Are you ready to upgrade your job skills so that you can excel in your job or move into a position with more responsibility within your organization – or even start a new career? Penn State can provide you with the tools you need to succeed. Start now. And show employers you have the ability to reach higher and achieve more.

Penn State on your résumé—it shows.

**Supervisory Management Certificate Program**

The certificate program in supervisory management can help you hone your supervisory skills and prepare you for more responsibilities and new challenges. The program is designed to provide you with a strong foundation in core business courses such as management, communications, writing, and management information systems. You can earn this certificate upon the successful completion of eight courses.

www.wb.psu.edu/ce  570-268-7777
Supervisory Management Certificate Program

This 24 credit undergraduate credit certificate program is designed to provide adult students with the managerial and leadership skills to manage effectively in a business environment. Participating students are either front-line supervisors or are those aspiring to move into supervisory positions. The course work is designed to provide participants with a solid base of writing, speaking, managerial/leadership and technology skills.

Certificate Program Courses
A certificate will be awarded upon successful completion of eight courses (24 credits).

Microcomputer Applications in Business (MIS 103) (3 credits)
Introduction to current business uses of the microcomputer, including spreadsheets, database management, word processing, and decision-making models.

Rhetoric and Composition (ENGL 015) (3 credits)
Instruction and practice in writing expository prose that shows sensitivity to audience and purpose.

Effective Writing: Business Writing (ENGL 202D) (3 credits)
Writing reports and other common forms of business communication.

Effective Speech (CAS 100A) (3 credits)
Principles of communication implemented through presentation of speeches, with some attention to group discussion and message evaluation.

OR

Effective Speech (CAS 100B) (3 credits)
Principles of communication implemented through group problem solving, with some attention to formal speaking and message evaluation.

Introductory Psychology (PSYCH 100) (3 credits)
Introduction to general psychology; principles of human behavior and their applications.

Survey of Management (MGMT 100W) (3 credits)
Introduction to organizational factors relevant to management processes, including leadership, motivation, job design, technology, organizational design and environments, systems, change.

Supervisory Management (MGMT 150) (3 credits)
Preparation for supervisory positions in formal organizations. Emphasis placed on the motivational aspects of the supervisor's job.

Business Leadership (MGMT 001S) (3 credits)
The aim of this course is to introduce fundamental concepts of business management and leadership.

Admission to Certificate Programs
Certificate programs and courses are open to high school graduates and to persons who have earned a GED. Prerequisite course requirements may apply. If you are interested in enrolling in a certificate program, you need to complete a non-degree form, available by calling 570-268-7777.

Financial Aid
Information on financial aid eligibility for part-time students enrolled in credit certificate programs is available by contacting Stacey Zelinka at 570-675-9242 or by visiting www.psu.edu/studentaid.

Location
The certificate program in Supervisory Management is offered at the Penn State Northern Tier Center in Towanda, PA.

For More Information
John Swayze
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This publication is available in alternative media on request.

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U.Ed. WBO 12-14