



# DIGEST

## EVENING CLASSES FOR FALL 1971

THE DEPARTMENT of personnel announced this week it will offer 87 fall semester evening classes for County employees. The courses are sponsored in cooperation with East Los Angeles Junior College, Belmont Adult School, and Cerritos College. Registration will open Monday evening (Aug. 30), 5 to 7 p.m., in the Hall of Administration basement cafeteria, 500 West Temple street. Classes begin Sept. 13.

The fall curriculum includes courses in police science, fire science, supervision and management, psychology, oral and written communications, business data processing, engineering, history and government, English, Spanish, health education, secretarial skills, accounting, sociology, and many other courses—including two via television.

Detailed descriptions of each course appear in the following pages of this special issue of THE DIGEST.

Employees wishing advice on which classes to take may see counselors in the Hall of Administration basement cafeteria, 500 West Temple street, from 5 to 7 p.m. on Aug. 30 and 31, and Sept. 1, 2, 3, 7, and 8. Students may register at the same time.

Would-be students who have not registered by Sept. 8 may seek late registration at the Hall of Administration basement cafeteria when the class in which they are interested meets for the first time during the week beginning Sept. 13.

Counselors also will be available in the second floor lobby of the Hall of Administration from 5 to 7:30 p.m. on Monday, Sept. 27; Wednesday, Sept. 29 and Oct. 6; and on succeeding Monday evenings (Oct. 18, Nov. 8, 15 and 29, Dec. 6, and Jan. 3 and 10).

Tuition is \$2.50 plus \$3 per unit for adult students taking courses offered through East Los Angeles Junior College. Belmont Adult School charges \$8.25 for taking one or more courses. The Cerritos College fee is \$3 for one or more courses.

Students may park free throughout the semester after 5 p.m. in County lot 17 at 131 South Olive street.

Further information is available from the coordinator of the evening class program, Armando Lopez, department of personnel, employee development division, telephone 625-3611 extension 65222.

J U L Y 3 0

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Volume 4

Number 10

# Evening Classes, Fall 1971

Most of the evening classes offered below will be held in the County Hall of Administration, 500 W. Temple street, and the New Hall of Records, 320 W. Temple street. Others will be in the County Courthouse, 110 N. Grand avenue; Department of Water and Power, 111 N. Hope street; Los Angeles City Hall; the U. S. Courts building, 312 N. Spring street; and the County Engineers building, 108 W. Second street. Fire Science courses will be conducted at the Fire Training Center, 1320 N. Eastern avenue, and on the East Los Angeles College campus. Police Science courses will be held at Parker Center (Los Angeles police building), 150 N. Los Angeles street, the East LA Campus, the Central jail and at 524 N. Spring street; Data Processing courses will be offered at the Data Processing building, 714 W. Olympic Blvd.

## Accounting

### ACCOUNTING 1 — Introductory Accounting 1 (4)

NOTE: *Business Administration majors who intend to transfer to a four year college are advised to take this course in their third semester. 5 hours weekly.*

A thorough study of the basic accounting process from business papers through special reversing entries. Among topics covered are general and special journals and ledgers, accrued and deferred items, notes and interest, bad debts, fixed assets, memorandum records, and the voucher system. Course includes problems and a practice set. Acceptable for credit at UCLA and CCLA.

(4000) 5:30-8:30 MW 297  
Lakness Hall of Administration

### ACCOUNTING 45—Governmental Accounting 1 (3)

Lecture, 3 hours.

A course in fund accounting for governmental units; problems of budgeting, tax levies, appropriations, and accounting for revenues and expenditures; proprietary and capital accounts. The following funds are included: general, special revenue, bond sinking, working capital, special assessment, trust and agency, and utility.

(4001) 5:30-8:30 M 471  
Hess Hall of Administration

### ACCOUNTING 46—Governmental Accounting II (3)

PREREQ: *Accounting 45. Lecture, 3 hours.*

A continuation of Accounting 45. The course covers governmental accounting procedures in handling general debt and interest, inter-fund relationships, auditing, and financial reporting.

(4002) 5:30-8:30 T 103  
Davis Business Services Center

(4003) 5:30-8:30 W 471  
Hess Hall of Administration

## Data Processing

### BUSINESS DATA PROCESSING 1—Principles of Business Data Processing I (3)

Lecture, 3 hours.

This course is a survey of data processing techniques. It covers: a definition of data processing, history, punched cards, types of electronic computers, in-put and out-put devices, numbering systems, flow charting, and programming concepts. Acceptable for credit at UCLA, for a maximum of one course from Business Data Processing 1, 21, 25, 26, 27, 28, 31, 58, 59, or Mathematics 44, 60, 61, 62, 63.

(4006) 5:30-8:30 M 509  
Faisy Dept. of Water & Power

(4007) 5:30-8:30 T 721  
Nugent Data Processing Bldg.

(4008) 5:30-8:30 W 721  
Campbell, J. Data Processing Bldg.

### BUSINESS DATA PROCESSING 22 — Programming Business Computers (3)

Lecture, 3 hours.

Course covers principles of business computer programming, computer hardware currently available for students, principles of flowcharting logic and computing. The structure of COBOL, FORTRAN IV and an assembly language will be introduced. Acceptable for credit, UCLA. (See Business Data Processing I for limitations.) Acceptable for credit, CCLA.

(4009) 5:30-8:30 M 721  
Campbell, J. Data Processing Bldg.

(4010) 5:30-8:30 T 572  
Craig Dept. of Water and Power

### BUSINESS DATA PROCESSING 26—Computer Software Programming (3)

PREREQ: *Successful completion of a programming class involving the use of magnetic tapes, discs or the equivalent. Lecture, 3 hours.*

This course teaches use of latest computer software within the environment of an operating system, integrating those higher level languages such as COBOL and FORTRAN with the use of supporting systems (Sort-Merge, Report Program Generator and Assembler, etc.). The systems of reference will be third generation computers, such as IBM Systems 360, Honeywell 2200, and GE 400-600 compatibles. Acceptable for credit UCLA. (See Business Data Processing I for limitations.)

(4011) 5:30-8:30 T 840  
Geer Data Processing Bldg.

### BUSINESS DATA PROCESSING 27—FORTRAN Programming (3)

PREREQ: *Business Data Processing 22, Mathematics 23, or consent of instructor. Lecture, 3 hours.*

FORTRAN programming language is covered, emphasizing FORTRAN IV as applied to business applications, elementary compiler technology, and subroutines. General practices, techniques for debugging, internal sorting, table and file searching, etc., are introduced. Acceptable for credit, UCLA. (See Business Data Processing I for limitations.)

(4012) 5:30-8:30 Th 721  
Docherty Data Processing Bldg.

### BUSINESS DATA PROCESSING 28 — Programming Language I (PL/1) (3)

PREREQ: *Business Data Processing I or equivalent. Lecture, 3 hours.*

This course is designed to teach the student the PL/1 language. PL/1 applicability to commercial problems will be studied. Each student will program several class problems in PL/1. Acceptable for credit, UCLA. (See Business Data Processing I for limitations.)

(4013) 5-9 T 502  
Lopez, M. Dept. of Water & Power

### BUSINESS DATA PROCESSING 29—Fundamentals of COBOL Programming (3)

PREREQ: *Business Data Processing 22. Lecture, 3 hours.*

COBOL (Common Business Oriented Language) is the language presented. Students will learn the COBOL language and program business applications on the computer. This course is intended to cover the four divisions, flowcharting, and the logic used in COBOL.

(4014) 5:30-8:30 Th 840  
Nichols Data Processing Bldg.

## BUSINESS DATA PROCESSING 30—Advanced COBOL Programming (3)

PREREQ: *Business Data Processing 29. Lecture, 3 hours.*

This course offers the advanced techniques found in COBOL 65, the newer extensions. Topics covered will include interfacing with TOS, DOS, OS, debugging programs, operating systems, terminal problems, multiprogramming and modular programming of COBOL.

(4015) 5:30-8:30 M 840  
Mathis Data Processing Bldg.

## BUSINESS DATA PROCESSING 54—Advanced PL/1 Programming Language (3)

PREREQ: *Business Data Processing 28. Lecture, 3 hours.*

This course provides the student with a more comprehensive working knowledge of the PL/1 programming language. At conclusion of course, the student will be able to program the computer solution of problems involving concepts which include multitasking, record-oriented input-output, and list processing.

(4016) 6-9 W 572  
Staff Dept. of Water & Power

## BUSINESS DATA PROCESSING 58—IBM System/360 Programming I (3)

PREREQ: *Business Data Processing 22 or equivalent. Lecture, 3 hours.*

The student will study the fundamentals of programming the IBM System/360 computer using the assembler language. This will include coding, initiating, house-keeping and termination of programs. Acceptable for credit, UCLA. (See Business Data Processing I for limitations.)

(4017) 5:30-8:30W 840  
Sasaki Data Processing Bldg.

## Community Development

### COMMUNITY DEVELOPMENT 2—Public Housing II (3) (formerly Public Housing)

PREREQ: *Community Development 1. Lecture, 3 hours.*

This course includes organization structure, tenant selection, rent collection, eligibility and occupancy, maintenance services, tenant and community relations, resident lease agreements, areas of social services and community resources, budgeting and finance, and leased housing.

(4020) 7-10 W 8057  
Hedges New Federal Bldg.

### COMMUNITY DEVELOPMENT 3—Community Redevelopment I (3) (formerly Community Redevelopment Program)

Lecture, 3 hours.

Introduction to community redevelopment with emphasis on historical and legislative development as well as an exploration of philosophical, economic, financial, and sociological implications of urban living.

(4021) 7-10 Th 8041  
Fisher, R. C. New Federal Bldg.

## Economics

### ECONOMICS 2—Principles of Economics II (3)

Lecture, 3 hours.

Introduction to principles of economics, acquaints students with national income, money, banking, concepts of equilibrium, and business fluctuations. Compares capitalism with its alternatives and traces the history of economic development. Topics common to macro-economics are emphasized. Acceptable for credit UCLA and CCLA.

(4024) 5:30-8:30 T 367  
Emirhanian, R. City Hall

## Engineering

### ENGINEERING, CIVIL 16— Boundary Control for Surveyors (2)

PREREQ: *Civil Engineering 3 or equivalent. Lecture, 3 hours.*

Property lines, their status in law, their establishment and re-establishment in the field, and the duties and obligations, both moral and legal, of the surveyor in the process. California and local law stressed. Professional ethics and responsibilities discussed.

(4027) 5:30-8:30 T 780A  
Mitchell, R. J. New Hall of Records

### ENGINEERING, GENERAL 7— Statics (3)

PREREQ: *Mathematics 8 or concurrent enrollment, and Physics 1. 5 hours weekly.*

Forces and equilibrium conditions as applied to engineering problems covering structures, machines, distributed forces, and friction. Center of gravity and moments of inertia of areas and of masses are included. Both graphical and mathematical solutions are considered. Acceptable for credit, UCLA and CCLA.

(4028) 5:30-8:30 MW 780A  
Barsam New Hall of Records

## English

### ENGLISH 1—Reading and Composition 1 (3)

PREREQ: *Rating on English placement examination or completion of English 28 with a grade of C or better. Lecture, 3 hours.*

This is the freshman composition course in the writing of expository prose.

(4031) 5:30-8:30 W 293  
Staff Hall of Administration

(4032) 5:30-8:30 Th 313  
Staff City Hall South

### ENGLISH 21—English Fundamentals (3)

PREREQ: *Rating on English placement examination. Lecture, 3 hours.*

Review of grammatical usage, principles of sentence structure, punctuation, and spelling with application in the writing of paragraphs and brief papers.

(4033) 5:30-8:30 T 117  
Staff County Courthouse

### ENGLISH 28—Modern Thought and Expression (3)

PREREQ: *Rating on English placement examination. Lecture, 3 hours.*

Students are taught to analyze informative material in fields of general interest, such as politics, the arts, education, and science, and to organize their thoughts effectively in writing. A general review of grammatical usage, sentence structure, punctuation, and spelling is included.

(4038) 5:30-8:30 M B-4B  
Staff Hall of Administration

## Fire Science

### FIRE SCIENCE 5—Related Codes and Ordinances (3)

Lecture, 3 hours.

A familiarization with national, state, and local laws and ordinances which influence the field of fire prevention.

(4037) 7-10 W or Th 202  
Brosnan Fire Training Center

### FIRE SCIENCE 7—Wildland Fire Control (3)

Lecture, 3 hours.

Course introduces students to the history, value, terminology, and procedures used in wildland fire control; the importance of organization and planning to implement preventive and suppressive measures.

(4039) 7-10 M or T 202  
Higby Fire Training Center

## POLICE SCIENCE 57—Advanced Techniques of Investigation 1 (2)

PREREQ: *Police Science 1 or employment in law enforcement. Lecture, 2 hours.*

Introduction to modern techniques employed in investigation of major crimes. Topics include sources of information and evidence, narcotics investigation, applied principles of evidence, corpus delicti in major crimes, and qualitative and quantitative evidence requirements.

(4068) 5-7 M  
Staff  
5th Floor  
Training Room  
524 N. Spring St.

## POLICE SCIENCE 59—Fraud Investigation (2)

PREREQ: *Police Science 57, 58, or equivalent. Lecture, 2 hours.*

Study of advanced techniques and procedures followed in investigation of theft by false pretenses, trick and device, or embezzlement. Stress placed on legal investigation and accumulation of evidence; quality and quantity of evidence needed to establish the elements of theft. Application of rules of evidence are illustrated by appropriate case law.

(4069) 6-8 Th  
White, W.  
5th Floor  
Training Room  
524 N. Spring St.

## POLICE SCIENCE 62—Fingerprint Classification (3)

Lecture, 3 hours.

A practical course in technical terminology of fingerprinting, pattern interpretation, classification of fingerprints, taking of fingerprints, searching and filing procedures, search for fingerprints at crime scene, preservation of prints, and print development. Acceptable for credit. CSCLA.

(4070) 7-10 M  
Howe  
Briefing Room 2  
Parker Center  
(4071) 7-10 T  
Howe  
Briefing Room 3  
Parker Center

## POLICE SCIENCE 67—Police-Community Relations 1 (3)

Lecture, 3 hours

Current aspects and problems of police-community relations; the police image, crisis areas, organization for police-community relations activities, groups and law enforcement, the press, training in police-community relations programming, role of the individual officer, police-community relations of the future.

(3376) 7-10 Th  
Emerson  
R2-102  
ELAC Campus

## POLICE SCIENCE 68—Police-Community Relations II (3)

PREREQ: *Police Science 67. Lecture, 3 hours.*

This course deals in depth with problems of police community relations based on principles learned in Police Science 67. Course focuses on simulating community

interaction in a workshop atmosphere that will provide an analytical study of the more crucial problems confronting community life and law enforcement. Provides an overview of other disciplines closely associated with law enforcement.

(4072) 9-12 Th  
Earle  
Briefing Room  
Sybil Brand Institute

## Political Science

### POLITICAL SCIENCE 1—The Government of the United States (3)

Lecture, 3 hours.

Basic principles and values of American democracy, the historical development and present-day structure and function of U.S. governmental institutions (executive, legislative, courts, parties, etc.) at the national and state level as well as with important issues facing the nation. Acceptable for credit, UCLA and CSCLA.

(4075) 5:30-8:30 M  
Winitsky  
150  
New Hall of Records

(4076) 5:30-8:30 Th  
Staff  
409  
City Hall South

## Psychology

### PSYCHOLOGY 1—General Psychology.

PREREQ: *Successful completion of Psychology 20 or Psychology 21, or permission of counselors. Lecture, 3 hours.*

This course explores the scientific principles of psychology, and applies scientific research to aid the student in understanding the development of personality and the achievement of fulfilling life style. Insight is acquired into emotional patterns, mental health and illness, human relationships, the functioning of intelligence, learning, problem solving, motivation, and the physiological basis of behavior. Acceptable for credit, UCLA and CSCLA.

(4079) 5:30-8:30 T  
Dixon, E.  
471  
Hall of Administration

### PSYCHOLOGY 6—Human Behavior (3)

Lecture, 3 hours.

This course acquaints the student with man's persistent efforts to understand his own behavior, with emphasis on helping the individual to adjust to life situations in the family, in social relations, in career development, in education, and in leadership roles. The student develops insight into causal relationships and is aided in the development of a personal philosophy of life. Acceptable for credit, CSCLA.

(4080) 5:30-8:30 M  
Swinger  
477  
Hall of Administration

(4081) 5:30-8:30 Th  
Swinger  
477  
Hall of Administration

## Real Estate

### REAL ESTATE 1—Real Estate Principles (3)

Lecture, 3 hours.

A fundamental real estate course. Covers basic laws and principles of California real estate; gives understanding, background, and terminology necessary for advanced study in specialized courses. The course will assist those preparing for real estate salesman license examinations.

(4084) 5:30-8:30 T  
Curry, W.  
297  
Hall of Administration

## Secretarial Science

### SECRETARIAL SCIENCE 17—Shorthand Review II (3)

PREREQ: *Ability to write shorthand at 80 words per minute. 3 hours weekly.*

A review of Gregg Shorthand principles for students who have previously studied the system. Course serves as a link between shorthand theory and advanced dictation and transcription. Review of the alphabet, brief forms, and phrases. Reading and dictation practice.

(4087) 5:30-8:30 T  
Collier  
780B  
New Hall of Records

### SECRETARIAL SCIENCE 23—Legal Secretarial Procedures 1 (3)

PREREQ: *Secretarial Science 2 and 11 which may be taken concurrently. 3 hours weekly*

Law office procedure, including development of legal vocabulary; acquaintance with use of California Codes, court rules, and reference material; preparation of all pleadings from shorthand dictation.

(4088) 5:30-8:30 M  
Imlach  
293  
Hall of Administration

## Sociology

### SOCIOLOGY 1—Introduction to Sociology (3)

Lecture, 3 hours.

General introduction to basic concepts and techniques of sociology as a behavioral science. Patterns of human social behavior in our own and other societies are analyzed. Acceptable for credit, UCLA and CSCLA.

(4091) 5:30-8:30 Th  
Griffen  
150  
New Hall of Records

### SOCIOLOGY 2—American Social Problems (3)

Lecture, 3 hours.

The nature, extent, causes and solutions of such major contemporary problems as human relations, poverty, crime, (et al) are analyzed sociologically in terms of

their relation to values and institutions of American society. Acceptable for credit, UCLA and CSCLA.

(4092) 5:30-8:30 T 150  
Lujan New Hall of Records

## Spanish

### SPANISH 1—Elementary Spanish I (5)

5 hours weekly.

Practice in understanding, speaking, reading and writing Spanish. Training in correct pronunciation, phrasing and idiomatic usage. An introduction to Spanish-American civilization. Acceptable for credit, UCLA and CSCLA.

(4095) 5:30-8:30 MW 117  
Dolz County Courthouse

## Speech

### SPEECH 1—Public Speaking I (3)

PREREQ: Grade of C or better in English 28, Speech 31, or Speech 3 or demonstrated proficiency. Lecture, 3 hours.

Training in principles and practice of effective speech composition and delivery. Course assists in building confidence and assurance in delivery of original speeches and oral readings, and participation in group discussion. Emphasis on research techniques and reliable sources of information. Oral and written evaluation of student speakers by their classmates is used to develop techniques of discriminating listening. Acceptable for credit, UCLA and CSCLA.

(4098) 5:30-8:30 T 477  
Staff Hall of Administration

(4099) 5:30-8:30 W 367  
Prickett City Hall

## SECRETARIAL TECHNIQUES

A non-credit course sponsored by the Los Angeles County Secretarial Development Council. Lecture 2 hrs. Register at first class meeting. Fee \$9.

An office procedure course tailored for 1) clerical employees desiring to upgrade to secretarial classifications, 2) secretaries wishing to review and update their skills, and 3) the mature woman returning to the labor market. Course is designed to give training in areas not presently covered in typing, shorthand, office procedures, legal, or medical courses.

5:45-7:45 W 187  
Harbour Hall of Administration

## Supervision

### SUPERVISION 1—Elements of Supervision (3)

Lecture, 3 hours.

Introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, etc.

(4106) 5:30-8:30 M 155  
Dowey City Hall South

(4107) 5:30-8:30 M 780B  
Sauer New Hall of Records

(4108) 5:30-8:30 M B-4A  
Wickham Hall of Administration

(4109) 5:30-8:30 T 509  
Cooley Dept. of Water & Power

(4110) 5:30-8:30 T B-4A  
Lynch, J. Hall of Administration

(4111) 5:30-8:30 T B-4B  
Paralez Hall of Administration

(4112) 5:30-8:30 W B-4A  
Dulan Hall of Administration

(4113) 5:30-8:30 W 155  
Lawson City Hall South

(4114) 5:30-8:30 Th 155  
Lawson City Hall South

### SUPERVISION 2—Basic Psychology for Supervisors (3)

PREREQ: Supervision 1. Lecture, 3 hours.

A course designed to assist the supervisor in better understanding the people with whom he works; emphasis on psychological aspects, perceptions, emotions, attitudes, learning, communicating, and reasoning.

(4115) 5-8 T 406  
Martin, M. City Hall South

(4116) 5:30-8:30 W B-4B  
Sauer Hall of Administration

(4117) 5:30-8:30 Th 2  
Evans St. Vincent's Hospital

(4118) 5:30-8:30 Th B-4C  
Hardy Hall of Administration

### SUPERVISION 3—Human Relations (Developing Supervisory Leadership) (3)

PREREQ: Supervision 1. Lecture, 3 hours.

A course designed to develop leadership through application of principles of human relations to problems of supervision: morale, leadership, communication, group dynamics, conference leadership, authority, decision-making, etc.

(4119) 5:30-8:30 W 509  
Cooley Dept. of Water & Power

(4120) 5:30-8:30 Th B-4A  
Davalos Hall of Administration

(4121) 5-8 Th 406  
Lynch, D. City Hall South

### SUPERVISION 5—Organization and Management (3)

PREREQ: Supervision 1. Lecture, 3 hours.

Teaches a supervisor basic functions of an organization: planning, organizing, staffing, directing, coordinating, controlling, reporting and budgeting, and a supervisor's responsibility for carrying out objectives in accordance with the organization's plan through establishing lines of authority, functions and procedures, rules and regulations, etc.

(4122) 5:30-8:30 M 409  
Zuck City Hall South

(4123) 5:30-8:30 Th B-4B  
Reitz Hall of Administration

### SUPERVISION 6—Labor-Management Relations (3)

PREREQ: Supervision 1 and 2, or equivalent. Lecture, 3 hours.

Employer-employee relations in government and business; the supervisor's responsibility for effective management-employee relations; historical background of unions and other employee groups; impact and effect of federal, state and local legislation on wages, hours, grievances, discipline, and other working conditions. Employer and employee rights and obligations under a civil service system. The role of employee organizations in the public service and industry.

(4124) 5:30-8:30 T 409  
Staff City Hall South

(4125) 5:30-8:30 W 477  
Hanson Hall of Administration

### SUPERVISION 8—Work Simplification (3)

Lecture, 3 hours.

Introduction to work improvement and the scientific approach to problem solving; defining work problems; data gathering and work analysis techniques; creativity; problems of selling and implementing new ideas and changes.

(4126) 5:30-8:30 T B-4C  
Solomon Hall of Administration

(4127) 5:30-8:30 W 406  
Wilkins City Hall South

### SUPERVISION 11—Oral Communications (3)

Lecture, 3 hours.

A course to assist in developing communicative skills essential to good supervision. How to achieve clearer meaning and better understanding by developing the ability to speak and listen effectively.

(4128) 5:30-8:30 M 406  
Anderson, G. City Hall South

(4129) 5:30-8:30 M B-4C  
Hardy Hall of Administration

(4130) 5:30-8:30 W 103  
Absmeier Business Service Center

(4131) 5:30-8:30 W B-4C  
Anderson, P. Hall of Administration

## SUPERVISION 12—Written Communications for Supervisors (3)

Lecture, 3 hours.

Course includes lectures, demonstrations, writing projects and guided group criticism to help students develop precise skills of effective written communications. Emphasizes principles of semantics, current usage, logic, organization, sentence structure, and paragraph development, as applied to major vehicles of business writing such as memos, letters, reports, and policy procedure guides.

(4133) 5:30-8:30 T 293  
Frederickson Hall of Administration  
(4134) 5:30-8:30 W 313  
Wilson, J. City Hall South  
(4135) 5:30-8:30 Th 297  
Frederickson Hall of Administration

## SUPERVISION 14 — Developing Employees Through Training (3)

Lecture, 3 hours.

A supervisor's responsibility for developing employees through training. Principles of learning. Psychological factors influencing learning. Methods of training, including: lecture, conference, demonstration, performance, role-playing, self-development. Training aids. Identifying and evaluating training needs.

(4136) 5:30-8:30 M 103  
Loeber Business Services Center

## SUPERVISION 40—Postal Operations and Procedures I (3)

Lecture, 3 hours.

Study of the organization of the U.S. Postal Service on national, regional and local levels, its major operating systems, services provided, detailed analysis of regulations and laws. Major postal programs and objectives, including those established under the Postal Service Reform Act.

(4137) 6-9 M 8041  
Neuman, C. New Federal Building  
(4138) 12-3 T M-11  
Neuman, C. Training Section Terminal Annex

## SUPERVISION 41—Postal Operations and Procedures II (3)

PREREQ: Supervision 40 or consent of instructor.

Study of labor relations practices in U.S. Postal Service, including analysis of postal unions, their objectives and methods of operating. Review of national and local labor contracts and E.O. 11491. Development of supervisory skills in effective communications, establishing performance standards, evaluating employees, motivation, counseling, discipline, grievances and administrative responsibilities of supervisors.

(4139) 6-9 W 8041  
Castleton, J. New Federal Building  
(4140) 12-3 Th M-11  
Castleton, J. Training Section Terminal Annex

## Belmont Adult School

(Tuition of \$8.25 is charged for one or more courses offered by Belmont Adult School. These courses carry no college credit.)

### PRACTICAL SPANISH I

Techniques and vocabulary needed to converse with the Spanish speaking person. Emphasis on practical usage in city, County, and school offices.

5:30-8:30 M & T 780D  
Herrera New Hall of Records

### PRACTICAL SPANISH II

5:30-8:30 M B-4B  
Herrera Hall of Administration

### ENGINEER IN TRAINING REFRESHERS

Review of physics, chemistry, and math; engineering problems, mechanics of solids and fluids, applications of equations; elementary problems in light, heat, and sound.

5:30-8:30 T & Th 100  
Chao Engineers Bldg.

### CIVIL ENGINEERING FUNDAMENTALS REVIEW

Structural design in steel, concrete, timber; hydraulics, surveying, highway engineering, engineering economics, preparation for taking the State Civil Engineering Examination.

5:30-8:30 M 100  
Koller Engineers Bldg.

### HYDRAULICS ENGINEERING REVIEW

Preparation for hydraulic section of the California State Civil Engineering Registration Examination.

5:30-8:30 W 100  
Tabata Engineers Bldg.

### AMERICAN - MEXICAN HISTORY AND CULTURE—Psychology of the Oral Interview as Affected by Cultural Differences.

Lecture, 3 hrs. weekly.

Cultural differences between Mexico and United States that may affect the psychology of a structured interview situation. Students will be provided opportunities to identify their feelings during an interview situation.

6-9 T Room 187  
Davalos Hall of Administration

## Cerritos College

### MANAGERIAL OFFICE SYSTEMS (2)

Lecture, 2 hours weekly.

Study of office management and operations designed to aid the future office worker and manager. Covers office activities, management principles and techniques, office records and reports, training and supervision, work simplification, office budgets and costs.

5:30-7:30 W 500  
Staff Rancho Los Amigos Hospital, Downey

### MEDICAL SECRETARY PROCEDURES AND TERMINOLOGY (3)

4 hours weekly, lecture and lab.

Training in business office procedure in medical offices, introduction to various records and forms used. Medical vocabulary, spelling, pronunciation. Practice in transcribing medical case histories from transcribing machines and/or shorthand. Practice in shorthand transcription available.

5:30-7:30 TTh 500  
Staff Rancho Los Amigos Hospital, Downey

REGISTRATION FORMS are available at Rancho Los Amigos Hospital Personnel Office. Register either by taking completed registration forms to the Business Education Office at Cerritos College (near the corner of Alondra and Studebaker), or by mailing the forms to: Cerritos College, Business Education Division, 11110 Alondra Boulevard, Norwalk, California 90650, Attention Mr. Jack Black, Dean. Registration forms must be accompanied by a check or money order for \$3 payable to Cerritos College—no cash will be accepted.

## County of Los Angeles DIGEST EDITORIAL BOARD

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