



DIGEST

CIVIC CENTER EVENING CLASSES, SPRING 1976

THIS SPECIAL edition of the DIGEST describes Los Angeles County and City sponsored courses in the Civic Center evening class program, offered by East Los Angeles College and Belmont Adult School.

REGISTRATION for EAST LOS ANGELES COLLEGE classes will be held in the Hall of Administration basement cafeteria from 5 to 7 p.m. on Jan. 21, 22, 26-29. Late registration will continue Feb. 2-5 and 9-11, 1976. Instruction will begin Feb. 2, and run through June 18, 1976. Required ELAC textbooks will be sold at registration. THERE ARE NO TUITION FEES; the optional student body fee is \$3.

REGISTRATION for BELMONT ADULT SCHOOL classes will be held in the Hall of Administration cafeteria 5 to 7 p.m. on Jan. 21 and 22. Registration by mail is possible by obtaining forms from Belmont Adult School, 1575 West Second street, room 124, Los Angeles, 90025. (Phone 626-3162). Belmont classes begin Jan. 26 and end June 11, 1976. Registration fee for one or more Belmont courses is \$8.25.

COUNSELORS from ELAC and Belmont Adult School will be in the cafeteria during their respective registration periods.

THE COMPLETE Spring semester class schedule, including all Civic Center classes and a map of free downtown evening parking locations, may be obtained at Civic Center registration or in room 555, Hall of Administration.

FURTHER INFORMATION about evening classes is available from the office of the evening class coordinator, County department of personnel, telephone 974-2510.

JANUARY

3

1976

Volume 9

Number 1

EVENING CLASSES FOR SPRING 1976

EVENING CLASSES will be held at the following locations:

- CITY HALL, Main street entrance
- CITY HALL EAST, 200 North Main street
- CITY HALL SOUTH, 111 East First street
- CRIMINAL COURTS BUILDING, 210 West Temple Street
- HEALTH SERVICES BUILDING, 313 North Figueroa street
- ENGINEER'S BUILDING, 108 West Second street
- LOS ANGELES SCHOOLS HEADQUARTERS, 450 North Grand avenue

FIRE TRAINING CENTER, 1320 North Eastern avenue

- HALL OF ADMINISTRATION, 500 West Temple street
- PARKER CENTER, 150 North Los Angeles street
- WATER AND POWER BUILDING, 111 North Hope street
- STATE DEPARTMENT OF TRANSPORTATION, 120 South Spring street
- LAC-USC MEDICAL CENTER, 1200 North State street

Accounting

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 CSULA.

(4002) 5:30-8:30 T, 5:30-7:30 Th 471
Lakness, L. Hall of Administration

ACCOUNTING 45—Governmental Accounting I (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 T B-85-H
Diffey, T. Hall of Administration
(4004) 5:30-8:30 Th B-85-H
Diffey, T. Hall of Administration

Business

BUSINESS 33—Report Writing (3)

PREREQ: English 1, 61, 62, 63, 64, 65 or 66. Lecture, 3 hours.

This course gives the technical student instruction and practice in various types of technical writing commonly used in industry. Topics included are composing expository papers, writing effective letters, organizing and writing formal reports, analyzing and composing technical papers, and presentation of technical reports. Acceptable for credit, CSULA.

(4018) 5:30-8:30 Th 477
Duggan, J. Hall of Administration
(4090) 5:00-8:00 W 204
Staff City Hall South

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, inputs and out-put devices, numbering systems, flow charting, and programming concepts. Acceptable for credit, UCLA, CSULA.

(4019) 5:30-8:30 M 509
Faisy, D. Water & Power Bldg.
(4020) 5:30-8:30 Th 330
Geer, P. Health Svcs 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. Acceptable for credit, CSULA.

(4021) 5:30-8:30 M 572
Lewis, R. Water & Power 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 flowcharting logic and computing. Structure of COBOL, FORTRAN IV and an assembly language will be introduced. Acceptable for credit, UCLA, CSULA.

(4023) 5:30-8:30 T 502
Faisy, D. Water & Power Bldg.
(4022) 5:30-8:30 M 330
Mathis, E. Health Svcs. Bldg.

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

PREREQ: Business Data Processing 1 or consent of instructor. 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, CSULA.

(4024) 5:30-8:30 W 502
Van Vlear, E. Water & Power 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. Acceptable for credit, CSULA.

(4091) 5:30-8:30 Th B4-B
Mathis, E. Hall of Administration

BUSINESS DATA PROCESSING 58—Assembly Language Programming 1 (3)

PREREQ: Business Data Processing 22 or consent of the instructor. Lecture, 3 hours.

The fundamentals of programming computers using the Basic Assembler Language (BAL). Acceptable for credit, UCLA, CSULA.

(4026) 5:30-8:30 Th 509
Bensko, A. Water & Power Bldg.

Economics

ECONOMICS 2—Principles of Economics II (3)

NOTE: Recommended that Economics 2 be taken before Economics 1. Lecture, 3 hours.

An introduction to the principles of economics, this course acquaints students with national income, money, banking, the

concepts of equilibrium, and business fluctuations; it compares capitalism with its alternatives and traces the history of economic development. Topics common to macroeconomics are emphasized. Acceptable for credit, UCLA and CSULA.

(4027) 5:30-8:30 T
Emirhanian, R.

367
City Hall

English

ENGLISH I—Reading and Composition I (3)

PREREQ: *The successful completion of English 61, 62, 63, 64, 65, or 66 is recommended.*

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

(4028) 5:30-8:30 M
Schoenberg, A.

477
Hall of Administration

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.

(4029) 5:30-8:30 M
Bruskotter, T.

B85-G
Hall of Administration

ENGLISH 64—Reading and Writing: Basic Skills (3)

PREREQ: *Successful completion of English 21 is recommended. Lecture, 3 hours.*

Reading to improve speed and comprehension with emphasis on vocabulary in context. Writing of paragraphs with emphasis on spelling, punctuation, grammar, and mechanics.

(4030) 5:30-8:30 Th
Staff

B85-F
Hall of Administration

Fire Science

For course descriptions see the college catalog.

FIRE SCIENCE 1—Introduction to Fire Protection (3)

(6510) 7-10 W or Th
Price, J.

202
Fire Training Center

FIRE SCIENCE 4—Hazardous Materials II (3)

(6511) 7-10 M or T
Day, J.

20
Fire Training Center

FIRE SCIENCE 7—Wildland Fire Control (3)

(6512) 7-10 M or T
Luce, J.

202
Fire Training Center

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

(6513) 7-10 W or Th
Bracey, B.

20
Fire Training Center

Health

HEALTH 10—Health Education (2)

Lecture, 2 hours.

Covers basic human physiology; mental and emotional adjustment; nutrition; human growth and development; attitudes and problems of marriage and parenthood; diseases, communicable and non-communicable, their prevention and control; selection of health advisors; community health services. Health 10 or 11 will fulfill the graduation requirements of all students. Acceptable for credit UCLA, one course from Health 10, 11. Acceptable for credit CSULA.

(4031) 5:30-7:30 W

Schweid, E.

910
City Hall

History

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 CSULA.

(4092) 5:30-8:30 W

Rioux, R.

B4-A
Hall of Administration

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 United States history from Reconstruction to the present. Not recommended for students who have taken History 6, 13, or 14. Acceptable for credit, CSULA and UCLA. See College catalog for limitations.

(4033) 5:30-8:30 T

Burns, R.

155
City Hall South

HISTORY 13—The United States in the Twentieth Century (3)

This course offers a historical survey of the major movements and events of the twentieth century. Emphasis is placed on social and cultural developments and the rise of America as a world power. Acceptable for credit, CSULA and UCLA. (See College catalog for limitations).

(6522) 5:00-8:00 W

Staff

Muir Hall-133
LAC-USC Med. Ctr.

HISTORY 20—History of California and the Pacific Coast (3)

Lecture, 3 hours.

A general survey of the political, economic, social and intellectual history of the Pacific Coast from Spanish times to the present, special emphasis upon California. Current characteristics, problems and trends will be stressed. Note: Credit given for only one of History 20 or Mexican-American Studies 1. Acceptable for credit CSULA and UCLA.

(4632) 5:30-8:30 M

Miller, G.

B4-B
Hall of Administration

Justice

For course descriptions or prerequisites, see the college catalog.

ADMINISTRATION OF JUSTICE 2—Concepts of Criminal Law (3)

(4005) 12-3 T or 7-10 T
Leeds, L.

Briefing Rm. 1
Parker Center

ADMINISTRATION OF JUSTICE 3—Legal Aspects of Evidence (3)

(4006) 7-10 Th
Ryan, G.

Briefing Rm. 3
Parker Center

ADMINISTRATION OF JUSTICE 4—Principles and Procedures of the Justice System (3)

(4007) 7-10 W
Traber, K.

Briefing Rm. 2
Parker Center

ADMINISTRATION OF JUSTICE 5—Criminal Investigation (3)

(4008) 7-10 Th
Mount, J.

Briefing Rm. 2
Parker Center

ADMINISTRATION OF JUSTICE 8—Juvenile Procedures (3)

(4009) 7-10 T
Johnston, W.

Briefing Rm. 3
Parker Center

ADMINISTRATION OF JUSTICE 27—Police Administration 1 (3)

(4010) 7-10 M
Hickman, K.

Briefing Rm. 1
Parker Center

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

(4011) 7-10 Th
Green, R.

Briefing Rm. 1
Parker Center

ADMINISTRATION OF JUSTICE 55—Accident Investigation (3)

(4012) 7-10 M
Chamberlain, M.

Briefing Rm 3
Parker Center

ADMINISTRATION OF JUSTICE 59—Fraud Investigation (3)

(7500) 2-5 W
Kelson, C.

(4013) 6-9 W
Kelson, C.

CC17-601
Criminal Courts Bldg.
CC17-601
Criminal Courts Bldg.

ADMINISTRATION OF JUSTICE 62—Fingerprint Classification (3)

(4014) 7-10 M
Dunworth, D.

(4015) 7-10 T
Dunworth, D.

Briefing Room 2
Parker Center
Briefing Room 2
Parker Center

ADMINISTRATION OF JUSTICE 71—Computer Applications in Criminal Justice (3)

(4016) 7-10 W
Sullivan, D.

Briefing Rm. 1
Parker Center

**ADMINISTRATION OF JUSTICE
78—Legal Issues of O.S.H.A.
Civil/Criminal procedures (3)**

Lecture, 3 hours.

An in-depth coverage of the legal concepts of current occupational safety and health laws, their application, historical context, civil/criminal procedures involving employees and employers. The citation liabilities, defenses/prosecutions before administrative tribunals and/or courts of law.

(4017) 5:30-8:30 Th 828
Coie, A. Health Services Bldg.

Law

LAW 1—Business Law (3)

Lecture, 3 hours.

Course covers the legal essentials of such topics as background of the law, contracts, agency, negotiable instrument, personal property, bailments, and sales through the media of textual subject matter, lectures, cited cases. Acceptable for credit, CSULA and UCLA.

(4034) 5:30-8:30 M 155
Staff City Hall South

(4035) 5:30-8:30 T 828
Staff Health Services Bldg.

Management

MANAGEMENT 6—Public Relations (3)

Lecture, 3 hours.

Course covers basic concepts, fundamentals, and considerations; organizing a public relations program; community, customer, press, stockholder relations; public relations tools and techniques; and special group relations. Acceptable for credit, CSULA.

(4036) 5:30-8:30 T 408
Sabol, B. City Hall South

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. Acceptable for credit, CSULA.

(4037) 5:30-8:30 W B-4B
Enkoji, R. Hall of Administration

MANAGEMENT 33—Personnel Management (3)

Lecture, 3 hours.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work, and method of

problems; diagnosing organizational stability and employee service and programs. Acceptable for credit, CSULA.

(4038) 5:30-8:30 T 189
Wilner, O. Hall of Administration

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. Acceptable for credit, CSULA.

(4039) 5:30-8:30 W B-85-F
McGrath, D. Hall of Administration

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. Acceptable for credit, CSULA.

(4040) 5:30-8:30 Th B-85-G
Fowler, G. Hall of Administration

MANAGEMENT 51—Management by Objectives (3)

Lecture, 3 hours.

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis on the action management must take to install, evaluate, and maintain such a system which heavily emphasizes management accountability. Acceptable for credit, CSULA.

(4041) 5:30-8:30 T B85-F
Evans, D. Hall of Administration

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, CSULA.

(4042) 5:30-8:30 M 910
Torres, J. City Hall

(4043) 5:30-8:30 Th 408
Torres, J. City Hall South

(4044) 5:30-8:30 Th Cafeteria
Staff 450 N. Grand Ave.

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

ment of personality and achievement of a fulfilling life style. Considers emotional patterns, mental health and illness, human relationships, functioning of intelligence, learning, problem solving, motivation, and psychological basis of behavior. Acceptable for credit, UCLA and CSULA.

(4045) 5:30-8:30 Th 427
Staff Health Services Bldg.

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, CSULA and UCLA.

(4046) 5:30-8:30 T B4-A
Swinger, H. Hall of Administration

Real Estate

REAL ESTATE 1—Real Estate Principles (3)

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. Acceptable for credit, CSULA.

(4097) 5:30-8:30 Friday B-85G
Goodrich, M. Hall of Administration

REAL ESTATE 3—Real Estate Practice (3)

NOTE: Real Estate 3 partially satisfies the State educational requirement for the broker's license.

Lecture, 3 hours

Day-to-day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Acceptable for credit, CSULA.

(4047) 5:30-8:30 M B-4A
Williams, R. Hall of Administration

REAL ESTATE 5—Legal Aspects of Real Estate I (3)

PREREQ: Law 1 or permission of instructor.

NOTE: Real Estate 5 partially satisfies the State educational requirement for the broker's license.

Lecture, 3 hours.

A study of real property law commonly encountered by salesman and brokers. Topics covered are land contracts, mortgages, deeds of trust, homesteads, liens, land descriptions, acquisition and transfer of property, easements, etc. Acceptable for credit, CSULA.

(4048) 5:30-8:30 Th B-4A
Staff Hall of Administration

REAL ESTATE 7—Real Estate Finance (3)

NOTE: Real Estate 7 partially satisfies the state educational requirement for the broker's license.
Lecture, 3 hours.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Acceptable for credit, CSULA.

(4049) 5:30-8:30 T B4-B
Archer, J. Hall of Administration

Secretarial Science

SECRETARIAL SCIENCE 11—Shorthand II (5)

PREREQ: Secretarial Science 10 or ability to take dictation at 60 net words per minute; a grade of C or better in Secretarial Science 31 or concurrent registration. 5 hours weekly.

An intensive review of the theory of Gregg Shorthand, Jubilee. Effective transcribing techniques are introduced to enable the student to prepare typed transcripts. An accurate transcription of material at 60 to 100 words per minute is developed. Acceptable for credit, CSULA.

(4050) 5:30-8:30 M 828
5:30-7:30 W Health Svcs Bldg.
Ciardiello, M.

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.

(4051) 5:30-8:30 T 330
Collier, H. Health Services Bldg.

SECRETARIAL SCIENCE 23—Legal Secretarial Procedures I (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.

(4052) 5:30-8:30 T 1140
5:30-7:30 Th Health Services Bldg.
Baldinger, I.

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 CSULA.

(4053) 5:30-8:30 T 427
Griffen, F. Health Services Bldg.

SOCIOLOGY 11—Ethnic and Racial Minorities in the United States (3)

Lecture, 3 hours.

This course emphasizes cultures of the major ethnic and racial groups in the United States, social processes affecting and influencing their adjustment and assimilation into the dominant trends of American life, and the legal and social solutions to their problems. Acceptable for credit, UCLA and CSULA.

CSULA.
(6531) 5-8 W Muir Hall-127
Staff LAC-USC Med. Ctr.

Spanish

SPANISH 2—Elementary Spanish II (5)

PREREQ: Spanish 1 or two years of high school Spanish. Lecture-discussion, 5 hours; 1 hour to be arranged.

A continuation of Spanish 1. Review and further study of the 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 CSULA.

(4054) 5:30-8:30 M 427
5:30-7:30 W Health Services Bldg.
Rosales, I.

SPANISH 8—Conversational Spanish (2)

PREREQ: Spanish 2 or equivalent. Lecture, discussion, 2 hours.

Classroom discussions in Spanish based on everyday life situations, travel vocabulary, current events and other topics of interest. Acceptable for credit, UCLA and CSULA.

(4055) 5:30-7:30 T B-4C
Zapata, V. Hall of Administration

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. Acceptable for credit, CSULA.

(4056) 5:30-7:30 M 103A
Staff City Hall South
(4057) 5:30-7:30 W 330
Zapata, V. Health Services Bldg.

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

NOTE: Credit given for only one of Administration of Justice 74 or Spanish 14.

(6507) 6-8 W Assembly Room I
Rubio, M.C. East L.A. Station
5019 E. 3rd St.

Speech

SPEECH 1—Public Speaking 1 (3)

PREREQ: Grade of C or better in English 61, 62, 63, 64, 65, or 66, 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. Attention given to speeches that develop ego strength. Topics that concern the student's basic beliefs and objectives in life are encouraged. Acceptable for credit, UCLA and CSULA.

(4058) 5:30-8:30 W 367
Prickett, K. City Hall

Statistics

STATISTICS 1—Elementary Statistics 1 (4)

PREREQ: 1½ years of high school algebra or equivalent, with C or better.

Introduction to probability, measures of central tendency and dispersion, the binomial and normal distributions, sampling, chisquare and students' t-distributions with applications to hypothesis testing, and a study of linear correlation and regression are included. Acceptable for credit, UCLA and CSULA.

(4059) 5:30-7:30 T Th 103
Staff 1425 S. San Pedro St.

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.

(4060) 5-8 M 105
Cutler, R. City Hall
(4061) 5-8 T 451
Demroff, M. 120 S. Spring St.
(4062) 5:30-8:30 M 189
Bunkley, L. Hall of Administration
(4063) 5:30-8:30 M B-85F
Cooke, L. Hall of Administration
(4064) 5:30-8:30 T B-85G
Lee, A. Hall of Administration
(4064) 5:30-8:30 W B-85G
Wickham, D. Hall of Administration
(4065) 5:30-8:30 W 509
Hammer, R. Water & Power Building
(4066) 5:30-8:30 W 155
Lawson, M. City Hall South
(4067) 5:30-8:30 Th 189
Castren, N. Hall of Administration
(4068) 5:30-8:30 Th 155
Lawson, M. City Hall South
(7506) 4-7 Th Conference Room
Wilkins, S. 2222 E. Seventh St.
(6534) 5:30-8:30 Th Science Bldg.—110
Staff LAC-USC Med. Ctr.

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.

(4069) 5-8 T 204
Wilson, J. City Hall South
(4070) 5:30-8:30 W 471
Fairbanks, A. 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.

(4072) 5:30-8:30 T 509
Cooley, F. Water & Power Bldg.
(4073) 5:30-8:30 W 189
Davalos, R. Hall of Administration
(4071) 5-8 Th 204
Lynch, D. City Hall South
(7503) 3-6 W 1330
Porter, E.F. City Hall East

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

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

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

(4076) 5:30-8:30 W 103A
Weber, F. City Hall South
(4095) 5:30-8:30 T G-21
Wilkins, S. City Hall South

SUPERVISION 5—Organization and Management (3)

PREREQ: *Supervision 1. Lecture, 3 hours.*

Teaches a supervisor the basic functions of an organization: planning, organizing, staffing, directing, coordinating, controlling, reporting and budgeting.

(4077) 5:30-8:30 M 204
Zuck, H. City Hall South
(4078) 5:30-8:30 W 477
Staff 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.

(4079) 5-8 W 408
Meadow, J. City Hall South
(4080) 5:30-8:30 T 910
Staff City Hall

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.

(4081) 5-8 M 300
Bird, G. City Hall East

SUPERVISION 10—Job Analysis for the Supervisor (3)

PREREQ: *none. Lecture, 3 hours.*

This course presents to the supervisor some of the practical aspects of job analysis for purposes of job restructuring, job evaluation, preparing job standards, and job requirements. Major emphasis is on the influence of the affirmative action and labor relations movement on classification systems and compensation.

(4082) 5:30-8:30 M 367
McLaughlin, J. City Hall

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.

(4083) 5:30-8:30 M 471
Gonzalez, L. Hall of Administration
(7504) 3-6 T 1330
Porter, E. City Hall East

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.

(4084) 5:30-8:30 M B85-H
Frederickson, J. Hall of Administration
(4085) 5:30-8:30 W B85-H
Redmond, N. Hall of Administration

SUPERVISION 13—Safety Training and Fire Prevention (3)

Lecture, 3 hours.

Course covers problems of accidents in industry; management and supervisory responsibility for accident prevention; accident reports and the supervisor. Emphasis on CAL-OSHA requirements.

(4086) 5:30-8:30 M G-21
Boyden, L. City Hall South

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.

(4087) 5:30-8:30 T 477
Hardy, W. Hall of Administration

Belmont Adult School

ENGINEERING 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 100
Chao Engineers' Bldg.
5:30-8:30 Th 100
Chao Engineers' Bldg.
6-9 M 502
Shikiya Water & Power Bldg.
6-9 W 572
Shikiya Water & Power 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 Th Auditorium
Tong, D. 1061 Temple St.

HYDRAULIC ENGINEERING REVIEW

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

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

County of Los Angeles

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Telephone 974-2490