financially independent. Discover the seven major reasons why people fail financially. Learn what you can do with a dollar and how a dollar is taxed. Survey the principles of

developing a living estate and general estate planning. Other topics include:

- Establishing your own program for financial independence
- Examining prudent investment opportunities in the eighties
- Learning to increase your odds of winning by using what you already have
- Examining your options with the Individual Retirement Plan

DATE: Tuesdays, January 24 - February 7

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

NUMBER OF MEETINGS: 3

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER: EXT 75

LOCATION: CSUDH campus

INSTRUCTOR: John L. Grace, BA, account executive

## WINNING THE BATTLE FOR FINANCIAL SECURITY

—*Basic principles and methods*

Today's opportunities in investments are tomorrow's rewards. Survey financial trends and their impact on your investment strategies in the

eighties. Develop an understanding of the stock market and learn to read *The Wall Street Journal* for information and profits. You must obtain a copy of the *Journal* and a copy of your 1983 tax tables for the class. Special topics include:

- Financial versus tangible investments
- Fixed income securities
- Limited partnerships
- Investment portfolios

DATE: Saturday, February 25

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 76

LOCATION: CSUDH campus

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

## 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 14 - February 18

TIME: 9:30 a.m. - 1 p.m.

NUMBER OF MEETINGS: 6

UNITS: 2, PSY X269, degree applicable

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

SEQUENCE NUMBER: EXT 95

LOCATION: CSUDH campus

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, director ACT Institute

## LET'S GET GROWING (II)

—*A continuation of social and personal effectiveness*

This course is an in-depth exploration of problem-solving and

decision-making techniques you can apply to your individual needs.

You will learn to manage those emotions and behaviors that inhibit you from reaching your full potential.

DATE: Saturdays, March 3 and 10

TIME: 9:30 a.m. - 2:30 p.m.

NUMBER OF MEETINGS: 2

FEE: \$36

UNITS: 1, PSY X271, degree applicable

SEQUENCE NUMBER: EXT 77

LOCATION: CSUDH campus

INSTRUCTOR: Eve Cappello, PhD, behavioral consultant, director ACT Institute



—A world of learning, open to anyone over 18

Through the Open University program, you can enroll in any regular CSUDH academic course — without going through formal admission procedures. That means that in addition to the Extension courses offered in this Bulletin, the entire CSUDH curriculum is open to you.

## EASY ACCESS

Simply follow the three easy steps for Open University registration and take advantage of hundreds of courses ideal for career preparation, professional advancement, intellectual challenge and fun. Attend classes anytime — days, evenings and weekends — without having to attend in consecutive quarters. Take one course or more; there are no minimum load requirements.

The only classes *not* open to you are those which are already enrolled to their limit or those for which you have not satisfied the prerequisite requirements.

## CREDITS

Through the Open University, you can also earn credits for a degree — should you wish to apply for admission to the University at some future time. Up to 36 undergraduate units and 13 graduate units will be accepted as elective units for a degree at CSUDH. In many cases, the credits earned through Open University are also transferable to other college and universities — subject of course, to specific requirements. Open University credits do not satisfy CSUDH residence requirements but are accepted as elective units. CSUDH keeps track of your Open University degree applicable credits and records them in your student file.

For a \$4 fee, you can obtain a transcript of all the Open University classes which you have completed.

## OTHER BENEFITS

The Open University program is especially suited for you, if you:

- Want to sample a particular field before enrolling in a degree program
- Want to take courses other than those offered through the regular Extension program for professional or personal development
- Have been turned down for admission to the University and wish to improve your grade point average

## HERE'S JUST A SAMPLE OF FIELDS THE OPEN UNIVERSITY OPENS TO YOU:

Afro-American Studies  
The Arts (Painting, Drawing, Printmaking, Ceramics, Sculpture, Art History)  
Business Administration (Accounting, Management, Marketing)  
Communications (News & Feature Writing, Broadcasting, Film & TV, Photography)

Computer Science  
Dance  
East Asian/Asian-American Studies  
Education  
English  
French  
History  
Humanities  
Japanese  
Medical Technology  
Mexican-American Studies  
Paralegal Studies  
Philosophy  
Physical Education & Recreation  
Political Science  
Psychobiology  
Psychology  
Public Administration  
Spanish  
Theater Arts  
Urban Studies  
Women's Studies

For a complete listing of courses offered through Open University, check the CSUDH class schedule, available each quarter at the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

## HOW TO REGISTER FOR OPEN UNIVERSITY

(NOTE: This is not an application for formal admission to CSUDH. It's your ticket to Open University courses.)

### 1. Fill out the Open University Registration Form.

Use the Extension form on the back cover of this catalog, or pick up additional forms at the University Information Center (in front of the campus, near the flagpole) or at the Extension Office (ERC-C508).

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

The instructor will sign your registration form (giving you permission to register) based on available space in the class. Regular enrolled CSUDH students have first preference for registration; Open University students enroll on a space-available basis. You must also have satisfied any prerequisite requirements for the course. Mathematics courses require satisfaction of the University's entry level mathematics requirements.

### 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". Use your VISA or MasterCard to pay fees in person, or mail in your fees with your signed registration form to:

Extension ERC C508  
CSUDH  
Carson, CA 90747

Cash payments will only be accepted for the exact amount. Those who register in person will receive fee receipts indicating your course enrollment and 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 entitles you to library privileges. If you choose to mail in your registration forms and fees, you can pick up your ID card at the Extension Office. We are unable to provide ID cards through the mail.



## FREEWAY ACCESS TO CAMPUS

**FROM THE LOS ANGELES CIVIC CENTER — 11 SOUTH** — Follow the Harbor Freeway (11) to the Artesia Freeway (91) off-ramp. Travel east on the Artesia Freeway (91) to Avalon Boulevard. Turn left (south) on Avalon Boulevard. Turn left (east) on Victoria Street. The campus entrance is a right turn at the first traffic signal.

**FROM SAN FERNANDO VALLEY — 405 SOUTH or 101 EAST** — Follow the San Diego Freeway (405) south toward Long Beach. Exit on the Vermont Avenue off-ramp. Turn left (east) at the end of the

off-ramp onto 190th Street. Follow 190th Street (east) for approximately 2 miles to the campus (190th Street becomes Victoria Street). The campus is a right turn at the first traffic signal past Avalon Boulevard.

**FROM SANTA MONICA — 10 EAST** — Follow the Santa Monica Freeway (10) east to the San Diego Freeway (405) south toward Long Beach. Exit at the Vermont Avenue off-ramp. Turn left at the end of the off-ramp onto 190th Street. Follow 190th Street east, which becomes Victoria Street for approximately 2 miles to the campus. The campus entrance is a right turn at the first traffic signal past Avalon Boulevard.

**FROM SAN DIEGO — 405 NORTH** — Follow the San Diego Freeway (405) north toward Los Angeles to the Avalon Boulevard (north) off-ramp. Take Avalon Boulevard north (right) to Victoria Street. Turn right (east) onto Victoria Street. The entrance to the campus is a right turn at the next signal.

**FROM ANAHEIM — 5 NORTH** — Follow the Santa Ana Freeway (5) north to the Artesia Freeway (91) west toward Redondo Beach. Turn left (south on Central Avenue and right onto Victoria Street). The campus entrance is a left turn at the first traffic signal onto Victoria Street (Tamcliff entrance).





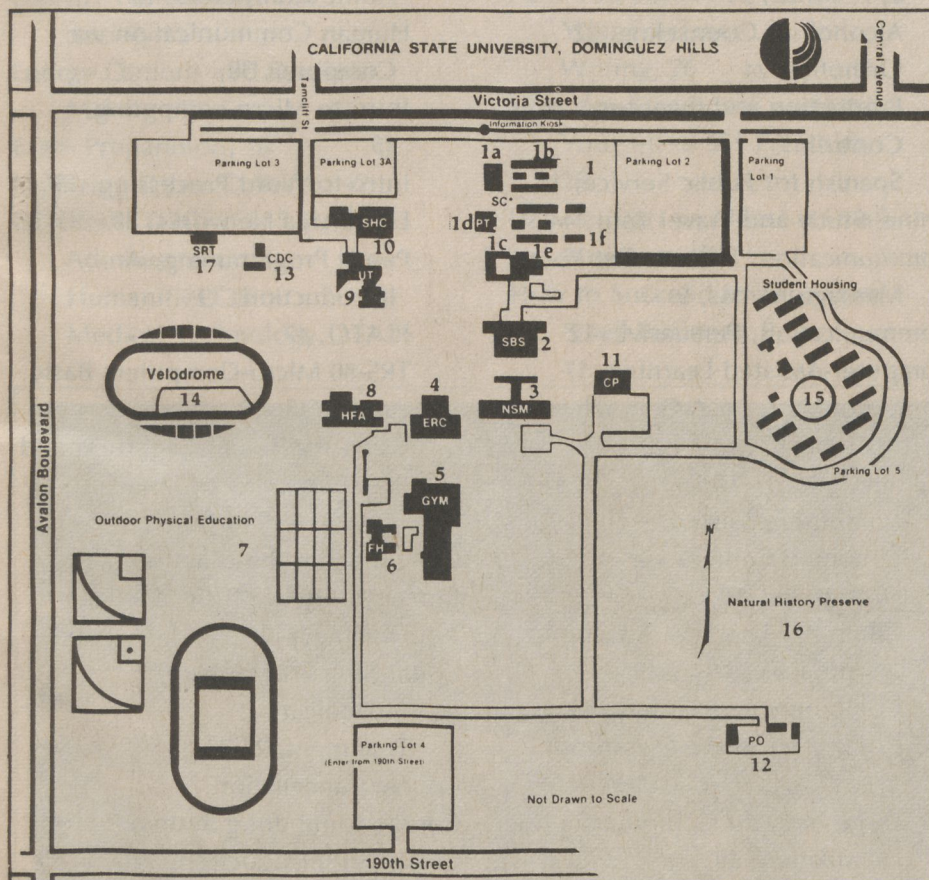
## GEOGRAPHICAL BUILDING LOCATION

- 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 (SCH)
- 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 (SCH)
- 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 UNIVERSITY CENTER
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- ★ PARKING KIOSK



### NOTE ON ROOM LOCATIONS

Room numbers for Extension classes are not listed in the Bulletin. Room numbers will be posted in the Information Center on campus.



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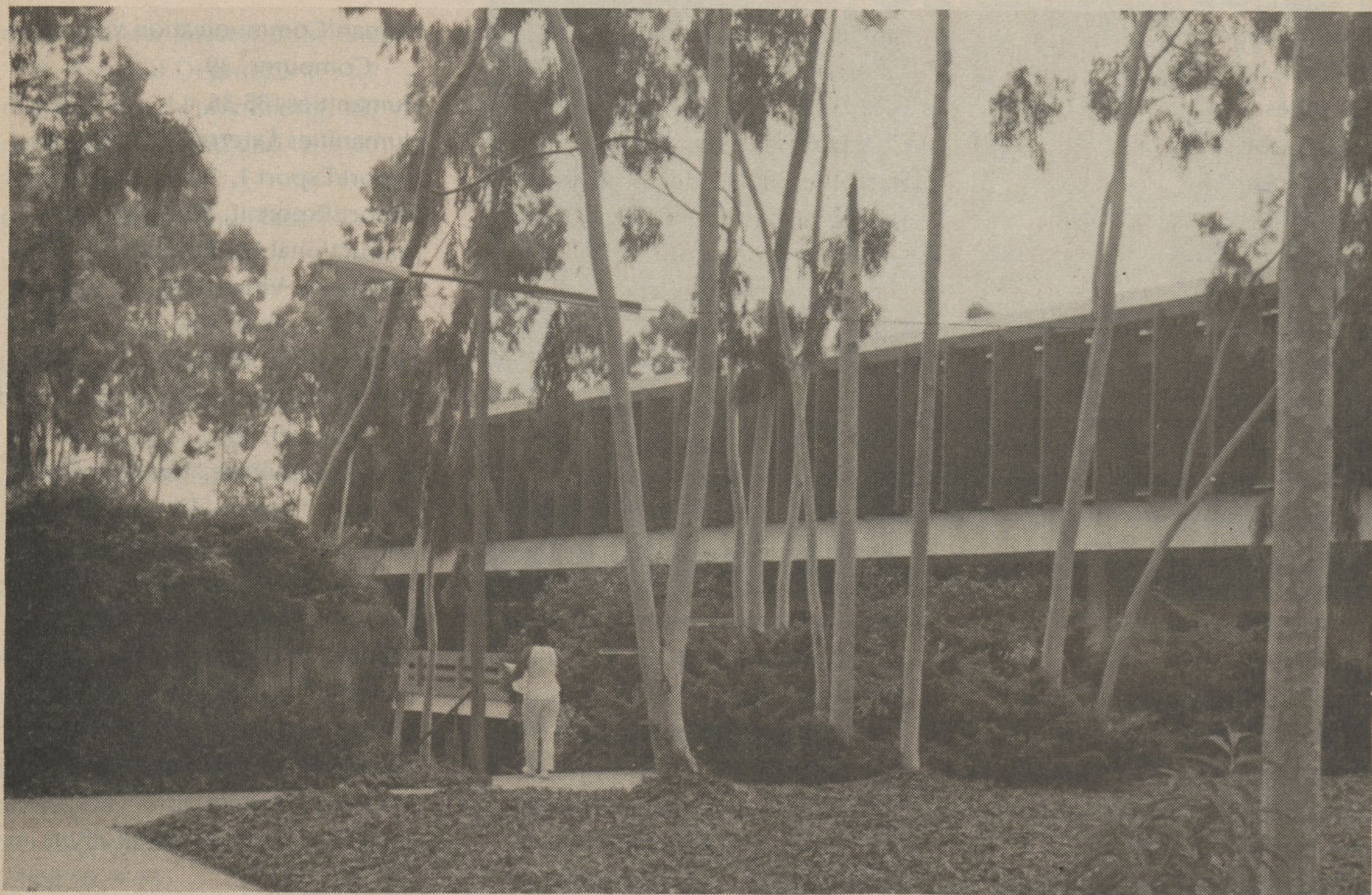
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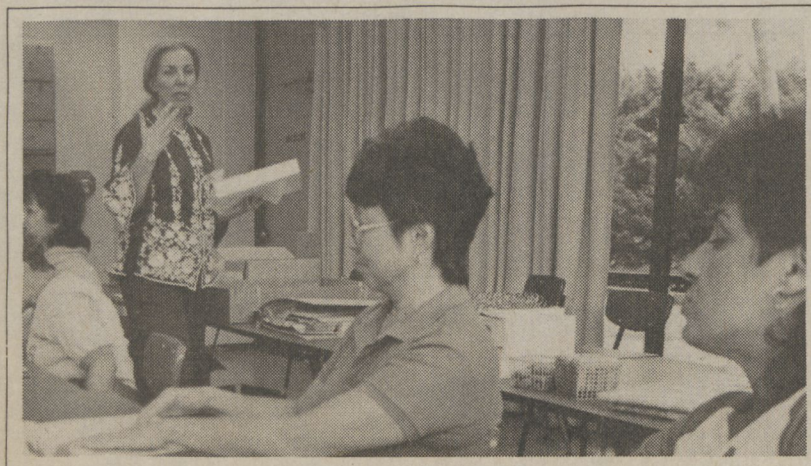
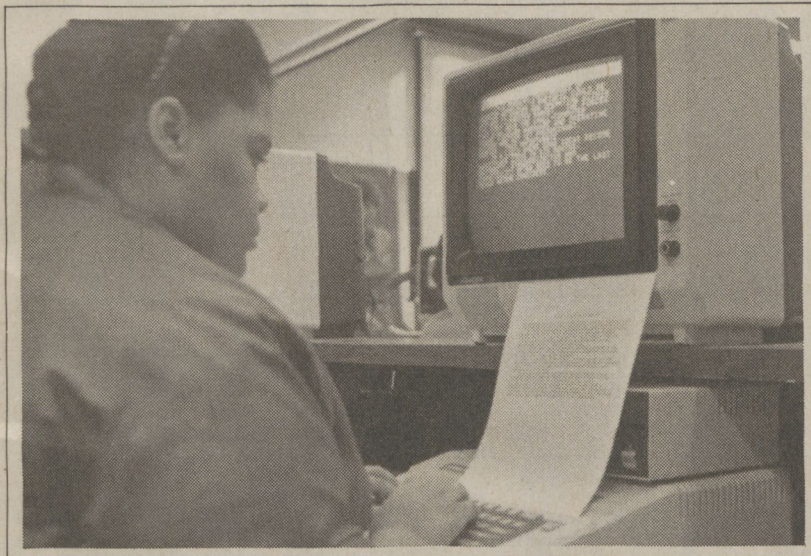
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ONE FORM FOR ALL: Credit, Non-Credit, Open University Courses

## CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

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Extension ☐

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(instructor signature required)

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Dept.	Course No. Section No.	Course Title	Units	Sequence Number	*Instructor's Signature	

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(Last Name) (First Name) (Middle Initial) (Maiden Name) Student File (if known)  
Address (Street) (City) State (ZIP)  
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#### Racial Ethnic Data

- \_\_\_ American Indian/ \_\_\_ Asian  
\_\_\_ Alaskan Native \_\_\_ Pacific Islander  
\_\_\_ Black, Non-Hispanic \_\_\_ White, Non-Hispanic  
\_\_\_ Chicano, Mexican \_\_\_ Filipino  
\_\_\_ American \_\_\_ Decline to state  
\_\_\_ Other Hispanic

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

\_\_\_ Yes \_\_\_ No

Date last enrolled: \_\_\_\_\_ / \_\_\_\_\_

Occupation: \_\_\_\_\_

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

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