



DIGEST

EVENING CLASSES FOR FALL 1973

THE COUNTY department of personnel will open registration Aug. 29 for fall semester evening classes, which are being sponsored for County employees in cooperation with East Los Angeles Junior College, Belmont Adult School, and Cerritos College. Classes will begin Sept 11. Most will be held in Civic Center.

Detailed descriptions of the 63 courses appear in the following pages of this special issue of THE DIGEST.

REGISTRATION. Employees may enroll for East Los Angeles College classes between 5 and 7 p.m. on Aug. 29 and 30 and on Sept. 4, 5, 6, 11, 12, 13, 17, 18, 19, and 20 in the Hall of Administration basement cafeteria, 500 West Temple street. They may register for Belmont Adult School's classes in the cafeteria from 5 to 7 p.m. Sept. 11, 12, and 13 only. Information for registering in Belmont Adult School and Cerritos College courses appears on page 6.

COUNSELING. Employees wishing advice on which classes to take may see counselors in the Hall of Administration cafeteria during registration.

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.

PARKING. Students may park free after 5 p.m. throughout the semester in County lot 26 at 120 South Olive street, and in lot 29 behind the Health Services building, 313 North Figueroa street, entrance on Fremont street.

FURTHER INFORMATION about evening classes is available from the County evening class coordinator's office, telephone 974-2517. Coordinator is Frank Flittner.

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Evening Classes for Fall 1973

Most of the evening classes described below will be held at the following locations:

Business Service Center, 1425 South San Pedro street

City Hall South, 111 East First street

Community Health Services building (formerly the Health Department building), 313 North Figueroa street

Criminal Courts building, 210 West Temple street

Data Processing building, 714 West Olympic boulevard

East Los Angeles College campus (ELAC), 5357 East Brooklyn avenue

Engineer's building, 108 West Second street

Fire Training Center, 1320 North Eastern avenue

Hall of Administration, 500 West Temple street

New Hall of Records, 320 West Temple street

Parker Center, 150 North Los Angeles street

Special Enforcement Bureau, 130 South Fetterly avenue

Water and Power building, 111 North Hope street

Accounting

ACCOUNTING 1 — Introductory Accounting 1 (5)

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, UCLA and CSCLA.

(4001) 5:30-8:30 M, 5:30-7:30 W B-85-H
Lakness, L. A. Hall of Administration

ACCOUNTING 2 — Introductory Accounting II (5)

PREREQ: Accounting 1 with grade of C or better. 5 hours weekly.

A survey of principles and practices used in accounting for partnerships, corporations, manufacturing costs, departments and branches, income taxes, funds, cash flow, and preparation and interpretation of financial statements. Course includes problems and a practice set. Acceptable for credit, UCLA and CSCLA.

(4002) 5:30-8:30 T, 5:30-7:30 Th 103
Davis, J. Business Services Center

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.

(4003) 5:30-8:30 M 477
Hess, R. C. 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.

(4004) 5:30-8:30 W 477
Hess, R. C. Hall of Administration

Data Processing

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

Lecture, 3 hours.

A survey of data processing techniques; 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, UCLA, for a maximum of one course in computer programming and related topics regardless of department.

(4020) 5:30-8:30 M 509
Faisy, D. Water & Power Bldg.

(4021) 5:30-8:30 T 840
Campbell, J. R. Data Processing Bldg.

BUSINESS DATA PROCESSING 3—Information, Storage, and Retrieval (3)

PREREQ: Business Data Processing 1 or consent of instructor. Lecture, 3 hours.

Fundamentals of information storage and retrieval. Actual applications will be

studied, future potential explored. Course includes lectures, installations visits, and actual computer laboratory work. Course is designed for individuals using information retrieval in their work.

(4022) 5:30-8:30 T 734
Doty, R. O. Data Processing Bldg.

BUSINESS DATA PROCESSING 22—Programming Business Computers (3)

Lecture, 3 hours.

Principles of business computer programming; computer hardware currently available for students; principles of flow-charting logic and computing. Structure of COBOL, FORTRAN IV and an assembly language will be introduced. Acceptable for credit, UCLA. (See Business Data Processing 1 for limitations.) Acceptable for credit, CSCLA.

(4023) 5:30-8:30 T 502
Faisy, D. Water & Power Bldg.

(4024) 5:30-8:30 Th 840
Gray, W. C. Data Processing Bldg.

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

PREREQ: Business Data Processing 1 or 22, or permission of instructor. Lecture, 3 hours.

Introduces COBOL language. Students will gain a working knowledge of the language structure and basic business applications using COBOL.

(4026) 5:30-8:30 W 840
Nichols, J. R. Data Processing Bldg.

BUSINESS DATA PROCESSING 30—Advanced COBOL Programming (3)

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

The course offers the advanced tech-

niques 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.

(4027) 5:30-8:30 M 840
Mathis Data Processing Bldg.

Economics

ECONOMICS 12—Government Economics (3)

Lecture, 3 hours.

The economics of government including a review of economic principles, methods of taxation with emphasis on state and local taxation, special tax districts, bonded indebtedness, financial inter-relationships among local, state, and federal agencies, shared revenues, subventions and grants, the distribution of the tax dollar, its relation to the budget process.

(4030) 5:30-8:30 T B-85-H
Harwood, T. M. Hall of Administration

Engineering—Civil

CIVIL ENGINEERING 8—Advanced Problems in Surveying (2)

PREREQ: Civil Engineering 3. Lecture, 1 hour; laboratory, 3 hours.

Advanced problems in circular, parabolic and spiral curves; adjustment of level lines and nets; conversion from plane to geodetic coordinates and reverse; establishment of triangulation nets; and other problems encountered in extensive and in special purpose surveys. Essential elements of analytic geometry and of statistics will be applied to the problems presented.

(4031) 5:30-9:30 T 780-B
Mitchell, R. J. New Hall of Records

English

ENGLISH I—Reading and Composition I (3)

The freshman course in writing expository prose. Acceptable for credit, UCLA and CSCLA.

(4032) 5:30-8:30 T 740
Schoenberg, A. New Hall or Records

ENGLISH 21—English Fundamentals (3)

A course to acquaint a student with word forms and structure (grammar), fundamental vocabulary, word choice, sentence patterns, paragraph development, and reading comprehension.

(4033) 5:30-8:30 M 780-B
Bruskotter, T. E. New Hall of Records

ENGLISH 28—Modern Thought and Expression (3)

A course in writing for the student with some command of fundamental skills. Covers effective writing of sentences, paragraph development, theme composition,

and comprehension and interpretation of contemporary writings.

(4034) 5:30-8:30 Th 1001
Meyer, A. F. Health Dept. Bldg.

Fire Science

INTRODUCTION TO FIRE PROTECTION (3)

Lecture, 3 hours.

History and evaluation of fire department organization; the role of the fire service in the community; problems of the fire administrator, including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire fighting; laws and ordinances; fire prevention.

(4035) 9-12 a.m. Sat. 202
Staff Fire Training Center

(4036) 7-10 T 202
Staff Fire Training Center

FIRE COMPANY ORGANIZATION AND PROCEDURE (3)

Lecture, 3 hours.

A course in the 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.

(4037) 7-10 M or T 20
Eynon, J. Fire Training Center

FUNDAMENTALS OF FIRE PREVENTION (3)

Lecture, 3 hours.

Fundamentals of fire prevention; techniques, procedures, regulations, and enforcement; discussion of hazards in ordinary and special occupancies, supplemented by field trips and lectures from industry; organization and functions of the Fire Prevention Bureau.

(4038) 7-10 W or Th 202
Taylor, W. K. Fire Training Center

FIRE INVESTIGATION (3)

Lecture, 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes; recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; court testimony; reports and records.

(4039) 7-10 M or T 202
Bracey, B. J. Fire Training Center

History

HISTORY 5—History of the Americas I (3)

History of the New World, background of Latin America and United States from earliest times to 1830. Covers Pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, the achievement of independence, and establishment of new nations throughout the New World. Making of the U.S. Constitution and history of California as a Spanish colony are included. Not recommended for students who have

taken History 11 or 14. Acceptable for credit, UCLA, CSCLA.

(4602) 5:30-8:30 Th 780-B
Pechersky New Hall of Records

HISTORY 11—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 and CSCLA.

(4043) 5:30-8:30 M 780-A
Merritt, J. F. New Hall of Records

(4044) 5:30-8:30 T 313
Burns, R. D. City Hall South

Justice

ADMINISTRATION OF JUSTICE 2—Criminal Law (3)

PREREQ: Concurrent enrollment in Administration of Justice 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 frequently used sections of the penal code including homicide, conspiracy, and other criminal statutes. A prerequisite for Advanced Criminal Law, Administration of Justice 42. Acceptable for credit, CSCLA.

(3016) 12-3 W or 7-10 W E8-103
Milanesa, P. R. ELAC Campus
(4005) 12-3 T or 7-10 T Briefing Rm. 1
Leeds, L. A. Parker Center

ADMINISTRATION OF JUSTICE 3—Criminal Evidence (3)

PREREQ: Administration of Justice 2 or employment in law enforcement. Lecture, 3 hours.

Study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Acceptable for credit, CSCLA.

(3017) 9-12 noon T or 7-10 T E8-103
Kehoe, J. T. ELAC Campus
(4006) 7-10 Th 508
Ryan, G. P. Parker Center

ADMINISTRATION OF JUSTICE 4—Administration of Justice Procedures (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.

(3018) 12-3 M or 7-10 M E8-103
Stephens, R. B. ELAC Campus
Anthony, W. J.

(4007) 7-10 W Briefing Rm. 2
Traber, K. H. Parker Center

ADMINISTRATION OF JUSTICE 5—Criminal Investigation (3)

PREREQ: Administration of Justice 1 or employment in law enforcement. Lecture, 3 hours.

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 preparation. Acceptable for credit, CSCLA.

(3019) 9-12 noon T or 7-10 T E8-104
Pena, M. S. ELAC Campus
(4008) 7-10 Th Briefing Rm. 2
Mount, J. L. Parker Center

ADMINISTRATION OF JUSTICE 8—Juvenile Procedures (3)

Lecture, 3 hours.

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

(4009) 7-10 T Briefing Room 3
Johnston, W. C. Parker Center

ADMINISTRATION OF JUSTICE 15—Police Supervision (3)

PREREQ: *Employment in law enforcement or approval of the administration department chairman. 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.

(4010) 7-10 M Briefing Room 1
Breiter, R. S. Parker Center

ADMINISTRATION OF JUSTICE 22—Principles of Law Enforcement 1 (3)

PREREQ: *Administration of Justice 1 or employment in law enforcement. Lecture, 3 hours.*

Basic concepts of law enforcement. Includes 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.

(4011) 6-9 T Room 1
Graham, J. C. 130 S. Fetterly Ave.

ADMINISTRATION OF JUSTICE 49—Narcotics and Vice Control (3)

PREREQ: *Administration of Justice 1 or equivalent. Lecture, 3 hours.*

History, identification, and effects of narcotics; the narcotic and vice problem as it exists; penal statutes affecting the control of narcotics and vice.

(4012) 7-10 Th Briefing Room 1
Green, R. J. Parker Center

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.

(4013) 3-5 T 17-601
Staff Criminal Courts Building

ADMINISTRATION OF JUSTICE 62—Fingerprint Classification (3)

Lecture, 3 hours.

A practical course in the 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.

(4014) 7-10 M Briefing Room 2
Howe, E. W. Parker Center
(4015) 7-10 T Briefing Room 2
Howe, E. W. 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.

(4016) 9-12 noon Th Briefing Room 1
Staff Sybil Brand Institute
4500 E. City Terrace Dr.

ADMINISTRATION OF JUSTICE 72—Correctional Procedures (3)

Lecture, 3 hours.

Current correctional procedures are studied in relation to jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoner activities, custodial facilities, and duties in coordinating inmate appearances in courts.

(4017) 3:30-6:30 W or 7-10 W Briefing Room 1
Williams, M. G. Sybil Brand Institute
4500 E. City Terrace Dr.

ADMINISTRATION OF JUSTICE 74—Spanish for Public Service Personnel (2)

Credit for only one of Administration of Justice 74 or Spanish 14. Lecture, 2 hours.

Course for policemen, firemen, and other public service employees, emphasizing practical Spanish for use in the Spanish-speaking community.

(4018) 9-11 a.m. or 6-8 p.m. W Assembly Room 1
Rubio, M. C. E.L.A. Station,
5019 E. 3rd St.

(4019) 6-8 Th Room 1
Rubio, M. C. 130 S. Fetterly Ave.

Management

MANAGEMENT 32—Basic Interviewing (3)

Lecture, 3 hours.

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

(4047) 5:30-8:30 Th 780-A
Geer, P. O. New Hall of Records

MANAGEMENT 48—Management Systems and Procedures (3)

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

A practical study of the principles of planning and follow-up used by successful supervisors and managers. Case studies and practice in planning, following-up, methods improvement, and group leadership development.

(4050) 5:30-8:30 W 780-A
Burks, J. 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. Course emphasizes management of personnel, finance, controls, organization, and planning.

(4051) 5:30-8:30 Th B-85-H
Fowler, G. J. Hall of Administration

Philosophy

PHILOSOPHY 1—Introduction to Philosophy 1 (3)

Lecture, 3 hours.

Covers the analytic aspect of philosophy; concepts and beliefs and ways of deriving and defending them; perennial problems in Hebraic and Greek thought; methodologies of religion, science and philosophy; positive and negative aspects of logic; analytical aspects of metaphysical beliefs. Acceptable for credit, UCLA, CSCLA.

(4052) 5:30-8:30 M 1001
Murakami, P. M. Health Dept. Bldg.

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 structures of its national and state governmental institutions (executive, legislative, courts, parties); important issues facing the nation. Acceptable for credit, UCLA, CSCLA.

(4053) 5:30-8:30 M 740
Torres, J. New Hall of Records

(4054) 5:30-8:30 W 103
Staff 1425 S. San Pedro St.

(4055) 5:30-8:30 Th 910
Torres, J. City Hall

Psychology

PSYCHOLOGY 1—General Psychology 1 (3)

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

Course explores scientific principles of psychology and applies scientific research to aid the student in understanding the development of personality and achievement of a fulfilling life style. Considers emotional patterns, mental health and illness, human relationships, functioning of intelli-

gence, learning, problem solving, motivation, and psychological basis of behavior. Acceptable for credit, UCLA, CSCLA.

(4056) 5:30-8:30 T 374
Dixon, E. J. Hall of Administration

PSYCHOLOGY 6—Human Behavior (3)

Lecture, 3 hours.

Studies man's persistent efforts to understand his own behavior; emphasis on life situations in the family, social relations, career development, education, and 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.

(4057) 5:30-8:30 T 477
Swinger, H. K. Hall of Administration

(4058) 5:30-8:30 Th 477
Swinger, H. K. Hall of Administration

Real Estate

REAL ESTATE 1—Real Estate Principles (3)

NOTE: Not intended for licensed brokers or salesmen. Lecture, 3 hours.

A fundamental real estate course covering basic laws and principles of California real estate. Course gives understanding, background, and terminology necessary for advanced study in specialized courses; of assistance to those preparing for the real estate salesman license examination.

(4059) 5:30-8:30 M 374
Curry, W. E. Hall of Administration

REAL ESTATE 9—Real Estate Appraisal 1 (3)

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

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

(4060) 5:30-8:30 W 427
Williams, R. D. Health Dept. Bldg.

Secretarial Science

SHORTHAND I (5)

PREREQ: Secretarial Science 1, 31, and 34, or equivalent which may be taken concurrently. 5 hours weekly.

An intensive study of the theory of Gregg shorthand, diamond jubilee series. An accurate transcription of material dictated at 50 to 60 words a minute is developed.

(4061) 5:30-8:30 T, 5:30-7:30 Th 117
Staff County Courthouse

SECRETARIAL SCIENCE 17—Shorthand Review II (3)

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

A review of Gregg Shorthand Simplified 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.

(4062) 5:30-8:30 T 1013
Collier, H. F. Health Dept. Bldg.

SECRETARIAL SCIENCE 23—Legal Secretarial Procedures 1 (5)

PREREQ: Secretarial Science 2 and 11 which may be taken concurrently. 5 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 and supplementary proceedings from Executory Transcription Machine and shorthand dictation.

(4063) 5:30-8:30 MW 1013
Imlach, L. K. Health Dept. Bldg.

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.

(4064) 5:30-8:30 Th B-85-G
Griffen, F. Hall of Administration

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.

(4066) 5:30-8:30 T, 5:30-7:30 Th 427
Rosales, I. Health Dept. Bldg.

SPANISH 14—Spanish for Public Service Personnel (2)

Lecture, 2 hours.

This course is designed for policemen, firemen, and other public service employees emphasizing practical usage of Spanish for personnel who serve the Spanish-speaking community.

(4067) 5:30-7:30 M 155
Koehler, B. N. City Hall South

(4068) 5:30-7:30 M 103
Staff 1425 S. San Pedro St.

(4069) 5:30-7:30 T 1001
Graff, J. C. Health Dept. Bldg.

(4070) 5:30-7:30 W 1001
Zapata, V. S. Health Dept. Bldg.

Speech

SPEECH 1—Public Speaking 1 (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. Acceptable for credit, UCLA and CSCLA.

(4071) 5:30-8:30 M 427
Thorpe, M. R. Health Dept. Bldg.

(4072) 5:30-8:30 W 367
Prickett, K. M. City Hall

Supervision

SUPERVISION 1—Elements of Supervision (3)

Lecture, 3 hours.

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

(4073) 5-8 M 205
Cutler, R. City Hall South

(4074) 5:30-8:30 M 471
Wickham, D. V. Hall of Administration

(4075) 5:30-8:30 T 471
Raymond, R. P. Hall of Administration

(4076) 5:30-8:30 W B-85-G
Barrios, E. Hall of Administration

(4077) 5:30-8:30 W 155
Lawson, M. J. City Hall South

(4078) 5:30-8:30 Th 471
Raymond, R. P. Hall of Administration

(4079) 5:30-8:30 Th 509
Pavesic, V. D. Water & Power Bldg.

(4080) 5:30-8:30 Th 155
Lawson, M. J. City Hall South

SUPERVISION 2—Basic Psychology for Supervisors

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.

(4081) 5-8 T 103
Wilson, J. E. City Hall South

(4082) 5:30-8:30 W 780-B
Fairbanks New Hall of Records

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.

(4083) 5:30-8:30 T 780-A
Davalos, R. M. New Hall of Records

(4084) 5:30-8:30 T 509
Cooley, F. D. Water & Power Bldg.

(4085) 5-8 Th 205
Lynch, D. J. City Hall South

(4086) 5:30-8:30 Th 740
Gonzales, H. D. New Hall of Records

SUPERVISION 4 — Supervisor's Responsibility for Management of Personnel (3)

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.

(4087) 4-8 T 155
Sauer, K. F. City Hall South
(4088) 5-8 W 103
Granger, J. City Hall South
(4089) 5:30-8:30 Th 374
Hanks Hall of Administration

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.

(4090) 5:30-8:30 M 103
Zuck, H. City Hall South
(4091) 5:30-8:30 Th 1013
Reitz, R. T. Health Dept. Bldg.

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.

(4095) 5:30-8:30 M 1140
Perez, H. H. New Hall of Records
(4096) 5:30-8:30 T 205
Wilkins, D. M. City Hall South

SUPERVISION 11—Oral Communications (3)

Lecture, 3 hours.

Course assists 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.

(4097) 5:30-8:30 Th 1140
Dulan, A. A. New Hall of Records

SUPERVISION 12—Written Communications for Supervisors (3)

Lecture, 3 hours.

Lectures, demonstrations, writing exercises and guided group criticisms are used to help students develop precise skills of effective written communications. Principles of semantics, current usage, logic, organization, sentence structure, and paragraph development, as applied to business writing such as memos, letters, reports, and policy procedure guides.

(4098) 5:30-8:30 T B-85-G
Frederickson, J. C. Hall of Administration

(4099) 5:30-8:30 W 740
Scott, J. New Hall of Records
(4100) 5-8 Th 313
Wilson, J. E. City Hall South

SUPERVISION 14 — Developing Employees Through Training (3)

Lecture, 3 hours.

Principles and psychological factors influencing learning; methods of training including lectures, conferences, demonstration-performances, role-playing, self-development. Training aids. Identifying and evaluating training needs.

(4101) 5:30-8:30 W 374
Johnson, H. M. Hall of Administration

SUPERVISION 16 — Management Controls and the Supervisor (3)

Lecture, 3 hours.

Covers purposes and objectives of management-supervisory controls. Basic principles of management-supervisory controls. Delegation of responsibility through the use of controls. Control techniques over cost, quality, quantity, production, materials, personnel, organization.

(4102) 5:30-8:30 M B-85-G
Hardy, W. Hall of Administration

SUPERVISION 31 — Elements of Employee Evaluation (3)

Lecture, 3 hours.

Course offers an analysis of the principles, methods, and procedures of effective personnel evaluation.

(4103) 5:30-8:30 Th H-163
Absmeier, J. D. Administrative Offices
450 N. Grand Avenue

(4104) 5:30-8:30 W 471
Evans, D. F. Hall of Administration

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 Spanish-speaking persons. Emphasis on practical usage in city, county, and school offices.

5:30-8:30 M 117
Duplessis County Courthouse

PRACTICAL SPANISH II

5:30-8:30 W 117
Duplessis County Courthouse

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 Engineer's 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 Engineer's Bldg.

HYDRAULIC ENGINEERING REVIEW

Preparation for hydraulics section of the

California State Civil Engineering Registration examination.

5:30-8:30 W 100
Tabata Engineer's Bldg.

Registration forms may be obtained from Belmont Community Adult School, 1575 W. Second St., Room 124, Los Angeles, California 90026, (Phone 626-3162). Registration in person will be held from 5 to 7 p.m. September 11, 12 and 13 at the basement cafeteria, Hall of Administration.

Cerritos College

HUMAN RELATIONS IN BUSINESS (3)

Lecture, 3 hours.

Designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such areas as morale, personal efficiency, leadership, personality, motivation and communication.

MMB-31 Conference Room,
5:30-8:30 M-W Room 64
Sprague, R. Rancho Los Amigos Hospital

MEDICAL RECORDS TRANSCRIPTION (1)

Lecture, 2 hours. (9 week course)

Designed to introduce the student to the various transcription media available in the field of medical transcription. The objective of the course is to provide the student with a sound concept of what medical transcription involves and the various functions of a transcriber.

Secretarial-91 Conference Room,
5:30-7:30 T Room 64
Cardona Rancho Los Amigos Hospital

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 Blvd., Norwalk, CA 90650, Attention Mr. Lowell Anderson, Coordinator." 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

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