

OPENINGS STILL AVAILABLE
IN USI CERTIFICATE
IN MANAGEMENT PROGRAM



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Openings still are available in fall courses for the Certificate in Management Program offered by the University of Southern Indiana Office of Continuing Education in conjunction with the American Management Association (AMA).

The curriculum is specifically created to meet the needs of working professionals who want to learn state-of-the art business skills. It offers six six-week courses to help participants become more effective in their present jobs and better prepared for advancement.

The six-week courses available this fall include Communication Skills for Managers, which begins Tuesday, September 18, and Managing and Resolving Conflict, which begins Wednesday, September 19. Also available are What Managers Do, starting Monday, September 17; Success Through Assertiveness, starting Tuesday, October 30; and Leadership Skills for Managers, starting Monday, October 29. (Communication Skills for Managers and What Managers Do are among three courses required to earn the certificate.)

The registration fee is \$150 each for the first five courses, with the sixth course offered free. An Advanced Certificate Program also is available, offering courses seven through 11 at \$150 each, with the 12th course available free of charge. Call the USI Office of Continuing Education, 812/464-1989 or 800/467-8600 for information or to register.

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