

FOR RELEASE:

IMMEDIATE

Mailed February 5, 1987

YOUNGSTOWN, Ohio - Office personnel and those contemplating re-entry into the secretarial profession can learn the most recent developments in office techniques and procedures in a full-day seminar offered by the Youngstown State University Office of Continuing Education on March 5.

"New Directions in Secretarial Procedures" will cover, but not be limited to, business correspondence, report compilation and documentation techniques. In addition records management, as well as new postal regulations will be discussed.

The seminar will be held on campus from 8:40 a.m.-4:30 p.m.

Cynthia Campbell, of Liberty, YSU assistant professor of Business Education and Technology, will be the seminar presenter.

The seminar fee is \$80, or \$65 for individuals registering prior to Feb. 19.

For more information, or to register for this in-depth seminar, call the YSU Office of Continuing Education at (216) 742-3358.

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YOUNGSTOWN, Ohio \_ Here's a chance to investigate the "ins and outs" of being a consultant without actually taking the plunge.

Youngstown State University's Office of Continuing Education will offer "How to Be a Successful Consultant," a full-day seminar, from 9:30 a.m. to 4:30 p.m. March 6.

Participants will learn how to sell their experience and expertise, build a loyal clientele for additional business referrals, and learn the economics of consulting. Tips on organizing time, office, and work to make maximum profits and minimize stress will also be offered.

The seminar will be presented by Roger Herman, president of Herman Associates, a group of management consultants and trainers located in Rittman, Ohio.

Herman holds a Bachelor of Arts degree from Hiram College, and a Master of Arts degree in Public Administration from Ohio State University.

The seminar fee is \$110. The fee for registering before Feb. 20 is \$95.

For more information on this seminar and other non-credit business programs, or to register, call the YSU Office of Continuing Education at (216) 742-3358.

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YOUNGSTOWN, Ohio - A total of 1,692 Youngstown State University students have been named to the Dean's List for the Fall Quarter, 1986, according to Dr. Bernard T. Gillis, provost.

Winter Quarter enrollment at YSU was 14,100.

To be eligible for the Dean's List, students must attain a grade point average between 3.4 and 4.0 and take at least 12 quarter hours.

Those named to the Dean's List from your area for the Winter Quarter are as follows:

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