

FOR RELEASE: IMMEDIATE

Mailed April 3, 1986

YOUNGSTOWN, Ohio - Youngstown State University's Office of Continuing Education will offer "Intro to Word Processing," a two-week course on campus April 15-24.

This course will focus on word information, processing terminology and the concepts and benefits of word processing. Emphasis will be placed on hands-on training for both dedicated word processors and microcomputers with word processing capabilities. Classes will be held from 5:40-9:30 p.m. on Tuesdays and Thursdays.

Virginia K. Phillips of Edinburg, Pa., will be instructor. She is an associate professor in the Business Education and Technology Department at YSU.

The fee for this course is \$140.

For additional information, or to register for "Intro to Word Processing," call the YSU Office of Continuing Education at (216) 742-3358.

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YOUNGSTOWN, Ohio - William H. Cossler of New Springfield has been appointed to the Ohio Job Training Coordinating Council by Gov. Richard Celeste.

Cossler is technology transfer agent for the Ohio Technology Transfer Organization (OTTO) in this area, and his office is in Youngstown State University's Cushwa Center for Industrial Development. Cushwa also houses the Mahoning Valley Small Business Enterprise Center.

The Ohio Job Training Coordinating Council is charged with coordinating the employment and training system under Ohio's Job Training Partnership Act, a joint public/private program.

As technology transfer agent for OTTO, Cossler obtains technical assistance for businesses and industries in Mahoning and Trumbull counties, working with company managers to identify problems and then linking them with experts at YSU, at other firms or agencies, or with other agents in the OTTO network who can assist in solving those problems.

The University's Cushwa Center for Industrial Development, the Center for Urban Studies, Engineering Services Center and Human Resources Development Center are part of YSU's Public Service Institute, which was formed a year ago.

Cossler, a former vice-president of YBM Corp., has served on various boards of trade, business and civic organizations, and was a member and president of Ohio's State Board of Education.

He served continuously as chairman of the Youngstown Private Industry Council from its inception in 1980 until he retired from that post last December. He continues to serve on its board of directors.

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Mailed April 3, 1986

YOUNGSTOWN, Ohio - "Interior Design With a Country Flair, and More" is a six-week course that will teach participants how to give their home a professionally decorated look.

Sponsored by the Office of Continuing Education at Youngstown State University, the course will be given at Poland Union School from 6 to 8 p.m. beginning April 15 and continuing through May 20.

Participants will learn the basics of interior design, including color schemes and color concepts, floor plans, styles and periods of furniture. Adding style with carpeting, wallpaper, borders and draperies will be discussed. Together they will produce the flair of country design.

Jerri Neff of Youngstown, an interior designer with Eckerts Interiors, will be instructor.

The course fee is \$75.

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

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Mailed April 3, 1986

YOUNGSTOWN, Ohio - Two speedreading courses will be offered at Youngstown State University through the Office of Continuing Education.

"Speedreading for the College Bound" will be helpful for those going to college for the first time, or returning after a period of time. Classes will meet from 5:40-7:30 p.m. Tuesday, April 15 through May 20.

"Speedreading for the Professional," directed more for those in business, will be held from 7:40-9:30 p.m. on the same dates.

These classes, for above-average readers, will increase efficiency in skimming, scanning, surveying and critical reading, as well as improving comprehension and retention. Through the use of articles and vocabulary exercises, participants will be able to increase their productivity level at work as well as increase their personal enjoyment of reading.

Marilyn Zelznik of Warren, who received her master's degree from YSU, will be the instructor. She is a reading coordinator for Windham High School.

The fee for each course is \$115.

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

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