

(The material to be supplied follows:)

**INTERAGENCY ADP TRAINING OFFERED BY THE CIVIL SERVICE COMMISSION
IN FISCAL YEAR 1968**

The Civil Service Commission offers Federal agencies a nationwide curriculum in ADP through its Washington based ADP Management Training Center and its ADP Management Training Institutes in Chicago, Dallas, New York, and San Francisco.

The courses are conducted under four general headings, as follows:

ADP user education courses provide fundamental and advanced ADP training for the Federal manager at all levels.

Computer specialist training offers data processing specialists basic and advanced training opportunities in systems analysis and ADP administration and management.

Management science education programs offer instruction in such disciplines and techniques as operations research, which, when complemented by the computer, become more significant management tools.

ADP auditor training is intended to meet the basic, common ADP training needs of Federal auditors.

The attached chart lists those courses conducted under each heading during fiscal year 1968.

On a nationwide basis the Commission will conduct during fiscal year 1968 about 135 sessions of these courses for over 3,500 Federal employees. A total of over 3,200 classroom hours is involved in these sessions.

ADP USER EDUCATION

Executive seminar in ADP.

Executive workshop in ADP programing.

Executive workshop in ADP systems analysis.

ADP orientation.

ADP orientation for management interns.

Introduction to ADP in financial management.

Advanced seminar in ADP and financial management.

Introduction to ADP in personnel management.

Advanced seminar in ADP and personnel management.

Introduction to ADP in technical information systems.

Advanced seminar in ADP and technical information systems.

Implications of ADP for training directors.

ADP AUDITOR TRAINING

Principles and practices of auditing in the ADP systems environment.

COMPUTER SPECIALIST TRAINING

ADP systems analysis seminar.

Field work program in ADP systems analysis.

Systems analysis for computer programers.

Advanced systems technology for ADP systems analysts.

Seminar in ADP management and administration.

Scientific and technical applications of ADP.

Systems workshop for computer specialists, phase I, basic concepts, phase II, advanced applications.

Decision logic table workshop.

MANAGEMENT SCIENCE EDUCATION

Executive seminar in operations research.

Applications of OR for executives.

Executive seminar in management information theory.

Executive seminar in management reporting systems.

Executive seminar in interagency management information systems.

Executive seminar in statistical science for management.

Mathematics for managers.

Operations research orientation.

Techniques and methods of operations research.