

FOR RELEASE: IMMEDIATE

Contact: Bob McGill



Mailed March 27, 1985

YOUNGSTOWN, Ohio - The Office of Continuing Education, in cooperation with the Counseling Department at Youngstown State University, will offer a half-day seminar, "How to Take the NBCC Exam" for counselor certification.

The seminar will be held on campus from 9 a.m. until noon Saturday, April 13.

More than 13,000 counselors nationally are now certified by the National Board for Certified Counselors (NBCC), a non-profit corporation established by the American Association for Counseling and Development. Certified counselors are listed in a national register available to the general public, and are identified as having met standards established by NBCC.

The YSU seminar will distinguish and describe accreditation, licensure, and certification for counseling professionals; delineate required certification steps; describe the national examination; and give seminar participants an opportunity to take and score a practice exam.

The instructor will be Dr. Christopher Faiver, assistant professor of counseling at YSU. The fee is \$30.

For further information or to register, call the YSU Office of Continuing Education at (216) 742-3358.

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YOUNGSTOWN, Ohio - The Youngstown State University Office of Continuing Education will offer three courses during the Spring Quarter to help individuals who are preparing for the certification examinations given by the American Production and Inventory Control Society (APICS).

"Material Requirements Planning," "Production Capacity Management" and "Master Production Scheduling" cover three modules of the APICS tests. All classes will be held on campus.

For those preparing for the MRP module, "Material Requirements Planning" covers master schedule requirements, orders, and billing by using simple mathematical procedures to indicate purchasing and manufacturing requirements.

Patrick McLeod, production and inventory control supervisor at Rockwell International, will teach the course. Classes will be from 7-9 p.m. on Mondays, April 15 through June 10, with an optional review session on July 15 in preparation for the July 20 APICS exams.

"Production Capacity Management" is designed for those who will be taking that unit of the APICS exams, and is also useful to anyone working with capacity management. Topics include concepts and applications, system interface, lead time management, and techniques of planning and control.

The instructor will be Robert Swanson, Jr., general supervisor of the Materials Control Department of Rockwell International. Classes will be held from 7-9 p.m. Wednesdays, April 17 through June 12 with an optional review on July 17.

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"Master Production Scheduling" prepares participants who plan to take the Master Planning module of the APICS exam. MPS is the first step in product logistics. Among the topics to be covered are production planning, forecasting, demand management, order entry and distribution planning.

McLeod will also teach this course, which will be held on Thursday evenings from 7 to 9 p.m., April 18 through June 13, with an optional review session on July 18.

The fee for each of the courses is \$100.

For more information or to register, contact the YSU Office of Continuing Education at (216) 742-3358.

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YOUNGSTOWN, Ohio - Youngstown State University's Office of Continuing Education will offer three courses on campus this spring for business professionals who want to increase their efficiency and effectiveness.

"Mastering Managerial Skills," "Personnel Policies and Practices" and "Effective Supervisory Skills" will be in mid-April on the YSU campus.

"Mastering Managerial Skills," a six-week course, emphasizes working efficiently through the delegation of responsibilities. Topics will include: personnel assessment; role of the supervisor; communications; decision making/problem solving; motivation; discipline; and performance appraisal.

Classes will be held from 6:30-8:30 p.m. Tuesdays, April 16 through May 21. The fee for the course is \$85.

"Personnel Policies and Practices" is appropriate for new and practicing professionals. It will provide an update on the latest trends in employment and labor relations. Topics will include: personnel practices; policy development; human resource administration; wage and salary administration, and legal aspects of personnel management.

The six-week course will be held 6:30-8:30 p.m. Thursdays, April 18-May 23. The fee is \$85.

The instructor for both "Mastering Managerial Skills" and "Personnel Policies and Practices" will be Dr. Donald Bowman, a member of the limited service faculty in the YSU Marketing Department.

MORE

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"Effective Supervisory Skills" is to train supervisors to become achievers in their organizations. Topics will include: duties of the supervisor or first-line manager; communication skills; employee motivation; employee grievances; and counseling for improved performance.

George Dubec of Warren, a product control supervisor at Packard Electric Division of General Motors, will teach the six-week course. Classes will meet 6:30-8:30 p.m. Wednesdays, April 17-May 23. The fee is \$85.

For informational brochures on these courses, or to register, call the YSU Office of Continuing Education at (216) 742-3358.

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