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UM offers short courses for the working community

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University of Montana

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MEDIA RELEASE

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UM OFFERS SHORT COURSES FOR THE WORKING COMMUNITY

A series of short courses for the Missoula working community will be offered in late afternoon and early evening in Room 131 of the Science Complex at the University of Montana.

Anyone interested in enrolling can reserve a place and initiate registration by visiting the UM Summer Programs Office, 125 Main Hall, or calling 243-4610. Arrangements should be made at least one week before the class starts.

The courses offered, listed by title, time, credit and instructor: "Law and Labor Relations," June 25-29, 4-6 p.m., 1 credit in political science, William Corbett. The course will focus on the legal relationship between employers and employees, primarily concerning unions and labor contracts.

"Accounting for Managerial Decision Making," July 9-13, 5:10-7 p.m., 1 credit in accounting, Teresa Beed. The course will demonstrate ways to understand and use existing accounting data.

"Discrimination in the Workplace," July 16-20, 4-6 p.m., 1 credit in political science, William Corbett. The course will describe federal and Montana state law protecting employees against workplace discrimination. It will emphasize unlawful employer discrimination action and employer defenses and will deal with employee rights and employer obligations.

"Managing and Motivating Today's Employees," July 23-27, 5:10-7 p.m., 1 credit in management, Robert Hollmann. This is a practical applied course to give managers and future managers knowledge and skills in managing employees more effectively.

(over)

UM offers short courses--add one

Topics include motivation theory, basic management functions, decision making, leadership style, job design, effective personnel practices, performance appraisal, discipline and grievances.

"Educational Futures," July 30-Aug. 3, 5:10-7 p.m., 1 credit in education, John Pulliam/Nancy Fritz. The course will examine future trends and forecasts as they relate to education. It will concentrate on the information age and how it differs from the industrial era. Positions taken by educational futurists will be surveyed.

"Effective Work Relationships between Men and Women," Aug. 6-10, 5:10-7 p.m., 1 credit in interpersonal communications, Wesley Shellen. The course explores social and psychological barriers to effective work relationships between men and women. It treats problems of sex roles, career conflicts, stereotyping, power issues, and sex differences in leadership, achievement and communication. Methods for enhancing the strengths of both sexes in work relationships will be included.

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