

Women In Management

The Continuing Education Office at Penn State-Capitol Campus announces two workshops in "Women in Management."

The first workshop is entitled "Developing Your 'High Level' Potential" and will be held on Thursday, October 26 in the Multi-Purpose Building on campus.

This workshop has been designed to promote a proactive approach to career planning and executive development for women. It takes into consideration upper-level managerial and executive skill requirements, as well as some of the organizational barriers that might be operating against the advancement of women.

The second workshop deals with "Time Management" and will be held on Thursday, December 14 in the Multi-Purpose Building.

This workshop focuses on

using time effectively and efficiently in day-to-day situations. Case studies, short lectures, audiovisuals and handouts, are used in discussing the importance of time, identification and solutions to problems, working with the secretary, and management of the team's time.

Both workshops start at 8:30 A.M. and conclude at 4:45 P.M. The fee of \$55 for one workshop and \$100 for both workshops includes instructional materials, coffee breaks and lunch.

Registration for the workshop "Developing Your 'High Level' Potential" must be completed by Thursday, October 19; and for the "Time Management" workshop by Thursday, December 7.

For further information contact the Continuing Education Office, Penn State-Capitol Campus, Middletown, PA. 17057, or phone 717-787-7753.

New Appointments

Dr. Robert E. McDermott, provost of Penn State Capitol Campus has announced the appointments of David W. Doaty as Veterans Affairs Assistant, Gregory G. Holmes as assistant to the coordinator in the Residence Living Program, and Mr. Larry G. Willets as instructor of health and public administration.

Mr. Doaty received his B.A. in English from Kutztown State College and is a candidate for a M. Ed. in Counseling in Higher Education from Kutztown State College. Doaty has also done graduate work in English at the University of Texas-San Antonio.

Mr. Doaty served in the U.S. Air Force as an information specialist at Lackland AFB in Texas.

Mr. Holmes received his bachelor of science degree in Pre-Med and chemistry from Findlay College. Prior to his new post, Mr. Holmes was an assistant head resident of Bare Hall at Findlay.

Mr. Willets received a B.A. and M.A. in political science from Oklahoma State University and the University of Florida respectively. He is presently a doctoral candidate in political science at the University of Florida.

Political and administrative environment of health planning agencies is an area of research interest to Mr. Willets. He has had articles and papers published in the health administration field.

Prior to his new post, Mr. Willets was an instructor of social and political science at the University of Florida as well as research assistant at the University Health Center. He has also served as a health resource consultant to the Health Systems Agency of North Florida.

Middletown-The Capitol-Campus Administration and Business Program in cooperation with the American Society for Training and Development will be holding a seminar entitled "Integrating the Handicapped" Friday, October 27 from 8:30 to 11:30 A.M.

The seminar is designed to explore how the business community should effectively deal with the handicapped. Topics include: legal requirements for integrating the handicapped; resources available for responding to this developing

Election Forecasting

Middletown--"Forecasting the 1978 Pennsylvania Election" will be the first program of the 1978-79 year of the Harrisburg chapter of the American Statistical Association. The program will begin at 12:30 p.m., Fri., Oct. 13 in Room 321 of the Education Building. Mr. William Cromer, president of the Cromer and Young Group Inc., will be the guest speaker.

Dr. Jacob DeRooy is president of the Harrisburg Chapter, and Dr. Kenneth Masters is president-elect. Both men are professors at Penn State-Capitol Campus.

The American Statistical Association was founded in 1839 and is perhaps the oldest professional society in continuous existence in America. An important objective of the ASA has been to improve government statistics. With a new administration to begin in Pennsylvania in only four months, improving Penna. statistics is especially important to the Harrisburg Chapter of the American Statistical Association.

Persons interested in attending the luncheon/meeting, please contact Jim Riley at 787-9610.

situation; and methods of accommodating these individuals in the work force.

Instructors for this seminar will be Peter F. Serzan and James D. South III. Mr Serzan is a certified rehabilitation counselor. He received his masters in rehabilitation counseling from the University of Pittsburgh in 1974. Serzan is presently employed as the rehabilitation counselor/social worker at the Community Mental Health Center at Holy Spirit Hospital in Camp Hill. Dr. South serves as the director of student affairs at Capitol

Campus. He is a member of the President's University Coordinating Council for Concerns of the Handicapped and has been actively involved in establishing programs, facilities and services to accommodate the disabled.

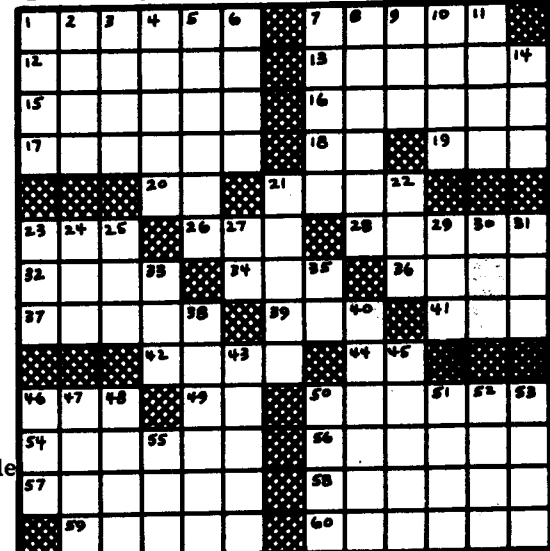
Persons wishing to register should do so no later than Wednesday, October 18. The fee is \$25.

For further information contact the Continuing Education Office, Penn State-Capitol Campus, Middletown, PA. 17057, or phone 717-787-7753.

Crossword Puzzle

ACROSS

1. Unmarried woman
7. Slap hard
12. Salad green
13. Lasso
15. Stirs a fire
16. Divine revelation
17. Still
18. Ourselves
19. Knowledge
20. Saint: abbr.
21. Anglo-Saxon slave
23. Noah's son
26. Ocean
28. Snares
32. Bitter drug
34. Married woman's title
36. Great Lake
37. Declare
39. Run off quickly: slang
41. Humans
42. Military force
44. Because
46. Take court action

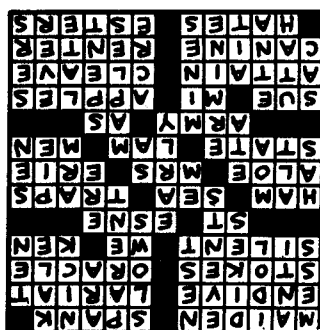


49. Musical note
50. Fruit
54. Reach
55. Split
57. Dog
58. Tenant
59. Detests
60. Chemical compounds

DOWN

1. Untidy state
2. One opposed
3. Image
4. Canal embankments
5. Occurrences
6. Bird's home
7. Slackens in speed
8. Mother or Dad
9. Macaw
10. Notch
11. Leafy plant
14. Number
21. Not late
22. Before
23. Owns
24. High: music
25. Extinct bird
27. Printer's measure
29. Upper limb
30. Large tart
31. Japanese coin
33. Greek letter
35. Continent: abbr.
38. Weasel
40. Trees
43. Ore
45. Used up
46. Baglike part
47. State
48. Sicilian volcano
50. Land measure
51. Tardy
52. Always
53. Indian weights
55. Small island

Answer to Puzzle



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