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see Book 10 page 172, 13 May 60.

SCHEDULE OF COURSES - 1960

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FOREWORD

25X1A This Schedule of Courses is for use in planning programs of instruction for employees who are returning to headquarters in 1960. We have included only those [REDACTED] courses that apply to programs of this type. For general information we have listed all dates although some of them will predate distribution of the publication. We have also identified each course as full-time (Ft) or part-time (Pt) and have indicated the total number of hours in the course. Descriptions of courses are in the Catalog.

Early notification of interest in registering for a course will facilitate completion of enrollment procedures at headquarters.

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INTELLIGENCE COURSES

(Conducted at Headquarters)

Administrative Procedures (Ft-120 hrs)

15 Feb - 4 Mar	22 Aug - 9 Sep
25 Apr - 13 May	17 Oct - 4 Nov
20 Jun - 8 Jul	

Budget and Finance Procedures (Ft-80 hrs)

25 Jan - 5 Feb	19 Sep - 30 Sep
4 Apr - 15 Apr	14 Nov - 25 Nov
20 Jun - 1 Jul	

KUBARK Review (Pt-2 hrs)

12 Jan	12 Jul
9 Feb	9 Aug
8 Mar	13 Sep
12 Apr	11 Oct
10 May	8 Nov
14 Jun	13 Dec

Conference Techniques (Pt-24 hrs)

1 Feb - 9 Mar	24 Oct - 30 Nov
25 Apr - 1 Jun	

Departmental Briefing (Pt-3 hrs)

26 Jan	26 Jul
22 Mar	27 Sep
24 May	22 Nov

Dependents Briefing (Pt-6 hrs)

5 Jan - 6 Jan	5 Jul - 6 Jul
2 Feb - 3 Feb	2 Aug - 3 Aug
1 Mar - 2 Mar	6 Sep - 7 Sep
5 Apr - 6 Apr	4 Oct - 5 Oct
3 May - 4 May	1 Nov - 2 Nov
7 Jun - 8 Jun	6 Dec - 7 Dec

Effective Speaking (Pt-24 hrs)

14 Mar - 20 Apr	5 Dec - 30 Jan 61
12 Sep - 19 Oct	

Effective Writing (Pt-20 hrs)

2 Feb - 3 Mar
4 Oct - 3 Nov

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Instructional Techniques (Ft or Pt)

Scheduled on request

Intelligence Orientation - Phase I (Ft-80 hrs)

(Phase II is Introduction to Communism)

4 Jan - 15 Jan

29 Feb - 11 Mar

25 Apr - 6 May

6 Jun - 17 Jun

3 Oct - 14 Oct

14 Nov - 25 Nov

Intelligence Research - Maps (Pt-27 hrs)

6 Jun - 24 Jun

17 Oct - 4 Nov

Intelligence Research - Techniques (Ft-160 hrs)

5 Sep - 30 Sep

Management (Pt-40 hrs)

GS 11-13

15 Feb - 26 Feb

18 Apr - 29 Apr

12 Sep - 23 Sep

GS 14 and above

18 Jan - 29 Jan

20 Jun - 1 Jul

24 Oct - 4 Nov

Management Conference (Ft or Pt)

Scheduled on request

Non-clerical Basic Typewriting (Pt-40 hrs)

14 Mar - 22 Apr (Thereafter scheduled on request)

Operations Support (Ft-200 hrs)

11 Jan - 12 Feb

21 Mar - 22 Apr

16 May - 17 Jun

12 Sep - 14 Oct

7 Nov - 9 Dec

Intelligence Refresher (Pt-18 hrs)

Scheduled on request

Special Supervision (Pt-40 hrs)

Scheduled on request

Supervision (Pt-40 hrs)

GS 5-9

4 Apr - 15 Apr

10 Oct - 21 Oct

GS 11-12

1 Feb - 12 Feb

6 Jun - 17 Jun

5 Dec - 16 Dec

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Supervision in Research and Analysis (Pt-40 hrs)

GS 12 and above

21 Mar - 1 Apr
7 Nov - 18 Nov

Survey of Supervision and Management (Pt-20 hrs)

23 May - 27 May
28 Nov - 2 Dec

Writing Workshops (Pt-27 hrs)

Basic

4 Jan - 28 Jan	6 Jun - 30 Jun
4 Apr - 28 Apr	12 Sep - 6 Oct

Intermediate

8 Feb - 3 Mar	11 Jul - 4 Aug
2 May - 26 May	17 Oct - 10 Nov

Advanced

8 Feb - 3 Mar	23 May - 16 Jun
18 Apr - 12 May	12 Sep - 6 Oct

INTERNATIONAL COMMUNISM COURSES

(Conducted at Headquarters)

Anti-Communist Operations (Pt-80 hrs)

4 Jan - 29 Jan	19 Sep - 14 Oct
2 May - 27 May	

Communist Party Organization and Operations (80 hrs)

1 Feb - 26 Feb (Pt)	6 Sep - 16 Sep (Ft)
4 Apr - 15 Apr (Ft)	14 Nov - 9 Dec (Pt)
31 May - 24 Jun (Pt)	

Introduction to Communism (Ft-80 hrs)

(Phase II of Intelligence Orientation)

18 Jan - 29 Jan	20 Jun - 1 Jul
14 Mar - 25 Mar	28 Nov - 9 Dec
9 May - 20 May	

USSR - Basic Country Survey (Pt-60 hrs)

1 Mar - 5 May

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LANGUAGE COURSES

(Conducted at Headquarters)

The actual number of weeks between beginning and ending dates of a course does not, in all cases, correspond exactly to the announced length of the course because extra weeks have been added to compensate for holidays and to obviate certain scheduling problems.

Instruction is indicated as Reading (R), Writing (W), Speaking (S).

Albanian

Basic (Pt-90 hrs)	R	2 phases 15 wks ea	Ph I	26 Sep 60 - 20 Jan 61
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Arabic (Lebanese-Palestinian dialect)

Basic (Ft-1600 hrs)	RSW	40 wks		18 Jan 60 - 18 Nov 60
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Arabic (Classical)

Basic (Pt-160 hrs)	R	40 wks		3 Oct 60 - 21 Jul 61
Workshop (Pt-60 hrs)	R	20 wks		10 Oct 60 - 10 Mar 61

Bulgarian

Basic (Pt-90 hrs)	R	2 phases 15 wks ea	Ph I	26 Sep 60 - 20 Jan 61
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Chinese

Basic (Ft-1600 hrs)	RSW	40 wks		26 Sep 60 - 28 Jul 61
Advanced (Ft-1600 hrs)	RW	40 wks		3 Oct 60 - 4 Aug 61
Basic (Pt-120 hrs)	RSW	3 phases 20 wks ea	Ph II Ph III Ph I	28 Mar 60 - 12 Aug 60 12 Sep 60 - 10 Feb 61 12 Sep 60 - 10 Feb 61

Czech

Basic (Ft-1600 hrs)	RSW	40 wks		26 Sep 60 - 28 Jul 61
Basic (Pt-90 hrs)	R	2 phases 15 wks ea	Ph I	26 Sep 60 - 20 Jan 61

East European Languages(Albanian, Bulgarian, Czech)

Workshop (Pt-60 hrs)	R	15 wks		26 Sep 60 - 20 Jan 61
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French

Basic (Ft-800 hrs)	RSW	20 wks		28 Mar 60 - 19 Aug 60 12 Sep 60 - 10 Feb 61
Intermediate (Ft-400 hrs)	RSW	10 wks		29 Feb 60 - 6 May 60
Basic (Pt-100 hrs)	RSW	3 phases 10 wks ea	Ph I Ph II Ph III	3 Oct 60 - 9 Dec 60 4 Jan 60 - 11 Mar 60 4 Apr 60 - 10 Jun 60
Intermediate (Pt-60 hrs)	RSW	10 wks		3 Oct 60 - 9 Dec 60
Basic (Pt-60 hrs)	R	10 wks		3 Oct 60 - 9 Dec 60
Workshop (Pt-40 hrs)	R	10 wks		4 Apr 60 - 10 Jun 60

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<u>German</u>				
Basic (Ft-800 hrs)	RSW	20 wks		28 Mar 60 - 19 Aug 60
				19 Sep 60 - 17 Feb 61
Intermediate (Ft-400 hrs)	RSW	10 wks		14 Mar 60 - 27 May 60
				26 Sep 60 - 2 Dec 60
Basic (Pt-120 hrs)	RSW	2 phases	Ph I	28 Mar 60 - 19 Aug 60
		20 wks ea	Ph II	28 Mar 60 - 19 Aug 60
			Ph I	19 Sep 60 - 17 Feb 61
			Ph II	19 Sep 60 - 17 Feb 61
Basic (Pt-120 hrs)	R	2 phases	Ph I	18 Jan 60 - 25 Mar 60
		20 wks ea	Ph II	4 Apr 60 - 10 Jun 60
			Ph I	13 Jun 60 - 19 Aug 60
			Ph II	19 Sep 60 - 25 Nov 60
Workshop (Pt-40 hrs)	R	10 wks		13 Jun 60 - 19 Aug 60
<u>Greek</u>				
Basic (Ft-1200 hrs)	RSW	30 wks		11 Jan 60 - 5 Aug 60
Basic (Pt-100 hrs)	RSW	3 phases	Ph I	7 Mar 60 - 22 Jul 60
		20 wks ea	Ph II	29 Aug 60 - 27 Jan 61
<u>Hungarian</u>				
Workshop (Pt-60 hrs)	R	15 wks		1 Feb 60 - 13 May 60
<u>Italian</u>				
Basic (Pt-100 hrs)	RSW	3 phases	Ph II	4 Apr 60 - 10 Jun 60
		10 wks ea	Ph I	3 Oct 60 - 9 Dec 60
			Ph III	19 Sep 60 - 25 Nov 60
Intermediate (Pt-60 hrs)	RSW	10 wks		4 Jan 60 - 11 Mar 60
				3 Oct 60 - 9 Dec 60
Basic (Pt-40 hrs)	R	10 wks		3 Oct 60 - 9 Dec 60
<u>Japanese</u>				
Basic (Ft-1600 hrs)	RSW	40 wks		26 Sep 60 - 28 Jul 61
Basic (Pt-120 hrs)	RSW	3 phases	Ph II	28 Mar 60 - 12 Aug 60
		20 wks ea	Ph III	12 Sep 60 - 10 Feb 61
			Ph I	26 Sep 60 - 24 Feb 61
<u>Persian</u>				
Basic (Ft-1200 hrs)	RSW	30 wks		12 Sep 60 - 28 Apr 61
<u>Polish</u>				
Basic (Ft-1600 hrs)	RSW	40 wks		26 Sep 60 - 28 Jul 61
Basic (Pt-90 hrs)	R	2 phases	Ph I	1 Feb 60 - 13 May 60
		15 wks ea	Ph II	26 Sep 60 - 20 Jan 61
Workshop (Pt-60 hrs)	R	15 wks		1 Feb 60 - 13 May 60
<u>Romanian</u>				
Basic (Pt-100 hrs)	RSW	3 phases	Ph II	4 Apr 60 - 10 Jun 60
		10 wks ea	Ph I	3 Oct 60 - 9 Dec 60
			Ph III	19 Sep 60 - 25 Nov 60
Intermediate (Pt-60 hrs)	RSW	10 wks		3 Oct 60 - 9 Dec 60
Basic (Pt-60 hrs)	R	10 wks		3 Oct 60 - 9 Dec 60
Workshop (Pt-40 hrs)	R	10 wks		4 Apr 60 - 10 Jun 60

Russian

Basic (Ft-1600 hrs)	RSW	40 wks		26 Sep 60 - 28 Jul 61
Intermediate (Ft-520 hrs)	RSW	13 wks		10 Oct 60 - 20 Jan 61
Advanced (Ft-520 hrs)	RSW	13 wks		8 Feb 60 - 6 May 60
Familiarization (Pt-24 hrs)		12 wks		26 Sep 60 - 16 Dec 60
Basic (Pt-120 hrs)	RSW	3 phases	Ph I	26 Sep 60 - 24 Feb 61
		20 wks ea	Ph II	14 Mar 60 - 29 Jul 60
			Ph III	14 Mar 60 - 29 Jul 60
Intermediate (Pt-120 hrs)	RSW	20 wks		26 Sep 60 - 24 Feb 61
Advanced (Pt-120 hrs)	RSW	20 wks		11 Apr 60 - 26 Aug 60
USSR Integrated (Pt-90 hrs)	RSW	2 phases	Ph I	26 Sep 60 - 20 Jan 61
		15 wks ea	Ph II	15 Feb 60 - 27 May 60
Intermediate Seminar (Pt-64 hrs)	RS	32 wks		26 Sep 60 - 19 May 61
Advanced Seminar (Pt-64 hrs)	RS	32 wks		26 Sep 60 - 19 May 61
Basic (Pt-90 hrs)	R	2 phases	Ph I	26 Sep 60 - 20 Jan 61
		15 wks ea	Ph II	8 Feb 60 - 20 May 60
Intermediate (Pt-90 hrs)	R	2 phases	Ph I	8 Feb 60 - 20 May 60
		15 wks ea	Ph I	26 Sep 60 - 20 Jan 61
			Ph II	26 Sep 60 - 20 Jan 61
Inter. Sci. & Tech. (Pt-90 hrs)	R	2 phases	Ph I	26 Sep 60 - 20 Jan 61
		15 wks ea	Ph II	8 Feb 60 - 20 May 60
			Ph II	26 Sep 60 - 20 Jan 61
Inter. Econ. & Polit. (Pt-90 hrs)	R	2 phases	Ph I	26 Sep 60 - 20 Jan 61
		15 wks ea	Ph II	8 Feb 60 - 20 May 60
			Ph II	26 Sep 60 - 20 Jan 61
Basic Special (Pt-200 hrs)	R	40 wks		26 Sep 60 - 28 Jul 61
Workshop (Pt-128 hrs)	R	32 wks		26 Sep 60 - 19 May 61

Serbo-Croatian

Basic (Pt-90 hrs)	R	2 phases	Ph II	1 Feb 60 - 13 May 60
		15 wks ea		

Spanish

Basic (Ft-800 hrs)	RSW	20 wks		19 Sep 60 - 17 Feb 61
Basic (Pt-100 hrs)	RSW	3 phases	Ph I	3 Oct 60 - 9 Dec 60
		10 wks ea	Ph II	4 Jan 60 - 11 Mar 60
			Ph III	4 Apr 60 - 10 Jun 60
Intermediate (Pt-60 hrs)	RSW	10 wks		3 Oct 60 - 9 Dec 60
Basic (Pt-60 hrs)	R	10 wks		3 Oct 60 - 9 Dec 60
Workshop (Pt-40 hrs)	R	10 wks		4 Apr 60 - 10 Jun 60

Turkish

Basic (Pt-100 hrs)	RSW	3 phases	Ph I	7 Mar 60 - 22 Jul 60
		20 wks ea	Ph II	7 Mar 60 - 22 Jul 60
			Ph II	29 Aug 60 - 27 Jan 61
			Ph III	29 Aug 60 - 27 Jan 61

Uzbek

Workshop (Pt-60 hrs)	R	20 wks		18 Jan 60 - 3 Jun 60
				12 Sep 60 - 10 Feb 61

AREA COURSES

Americans Abroad Orientation and Introduction to Overseas Effectiveness are scheduled to meet specific needs.

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