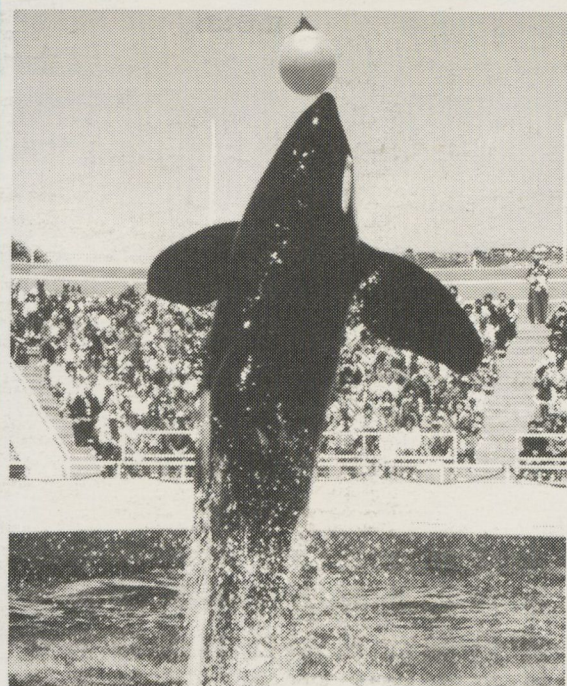


Extension Bulletin CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



Many Classes Now in Redondo Beach! See Page 48.
Winter 1985

WINTER 1985

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS EXTENSION

Dear Reader:

As California State University, Dominguez Hills enters its third decade of service to our community, the Extended Education Division is pleased to dedicate its course bulletin catalogue to our vast, and everchanging service area.

Symbolized by the soaring, impressive Goodyear airship Columbia as it heads skyward over the San Diego Freeway, our community offers business and industry room to grow. From Marineland (upper right) —situated on beautiful Pacific coastal cliffs - to the "Fabulous" Forum (lower right), visitors from every corner of the world converge here.

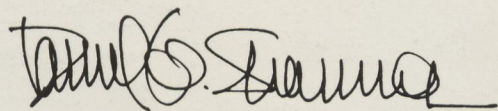
Our neighborhood offers cultural attractions, sporting events, and a population of exciting new citizens working closely with those of us who have lived here for generations. The blend brings diversity and warmth...lively interaction, and a spirit of community strength.

The stately Dominguez Seminary (lower left) recalls our Spanish roots and stands as a symbol of just how far our community has come in these past twenty years. We're proud to be a part of the growth and welcome the chance to continue to grow with you as new jobs and new technologies bring even more changes.

As you look through this Winter, 1985 Bulletin, you will discover a rich variety of programs reflecting the diversity of the interests of South Bay residents. To make our offerings accessible, we are presenting programs at various sites around the South Bay: the Hughes Learning Center in El Segundo, the South Bay Extension Center on Pacific Coast Highway in Redondo Beach, and of course, the campus in Carson.

In addition to our face-to-face classes, Winter quarter we will also be offering several new interactive video teleconferences. If you're a runner you'll be interested in "Training for Your Best 10K," being produced by the University of Massachusetts-Boston. During this program you will learn efficient running styles, new training techniques, how to do a self-assessment via a buddy system, how to avoid injuries and racing strategies. This training teleconference focuses on how to get optimum results at 10 kilometers. For information about this program or others that will be offered during the Winter term, call Joanne Zitelli at 516-3741.

As always I am interested in your ideas and comments about our programs. I can be reached at 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

December 7	— Extension registration begins	January 25	— Last day to pay fees for Open University and 10-week classes
January 2,3	— Registration for CUSDH regular on-campus classes	February 28	— Observance of Washington's birthday
January 15	— Martin Luther King's Birthday		

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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 instruction program.

EXTENSION FACULTY

Extension faculty are either members of the resident faculty of the University or 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

- 100-199 Lower division courses, degree applicable.
- 200-299 Upper division courses, degree applicable.
- 300-399 Graduate professional courses, degree applicable.
- 400-499 Graduate level courses, degree applicable.

- 700-799 Graduate professional courses, degree applicable.
- 800-899 Extension courses granting non-academic credit. For professional development 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.

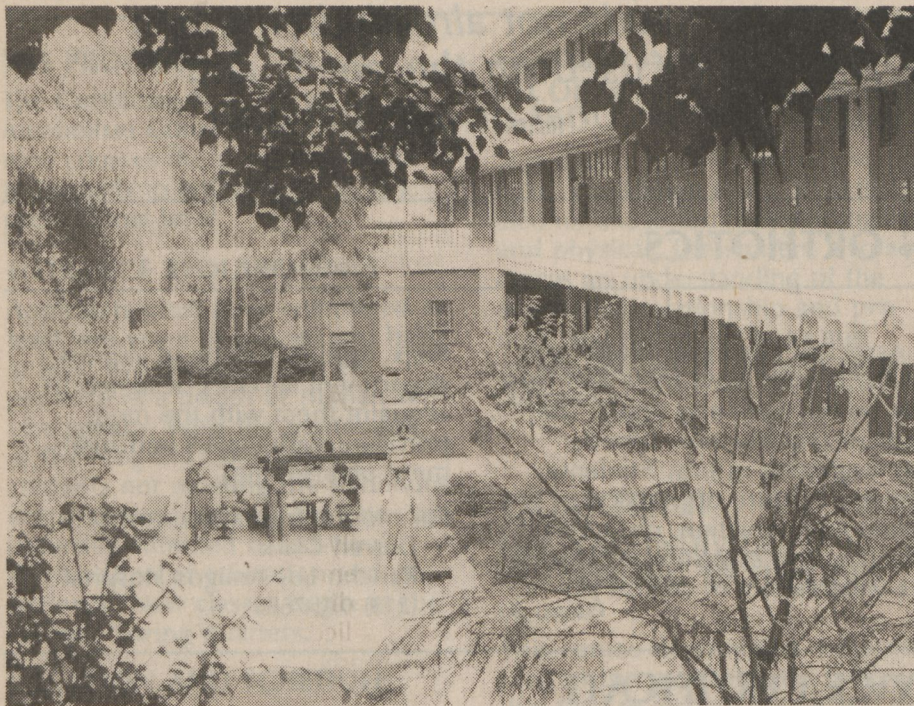
EXTENSION GRADING PROCEDURES

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.

CLASS LOCATIONS

Classes are scheduled at CSUDH or the off-campus sites as listed. The Redondo Beach Community Resource Center is located at 320 Knob Hill in Redondo Beach. The school is at the intersection of Pacific Coast Highway and Knob Hill.

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 \$37.75 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.

CERTIFICATE PROGRAMS

A certificate program at CSUDH is a sequence 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.

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotic Department at Rancho Los Amigos Hospital in conjunction with California 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 set-

tings. 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

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 those 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 in two Spanish courses per quarter. One of these is a Spanish language and culture class, and the other (SPA 220) is a bilingual internship which reinforces newly acquired Spanish skills throughout the program. Students may utilize their own employment or volunteer activity as an internship for the Certificate Program if it fulfills requirements. Students not presently 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.

Quarter I

SPA 105 Spanish for Public Service (4 units)

SPA 220 Bilingual Public Service Internship (2 or 4 units)

Quarter II

SPA 202 Commercial Spanish: Business Communication (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

Quarter III

SPA 251 Contemporary Hispanic Culture: Spanish-speaking America (4 units)

SPA 220 Bilingual Public Service Internship (4 units)

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 1985. Call Dr. Raul Romero, program coordinator, at 516-3315 for more information.

THE COST

Fees are \$37.75 per unit; a 4-unit course is \$151. For further information, contact the Extension Office at 213/516-3741.

Our course offering for Winter 85 is on page 26.

CERTIFICATE IN ALCOHOLISM COUNSELING

THE PROGRAM

The Certificate Program in Alcoholism Counseling consists of nine 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. New classes begin in the Fall and Spring quarters.

LOCATION AND SCHEDULE

Classes are held from 6:30 - 10:00 p.m. week nights at Hughes Learning Center, 540 E. Imperial Avenue, El Segundo. See map, page 46.

THE COST

The fee is \$37.75 per unit; a four-unit course is \$151.00.

Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — checks or money orders only. Cash will not be accepted.

THE COURSES

Students must successfully complete all nine 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.

HEA X296 DRUGS AND THE DRUG CULTURE (4 units)

This course is an introduction to this major social/psychological problem. Students learn the basic pharmacology of the commonly-encountered street drugs and the behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also covered.

QUARTER III

HEA X300 INTRODUCTION TO GROUP COUNSELING (4 units)

This course covers specific problems and situation 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 or application forms, call Brenda Blow, 213/516-3741.

CERTIFICATE PROGRAMS

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.

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 \$151.00. Textbooks are required for X219 and X220. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — checks or money orders only. Cash will not be accepted.

SCHEDULE/LOCATION

Classes begin the week of January 7. Classes meet from 6:30-10:00 p.m. at the Hughes Learning Center, 540 E. Imperial Avenue, El Segundo and at the Redondo Beach Community Resource Center, 320 Knob Hill, (at Pacific Coast Highway.) See map, page 46.

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, and 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.

FOR INFORMATION

Call the Extension Office
213/516-3741.

California State University, Dominguez Hills offers two certificate programs that are non-credit, but provide students with a certificate for study in particular curriculum areas.

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

THE PROGRAM: The Certificate Program in Children's Movement Education consists of a selection of seven courses in the area of movement education and physical education for children. Each course offers one Continuing Education Unit (CEU), acceptable in most school districts for salary adjustments.

The courses include stages of play, motor skill development, organization and development of physical education programs, dance and rhythms, games, fitness activities, and nutrition.

WHO SHOULD ATTEND:

This practical series of classes is designed to meet the needs of individuals working with children

between 1 and 12 years of age in a pre-school, day care, YMCA, private or elementary school setting.

THE FACULTY: The courses for the Children's Movement Education Certificate are coordinated by Children's Health International under the directorship of Dennis H. Estabrook, physical education specialist and former state chairman of elementary physical education. All faculty are highly trained working professionals in the field of physical education, motor development, and nutrition.

THE COURSES: A total of seven classes — four required and three electives are needed to receive the certificate. Students may select from six "required" courses and seven "elective" courses. Courses are rotated during the quarters of the school year.

Our course offerings for this quarter are listed on pages 22 to 24.

CERTIFICATE IN MEDICAL OFFICE MANAGEMENT

This course examines the key areas of medical office management. Students will receive a certificate after successful completion of the 7-week course.

MANAGEMENT SKILLS FOR MEDICAL OFFICE PERSONNEL

— Fine tune your abilities

The medical office manager is the person who keeps office operations running smoothly and motivates the staff to high levels of productivity. This course examines the role and responsibilities of the medical office manager. Participants will analyze the various operations in a medical office and learn how to more efficiently

organize those operations.

Special attention will be given to billing and collection systems, focusing upon claims processing, RVS codes, charge tickets, assignment of benefits, and credit and collections. One of the course objectives is to help managers to reduce by 25% the number of errors made on insurance claims.

Other topics include:

- Accounts receivable management
- Accounts payable
- Personnel management

DATE: Wednesdays,

February 6 - March 20

TIME: 4 p.m. - 7 p.m.

NUMBER OF MEETINGS: 7

UNITS: 2.0 CEUs

FEE: \$168

SEQUENCE NUMBER: EXT 229

LOCATION: CSUDH campus,
SBS D215

INSTRUCTOR: Dianne Jackson,
MPH, management consultant

EXTERNAL DEGREE PROGRAMS

EXTERNAL DEGREE PROGRAMS

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 are designed specifically for use in the evening hours Monday through Thursday. An exception to this pattern is the Humanities External Degree Program which offers both an undergraduate bachelor's degree and a graduate master's degree in the humanities through correspondence study.



MASTER OF SCIENCE IN MEDICAL TECHNOLOGY

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 \$65 per unit. There are no application fees.

For more information, call 213/516-3748.

MASTER OF SCIENCE IN ADMINISTRATION

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

The classes and the degree itself are structured to provide background and theory for students to become more effective administrators.

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 \$75 per unit and 45 units are required for the degree.

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

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, with on-campus faculty, students are able to design and complete the program without having to travel to the campus.

Fees are \$65 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.

THE ARTS & HUMANITIES

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.



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-204.

DATES: Saturdays, January 11 - March 16

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

PRIVATE MUSIC LESSONS

\$85 fee for ten 30-minute lessons.

Session begins week of January 7. Music Recital on Sunday, March 17. Lesson 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
- # 910 Trombone
- # 911 French Horn
- # 912 Tuba

- # 913 Drums & Percussion
- # 914 Guitar
- # 915 Electric Bass
- # 916 Voice
- # 917 Recorder

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

INDIVIDUAL MUSIC LESSONS

— Degree applicable credit

You can receive five hours or ten half-hours of private music lessons per unit, with university appointed instructors. Times are arranged with the teachers through the Department of Music, HFA-A-332, or by telephone, 516-3543. A special fee of \$160.50 per unit of credit is required. Auditions are mandatory for upper division lessons (200 or 300 course numbers). Students are expected to perform in a student recital at the end of each quarter.

Music X192 INDIVIDUAL LESSONS on any musical instrument or voice, 1 unit.

Music X261 INDIVIDUAL LESSONS: Conducting, 1 unit.

Music X286 INDIVIDUAL LESSONS: Composition and arranging, 1 unit.

Music X287 INDIVIDUAL LESSONS: Voice, 1 unit.

Music X288 INDIVIDUAL LESSONS: Woodwinds, 1 unit. (Includes flute, oboe, clarinet, bassoon, saxophone and recorder)

Music X289 INDIVIDUAL LESSONS: Strings, 1 unit. (Includes violin, viola, cello, string bass, guitar and electric bass).

Music X290 INDIVIDUAL LESSONS: Brass, 1 unit. (Includes

trumpet, trombone, french horn and tuba).

Music X291 INDIVIDUAL LESSONS: Keyboard, 1 unit.

Music X2W97 INDIVIDUAL LESSONS: Percussion, 1 unit. (Drums and other percussion instruments)

Music X381 PERFORMANCE, PERFORMANCE PRACTICES AND REPERTOIRE, 2 units. Advanced individual lessons on any instrument or voice incorporating practical performance with a scholarly investigation of performance practices and music literature in the student's area of specialization.

BALLET

\$50 fee for ten 45-minute classes.

Improves grace, flexibility, posture and self-image while providing a solid grounding in classical ballet technique. A recital will be held Sunday, March 17 at 3 p.m. Classes are held in the rehearsal hall of the University Theatre.

DATES: Saturdays, January 11 - March 16

Saturdays

- # 921 9 - 9:45 a.m.
6 - 8-year-olds
- # 922 10 - 10:45 a.m.
3 - 5-year-olds
- # 923 11 - 11:45 a.m.
9 - 12-year-olds

- # 924 12:30 - 1:15 p.m.
teens & adults, beginning/grade I
- # 925 1:30 - 2:15 p.m.
teens & adults, grade II
- # 926 2:30 - 3:15 p.m.
advanced

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. Class held in HFA A-202.

DATES: Saturdays, January 11 - March 16

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

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 finger-board will be included.

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

DATE: Wednesday, January 9 - March 13

TIME: 6:30 p.m. - 8:20 p.m.
NUMBER OF MEETINGS: 10
FEE: \$37.75
UNITS: 1, Music X289, degree applicable
SEQUENCE NUMBER: EXT 62
LOCATION: TBA
INSTRUCTOR: William Davila, MA, host, Noon Concert, KPFF-FM, recording artist and music award winner

INTRODUCTION TO CALLIGRAPHY

— *For right-handed people*

Acquiring calligraphic skills is learning how to make beautiful letters with a broad edge pen. You will be exposed to Italic in all its forms. Learn concepts of spacing, design and color. Experiment with various broad-edged tools and work with different textures of paper.

Learn to design Christmas cards, greeting cards, stationery, business cards, documents and awards. No previous experience is necessary.

A material kit will be provided along with a syllabus with different methods of calligraphy.

DATE: Friday and Saturday
March 1-2

TIME 9:00 a.m.-12:00 noon
NUMBER OF MEETINGS: 2

UNITS: Non-credit
FEE: \$45 plus \$10 materials fee to be paid in class for a calligraphy kit, right-handed calligraphic pens, pen holder and paper. Those who own materials may bring them to class.
SEQUENCE NUMBER: EXT 140
LOCATION: CSUDH campus, HFA C104
INSTRUCTOR: Bernard W. Baker, MFA, associate professor and Chairman, Art Department, CSUDH

THE CENTER FOR TRAINING AND DEVELOPMENT —

develops and conducts individualized training programs to meet the needs of business and industry.

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 skills
- Effective business writing

- Production and Inventory Control
- Computer workshops
- English for foreign nationals
- Preretirement planning
- Speed reading/comprehension workshops
- Spanish for supervisors

The Center's staff will be pleased to discuss your organization's needs. For a personal consultation, call Paul Davis at 213/516-3741.

SALES & NEGOTIATIONS

— Find your own role

At one time or another almost everyone is involved in some aspect of sales or negotiations. Designed for the novice or the pro, this workshop will investigate both traditional and non-traditional

approaches to sales and negotiations with the goal of helping participants determine the best approach for themselves. The workshop will focus upon:

- The decision-making process
- 10 steps to the successful sales call
- How to make presentations, from opening to close
- Overcoming objections

DATE: Saturday, February 9

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

NUMBER OF MEETINGS: 1

UNITS: 0.7 CEU

FEE: \$63

SEQUENCE NUMBER: EXT 210

LOCATION: Redondo Beach Community Resource Center.

INSTRUCTOR: F. Ronald Bosch, PhD, V.P. & Gen. Mgr. of an import/export company, consultant, lecturer

FINDING INFORMATION FAST

— Master this technique

How often do you have to track down a date, locate a set of statistics, verify a fact, or find an important piece of information? Learn the research techniques used by librarians, scholars, and writers. This workshop, designed for business people, professionals, and hobbyists, will teach the methods of finding information fast. Sources of information, such as libraries,

government publications, reference tools, and organizations, will be covered. Participants will have a chance to practice using various reference tools.

Other topics include:

- Arrangement of materials and services in libraries
- Special libraries
- Reference tools for business, statistics & investments
- Biographies and consumer reports
- Computerized sources

DATE: Saturdays, February 2-9

TIME: 9 a.m. - noon

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$48

SEQUENCE NUMBER: Ext. 213

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Claudia Baldwin, MA, associate librarian, CSUDH

ALSO SEE:

Alternative Leadership Styles, p. 38

Computer course listings, p. 18-20

Diagnosis of Organizations, p. 38

Professional Women and the Workplace, p. 38

The Technical Manager, p. 38



SMALL BUSINESS ADMINISTRATION/ENTREPRENEURSHIP

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 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, February 9
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
SEQUENCE NUMBER: EXT 12
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Patricia
McNaughton, PhD, management consultant

HOW TO START, RUN, AND STAY IN BUSINESS



— Gain an overview of small business operations

Discover how to successfully form and operate your own business. This one-day seminar provides the necessary information for how to launch yourself into business. Learn how to select the right kind

of business, and how to finance, insure and promote it.

The workshop will address the following questions:

- What's the best legal form for my business?
- What about recordkeeping and taxes?
- Do I need any licenses or permits?
- How can I get free advertising?

DATE: Saturday, March 16
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$70
SEQUENCE NUMBER: EXT 207
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Gregory F. Kishel, MBA, and Patricia Gunter Kishel, MBA, consultants, authors of *How to Start, Run and Stay in Business*

IMPORT-EXPORT BUSINESS



— Examine the fundamentals of international and multinational business

Learn or review the basic characteristics of the international business environment and how to place your product, service, or company in the international and multinational market. The workshop offers a comprehensive, practical

study of the crucial factors for success in international trade ventures; banking formalities and financing; and insurance, transportation, and packing.

Other topics include:

- Locating sources
- Communicating overseas; contract & agreement considerations
- Key agencies and flow of activities
- Documentation
- Distribution channels

DATE: Saturday, January 19
TIME: 9 a.m. - 4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.7 CEU
FEE: \$63
SEQUENCE NUMBER: EXT 208
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: F. Ronald Bosch, PhD, V.P. & Gen. Mgr. of an import/export company, consultant, lecturer

USING CABLE TELEVISION TO PROMOTE BUSINESS AND IMAGE



— *Improve the image of yourself and your business*

Cable television is the fastest changing entertainment medium, and the potential for the creative individual and business to benefit from it is endless.

In this seminar you will hear about many opportunities for enhancing your business and self image via

cable television's "Community Programming." You will learn what community programming is, how it works, and why it's there. You will hear of people who are currently helping their community and themselves through the medium. You will learn:

- Methods of soliciting cable operators
- How to use their equipment
- How to target your audience
- How to advertise your show
- The relationship of cable to the community

DATE: Saturday, February 2
TIME: 9 a.m. - 12:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Jeff Ebner,
Cable Television Consultant

HOW TO BE A MANUFACTURER'S REPRESENTATIVE

— *Learn how to enter this lucrative field*

For the small business administrator, a manufacturer's representative is the critical link in retail/wholesale marketing. This one-day workshop will explore the entire range of duties which a

manufacturer's representative must perform. Learn about the different types of representatives: agents, brokers, and salespersons. Find out where the opportunities in the field are and how to obtain credentials for the position.

The workshop will also cover:

- Techniques for success
- Methods of operation
- Pitfalls
- Overcoming obstacles

DATE: Saturday, January 26
TIME: 9 a.m.-4 p.m.
NUMBER OF MEETINGS: 1
UNITS: 0.7 CEU
FEE: \$63
SEQUENCE NUMBER: EXT 100
LOCATION: CSUDH campus,
SC D154
INSTRUCTOR: Ralph Dorff, MPA,
management consultant

THE GREAT JUGGLING ACT: BALANCING YOUR PROFESSIONAL AND PERSONAL LIFE

— *Learn how to resolve these conflicts*

Oftentimes it's difficult to meet both the demands of work and the demands of personal relationships. One solution, however, is simply learning how to become better organized — both on the job and at home. This workshop is

designed to help professionals learn how to apply organizational skills to all areas of life.

Participants will receive practical techniques and a workbook including a variety of time-saving resources. Workshop topics include:

- How to identify real organization
- Identifying areas of your life in need of organization
- Where to find time- and money-saving products and services
- Creating a plan of action

DATE: Tuesday, January 8
TIME: 6:30 p.m. - 9:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$30
SEQUENCE NUMBER: Ext. 216
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Susan Silver, MA,
consultant, president, Positively
Organized

ALSO SEE:

Computer course listings, p. 18-20
Foreclosure Seminar, p. 32
Computer Graphic Art for Your
Business, p. 19

MANAGEMENT FOR EXCELLENCE SERIES

— Fine tune your managerial skills

Learn effective skills in motivation, negotiation and persuasion. You will also learn better time and stress management, as well as how to be more creative in decision making.

Patricia McNaughton, Ph.D., a management development consultant and corporate stress management trainer leads this four session series for managers. Each of the three-hour sessions will focus on a particular skill important to managers. For the same low price, you can attend all four or just one of these fine, useful sessions.

SESSION I (Thursday, January 24)

CREATIVE DECISIONS

Improving your capacity for effective decision-making can help you to advance in your career. Gain an understanding of the advantages and disadvantages of working alone and with others on creative projects. Learn how to promote an internal and external environment supportive of your creative skills. Individual and group activities strengthen your rational intuitive thinking processes, and guide you in new methods to make more creative decisions.

SESSION II (Thursday, January 31)

PERSUASIVE COMMUNICATION/NEGOTIATION

Communicating effectively is an important skill when you are trying to persuade others or trying to negotiate an important proposal.

This session will help you develop persuasive strategies which can be used to successfully to influence others.

The seminar will include discussion on 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 members without dominating them

SESSION III (Thursday, February 7)

TIME/STRESS MANAGEMENT

Time is seldom viewed as a resource, more often than not, it is perceived as an endangered species. This session will teach you to view time as a valuable resource, which can help you to reduce job-related stress.

Learn how to:

- Get organized to achieve goals
- Eliminate "time-wasters"

- Work smarter, not harder
- Recognize symptoms and apply coping strategies
- Develop the self-care concept

SESSION IV (Thursday, February 14)

MOTIVATION FOR PRODUCTIVITY

Increase your ability to motivate your employees and to 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 communication skills
- Learn conflict resolution

DATES: Thursdays, January 24 - February 14

TIME: 6:30 p.m. - 9:30 p.m.

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$50

LOCATION: Redondo Beach Community Resource Center
INSTRUCTOR: Patricia McNaughton, Ph.D., lecturer, management consultant.

BUSINESS/PROFESSIONAL DEVELOPMENT

SPEAKING FOR MONEY, MUCH AND OFTEN

— Capitalize on your speaking skills

Whether your purpose is to entertain, to express humor, or to share your knowledge of a particular subject or a practical skill, you can become successful as a paid speaker. This workshop will show you how to transform your

speaking skills into profitable ventures by giving seminars and speaking engagements.

Participants will learn how to select the best topics and how to find the appropriate clients for their topics. A workbook, filled with guidelines and reference materials, is included. Workshop topics include:

- How to market your skills
- When and what to charge
- Which groups to join
- When to add products that increase your profits

DATE: Thurs., February 21
TIME: 6 p.m. - 10 p.m.
NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45 (includes workbook)

SEQUENCE NUMBER: EXT 209

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Gordon Burgett, MA, freelance writer, author of *How To Sell 75% Of Your Freelance Writing*

SALESMANSHIP FOR PEOPLE WHO HATE SELLING

— Overcome your pre-conceived ideas

Many people are reluctant to consider a career in sales, and, yet, sales offers greater than average financial returns and rewards in peer recognition and work satisfaction. This workshop attempts to counter the negative image of a career in

sales by demonstrating how salesmanship can be an art that helps others and teaches and benefits those who choose it as a career:

Workshop topics include:

- Definitions of salesmanship & ethical evaluations
- Types of sales careers in business & commerce
- Basic principles of salesmanship
- Management views
- Sales in relationship to personal objectives

DATE: Saturday, March 16

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT. 211

LOCATION: CSUDH campus, SC E145

INSTRUCTOR: Ralph Dorff, MPA, directional management consultant

HOW TO CREATE THE ORGANIZED OFFICE

— Implement organizational techniques

Many of us feel the need for improved organization in our work environments — but we can't quite seem to find the time or don't exactly now how to implement it. This workshop outlines organizational techniques that will insure greater productivity in the office.

Participants will learn how to evaluate office space and implement new systems that save both time and space.

Workshop topics include:

- Creating an organizational plan
- Finding products to save time and space
- Using information resources effectively
- Applying management systems to streamline production and reduce overhead costs

DATE: Tuesday, February 5

TIME: 6:30 p.m. - 9:30 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

SEQUENCE NUMBER: EXT 214

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Susan Silver, MA, consultant, president, Positively Organized

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: Saturday, March 2
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$40

SEQUENCE NUMBER: EXT. 90
LOCATION: CSUDH campus, SC E145
INSTRUCTOR: Eve Cappello, PhD, director, ACT Institute



HOW TO BE A WINNER

— *Develop strategies for success*

Success is often dependent upon the attitude we have toward our ability to achieve it. This course will help you to develop the attitude of a winner and

learn how to apply it in any aspect of your life, professional or personal.

Topics include:

- Effective communication
- Presentation for impact
- Increasing confidence
- Controlling anxiety
- Achieving credibility

DATE: Saturday, March 9
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$54
SEQUENCE NUMBER: EXT. 218
LOCATION: CSUDH campus, SC E145
INSTRUCTOR: Eve Cappello, PhD, director of the ACT Institute, behavioral consultant

COMPUTERS

MAKE MONEY WITH YOUR HOME COMPUTER

— Four seminars for the price of one

The computer industry is rapidly gaining in popularity. This is your chance to take an active part in this young industry. The abundance of computers available are creating hundreds of new ways for you to make money either full time or by earning extra income in your spare time. In these four sessions, you will learn how to build a successful enterprise by putting your computer to work for you. For the same reasonable price, you can attend all four or just one session.

Session I (Thursday, January 24)

STARTING A WORD PROCESSING SERVICE

Learn the best way to start a word processing service bureau. From a profit-making perspective you will hear about:

- Where to find customers
- Fees to charge
- Licensing, permits
- Home-based, taxes
- Networking
- Hardware and software
- Dedicated word processors vs. computers
- Employees and independent contractors
- Job estimating
- Business name
- Mistakes to avoid
- Brochures

Session II (Thursday, January 31)

COMPUTER CONSULTING AND FREELANCE PROGRAMMING

The demand for computer consultants and contract programmers grows every

year . . . and so does their income. The first half of this session can give you just what you need to create a successful practice.

- Where to find clients
- Fee to charge
- Billing, collections
- Acquiring subcontractors
- Computing overhead
- Retainers

In the second half of the session, you will learn how successful commercial authors effectively market their computer programs. You will learn about:

- Royalties
- Copyrights
- Protecting your work
- Submission process
- Self-publishing
- Contracts, clauses
- Distributors, publishers

This session is for consultants, custom software developers and anyone writing, publishing, or distributing computer software.

Session III (Thursday, February 7)

HOME-BASED COMPUTER ENTERPRISES

Whether you are a beginner or a microcomputer expert, these money-making opportunities can generate income for you. You will learn dozens of ideas you can use selected from eight major computer areas. Among these may be just what you are looking for:

- Retailing, repairing
- Educating, lecturing
- Manufacturing, distributing
- Arts, crafts, design
- Typesetting, financial counseling, accounting
- Print media, writing, publishing
- Information brokering, data base time sharing
- Employment agenting, job shopping

Participants do not need previous experience with computers to benefit from this session - you don't even have to own one.

Session IV (Thursday, February 14)

FINANCING AND MARKETING YOUR BUSINESS

This session is about finding where the money is and how to get it. You will learn how to use professional business skills to survive the 80s and how to build a sound money plan for your growth-oriented company.

Financing:

- Debt financing (lenders)
- Equity financing (investors)
- Limited partnerships
- Incorporating, selling stock
- Venture capital
- Proposal packages

Marketing:

- Free publicity
- Low-cost promotion
- Efficient advertising
- Mail order
- Sales strategies
- Incentives, premiums
- Telemarketing
- Import/export

DATES: Thursdays, January 24 - February 14

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

NUMBER OF MEETINGS: 4

UNITS: Non-credit

FEE: \$50

SEQUENCE NUMBER:

EXT 300

LOCATION: Redondo Beach
Community Resource
Center

INSTRUCTOR: Daniel

Thompkins, PhD, computer
consultant, author of books
for computer
entrepreneurs.

PERSONAL COMPUTER COMMUNICATION

— *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 message systems, data base, and home banking systems.

No programming or comprehensive computer knowledge is necessary. 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: Wednesday, February 6

TIME: 7 p.m. -10:00 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$30

SEQUENCE NUMBER: EXT. 25

LOCATION: CSUDH campus, ERC C504

INSTRUCTOR: Edward Averette, MA, CSUDH budget analyst and media director, ESP Communication Services.

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 IIE
- Software for mathematics, science, social studies and English programs

DATE: Saturdays,

March 9 - March 16

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

NUMBER OF MEETINGS: 2

UNITS: 1 CEU

FEE: \$70

SEQUENCE NUMBER: EXT 24

LOCATION: CSUDH campus, SCC D138

INSTRUCTOR: Joan Shulman, MA, CSUDH faculty

COMPUTER GRAPHIC ART FOR YOUR BUSINESS

— *An introduction for managers*

This seminar will provide a glance at the many art and design applications of computer graphics, plus some of the companies and their facilities that produce graphic art and design.

The applications of art and design work in areas such as advertising, sales presentations, promotion, executive meetings and training

sessions will be covered. The seminar will also focus on production applications such as print media, product design, slide presentations, film, video, television and computer programs. Several company facilities, ranging from large mainframe computers to small micro-systems, will be presented. Participants need not own a computer to attend the course.

Participants will become acquainted with artists and designers in this field and their computer graphics experience.

DATE: Thursday, February 21

TIME: 7 a.m. -10 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$35

LOCATION: Redondo Beach Community Resource Center
INSTRUCTOR: Bernard Baker, MFA, Associate Professor, Art Department, CSUDH.

ALSO SEE:

EIES (Electronic Information Exchange System), p. 37-38

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 program-

ming. 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: Saturdays,
January 19-January 26
TIME: 9 a.m. - 12 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$60 plus \$5 materials fee
SEQUENCE NUMBER: EXT 22
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: George Marcoulides, MA, lecturer, CSUDH Behavioral Science Dept.

ELECTRONIC SPREAD-SHEET WORKSHOP

— *Financial Analysis on Microcomputers*

Learn about Visicalc™ and other spreadsheet programs, software packages 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 two-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 early registration is advised.

Workshop topics include:

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

DATE: Saturdays,
February 2 - February 9
TIME: 9 a.m. - 11 a.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$40 plus \$5 materials fee
SEQUENCE NUMBER: EXT 23
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: George Marcoulides, MA, lecturer, Behavioral Science Department, CSUDH

INTRODUCTION TO WORDSTAR™

— *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 23 - March 2
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$90 plus \$5 materials fee
SEQUENCE NUMBER: EXT 21
LOCATION: CSUDH campus, SCC D138
INSTRUCTOR: Reba Davis, word processing consultant, manager of REP Wordprocessing Services

CERTIFICATE IN COMPUTER SCIENCE

Earn a certificate in Computer Science through CSU Dominguez Hills' Open University. You can enroll in the certificate program with or without enrollment in any CSUDH degree program and earn college credit. The cost is only \$37.75 per unit.

Some students may be required to take one or more lower division classes as preparation for the Certificate. Consult the CSUDH general catalog for course descriptions and prerequisites.

CORE COURSES (20 units)

Survey of Programming Concepts (4)
Data Structures (4)
Programming Languages I (4)
Computer Organization (4)
File Processing (4)

Computer Science 200
Computer Science 210
Computer Science 220
Computer Science 230
Computer Science 250

ELECTIVES (8 units)

Two courses chosen in consultation with the student's advisor. The student may select any upper division Computer Science course or Mathematics 260.

For more information on the program, please call 213/516-3378.



EDUCATION

SPEED READING AND STUDY SKILLS

This program lays the foundation of strong reading skills necessary for academic success and personal confidence.

The speed reading and study skills program has two main goals. First, to teach a reading process which will develop a love of reading and the lifelong habit of reading for

enjoyment. The second goal is to teach a mastery level of reading skill, through development of comprehension, reading speed, memory, concentration, and study skills.

Each student's initial level of reading skills is carefully evaluated, and materials and instruction are individually tailored to provide the correct balance of challenge and encouragement. Our average student increases his/her reading comprehension grade level from one to three years, while more than doubling reading speed.

SECTION A: For students in 4th-6th grade

DATES: Wednesdays,

February 20 - April 10

TIME: 4:00 p.m. - 5:30 p.m.

NUMBER OF MEETINGS: 8

FEE: \$175

LOCATION: CSUDH campus, Room TBA

INSTRUCTOR: Institute of Reading Development

SECTION B: For students in 7th-10th grade

DATES: Wednesday,

February 20 - April 10

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

NUMBER OF MEETINGS: 7

FEE: \$175

LOCATION: CSUDH campus, Room TBA

INSTRUCTOR: Institute of Reading Development

FUNDAMENTALS OF ELEMENTARY MATHEMATICS I

Teachers — earn supplementary authorization

This course is recommended for teachers who are seeking a supplementary authorization to teach mathematics through the

ninth grade. Fundamentals of Elementary Mathematics includes such topics as:

- cardinal numbers and related operations
- set theory and mappings
- systems of numeration
- real number system

Prerequisite: Mathematics 002/004 or one year of high school algebra and a placement test administered by the Mathematics Department.

DATE: Tuesdays and Thursdays, January 8-March 14

TIME: 4:40 p.m.-6:20 p.m.

FEE: \$151

LOCATION: CSUDH campus, NSM D129

UNITS: 4

INSTRUCTOR: Nancy Rach, CSUDH lecturer

CREATIVE NUTRITION ACTIVITIES FOR CHILDREN

A full day of fun food activities, recipes, games and facts which will help children become more aware of their senses, the natural world and their eating choices.

Based on sound nutritional theory, the class will explore learning experiences in language arts, social studies, science and math as well

as suggest seasonal and holiday ideas.

In addition you will experience and receive handouts on:

- Growing things in the classroom
- Making vegetable people
- Making your own bread
- "Please eat the flowers"
- Designing your own "Food Coat of Arms"

This class serves as an "elective" for the Certificate in Children's Movement Education.

DATE: Saturday, March 16

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 225

LOCATION: Redondo Beach Community Resource Center

INSTRUCTOR: Lynne O'Brien, MA, Registered Dietician, Nutrition Consultant, pediatric practice

ALSO SEE:

Computers in the Classroom, p. 19

Happy Kids: Weight Loss Program for Adolescents, p. 33

Certificate Program in Children's Movement, p. 7

RHYTHMS AND DANCE

— for 7 to 12 year olds

Get with the beat. Learn the basics of rhythms and dance as well as what's "in" and "cool." Discover themes and dances of the 50's, 60's, 70's and 80's. Find out how to sneak in Jazz and Tap basics in a fun way.

Learn how to choreograph your own aerobic routine. Use jump rope to develop rhythm, and become an expert on the

breakdance basics and how to teach them in a safe way.

Also included:

- How to set up a school or community performance
- Keeping student under control
- Positives mental music

Wear comfortable clothes and rubber sole shoes. Come ready to move.

This course counts as a required course for the Certificate in Children's Movement Education.

DATE: Saturday, February 16
TIME: 8:00 a.m. - 6:00 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1 CEU
FEE: \$45
SEQUENCE NUMBER: EXT 223
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Dennis Estabrook;
MA Elementary and Secondary
Teaching Credential
Rianah Powers, BS instructor,
Dance Dept., El Camino College

TEACHING GAMES CHILDREN LOVE TO PLAY

— An experiential workshop
for teachers and parents.

In this experiential workshop you will learn more than 50 games children ages 2-8 years love to play. The program is useful for both parents and teachers. Old games, new games, singing games, circle games, indoor games, outdoor games, developmentally-oriented games and how to change games will be discussed, demonstrated and practiced.

You will learn how to organize and teach the games and will be able to answer the questions:

- Are rules necessary?
- How do I motivate the child who does not want to play?
- What can I do with the child who doesn't play fair?

Wear comfortable clothes and rubber-soled shoes; this is an active participation workshop.

This class serves as a required course for the Certificate in Children's Movement Education.

DATE: Saturday, February 2
TIME: 8 a.m. - 6 p.m.
NUMBER OF MEETINGS: 1
UNITS: 1.0 CEU, Educ. 920
FEE: \$45
SEQUENCE NUMBER: EXT 301
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Dennis Estabrook,
MA, director, Children's Health
International

ALSO SEE:

Raising Teenagers, p. 28
Mothers and Daughters, p. 38

Coming April 13, Educational Software:

***Identification and Integration*, a live videoconference.**

Call 213/516-3741 for information.

EDUCATION

I CAN DO IT

— *Sensory Motor Skills for 6 mos. to 4 yrs.*

A number of neurological, structural, muscular and sociological changes occur in children between the ages of 6 months and 4 years that exert important influences on their movement capacities and potentials. In this workshop for parents and teachers you will become familiar with these changes and the sequential

development of movement abilities. You will learn age appropriate exercises, games, movement songs, basic gymnastic stunts and ball-handling activities.

All activities are carefully selected to enhance coordination, balance, body awareness, and overall fitness of young children while developing the "I CAN DO IT" feeling of self-assurance. Wear comfortable clothes and rubber sole shoes to class.

This class serves as an "elective" for the Certificate in Children's Movement Education.

DATE: Saturday, March 2

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER:

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Dennis Estabrook;

MA Elementary and Secondary

Credential Director of Children's Health International

THE NEW PHYSICAL EDUCATION

— *for 7 to 12 year olds*

The objective of the New Physical Education is to allow every child to be a winner by helping the student set their own goals and develop skill at their own level. In addition to learning traditional games and activities we will explore contract teaching, the use of skill cards, and designing games.

Other topics include:

- Making competition work
- Providing for different skill levels
- Planning a yearly program
- Motivation techniques, charts and awards
- What to do on rainy days?
- Starting a school "Sports" club
- What to do with children who "cannot/will not" participate

This course serves as a required course for the Certificate in Children's Movement Education.

DATE: Saturday, January 19

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Dennis Estabrook;

MA Elementary and Secondary

Credential, Director of Children's Health International

MOVEMENT EDUCATION OBSERVATION AND TRAINING PROGRAM

This internship program is for students in the Children's Movement Education Certificate program. It involves 15 hours of observation and/or working with children in a movement education setting under a supervising instructor.

Elementary Physical Education Demonstration Schools and Children's gym programs will be participative. Attendance at conventions and conferences may also be used when appropriate.

A written evaluation of your experience is also required.

DATE: Monday, January 21

TIME: 7:00 - 9:00 p.m.

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$45

SEQUENCE NUMBER: EXT 224

LOCATION: Redondo Beach

Community Resource Center

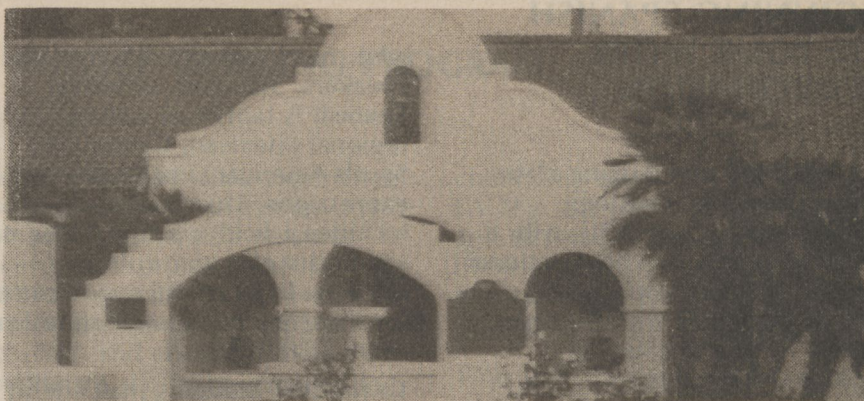
INSTRUCTOR: Dennis Estabrook;

M.A. Elementary and Secondary

Credential Director, Children's Health International

EXPLORING OTHER CULTURES

We 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 7-March 11

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

NUMBER OF MEETINGS: 10

UNITS: 3, Mexican American Studies

FEE: \$113.25

SEQUENCE NUMBER: EXT 69

LOCATION: CSUDH campus, SBS A120

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

CULTURA 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 practico, una vision general de la historia de Mexico. En la segunda parte de la clase, despues de proyectar una sobre la historia de Mexico, se analiza algun articulo, ensayo o capitulo de los grandes pensadors de Mexico.

DATE: Saturdays, January 12-March 9

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

NUMBER OF MEETINGS: 10

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

FEE: \$113.25

SEQUENCE NUMBER: EXT 71

LOCATION: CSUDH campus, SBS A210

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

ALSO SEE:

Spanish for Public Service, Certificate Program, p. 7

EXPLORING OTHER CULTURES

BEGINNING SPANISH FOR YOUR WORK OR PROFESSION

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. Standard, universal Spanish is taught as well as key regional (Mexican, Central and South American) vocabulary and expressions. This class also includes a field trip to a locale of significant Hispanic cultural interest. Truly an enjoyable course for those seriously wishing to learn more Spanish!

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. Ben Pena, 213/516-3315.

DATES: Saturdays, January 5-March 16

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

NUMBER OF MEETINGS: 10

UNITS: 4, SPA X202, degree applicable

FEE: \$151

LOCATION: CSUDH campus, SBS A-104

INSTRUCTOR: Ben Pena, PhD, assistant professor, CSUDH

May be applied as required credit to the Spanish for Public Service Certificate offered by Extended Education, see page 4.

A PASSAGE THROUGH CHINA

*— Join the Summer '85
Language & Culture Program
in the People's Republic
of China*

Next summer, take part in an extraordinary opportunity to explore the People's Republic of China. In a six week program, sponsored by CSU Dominguez Hills, you will study Chinese culture and history at Huazhong Normal University, in the city of Wuhan. Upon request and approval, language instruction in Mandarin may be arranged for individuals.

Twenty-five days of the program will be devoted to study at the University, however weekend trips to factories, rural communes and places of historical and cultural interest will be scheduled. In addition, a travel tour of the PRC is planned for seventeen days. The faculty director, Linda Pomerantz, CSUDH professor of History, and representatives and translators from Huazhong will function as the tour guides. Such exotic cities as Shanghai, Suchow and Nanjing are scheduled, as well as a two day boat trip on the Yangtze to Wuhan.

After the study program, participants will travel to Xian, here they will visit terra cotta digs and a Moslem temple. From Xian the tour will proceed to the capital city of Beijing where the group will visit the Forbidden City, the Summer Palace, the Temple of Heaven and the Great Wall.

The cost for the 6-week program, including food, lodging, travel in the PRC, round-trip airfare, and credit fee is \$3100.

Please write or telephone the Division of Extended Education, 213/516-3746, for a brochure.

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. An informational meeting on the Fall '85 program is scheduled for March (call for exact date and location).

Students in the program 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.

SPPH ALCOHOLISM RECOVERY SERVICE TRAINING PROGRAM

SAN PEDRO PENINSULA HOSPITAL



**WE'RE
LISTENING**

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 to 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.

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 approved for 45 contact hours of

continuing education for R.N's and L.V.N's. (BRN Provider No. 00302) and 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 participant 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 90372

FEE: \$137.75 CSUDH credit
\$125 Non-credit

INSTRUCTOR: San Pedro
Peninsula Hospital Alcoholism
Recovery Service Staff

EFFECTIVE INTERVENTION WITH HIGH RISK YOUNG PEOPLE

*— Learn to spot the warning
signs of high risk behavior*

The only age group in the United States facing an increasing death rate is that of our 15 to 24 year olds. This course will explore risk factors which contribute to this shocking statistic such as alcohol and drug abuse, homicide, suicide, venereal disease, pregnancy,

runaways and teenage prostitution.

This seminar is designed for health care providers, human service professionals, educators and other concerned individuals.

Workshop participants will learn effective intervention and/or prevention techniques to use when confronted with high risk behavior in youths. Participants will learn to spot the warning signs that may lead to such behavior.

This interactive seminar will combine lecture with audio-visual aids, guest speakers, small group discussion and case studies.

DATE: Saturday, February 23

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

NUMBER OF MEETINGS: 1

UNITS: 1 CEU

FEE: \$70

LOCATION: CSUDH campus,
SC E145

INSTRUCTOR: Gary Yates, MA,
Director, High Risk Youth
Project, Division of Adolescent
Medicine, Children's Hospital,
Los Angeles.

ALSO SEE:

Certificate in Alcoholism Counseling, p. 5

Certificate in Medical Office Management, p. 7

PERSONAL DEVELOPMENT

COUPLE COMMUNICATION: THE ART OF NEGOTIATION

— *Consider each other's needs & goals*

Many couples in the 80s are facing the difficult task of learning how to live together as equals and how to respect each other's individuality. This workshop explores the dynamics of intimacy and communication. Learn how to clarify your own communication patterns and their impact on your partner.

Transform your "demands" and conflicts into specific needs that can be negotiated and resolved. Examine the benefits of a greater tolerance for conflict and a willingness to communicate. Explore ways that couples can depend on their relationship without becoming dependent individuals themselves.

The workshop will focus upon:

- The dynamics of dialogue
- A case study of a couple with communication problems
- Demonstration of the art of truly listening
- Role-playing & discussion of participants' own problems

Couples or individuals may attend.

DATE: Saturday, January 26

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

NUMBER OF MEETINGS: 1

UNIT: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 236

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Sandra Zoe Brown, PhD, MFCC, specialist in the area of couple communication; Pauley, Parks & Brown, providers of counseling, consulting and educational services

MOTHERS & DAUGHTERS: THE STRUGGLE FOR CLOSENESS & SEPARATION

— *Examine the dynamics of this special bond*

Mothers and daughters share a very unique bond which often creates both identity and difference. This workshop explores the relationship between mothers and daughters and the transmission of roles across generations. Together, mothers and daughters can examine their needs for closeness and separation, their patterns of communication, and

their conflicts.

Participants will trace a daughter's journey from fusion to separation and resolution. The myths and realities of motherhood and the psychological impact of various child care attitudes will also be explored.

The workshop is ideal for mother-daughter pairs, mental health professionals and paraprofessionals, and males concerned with the mother-daughter bond.

Other topics include:

- The Family Crest
- Women In Still Life - a slide tape presentation
- Excerpts from clinical interviews
- Mother/daughter participation exercises

DATE: Saturday, March 9

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 238

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Nancy P. Parks, MS, MFCC, lecturer on infant development and the mother-daughter bond; Pauley, Parks & Brown, providers of counseling, consulting, and educational services

RAISING TEENAGERS

— *Satisfy their need for love & limits*

The turbulence of the teenage years can have consequences for the entire family. This workshop is designed to help parents and teenagers to cope with the problems of adolescence. Gain a better understanding of the psychological and physiological changes which occur during the teenage years. Learn how to implement practical

solutions to problems — which incorporate the teenager's need for both understanding and discipline.

Participants will find out about teenagers' underlying problems which often manifest themselves in particular behavior. The workshop will also include:

- Erickson/Kohlberg stages of development
- Alternative response models
- Difference between normal and abnormal behavior
- Small group role-playing sessions

DATE: Saturday, February 23

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$40

SEQUENCE NUMBER: EXT 237

LOCATION: Redondo Beach

Community Center
INSTRUCTOR: Elsa Pauley, PhD, MFCC, director, Adolescent Treatment Program of Psychological Affiliates; Pauley, Parks & Brown, providers of counseling, consulting, and educational services

CREATIVE CHOICES FOR TODAY'S SOCIETY

— Exercise new career & lifestyle options

The social changes of the past twenty years have provided men and women with options that never existed before. But such options always entail the dilemma of choice. This course is designed to prepare individuals for the choices they must now make in terms of work, financial planning, politics, and social involvement. Job search techniques, including self-assessment, interview skills and

resume writing will be discussed. Participants will consider the problems of re-entry into the work force, career change and how to transfer domestic skills into clerical, administrative and counseling positions.

The workshop will also cover South Bay area politics and women's political impact; goal setting, networking, and relationship awareness training.

Guest speakers will include: Barbara Wesser, career counselor and assistant director, Chapman College Residence Education Center.

DATE: Wednesdays,
January 9 - 30
TIME: 7 p.m. - 9 p.m.
NUMBER OF MEETINGS: 4
UNITS: 0.8 CEU
FEE: \$72
SEQUENCE NUMBER: EXT 239
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Patricia J. Hoovler,
MA, instructor, Chapman
College and CSUDH

LET'S GET GROWING

— 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 19-
February 23
TIME: 9 a.m. - 1 p.m.
NUMBER OF MEETINGS: 5
UNITS: 2, PSY X269, degree
applicable
FEE: \$75.50 credit/\$50 non-credit
SEQUENCE NUMBER: EXT 95
LOCATION: CSUDH campus,
SC E153
INSTRUCTOR: Eve Cappello, PhD,
behavioral consultant, director
ACT Institute

THE PSYCHOLOGY & TECHNIQUES OF SELF-DEVELOPMENT

— Achieve greater self-realization

Self-realization and fulfillment can be attained through the development of a variety of skills. This workshop provides an overview of the skills and techniques which lead to personal growth.

Learn how to set goals and formulate a plan of action to achieve

those goals. Develop a positive self-image through techniques of self-projection, visualization, and self-hypnosis. Identify the elements needed to improve communication and leadership skills. Explore the role of the imagination in achieving goals and the need for planning and mastery of detail.

Other workshop topics include:

- Decision-making skills
- Persistence
- Enthusiasm
- Use of the subconscious mind

DATE: Friday, February 1
TIME: 6:30 p.m. - 9:30 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$30
SEQUENCE NUMBER: EXT 241
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Michael Fantore,
MA, assistant principal,
Huntington Park Community
Adult School; Ramiro Garcia,
EDD director of elementary
programs, Office of Bilingual ESL
Instruction, LAUSD

ALSO SEE:

Happy Kids: Weight Loss Program for Adolescents, p. 33

PERSONAL DEVELOPMENT/INVESTMENTS

HYPNOSIS: THE NATURAL WAY TO SUCCESS

— *Unlock your potential*

Discover how to use hypnosis as a way to control pain, lose weight, stop smoking, and release your potential for intellectual and emotional growth. This one-day workshop will provide useful techniques and background on the history, myths, and misconceptions

of hypnosis. Participants will learn principles of induction, eye fixation, and deepening techniques. The dangers of self-hypnosis and the appropriate and inappropriate uses of hypnosis will also be discussed.

Other topics include:

- Using hypnotic relaxation as a way to the unconscious
- Everyday examples of self-hypnosis
- Reducing performance anxiety through hypnosis.

DATE: Saturday, January 19

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$60

SEQUENCE NUMBER: EXT 242

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: John V. Davis,
LCSW, MFCC

TAX ADVANTAGED INVESTMENTS

— *Shelter your income*

Are taxes and inflation combining to drain your financial strength? Learn how to shelter your income by making tax advantaged investments. This workshop provides an overview of the different types of tax advantaged investments that are available.

Participants will examine various tax deferred programs such as Individual Retirement Accounts, Keogh, and Corporate Pension Plans. The benefits of limited partnerships and equipment leasing will also be discussed.

Other workshop topics include:

- Annuities
- Economics of oil and gas
- Economics of real estate
- Inflation - what it takes to stay even

DATE: Tuesdays, February 26 -
March 5

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

NUMBER OF MEETINGS: 2

UNITS: Non-credit

FEE: \$24

SEQUENCE NUMBER: EXT 245

LOCATION: Redondo Beach

Community Resource Center

INSTRUCTOR: Jim Crowley, CPA,
Shearson-American Express

ALSO SEE:

The Great Juggling Act: Balancing Your Personal & Professional Life, page 14

How To Be A Winner, page 17

Travel Study course listings, page 26

A MOVING EXPERIENCE

— *How to buy a home in today's real estate market*

Learn the ins and outs of today's complex real estate market. Feel confident about how to buy or sell a home. Participants will gain an understanding of loans and the market conditions which affect real estate prices.

The workshop is ideal for new

home buyers, current property owners who need to refresh their knowledge of the real estate market, and those contemplating buying real estate for investment and tax shelter purposes.

The workshop will cover:

- Financing methods
- Negotiating for the best transaction
- Shopping for loans
- Choosing the right property for your income level

DATE: Saturday, February 2
TIME: 9 a.m. - 5 p.m.

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$64

SEQUENCE NUMBER: EXT 146

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Vivian Torelli, MBA,
investment specialist, South Bay
Investments Company

DOUBLE YOUR MONEY WITH REAL ESTATE

— *Master the techniques of the 80s*

Discover how to profit by buying and selling real estate. Learn the basic money-making methods and the theories of real estate investing. This workshop will provide a step-by-step procedure for finding wise real estate investments. Find out about such topics as creative financing, equity build-up and the loan process.

The workshop is designed for first time buyers as well as those who already own homes or multiple properties.

Other workshop topics include:

- Tax benefits
- Early retirement possibilities
- Cash flow problems
- Securing low down payments

DATE: Saturday, March 2

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$64

SEQUENCE NUMBER: EXT 244

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Vivian Torelli, MBA,
investment specialist, South Bay
Investments

HOW TO BEAT THE MARKET WITH SWITCH FUNDS

— *Learn to watch the market, and your investments*

Investments such as real estate, IRA accounts, and savings accounts aren't the only way to get rich lately. Recently, many investors are learning how to increase their investments by buying low and selling high in mutual funds, often without paying stockbroker

commissions. The seminar will help you devise methods for finding the fastest rising mutual funds and for avoiding risk in monitoring your investments.

Participants will manage a simulated investment account through a market period that will decline, rally and even indecisively zig-zag. Bring your calculator to class for hands-on learning. Free course materials, including an investment case study and IRA information will be provided.

DATE: Saturday, March 16

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Eli Pereira,
MS, MBA

PERSONAL DEVELOPMENT/INVESTMENTS

FORECLOSURE SEMINAR

— *Benefit from economic downturns*

Today's home foreclosures are at a 50-year high. Statewide there were 170,000 loan defaults in 1982, 61,000 in Los Angeles county alone. These properties can be picked up by knowledgeable investors and quickly resold for cash profits of 100 to 1,500 percent.

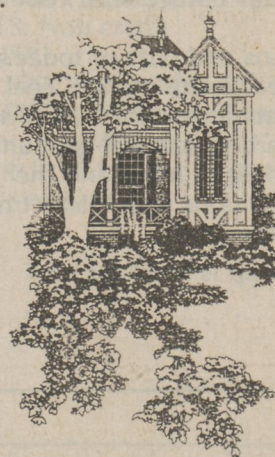
David Small, a local attorney, will share his expertise in purchasing these properties with you and outline a clear, step by step method so that you can learn how to pick up houses, condos and any real estate at a fraction of its true value.

Until now, the techniques used to finance multi-million dollar deals such as financing 100 percent of the property, cash to the buyer, and advanced forms of nothing down have been little known outside of large scale properties. These techniques will be applied to houses during the seminar's afternoon session.

Other seminar topics include:

- How to find foreclosures
- How to buy for little or nothing down
- How to buy without a real estate license
- How to get people in foreclosure to call you
- How to take over low-interest loans
- How to select the right properties for fast profit
- How to save on taxes
- How to protect yourself under foreclosure laws
- Financing the property 100 percent

Remember, a tax deduction is allowed for education expenses to maintain or improve professional skills.



DATE: Saturday, January 19
TIME: 10 a.m. - 5 p.m.
NUMBER OF MEETINGS: 1
UNITS: Non-credit
FEE: \$80
LOCATION: CSUDH campus
Room TBA
INSTRUCTOR: David Small

INVESTMENT STRATEGIES FOR THE 80s

— *Learn to invest wisely*

Many of us know all too little about the world of investment strategies. This course provides an overview of the basic principles of financial planning. Learn how to best determine your investment objectives and to understand the fundamentals of money management, including how to arrange money in different levels of risk and return.

The course will also offer participants a method for analyzing the value of individual stock investments. Learn how to analyze an individual company within an industry and how to understand published research comment.

Other topics include:

- Buying and selling stock options
- Fixed income investments
- Financial management accounts
- Choosing investment advisors

DATE: Tuesdays, January 22 - 29
TIME: 7 p.m. - 9 p.m.
NUMBER OF MEETINGS: 2
UNITS: Non-credit
FEE: \$24
SEQUENCE NUMBER: EXT 243
LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Randal Avey,
financial consultant

PHYSICAL FITNESS AND RECREATION

BICYCLE TRAINING ON THE OLYMPIC VELODROME

The 7-11 Olympic Velodrome at California State University Dominguez Hills, which was officially opened in July 1982, was the venue for all closed-track cycling events in the 1984 Olympics. It is widely regarded as the finest facility of its kind in the United States.

The Division of Extended Education is offering a diversity of courses and programs on the Velodrome.

Four-week Beginning and Intermediate training classes enable riders of all ages and both sexes an opportunity to become familiar with closed track racing techniques.

If you are interested in any of these programs, call 213/516-3741 for information.

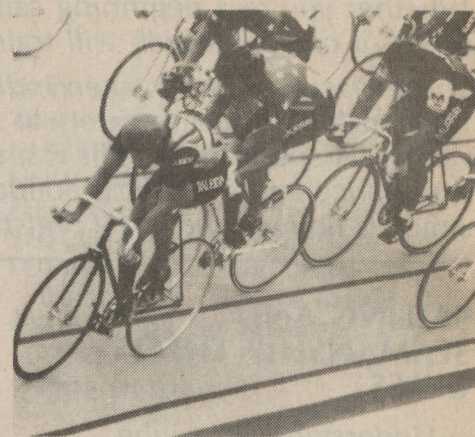


Photo: G. Lissauer

STRETCH AEROBICS

— *Discover the joy of fitness*

Work from your own level of fitness to gradually develop flexibility, coordination, and increased cardiovascular strength. This class combines stretching, relaxation and aerobics techniques. Counseling on personal fitness programs and fitness testing are available. Bring tennis shoes and wear loose clothing for the class.

The purpose of the class is to help participants to:

- Gain a better understanding of total body maintenance
- Discover how exercise can be fun
- Develop a positive attitude toward fitness

SESSION I:

DATE: Mondays and Wednesdays,
January 7-February 13

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

UNITS: Non-credit

FEE: \$36

SEQUENCE NUMBER: EXT 142

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Ron Argueta, BA,
Fitness Consultant

SESSION II:

Date: Mondays and Wednesdays,
February 25-March 20

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

UNITS: Non-credit

FEE: \$36

SEQUENCE NUMBER: EXT 142

LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Ron Argueta, BA,
Fitness Consultant

HAPPY KIDS: WEIGHT LOSS PROGRAM FOR ADOLESCENTS

Designed for both the child and his or her parent, this course will explore the importance of the relationship between nutrition, metabolism and exercise in changing or maintaining weight. This course will assist overweight adolescents and their parents to develop a rational strategy for reducing body fat. Children and

teenagers are welcome, however, parent must accompany the child. Parents are welcome to attend without their children.

SECTION A

DATE: Tuesdays and Thursdays,
January 8 - February 19

TIME: 3:30 p.m. - 5 p.m.

NUMBER OF MEETINGS: 12

UNITS: Non-credit

FEE: \$36

LOCATION: Redondo Beach
Community Resource Center

INSTRUCTOR: Ron Argueta
Fitness Consultant

SECTION B

DATE: Tuesdays and Thursdays,
February 26 - March 21

TIME: 3:30 p.m. - 5 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$24

LOCATION: Redondo Beach
Community Resource Center
INSTRUCTOR: Ron Argueta

**Coming March 9, *Running Your Best 10K:*
Training and Strategies, a live videoconference.
Call 213/516-3741 for information.**

PHYSICAL FITNESS AND RECREATION

GREAT 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 may be taken 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 two-day voyage to Catalina Island 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, wind directions, 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, February 11 - March 4

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

NUMBER OF MEETINGS: 5

UNITS: 1, Education X124.1, degree applicable

FEE: \$37.75 credit, \$30 Non-credit

SEQUENCE NUMBER: EXT 53

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

INSTRUCTOR: Capt. Ron

Rensburg, MA, Extension instructor of navigation and sailing

5th meeting to be announced.

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 5/12

Section B: January 26/27

Section C: February 2/9

Section D: February 23/24

Section E: March 2/9

Section F: March 23/24

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

NUMBER OF MTGS.: 2 per section (14 hrs. total instructional time)

UNITS: Non-credit

FEE: \$85 pre-registration required.

Write & mail check to R.

Rensburg, Box 367, San Pedro

90733-0367. (Do not make check payable to CSUDH). Confirmation & directions will be sent to you.

SEQUENCE NUMBER: EXT 52

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron

Rensburg, 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 the voyage, navigation underway, equipment and safety at sea, and parts and function of a vessel.

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, October 20, 21

Section II: Saturday and

Sunday, November 10, 11

Section III: Saturday and

Sunday, December 15, 16

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 is recommended. Write & mail check to R. Rensburg, Box 367, San Pedro 90733-0367. (Do not make check payable to CSUDH.) Confirmation & directions will be sent to you.

SEQUENCE NUMBER:

Section I: EXT 55a

Section II: EXT 55b

Section III: EXT 55c

LOCATION: San Pedro

INSTRUCTOR: Capt. Ron

Rensburg, MA, extension

instructor of sailing & navigation

PUBLIC RELATIONS FOR COMMUNITY ORGANIZATIONS

— *Develop a comprehensive publicity program*

In order to attract support and participation from their constituencies, community service organizations must work harder to sustain their image in the community. What is the most important element in public relations? What is the cornerstone of an effective publicity program? What are the attributes of a top-notch PR-person? This workshop will attempt to answer these and other important questions concerning the field of public relations for

community organizations.

Designed for both professionals and volunteers, this workshop will provide an overview of public relations activities, including direct mail, the print and electronic media, and publications. Participants will receive a comprehensive workbook and text which can become an individualized guide for future public relations activities.

Other topics include:

- Dealing with celebrities & politicians
- Developing special events and long-range plans
- Equipment & supplies
- Exchange & critique of participants' work

DATE: Monday, January 21

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 248

LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Sol Marshall, MS,
public relations consultant,
lecturer, writer

FUNDRAISING FOR COMMUNITY ORGANIZATIONS: DIRECT SOLICITATION AND MAJOR SPECIAL EVENTS

— *Master the fundamental principles*

In these days of tightened economy, service organizations must rely even more heavily on their own fundraising resources to support their vital services to the community. Designed for professionals and volunteers, this workshop outlines the basic principles of direct solicitation and major special events.

Examine the most critical elements in direct mail campaigns and the most important steps in sponsoring major special events. Learn about campaign strategies, the case statement, and the reasons why people make contributions. Other topics include:

- Outside money & upgrading contributions
- Care of celebrities and sports personalities
- Designing an all-purpose special event
- Critique of participants' materials

This workshop does not cover grant proposal writing. Participants will receive a workbook to use in future activities.

DATE: Monday, January 28

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$25

SEQUENCE NUMBER: EXT 246

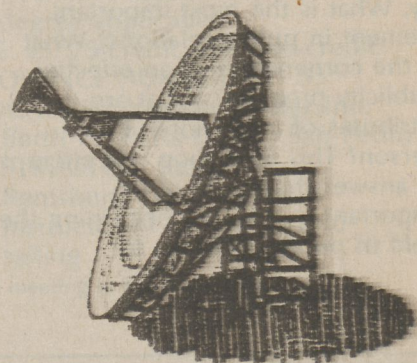
LOCATION: Redondo Beach

Community Resource Center
INSTRUCTOR: Sol Marshall, MS,
public relations consultant,
lecturer, writer

TELECOMMUNICATIONS

Our fantasies about the future have already arrived. Telecommunications — a medium which once existed only in the realm of science fiction — has now become a part of our daily lives. Through the combined use of radio, television, telephone, satellite, and computer, we can now share information in ways that we only dreamed of before. 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.



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.

NUTN

California State University, Dominguez Hills now enables professionals to participate in live seminars on a national level. Not only can they join in a live discussion with distinguished experts in their field via telephone, but they will be able to listen to questions raised by their fellow professionals participating in the same video-

conference at sites throughout the country. This informative videoconference system, called the National University Teleconference Network (NUTN), combines the technologies of satellite, television and telephone lines to provide a forum for discussion of topics of importance to professionals.

California State University, Dominguez Hills is a member of a national coalition of 67 universities which have joined together to develop the NUTN as a telecommunications system for higher education. Each quarter, CSUDH will offer videoconferences on a variety of topics. For information regarding upcoming conferences, please call 516-3741.

EIES

Through the Electronic Information Exchange System, students 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

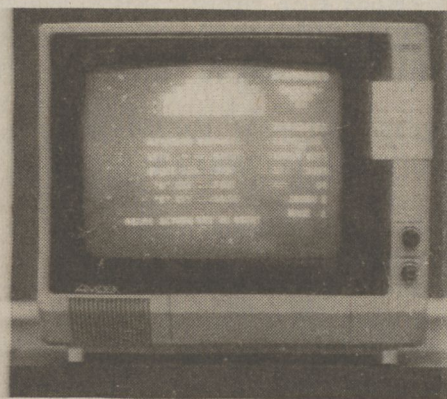
Explore the nature and impact of electronic mail and computerized conferencing systems.

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 Apple software applications through small programming exercises.

INSTRUCTOR: Dr. Kevin McDermott, PE, assistant professor of Industrial and Management Engineering, New Jersey Institute of Technology.

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.

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.

TELECOMMUNICATIONS

BUSINESS MANAGEMENT

ALTERNATIVE LEADERSHIP STYLES

This seminar focuses on new management styles required in facing critical issues including: increasing productivity, leading a dispersed workforce linked by computers, collective bargaining with limited resources, ethics and industrial justice and affirmative action in a changed political climate.

INSTRUCTOR: Miriam Mills, PhD, Public Administration, NIJT faculty, practicing arbitrator

DIAGNOSIS OF ORGANIZATIONS

Living Systems Theory (LST) has given rise to a number of advanced tools for assessing organizations. Areas covered are the strengths and weaknesses of organizations, infrastructural and information processes, key development opportunities, and the cultural myths that empower or limit an organization and the people within it.

INSTRUCTOR: Lawrence de Bivort, PhD, political scientist, president, Evolutionary Services Institute

THE TECHNICAL MANAGER

This seminar is a "first person singular" approach to providing the tools that are needed to succeed when managing technical operations and people.

INSTRUCTOR: Melvin Silverman, PhD, managing partner of a consulting firm

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

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

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

MARKETING AND SALES STRATEGIES

This course is oriented towards identifying and satisfying customers' needs profitably. It will include the integration of marketing and sales education with applications of economics, statistical sampling, sociology, psychology and information science.

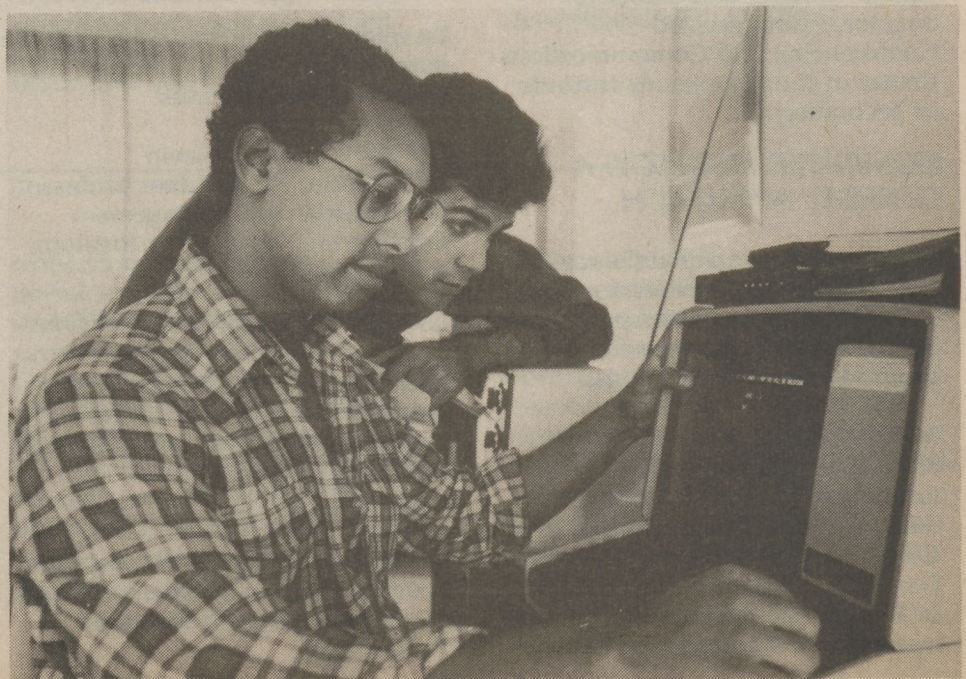
INSTRUCTOR: Dr. Sid L. North, consulting and counseling psychologist

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, and IVD group



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.

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 February 9 Exam

DATE: Saturdays, January 19, 26,
February 2
TIME: 9 a.m. - 3 p.m.
NUMBER OF MEETINGS: 3

For April 13 Exam

DATE: Saturday, March 16, 23, 30
TIME: 9 a.m. - 3 p.m.
UNITS: Non-credit
FEE: \$85 (includes materials)
SEQUENCE NUMBER: EXT 28
LOCATION: CSUDH campus,
SC E143
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 16 Exam

DATE: Saturday, February 23,
March 2, 9,
TIME: 9 a.m. - 3:30 p.m.
UNITS: Non-credit
FEE: \$115 (includes materials)
SEQUENCE NUMBER: EXT 30
LOCATION: CSUDH campus,
SCC E143
INSTRUCTOR: Bobrow Test
Preparation Services

TEST PREPARATION

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 April 13 Exam:

DATE: Saturdays, February 2-March 30

TIME: 1 p.m. - 3 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$52 plus \$10 materials fee

SEQUENCE NUMBER: EXT 28

LOCATION: CSUDH campus, SC E157

INSTRUCTOR: Greg Perkins, teacher, Long Beach Unified School District

READING REVIEW FOR CBEST

— *Do your best on the reading CBEST*

This course presents a formal approach to developing the cognitive skills needed to perform well on the reading section of

the CBEST exam. Test-taking strategies will be presented along with practice exercises for improving inferential comprehension and problem-solving abilities.

For the April 13 Exam:

DATE: Saturdays,

February 2 - March 30

TIME: 10 a.m. - 12:30 p.m.

NUMBER OF MEETINGS: 8

UNITS: Non-credit

FEE: \$75 plus \$10 materials fee

SEQUENCE NUMBER: EXT 155

LOCATION: CSUDH campus, SC E149

INSTRUCTOR: Rina Duron, learning specialist, Learning Assistance Center, CSUDH

ALSO SEE:

How to be a Winner, p. 17

Speed Reading and Study Skills, p. 22

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: Wednesday, February 20

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

FEE: \$45 (includes workbook)

SEQUENCE NUMBER: EXT 56

LOCATION: Redondo Beach

Community Resource Center

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: Friday, February 22

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

NUMBER OF MEETINGS: 1

UNITS: Non-credit

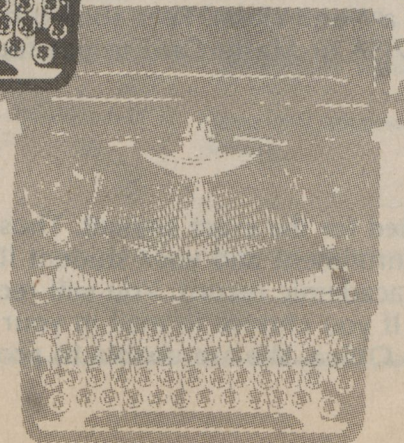
FEE: \$45 (includes workbook)

SEQUENCE NUMBER: EXT 57

LOCATION: Redondo Beach

Community Resource Center

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



OPEN UNIVERSITY

In addition to the Extended Education curriculum offered in this Bulletin, students may attend regular CSUDH classes without going through the formal admission process.

EASY ACCESS

Students not currently enrolled in a CSUDH degree program may register for Open University simply by obtaining an Open University Registration form, attending the first meeting of the class and following a few steps outlined on this page. Students must fulfill all course prerequisites as required.

OTHER BENEFITS

The Open University allows you to:

- Sample a particular field before enrolling in a degree program
- Take courses for professional or

- personal development
- Improve your grade point average if you have been turned down for admission by the university or have been academically disqualified

All courses offer university credit and are transferrable to this and other universities.

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, Spanish, Japanese
History
Humanities
Mexican-American Studies
Paralegal Studies
Philosophy
Physical Education & Recreation
Political Science
Psychology
Public Administration
Theater Arts
Urban Studies
Women's Studies

A complete listing of courses offered through Open University, is available from the University Bookstore. Course descriptions are in the annual academic catalog, also available at the Bookstore.

HOW TO REGISTER FOR OPEN UNIVERSITY

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 have the instructor sign it.

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 \$37.75 per unit (\$151 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.

NOW AVAILABLE

GIFT CERTIFICATES

Our gift certificates give your family members or friends the opportunity to choose from hundreds of courses each year in the arts, business, computers, personal development, humanities, education and more. And gift certificates are versatile - they can be used in full or partial payment for any course and they're good for a whole year.

Certificates are available in full-dollar amounts of \$25 or more. Gift certificates are nontransferable and nonrefundable. Use the form below to order by mail.

To order by phone call **(213) 516-3741**

GIFT CERTIFICATE ORDER FORM

You may pay by check or use MasterCard or Visa. Make checks payable to CSUDH Extension

Certificate donor:

Name _____

Street _____

City, state, zip _____

Daytime Phone _____

Recipient:

Name _____

Street _____

City, state, zip _____

Mail to:

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

Mail certificate to:

☐ Donor ☐ Recipient

Gift certificate amount \$ _____

☐ Check enclosed

Please charge the above amount to

☐ MasterCard ☐ Visa

Account number _____

Expiration date _____

Cardholder's signature _____

Name and address of cardholder (if different from donor)

1985 SUMMER SESSIONS

Think SUMMER during WINTER!

Enroll in a 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.

Main Session June 19 - July 30
Post Session August 6 - August 30

For information, phone 213/516-3746, ext. 15
California State University Dominguez Hills
Office of Summer Session, ERC C508
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 interested in: _____

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213/516-3737

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213/516-3737

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Program Assistant, Master of Science
in Administration

Brenda Blow
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External Degree Programs

Donald Lewis
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Program Assistant
Sally Horii

Coordinator, Master of Science
in Medical Technology External
Degree

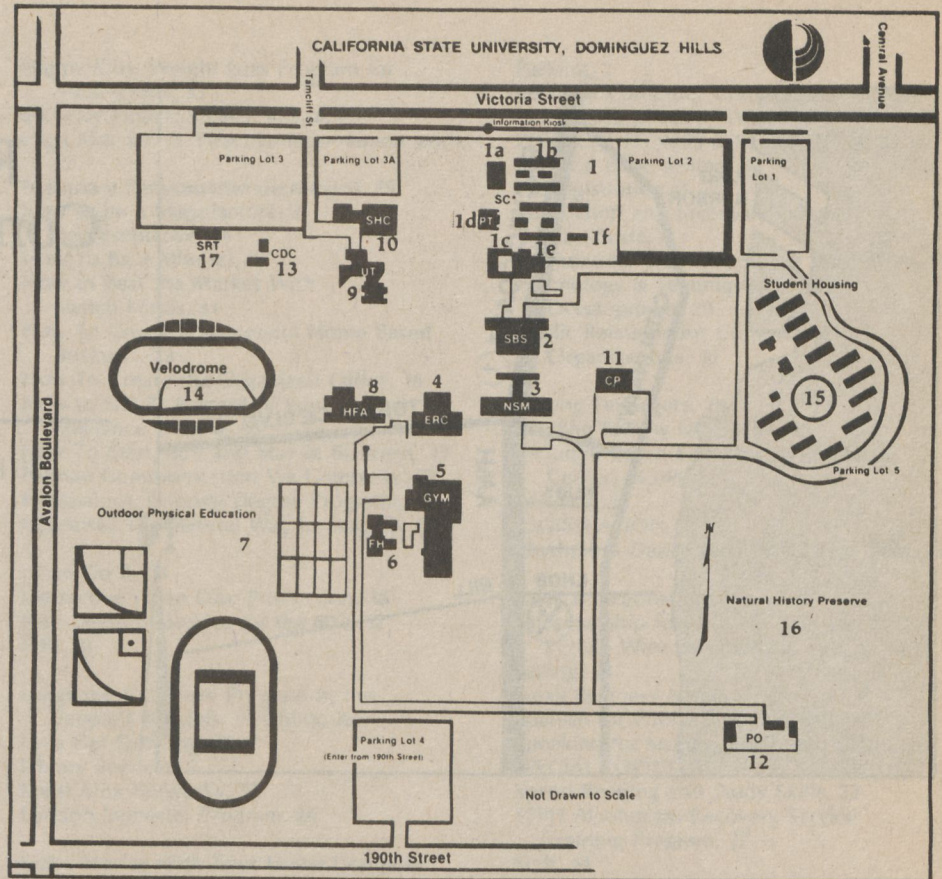
James Welch
213/516-3748

Program Assistant
Wesley Urton

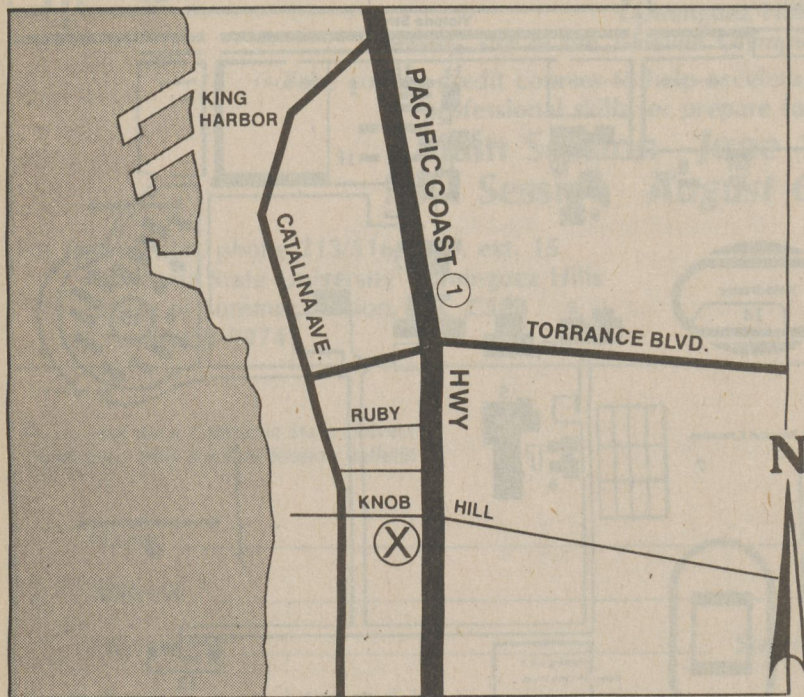
MAPS TO CAMPUS

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
- 17 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
- 14 VELODROME
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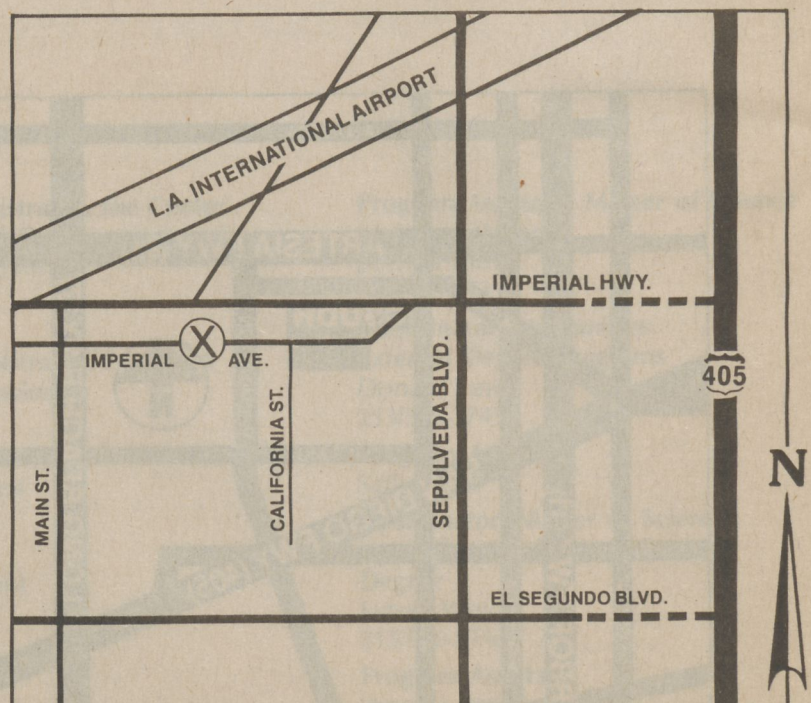
Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)
Redondo Beach, CA

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540 E. Imperial Ave.
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January 9	Creative Choices for Today's Society (page 29)
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January 21	Public Relations for Community Organizations (Page 35) Movement Education: Observation & Training Program (page 24)
January 22	Investment Strategies for the 80s (page 32)
January 24	Creative Decisions (page 15) Starting a Word Processing Service (page 18)
January 26	Couple Communication: The Art of Negotiation (page 28)
January 28	Fundraising for Community Organizations (page 35)
January 31	Persuasive Communication/Negotiation (page 15) Computer Consulting and Freelance Programming (page 18)
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