



Mon Valley CTC

Spring 2008 Schedule

724-430-4211 toll free: 1-877-568-4130 www.fe.psu.edu

PENNSTATE



Fayette

The Eberly
Campus

Courses to be held at the Mon Valley Career and Technology Center in Charleroi, Pennsylvania (Speers Area).

Please circle the class(es) for which you would like to register.
Sign, date, and return to the address on page 2.

SPRING 2008 NON-CREDIT COURSES

MARCH 17 TO MAY 20, 2008

Required Real Estate Salesperson Courses

The Penn State real estate certification program is designed to help you prepare for a career in real estate. The courses are approved by the Pennsylvania Real Estate Commission and can be applied toward the educational requirements for taking the salesperson's and broker's license examinations.

Real Estate Fundamentals

Wednesdays 6:00-9:00 p.m.

\$275

March 19-May 21, 2008

A foundation for the study of real estate in Pennsylvania, covering language, principles, and laws that govern the business.

Real Estate Practice

Thursdays 6:00-9:00 p.m.

\$275

March 20-May 22, 2008

An introduction to all facets of the real estate business, including a survey of areas of specialization with emphasis on the role of a real estate agent in residential brokerage. Examination of a real estate transaction designed to provide a working knowledge of the forms and documents used including the related mathematics.

Effective Supervision Series

Module #1:

Meeting Supervisory Responsibilities

Class will be held *March 4, 2008*

5:00-9:00 p.m.

- Managing the transition to supervision
- The responsibilities of today's supervisors
- Values, ethics, roles and skills
- The changing nature of supervision
- Your supervisory leadership profile

Module #2:

Communicating Effectively

Class will be held *March 11, 2008*

5:00-9:00 p.m.

- Verbal and nonverbal communication
- Barriers and problems in communication
- Listening effectively
- Communication with employees

Module #3:

Building Work Relationships

Class will be held *March 18, 2008*

5:00-9:00 p.m.

- Impact of positive relationships
- Building trust
- Your interpersonal style
- Adjusting to different styles
- Strengthening your work relationships

Module #4:

Leading Others

Class will be held *March 25, 2008*

5:00-9:00 p.m.

- The changing nature of leadership
- What employees expect of you as a leader
- Providing excellent direction
- Delegating effectively
- Meeting leadership challenges

These courses focus on either the newly-appointed manager or those who may need a refresher. The cost for all four modules is \$595, or you can take each course separately for \$199 each. All materials are included in the cost of this course.

TEXTBOOK POLICY

If a textbook is required, you will be contacted by the Continuing Education Office prior to your start date of class. The materials will be available to you on the first night of class. If you have any questions, you can contact the Continuing Education Office at 724-430-4211.

The University reserves the right to cancel any course because of insufficient enrollment or any valid reason.

Signature of Student

Date

Please Print Name

Student ID Number or Date of Birth

Phone Number

E-mail Address

To register, call 724-430-4211 or toll-free 877-568-4130

Completed registration forms can be mailed to:

Penn State Fayette, The Eberly Campus
Continuing Education & Training
1 University Drive, P.O. Box 519,
Uniontown, PA 15401

This publication is available in alternative media on request.

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Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.
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