

# UPDATE

2

## Evening Education Program



The courses listed below are evening classes coordinated by Memorex. Registration fees will be paid by Memorex and costs for texts and materials required will be reimbursed upon successful completion of the course.

All classes meet from 7 p.m. to 10 p.m. (except where noted) in the Memorex Education Center, 1125 Shulman Avenue.

### Memorex—Metropolitan Adult Education

	Meets	Beginning	For
Business Communication Techniques 1A	Mondays	Feb. 1	9 weeks
Human Relations in Business 1A	Mondays	April 12	9 weeks
Supervisory Problems 1A	Wednesdays	Feb. 3	9 weeks
Shorthand 1AB (Accelerated)	Mondays	Feb. 1	18 weeks
Computer Programming 3CD	Wednesdays	Feb. 3	18 weeks

### Memorex—West Valley Community College

Introduction to Quality Control 61	Tue. & Fri. 4:00 to 5:30 p.m.	Feb. 9	18 weeks
Statistical Concepts and Techniques (Q. C.) 63	Mon. & Thurs. 4:00 to 5:30 p.m.	Feb. 8	18 weeks
Human Relations in Business and Industry 102	Tuesdays	Feb. 9	18 weeks
Human Relations in Business and Industry 102	Wednesdays	Feb. 10	18 weeks
Work Simplification	Thursdays	Feb. 11	18 weeks
<b>Other Courses</b>			
Introduction to Computers	Tuesdays 7:30 to 9:30 p.m.	Feb. 2	7 weeks

### Enrollment

Enrollment for Memorex Adult Education classes can be completed in the Education Center Administration Office (Dottie Monahan) between 8 and 5 Monday through Friday, or in class on the starting night.

Enrollment for Memorex West Valley courses must be completed in the Education Center between 3 p.m. and 6 p.m. on Tuesday, January 26, 1971.

Enrollment for Introduction to Computers can be completed by calling 7-3335.

### Additional Information

Course descriptions appear in the PACE catalogue.

For further information and counseling, call your Manpower Development office:

Information Media Group	call 7-3627
Equipment Group	call 7-1447
International Group & Corporate	call 7-1179

## Safety Shoe Center Hours

The IMG Safety Shoe Center (Room D312) will be open every Monday starting January 25 with alternate hours as indicated below:

January 25 6:30 a.m. to 12:00 noon  
February 1 12:00 noon to 5:00 p.m.  
February 8 6:30 a.m. to 12:00 noon  
February 15 12:00 noon to 5:00 p.m.  
Etc.

In addition, the Shoe Center will be open every Friday from 6:30 a.m. till 10:00 a.m. beginning January 29.

Properly authorized shoe request forms must be forwarded in advance so they will be received in the Safety Engineer's office at least one day prior to going to the Shoe Center for fitting.

# January Anniversaries

9 Years		Five Years	
Wayne Elder		Mirian Bakker	
8 Years		Beverly Basquez	
Arthur Burt		Nancy Bittner	
Harold Morgan		Richard Bradish	
7 Years		Don Brissenden	
Jim Chatman		Bernie Donahue	
Eugene Holthouser		Hank Fujihara	
Rajinder Khokhar		Bernard Hills	
Joyce Lopez		Marty Jenkins	
Ealem Lovelace		Walt Kramer	
6 Years		Lawrence Leech	
Bob Cortinas		Morris Matthews	
Drusilla Keller		Mel McPherson	
Till Mayberry		Doris Melot	
George McCanlies		Dusty Rhodes	
Jerry Miranda		Don Schleth	
Florence Swartout		Fred Siau	
		Howard Siggers	
		Jim West	

## For Your Info:



Remember that you should submit an amended income tax withholding exemption form if your exemptions have changed since you last filed an exemption certificate. Forms are available in the Personnel Offices.

This is a good time, too, to review your beneficiary designations under the Profit Sharing, Savings and Investment, and Insurance plans. (Benefit specialists usually advise this review at least once a year.) Circumstances that could suggest reviewing or changing beneficiaries include the death of a listed beneficiary, change of marital status, birth or adoption of a child, and so forth.

Employees with Social Security questions or problems can save time by phoning the San Jose area office, according to Peter D'Anna,

district social security manager. The new phone service, called "Teleservice," has been established for the convenience of social security beneficiaries and the public in general. Social Security personnel on Teleservice will answer general and specific questions about all Social Security programs including Medicare. San Jose area Teleservice is available from 9:00 a.m. to 4:00 p.m., Monday through Friday. The San Jose area number is 275-7411.

Mary Pierce in the IMG Personnel Office is the one to see about lost or found articles for all the Shulman Avenue facilities. Her office is just off the Employment Lobby.

## MAG Sports Calendar

MAG-sponsored intramural basketball takes place every Monday night, from 7 p.m. to 10 p.m., at the Buchser Girls Gym. Call John Bachick, x7-3012, to enter teams.

The MAG Divoteers Golf Club will start the 1971 season on February 13th. A tournament is planned for every month through November as follows:

February 13	— Spring Valley
March 6	— Santa Teresa
April 17	— San Jose Municipal
May 15	— Pleasant Hills
June 19	— Pajaro Valley
July 17	— Pasatiempo
August 14	— Sunol (Cypress)
September 19	— Aptos
October 23	— De Laveaga
November 20	— Fairway Glen

For further information, please contact Gary Meredith, x7-1449, Ron Treadway, x7-2163, or Russ Rousseau, x7-3564 (Swing Shift).

Because there are so many golfers, MAG sponsors another golf group primarily made up of Equipment Group employees. The tentative schedule is:

February 6	— Riverside
March 13	— Boulder Creek
April 17	— Pasatiempo

For more information, call Ron Treadway, x7-2163 or Chuck Michelsen, x7-3613.

Girls interested in forming a MAG volleyball team should contact Ron Treadway, x7-2163.

## Other MAG Events

MAG has tickets available for the Friday, February 19, hockey game between the Oakland Seals and the Boston Bruins. The game will be at the Oakland Coliseum, and tickets are \$4 each. (They normally sell for \$6.) If you're interested, the person to call at Shulman Avenue is Bill Fullendorf, x7-2992, or for MEG, Cheryl Gargano, x7-0200.

Bridge players interested in helping form a MAG Bridge Club may call Ed Pagter, x7-2326, or Bill Fullendorf, x7-2992. Tournaments may be organized if enough people respond.

MAG's Flying Club will meet Tuesday, January 26th, 5:30 p.m., in Room 12 of the Memorex Education Center. They plan to elect officers and appoint a Board of Directors. For more information, call George Carson, x7-0457.

Those interested in participating in an Astronomy Club should contact Bill Fullendorf, x7-2992.