



# DIGEST

## Registration to Open for Fall Evening Classes

THE COUNTY department of personnel will open registration in two weeks for fall 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 University, Los Angeles.

Registration for East Los Angeles College classes will take place on Aug. 30 and Sept. 5, 6, and 7 in the Hall of Administration basement cafeteria, 500 West Temple street, between 5 and 7 p.m. Students may sign up in the same place for Belmont Adult School's classes Sept. 5, 6, and 7. See inside pages for information on registration procedures for Cal State Extension and Cerritos College courses.

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 during registration.

Students who have not registered by Sept. 7 may seek late registration at the cafeteria when the class in which they are interested meets for the first time during the week beginning Sept. 11.

**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. Tuition for Cal State classes is \$64 per course.

**PARKING.** Students may park free after 5 p.m. throughout the semester in County lot 17 (at 131 South Olive street) and lot 29 (behind Health Department building, 313 N. Figueroa, entrance on Fremont 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.*

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# Evening Classes for Fall 1972

Most of the evening classes offered below will be held in the County Hall of Administration, 500 West Temple street; the New Hall of Records, 320 West Temple street; and the Health Department building, 313 N. Figueroa street. Others will be conducted in the County Courthouse, 110 North Grand avenue; Department of Water and Power building, 111 North Hope street; Los Angeles City Hall; the U. S. Courts building, 312 North Spring street; and the County Engineers building, 108 West Second street. Fire Science courses will be given at the Fire Training Center, 1320 North Eastern avenue, and on the East Los Angeles College campus. Administration of Justice courses will be held at Parker Center, 150 North Los Angeles street, and the East Los Angeles College campus. Data Processing courses will be offered at the Data Processing building, 714 West Olympic boulevard.

## Accounting

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

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

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

(4001) 5:30-8:30 M, 5:30-7:30 Th 740  
Lakness New Hall of Records

### ACCOUNTING 2—Introductory Accounting II (4)

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 M, 5:30-7:30 W 297  
Arata Hall of Administration  
(4003) 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.

(4004) 5:30-8:30 W 471  
Staff Hall of Administration

## Justice

### ADMINISTRATION OF JUSTICE 1—Introduction to Law Enforcement (3)

Peace Officers exempt. Lecture, 3 hours.

Course covers the 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.

(509) 10-11 MWF E8-103  
Pena, M. S. ELAC Campus  
(510) 11-12 MWF E8-103  
Pena, M. S. ELAC Campus  
(3013) 7-10 M G6-108  
Graham, J. C. ELAC Campus  
(3014) 7-10 W G6-108  
Morris, H. L. ELAC Campus  
(3015) 7-10 Th G6-108  
Hamilton, J. N. ELAC Campus

### 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 Room 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 admis-

sibility of evidence in court. Acceptable for credit, CSCLA.

(3017) 9-12 Noon or 7-10 T E8-103  
Staff ELAC Campus  
(4006) 7-10 Th 508  
Schwartz, S. L. Parker Center  
(4007) 6-9 T 1  
Graham, J. C. 130 S. Fetterly Ave.

### 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.  
(4008) 7-10 W Briefing Room 2  
Lloyd, D. M. 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 E8-103  
Pena, M. S. ELAC Campus  
(4009) 7-10 Th Briefing Room 2  
Mount, J. D. Parker Center

### ADMINISTRATION OF JUSTICE 6—Patrol Procedures (3)

PREREQ: Administration of Justice 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,

Acceptable for credit, CSCLA.  
(3020) 12-3 T or 7-10 T E8-103  
Bratsch, P. J. ELAC Campus

### ADMINISTRATION OF JUSTICE 7—Traffic Control (3)

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

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

(3021) 9-12 Noon Th or 7-10 Th E8-103  
Waller, W. R. ELAC Campus

### 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.

(3022) 12-3 W or 7-10 W E8-103  
Jenks, L. F. ELAC Campus

### ADMINISTRATION OF JUSTICE 9—Defensive Tactics (1½-1½)

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

Protection against persons armed with dangerous and deadly 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.

(3023) 12-3 Th E8-103  
etter, T. M. ELAC Campus

### ADMINISTRATION OF JUSTICE 10—Firearms (1½-1½)

PREREQ: Completion of 15 units of administration of justice courses or employment as a peace officer, or consent of instructor. Lecture-laboratory, 3 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.

(3024) 3:45-6:45 Th E8-103  
Benton, T. T. ELAC Campus

### 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.

(4011) 7-10 M Briefing Room 1  
Staff Parker Center

### ADMINISTRATION OF JUSTICE 42—Advanced Criminal Law (3)

PREREQ: Administration of Justice 2. Lecture, 3 hours.

Study of criminal law with special emphasis on major crimes; examines penal provisions in state and federal codes, leading case law, and case briefing.

(3025) 12-3 Th or 7-10 Th E8-103  
Cable, K. M. ELAC Campus

### 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

### ADMINISTRATION OF JUSTICE 54—Interrogation (3)

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

Latest legal aspects, practical use, and techniques of interrogation. Topics include: present status of interrogations; case decisions influencing interrogations and lie detection; questioning of suspects, victims, and witnesses; preparation of statements, confessions, and declarations; use of the lie detector; and the surveillance of persons, places, and vehicles.

(3026) 12-3 F E8-103  
Pena, M. S. ELAC Campus

### ADMINISTRATION OF JUSTICE 57—Advanced Techniques of Investigation 1 (2)

PREREQ: Administration of Justice 1 or employment in law enforcement. Lecture, 2 hours.

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

(4013) 5-7 T 1140  
Staff New Hall of Records

### 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

### ADMINISTRATION OF JUSTICE 67—Police-Community Relations I (3)

Lecture, 3 hours.

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

(3027) 7-10 Th H6-104  
Staff ELAC Campus

### ADMINISTRATION OF JUSTICE 68—Police-Community Relations II (3)

PREREQ: Administration of Justice 1. Lecture, 3 hours.

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

Course simulates community interaction in a workshop atmosphere for analytical study of problems confronting community life and law enforcement. Provides an overview of other disciplines associated with law enforcement.

(4016) 9-12 Th Briefing Room 1  
Earle, H. H. Sybil Brand Institute

### 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  
Staff Sybil Brand Institute

## Afro-American Studies

### AFRO-AMERICAN STUDIES 2— The Afro-American in Contemporary Urban Society (3)

Credit given for only one of Afro-American Studies 2 or Social Science 12. Lecture, 3 hours.

A survey of the urbanization of the Afro-American with emphasis on contemporary problems, proposed solutions, civil rights, and equality of opportunity in education, housing, and employment. Acceptable for credit, UCLA.

(4018) 5:30-8:30 M H-163  
Staff Administrative Offices  
450 North Grand

## 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.

(623) 9-11 T, 10-11 Th E8-110  
Staff ELAC Campus

(624) 10-11 MWF E3-103  
Staff ELAC Campus

(625) 1-3 T, 1-2 Th E5-103  
Staff ELAC Campus

(3083) 7-10 M E3-103  
Thompson, P. M. ELAC Campus

(3084) 7-10 T E5-114  
Staff ELAC Campus

(3085) 7-10 W E1-136  
Kervahn, W. G. ELAC Campus

(3086) 7-10 Th K9-102  
Staff ELAC Campus

(4019) 5:30-8:30 M 509  
Faisy, D. Water & Power Bldg.

(4020) 5:30-8:30 Th 700  
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, installation visits, and actual computer laboratory work. Course is designed for individuals who need to understand the use of information retrieval in their work.

(4021) 5:30-8:30 W 700  
Doty, R. O. Data Processing Bldg.

**BUSINESS DATA PROCESSING 21—Business Computer Programming 1 (3)**

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

Principles of business data processing with main emphasis on RPG, its basic principles and general concepts, providing the student with a problem oriented language. Acceptable for credit, UCLA. (See Business Data Processing 1 for limitations.)

(4022) 5:30-8:30 W 840  
McClellan 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 flowcharting 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.

(626) 10-11 MWF E3-110  
Staff, G. ELAC Campus

(627) 12-1 MWF E5-103  
Staff, G. ELAC Campus

(628) 1-2 MWF E5-103  
Staff, G. ELAC Campus

(3087) 7-10 T M5-104  
Staff ELAC Campus

(4023) 5:30-8:30 M 700  
Gray Data Processing Bldg.

(4024) 5:30-8:30 T 572  
Craig, J. A. Water & Power Bldg.

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

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

FORTTRAN programming language is covered, emphasizing FORTTRAN IV in business applications, elementary compiler technology, and subroutines. General practices, techniques for debugging, internal sorting, table and file searching, etc., are introduced. Acceptable for credit, UCLA. (See Business Data Processing 1 for limitations.)

(4025) 5:30-8:30 M 840  
Staff Data Processing Bldg.

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

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

Course teaches student the PL/1 language and its applicability to commercial problems. Each student will program several class problems in PL/1. Acceptable

for credit, UCLA. (See Business Data Processing 1 for limitations.)

(4026) 6-9 T 502  
Lopez, M. 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.

(629) 9-11 T, 10-11 Th E3-110  
Staff, G. ELAC Campus

(3088) 7-10 M F8-103  
Luskin, R. F. ELAC Campus

(4027) 5:30-8:30 Th 840  
Nichols, J. R. Data Processing Bldg.

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

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

An extension of principles covered in Business Data Processing 29. Students will apply COBOL to more complex business applications.

(4028) 5:30-8:30 T 840  
Mathis, E. P. Data Processing Bldg.

**BUSINESS DATA PROCESSING 31—Business Data Processing Systems (3)**

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

Procedures used to analyze problems and plan and implement business computer systems. Techniques of flow charting. Acceptable for credit, UCLA. (See Business Data Processing 1 for limitations.)

(3089) 7-10 W F8-103  
Staff ELAC Campus

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

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

This course provides the student with a more comprehensive working knowledge of the PL/1 programming language.

(4029) 6-9 W 572  
Van Vlear, E. R. Water & Power Bldg.

**BUSINESS DATA PROCESSING 58—Assembly Language Programming I (3)**

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

Fundamentals of programming computers using the Basic Assembler Language (BAL). Acceptable for credit, UCLA. (See Business Data Processing 1 for limitations.)

(4030) 5:30-8:30 Th 572  
Bensko, A. D. Water & Power Bldg.

**Community Development**

**COMMUNITY DEVELOPMENT 2—Public Housing II (3)**

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

Course includes organization structure, tenant selection, rent collection, eligibility

and occupancy, maintenance services, tenant and community relations, resident lease agreement, areas of social services and community resources, budgeting and finance, and leased housing.

(4031) 7-10 W 8544  
Hedges, V. New Federal Bldg.

**COMMUNITY DEVELOPMENT 4—Community Redevelopment II (3)**

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

Covers all elements of community redevelopment: agency administration, project planning, real estate acquisition and disposition, rehousing of families and businesses, management of acquired properties, financing projects, rehabilitating buildings, citizen participation, programming and scheduling of redevelopment activities.

(4032) 7-10 Th 8544  
Deutsch, J. H. New Federal Bldg.

**Economics**

**ECONOMICS 1—Principles of Economics I (3)**

*Lecture, 3 hours.*

Course deals with economic forces and conditions which govern society; the theory of prices, competition and monopoly; theory of distribution; organization of business. Price and market approach is used. Topics common to micro-economics are emphasized. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4033) 5:30-8:30 T 36  
Emirhanian, R. H. City Hall

**Engineering, Civil**

**ENGINEERING, CIVIL 16 — Boundary Control For Surveyors (2)**

**PREREQ:** *Civil Engineering 3 or equivalent. Lecture, 2 hours.*

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

(4034) 5:30-7:30 T 780B  
Mitchell, R. J. New Hall of Records

**English**

**ENGLISH 1—Reading and Composition I (3)**

**PREREQ:** *Successful completion of English 28 is recommended. After an introductory essay the instructor will confer with the student who may not be properly qualified for the course and counsel him as to his proper placement. Lecture, 3 hours.*

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

(4035) 5:30-8:30 W 780B  
Schoenberg, A. New Hall of Records

tals (3)

PREREQ: None. However, counselor and instructor advisement will be offered as to the student's suitability for this course. Lecture, 3 hours.

A course to acquaint a student with word forms and structures (grammar), fundamental vocabulary, and word choice. Sentence patterns leading to paragraph development and reading comprehension will receive attention.

(4036) 5:30-8:30 T 117  
Johnson, D. C. County Courthouse  
(4037) 5:30-8:30 W B-4B  
Burns, N. S. Hall of Administration

### 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 is not qualified for the course, and counsel him as to his proper placement. Lecture, 3 hours.

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

(4038) 5:30-8:30 M 780B  
Meyer, A. F. New Hall of Records

## Fire Science

### FIRE SCIENCE 6—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.

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

### FIRE SCIENCE 14—Rescue Practices (3)

Lecture, 3 hours.

Life saving practices pertaining to the fire company; training for resuscitator squads; rescue equipment; the Fire Department's role in civil defense and other disaster acts; chemicals and diseases that affect breathing; California law on first aid; breathing apparatus.

(4040) 7-10 W or Th 20  
Brosnan, T. J. Fire Training Center

### FIRE SCIENCE 17—Fire Apparatus (3)

Lecture, 3 hours.

Care, maintenance, and operation of fire apparatus and pumps; principles of pumping; pumps and pump accessories; power development and transmission; driving and pumping practices; trouble shooting; effective fire streams.

(4041) 7-10 M or T 20  
Welding, J. J. Fire Training Center

### FIRE SCIENCE 19—Introduction to Fire Suppression (3)

Lecture, 3 hours.

Characteristics and behavior of fire; fire hazard properties of ordinary materials; extinguishing agents; fire suppression or-

ing tactics; public relations as affected by fire suppression.

(4042) 4-7 M or T 202  
Staff Fire Training Center

### FIRE SCIENCE 21—Fire Protection Equipment and Systems (3)

Lecture, 3 hours.

A study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

(4043) 7-10 W or Th 202  
Bracey, B. J. 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 requirement of all students. Acceptable for credit, UCLA, one course from Health 10, 11. Acceptable for credit CSCLA.

(4044) 5:30-7:30 W 313  
Schweid, E. City Hall South

## History

### HISTORY 5—History of the Americas 1 (3)

Credit given for only one of History 5 or Mexican-American Studies 5. Lecture, 3 hours.

History of Latin America and the United States from the earliest times to 1830. Covers Pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, the establishment of the new nations throughout the New World; making of the U.S. Constitution; history of California as a Spanish colony. Not recommended for students who have taken History 11 or 14. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4045) 5:30-8:30 W 740  
Staff New Hall of Records

### HISTORY 11—Political and Social History of the United States 1 (3)

Lecture, 3 hours.

This course is the first half of the standard year's course in United States history, covering up 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.

(4046) 5:30-8:30 M 374  
Painter, H. M. Hall of Administration

(4047) 5:30-8:30 M 313  
Burns, R. D. City Hall South

### HISTORY 12—Political and Social History of the United States 11 (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, UCLA, for a maximum of one course from History 12, 13, 42, and Afro-American Studies 5. Acceptable for credit, CSCLA.

(4048) 5:30-8:30 T 313  
Burns, R. D. City Hall South

## 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.

(4049) 5:30-8:30 W 477  
Enkoji, R. Y. Hall of Administration

### MANAGEMENT 33—Personnel Management (3)

Lecture, 3 hours.

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 payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs.

(4050) 5:30-8:30 Th H-163  
Altenberg, R. Administrative Offices  
450 N. Grand

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

(4051) 5:30-8:30 M 1013  
Curry, W. E. Health Department Bldg.

### MANAGEMENT 49—Elements of School Business Management (3)

Lecture, 3 hours.

Principles of business management as they apply to a large school district. Course emphasizes management of personnel, finance, and business services.

(4052) 5:30-8:30 W 103  
Staff Business Services Center  
1425 S. San Pedro St.

### 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.

(4053) 5:30-8:30 Th 780-B  
Fowler, G. J. New Hall of Records

## Mexican-American Studies

### MEXICAN-AMERICAN STUDIES 5—History of the Americas I (3)

Credit given for only one of Mexican-American Studies 5 or History 5. Lecture, 3 hours.

Course covers pre-Columbian Indian cultures, European exploration and colonization of the New World, life in the Colonial Americas, California as a Spanish colony, the achievement of independence by the United States and Latin America; consideration of the U.S. Constitution. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4054) 5:30-8:30 W 740  
Staff New Hall of Records

## Music

### MUSIC 57—Concert Choir (1-1-1)

PREREQ: Evidence of previous choral experience and ability. Permission of the instructor. 4 hours weekly; performances.

The Concert Choir is a select large ensemble that performs representative choral repertoire from all periods of music history. Emphasis on good choral tone, musicianship, and artistic interpretation. Performances are at college and community functions. Acceptable for credit, UCLA. (See Music 54 for limitation.) Acceptable for credit, CSCLA.

(4112) 5-9 M Muir Hall  
Cook, K. L. LAC/USC Medical Center

## 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. Acceptable for credit, CSCLA.

(4055) 5:30-8:30 W 1013  
Staff Health Department 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 structure of its national and state governmental institutions (executive, legislative, courts, parties); important issues facing the nation. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4056) 5:30-8:30 Th 204  
Staff City Hall South  
(4113) 5:30-8:30 M 150  
Torres, J. New Hall of Records

## Psychology

### PSYCHOLOGY 1—General Psychology I (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 intelligence, learning, problem solving, motivation, and physiological basis of behavior. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4057) 5:30-8:30 T 471  
Dixon, E. J. Hall of Administration

### PSYCHOLOGY 2—General Psychology II (3)

PREREQ: Psychology 1. Lecture, 3 hours.

Course covers the relation 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 bases of emotion, and of the laws of perception as they pertain to understanding human behavior. Acceptable for credit, UCLA. Acceptable for credit, CSCLA.

(4058) 5:30-8:30 M 726-K  
Draghiceanu, D. Health Department 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, CSCLA.

(4059) 5:30-8:30 M 477  
Swinger, H. K. Hall of Administration  
(4060) 5:30-8:30 Th 477  
Swinger, H. K. Hall of Administration

### PSYCHOLOGY 11—Child Psychology (3)

PREREQ: Psychology 1. Lecture, 3 hours.

Psychological development of the child from infancy to adolescence; scientific methods used in observing growth in physical, mental, emotional, and social conduct. Acceptable for credit, UCLA, one course from Psychology 11, 12, 13, 14.

(4061) 2-5 M Portable Bldg.  
Staff Eastmont Community Center  
701 Hoefner St.

## 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.

(4062) 5:30-8:30 T 297  
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.

(4063) 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 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.

(4064) 5:30-8:30 T 477  
Collier, H. F. Hall of Administration

### 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.

(4065) 5:30-8:30 MW 293  
Imlach, L. K. Hall of Administration

## Social Science

### SOCIAL SCIENCE 12—The Afro-American in Contemporary Urban Society (3)

Credit given for only one of Social Science 12 or Afro-American Studies 2. Lecture, 3 hours.

A survey of the urbanization of the Afro-American with emphasis on contemporary problems, proposed solutions, civil rights, and equality of opportunity in education, housing, and employment. Acceptable for credit, UCLA.

(4066) 5:30-8:30 M H-163  
Staff Administrative Offices  
450 North Grand

## 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.

(4067) 5:30-8:30 Th 471  
Griffen, F. Hall of Administration

## SOCIAL SCIENCE 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 the values and institutions of American society. Acceptable for credit, UCLA and CSCLA.

(4068) 5:30-8:30 T 150  
Ross, V. A. 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 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. Acceptable for credit, CSCLA.

(4069) 5:30-8:30 M, 5:30-7:30 W 117  
Dolz, M. A. County Courthouse

### 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.

(4070) 5:30-7:30 W 623-25  
Staff Health Department Bldg.

(4071) 5:30-7:30 Th 313  
Staff City Hall South

## 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.

(4072) 5:30-8:30 T 1013  
Fisher, B. D. Health Department Bldg.

(4073) 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 responsibilities of a supervisor in industry, such as organization, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, etc.

(3435) 7-10 W M5-102  
Martinez, R. D. ELAC Campus

(3436) 7-10 W, 7-10 Th M5-107  
Dixon, R. B. ELAC Campus

(4074) 5-8 M 2nd Floor  
Ashla, M. L. 316 Commercial St.

(4075) 5:30-8:30 M 471  
Wickham, D. V. Hall of Administration

(4076) 5:30-8:30 M 780-A  
Perez, H. H. New Hall of Records

(4077) 5:30-8:30 M Intern Resident  
Castren, N. R. Lounge, LAC/USC  
Medical Center

(4078) 5:30-8:30 T 189  
Staff Hall of Administration

(4079) 5:30-8:30 T 509  
Cooley, F. D. Water & Power Bldg.

(4080) 5:30-8:30 W 189  
Staff Hall of Administration

(4081) 5:30-8:30 W 155  
Lawson, M. J. City Hall South

(4082) 5:30-8:30 Th 374  
Martinez, H. A. Hall of Administration

(4083) 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.

(4084) 5:30-8:30 M Division of  
Demroff, M. D. Highways  
120 S. Spring

(4085) 5-8 T 204  
Wilson, J. E. City Hall South

(4086) 5:30-8:30 T H-163  
Absmeier, J. D. Administrative Offices  
450 N. Grand

(4087) 5:30-8:30 W 374  
Johnson Hall of Administration

(4088) 5:30-8:30 Th 189  
Hardy, W. R. 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.

(4089) 5-8 M 205  
Lynch, D. J. City Hall South

(4090) 5:30-8:30 Th 780-A  
Davalos, R. M. New Hall of Records

(4091) 5:30-8:30 Th 509  
Cooley, F. D. Water & Power Bldg.

### 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.

(4092) 5-8 M 155  
Sauer, K. F. City Hall South

### 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.

(4093) 5:30-8:30 M 103  
Zuck, H. City Hall South

(4094) 5:30-8:30 T 726-K  
Reitz, R. T. Health Department Bldg.

### 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 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.

(4095) 5:30-8:30 T 103  
Marfield, G. P. City Hall South

(4096) 5:30-8:30 W 726-K  
Staff Health Department Bldg.

(4097) 5-8 Th 103  
Lynch, D. J. City Hall South

### SUPERVISION 8—Work Simplification (3)

Lecture, 3 hours.

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

(4098) 5:30-8:30 M 103  
Loeber, T. B. Business Services Center  
1425 S. San Pedro St.

(4099) 5:30-8:30 W 204  
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.

(4100) 5:30-8:30 M 189  
Dulan, A. A. Hall of Administration

(4101) 5:30-8:30 M 204  
Anderson, G. P. City Hall South

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

Lecture, 3 hours.

Lectures, demonstrations, writing exercises and guided group criticism 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.

(4102) 5:30-8:30 T 293  
Frederickson, J. C. Hall of Administration

(4103) 5-8 W 103  
Wilson, J. E. City Hall South

(4104) 5:30-8:30 Th 297  
Beard Hall of Administration

## 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.

(4105) 5:30-8:30 T 374  
Johnson Hall of Administration

(4106) 5-8 Th 2nd Floor  
Staff 316 Commercial St.

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

Lecture, 3 hours.

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

(4107) 6-9 M M-11  
Neuman, C. B. Training Section  
Terminal Annex  
Alameda & Macy Streets

(4108) 12-3 T M-11  
Neuman, C. B. Training Section  
Terminal Annex  
Alameda & Macy Streets

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

PREREQ: Supervision 40 or consent of instructor. Lecture, 3 hours.

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

(4109) 6-9 W 8041  
Castleton, J. J. New Federal Building

(4110) 12-3 Th M-11  
Castleton, J. J. Training Section  
Terminal Annex  
Alameda & Macy Streets

(4111) 6-9 Th M-13  
Calzada, R. Training Section  
Terminal Annex  
Alameda & Macy Streets

## 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 T 780A  
Duplessis New Hall of Records

### PRACTICAL SPANISH II

5:30-8:30 W 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.

Students may register by mail between August 21 and September 4. 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 5, 6, 7, at the basement cafeteria, Hall of Administration.

## California State

### POLITICAL SCIENCE X460 — Foundations of Public Administration (4 quarter units)

PREREQ: One year of college political science or consent of instructor.

The executive function in government; principles of administrative organization, personnel management, financial administration, administrative law, public relations; problems and trends in government as a career. Acceptable for credit, CSCLA. Registration will take place at the first class meeting. Fee \$64. Starting date: Thursday, Sept. 28, 1972.

5:30-8:00 for 726-K  
15 Thursday evenings Health Department Bldg.

### POLITICAL SCIENCE X472—Organization and Management (4)

PREREQ: Political Science 460 or consent of instructor.

Study of organization structure, human factors in organization, dynamics of organizational change, internal adaptability to external environment; problems, limitations, and trends in governmental organization and management. Acceptable for credit, CSCLA. Registration will take place at the first class meeting. Fee \$64. Starting date: Thursday, Sept. 28, 1972.

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

## Cerritos College

### BUSINESS 31—Human Relations in Business (3)

Designed to help employees understand and utilize human relations concepts in the work setting. Areas include morale, personal efficiency, leadership, motivation, and communication. Course length is 18 weeks.

5:30-8:30 W Conference Room 500  
Staff Rancho Los Amigos Hospital  
7601 East Imperial Highway,  
Downey

### BUSINESS 91 — Medical Records Transcription and Terminology (1)

Medical vocabulary is developed with emphasis on spelling, pronunciation, and accurate typing. Course length is nine weeks.

5:30-7:30 T Conference Room 500  
Staff 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

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