

CERTIFICATE IN MANAGEMENT
PROGRAM OFFERED AT USI



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A new Certificate in Management program has been developed by the University of Southern Indiana Office of Continuing Education and Extended Services in cooperation with the American Management Association (AMA) Extension Institute, which has programs available in more than 100 U.S. colleges and universities.

The multi-course curriculum has been created to meet the unique needs of working professionals who want to learn state-of-the-art business skills that will make them more effective in existing positions and better prepared for advancement.

Participants will be required to take six courses to complete the AMA Certificate in Management program and will receive 1.5 continuing education units (CEUs) per course. Three courses are required -- What Managers Do, Communication Skills for Managers, and A Manager's Guide to Human Behavior -- with at least one required course to be offered each semester, along with numerous elective courses applicable to the program. The six-week courses may be taken in any order and there is no time limit for program completion.

The courses offered in the inaugural program this spring will include How to Deliver Winning Presentations, with classes starting February 28; What Managers Do, starting March 1; Writing for Management Success, starting April 17; and A Manager's Guide to Human Behavior, starting April 20.

The registration fee is \$150 each for five courses, with the sixth provided free of charge. Registration also is open to those who do not wish to pursue the AMA Certificate in Management. Larry Bohleber, manager of Business Development Programs, and Rebecca Englert, coordinator of Business and Professional Development Programs, are in charge. Call the USI Office of Continuing Education -- 812-464-1863 or 800-444-1965 -- for information or to register.