

*University***Extension**

California State University,
Dominguez Hills
Winter/Spring 1987

Many
classes meet
in Redondo Beach.
See page 2.

Dear Reader:

Thank you for considering coursework through the Division of Extended Education. In this Bulletin, we hope you will find opportunities for personal growth and career development, as well as a way to meet people and to enjoy the resources and faculty of the California State University, Dominguez Hills campus.

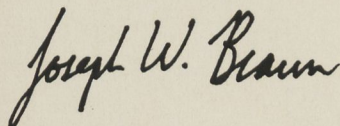
We invite you to browse through this catalog, and select the classes that are right for you. You can choose from professional certificate programs, weekend or short-term workshops, courses offering academic credit, and travel study programs. Our diverse course offerings allow you to participate in classes in computers, business, writing, education, and other practical areas.

Extended Education also offers the opportunity to enroll in regular university classes without formal admission to CSUDH through the Open University program, a way to try out a particular field or to earn academic credit. The program makes hundreds of university courses available to adults in the community. To learn more about Open University, refer to page 28 of this Bulletin.

Also, University Extension can assist you and your company to develop in-house training seminars and staff development programs. See page 6 of this Bulletin for more information on the Center for Training and Development.

As you can see, Extended Education offers a broad range of educational programs that can suit your needs — whether you want to explore new career possibilities, to enrich your skills, or to discover new areas for personal development. We look forward to being of service to you.

Sincerely,



Joseph Braun
Dean, Extended Education



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WINTER/SPRING ACADEMIC CALENDAR

December 15 — Advanced Extension registration begins
January 24 — Semester begins for university courses; Open University registration and classes begin

February 16 — Academic Holiday, Washington's birthday

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1987 SUMMER SESSIONS

You can take a class this summer for academic credit at California State University, Dominguez Hills. Classes are open to persons not regularly enrolled at CSUDH.

Enroll in courses to help you accelerate graduation, meet credential requirements, update professional skills, or prepare for career changes.

Summer Sessions dates:

June 3–July 14, 1987

First six-week session

June 22–July 31, 1987

Second six-week session

To receive a Summer Sessions *Bulletin*, please call 213/516–3746 or complete and mail the coupon on page 26.

PROFESSIONAL CERTIFICATE PROGRAMS

Students in Extended Education tend to be goal-oriented, success-bound individuals who take pride in their ability to continually exercise their intelligence and push themselves to accomplish more.

It is for these individuals that University Extension has designed a variety of multiple-course programs which, if successfully completed, culminate in the awarding of a certificate to document their accomplishment.

While the courses are rewarding when taken separately, completion of a whole series provides a thorough understanding of a particular field plus practical skills which aid in career advancement or transition.

Each series:

- Features instructors selected from the ranks of experienced, well-educated professionals who have made significant contributions in their area of expertise.

- Contains considerable practical application as well as broadening conceptual work.

For additional information about the Certificate Programs, please call 213/516–3741.

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Let's Learn About Microcomputers Together: Adult and Child (4–6 Years), page 12.

Poetry in the Classroom, page 14.

For Your Information . . .

CSU Dominguez Hills has switched to the semester system.

Remember, Open University classes begin January 24. No early application process required for these classes. For further information on Open University, see page 28.

Redondo Beach Community Resource Center

University Extension offers classes in Redondo Beach at the
Redondo Beach Community Resource Center
320 Knob Hill Avenue at Pacific Coast Highway

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The Arts

CONSERVATORY OF MUSIC, DANCE AND DRAMA

The Conservatory offers children, teens and adults the opportunity to explore artistic experiences. Private music lessons, ballet, creative drama and acting are offered for all ages, and Orff Schulwerk provides music and movement for the very young. The classes have limited enrollment to ensure ample personal attention by Conservatory faculty.

BALLET

Improves grace, flexibility, posture, and self-image while providing a solid grounding in classical ballet technique.

To register, use Sequence Number 10-081-0, plus course number listed below.

- 3-5 year olds, course number 522, 10-10:45 a.m.
- 6-8 year olds, course number 521, 9-9:45 a.m.
- 9-12 year olds, course number 523, 11-11:45 a.m.
- Teens and adults, beginning/grade I, course number 524, 12:30-1:15 p.m.
- Teens and adults, grade II, course number 525, 1:30-2:15 p.m.
- Advanced, course number 526, 2:30-3:15 p.m.

► **Saturday, February 7-May 9.** 14 meetings. CSUDH campus, University Theatre rehearsal hall. **\$80.**

PRIVATE MUSIC LESSONS

Lessons begin the week of February 2. Students will perform in a music recital on May 10. Call the Department of Music at 213/516-3543 to arrange a lesson time with an instructor.

To register, use Sequence Number 10-041-0, plus the course number listed below.

Course Numbers:

- 501 Piano
- 502 Violin, Viola
- 503 Cello
- 504 String Bass
- 505 Flute
- 506 Oboe
- 507 Clarinet
- 508 Saxophone
- 509 Trumpet
- 510 Trombone
- 511 French Horn
- 512 Tuba
- 513 Drums and Percussion
- 514 Guitar
- 515 Electric Bass
- 516 Voice
- 517 Recorder

► **Week of February 2-week of May 10. Time TBA.** (14 30-minute lessons.) **\$150.**

RELATED COURSES:

- The Best Brochure for Your Business, pg. 11
- Rhythmic Gymnastics for Girls, pg. 26
- Art in the Elementary Classroom, pg. 15

ORFF SCHULWERK

Prepares children for later musical instruction by developing hand and body coordination, sense of pitch, and beginning note reading.

To register, use Sequence Number 10-041-0, plus the course number listed below.

- 3-5 year olds, course number 535. Meets 11:15 a.m.-noon.
- 6-10 year olds, course number 536. Meets noon-12:45 p.m.

► **Saturday, February 7-May 9.** 14 meetings. CSUDH campus, HFA A204. **\$80.**

CREATIVE DRAMA AND ACTING

Basic techniques of creative drama, speech and movement skills taught through the use of theater games and other activities.

To register, use Sequence Number 10-071-0, plus the course number, listed below.

- 6-9 year olds, course number 540, 11-11:45 a.m.
- 10-12 year olds, course number 541, noon-12:45 p.m.
- Teens and returning students, course number 542, 1-1:45 p.m.

► **Saturday, February 7-May 9.** 14 meetings. CSUDH campus, HFA A202. **\$80.**

GUITAR WORKSHOP

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord construction emphasizing altered tones will be covered. The entire fingerboard will be included. Prerequisite: Previous experience in playing the guitar or the consent of the instructor.

WILLIAM DAVILA, M.A., host, Noon Concert, KPFK-FM, recording artist and music award winner.

► **Mondays, January 26-March 23.** 7:30-9:30 p.m. 8 meetings, no class Feb. 16. Redondo Beach Community Resource Center, rm. 7. **\$68.** 1 degree-applicable semester unit. Seq. No. 10-041-X321.

FINANCIAL MANAGEMENT STRATEGIES FOR ARTS ORGANIZATIONS (AAD X595)

This semester-long course features an integrative approach to problem solving and decision making. Taught by a financial manager and an arts administrator, the dynamics of organizational planning, budgeting, and accounting are replicated.

Working professionals will benefit from experienced-based, hands-on problem solving opportunities.

The course is sponsored by the Graduate Program in Arts Administration at CSUDH in cooperation with the Clearinghouse for Volunteer Accounting Services.

DOLO BROOKING, M.A., CSUDH professor and director of the Arts Administration Program.

► **Wednesdays, January 28-May 13.** 7-9:30 p.m. 15 meetings. CSUDH campus, HFA. **\$204.** 3 degree-applicable semester units.

NOTE: Registration for this class is performed through Open University. Pre-registration not permitted. See page 28 of this *Bulletin* for Open University registration information.

Business

Accounting

TAX WORKSHOP FOR SMALL BUSINESS

If you are considering beginning your own business or currently own or manage a small business, your enterprise will benefit from your understanding the fundamentals of small business taxation. Even if you do not prepare the returns of your business, you should be aware of the options available to you.

Other topics:

- Tax advantages and disadvantages of partnerships, corporations, and sole proprietorships
- Basics of preparing business tax returns
- Withholding and making deposits of federal taxes
- Services, appeal rights, and penalties
- Expenses and credits available
- How the IRS works

Intended to inform individuals about taxation of small business, this seminar will not provide tax preparation services.

MARK A. TRACHT, Internal Revenue Service Field Agent.

► **Saturday, May 2. 9 a.m.-noon.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$35.** Non-credit. Seq. No. 05-022-0543.

TAX SEMINAR FOR EMPLOYERS

Employers, learn the requirements of withholding, paying and reporting payroll information. This workshop is especially helpful for small business owners and independent contractors who want to understand the most beneficial arrangement for their business and employees.

The workshop features discussions on the employer/employee relationship, and the advantages and disadvantages of common law employees, statutory employees, and independent contractors.

The seminar is led by an Internal Revenue Service field agent who has often worked with small businesses. You'll receive a free workbook as a convenient reference.

Other topics include:

- Tax withholding information concerning Federal Income Tax, Tips, FICA, FUTA, and earned income credit
- Forms W-2, W-3, W-4, and 1096
- Forms 940 (FUTA) and 941 (FICA)

This seminar is intended as a review of regulations and options regarding employee taxation, and tax preparation services will not be available.

MARK A. TRACHT, is a Field Agent for the Internal Revenue Service.

► **Saturday, May 16. 9 a.m.-4 p.m.** 1 meeting. CSUDH campus, SC E149. **\$50.** Non-credit. Seq. No. 05-022-0544.

Engineering**COMPONENT
ENGINEERING
CERTIFICATE PROGRAM**

Component Engineering is concerned with the selection, design application, acquisition and functioning of the individual parts of electronic, magnetic, mechanical and optical equipment.

The Component Engineering Certificate Program at CSUDH is at the graduate level and makes both general and specialized engineering and technology courses available for individuals with a variety of backgrounds, experience and training, but a technical degree or equivalent experience is recommended. The initial course work provides a foundation required for all Component Engineers. The course of study is then directed toward specialization in either active devices (semi-conductor products), passive devices (non-active electronic and magnetic products), or electromechanical and optical components. The certificate requires a minimum of twenty-nine units. Classes will meet at the Hughes Electro-Optical and Data Systems Group in El Segundo. For further information, call Paul Davis at 213/516-3741.

**Entrepreneurship/
Small Business****ENTREPRENEURSHIP AND
INNOVATION — THE AMERICAN
DREAM**

This seminar outlines a practical approach to the process of introducing a product to the marketplace. The instructor, an inventor who has successfully marketed several products, will guide participants through each step of the procedure, from developing an idea through evaluation, protection, financing, and marketing.

Many people are mystified by entrepreneurship because of the many hats entrepreneurs must wear. The workshop will address such questions as "How can one person handle all aspects of the business? How do starting entrepreneurs approach the unknown, and how do they solve problems?" The necessary elements for delivering a product to the marketplace will also be discussed.

Extensive question-and-answer and group interactions are encouraged, to address specific problems and solutions. Each participant will receive a 50-page reference manual at no cost.

WILLIAM S. SEIDEL is an industrial designer and entrepreneur who teaches at San Francisco State University. He is an art director/designer for McGraw-Hill and is the creator of the Unball, which is sold throughout the United States. He has invented and marketed products for the fashion industry, pet industry, robotics and electronics industries, furniture, architecture and solar industries.

► **Saturday, March 28. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$55.** Non-credit. **Seq. No.** 05-091-0561.

**HOME-BASED BUSINESS:
START-UP AND PROMOTION**

This practical seminar guides you through the process of designing, organizing, and implementing your own successful home-based business. The workshop will discuss the type of person most suited for work at home, and how to select a business which complements your skills and lifestyle.

The instructor will introduce participants to advertising and promotion techniques designed to help increase consumer awareness, and ultimately, increase profits. Methods for obtaining low-cost or no-cost publicity will be presented, as well as techniques for producing effective direct mail packages and press releases.

Other topics include:

- Licenses and permits required
- Legal forms of ownership
- Free sources of business assistance
- Finding your market niche
- Identifying your customers

Learn how to keep your at-home business going by registering for "Home-Based Business: Planning and Managing Growth," which meets on the day following this class. A special rate of \$90 is available to those who register in advance for both classes. *Use advanced registration sequence number 05-996-0556-03 to register in advance for the special rate.*

PATRICIA McNAUGHTON, Ph.D., management consultant and lecturer.

► **Friday, January 23. 9 a.m. to 4 p.m.** (1 mtg.) Redondo Beach Community Resource Center, rm. 7. **\$50.** Non-credit. **Seq. No.** 05-996-0556-01.

**HOME-BASED BUSINESS:
PLANNING AND MANAGING
GROWTH**

Now that you've launched your home-based business, how do you ensure its growth? This follow-up workshop provides the critical next step to Dr. McNaughton's "Home-Based Business: Start-Up and Promotion."

Participants will learn valuable time management techniques and other methods for keeping their home-based businesses on a smooth track. The difficult task of balancing business and family interests will be discussed, as well as other potential problems the home-based business entrepreneur may expect.

The instructor will present a variety of options participants should consider for planning the long-term growth of their business.

For a comprehensive understanding of home-based businesses, register for "Home-Based Business: Start-Up and Promotion," which meets the day before this workshop. *A special rate of \$90 is available to those who register in advance for both classes. Use registration sequence number: 05-996-0556-03 to register in advance for the special rate.*

PATRICIA McNAUGHTON, Ph.D., management consultant and lecturer.

► **Saturday, January 24. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$50.** Non-credit. **Seq. No.** 05-996-0556-02.

**STARTING A CONSULTING
PRACTICE**

Whether you're considering becoming a consultant or are already in the business, this comprehensive class can help you sell your skills most effectively. Discover how to promote yourself by gaining exposure and enhancing your professional reputation. You'll learn how to set up your business on a full- or part-time basis.

Topics include applicable laws, considerations of home-based businesses, costs to expect, protecting your service through contract and letter of agreement, setting a fee, avoiding pitfalls of the trade and what customers seek from consultants. You'll also learn how to ensure success for your business by examining the profession in the 80s and deciding on an image for your consulting business.

JEFFREY D. FIGLER, M.B.A., J.D., teaches for the San Diego State University, College of Business Administration.

► **Section 1: Friday, February 27. 9 a.m.-4 p.m.** 1 meeting. CSUDH campus, SBS E122. **\$55.** Non-credit. **Seq. No.** 05-996-0546-01.

► **Section 2: Saturday, May 9. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$55.** Non-credit. **Seq. No.** 05-996-0546-02.

FRANCHISING IN THE 80s

Franchising outlets generated over \$500 billion in sales in 1985, representing 20 percent of the nation's gross national product, and an estimated one-third of all retail sales in this country.

This course is designed as an introduction to the method of doing business known as franchising, and is recommended for business owners, entrepreneurs, accountants, finance managers, attorneys, and marketing managers. It is particularly important to persons seeking to expand a retail business or business organization and for those investigating new career or investment opportunities through franchise ownership.

Key topics include:

- Practical considerations in deciding to become a franchisor
- Recruiting franchisees and marketing the franchise to the investors of the 80s
- Legal and business aspects of franchise sales regulation
- Evaluating franchise opportunities
- How franchise systems evolve, mature and meet competition
- Selecting trademarks, promoting quality controls, and franchise termination issues
- Legal and business trends affecting franchising in the 80s
- Outlook for the future of franchising

The class features a guest speaker from a prominent regional franchise company.

ROCHELLE BUCHSBAUM SPANDORF, J.D., is a partner in the Los Angeles law firm of Shapiro, Laufer, Posell and Close. She specializes in franchise law, and serves as Topic and Articles Editor of the American Bar Association's *Franchise Law Journal*.

► **Wednesday, April 8-22. 7-10 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. **\$60.** Non-credit. **Seq. No.** 05-099-0571.

HOW TO START, RUN, AND STAY IN BUSINESS

Discover how to form and operate your own business. This one-day seminar provides the necessary information for successfully launching yourself into business. Learn to select the right kind of business, and how finance, insure, and promote it.

The workshop addresses the questions:

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

GREGORY F. KISHEL, M.B.A., co-author of *How to Start, Run and Stay in Business*.

► **Saturday, March 7. 9 a.m.—4 p.m.** 1 meeting. CSUDH campus, SBS E220. \$60. Non-credit. Seq. No. 05-996-0561.

HOW TO START UP AND MARKET YOUR OWN SEMINAR

Transform your knowledge of a particular field or your career experience into a money-making seminar. This informative workshop will help you learn the educational format of seminars for business, colleges and organizations.

This compact, practical workshop defines the different types of seminars; how they are organized and turn a profit; how sponsors are found, and where to hold seminars.

Other topics include:

- Determining your market
- Public and industry markets
- Budget and guidelines
- Promotion of your seminar
- Brochures, mailing lists, mailing, mailers

GORDON BURGETT, M.A., is the author of *The Query Book* and is co-author of *Speaking for Money*.

► **Tuesday, March 10. 6-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$45. Non-credit. Seq. No. 06-031-0502.

BASICS OF STARTING A MAIL ORDER BUSINESS

You can be a part of the multi-billion dollar mail order business. Learn how you can work part-time, out of your home, or expand your current business.

This seminar is recommended for persons who wish to start a mail order business with minimal expense. The workshop concentrates on: product selection, positioning, advertising, pricing, legalities, and location.

Other topics:

- Maximizing mail order profits
- Targeting your market
- Effective advertising
- The six basic criteria for successful mail order

JEFFREY D. FIGLER, M.B.A., teaches for San Diego State University, College of Business Administration.

► **Session 1: Saturday, February 28. 9 a.m.—4 p.m.** 1 meeting. CSUDH campus, SBS E220. \$55. Non-credit. Seq. No. 05-996-0549-01.

► **Session 2: Friday, May 8. 9 a.m.—4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-996-0549-02.

Investment

BASICS OF MONEY AND INVESTING

Many investors would like to be financially independent, but do not know how to begin building an investment portfolio. In this introductory investment class, participants will analyze their own financial situations and learn to quantify their financial goals, based on their assets, income projections, and objectives.

After the first class meeting, participants will analyze their personal finances and define their objectives. At the second class meeting, they will learn how to take action toward achieving their goals through techniques such as managing debt, reviewing investment alternatives, minimizing taxes, and examining risks and rewards. Each participant will have the opportunity to discuss his or her personal financial goals with the instructor in confidence.

BARBARA A. MANGOTIC, holds a B.S. in Finance and is a candidate for Financial Planning Certification. She is a Financial Consultant with Merrill Lynch.

► **Tuesday, March 10 and 24. 7-9:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$25. Non-credit. Seq. No. 05-043-0565.

International Business

CAREER OPPORTUNITIES IN IMPORTING

This introductory seminar is designed to provide an overview of importing as a business and career field. This class is highly recommended for anyone who is interested in starting an import business on a full or part time basis, or anyone who is considering a career in international banking, freight forwarding, customs house brokerage or other aspects of the import trade.

Topics discussed in class include the field of international trade, the potential for profit, challenges these enterprises demand, an overview of U.S. Customs and procedures, and an overview of international banking procedures.

If you have ever thought about getting into the importing business, this introductory class will give you the information you need to make an informed decision. Several past students of Mr. Rimmon went on to start businesses with billings of over \$500,000.

This seminar serves as an introduction to the importing industry. After completing the workshop, students seeking a more thorough examination of the industry should register for "Importing — An In-depth Guide."

SINCLAIR RIMMON holds a M.A. in Economics and International Trade. He is the president of S. Rimmon and Co., Inc., an importing company.

► **Session 1: Wednesday, February 4-11. 7-9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$40. Non-credit. Seq. No. 05-131-0553-01.

► **Session 2: Wednesday, April 1-8. 7-9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$40. Non-credit. Seq. No. 05-131-0553-02.

IMPORTING — AN IN-DEPTH GUIDE

An in-depth class designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

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

Topics discussed in class include international trade, potential for profit, challenges demanded by this fascinating enterprise, U.S. Customs rules and procedures, custom brokerage, international banking for profit, and importing on your own or by commission.

Other topics:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment
- Shipping insurance

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

SINCLAIR RIMMON holds a M.A. in Economics and International Trade. He is the president of S. Rimmon and Co., Inc., an importing company.

► **Wednesday, April 29-May 27. 7-9 p.m.** 5 meetings. Redondo Beach Community Resource Center, rm. 7. \$90. Non-credit. Seq. No. 05-131-0554.

DOING BUSINESS IN JAPAN: A PRACTICAL GUIDE

This practical workshop serves as an introduction to Japanese culture and its business community. Participants will learn Japanese business rituals and their purpose; how the Japanese see Americans in business situations; and how the Japanese see themselves in relation to U.S. businesspersons. The seminar discusses how to handle meetings with Japanese businesspersons, including talks on sales and joint ventures; figure heads; and decision makers.

Participants will learn how to avoid the five most common cross-cultural mistakes Westerners make in Japanese business settings, and techniques to overcome the language barrier. Japanese business etiquette will be discussed, as well as how to speak to Japanese businesspersons and other cultural concerns. Making a contract in Japan will also be discussed: how it is viewed by the Japanese, how it is viewed by Americans, and Japanese "law" concerning contracts.

A.E. LOCKWOOD, B.A., is president of Naginata Associates, a San Francisco consulting firm specializing in Japanese business practices. She taught English to Japanese businessmen in Tokyo for four years and managed a Japanese company for two years. She is the author of two texts for Japanese business persons.

► **Thursday, April 30. 9 a.m.—4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. Non-credit. Seq. No. 05-131-0559.

International Business

WOMEN IN INTERNATIONAL BUSINESS: AN OVERVIEW OF CAREERS

International business is a career opportunity whose doors are finally opening for women. In this seminar, taught by an international business professional, participants will learn about career opportunities overseas.

"Women in International Business" is recommended for women who would like to do business abroad, for male managers who want to learn about the strengths women managers bring to an overseas assignment, and for persons interested in international business trends.

The seminar discusses:

- Which industries are sending the most women executives overseas
- Profiles of successful international women executives
- The five rules for any woman doing business abroad
- A detailed country case study
- Three myths of women executives working overseas
- What women have to offer internationally
- Survival out in the field
- Possible disadvantages in working overseas

AUDREY E. LOCKWOOD, B.A., is president of Naginata Associates, a San Francisco consulting firm specializing in Japanese business practices. She taught English to Japanese businessmen in Tokyo for four years and managed a Japanese company for two years. She is the author of two texts for Japanese businesspersons.

► **Wednesday, April 29. 6:30-9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$35. Non-credit. Seq. No. 05-131-0544.

Management

TRAVELING AS A BUSINESSPERSON

If you travel on business, you should be aware of a variety of services and incentives tailored for the business traveler. These services can relieve you of worry so that you can concentrate on business.

This informative seminar, taught by an experienced business traveler, will outline practical guidelines for planning a business trip. The workshop is recommended for persons who travel for business; even the occasional traveler can benefit from the class.

Topics to be discussed include:

- Traveling alone
- Frequent flyer programs
- Traveling and pressure
- Managing money in the U.S. and abroad
- Traveling healthy
- Coping with jet lag
- Travel wardrobe considerations
- Traveling smarter

EVE CAPPELLO, Ph.D., is director of Assert Consciously Today (ACT) Institute and is a behavioral consultant.

► **Saturday, March 7. 9:30 a.m.-noon.** 1 meeting. CSUDH campus, SBS B203. \$30. Non-credit. Seq. No. 49-050-0501.

THE CENTER FOR TRAINING AND DEVELOPMENT

— In-house programs for business and industry.

Let our Center for Training and Development help you to tailor skills development programs specifically for your employees.

Whether you have a particular program idea in mind or you need some help in developing one, our staff can assist you in designing a custom program to suit the needs of your business. These programs can be conducted at your facility or on our campus, or at another convenient location of your choice.

Our experienced workshop leaders will bring practical, up-to-date information to you and your employees.

Some of our programs include:

- Supervision training
- Management skills
- Effective business writing
- Computer skills
- Production and Inventory Control Certificate Program
- English for foreign nationals
- Pre-retirement planning
- Spanish for supervisors

We'll be happy to discuss what the Center for Training and Development can offer your organization. For a free consultation, call Paul Davis at 213/516-3741.

EMPLOYEE DISCIPLINE: LAWFUL AND PRODUCTIVE ENFORCEMENT OF STANDARDS OF PERFORMANCE

This intensive course is designed to assist supervisors, managers, and small business owners in understanding the theory and application of progressive discipline in the employment setting. Participants will learn how to establish, publicize and apply discipline techniques aimed at maintaining productivity and employee performance.

Participants will develop a case study, drawn from their own work environment, for use as their practical project in class. Each case will be discussed and critiqued. Reviewing authorities will be discussed, including labor organizations, the California State Division of Fair Employment and Housing (FEH), and the Equal Employment Opportunities Commission (EEOC).

FRANK P. McGRATH, B.A., is Manager of Employee Relations at the Shell Oil Manufacturing Complex in Wilmington, CA. Mr. McGrath serves on the Extended Education Advisory Board.

► **Monday, February 2-23. 6:30-9:30 p.m.** 3 meetings, no class Feb. 16. Redondo Beach Community Resource Center, rm. 8. \$90. 1 Continuing Education Unit. Seq. No. 05-151-0924.

NEGOTIATING STRATEGIES

Whether we realize it or not, opportunities for using negotiating skills emerge daily in professional, as well as interpersonal situations. This workshop, taught by a professional negotiator, is designed for persons wishing to acquire negotiating skills or to increase their effectiveness as negotiators.

The workshop will analyze responses used in competitive and collaborative ("hard" and "soft") negotiations, as well as approaches for moving stalled negotiations, including creating options, choices, and flexibility.

After learning to identify the different styles negotiation, you will assess your own style, strengths, and skills as a negotiator.

Workshop topics include:

- Dos and don'ts of negotiating
- The use and abuse of power in negotiating
- Strategies, tactics and counters in successful negotiating
- Closing the negotiation

BONNIE P. CASTREY, R.N., B.S.N., has been a commissioner with the Federal Mediation and Conciliation Service. She is now an arbitrator/mediator in private practice.

► **Saturday, February 7. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. 0.6 Continuing Education Unit. Seq. No. 05-161-0963.

TELEPHONE EFFECTIVENESS FOR OFFICE PROFESSIONALS

If you spend more than twenty percent of your workday on the telephone, you'll benefit from this seminar. The instructor, a communications specialist, will present a practical, step-by-step approach for using the telephone effectively in the modern office.

Participants will learn how to control conversations inconspicuously, to manage time efficiently, and to sharpen listening skills. Special emphasis will be placed on handling problem callers and managing conflict calls. The workshop is recommended for secretaries, administrative assistants, credit and collections professionals, customer service staff, and public agency personnel. Office and operations managers are also encouraged to enroll.

Other topics discussed:

- How to handle problem listeners
- Sounding credible and authoritative
- Twenty-one rules for responding to the requirements of incoming calls
- Dealing with problem people and conflict calls
- Techniques for staying cool "under fire"

GARY GOODMAN, Ph.D., is a nationally recognized communications specialist and is the author of *Winning by Telephone*, and *Reach Out and Sell Someone: Principles of Telephone Marketing and Management*.

► **Friday, February 6. 9:30 a.m.-3:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$70, includes program guidebook. Non-credit. Seq. No. 05-062-0558.

MANAGING CONFLICT

The potential for conflict exists in every organization, household or interpersonal relationship. Unmanaged conflict can produce counterproductive behavior. However, it is possible to manage conflict by understanding, first, what it involves and how it develops.

In this seminar, led by a professional negotiator, participants will discuss the major causes of conflict, describe the nature of conflict, and examine several examples of "normal" and "unhealthy" conflict. The seminar also will cover tactics for escalating and for diffusing conflict situations.

Through role playing and discussion participants will learn to recognize types of conflict and practice skills needed for resolving everyday conflict.

BONNIE P. CASTREY, R.N., B.S.N., has been a commissioner with the Federal Mediation and Conciliation Service and is now an arbitrator/mediator in private practice.

► **Saturday, February 21. 9 a.m.—4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$55.** 0.6 Continuing Education Unit. **Seq. No. 05-161-0941.**

UNDERSTANDING EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

This course is designed to assist employers in understanding the requirements outlined by law for Affirmative Action. Employers will learn how to prepare an Affirmative Action Plan and to handle a compliance review. The instructor will explain the basic fact-finding process used in discrimination charge investigation by the Equal Employment Opportunities Commission (EEOC) and California's Division of Fair Employment and Housing (FEH).

The class is recommended for employee relations, human resource, and personnel specialists; also supervisors and others responsible for managing personnel.

Participants will develop case studies drawn from their work situations to practice theories and techniques discussed in class.

FRANK P. McGRATH, B.A., is Manager of Employee Relations at the Shell Oil Manufacturing Complex in Wilmington, CA. He serves on the Advisory Board of Extended Education.

► **Thursday, April 13-20, 6:30-9:30 p.m.;** **April 27, 6:30-10:30 p.m.** Redondo Beach Community Resource Center, rm. 8. **\$90.** 1 Continuing Education Unit. **Seq. No. 05-151-0965.**

EMPLOYEE STRESS: WHAT ARE THE REAL COSTS TO YOUR COMPANY?

Stress and its costs to individuals have been the focus of considerable media attention in recent months. But employers are just beginning to realize how much and in what ways employees' stress costs their companies.

This class is designed for risk managers, security managers, personnel supervisors and others who are concerned about legal liabilities and losses which may be directly or indirectly related to stress.

The instructor will explain tools and techniques, such as pre-hiring interviews, which employers can use to identify individuals who may be at risk on the job and could cost the company a considerable amount of time and money.

Types of legal liabilities, avoiding stress-related litigation, disability retirements, "burn-out," and monitoring employee attitude, which could lead to "irregularities" such as theft, job turnover, and alcohol and drug abuse, are among the topics to be discussed. Although the class is not a stress management workshop, techniques to identify and reduce stress for employees will be shown.

DON SCHWERDTFEGER, M.D., is a psychiatrist and an expert on stress in the workplace. He is the Director of the Risk Assessment Center, located in Orange County.

► **Saturday, April 11. 9:30 a.m.—3 p.m.** 1 meeting. CSUDH campus, SBS B203. **\$50.** Non-credit. **Seq. No. 12-021-0504.**

SUPERVISION: THE FUNDAMENTALS

Whether you've been recently promoted or are a seasoned supervisor, this intensive, one-day workshop can help you improve or refresh your practical skills in motivation, communication, hiring, performance appraisal and solving employee conflicts.

Techniques for setting a foundation of employee-supervisor relationships by establishing the positive motivational climate, improving communication and enhancing productivity will be discussed.

Other topics:

- Setting clear, achievable goals
- Improving coaching and counseling skills
- Handling difficult problems brought by your employees
- Delegating to former peers
- Guiding the development of your employees

DAVID I. WAGEMAKER is Senior Development Management Trainer at Hughes Aircraft.

► **Saturday, April 25. 9 a.m.—5 p.m.** 1 meeting. CSUDH campus, SBS D219. **\$60.** 0.7 Continuing Education Unit. **Seq. No. 05-062-0534.**

BREAKTHROUGHS IN TELEMARKETING AND MANAGEMENT

As the use of telemarketing becomes more prevalent, successful telemarketers need to develop and use new techniques to overcome resistance. Many organizations are realizing that the "old methods" simply aren't appropriate for today's marketplace.

This seminar offers a professional telephone selling program that delivers up-to-date, sophisticated techniques for marketing by telephone. Participants will learn new strategies for approaching businesses and consumers in agreeable and effective ways. The seminar features techniques for controlling the conversation, gliding through secretarial screening, developing natural appeals, managing the hardest objections, and other methods to put your organization ahead of the competition.

This seminar is designed for those who sell by phone, as well as supervisors and managers. The workshop assumes prior knowledge and experience in telemarketing, but it is not required.

Other topics:

- Who succeeds and who fails in telemarketing
- Pitfalls to avoid in program design
- Taking advantage of scientific research
- Addressing the toughest objections
- New sources for finding good telephone salespeople
- Supervisory techniques that work

What others have said about this instructor's programs:

"Light-years ahead of anything else on the market," AT&T.

"As training coordinator for MCI Telecommunications, I attend seminars with regularity. Yours is the best I've seen," MCI. "We would recommend Dr. Goodman's program to anyone," ICS/Metromedia. "You're the best!" Xerox.

GARY GOODMAN, Ph.D., is a nationally recognized communications specialist and is the author of *Winning by Telephone*, and *Reach Out and Sell Someone: Principles of Telephone Marketing and Management*.

► **Friday, January 30. 9:30 a.m.—3:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$70, includes program guidebook.** Non-credit. **Seq. No. 05-091-0550.**

RELATED COURSES:

- Graduate Management Admission Test (GMAT) Review, pg. 21
- Tax Seminar for Employers, pg. 3

POWERLEARNING™ FOR BUSINESS PROFESSIONALS

You can handle "information overload" by using this proven learning and memory technique. Powerlearning can help you to learn faster and more easily, improve retention, develop professional level reading and study skills, and use your time more effectively.

You'll also learn to eliminate learning blocks, enhance creativity and make better use of the right side of the brain. Powerlearning is based on scientifically validated accelerated learning techniques.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Friday, March 20. 8:30 a.m.—4:30 p.m.**
1 meeting. Redondo Beach Community Resource Center, rm. 7. \$75. 0.8 Continuing Education Unit. Seq. No. 05-061-0971.

EFFECTIVE TIME MANAGEMENT

If there doesn't seem to be enough hours in the day for you to complete your work, you probably need to examine how well you use those hours. Learn to build a successful system for using time effectively with this comprehensive seminar.

The class will examine time management problems, and help you increase your motivation and goal setting. You'll learn to set priorities, master time-saving strategies, minimize interruptions and maximize your work space. In addition, you'll learn how to increase your personal efficiency and effectiveness by delegating responsibility and using a time log in your daily time management.

Participants will receive a free "Day Timer" personal organizer system.

► **Saturday, March 7. 8:30 a.m.—5:30 p.m.**
1 meeting. Redondo Beach Community Resource Center, rm. 8. \$60. Non-credit. Seq. No. 05-061-0539.

THE PROFESSIONAL TOUCH

Whether you are beginning your career, climbing the corporate ladder, or changing careers, you want to be recognized as a professional. Professionals who are achievers know that "dressing for success" is not the only secret to moving ahead. They realize that self-confidence and polish contribute to their self-presentation and help them to stand out and be noticed.

The seminar teaches techniques that will help you to command attention, contribute to your personal power, and help you to make an impact on the people and events that can help or hinder your career. You will learn how to assess your strengths and build them into a positive professional image.

Other topics:

- Achieving credibility
- Appearing authoritative
- Voice projection
- Controlling nervousness and fear
- Correct business behavior

EVE CAPPELLO, Ph.D., is Director of the A.C.I. Institute (Assert Consciously Today), and is a professional behavior consultant.

► **Saturday, March 21. 9:30 a.m.—noon.**
1 meeting. CSUDH campus, SBS E122. \$35. Non-credit. Seq. No. 06-041-0505.

Manufacturing

PRODUCTION AND INVENTORY CONTROL CERTIFICATE PROGRAM

Co-sponsored by Los Angeles Chapter, American Production and Inventory Control Society (APICS), CSU Dominguez Hills, School of Management and Division of Extended Education.

THE PROGRAM

The Certificate Program in Production and Inventory Control consists of five 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 CERTIFICATE

Students who complete all five courses with a 2.5 grade point average are awarded a Certificate in recognition of their learning achievement and professional status.

THE COST

The fee for each three-unit course is \$204. Textbooks are required for X319 and X320. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees may be paid by check or money order only. Cash will not be accepted.

THE COURSES

Each of the five courses required for the program is three (3) units. All courses are degree applicable. The courses are to be taken in numerical order as listed. All courses are offered each semester and students may begin the cycle at any time of the year.

SCHEDULE

Classes begin the week of January 26.

LOCATION

Call 213/516-3741 for information.

SPRING SEMESTER

PI X319	Introduction to Materials Management
Monday	Seq. #05-064-X319-01
Thursday	Seq. #05-064-X319-02
PI X320	Inventory Management and Master Planning
Tuesday	Seq. #05-064-X320-01
PI X321	Materials Requirements Planning and Purchasing
Thursday	Seq. #05-064-X321-01
PI X322	Capacity and Priority Management
Tuesday	Seq. #05-064-322-01
PI X323	Manufacturing Resources Planning and Advanced Topics
Thursday	Seq. #05-064-323-01

PI X319 INTRODUCTION TO MATERIALS MANAGEMENT

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered.

This course can serve as a comprehensive survey of the materials management field for individuals who may not wish to enroll in the four remaining courses in the Certificate program.

This is a required course in the University Certificate program, but individuals with experience in materials management may test-out of the course.

PI X320 INVENTORY MANAGEMENT AND MASTER PLANNING

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

PI X321 MATERIAL REQUIREMENTS PLANNING AND PURCHASING

Planning and control techniques for items with dependent demand. The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

PI X322 CAPACITY AND PRIORITY MANAGEMENT

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control. Elements of just-in-time manufacturing are covered.

PI X323 MANUFACTURING RESOURCES PLANNING AND ADVANCED TOPICS

The theories and practices taught in the first four courses are reinforced through the use of case studies. The student learns to identify, analyze, and provide alternate solutions to manufacturing management problems. The course includes discussion of stockless production and optimized production technology (OPT).

Real Estate

REAL ESTATE APPRAISAL: PRINCIPLES AND PROCEDURES

This introductory course provides a comprehensive overview of the valuation process. Principles underlying selection, analysis, and use of data in real estate appraisal will be discussed, as well as an analysis of value, price, property and legal rights.

Other topics include: depreciation; cost estimating; the real estate market; the relationship between real estate values and trends in the economy, society and government; neighborhood analysis; site utilization and property value; estimating site value; and the relationship of construction and architecture to cost standards.

BRADFORD L. ADAMS, M.B.A., M.I.M., is an independent real estate appraiser who was formerly employed by Real Estate Analysts of Newport, Inc., and Ryon Associates of Hermosa Beach.

► **Thursday, January 29–April 16. 6–10 p.m.** 12 meetings. Redondo Beach Community Resource Center, rm. 8. **\$180; plus textbooks, available at first class meeting.** 3 semester units Professional Credit (BUS 610). **Seq. No.** 05-011-0610.

REAL ESTATE LICENSE PREPARATION

— *For the real estate salesperson's license*

In this seminar you will learn about current real estate law, financing and encumbrances, contracts, taxation, property operation, appraisal and the mechanics of real estate transactions. Sample practice examinations similar to the California State license tests will be available. You will be taught how to prepare for and take the state exams successfully.

Sample documentation, including the listing agreement, the purchase contract and receipt for deposit, the counter offer, escrow instructions, leases and rental agreements, and broker-salesperson contracts will be provided and discussed.

California State requirements stipulate that before taking the real estate agent's exam, individuals must successfully complete the course, "Real Estate Principles." This review course will not satisfy the course requirement, but will assist individuals preparing for the exam.

KENNETH GISS, M.S.A., CSUDH real estate instructor and real estate broker.

► **Wednesday, May 6–20. 6:30–9:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. **\$70, plus \$30 for test preparation manuals to be purchased at first class meeting.** Non-credit. **Seq. No.** 05-011-0501.

FINDING AND FINANCING REAL ESTATE FORECLOSURES

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:

- Finding foreclosures
- Buying for little or nothing down
- Buying without a real estate license
- Getting people in foreclosure to call you
- Taking over low-interest loans
- Selecting the right properties for fast profit
- Saving on taxes
- Protecting yourself under foreclosure laws
- Financing the property 100 percent

Pre-registration recommended.

DAVID SMALL, J.D., is president of Small Time, Inc.

► **Section 1: Saturday, February 14. 10 a.m.–5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$80; plus \$15 for optional workbook, payable in class.** 0.6 Continuing Education Unit. **Seq. No.** 05-011-0901-01.

► **Section 2: Saturday, June 6. 10 a.m.–5 p.m.** 1 meeting. CSUDH campus, SBS D219. **\$80; plus \$15 for optional workbook, payable in class.** 0.6 Continuing Education Unit. **Seq. No.** 05-011-0901-02.

THE INVESTOR'S GUIDE TO GOVERNMENT FORCED SALES

Government agencies routinely force sales of real estate, cars, jewelry, business equipment and furniture, and most other types of property. Reasons for these foreclosures include failure to pay taxes, court judgements, bankruptcies, etc. These liquidations force the sales of all types of properties, always at below market value.

You will learn how to purchase property at:

- Sales of I.R.S. seized property
- Sheriff's sales
- Marshal's sales
- Bankruptcy sales
- V.A. repossessions
- H.U.D. repossessions
- Tax sales
- Government surplus sales of real estate and most other types of property

Also discussed:

- How to buy for little or nothing down
- How to select a bargain
- How to obtain title information free
- Complex laws and procedures explained in simple terms

DAVID SMALL, J.D., President, Small Time, Inc.

► **Saturday, March 14. 10 a.m.–5 p.m.** 1 meeting. CSUDH campus, SBS D219. **\$80; plus \$15 for optional workbook, payable in class.** 0.6 Continuing Education Unit. **Seq. No.** 05-051-0961.

DOUBLE YOUR MONEY WITH REAL ESTATE

Discover how to profit by buying and selling real estate. Learn 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.

Other workshop topics include:

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

This seminar is suggested for individuals who have prior experience in buying property.

VIVIAN TORELLI, M.B.A., is a real estate broker with VITCO Properties.

► **Saturday, March 14. 9 a.m.–5 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 2. **\$60.** 0.7 Continuing Education Unit. **Seq. No.** 05-011-0902.

Communication

HOW TO GET A REPORTING JOB IN RADIO OR TELEVISION NEWS

Getting a reporting job in radio or television news is possible if you know how to go about it. The instructor, a former television news anchor and producer, will introduce participants to newscasting as a career — what it takes, as well as its rewards. She will explain how individuals can prepare for the career through education and other preparation.

Other topics:

- The job search
- Preparing a resumé and a video resumé tape
- Interviews and auditions
- Negotiating for the best contract

Each participant will receive a free workbook containing guidelines, job sources and other reference materials. The seminar is recommended for persons interested in communications, journalism, broadcasting, and speech.

WHITNEY STRICKLAND, Ph.D., is an assistant professor of journalism at San Diego State University. She teaches radio and television news reporting and production and is a former television news anchor and producer.

► **Friday, February 27. Noon-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$40.** Non-credit. **Seq. No.** 06-031-0540.

ESSENTIALS OF WRITING FOR RADIO AND TELEVISION

You don't need a journalism degree to write broadcast news and feature stories. The essential skills are creativity, basic writing ability, knowledge of scripting style and format, and an understanding of issues.

This intensive workshop is not a writing class, but you will learn how to:

- Select and develop a topic
- Write a radio script using sound and music
- Adhere to ethical and legal considerations
- Develop effective feature stories.

Participants will learn the components of a news story and how to obtain news sources. News departments of radio and television stations will be analyzed, and their news gathering and scripting techniques will be discussed. Conducting successful interviews also will be discussed. Participants will receive a free workbook containing sample scripts and other guides.

This class is recommended for persons interested in building a career in communications, journalism, broadcasting, and speech.

WHITNEY STRICKLAND, Ph.D., is an assistant professor of Journalism at San Diego State University. She teaches radio and television news reporting and production and is a former television news anchor and producer.

► **Saturday, February 28. 9 a.m.-1 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$40.** Non-credit. **Seq. No.** 06-031-0541.

IMPROVING YOUR SPEAKING VOICE

If you want people to listen to you, you must speak clearly and confidently. Whether you speak to large or small groups, how you use your voice will affect how well listeners comprehend your message and how they respond to you as a person. Effective speakers know that conveying a message clearly requires articulation and authoritative projection. In this intensive class you will learn how to use these skills and how to profit from critical listening.

Even if your job doesn't require special speaking abilities, you'll learn how to enhance your speaking voice for conversation and social interaction.

This class is recommended for:

- Anyone with special speaking demands such as briefings, conferences, class instruction, and supervisory responsibilities
- Professionals who wish to strengthen their voice skills for business or social life
- Those who find it generally difficult to "speak up"

CLARA E. SHAW is a speech and voice consultant with experience in speech therapy, voice science and communication techniques.

► **Saturday, May 30-June 13. 9 a.m.-12:15 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. **\$60;** plus optional textbook, payable in class. 1 Continuing Education Unit. **Seq. No.** 15-061-0900.

AMERICAN-ENGLISH PRONUNCIATION FOR ASIAN-BORN BUSINESSPERSONS

Asian-born businesspersons can gain confidence in their spoken American-English under the direction of a speech and voice instructor. The course will help participants master better speaking practices, develop analytical listening, and improve the clarity of their spoken American-English.

The class is recommended for persons who can read and write English, but whose pronunciation of American-English needs improvement. Participants will learn isolated sounds of the English alphabet and will be encouraged to practice the sounds in class. Participants will be taped, so that they can listen to their pronunciation. Class members can meet privately with the instructor to discuss special problems. Class limited to 15 participants.

CLARA E. SHAW is a speech and voice consultant with experience in speech therapy, voice science and communication techniques.

► **Monday, March 30-June 8. 7-9 p.m.** 10 meetings, no class May 25. Redondo Beach Community Resource Center, rm. 7. **\$130.** 2 Continuing Education Units. **Seq. No.** 15-061-0901.

THE ROMANCE NOVEL: WRITING IT, GETTING IT PUBLISHED

By 1982, the romance novel had emerged as the most popular category of fiction — and its popularity continues to increase. Romance novels will comprise 40 percent of all fiction which is published this year. This workshop is for aspiring or professional writers who want to learn how to write for this specialized audience and how to market the finished romance novel.

Explore the techniques and mechanics involved in producing romance fiction. During the morning session, you'll learn tips for composing a tight, marketable manuscript; the afternoon session will explain the essential "tricks of the trade."

Topics include:

- The romance heroine and hero
- The basic formula plots and variations
- Five essential secrets of success
- Landing a contract with two chapters and an outline
- Securing an agent and when not to
- Attracting a publisher
- Money: advances and royalties to expect

IRIS BANCROFT is the author of several published texts, including the romance novels: *Passionate Heart*, *Dawn of Desire*, *Rapture's Rebel*, and *Love's Burning Bed*.

► **Saturday, April 4. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$65.** Non-credit. **Seq. No.** 15-012-0508.

WRITING EFFECTIVE NEWS RELEASES

Effective news releases command an editor's full attention and communicate the sender's information concisely. In this informative seminar, taught by a marketing and promotion professional, you will learn how your business can benefit from publicity generated by the media.

Learn how to use the media as a promotion tool, as well as:

- The proper news release format
- Creating the "hook" or angle that will get the media's attention
- Ways to maintain good press relations
- What not to do when dealing with the press

Participants will have the opportunity to test ideas and will receive feedback from the class and the instructor. "Writing Effective News Releases" is recommended for business owners and managers, consultants, and for writers in public relations, advertising and publicity who would like a refresher course.

PATRICIA KISHEL, M.B.A., M.F.A., is the author of *How to Start, Run and Stay in Business* and *Cashing in on the Consulting Room*. She is a partner in the Kishel Consulting Group, a marketing media services firm.

► **Saturday, April 4. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$55.** Non-credit. **Seq. No.** 06-041-0506.

THE BEST BROCHURE FOR YOUR BUSINESS

How you communicate yourself or your business can, in some cases, determine your profits. A visually exciting brochure can bring new clients to your firm, while an interesting or sloppy brochure can actually drive away customers.

This series of three courses is designed for the businessperson or professional who would like to learn how to produce a brochure which promotes his or her business or service. The workshops feature guest speakers who are knowledgeable in marketing and publicity.

If taken separately, the seminar series would cost a total of \$140. However, a special rate of \$120 is available to persons who register in advance for the entire series. **To preregister for the special fee, use registration sequence number 10-091-0901-04.** Two continuing Education Units will be awarded to those who complete the three-course sequence.

TRACEY du CHARME, B.F.A., is an illustrator and graphic designer whose clients include Mattel Toys; Hasbro, Inc.; St. Vincent Medical Center; Los Angeles Heart Institute; and the Metropolitan Water District.

DESIGN INFORMATION AND RESOURCES IN LOS ANGELES

This workshop will benefit those business owners who would like to hire a designer or advertising agency to produce their brochure. It is also beneficial to persons who would like information on how to select a printer or typesetter. Participants will learn how and where to find typesetters, copywriters, photographers, designers, illustrators, and other members of the production team. The instructor will provide information on estimated costs of these services.

The entire decision-making process required for production of a brochure will be discussed: how much the piece will cost; what the message of the piece is; how it can best be communicated; quantity, size; what the style of the piece should be; whether it should be produced professionally or in-house — and more.

► **Monday and Wednesday, March 9, 11, 16. 6:30-9 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. \$50. 0.7 Continuing Education Units. **Seq. No.** 10-091-0901-01.

ESTABLISHING A VISUAL IDENTITY

The crucial next step in producing a brochure is discussed in this workshop. The instructor will demonstrate how to establish a visual image for a business. Visual identification helps customers to remember the business' name or service, and can be an important tool in an overall promotional strategy.

Participants will learn how to get the best results for their budget. Important information, such as where to cut costs without sacrificing quality, will be discussed.

► **Wednesday and Thursday, March 25 and 26. 6:30-9 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. \$40. 0.5 Continuing Education Units. **Seq. No.** 10-091-0901-02.

CREATING YOUR OWN SUCCESSFUL BROCHURE

The final workshop in the series is recommended for businesspersons who have decided to produce their promotional piece themselves. In this hands-on class, participants will produce their own artwork, ready for use by a printer to publish a promotional piece. Participants are encouraged to come to the class with an idea for a specific promotional piece that they can create themselves during this course.

Participants will learn how to communicate with the typesetter and printer, to proofread copy, to select paper and ink — all stages of in-house production. (To learn about locating a printer or typesetter, please see "Design Information and Resources in Los Angeles," from the first class in this series.)

► **Monday, April 6, 20, May 4. 6:30-9:20 p.m.** 3 meetings, at two-week intervals. Redondo Beach Community Resource Center, rm. 8. \$50. 0.8 Continuing Education Units. **Seq. No.** 10-091-0901-03.

CONTROLLING AUDIENCE ANXIETY

If you suffer from audience anxiety, you're not alone. One-to-one interviews, speeches before a large audience, and playing a sport before spectators are all situations that can cause audience anxiety.

Audience anxiety is found in any situation where an individual becomes anxious when appearing before an audience which evaluates that performance. Audience anxiety is also referred to as stagefright, evaluation anxiety, or performance anxiety.

In this one-day workshop, participants will learn what audience anxiety is and how it can be controlled. Other topics include:

- Causes of audience anxiety
- Identifying fear-provoking thoughts
- Treating audience anxiety
- Physical and psychological relaxation techniques

Who should attend:

- Job-seekers
- Students who give oral presentations
- Business professionals who give oral presentations
- Athletes
- Singers and actors
- Teachers
- Lawyers

Participants will not be required to perform during the workshop; the seminar is designed to be "low pressure."

PETER DESBERG, Ph.D., is a CSUDH professor of education and an entertainer. GEORGE MARSH, Ph.D., is a CSUDH professor of psychology.

► **Saturday, April 11. 9 a.m.-4:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. \$55. 0.6 Continuing Education Unit. **Seq. No.** 20-010-0502.

GRANT PROPOSAL WRITING

— *For Non-Profit Agencies and Community Organizations*

Non-profit social service agencies and community organizations find that they must look beyond their current base of support for the funds necessary to run their programs. Members and staff of these organizations can learn to tap potential fund raising resources in this informative seminar on grants proposal writing.

Participants will learn to:

- Plan projects from a grants-seeker standpoint
- Identify and make contact with potential funding sources
- Write proposals and letters-of-inquiry
- Develop project budgets
- Anticipate the questions of funding agencies

This class serves as a complement to "Corporate and General Fund Raising" (on this page).

LEON S. COHEN, Ph.D., is the Director of Research and Funded Projects at CSUDH.

► **Saturday, April 25. 9 a.m.-3 p.m.** 1 meeting. CSUDH campus, SBS A204. \$50. Non-credit. **Seq. No.** 21-010-0503.

CORPORATE AND GENERAL FUND RAISING

— *For Non-Profit Agencies and Community Organizations*

Help your non-profit agency or community organization launch a successful direct mail fund raising campaign to attract corporate and general contributions.

Each step of conducting a direct mail campaign will be discussed and examined. Participants will learn how to develop a winning campaign strategy, to write effective solicitation letters and to select targeted corporate mailing lists. Participants will draft a solicitation letter in class which will be reviewed by class members.

The seminar serves as a complement to "Grant Proposal Writing for Non-Profit Agencies and Community Organizations" (on this page).

LEON S. COHEN, Ph.D., is the Director of Research and Funded Projects at CSUDH.

► **Saturday, May 2. 9 a.m.-3 p.m.** 1 meeting. CSUDH campus, SBS E220. \$50. Non-credit. **Seq. No.** 21-010-0503.

WRITING AND MARKETING A CHILDREN'S BOOK

This seminar provides a step-by-step guide for getting a children's books published. You'll learn the entire process, from creating an idea to publishing the finished manuscript.

WRITING TECHNIQUES

- Getting organized
- Minimizing procrastination
- Testing your idea
- Outlining your story
- Developing the rough draft
- Editing made easy
- Writing that important first chapter

MARKETING TECHNIQUES

- Writing the query letter
- Finding a publisher
- Submitting your manuscript
- Understanding rejections
- Making the sale
- Working with an editor
- Living with your book

Workshop emphasis will be on the children's novel, although picture books and non-fiction will also be discussed. Several short writing exercises will be administered during the seminar.

JOHN REYNOLDS GARDINER, M.S., is a published author of both hardback and paperback novels. His book, *Stone Fox*, won the 1980 Most Notable Fiction, by the Southern California Council on Literature for Children and Young People; the 1980 Notable Book, by the New York Times; and the 1985 Utah Children's Book Award. Other novels include *Top Secret* and *General Butterfingers*.

► **Saturday, May 16. 9 a.m.-4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$50.** Non-credit. **Seq. No.** 15-012-0509.

HOW TO SELF-PUBLISH YOUR BOOK

This comprehensive, one-day seminar will show you how to turn your ideas into income through self-publishing. You'll learn everything you need to write, edit, print, distribute and promote your book successfully. From beginning to end, you'll learn the facts and figures on everything from budgets to book reviews.

Whether the goal of publishing your own book is to establish yourself as an expert in your field or to give you the satisfaction of expressing yourself in print, this practical seminar will help you achieve your goals.

Among the topics discussed are:

- Choosing what to write about
- Finding your target market
- Writing the book
- Selecting a printer
- Protecting your ideas through copyright
- Marketing and distribution
- Advertising and publicity

GREGORY KISHL, M.B.A., and PATRICIA GUNTHER KISHL, M.B.A., M.F.A., are the authors of *The Student's Survival Guide* (self-published); *How to Start, Run and Stay in Business*; *Your Business is a Success, Now What?*; and *Dollars on Your Doorstep: The Complete Guide to Home-Based Businesses*.

► **Saturday, May 2. 9 a.m.-4 p.m.** 1 meeting. CSUDH campus, SCC E149. **\$55.** Non-credit. **Seq. No.** 06-011-0507.

WRITING TRAVEL ARTICLES THAT SELL

Travel journalism is an excellent field for beginning and established writers. In this one-day workshop, discover how to transform travel into 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 concerns will also be addressed:

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

GORDON BURGETT, M.A., is the author of *The Query Book* and is co-author of *Speaking for Money*.

► **Wednesday, March 11. 6-10 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$45.** Non-credit. **Seq. No.** 06-021-0503.

RELATED COURSES:

- Breakthroughs in Telemarketing and Management, pg. 7
- Managing Conflict, pg. 7
- Negotiating Strategies, pg. 6
- Phone Effectiveness for Professionals, pg. 6

Computer Applications

MS-DOS: GATEWAY TO THE PERSONAL COMPUTER

Every computer has a system that allows it to communicate with the user. These operating systems have various names, but the most popular is the MicroSoft-Disk Operating System (MS-DOS). This system powers the IBM desktop and personal computers, and all IBM-compatible computers.

Learning to use MS-DOS allows you to take full advantage of your computer. The series is offered in a lecture format and *is not hands-on*.

The fee for each workshop is \$35. A *special rate of \$125 is available only for those who register in advance for the entire series.* Advance registration sequence number for special fee: 07-024-0526-05.

DANIEL L. CARPENTER, B.S., M.B.A., has been a data processing consultant for seven years, with clients including the Sperry Corp. and California Federal.

DOS TO START

An introductory session to provide the information you need to begin using MS-DOS.

Topics:

- What is DOS?
- Structure of files
- Base commands
- Function keys

► **Monday, January 12. 6:30-9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-01.

DOS TO RUN

Intermediate skills for those with a basic understanding of MS-DOS.

Topics:

- Integrating commands to applications
- Introduction to BAT files
- Intermediate commands
- Directories

► **Wednesday, January 14. 6:30-9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-02.

ADVANCED DOS

An in-depth examination of MS-DOS commands beyond the introductory level.

Topics:

- Writing BAT files
- Intermediate commands
- Configuration files
- Disk and hard disk drives

► **Monday, January 19. 6:30-9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-03.

DOS EXTENSIONS

The final session will cover advanced techniques and some public domain software utilities.

Topics:

- Extended batch
- BAT menus
- Other operating systems
- System upgrades

► **Wednesday, January 21. 6:30-9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07-024-0526-04.

LET'S LEARN TOGETHER: ADULT AND CHILD (4-6 YRS.)

Together, children and parents will be introduced to the enjoyable world of personal computers. In this fun-filled approach, parent and child will become familiar with the basic functions of a computer, and parents will see how to use computer programs to stimulate the child's imagination.

Adults and youngsters will learn to use One-Key Logo, a simple version of the popular Logo Graphic computer program. Participants will also be introduced to Kid Writer, a wordprocessing program used to create stories and pictures using a computer. Additional computer programs will be reviewed.

Each adult will share an Apple IIe with a child. Class size is limited to 9 parent-child teams, so preregistration is required.

MARY IRELAND, B.S., is an elementary teacher who specializes in computer skills.

► **Section 1: Tuesday and Thursday, January 27-February 17. 2:30-3:30 p.m.** 6 meetings, no class Feb. 12. Redondo Beach Community Resource Center, rm. 7. **\$55 for each parent-child team.** Non-credit. **Seq. No.** 07-011-0520-01.

► **Section 2: Tuesday and Thursday, April 23-May 12. 2:30-3:30 p.m.** 6 meetings. Redondo Beach Community Resource Center, rm. 7. **\$55 for each parent-child team.** Non-credit. **Seq. No.** 07-011-0520-02.

INTRODUCTION TO MICROCOMPUTERS

As an alternative to fast-paced, one-meeting introductions to the world of the personal computer, this 3½ week course will cover in a step-by-step fashion how to use BASIC, a beginning computer language, as well as operating procedures, systems commands, and graphics techniques for the microcomputer.

Plenty of hands-on experience will be gained as participants practice specially designed computer exercises using Apple IIe computers and the BASIC programming language. Because of the small class size, the instructor will be able to assist individuals with particular exercises. Class members will use software to create a final programming project which will demonstrate their ability to apply what they have learned in the course.

This course is recommended for teachers, businesspersons — anyone interested in learning to master the microcomputer. Class size is limited to 18 persons, and participants will work in pairs. Preregistration is required.

CATHY BOCK has a Master's of Science in Educational Computing. She is an owner of and instructor for Computers and Me.

► **Section 1: Tuesday and Thursday, January 27–February 19. 5:15–7:25 p.m.** 7 meetings, no class Feb. 12. Redondo Beach Community Resource Center, rm. 7. **\$115.** 1.5 Continuing Education Units. **Seq. No.** 07–011–0901–01.

► **Section 2: Tuesday and Thursday, April 23–May 14. 5:15–7:25 p.m.** 7 meetings. Redondo Beach Community Resource Center, rm. 7. **\$115.** 1.5 Continuing Education Units. **Seq. No.** 07–011–0901–02.

THE COMPLETE WORDSTAR

Master one of the most popular wordprocessing programs on the market in a complete course covering the simplest through the most sophisticated commands.

Working on Apple IIe computers, students will learn the basics of Wordstar and wordprocessing including: commands, text management, insertions, deletions, margins, storage, and retrieving. Advanced skills such as imbedded commands, manipulation of text, and an introduction to the Mailmerge and Spellstar programs are included.

During the seven meetings, students will practice setting up letters, reports, manuscripts, and other documents used in the office, classroom and home. Course limited to 18 participants; participants work in pairs. Preregistration is required.

LARRY BOCK, B.S., owns and teaches for Computers and Me. CINDY WILLIAMS, is the Southwest Area Administrator for Oracle Corp. and is a word processing instructor.

► **Section 1: Tuesday and Thursday, January 27–February 19. 7:30–10:10 p.m.** 7 meetings, no class Feb. 12. Redondo Beach Community Resource Center, rm. 7. **\$150.** 1.5 Continuing Education Units. **Seq. No.** 07–011–0903–01.

► **Section 2: Tuesday and Thursday, April 23–May 14. 7:30–10:10 p.m.** 7 meetings. Redondo Beach Community Resource Center, rm. 7. **\$150.** 1.5 Continuing Education Units. **Seq. No.** 07–011–0903–02.

TYPING AND WORDPROCESSING FOR PRE-TEENS, TEENS AND ADULTS

The proper development of keyboard skills is the first step to using a computer or typewriter with ease. In this practical course, participants learn keyboard skills in a logical progression. Students learn to type a letter, a word, a sentence, and finally, a paragraph. Good keyboard skills are valuable because they provide the basis for further, more advanced computer use.

This course is completely individualized, and each student is allowed to progress at his or her own rate. Finger position, accuracy, and speed are emphasized in this hands-on class.

In addition to mastering fundamental keyboard skills, students will learn to use wordprocessing to write letters, reports, and term papers. Class size is limited to nine students, using Apple IIe computer systems, one computer per student. Preregistration is required.

MARY IRELAND, B.S., is an elementary teacher who specializes in computer skills.

► **Section 1: Tuesday and Thursday, January 27–February 17. 3:45–5:15 p.m.** 6 meetings. Redondo Beach Community Resource Center, rm. 7. **\$55.** Non-credit. **Seq. No.** 07–011–0521–01.

► **Section 2: Tuesday and Thursday, April 23–May 12. 3:45–5:15 p.m.** 6 meetings. Redondo Beach Community Resource Center, rm. 7. **\$55.** Non-credit. **Seq. No.** 07–011–0521–02.

UNIX — UNIVERSAL OPERATING SYSTEM FOR COMPUTERS

The UNIX system is the first universal operating system to span every computer — from the smallest micro to the largest mainframes and super computers. Participants will learn to develop an understanding of the use and advantages of UNIX.

All aspects of the system will be discussed — what it is, why it is important, and what it can do for you. The series of four seminars is offered in lecture format and is *not hands-on*.

The series is recommended for data processing and other technically-oriented professionals who have a desire to learn the basics of UNIX. Persons who have contact with the UNIX system will also benefit from the classes.

The fee for each workshop is \$35. A special rate of \$125 is available only for those who register in advance for the entire series. *Advance registration sequence number for special rate: 07–011–0532–05.*

DANIEL L. CARPENTER, M.B.A., has been a data processing consultant for seven years, with clients including the Sperry Corp. and California Federal.

UNIX INTRODUCTION

The first session provides answers to the UNIX topics most frequently requested:

- What is UNIX?
- Basic UNIX file system
- Data base capabilities
- UNIX commands

► **Monday, February 23. 6:30–9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8 **\$35, if taken separately.** Non-credit. **Seq. No.** 07–011–0532–01.

UNIX FUNDAMENTALS

The seminar provides basic information about how UNIX operates and how it processes information.

- Communicating with UNIX
- Communicating with other UNIX users
- Advanced UNIX file topics
- UNIX input and output
- The UNIX command line
- Basic shell scripts

► **Wednesday, February 25. 6:30–9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07–011–0532–02.

UNIX IN-DEPTH

This session discusses, in-depth, using the UNIX operating system. (Sessions 1 and 2 helpful.)

- The UNIX shell
- Processing modes
- Commands pipelines
- Command substitutions
- Writing shell scripts
- UNIX security

► **Monday, March 2. 6:30–9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07–011–0532–03.

ADVANCED UNIX

The final session will cover some advanced techniques for administration and programming UNIX.

- "C" development tools
- Forging new software tools
- UNIX subroutine library
- Basic UNIX system calls
- The UNIX administrator
- Intermediate system calls

► **Wednesday, March 4. 6:30–9:30 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$35, if taken separately.** Non-credit. **Seq. No.** 07–011–0532–04.

WOULD YOU LIKE TO TEACH FOR CSUDH EXTENDED EDUCATION?

We are looking for professionals to conduct new seminars, courses, and workshops in professional skills development. If you have expertise in the following subject areas and would like to propose a course or a topic, please contact us.

- Professional development courses for educators
- Accounting
- Real Estate
- Budgeting
- Communication

Write to:

Dr. Joanne Zitelli
Division of Extended Education
CSU Dominguez Hills
Carson, California 90747

Education

NEWSPAPERS IN THE CLASSROOM:

A Creative Tool to Enhance Reading, Writing and Critical Thinking Skills

Teachers, your daily newspaper is packed with valuable information which you can use to stimulate learning throughout your curriculum. By using all sections of the newspaper, including the comics and the classified advertisements, K-12 teachers will learn strategies for teaching reading comprehension, creative writing and high-level critical thinking skills.

Teachers will learn to use the newspaper to:

- Motivate students to read more often
- Provide an enjoyable and non-threatening option for remedial readers
- Create fresh lesson plans

Teachers will develop a lesson plan for use in their classroom, and will receive a free classroom set of *The Los Angeles Times*.

PATSY WILLIAMS, M.A., is Director of *The Los Angeles Times* in Education program.

► **Tuesday, May 12-26. 4-9 p.m.** 3 meetings. CSUDH campus, SBS A144. **\$60.** 1 semester unit Professional Credit (Educ. 873). **Seq. No.** 08-011-0873.

CSUDH MATHEMATICS PROJECT FOR TEACHERS

CSUDH is one of 16 sites, statewide, for the California Mathematics Project. The CSUDH Mathematics Project provides experienced teachers (grades K-8) opportunities to develop their own mathematical knowledge and skills.

A five-week institute from June 29 through July 30, 1987, will offer courses dealing with problem solving, computers and technology in the classroom, and staff development activities.

For further information and application procedures, please complete and return the coupon to: Eunice Krinsky, Math Project Director, CSUDH, Dept. of Mathematics, Carson, CA 90747 (213/516-3391).

Please send information on the CSUDH Mathematics Project Summer Institute June 29-July 30.

Name _____

Home Address _____

Phone Number (with Area Code) _____

School District _____

School Name, Address, and Grade Level _____

STRATEGIES FOR TEACHING HIGH SCHOOL ECONOMICS II

Secondary teachers, learn creative approaches for teaching economics to your high school students. The instructor, a high school and college economics teacher, will introduce activities, application, and simulations to help you make economics interesting and enjoyable for high school students.

This course emphasizes techniques for teaching the concepts and issues of International Trade and Macroeconomics. No prior knowledge of economics is required. The course is intended to help implement the new economics course requirement for secondary graduation (SB #1213).

Course content:

- Teaching Comparative Advantage
A domestic example and trading simulation.
- Exchange Rates — "Pesos for Dollars" and "Buying and Selling Worldwide."
- Economic Measurements — "Counting GNP," "Make Your Own CPI," and "Economic Ups and Downs."
- Software Demonstrations:
Incomes/Outcomes, Necessary Economic Actuality.
- Keynesian Economics and Fiscal Policy — "Fiscal Policy — Your Choice," "Great Debate."

The CSUDH Center of Economics Education may reimburse participants who successfully complete the course for fees and materials.

DIANE KEENAN, M.A., taught economics at Beverly Hills High School for 12 years. She led teacher in-service training courses in economics education in the Los Angeles area, and currently teaches economics at Loyola Marymount College.

► **Section 1: Saturday, February 7, 21, 28. 9 a.m.-2:30 p.m.** 3 meetings, no class Feb. 14. CSUDH campus, SBS A204. **\$60, plus \$12 for materials.** 1 semester unit Professional Credit (Educ. 863). **Seq. No.** 08-011-0863-01.

► **Section 2: Tuesday, March 24-April 14. 3:30-7:15 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. **\$60, plus \$12 for materials.** 1 semester unit Professional Credit (Educ. 863). **Seq. No.** 08-011-0863-02.

SUPERINTENDENTS, PRINCIPALS, AND TEACHERS

The Division of Extended Education can help your school or district plan an inservice course or program. We'll help your staff with programs designed to promote professional development and personal growth.

For more information, call Dr. Joanne Zitelli, Program Administrator, 213/516-3741.

POETRY IN THE CLASSROOM

Teachers, learn how to introduce your K-8 students to the beauty of poetry in this fascinating course taught by educator and poet Myra Cohn Livingston. This course is recommended for teachers who would like to gain confidence and experience in selecting and presenting poetry for the classroom.

The emphasis of the course is on how to choose poets and poetry for elementary students. The instructor will provide an overview of verse writing from the 17th century through the present. The work of several poets, beginning with Dr. Isaac Watts, through William Blake, Lewis Carroll, Edward Lear to contemporary American poets will be discussed.

Among the topics to be discussed:

- How to read poetry
- How to introduce poetry into the classroom — successfully
- Choral and dramatic reading
- Distinguishing form in poetry
- How to be more comfortable with poetry
- Distinguishing between poetry and poor verse

The instructor will also cover bibliographies and guidelines for audio-visual equipment which are available for use in the classroom.

MYRA COHN LIVINGSTON, B.A., is a poet and the author of over 40 books of poetry for children. Author of *The Child as Poet: Myth or Reality?*, and *When You Are Alone/It Keeps You Capone: An Approach to Writing With Children*. Recipient of the National Council of Teachers of English Excellence in Poetry Award in 1980. She is currently Poet-In-Residence at Beverly Hills Unified School District.

► **Saturday, February 21-28. 9 a.m.-5:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. **\$65.** 1 semester unit Professional Credit (Educ. 822). **Seq. No.** 08-802-0822.

WORKSHOP ON EFFECTIVE LEADERSHIP IN SCHOOLS

Gain more effective results from your projects, students and staff by introducing a humanistic approach to your leadership style. Enhanced written and verbal communication techniques will be presented in this workshop for school principals and administrators, led by an elementary school principal.

A humanistic leader uses praise and recognition in everyday situations with staff, parents and students. This warm and caring approach stimulates staff and students to work harder and more productively. Leadership styles which are ineffective and could be detrimental to teacher and staff performance will also be discussed.

The workshop features a session on time and stress management for educational professionals. The instructor will discuss the role of stress management in effective leadership.

JOSEPH MARINO, M.S., is principal at the 156th Street Elementary School, in the L.A. Unified School District.

► **Saturday, March 14-21. 9 a.m.-3 p.m.** 2 meetings. CSUDH campus, SBS E220. **\$45.** Non-credit. **Seq. No.** 08-011-0534.

MULTICULTURAL ART ACTIVITIES I

Through hands-on experience, elementary school teachers will learn to use arts and crafts from other cultures to motivate children to find their own creative expression. This workshop will feature specific ways to use art from Hispanic, Asian and Native American cultures. Hands-on projects will include murals, serapes, pinatas, Chinese New Year's dragons, fold and dye papers and other project ideas.

An outside assignment will be given and evaluated to fulfill school district requirements for salary advancement credit.

Please bring the following supplies to class: assortment of marking pens, scissors, glue, newspaper.

PENELOPE GREEVEN, Art Workshop instructor, Long Beach Unified School District. KEVIN DOHERTY, Art Workshop instructor, Long Beach Unified School District; art consultant, Downey Unified School District.

► **Saturday, April 4-11. 9 a.m.-5:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. **\$60; plus \$7 materials fee, payable in class.** 1 semester unit Professional Credit (Educ. 858). **Seq. No.** 08-310-0858.

SUPERLEARNING® FOR TEACHERS

Your turning point in educational excellence. Learn powerful new strategies to: (1) accelerate learning; (2) improve student memory retention; (3) reduce educational stress; and (4) consistently get successful results.

The course explains how to use the 5-step Superlearning cycle in your classroom. You experience a sample Superlearning session, get a free 18-page workbook, and specific references for various disciplines. You will gain the concrete knowledge to begin using the techniques immediately.

If you are looking for power and excellence in teaching, this seminar is for you.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Thursday, March 19. 4:30-8:30 p.m.** 1 meeting. CSUDH campus, SCC E145. **\$40.** 0.4 Continuing Education Unit. **Seq. No.** 08-993-0902.

INSTRUCTIONAL HUMOR

This enjoyable course can help you to incorporate humor into your classroom presentations so that your students will be more attentive and responsive. You will learn how to use humor to simplify a complex concept by making your point clearer and more memorable.

Topics include:

- Selection, editing and telling jokes
- Using humor to increase learner's learning and retention
- Tailoring humor for specific audiences
- Using humor to reduce tension
- Inappropriate uses of humor

PETER DESBERG, Ph.D., is a professor of education at CSUDH, as well as a musician and entertainer.

► **Saturday, January 31-February 7. 8 a.m.-6 p.m.** 2 meetings. CSUDH campus, SC F172 (University Center). **\$70.** 2 Continuing Education Units. **Seq. No.** 08-993-0934.

CELEBRATING THE SPRING SEASON

With emphasis on originality, this hands-on workshop is designed to help elementary school teachers plan art projects for the spring season. Easter, Passover, butterflies, insects, gardens, and animals will be themes for motivating drawing, painting, printmaking and batik work.

An outside assignment will be given to fulfill school district requirements for salary advancement credit.

Please bring the following supplies to class: assortment of marking pens, scissors, glue, newspaper.

PENELOPE GREEVEN, Art Workshop instructor, Long Beach Unified School District. KEVIN DOHERTY, Art Workshop instructor, Long Beach Unified School District; art consultant, Downey Unified School District; private art instructor.

► **Saturday, February 7-14. 9 a.m.-5:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. **\$60; plus \$7 materials fee, payable in class.** 1 semester unit Professional Credit (Educ. 856). **Seq. No.** 08-310-0856.

INTEGRATING ARTS INTO THE CORE CURRICULUM

Enliven your presentation of core subjects with an interdisciplinary approach to classroom teaching.

Today's "back to the basics" view of education may hinder some teachers from incorporating the fine arts into their instructional program, but in this practical, hands-on workshop, teachers will learn specific projects for integrating music, art, and drama into the core subjects. You'll learn techniques for producing a more stimulating environment for yourself and your students.

Motivate your students in:

- Math — with geometric template art
- Reading — with puppet variations and "twisted tales"
- Science — with environmentally designed creatures
- Social Studies — with creative dramatics such as "You Were There"

Explore how to:

- Use musical rhythms to teach any concept
- Create total classroom environments reflecting any subject
- Utilize students' talents with dramatic role playing

GABE BERNSTEIN is an instructor for the CSUDH Teacher Education Department, and is a classroom teacher at Frank D. Parent Elementary School. MARGARET McHALE is a classroom teacher at Frank D. Parent Elementary School and teaches Creative Dramatics at Loyola Marymount University.

► **Saturday, March 7-14. 9 a.m.-5:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. **\$60; plus \$5 materials fee, payable in class.** 1 semester unit Professional Credit (Educ. 821). **Seq. No.** 08-021-0821.

ART IN THE ELEMENTARY CLASSROOM

Investigate the nature of creativity and stages of development in a child's expression. Explore teaching techniques which encourage originality and positive self-esteem. Create in a variety of media — drawing, painting, printmaking, batik, and tie die. Special focus on the interrelationship of art, language and social studies.

An outside assignment will be given to fulfill school district requirements for salary advancement credit.

Please bring the following supplies to class: assortment of marking pens, scissors, glue, newspaper.

PENELOPE GREEVEN, Art Workshop instructor, Long Beach Unified School District. KEVIN DOHERTY, Art Workshop instructor, Long Beach Unified School District; art consultant, Downey Unified School District; private art instructor.

► **Saturday, February 21-28. 9 a.m.-5:30 p.m.** 2 meetings. CSUDH campus, SBS A144. **\$60; plus \$7 materials fee, payable in class.** 1 semester unit Professional Credit (Educ. 860). **Seq. No.** 08-310-0860.

RELATED COURSES:

- CBEST Review classes, pg. 21
- Controlling Audience Anxiety, pg. 11
- Introduction to Microcomputers, pg. 13
- NTE Review classes, pg. 22

Take a STEP to the University this summer!

For Junior High School Students California State University, Dominguez Hills Science Technology Enrichment Program

Special courses during the summer of 1987, with an emphasis in interdisciplinary courses in the Sciences. For students entering the 7th, 8th and 9th grades in Fall 1987.

Topics in:

- Math
- Biology
- Computer Science
- Chemistry
- Physics
- Geology,
- Oceanography and more

Call 213/516-3741 for more information, or mail us this coupon.

Name _____

Address _____

State _____ Zip _____

School _____

Mail to: California State University
Dominguez Hills
Extended Education
Carson, CA 90747

DEVELOPING A CHILD'S MATHEMATICAL THINKING

Preparing a child for the mathematics of grades K-3 will be discussed in this informative class. The instructor will illustrate how parents, and child care and school aides can use household objects to encourage curiosity, enable verbalizing, and to stimulate exploration in children.

Activities such as sorting, exploring two and three dimensional shapes, as well as the language of order and relationship will be demonstrated and explained. Participants will learn which prepositions, verbs, and adverbs a child should know for early mathematics learning, and will learn how to use household objects to teach the child these words.

In addition, the class will discuss how to investigate problems, and will analyze the discovery process through participation in activities.

NATALIE AMBROSE, M.A., is Vice President of Immaculate Heart Community. She is a math consultant and teaches mathematics at Immaculate Heart High School.

► **Wednesday, February 18 — March 4, 6:30–8:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. **\$50.** 0.6 Continuing Education Unit. **Seq. No.** 08–230–0912.

CHILD CARE CERTIFICATE

University Extension is proud to announce that it will offer a certificate program for care givers and day care directors.

Please return this coupon if you would like to receive program details.

Name (please print) _____

Address _____

City, State, Zip _____

Daytime telephone number, including area code _____

Mail to: University Extension
Child Care Certificate
California State University,
Dominguez Hills
1000 E. Victoria Street, ERC
C508
Carson, CA 90747

HOW TO STIMULATE CREATIVE LEARNING IN PRE-SCHOOLERS (2–6 YRS.)

The basis for long-term learning in basic studies such as reading, math, science, and history can be developed in children two to six years of age using the unique method presented in this course. The instructor will demonstrate how the use of humor, movement, art, music, and drama in teaching everyday subjects can lay the groundwork for life-long learning.

The course will demonstrate how to excite young children with the unexpected in:

- Reading readiness — using ribbons, hoops, scarves, and shapes.
- Science — using frogs, spiders, the sun and the wind.
- History — using dinosaurs and volcanos.
- Impulse control — using snails, caterpillars, and traffic lights.
- Math readiness — using ribbons, hoops, scarves, and shapes.
- The future — using a parachute and a trip into space.
- Fantasy — using dragons and witches.
- Drama — using Winnie the Pooh and Henny Penny.
- Social Studies — with humor, rhythms, music.

Class activities combine specific lesson material with movement experiences and art projects. The activities are carefully designed to promote and reinforce perceptual and motor development.

The class is recommended for teachers and day care personnel who work with children ages two to six. Parents are also encouraged to register. Participants should wear comfortable clothing and flat-soled shoes to class.

BARBARA S. JONES, M.A., teaches Early Childhood Education and is the author of *Hello World! Creative Development in Early Childhood Through Movement and Art*, and other publications.

► **Saturday, January 24 and 31. 9 a.m.-5:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. **\$65.** 1 semester unit Professional Credit (Educ. 810). **Seq. No.** 08–082–0810.

12TH ANNUAL SPECIAL EDUCATION CONFERENCE

— Join professionals in the field for two days of workshops

Nationally recognized speakers will present papers and will conduct special interest workshop at this two-day conference for special education professionals. Keynote addresses and 14 workshops are scheduled on timely topics for teachers and other professionals.

For more information on the conference, contact Dr. Doris Okada, conference director, Center for Quality Education at CSUDH, 213/516–3522.

► **Friday and Saturday, March 6 and 7. 7:30 a.m.–5:30 p.m.** CSUDH campus, University Theatre. **Seq. No.** 08–081–X407.

Fees: \$74.20 For conference registration for two days and one semester unit of degree-applicable credit.

\$50. For conference registration for two days and non-credit.

\$35. For conference registration for one day and non-credit.

ALGEBRA (MAT X105)

Topics include factoring, quadratic equations, graphing, systems of equations, exponential and logarithmic functions, introduction to statistical averages, matrices and determinants. Especially appropriate for mathematics teachers who plan to retrain to obtain a credential to teach mathematics.

(For more information on the MERIT — Mathematics Enrichment and Retraining for Inservice Teachers — Program, contact Eunice Krinsky at 213/516–3391 or 213/516–3378.)

EUNICE KRINSKY, M.A., CSUDH associate professor of mathematics.

► **Tuesday and Thursday, January 27–May 19. 4–5:40 p.m.** 32 meetings. CSUDH campus, SBS E122. **\$272.** 4 degree-applicable semester units. **Seq. No.** 17–012–X020.

MEXICAN FOLK DANCING FOR CHILDREN (K-12)

This enjoyable and practical course is designed to introduce K-12 teachers to the folk dances and culture of Mexico. Participants will learn how to use the dances as a tool for developing motor-coordination and cultural awareness in their students.

The cultural meaning of each folk dance will be discussed as participants learn the dance steps. Techniques for teaching the dances to children, such as motivation, sequences and costuming, will also be discussed and demonstrated. Written instructions for each dance will be provided, as well as suggestions for variations and methods of adapting the dances to differing degrees of difficulty.

Participants will develop a "Mexican Folk Dances Resource Notebook," during the course and are encouraged to bring a tape recorder to class to make their own tapes of the music. The class will be particularly beneficial to teachers in grades 4–12, as some of the dances may prove too difficult for K-3 students.

Dances covered in the course and the grade levels for which they are recommended:

- Aztec Dance (K-12)
- Las Chiapanecas (K-3)
- Los Viejitos (K-3)
- Jesucita en Chihuahua (4–12)
- Amor de Madre (K-12)
- La Segunda de Rosales (3–12)
- Jarabe Tapatio (4–12)
- La Botella (3–12)
- La Costilla (3–12)
- La Culebra (K-3)
- La Bamba (4–12)
- El Palomo y La Paloma (K-3)

Participants will be required to master and perform four of the dances learned, each from a different region. Additionally, participants will stage one of the dances, complete with costuming, a description of the cultural meaning and a plan for entrance and exits. Outside reading and a project are required.

ANA MARIA INFANTE, M.A., is a bilingual teacher, Gifted/Talented coordinator, and ballet and folk dance teacher with L.A. Unified School District at the 135th Street School.

► **Saturday, April 4–11. 9 a.m.-5:30 p.m.** 2 meetings. CSUDH campus, Gymnasium Dance Room. **\$60.** 1 semester unit Professional Credit (Educ. 840). **Seq. No.** 08–320–0840.

CERTIFICATE PROGRAM IN CHILDREN'S MOVEMENT EDUCATION

Seven courses — four required and three electives — make up this certificate designed to train professionals in the area of movement education and physical education for children. Persons working with children 1 to 12 years of age in pre-school, day care, private or elementary school setting will benefit from these classes. Certificate classes are also open to those not earning credit toward the certificate.

Coordinator Dennis Estabrook is assisted in teaching some of the courses by experts in areas of health 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, fitness and nutrition. Pre-registration is required for all of the classes.

TEACHING GAMES CHILDREN LOVE TO PLAY

In this 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. The workshop will address rules, motivation, and unfair playing.

Wear comfortable clothes and rubber-soled shoes; this is an active participation workshop. Preregistration is necessary to receive the course handout materials.

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

DAVID ESTABROOK, B.A., Elementary and Secondary Credential; Director, Children's Health International.

► **Saturday, January 31. 8 a.m.–6 p.m.** 1 meeting. CSUDH campus, SBS A144. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0920.

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 50s, 60s, 70s and 80s. Find out how to incorporate Jazz and Tap basics in a fun way.

Learn how to choreograph your own aerobic routine. Use a jump rope to develop rhythm, and learn to teach breakdance basics.

Also included:

- How to set up a school or community performance
- Keeping students under control
- Positive mental music

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

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

DENNIS ESTABROOK, B.A., has Elementary and Secondary Credentials, and is Director of Children's Health International.

► **Saturday, January 17. 8 a.m.–6 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0931.

DEVELOPING HAND-EYE AND EYE-FOOT COORDINATION

Hand-eye and eye-foot coordination includes the development of such motor skills as reaching, grasping, writing, drawing, rolling, throwing, catching and kicking. Participate in activities and games using pencils, worksheets, scissors, balls, bean bags, and jump ropes, to learn beginning, intermediate and advanced skills in all of these areas.

Other topics:

- Beginning juggling
- The use of playground markings
- Lead-up soccer activities

Wear comfortable clothing and rubber-soled shoes. Preregistration is necessary in order to receive course handout material.

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

DAVID ESTABROOK, B.A., Elementary and Secondary Credential; Director, Children's Health International.

► **Saturday, February 21. 8 a.m.–6 p.m.** 1 meeting. CSUDH campus, SBS B203. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0939.

NUTRITION IN THE CLASSROOM

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

This class is an elective for the Certificate in Children's Movement Education.

LYNNE O'BRIEN, M.A., is a registered dietician and nutrition consultant with a pediatric practice.

► **Saturday, March 21. 8 a.m.–6 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0929.

MOVEMENT EDUCATION: ORGANIZATION AND ADMINISTRATION

Are you planning to start a movement education program at your school or would you like to improve your existing physical education program? This workshop will help you to learn the fundamentals of motor development, set objectives, plan programs and develop lesson plans.

Participants will receive many handouts to be used in teaching. Audio visual resources will also be used. By the end of the day, teachers will have a finished plan to implement in teaching or program development.

Other workshop activities include:

- Learning where program resources are and how to have access to them
- Practicing new teaching techniques that make for more fun and success

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

DAVID ESTABROOK, B.A., Elementary and Secondary Credential; Director, Children's Health International.

► **Saturday, April 4. 8 a.m.–6 p.m.** 1 meeting. CSUDH campus, SBS A144. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0941.

TUMBLING AND GYMNASTICS FOR CHILDREN

Children love to perform tumbling and gymnastic stunts! In this class you'll learn how easy it is to teach a sequential success-oriented tumbling and gymnastics program which enhances coordination, flexibility, strength, and self-image in young children. We begin with fun warm-up exercises and simple animal stunts, and progress to basic gymnastic skills such as front and back rolls and cartwheels.

You will also learn new activities for bars, balance beams, ropes, swings and jungle gyms. The emphasis will be safety considerations and correct teaching and spotting as well as how to organize your program and equipment. We suggest you wear comfortable clothing and rubber-soled shoes, and bring a sack lunch.

Preregistration is necessary in order to receive course handout material.

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

DAVID ESTABROOK, B.A., Elementary and Secondary Credential; Director, Children's Health International.

► **Saturday, April 25. 8 a.m.–6 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No.** 08–350–0937.

Health Services

EATING DISORDERS (AD X308)

This course provides an introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating and obesity. Patterns of chronic dieting are also investigated, as well as the societal emphasis on thinness. The history and background of attitudes toward food and weight is explored, as well as the interrelationship of alcohol and food as substances sometimes abused when used as painkillers, crutches and coping devices. Biological, psychoanalytic, behavioral, psychosocial and other theoretical perspectives are explored.

The focus is on clinical categories, psychosocial assessment and the practical aspects of helping persons troubled by eating disorders through a multidisciplinary approach.

At the conclusion of this course, students will be able to:

- Outline the key points in the history of eating disorders
- Identify the major clinical categories of eating disorders
- List several ways in which both psychological and physiological assessment of eating disorders can be made
- Describe major physiological effects of eating disorders
- Explain major theories used to explain causes of eating disorders
- Describe treatment procedures of both a somatic and psychotherapeutic nature for eating disorders
- Describe major behavioral aspects of eating disorders
- Describe essential nutrition and exercise physiology principles
- Describe family dynamics associated with eating disorders.

WILLIAM SHEARER, Ph.D., is a therapist in private practice and is a licensed Marriage, Family and Child Counselor.

► **Monday, January 26–May 11. 6:30–9:30 p.m.** 16 meetings. North Torrance High School (see map, page 29). **\$204.** 3 degree-applicable semester units. **Seq. No. 12–223–X308.**

CHILD HEALTH CARE: A PRIMER FOR PARENTS AND PARENTS-TO-BE

This introduction to the health care of children is designed for parents and parents-to-be. The instructor, a pediatrician, will discuss infant and child health issues in the first of the two sessions, and accident prevention and first aid in the second session.

Parents will learn about the care and evaluation of the newborn after delivery, including neonatal problems of jaundice, APGAR scoring, as well as normal and abnormal features of the newborn infant. Growth evaluation and implications will be addressed, as will routine hospital procedures such as vitamin K, eye prophylaxis, circumcision, and PKU and thyroid testing.

The instructor will discuss what every parent should know about immunizations: what they do and why they are necessary. Common childhood illnesses and their manifestations will be covered, including fever and dosage of Tylenol, and the difference between a cold and the flu. Sore throats, croup, bronchitis, persistent coughing, ear infections, and gastrointestinal problems including constipation, diarrhea and vomiting will also be discussed. Other topics may include eye problems, the allergic child, urinary tract infections and orthopedic problems.

The second session of the class features discussion on accidents and their prevention, and some of the basics of first aid. The instructor will discuss how parents can assemble a "Parents First Aid Kit," and will provide recommendations regarding head injury, choking, nose bleeds, convulsions, burns, eye injuries, "pulled elbow," cuts, scratches, splinters, insect stings, and animal bites.

Other topics include:

- Infant safety equipment
- Home safety
- What to do in cases of poisoning
- Effects on the newborn of excretion of drugs in breast milk
- Formula versus breast feeding
- Layette needs
- Infant nutrition
- Introduction of solid foods
- Feeding problems

ROBERT L. MANNIELLO, M.D., F.A.A.P., is a pediatrician in Torrance. Dr. Manniello is a case reviewer for the California Board of Medical Quality Assurance, and is a Physician Advisor for the California Medical Review. He is a Council Member of the California Perinatal Association and has published many articles in professional journals.

► **Tuesday and Thursday, March 3 and 5. 6:30–9:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 7. **\$40.** Non-credit. **Seq. No. 12–140–0508–01.**

If you would like to attend as a couple, the course fee is \$64 for both persons. Please use registration sequence number 12–140–0508–02.

CLINICAL BIOFEEDBACK: AN INTRODUCTION

The use of biofeedback in the clinical setting will be discussed in this informative seminar. Using a variety of biofeedback instruments, including portable, clinical and computerized models, the instructor will demonstrate how biofeedback is used for such stress-related conditions as chronic muscle tension, headaches, high blood pressure, respiratory and gastric disorders, anxiety, and insomnia. Other applications of biofeedback for pain management and rehabilitation will also be discussed.

This seminar will provide an opportunity to learn about biofeedback and to experience some of the biofeedback skills, and is designed for individuals who are interested in exploring careers in biofeedback and for members of the allied mental health professions who want to add biofeedback to their therapeutic skills or who want to update their current biofeedback skills. Wear comfortable clothing and bring a blanket to class.

Topics include:

- Introduction to biofeedback instrumentation
- Psychophysiology of stress
- Diagnosis and treatment of stress-related illnesses
- Clinical applications of biofeedback
- Psychophysiology of wellness

LINDA SUMMERS, M.S., is a Family and Child Counselor and a Clinical Biofeedback instructor.

► **Section 1: Saturday, February 7. 9 a.m.–4 p.m.** 1 meeting. CSUDH campus, SBS B203. **\$55.** 0.6 Continuing Education Unit. **Seq. No. 12–011–0902–01.**

► **Section 2: Thursday, May 14. 9 a.m.–4 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$55.** 0.6 Continuing Education Unit (BRN provider number 6407). **Seq. No. 12–011–0902–02.**

GRADUATE SEMINAR IN MEDICAL GENETICS (BIO X592)

Presentation and discussion of selected topics in the application of human genetics to human disease. **Prerequisites:** course in genetics, preferably human genetics. Experience in the field of genetics or medical genetics can be substituted. Lectures by leaders in the field of professional medical genetics will be featured. Speakers will include: Dr. Jerome Rotter, "Susceptibility to Common Disease;" Dr. Robert Sparks, "Paternity Testing;" Dr. John Williams, "Chorionic Villus Biopsy." Additional topics will include sexual dysmorphism and genetic counseling.

Individuals who successfully complete the course may receive Continuing Education Units from the appropriate board.

CAROL D. GUZE, Ph.D., Associated Vice President, Academic Affairs; Professor of Biology; Coordinator of Human Cytogenetic Technology program, CSUDH.

► **Tuesday, January 27–May 12. 7–8:40 p.m.** 15 meetings, class meets every other week. CSUDH campus, NSM B110. **\$68.** 1 degree-applicable semester unit.

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 relevant experience, plus a familiarity with hand tools and light duty power tools may apply. The program requires one calendar year beginning in July. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical settings. Students study in various department services designed to acquaint them with the more prevalent pathologies and treatment philosophies.

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

RELATED COURSES:

Counseling and the Changing American Family, pg. 22

THE CERTIFICATE IN ALCOHOLISM/DRUG COUNSELING

The Certificate Program in Alcoholism Drug Counseling consists of eight courses designed to prepare individuals to enter the field at a professional level.

ENTRANCE REQUIREMENTS

Applicants must have completed at least two years of college and have at least two years of work experience in a health or human service agency.

Two years continuous sobriety is required. 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 Fall and Spring semester.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class AD301 with a "BC" or better. For more information and an application call 213/516-3741.

LOCATION AND SCHEDULE

Classes are held from 6:30–9:30 p.m. weeknights at North Torrance High School, 3620 W. 182nd St., Torrance. Map, page 29.

THE COST

The fee is \$68 per unit; a three-unit course is \$204. Tuition fees may be paid by check or credit card. Textbooks and syllabus fees — check or money orders only. Cash will not be accepted in class.

THE COURSES

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

SEMESTER I

AD X300 — INTRODUCTION TO ALCOHOLISM (3 units)

This course provides basic information about alcohol: the physiological, psychological and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues.

AD X301 — INTRODUCTION TO COUNSELING TECHNIQUES (3 units)

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

SEMESTER II

AD X302 — COUNSELING THE INDIVIDUAL (3 units)

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

AD X303 — PERSPECTIVES ON DRUG ABUSE: COUNSELING THE SUBSTANCE ABUSER (3 units)

The 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.

SEMESTER III

AD X304 — GROUP COUNSELING TECHNIQUES (3 units)

This course provides an understanding of group dynamics, defenses, problems, goals and growth. The roles of the group facilitator and group members are examined and practiced in class.

AD X305 — INTRODUCTORY PRACTICUM (2 units)

This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

SEMESTER IV

AD X306 — FAMILY DYNAMICS (3 units)

This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.

AD X307 — ADVANCED PRACTICUM (2 units)

This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship including confidentiality and legal aspects. The student learns about the 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.

Humanities & Social Science

CERTIFICATE IN MEXICAN CULTURE

Sponsored by the Mexican American Studies program and the Division of Extended Education, this is a program for persons interested in regaining an understanding of their inherited culture and language.

The program consists of three core courses and three complementary courses which examine Mexican history, literature and language. A certificate of completion is awarded upon fulfillment of program requirements. Students of the program achieve a perspective through which another culture can be assimilated. Furthermore, students are stimulated to continue their education at the college level. (All courses are offered for non-baccalaureate credit, but a student intending to apply these credits toward CSUDH course requirements may appeal on an individual basis.)

COURSE FOR SPRING 1987:

(see this page)

Literature and History of Mexico.

HISTORY AND LITERATURE OF MEXICO

As a nation, Mexico has advanced in time making its own history: the events, the deeds, and the men and women. At the same time, Mexico has created a body of rich literature that already is the inheritance of the world.

The goals of this course are:

- For the student to experience his nation's past revived, and for the student to reflect upon this history; to form his own criteria based on the historical truth; and with an understanding of this nation's history, to create a better self-identity.
- For the student to discover the authentic soul of Mexico which is better expressed in its literature than its history: studying selected works of Mexican writers and literary movements, the student will develop, as well, an aesthetic sensibility and a feeling of dignity as a Mexican.

The course will be conducted in Spanish.

JUAN M. COROMINAS, Ph.D., is a lecturer in Spanish at CSUDH.

► Saturday, January 23—May 16. 9

a.m.-12:30 p.m. 15 meetings. CSUDH campus, SBS D125. \$204. 3 semester units (non-baccalaureate). Seq. No. 21-151-X040.

RELATED COURSES:

Counseling and the Changing American Family, pg. 22

MASTER OF ARTS IN HUMANITIES

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's 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.*

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 \$90 per unit. Thirty semester units are required for the degree. Admission to the program is available to students who hold a bachelor's degree and who want an individual education approach.

For more information on the program, call 213/516-3743.

Languages

BEGINNING CONVERSATIONAL ITALIAN

This course is designed to give participants a knowledge of contemporary Italian. Basic grammar and the kind of vocabulary used in everyday situations will be the focus of this class. Participants will have lively practice in conversational Italian and learn how to get along in routine situations such as shopping and dining.

This course is appropriate for persons interested in traveling to Italy, for those who have Italian relatives and want to stay in touch, and for those whose interest in Italian culture has been stimulated by films, opera, fashion and design, literature — or Italian cooking!

The class will be conducted in Italian; but no previous knowledge of Italian is required. Texts and materials will be provided by instructor.

ELENA NOTARNICOLA AKYUZ, M.A., is a native of Italy and was educated both in Italy and the U.S. She has taught Italian at the adult and university levels for 20 years.

► Tuesday, March 3—May 12. 7:15-10 p.m.

11 meetings. Redondo Beach Community Resource Center, rm. 8. \$120. 2 semester units Professional Credit. Seq. No. 111-041-0801.

CERTIFICATE PROGRAM IN CAREER-RELATED SPANISH

The Certificate Program in Career-Related Spanish is designed for persons who need to communicate in Spanish with the public or co-workers. Students enroll in Spanish language/culture classes and a bilingual internship. The Program allows for conversation practice with Spanish native-speakers. Requires five classes and three semesters to complete (15 units).

PROGRAM INFORMATION

For more information on this program, call Dr. Raúl Romero, program coordinator, 213/516-3315.

CAREER-RELATED SPANISH: ELEMENTARY II (SPA X106)

Enjoy learning Spanish in a relaxed enjoyable language course.

- Practical Spanish for the work environment
- Excellent training for those employed or considering a career in education, health services, business, and social welfare
- You'll learn to communicate in Spanish in person and by telephone with co-workers, clients and others
- Saturday classes

This lively and entertaining beginning Spanish class emphasizes conversational skills for the workplace. Students are encouraged to use their Spanish-speaking skills during class during simulated work situations. The class also stresses reading and writing in Spanish. Standard, universal Spanish is taught as well as key regional (Mexican, Central and South American) vocabulary and expressions. The class may be applied as required credit to the Career-Related Spanish Certificate offered by Extended Education.

Recommended for students who have at least one quarter or semester of college-level Spanish, or who already know some Spanish. The course is a continuation of SPA X105.

BEN PENA, Ph.D., associate professor, Spanish, CSUDH.

► Saturday, January 24—May 2. 9 a.m.—12:15 p.m. 14 meetings, no class April 18. CSUDH campus, ERC A135. \$204. 3 semester units degree-applicable credit. Seq. No. 11-051-X106.

Learning Skills

Test Preparation

BOBROW

Bobrow Test Preparation Services originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools. The classes have been developed and evaluated by authors of 18 national best-selling test preparation textbooks (Cliffs GMAT Preparation Guide, Cliffs SAT Preparation Guide, Cliffs SAT 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.

STUDENTS MAY REPEAT THE CLASS AT NO CHARGE.

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 Judgement
- Data Sufficiency
- Plus a short review of basic arithmetic, algebra and geometry

For the March 21 Exam

► **Saturday, February 28–March 14. 9 a.m.–3:30 p.m.** 3 meetings. CSUDH campus, SCC E145. **\$125.** Non-credit. **Seq. No.** 05-001-0504-01.

For the June 20 Exam

► **Saturday, May 30–June 13. 9 a.m.–3:30 p.m.** 3 meetings. CSUDH campus, SCC D154. **\$125.** Non-credit. **Seq. No.** 05-001-0504-02.

LSAT (LAW SCHOOL ADMISSION TEST) REVIEW

Prepare for the LSAT by learning each subject area, and the type of questions to expect in each section. Time-saving and test-taking strategies will be featured.

Workshop topics include:

- Analytical Reasoning
- Logical Reasoning
- Evaluation of Facts (Dispute Characterizations)
- Reading Comprehension
- Writing Sample

For the June Exam

► **Saturday, May 9–June 6. 9 a.m.–1 p.m.** 4 meetings, no class May 23. CSUDH campus, SCC E145. **\$125.** Non-credit. **Seq. No.** 08-000-0529.

CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST) REVIEW

These workshops are designed to assist students and teachers in preparing for the CBEST. Each area of the exam — reading comprehension, essay writing, and mathematics will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

For the February 7 Exam

► **Saturday, January 17–31. 9 a.m.–3 p.m.** 3 meetings. CSUDH campus, SCC E153. **\$95.** Non-credit. **Seq. No.** 08-011-0520-01.

For the April 11 Exam

► **Saturday, March 21–April 4. 9 a.m.–3 p.m.** 3 meetings. CSUDH campus, SCC E153. **\$95.** Non-credit. **Seq. No.** 08-011-0520-02.

For the June 13 Exam

► **Saturday, May 16–June 6. 9 a.m.–3 p.m.** 3 meetings, no class May 23. CSUDH campus, SCC E153. **\$95.** Non-credit. **Seq. No.** 08-011-0520-03.

SAT (SCHOLASTIC APTITUDE TEST) REVIEW

This workshop is designed to prepare students for the SAT.

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

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

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

For the April 4 Exam

► **Saturday, March 14–28. 9 a.m.–12:30 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. **\$65.** Non-credit. **Seq. No.** 08-000-0505-01.

For the June 6 Exam

► **Saturday, May 9–30. 9 a.m.–12:30 p.m.** 3 meetings, no class May 23. Redondo Beach Community Resource Center, rm. 7. **\$65.** Non-credit. **Seq. No.** 08-000-0505-02.

GRE (GRADUATE RECORD EXAMINATION) REVIEW

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

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

For the June 6 Exam

► **Saturday, April 25–May 30. 9 a.m.–12:30 p.m.** 5 meetings, no class May 23. CSUDH campus, SBS E122. **\$115.** Non-credit. **Seq. No.** 08-000-0503.

MATH REVIEW FOR CBEST (CALIFORNIA BASIC EDUCATIONAL SKILLS TEST)

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 skills will also be presented.

GREG PERKINS is a Long Beach Unified School District Mathematics Teacher.

For the April 11 Exam

► **Section 1: Saturday, February 7–April 4. 1–3 p.m.** 8 meetings, class February 14. CSUDH campus, HFA A230. **\$65; plus \$14 materials fee, payable in class.** Non-credit. **Seq. No.** 08-011-0511-01.

COMPLETE READING PREPARATION FOR THE CBEST AND STANDARDIZED TESTS

Excel in the reading comprehension sections of standardized tests by sharpening your critical analysis skills, as well as your test-taking abilities. In this in-depth and thorough preparation for the reading sections of exams, you will also learn test-taking techniques to help you interpret questions and to select the best answers.

In the series of five workshops, you will acquire strategies for improving literal, inferential, and critical comprehension of written passages. You will learn how to locate the main idea of a passage through its organization. How to infer the author's intent and logical possibilities for interpretation will be covered.

The class combines lecture-discussion with self-paced computer-assisted instruction (using the Apple computer and Plato software program). The computer programs help you to expand your vocabulary and to determine the meaning of new words.

Test-taking techniques to help you prepare for standardized exams will be emphasized.

Through this course you will:

- Become more confident of your ability to comprehend passages of prose
- Increase your reading speed through improved comprehension and vocabulary
- Formulate your own strategy for passing standardized tests.

JOAN SHULMAN, M.A., is a reading specialist at the CSUDH Learning Assistance Center.

For the April 11 CBEST

► **Saturday, March 14–April 4. 9 a.m.–1 p.m.** 4 meetings. CSUDH campus, SCC E149. **\$60.** Non-credit. **Seq. No.** 08-011-0572.

NTE (NATIONAL TEACHERS' EXAM) MATHEMATICS SPECIALTY PREPARATION

This seminar is designed for individuals preparing for the NTE Mathematics Specialty Exam. The workshop will include discussion on topics covered in the exam, and will describe the test format of the exam. Test-taking and study strategies will be presented. Each participant will identify areas of the exam in which he or she is deficient and will develop a study plan for self-guided preparation.

EUNICE KRINSKY, CSUDH professor of mathematics.

For the March 28 Exam

► **Saturday, February 21. 9 a.m.—noon.** 1 meeting. CSUDH campus, SCC D154. **\$30.** Non-credit. **Seq. No.** 08-011-0533.

NTE (NATIONAL TEACHERS' EXAM) ENGLISH SPECIALTY PREPARATION

The seminar is designed for individuals preparing for the NTE English Specialty Exam. The instructor will administer diagnostic tests to help the participant recognize areas of the exam in which he or she is deficient. Participants will develop a self-guided study plan based on their areas of strengths and weaknesses. The seminar includes discussion on each section of the exam, and on the test format.

MARILYN DARCH, B.A., teaches English at Jefferson Junior High School in Long Beach.

For the March 28 Exam

► **Saturday, February 21. 9 a.m.—noon.** 1 meeting. CSUDH campus, SCC E149. **\$30.** Non-credit. **Seq. No.** 08-011-0534.

NTE (NATIONAL TEACHERS' EXAM) ELEMENTARY CORE BATTERY PREPARATION

The seminar is designed to assist students and teachers in preparing for the NTE Elementary Core Battery Exam. The workshop will discuss the format of the test, the content of each section, and will provide test-taking strategies. Students will receive sample questions from the exam for use in studying. The following sections of the exam will be discussed:

- General Knowledge
- Mathematics
- English Usage

Participants should purchase and bring to class Cliffs "NTE," in paperback, which is available from the CSUDH campus bookstore.

SANDRA B. MCKIVETT, B.A., teaches at the 116th Street Elementary School in the Los Angeles Unified School District.

For the March 7 Exam

► **Saturday, February 28. 9 a.m.—noon.** 1 meeting. CSUDH campus, SCC D154. **\$30.** Non-credit. **Seq. No.** 08-011-0532.

Study Skills

SUPERLEARNING FOR STUDENTS

Discover powerful new strategies to help you learn faster and easier, improve your reading and study skills, and to develop a better memory. These strategies can be applied to specific learning goals.

You'll learn detailed exercises to dissolve learning blocks and to use the neglected learning powers of the right side of the brain. Superlearning is based on new accelerated learning techniques — one, practiced in eastern Europe, reportedly helped students learn a foreign language in one month.

DON LOFLAND, M.A., teaches at West Valley Community College in Santa Cruz.

► **Saturday, March 21. 9 a.m.—1 p.m.** 1 meeting. CSUDH campus, SCC E145. **\$30.** Non-credit. **Seq. No.** 08-081-0518.

RELATED COURSES:

Powerlearning for Business Professionals, pg. 8

Superlearning for Teachers, pg. 15

Psychology

COUNSELING AND THE CHANGING AMERICAN FAMILY (SOC X395)

— *Examine the relationship between counseling strategy and the changing American family*

While the impact of recent marriage and divorce trends has yet to be felt, we are witnessing a slowdown in the rate of first marriages, a decrease in the rate of marriage after divorce accompanied by an increase in divorce. Is the "American" family going to survive?

Just as the extended family was replaced by the nuclear family, is the nuclear family being replaced by single-parent family or "transitional living arrangements?" Is marriage becoming a part-time career, a phase in one's life cycle, rather than a lifetime status that is synonymous with being adult?

If so, what role does counseling play in preparing adults to adapt to such changes? How will increasing communications, teaching married folks how to relate to each other, provide answers to changing societal definition of marriage and divorce?

These and other questions will be discussed in this course which examines family counseling theories and relates them to modern problems in families.

This course is appropriate for professionals and for those interested in pursuing a career in counseling. (The course is a prerequisite to coursework in the Marriage, Family, Child Counseling graduate program at CSUDH.)

DEXTER EDWARD BRYAN, Ph.D. Dr. Bryan is professor of Sociology at CSUDH. His research focuses on the family and related issues. He is a faculty in the MFCC program.

► **Wednesdays, January 28—May 20. 3:30—6:15 p.m.** 15 meetings. Redondo Beach Community Resource Center, rm. 7. **\$204.** 3 semester units of degree credit. **Seq. No.** 22-081-X395 (Sociology 395, Special Topics.)

CLINICAL HYPNOSIS FOR PROFESSIONALS II

This class is for psychotherapists, counselors and individuals who wish to learn how to use Self-Hypnosis. The seminar meets 15 of the 40 Board of Behavioral Science Examiners educational hours of classroom theory required for Marriage, Family and Child Counselors to receive certification in hypnosis.

Topics include:

- Basic concepts of auto-hypnosis, relaxation, and the mind-body relationship
- Cheek's seven keys to psychosomatic conditions
- Specific techniques for relieving stress and anxiety in separation and divorce
- Guided imagery for couples to improve communication and trust
- Self-Hypnosis for dealing with phobias, such as fear of flying, raising self esteem and self confidence, and exam preparation

JOHN V. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Wednesday, January 21—February 18. 7—9 p.m.** 5 meetings. CSUDH campus, ERC B505. **\$70.** 1.5 Continuing Education Units. **Seq. No.** 20-000-0913.

CLINICAL HYPNOSIS PRACTICUM FOR PROFESSIONALS

This practicum offers training and supervision in hypnotherapy for mental health professionals who wish to integrate clinical hypnosis techniques into their psychotherapy with adults, children and couples. Meets the 10 hours of educational experience required in a clinical setting for using hypnosis as a Marriage, Family and Child Counselor; and offers 14 hours of clinical training and supervision for: treatment of phobias, habit and pain control, sexual dysfunction, relieving stress and anxiety, psychosomatic illness, depression, and assertion and self-esteem.

Class limited to 10 professionals.

JOHN V. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► **Saturday and Sunday, February 21 and 22, and March 7 and 8. 9 a.m.—5:30 p.m.** 4 meetings. CSUDH campus, SBS D219. **\$170.** 3 Continuing Education Units. **Seq. No.** 20-000-0922.

CREATIVITY AND THE "WHOLE BRAIN" CONCEPT

Join in this exciting course that explores some of the elusive features of right-brain functioning. Through lectures, discussions and practical artistic participation, the corridors of perception are examined. Basic, understandable lectures lay the groundwork for a genuine change in perspective. The right hemisphere of the brain can be taught to direct artistic behavior.

This is not a drawing class, but art and imagery will be analyzed and discussed in class in order to understand methods of releasing the creative process.

GALE RANDALL HOOPER has a Master's of Arts degree in Psychology and is a Psychological Consultant.

► **Tuesday, April 7-21. 6:30-9:45 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 7. **\$50.** 1 Continuing Education Unit. **Seq. No.** 20-000-0915.

HYPNOSIS: A NATURAL WAY TO SUCCESS

Discover how to use hypnosis to control pain, lose weight, quit smoking, or 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. Participants are encouraged to bring recorders and tape to record this six-hour workshop.

Other topics:

- Exam preparation
- Reducing stress
- How to phrase post-hypnotic suggestions

JOHN H. DAVIS, M.S.W., A.C.S.W., is a Licensed Clinical Hypnotherapist.

► Section 1: **Saturday, January 24. 9 a.m.–3 p.m.** 1 meeting. CSUDH campus, SBS A204. **\$50.** Non-credit. **Seq. No. 20-000-0502-01.**

► Section 2: **Saturday, May 30. 9 a.m.–3 p.m.** 1 meeting. Redondo Beach Community Resource Center, rm. 8. **\$50.** Non-credit. **Seq. No. 20-000-0502-02.**

THE NATIONAL INTENSIVE JOURNAL: LIFE CONTEXT

Can keeping a journal help you transform your life? An article in *Psychology Today* magazine documented how journal-keeping throughout the ages has been used to release tension, work through life's roadblocks and changes, and connect with the often-hidden intuitive inner self.

University Extension is proud to offer the internationally acclaimed Life Context Workshop. This core experience of Dr. Ira Progoff's National Intensive Journal program has proved to be an increasingly popular and effective method for stimulating transformation — a positive way to break out of restrictive habit patterns.

The central instrument of the process is the 21-part Journal Workbook used by participants to examine issues such as old and new relationships, work, social issues, getting in touch with their bodies, dreams and questions of personal destiny and spirituality. The weekend will lay the groundwork to integrate the National Intensive Journal as an ongoing tool for life enrichment.

FRANCES PULLARA, M.A., is Director of Communications at Loyola University School of Law.

► **Friday, May 1, 7–10 p.m.; Saturday and Sunday, May 2–3, 9 a.m.–5 p.m.** 3 meetings. Redondo Beach Community Resource Center, rm. 8. **\$95.** 2 Continuing Education Units. **Seq. No. 20-000-0910.**

RELATED COURSES:

- Clinical Biofeedback: An Introduction, pg. 18
- Conflict Management, pg. 7
- Controlling Audience Anxiety, pg. 11
- Negotiating Strategies, pg. 6

Telecom-munications

INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

This spring, Extended Education will be offering a number of classes on cable in selected communities. These classes will cover a wide range of subjects, from chemistry to college preparatory mathematics. Using special phone lines, students will have direct contact with the instructor "live" during the class session.

This unique learning experience will initially be available on Torrance and Compton cable systems. However, if you are interested in taking part in this new approach to education and your local cable company does not carry our programming, please call Paul Davis at 516–3741, or Frank Paine at 516–3704.

Travel Programs

A PASSAGE THROUGH CHINA

— June 19–July 17

Twenty-eight days of travel study experience in the People's Republic of China. This is an extraordinary opportunity to explore the historical as well as the day-to-day aspects of Chinese society. Travel with faculty director, Dr. George Heneghan, professor of Political Science at CSUDH.

Included in the program are 18 days of travel, including Shanghai, Beijing, Nanjing, Suchow, X'ian, Hangzhou, and a boat trip on the Yangtze river. Approximately 10 days of in-residence study at Huazhong Normal University in Wuhan (Hubei province) will be featured. During the 10 day stay in Wuhan, excursions to important historical and cultural sites will be scheduled.

ACCOMMODATIONS

While guests at Huazhong Normal University, participants will be housed in newly constructed foreign student dormitories. During the two weeks of travel, participants will lodge (double occupancy) in comfortable student-type accommodations at various universities.

STUDY PROGRAM

All participants will enroll for 6 semester units of credit, including an interdisciplinary course on the history and culture of China offered by faculty at Huazhong Normal University, and a directed study project with Dr. Heneghan, the faculty director.

COST OF PROGRAM

Cost for the four week program, including all food, lodging, scheduled travel, round-trip airfare, ground transportation, university credit and study at Huazhong Normal University, will be approximately \$2,595.

INFORMATION

For more information, complete and mail the coupon or phone the Division of Extended Education 213/516–3741. An information meeting on this travel study program will be held on February 5, Wednesday, at 6:30 p.m. in ERC C504. Please phone Extended Education to reserve a seat.

JAPAN: BUSINESS PRACTICES AND OPPORTUNITIES

— May 29–June 14

CSUDH plans to conduct a travel-study program to Japan in the summer of 1987. This program would offer participants an opportunity to acquire first-hand knowledge about Japanese business practices and take a serious look at aspects of Japan's cultural traditions which few visitors have had the chance to see. Japan's industrial and technological advances will be discussed as participants visit Japan's high-tech factories, participate in lectures on management policies given by Japanese business specialists, and enjoy the opportunity to talk with managers and employees in Japanese firms.

FACULTY DIRECTOR

The study program will be directed by Dr. Carol Lopilato, professor of international business at CSUDH. Professor Lopilato will be assisted by a bilingual guide.

WHO SHOULD PARTICIPATE

Application to this program is open to students and professionals including undergraduate and graduate students as well as businesspersons, professionals, and people interested in Japan's business culture.

Three semester units of academic credit will be earned upon successful completion of the directed study course, offered under the supervision of Professor Lopilato.

APPROXIMATE COST

\$2,500 including airfare, first-class hotel accommodations, some meals, air-conditioned buses and bullet trains for land transportation, visits to factories, sites and seminars. Additionally, all participants enroll for 3 semester units of academic credit, \$224.

OPTIONAL TOURS

Participants may add an optional 4-day trip to Beijing, visiting companies and discussing business practices in the People's Republic of China (with a stopover in Hong Kong).

The non-academic portion of this program is arranged by Morningstar Travel Service.

For further information, please contact Professor Carol Lopilato at 213/516–3572, or Extended Education at 213/516–3741, or complete the coupon on this page and mail it to the Division of Extended Education.

Travel programs continue on page 24.

KENYA

— June 28–July 17

Nineteen days exploring scenic Kenya: safari through incomparable game parks and preserves, stay in renowned lodges, photograph picturesque villages and gorgeous landscapes, investigate diverse cultural and ecological sites. Join Dr. Leonard Moite, an economist who was born in Kenya, for this unique opportunity to relate to the contemporary society, the cultural traditions, and the great natural beauty of amazing Kenya.

TRAVEL AND HIGHLIGHTS

Your adventure begins in Nairobi, the capitol, where you will be introduced to the economic and ecological dynamics of Kenya. Excursions in and around Nairobi include: Karen Estates, home of Karen Blixen, author of *Out of Africa*, parliament and government houses, museums and galleries, shopping.

After approximately two days touring Nairobi, you will leave for safari and tour many of the major parks. While on safari, you will be accommodated at lodges which have become world famous. Your safari will include: Nyeri and Treetops Lodge; Samburu Game Reserve and Samburu Lodge; Lake Nakuru and Lake Nakuru Lodge; Masi Mara Game Reserve and Keekorok Lodge; Nanyuki and Mt. Kenya Safari Club.

Then the tour will spend approximately two days in the coastal city of Mombassa, enjoying beautiful beaches, shopping, and experiencing more of Kenya's fascinating culture.

Returning to Nairobi via safari through Tsavo National Park, participants will have more occasions for viewing spectacular wildlife and landscapes.

ACCOMMODATIONS

While on safari, you will have full board and be accommodated at Kenya's finest lodges (see above). In cities, twin-bedded tourist hotels will be used; some breakfasts will be provided.

FACULTY DIRECTOR

Dr. Leonard Moite, associate professor of economics at CSUDH, was born in Kenya and holds advanced degrees from American universities. Dr. Moite has maintained professional and personal contacts with leading scholars, businessmen and politicians in Kenya; some of whom will present talks on topics such as: conservation of wildlife, foreign trade, agricultural development, and culture.

WHO SHOULD PARTICIPATE

All persons truly interested in gaining a better understanding of the dynamics of life in contemporary Kenya should apply. This insider's view of Kenya is especially appropriate for teachers, businesspersons, students, photographers.

STUDY PROGRAM

In addition to opportunities for photographing Kenya's unsurpassed natural beauty, this study tour, under Dr. Moite's leadership, will present opportunities for you to gain an in-depth understanding of the economic and social issues facing Kenya as it tries to modernize and develop resources, while at the same time, preserving its heritage and wildlife. Dr. Moite will incorporate meaningful interaction between tour participants and the native people of Kenya.

All participants will enroll in 3 semester units of Independent Study in Economics, and under Dr. Moite's direction, will develop papers, journals, or projects of their own design.

COST OF PROGRAM

Total cost for the travel and tour portion is \$2,795.00. This includes round trip airfare (L.A. to Nairobi), tourist-class accommodations in cities, transportation in mini-buses, lodging and full boarding on safari, guided sightseeing, all entrance fees and all transfers and portage. Additionally, all participants will enroll for three semester units of academic credit, \$224.00.

The non-academic portion of this program is arranged by Kola Nut Travel and Tours.

INFORMATION

For further information and a detailed program brochure contact the Division of Extended Education, 213/516-3741; Dr. Leonard Moite, Department of Economics, 213/516-3446; or complete and return the coupon on this page.

An information meeting, including a slide presentation, is scheduled for February 3, Tuesday, at 6:30 p.m. on the CSUDH campus in ERC C504. Please phone Extended Education to reserve a seat.

SUMMER STUDY IN LONDON

— May 31–July 3

Earn six units of semester credit through CSU Fresno and a wealth of cultural experience during a five-week study program in historical London. You will live and attend classes at Regent College, on the Inner Circle of Regent Park, a beautiful country setting in the heart of London.

Courses are taught by CSU Fresno faculty. The curriculum for summer 1987 is: Theatre Today; Administrative Principles of Management; Principles of Marketing; Group Discussion (Speech); Communication and Learning.

Total price of program is \$1987.00, includes airfare from LA, tuition, room and board (12 meals per week), use of facilities at college.

For more information contact Division of Extended Education at CSUDH (ERC-C508), or at CSU Fresno (209/294-2524); or complete and return coupon on this page.

LONDON SEMESTER

— Fall Semester 1987

Study British literature, history and culture with expert CSU faculty as you enjoy living in central London and exploring the city's attractions.

The fourteen-week program is co-sponsored by the CSU Extended Education network and the American Institute for Foreign Study, which is responsible for non-academic arrangements. In London, a complete social program, including your housing and meals, will be arranged by A.I.F.S. — an organization with extensive experience in foreign study programs. Twelve semester units of degree-applicable CSU semester credit are earned upon successful completion of course work. (Enrollment in this travel-study program is open to non-CSUDH participants who meet the academic qualifications for participation.)

For further information about the London Semester program and the Fall '87 semester, please mail the coupon to the Extension office or call 213/516-3746 for a brochure.

CUT HERE AND MAIL

Please send me information on the following Travel Study Program(s):

- | | |
|--|--|
| <input type="checkbox"/> London Semester | <input type="checkbox"/> London Summer Program |
| <input type="checkbox"/> Mexico: Morelia | <input type="checkbox"/> Kenya, Africa |
| <input type="checkbox"/> China, PRC | <input type="checkbox"/> Japan |

Name _____

Address _____

City _____

State _____

Zip _____

(Area Code) Daytime Telephone Number _____

Mail to: Division of Extended Education, CSUDH, 1000 E. Victoria St., Carson, CA 90747

MEXICO: MORELIA AND ITS ENVIRONS

— June 28 through July 18, 1987
— Learn Spanish in Mexico!

Enjoy 21 days in Mexico studying Spanish and experiencing Mexican culture with Dr. Ben Pena, associate professor of Spanish at CSUDH. Explore the rich colonial and pre-Colombian traditions of Morelia and its surrounding villages.

TRAVEL AND TOURS

Participants will fly from Los Angeles to Mexico City with a connecting flight to Morelia. In addition to discovering the cultural riches and natural beauty of Morelia, participants, with guides, will tour important historical and archeological sites in the region surrounding Morelia. Weekly one-day excursions include trips to: Santa Clara del Cobre, famous for handcrafted copperwork; Capula, known for its pottery; Tzin Tzun Tzan, a pre-Colombian archeological site featuring pyramids and a sacrificial altar; Janitzo, an island on Lake Pátzcuaro, a fascinating city with a wonderful museum of Mexican crafts. Other towns on the itinerary are Quiroga, Santa Maria de Guide and Zinapécuaro, Paricutin, Angahuan.

ACCOMMODATIONS

The homestay program, the instructional facility, and the excursions are arranged and supervised by CECEMMAC, an organization which specializes in education travel programs to Mexico. Participants will be placed with carefully chosen families in Morelia.

STUDY PROGRAM

All participants enroll for a total of three semester credits. Participants register for Beginning Conversation (Spanish 230) or Advanced Conversation (Spanish 341), or an Independent Field Research Project (SPA 320) with Dr. Pena.

At least one year of college-level Spanish or consent of Dr. Pena is required to participate.

WHO SHOULD PARTICIPATE

This program is recommended for teachers, professionals (such as nurses, public administrators, businesspersons), students, and individuals who wish to improve their fluency in Spanish and their understanding of Mexican culture. Dr. Pena has extensive experience in teaching career-related Spanish to teachers and professionals.

COST OF PROGRAM

Total cost for the 1987 program is \$1,300. Price includes airfare from Los Angeles to Morelia; all scheduled travel and tours; food and lodging for three weeks; and instructional fees. (Weekend tours are available for an optional fee through the CECEMMAC office in Morelia.) Minimum and maximum registration quotas apply.

INFORMATION

For more information or an application, contact Dr. Ben Pena, 213/516-3315, or the Division of Extended Education, 213/516-3741. Send in the coupon below for a free brochure. **Or attend an informational meeting on Thursday, February 6, at 6:30 p.m. in ERC C504 on campus.**

Lifestyle

CHINESE COOKING FOR GOOD NUTRITION

Participants will learn to control appetite and snacking by adopting Chinese concepts of healthful diet and nutrition. The Yin and Yang balance of eating will be presented, and participants will learn how to incorporate the philosophy into American eating habits. The instructor, a certified acupuncturist, will demonstrate how participants can curb snacking and their appetite by practicing acupressure.

The workshop features demonstrations on preparing Chinese dishes that are nutritional and low-calorie. Tips on ordering in Chinese restaurants will also be presented.

PEDRO CHAN, Ph.D., is a Certified Acupuncturist and is the executive director of the Center for Chinese Medicine. He is author of several texts, including *Finger Acupressure* and *How to Free Yourself from Pain*.

► **Monday and Wednesday, February 9 and 11. 7-9:30 p.m.** 2 meetings. Redondo Beach Community Resource Center, rm. 8. **\$35.** Non-credit. **Seq. No. 12-011-0506.**

ACUPRESSURE FOR HEALTH AND RELAXATION

Acupressure is similar to the technique of acupuncture but does not use needles. This simple yet effective technique promotes natural healing by stimulating selected pressure points of the body.

The instructor, a Certified Acupuncturist, will discuss the history of acupressure and its place in Western medicine. The latest scientific studies and discoveries also will be presented.

Through lecture and demonstration, participants will learn the therapeutic acupressure points and techniques. Clinical applications of acupressure for health maintenance, minor pain problems, reducing stress and tension, emergency first aid, and insomnia will be discussed.

PEDRO CHAN, Ph.D., is a Certified Acupuncturist and is the Executive Director of the Center for Chinese Medicine. He is author of several texts, including *Finger Acupressure* and *How to Free Yourself from Pain*.

► **Monday and Wednesday, March 23-April 1. 7-9:30 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. **\$60.** 1 Continuing Education Unit. **Seq. No. 12-011-0902.**

WHAT YOU SHOULD KNOW ABOUT TASTING WINE

If you have wanted to learn about wine and the proper way to taste it, this relaxed, pleasurable wine appreciation course may be the answer. Led by Jerry Snyder, General Manager of a Manhattan Beach wine shop, the course will explore a number of wines from California and Europe.

The course will feature guest speakers, such as a representative from Mirasou Winery, and will make you comfortable with the specialized terminology used in the wine industry. Each week you will taste and learn how to evaluate six to eight wines. Wines sampled include: Chenin Blanc, Riesling, Chardonnay, Sauvignon Blanc, Beaujolais, Zinfandel, Cabernet, Pinot Noir, sparkling wines and dessert wines.

Please bring three glasses to each meeting; we also recommend that you bring bread or cheese to each class meeting to clear your palate.

JERRY SNYDER, is General Manager and wine connoisseur for Bill's Fine Liquors, located in Manhattan Beach.

► **Thursday, May 7-28. 7-9:30 p.m.** 4 meetings. Redondo Beach Community Resource Center, rm. 8. **\$65 plus \$24 materials fees.** Non-credit. **Seq. No. 13-011-0506.**

MAGIC CLOSE UP: AN INTRODUCTORY COURSE

Learn how magicians mystify audiences. In this introduction to the craft of magic, you'll learn tricks you can perform at close range with few props. Each class meeting will focus on a different subject: cards, silks, money, and mentalism (ESP). Each lesson will begin with a 20 minute magic show. With each lesson, you'll receive lecture notes on how to perform the trick and suggested dialogue, as well as necessary props, such as silk scarves.

Upon completion of the five sessions, you will be able to perform routines for other adults that are mystifying and entertaining.

JAMES KAHLERT, B.A., is a member of the Society of American Magicians, and is a member/performer at the Magic Castle in Hollywood.

► **Section 1: Tuesday, January 20-February 17. 7-10 p.m.** 5 meetings. Redondo Beach Community Resource Center, rm. 8. **\$100, plus \$15 materials fee.** Non-credit. **Seq. No. 20-000-0501-01.**

► **Section 2: Tuesday, April 28-May 26. 7-10 p.m.** 5 meetings. CSUDH campus, ERC B505. **\$100, plus \$15 materials fee.** Non-credit. **Seq. No. 20-000-0501-02.**

RELATED COURSES:

- Child Health Care: A Primer for Parents and Parents-to-be, pg. 18
- Creativity and the "Whole Brain" Concept, pg. 22
- Developing a Child's Mathematical Thinking, pg. 16
- How to Stimulate Creative Learning in Pre-schoolers (2-6 years), pg. 16
- The Romance Novel: Writing it, Getting it Published, pg. 10.
- Writing and Marketing a Children's Book, pg. 12
- Writing Travel Articles, pg. 12

Recreation

BEGINNING RHYTHMIC GYMNASTICS FOR GIRLS 5-10 YRS.

This after-school program will introduce girls to the fun and skills of rhythmic gymnastics. The sessions will help girls develop strength, flexibility, balance and grace. Techniques for ballet, modern, and jazz dance will be covered as students learn to work with balls, ropes, hoops, clubs and ribbons.

SANDI SHANNON CONLEY, Coach, West Coast Waves Rhythmic Gymnastics Team; member of the National Rhythmic Gymnastics Team four times.

NOTE: Registration fees must be paid on or before first class meeting.

FOR GIRLS AGES 5-7

► Section 1: **Monday, January 19-February 23. 3:15-4:15 p.m.** 5 meetings, no class Feb. 16. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-01.

► Section 2: **Monday, March 2-30. 3:15-4:15 p.m.** 5 meetings. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-02.

► Section 3: **Monday, April 27-June 1. 3:15-4:15 p.m.** 5 meetings, no class May 25. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-03.

FOR GIRLS AGES 7-10

► Section 1: **Monday, January 19-February 23. 4:15-5:15 p.m.** 5 meetings, no class Feb. 16. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-04.

► Section 2: **Monday, March 2-30. 4:15-5:15 p.m.** 5 meetings. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-05.

► Section 3: **Monday, April 27-June 1. 4:15-5:15 p.m.** 5 meetings, no class May 25. Redondo Beach Community Center, rm. 7. \$30. Non-credit. Seq. No. 08-350-0570-06.

RIDE THE OLYMPIC VELODROME

This course introduces cyclists to the excitement of riding on the Olympic velodrome track. No previous racing or velodrome experience is required.

Expert cyclists will instruct participants in the techniques of riding on a velodrome. You'll learn bike positioning, and how to ride faster, farther, and easier in a rotating pace line. You'll be timed in both the standing start kilometer and the flying 200 meter sprint. Then you'll race with others of your ability and will receive pointers on how to improve your time.

Join this exhilarating and enjoyable challenge. Ten-speed bicycle and safety helmet required. Pre-registration is recommended.

RICK DENMAN, senior instructor, is a former California and Far West region track champion, and a veteran of the European six-day winter indoor circuit.

► Section 1: **Tuesday, January 6-27. 7-9 p.m.** 4 meetings. CSUDH Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-01.

► Section 2: **Tuesday, April 7-28. 7-9 p.m.** 4 meetings. CSUDH Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-02.

► Section 3: **Tuesday, May 5-26. 7-9 p.m.** 4 meetings. CSUDH Velodrome. \$60. Non-credit. Seq. No. 08-355-0540-03.

WINNING VELODROME RACES

A special course for cyclists who want to race competitively on velodromes. Learn and practice racing tactics used by cycling's elite competitors.

The course will include analysis and practice of match sprint tactics as well as keys to winning scratch, points, and miss and out races. Madison exchanges and proper traffic flow are covered, as well as pursuit and kilo scheduling and starts. Each participant will receive instruction in his or her specialty.

Instruction takes place on the bike with safety and crash-evasive maneuvers emphasized. The second hour of class offers individualized instruction.

Track racing bike and safety helmet required.

RICK DENMAN is a veteran world-class rack cyclist. He teaches cycling at the CSUDH and Encino Velodromes.

► Section 1: **Tuesday, January 6-27. 8-10 p.m.** 4 meetings. CSUDH Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-01.

► Section 2: **Tuesday, April 7-28. 8-10 p.m.** 4 meetings. CSUDH Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-02.

► Section 3: **Tuesday, May 5-26. 8-10 p.m.** 4 meetings. CSUDH Velodrome. \$45. Non-credit. Seq. No. 08-355-0542-03.

1987 SUMMER SESSION

You can take a class this summer for academic credit at California State University, Dominguez Hills. Classes are open to persons not regularly enrolled at CSUDH.

Enroll in courses to help you accelerate graduation, meet credential requirements, update professional skills, or prepare for career changes.

Summer Session dates:

June 3-July 29, 1987:

First six-week session

June 22-July 29, 1987:

Second six-week session

Bulletins will be available in March. To receive a Bulletin, phone 213/516-3746 or mail this coupon.

Name (please print)

Address

City

State

Zip

Mail to:

California State University
Dominguez Hills
Office of Summer Sessions
Carson, CA 90747



Enrollment

ELIGIBILITY

Anyone 18 years of age or older may enroll for Extension study. Formal admission to the University is not required.

HOW AND WHEN TO REGISTER

Enrollment is open now in all of the courses listed in this *Bulletin*. Because enrollments are taken in order received, we recommend that you register early to reserve a place in a course or seminar.

CONFIRMATION

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. We will mail you a confirmation postcard within two weeks after we have received your registration and fee. This postcard is your receipt for fees paid and your admission to class. Please read the card carefully because any changes in the course meeting time or place will be indicated on the postcard. Changes which occur after the card is mailed will be posted on the door of the scheduled classroom.

BY MAIL

Complete the registration form on the back cover of this *Bulletin*, or a photocopy of it. Please provide all of the information requested on the form to insure quick processing of your registration. Mail the form with a check or money order, made payable to CSUDH Extension, or credit card authorization to CSUDH Extension ERC C508, 1000 E. Victoria St., Carson, CA 90747. Please leave the mailing label intact.

BY PHONE

You may register by phone with your Visa or MasterCard by calling 213/516-3741, 8 a.m. to 5:30 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday.

IN PERSON

Come to the Extended Education office to register for a class in person. The office is located in the Educational Resources Center (ERC) on the CSU Dominguez Hills campus. The office is in room C508, which is on the fifth floor of the building, in the back (south) corridor. You may pay by check or money order, or use your Visa or MasterCard. Cash payments will be accepted **for the exact amount only**.

AT FIRST CLASS MEETING

You may enroll for a class at the door, but only if space is still available. There is also the possibility that the class will not meet as scheduled; to avoid disappointment, call the Extension office two days before the class is scheduled to begin.

RESERVATION POLICY

You may reserve a seat in an Extension class by telephone (without prepaying by means of personal check or credit card). It should be understood, however, that this reservation does not guarantee you a seat if the course or seminar is over-subscribed. In addition, only prepaid enrollments will be counted when we decide whether a class will cancel due to insufficient pre-enrollments. You may not be notified if the course is cancelled before the first meeting. (See Class Cancellation.)

CLASS CANCELLATION

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled and their fees will be refunded by check from the University. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

SCHEDULE CHANGES

Although care is taken to ensure the accuracy of all information in this *Bulletin*, there may be unintended errors, and changes or deletions without notification. In situations when our office has enough advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time, or location.

NON-DISCRIMINATION POLICY

California State University, Dominguez Hills' Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability, or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities. Inquiries concerning this policy's application may be referred to the CSUDH Office of Affirmative Action, 213/516-3733.

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, payable to CSUDH in the exact amount required. Registration will not be considered complete until the check has been honored by the bank on which it is drawn.

RECEIPTS

Approximately two weeks after our office has received your registration form and fees, you will be mailed a post card which will serve as your confirmation and your receipt. If you do not receive a receipt card 48 hours before the course is scheduled to begin, please phone the Extension Office (213/516-3741) to confirm that your registration and fees have been processed.

Refund of Fees

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.

CREDIT CLASSES

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.

NON-CREDIT CLASSES, CLASSES OFFERING CONTINUING EDUCATION OR PROFESSIONAL UNITS

To receive a refund of fees for a non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8 a.m. and 5 p.m. at least 48 hours before the course begins.

You will be asked to send a written request for a refund of fees to our office.

If the class meets four times or less, no refund will be approved if the student notifies our office on or after the day of the first class meeting.

Credit and Continuing Education

DEGREE CREDIT

University Extension is not a degree-granting institution. For more information on applicability of Open University units, refer to the Open University class schedule, available from the Extension office. The number of Open University units which may be applied toward a degree program is limited; for the exact applicable amount, consult the Open University class schedule. Extension degree credit is not acceptable for units in residence. **Course numbering is X001-X499 for undergraduate and X-500-X599 for graduate courses.**

UNIT VALUE OF DEGREE CREDIT

The following table should be used to convert semester units to quarter units.

Semester		Quarter
4	=	6
3	=	4.5
2	=	3
1	=	1.5
0.5	=	0.75

Information

Credit and Continuing Education

PROFESSIONAL CREDIT

A few courses in the *Bulletin* are offered for Professional Credit. Professional Credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. **Course numbering is 800–899 for education professional credit. Course numbering is 600–699 for business professional credit.**

NON-CREDIT

Many of the short courses, workshops and seminars in this *Bulletin* are non-credit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. **Course numbering is 500–599.**

CONTINUING EDUCATION UNITS (CEU)

Some extension workshops and courses award Continuing Education Units (CEU). The CEU is a nationally-recognized unit of measurement for programs applying toward relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. **Course numbering is 900–999.**

Grades and Records

EXTENSION GRADING PROCEDURES

Unless a course is offered for a grade of Credit/No Credit only, all Extension degree-credit and professional credit 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. For regular campus classes, follow University procedures.

GRADE REPORTS

Grade Reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

TRANSCRIPTS

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Admissions and Records Office (Small College, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10), \$2.

STANDARDS

Degree-credit courses in Extension adhere to the academic standards of the University. All the activities usually associated with the regular University course-work are integral parts of the degree-credit instruction program.

Class Locations

CSUDH CAMPUS

The California State University, Dominguez Hills campus is located at 1000 E. Victoria Street in the city of Carson. For a map to the campus, as well as a guide to the buildings on campus, please see page 31.

REDONDO BEACH COMMUNITY RESOURCE CENTER

The Center is located at 320 Knob Hill Ave. at the intersection of Pacific Coast Highway and Knob Hill Ave. in Redondo Beach. For a map and directions, see page 29.

PARKING

Parking permits are required for on-campus classes that meet Monday through Friday. They are available from the machines at the entrance to each parking lot and cost 75 cents per day. (Please bring three quarters for the machines).

Mailing List

CHANGE OF ADDRESS

If you are receiving several copies of the *Extension Bulletin*, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the *Bulletin* at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Promotion Coordinator, Extended Education, CSU Dominguez Hills, Carson, CA 90747.

Resources for Students

LIBRARY SERVICES

Student identification cards — available at the Extension Office — will entitle you to full use of the University Library.

TEXTBOOKS

Unless otherwise noted, textbooks may be purchased for most classes at the University Bookstore. Registration fees do not include textbooks unless otherwise noted.

CAFETERIA

The cafeteria on the University campus is not open weekends. The vending machines are available on the first floors of the Social and Behavioral Sciences and the Humanities and Fine Arts buildings.

More Resources

OPEN UNIVERSITY

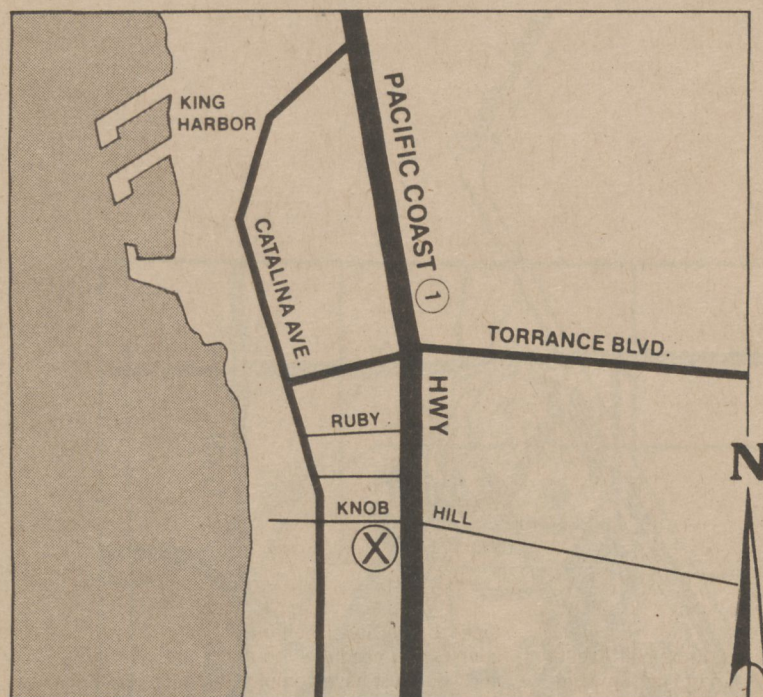
Extension students may enroll in regular CSUDH courses through a program called Open University. To enroll in one of these courses you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension university credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$68 per semester unit (\$204 for a three unit class).

Spring semester classes begin the week of January 24. To register for Open University classes, follow the instructions below.

1. Pick up an Open University Registration form from the Division of Extended Education (located on the CSU Dominguez Hills campus, in the Educational Resources Center, room C508).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Our payment policy is outlined on page 27 of this booklet. **You must complete registration by February 12.**
6. Deadline dates for completing adds, drops, and/or withdrawals are firm.

For a complete Open University schedule of classes, please call 213/516-3741.



Redondo Beach Community Resource Center

formerly Patterson School

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

FROM SAN DIEGO FREEWAY (405)

Exit at Crenshaw Blvd., head south on Crenshaw to Torrance Blvd. (about 2 miles) and turn right. Head west to Pacific Coast Highway (about 3 miles) and turn left. Turn right on to Knob Hill Ave. Center is on left.

FROM HARBOR FREEWAY (110)

Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

FROM PALOS VERDES

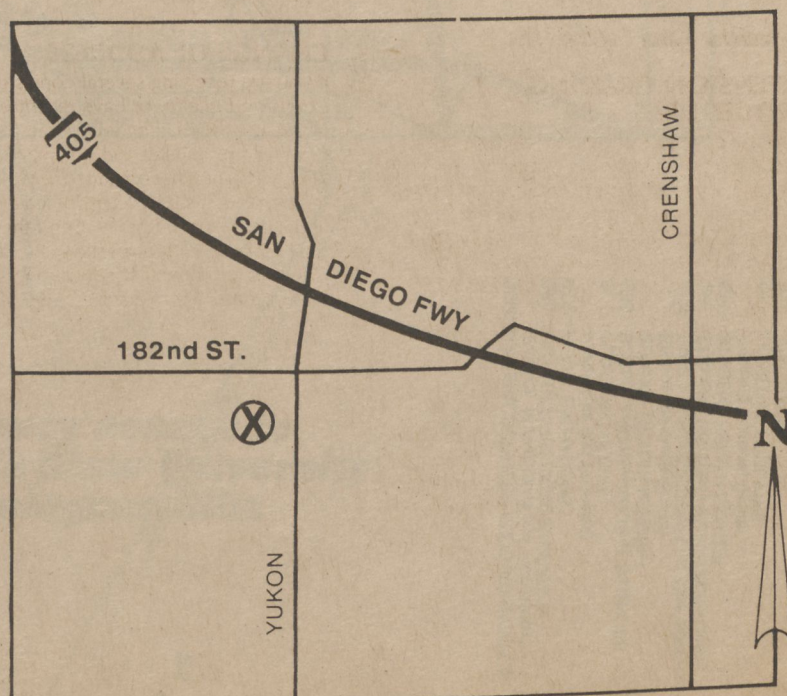
Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

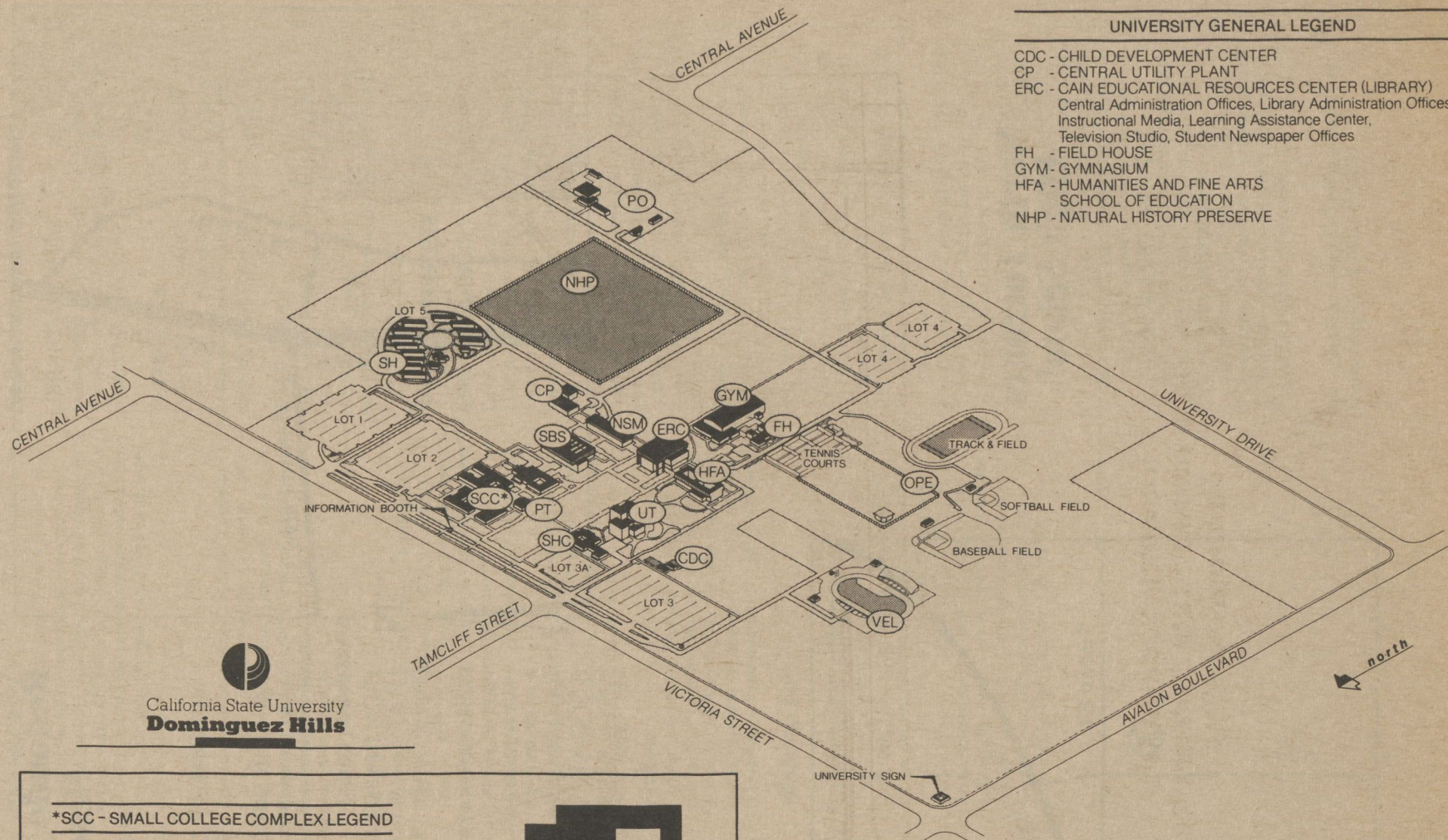
FROM EL SEGUNDO

Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo) and turn right. Center is on left.

North Torrance High School

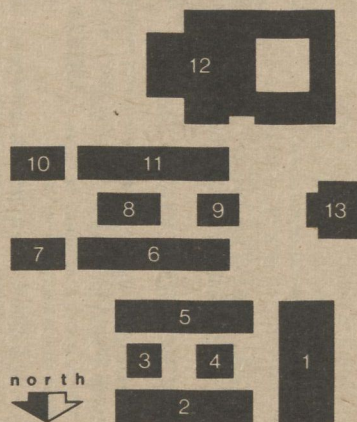
3620 W. 182nd Street
Torrance





***SCC - SMALL COLLEGE COMPLEX LEGEND**

- 1 Admissions and Records, Computer Center
- 2 Public Safety, Information Center, Cashier's Office, Relations with Schools, Advising Center, Veterans' Affairs, International Students, Student Association
- 3 Student Affairs Office, On-Campus Housing
- 4 Educational Opportunity Program
- 5 Student Development, Financial Aid, Testing, Student Affirmative Action
- 6 Classrooms, Student Computer Lab
- 7 Small College Office
- 8 Student Programs, EPIC, Small College Faculty Offices, Off-Campus Housing
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 Cafeteria and Student Union (Commons), Reprographics Center, Women's Center
- 13 Playbox Theatre

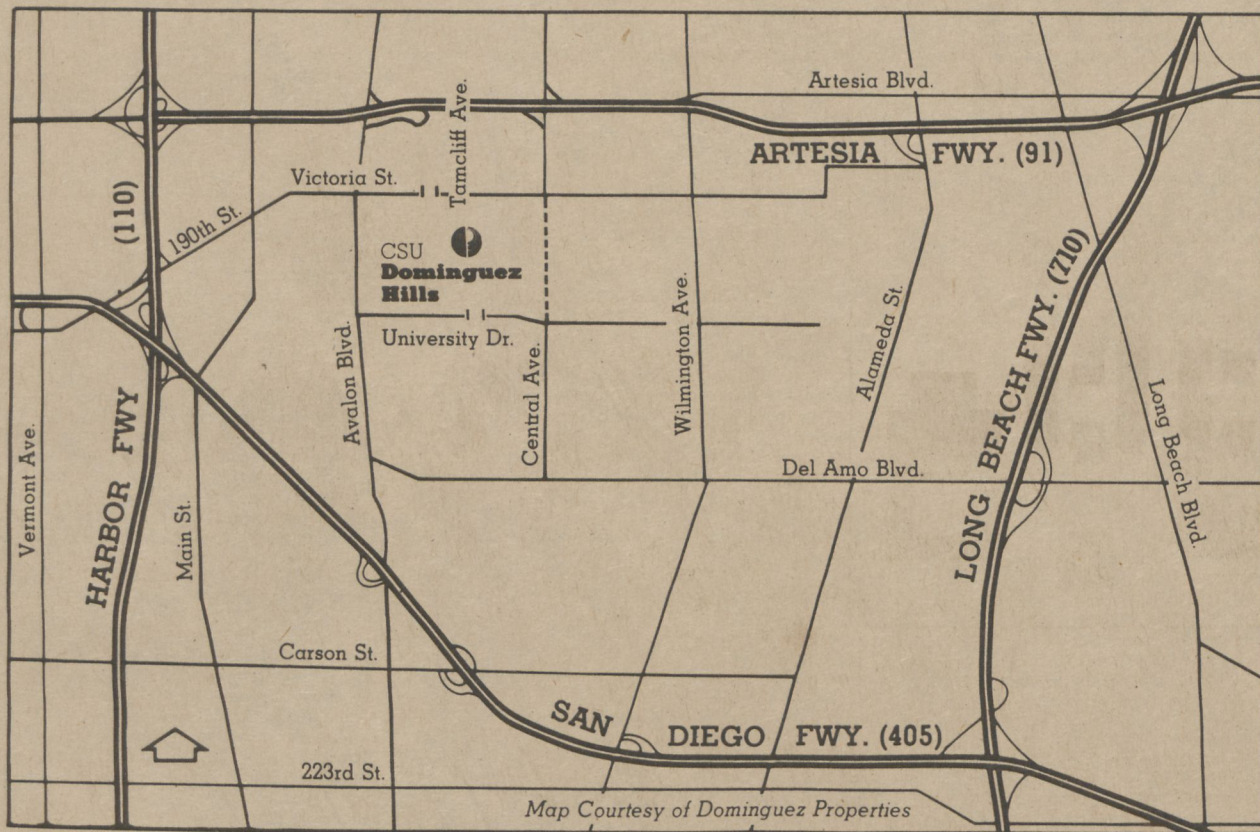


KELLYGRAPHICS '85

UNIVERSITY GENERAL LEGEND

- CDC - CHILD DEVELOPMENT CENTER
- CP - CENTRAL UTILITY PLANT
- ERC - CAIN EDUCATIONAL RESOURCES CENTER (LIBRARY)
Central Administration Offices, Library Administration Offices
Instructional Media, Learning Assistance Center,
Television Studio, Student Newspaper Offices
- FH - FIELD HOUSE
- GYM - GYMNASIUM
- HFA - HUMANITIES AND FINE ARTS
SCHOOL OF EDUCATION
- NHP - NATURAL HISTORY PRESERVE

- NSM - NATURAL SCIENCES AND MATHEMATICS
(Science, Mathematics and Technology)
- OPE - OUTDOOR PHYSICAL EDUCATION
- PO - PLANT OPERATIONS
Warehouse and Receiving
- PT - PLAYBOX THEATRE
- SBS - SOCIAL AND BEHAVIORAL SCIENCES
SCHOOL OF MANAGEMENT
Shinwa Japanese Garden
- SCC - SMALL COLLEGE COMPLEX (See legend at left)
- SH - STUDENT HOUSING (Pueblo Dominguez)
- SHC - STUDENT HEALTH CENTER
Disabled Students Center
- UT - UNIVERSITY THEATRE
- VEL - VELODROME



**Freeway access to
California State University
Dominguez Hills**

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Winter/Spring 1987

Extended Education Registration Form

For Credit and Non-Credit Courses

CSUDH Student I.D. Number

Social Security Number

Have you ever attended CSUDH as a (check one): ☐ Regular ☐ Summer
☐ Open University student

Name (First, MI, Last)

Home Address

City State Zip

Home Telephone Business Telephone

County of Residence

Birthdate Sex: ☐ Male ☐ Female

Circle Highest Degree Earned: None Associate Bachelor's Master's Doctorate

Position:

Employer Name:

Address:

City/State/Zip:

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Course Title Sequence Number Units, if any Course Fee

Enclosed is a check for \$ Totals Fees Enclosed \$

I wish to use: ☐ Visa ☐ MasterCard

Account Number Date Card Expires

Authorized Signature

Cardholder's Name

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Mail to: Extended Education, ERC C508, CSUDH, Carson, CA 90747

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By mail:

Fill out and return the entire registration form, including payment and the mailing label. Don't write your name and address unless they are different from those on the mailing label.

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The Division of Extended Education is located on the 5th floor of the Educational Resources Center (see map, page 30) and is open Monday through Thursday, 8 a.m. to 5:30 p.m.; Friday, 8 a.m. to 5 p.m.

For information regarding refund of fees, please see page 27.

To pay by check:

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