



DIGEST

Registration to Open for Evening Classes

THE COUNTY department of personnel will open registration in two weeks for 87 spring semester evening classes, which are being sponsored for County employees in cooperation with East Los Angeles Junior College, Belmont Adult School, Cerritos College, and the extension division of California State College, Los Angeles.

Students may begin signing up Thursday evening (Jan. 20) 5 to 7 p.m. in the Hall of Administration basement cafeteria, 500 West Temple street. Classes will start Jan. 31.

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 cafeteria from 5 to 7 p.m. on Jan. 20, 24, 25, 26, and 27. They may register for classes at the same time.

Employees who have not registered by Jan. 27 may seek late registration at the cafeteria when the class in which they are interested meets for the first time during the week beginning Jan. 31.

TUITION. The fee for adult students taking courses offered through East Los Angeles Junior College is \$2.50, plus an additional \$3 per unit. Belmont Adult School tuition is \$8.25, whether the student takes one course or several. The Cerritos College fee is \$3 for one or more courses. Cal State is offering a 4 quarter units course (Public Relations in Government) with \$51 tuition.

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

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

JANUARY 7

1972

Volume 5

Number 1

ENGLISH 28—Modern Thought and Expression (3)

PREREQ: Successful completion of English 21 is recommended. After an introductory essay the instructor will confer with any student who may not be properly qualified for the course, and he will be counseled as to his proper placement.

A course in writing for the student with some command of fundamental skills. Will cover effective writing of sentences, paragraph development, theme composition, and comprehension and interpretation of contemporary writings.

(4039) 5:30-8:30 M 780B
Meyer, A. F. New Hall of Records

Fire Science

FIRE SCIENCE 2—Fire Company Organization and Procedures (3)

Lecture, 3 hours.

Practical application of records, reports, and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline and morale.

(4043) 5:30-8:30 W or Th 20
Morton, F. G. 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.

(4044) 7-10 M or T 202
Swallow, H. Fire Training Center

FIRE SCIENCE 8—Fire Hydraulics (3)

Lecture, 3 hours.

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculations to hydraulic problems; water supply problem; underwriter's requirements for pumps.

(4045) 7-10 M or T 20
Staff Fire Training Center

FIRE SCIENCE 20—Building Construction for Fire Protection (3)

Lecture, 3 hours.

Fundamental building construction and design; fire protection features; special consideration.

(4046) 7-10 W or Th 202
Bracey Fire Training Center

Health

HEALTH 10—Health Education (2)

Lecture, 2 hours.

This course devotes particular attention to the basic human physiology; mental and emotional adjustment; nutrition; human growth and development; attitudes and problems of marriage and parenthood; dis-

eases both communicable and non-communicable, and their prevention and control; selection of health advisors; and the availability of community health services. Health 10 or 11 will fulfill the graduation requirement of all students. Acceptable for credit, UCLA, one course from Health 10, 11. Acceptable for credit, CSCLA.

(4050) 5:30-7:30 W 409
Schweid City Hall South

History

HISTORY 6—History of the Americas II (3)

Credit given for only one of History 6 or Mexican-American Studies 6. Lecture, 3 hours.

Survey of the comparative political, economic, social and cultural development of the Spanish-American nations, Brazil, the United States and Canada from 1830 to the present; constitutional history of the United States; and government of California. Not recommended for students who have taken History 12 or 13. Acceptable for credit, UCLA and CSCLA.

(4054) 5:30-8:30 W 704
Almada, D. R. New Hall of Records

HISTORY II—Political and Social History of the United States I (3)

Lecture, 3 hours.

This course is the first half of the standard year's course in U.S. history, covering the period to the Civil War and Reconstruction. Not recommended for students who have taken History 5. Acceptable for credit, UCLA, for a maximum of one course from History 11, 41, and Afro-American studies 4. Acceptable for credit, CSCLA.

(4055) 5:30-8:30 M 313
Burns, R. City Hall South

HISTORY 12—Political and Social History of the United States II (3)

Lecture, 3 hours.

This course is the second half of the standard year's course in U.S. history from Reconstruction to the present. Not recommended for students who have taken History 6, 13, or 14. Acceptable for credit, UCLA, for a maximum of one course from History 12, 13, 42 and Afro-American studies 5. Acceptable for credit, CSCLA.

(4056) 5:30-8:30 M B-4A
Painter, H. M. Hall of Administration

(4057) 5:30-8:30 T 313
Burns, R. D. City Hall South

Management

MANAGEMENT 6—Public Relations (3)

Lecture, 3 hours.

Basic concepts, fundamentals, and considerations in organizing a public relations program; community relations; customer relations; stockholder relations; press relations; public relations tools and techniques; and special group relations.

(4061) 5:30-8:30 M 406
Anderson, G. City Hall

MANAGEMENT 14—Office Management (3)

Lecture, 3 hours.

Historical development of the office function, scientific management and organization, office layout, the work distribution chart, analysis of systems and procedures, forms control, and production control. Second half of the course deals with personnel, work measurement and standards, communication and correspondence, records management and filing, and electronic data processing.

(4062) 5:30-8:30 Th 117
Solomon County Courthouse

MANAGEMENT 32—Basic Interviewing (3)

Lecture, 3 hours.

Introductory course to acquaint students with elementary concepts and techniques of interviewing and counseling in the employment situation. Opportunity for the student to develop beginning skill in discussing employee performance, grievance and disciplinary problems, employment interviewing, and interviewing the public.

(4063) 5:30-8:30 W 477
Enkoji Hall of Administration

MANAGEMENT 48—Management Systems and Procedures (3)

PREREQ: Supervision 1 or consent of instructor. Lecture, 3 hours.

Practical study of principles of planning and follow-up that successful supervisors and managers follow. Case studies and practice in planning, follow-up, methods improvement, and group leadership development.

(4064) 5:30-8:30 M 740
Curry, W. New Hall of Records

MANAGEMENT 50—Local Government for the Manager (3)

Lecture, 3 hours.

Principles and functions of management in large governmental agencies, especially at the municipal level. The course will emphasize management of personnel, finance, controls, organization, and planning.

(4065) 5:30-8:30 Th 780B
Fowler, G. J. New Hall of Records

Philosophy

PHILOSOPHY 1—Introduction to Philosophy I (3)

Lecture, 3 hours.

This course covers the analytic aspect of philosophy, examines concepts and beliefs and ways of deriving and defending them, reviews the perennial problems as formulated in Hebraic and Greek thought. It compares the methodologies of religion, science, and philosophy. It takes up the positive and negative aspects of logic and considers analytical aspects of metaphysical beliefs. Acceptable for credit, UCLA and CSCLA.

(4069) 5:30-8:30 W B-47
Staff Hall of Administration

Police Science

POLICE SCIENCE 1—Introduction to Law Enforcement (3)

Lecture, 3 hours. Peace officers exempt.

Course covers philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state, and federal law agencies; survey of professional career opportunities and qualifications required. Acceptable for credit, CSCLA.

(1157) 10 MWF E8-103
 Pena ELAC Campus
 (1158) 11 MWF E8-103
 Pena ELAC Campus
 (3397) 7-10 M G6-108
 Graham ELAC Campus
 (3398) 7-10 W G6-108
 Morris, H. ELAC Campus
 (3399) 7-10 Th F8-103
 Hamilton ELAC Campus

POLICE SCIENCE 2—Criminal Law (3)

PREREQ: Concurrent enrollment in Police Science 1 is recommended. Lecture, 3 hours.

Treats the origins and concepts of California criminal law, including basic definitions, corpus delicti, capacity to commit crime, entrapment, parties to a crime, and most frequently used sections of the Penal Code, including homicide, conspiracy and other criminal statutes. A prerequisite for Advanced Criminal Law, Police Science #2. Acceptable for credit, CSCLA.

(3400) 12-3 W or E8-103
 7-10 W ELAC Campus
 Milanese
 (4073) 12-3 T or Briefing Room 1
 7-10 T Parker Center
 Leeds

POLICE SCIENCE 3—Criminal Evidence (3)

PREREQ: Police Science 2 or employment in law enforcement. Lecture, 3 hours.

Study of the kinds and degrees of evidence and the rules governing the admissibility in court.

(3401) 9-12 Noon T or E8-103
 7-10 T J2-102
 Kehoe ELAC Campus
 (4074) 7-10 Th 508
 Schwartz, S. L. Parker Center

POLICE SCIENCE 4—Administration of Justice (3)

Lecture, 3 hours.

A review of court systems, procedures from incident to final disposition, principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement. Acceptable for credit, CSCLA.

(3402) 12-3 M E8-103
 Stephens ELAC Campus
 (3402) 7-10 M E8-103
 Anthony ELAC Campus
 (4075) 7-10 W Briefing Room 2
 Lloyd, D. M. Parker Center

POLICE SCIENCE 5—Criminal Investigation (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Course covers the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids, modus operandi, sources of information; interviews and interrogation; follow-up and case presentation.

(3403) 9-12 Noon T or E8-103
 7-10 T ELAC Campus
 Pena Briefing Room 2
 (4076) 7-10 Th Parker Center
 Wheeler

POLICE SCIENCE 6—Patrol Procedures (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Course covers the responsibility, techniques, and methods of police patrol. Topics include patrol distribution, selective enforcement, pull-over and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, and procedures in handling different calls. Acceptable for credit, CSCLA.

(3404) 12-3 T or B8-103
 7-10 T ELAC Campus
 Bratsch

POLICE SCIENCE 7—Traffic Control (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Course covers traffic law enforcement regulation and control, fundamentals of traffic accident investigation, and the California Vehicle Code. Acceptable for credit, CSCLA.

(3405) 9-12 Noon Th or E8-103
 7-10 Th ELAC Campus
 Waller

POLICE SCIENCE 8—Juvenile Procedures (3)

Lecture, 3 hours.

Organization, functions and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

(3406) 7-10 M E8-103
 Jenks ELAC Campus
 (4077) 7-10 T 508
 DeCrona Parker Center

POLICE SCIENCE 9—Defensive Tactics (1½-1½)

PREREQ: Completion of 15 units of police science courses or employment as a peace officer, or consent of instructor. Lecture, 1 hour; laboratory, 2 hours.

Protection against persons armed with dangerous weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill; fundamental use of the baton. Acceptable for Physical Education activity credit. Acceptable for credit, CSCLA.

(3407) 12-3 Th E8-103
 Vetter ELAC Campus

POLICE SCIENCE 10—Firearms (1½-1½)

PREREQ: Completion of 15 units of police science courses or employment as a police officer, or consent of instructor. Lecture-laboratory, 1½ hours weekly.

Moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the sidearm and shotgun. Acceptable for credit, CSCLA.

(3408) 3:45-6:45 Th E8-103
 Benton ELAC Campus

POLICE SCIENCE 15—Police Supervision (3)

PREREQ: Employment in law enforcement or approval of the police science department. Lecture, 3 hours.

Course is designed to prepare law enforcement officers for the duties and responsibilities of the police supervisor; primarily concerned with supervisory functions, techniques, and underlying principles governing their application.

(3409) 7-10 M K2-101
 Staff ELAC Campus

POLICE SCIENCE 22—Principles of Law Enforcement 1 (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Basic concepts of law enforcement; emergency assistance; criminal and civil aspects; police clientele, individuals and groups requiring special attention; laws of arrest; use of force and firearms; elements of basic crimes; motives and intents.

(3410) 12-3 F E8-103
 Pena ELAC Campus

POLICE SCIENCE 27—Police Administration 1 (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Specialized training for supervisors and those preparing for supervisory positions. Study of accepted standards of organization, administration, training and personnel selection.

(4078) 7-10 M Briefing Room 1
 Conkhite Parker Center

POLICE SCIENCE 42—Advanced Criminal Law (3)

PREREQ: Police Science 2. Lecture, 3 hours.

Study of criminal law with emphasis on major crimes; examines penal provisions in State and Federal Codes, leading case law, and case briefing.

(4079) 6-9 T SEB 1
 Graham 130 S. Fetterly Ave.

POLICE SCIENCE 49—Narcotics and Vice Control (3)

PREREQ: Police Science 2. Lecture, 3 hours.

Course deals with the history, identification, and effects of narcotics and vice problems, and penal statutes affecting their control.

(3412) 12-3 or ER-103
 7-10 W ELAC Campus
 Staff 508
 (4080) 7-10 W Parker Center
 Guy, M.

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.

(4081) 7-10 M Briefing Room 2
Howe Parker Center
(4082) 7-10 T Briefing Room 2
Howe Parker Center

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.

(4083) 9-12 Th Briefing Room
Earle Sybil Brand Institute
4500 E. City Terrace Dr.

POLICE SCIENCE 71—Computer Applications in Criminal Justice (3)

Lecture, 3 hours.

Study of the need for better information systems and requirements involved in the application of the computer and related technology to police administration. Survey of systems currently planned or operating in the field of criminal justice.

(3413) 7-10 Th L2-102
Staff ELAC Campus

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) at the national and state level as well as with important issues facing the nation. Acceptable for credit, UCLA and CSCLA.

(4090) 5:30-8:30 M 150
Winitzky New Hall of Records
(4091) 5:30-8:30 Th 406
Staff City Hall South

Psychology

PSYCHOLOGY 1 — General Psychology 1 (3)

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 a 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.

(4094) 5:30-8:30 T 471
Dixon, E. Hall of Administration

PSYCHOLOGY 2 — General Psychology II (3)

PREREQ: Psychology 1. Lecture, 3 hours.

Course covers the relations of nervous, muscular and glandular functions and structures to the adjustment activities of the human organism. Detailed study of the sense organs, of the physiological basis of emotion, and of the laws of perception as they pertain to understanding human behavior. Acceptable for credit, UCLA and CSCLA.

(4095) 5:30-8:30 M 374
Draghiceanu, D. 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 casual relationships and is aided in the development of a personal philosophy of life. Acceptable for credit, CSCLA.

(4096) 5:30-8:30 M 477
Swinger Hall of Administration

(4097) 5:30-8:30 Th 477
Swinger 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.

(4101) 5:30-8:30 T 297
Curry, W. Hall of Administration

REAL ESTATE 9—Real Estate Appraisal I (3)

Lecture, 3 hours. The State educational requirement for the broker's examination is met by completing Real Estate 3, 5, 7, and 9.

An introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods, and techniques used to determine the value of various types of property. Emphasis on residential and single-unit property.

(4102) 5:30-8:30 Th 150
Williams, R. D. New Hall of Records

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.

(4106) 5:30-8:30 T 477
Collier Hall of Administration

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.

(4107) 5:30-8:30 M 293
Inlach Hall of Administration

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.

5:15-7:15 W 726 B
Harbour 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.

(4113) 5:30-8:30 Th 471
Griffen Hall of Administration

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.

(4114) 5:30-8:30 T 150
Staff New Hall of Records

Spanish

SPANISH 2—Elementary Spanish II (5)

PREREQ: Spanish 1 or two years of high school Spanish or permission of the instructor. 5 hours weekly.

A continuation of Spanish 1. Review and further study of fundamentals of the Spanish language with emphasis on mastery of a practical vocabulary including useful phrases and idioms. Practice in oral and written expression. Continued study of Spanish civilization. Acceptable for credit, UCLA and CSCLA.

(4116) 5:30-8:30 MW 117
Dolz, M. A. 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 practices 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.

(4120) 5:30-8:30 T B-4A
Fisher, E. D. Hall of Administration

(4121) 5:30-8:30 W 367
Prickett City Hall

SPEECH 2—Public Speaking II (3)

PREREQ: Speech 1. Lecture, 3 hours.

A second semester speech course. Emphasis on research and style, longer speeches, use of up-to-date source materials, and methods of building a card and folder file. Special types of speeches, including informative, persuasive, after-dinner and extemporaneous, are stressed. Research projects are especially designed for students interested in advanced work in their chosen field. Acceptable for credit, UCLA and CSCLA.

(4122) 5:30-8:30 Th B-4B
Staff Hall of Administration

Supervision

SUPERVISION 1—Elements of Supervision (3)

Lecture, 3 hours.

Introductory course covering in general terms and 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.

(4126) 5:30-8:30 M 471
Wickham Hall of Administration

(4127) 5:30-8:30 M 780A
Peralez Hall of Records

(4128) 5:30-8:30 M 200D
Demroff State Division of Highways

(4129) 5:30-8:30 M 103
Loeber, T. B. Business Services Center

(4130) 5:30-8:30 M 2nd Floor
Ashla, M. L. Los Angeles Warehouse

(4131) 5:30-8:30 T 189
Sauer Hall of Administration

(4132) 5:30-8:30 T 509
Cooley Dept. of Water & Power

(4133) 5:30-8:30 W 189
Dulan Hall of Administration

(4134) 5:30-8:30 W 155
Lawson City Hall South

(4135) 5:30-8:30 Th 374
Martinez, A. Hall of Administration

(4136) 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 to assist the supervisor in better understanding the people with whom he works; emphasis on psychological aspects, perceptions, emotions, attitudes, learning, communicating, and reasoning.

(4137) 5-8 T 406
Wilson City Hall South

(4138) 5:30-8:30 W 374
Sauer Hall of Administration

(4139) 5:30-8:30 Th 189
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 applying principles of human relations to problems of supervision: morale, leadership, communication, group dynamics, conference leadership, authority, decision-making, etc.

(4140) 5:30-8:30 W 509
Cooley Dept. of Water & Power

(4141) 5:30-8:30 Th 103
Lynch City Hall South

(4142) 5:30-8:30 Th 780A
Davalos New Hall of Records

SUPERVISION 4—Supervisor's Responsibility for Management of Personnel (4)

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

Personnel techniques for the supervisor—selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.

(4143) 5:30-8:30 W H-163
Altenberg, R. Administrative Offices
450 N. Grand Ave.

SUPERVISION 5—Organization and Management (3)

PREREQ: Supervision 1. Lecture, 3 hours.

Covers a supervisor's basic functions in 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.

(4144) 5:30-8:30 M 409
Zuck City Hall South

(4145) 5:30-8:30 T B-4B
Hess Hall of Administration

(4146) 5:30-8:30 Th B-4A
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.

(4147) 5-8 M 155
Lynch, D. J. City Hall South

(4148) 5:30-8:30 T 193
Marfield, G. P. City Hall South

(4149) 5:30-8:30 W B-4A
Hanson, N. O. 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 concepts.

(4150) 5:30-8:30 T 374
Solomon Hall of Administration

(4151) 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.

(4152) 5:30-8:30 M 189
Hardy Hall of Administration

(4153) 5:30-8:30 W 103
Absmeier Business Services Center

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.

(4154) 5:30-8:30 T 293
Frederickson Hall of Administration

(4155) 5:00-8:00 W 313
Wilson, J. City Hall South

(4156) 5:30-8:30 Th 297
Frederickson Hall of Administration

(4157) 5:30-8:30 Th 2
Samuelson St. Vincent's Hospital

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, the services provided, detailed analysis of regulations and laws. Major postal programs and objectives, including those established under the Postal Service Reform Act.

(4158) 6-9 M M-11
Neuman, C. Training Section
Terminal Annex

(4159) 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 superiors.

(4160) 6-9 W 8041
Castleton, J. New Federal Building

(4161) 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 W 780A
Duplessis New Hall of Records

PRACTICAL SPANISH II

5:30-8:30 T 780A
Duplessis New Hall of Records

ENGINEER IN TRAINING REFRESHER

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
Burks Engineers Bldg.

HYDRAULIC ENGINEERING REVIEW

Preparation for hydraulics section of the California State Civil Engineering Registration examination.

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

AMERICAN-MEXICAN HISTORY AND CULTURE

Lecture, 3 hours weekly.

Psychology of the oral interview as affected by cultural differences. Cultural differences between Mexico and United States that may affect the psychology of a structured interview situation.

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

Cal State

POLITICAL SCIENCE X470 — Public Relations in Government (4 quarter units)

Offered by California State College, Los Angeles, extension division.

Public relations as a staff function; roles of information officer, public service features, public information counters; agency case histories. Acceptable for credit, C.S.C.A. Starting date: Thursday, February 10, 1972. Registration will take place at the first class meeting. Fee \$51.

5:30-8:30 for 15 Thursday evenings 293
Callahan Hall of Administration

Cerritos College

ADVANCED MEDICAL SECRETARY PROCEDURES AND TRANSCRIPTION.

PREREQ: Medical Secretary Procedures and Terminology. 4 hours weekly, lecture and lab.

Further development of medical terminology; greater emphasis on accurate machine and/or shorthand transcription of medical case histories including the use of many forms.

5:00-7:00 TTh 216
Work Preparation Center
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.

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