



PennState
Schuylkill



CONTINUING EDUCATION

PROFESSIONAL DEVELOPMENT | CERTIFICATE PROGRAMS

INDUSTRY CREDENTIAL PROGRAMS | CUSTOMIZED TRAINING PROGRAMS

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Professional Development Courses

Available to individuals or groups wanting to improve skills in order to advance in their careers.

THE ART OF NEGOTIATION

Learn skills to help you negotiate at work, advance your career, or simply get the best deal at the bargaining table.

EXCEL BASICS, INTERMEDIATE, AND ADVANCED

Learn how to master this powerful software program, including how to format data, use formulas, manage workbooks, and create charts and pivot tables.

MICROSOFT OFFICE

Learn how to effectively utilize the Microsoft Office Suite for your company's needs. Course includes basic uses of Word, Excel, Outlook, and PowerPoint.

GRANT WRITING

Learn to identify and understand the grant writing process, develop the steps necessary to become grant ready, and learn the basic components of grant applications through grant writing courses including Grant Writing Toolbox and Advanced Grant Writing Tips and Tricks

PRACTICAL SPANISH FOR THE WORKPLACE

Learn basic conversational Spanish focused on day-to-day communication in the workplace to help you better interact with your Spanish-speaking employees.

Penn State Certificate Programs

Penn State certificates are designed to help employees broaden their skills and employers develop their workforce.

INTEGRATED DIGITAL MARKETING

It is more important than ever for marketing professionals to create personalized content and increase awareness of SEO, SEM, digital marketing, and social media strategies. This three-course program is designed for both beginners and current professionals who wish to sharpen their skills. Those who complete the following three courses receive a Penn State certificate:

- Digital Marketing
- Content Marketing
- Measuring Marketing Success

NURSE MANAGEMENT

In today's workforce, upskilling and reskilling are areas of focus for those who wish to climb the career ladder. This four-course program is designed for registered nurses who wish to gain

the skills and tools to be successful in mid-level managerial nursing positions. Those who complete the following four courses receive a Penn State certificate:

- Organization and Administration
- Data Management
- Human Resources
- Seminar for Nurse Managers

PROJECT MANAGEMENT

Project management is important for organizations of all kinds to ensure they maximize resources and meet targets. This four-course program is designed for those who are new to the field of project management or those who are experienced managers already involved in projects. Those who complete the following four courses receive a Penn State certificate.

- Initiating and Planning
- Scheduling and Integration
- Closing and Control
- Risk and Change Management

SUPERVISION ESSENTIALS

Developing leaders who help teams perform better is crucial in today's competitive environment. This four-course program is for individuals who manage employees or are assuming supervisory responsibilities for the first time. Those who complete the following courses receive a Penn State certificate:

- Supervisory Roles and Responsibilities
- Managing Employee Performance
- Solving Problems, Managing Priorities
- Developing Individuals and Teams

Industry Credential Programs

Industry-recognized credentials help employees adhere to national standards and organizations remain competitive.

APICS/ASCM CERTIFICATION PREP PROGRAMS

The Association for Supply Chain Management (formerly APICS) is the global leader and premier source of leading-edge knowledge in operations and supply chain management. With this certification, employees will increase their value and visibility in the field of supply chain. This preparation program is designed to help those who wish to take the APICS examination. The APICS examination is available to those who have relevant work experience and education in business and industry.

APICS – CERTIFIED PRODUCTION AND INVENTORY MANAGEMENT

Employees with an APICS CPIM credential are highly sought-after professionals in the manufacturing and supply chain industries. This two-part program is designed for those who wish to increase their awareness in the field of supply chain and is a prerequisite for APICS CPIM Module II.

CHANGE MANAGEMENT CERTIFICATION PROGRAM

Change management is important for leadership development for those in supervisory or organizational development roles within their industries. This program is ideal for development professionals, human resources business partners, continuous improvement specialists, project managers, and more.

HUMAN RESOURCES MANAGEMENT (SHRM)

Human resources professionals will be recognized and can excel in the field with knowledge provided by SHRM's framework. This course addresses six key human resource subjects in a user-friendly format and is ideal for those just starting out in the profession, or those who are looking for an effective way to boost their employee management skills.

SHRM LEARNING SYSTEM COURSE

Earning a SHRM-Certified Professional or SHRM-Senior Certified Professional credential recognizes human resources professionals as experts in the field. This course, which includes preparation materials and review sessions, is ideal for those who plan to take the SHRM examination.

Customized Training Programs

Customized training programs are available to meet your organization's needs. They can be offered on-site, on campus, or on-line. Almost any topic can be covered. Reach out to discuss your needs. The following are just some of the areas that can be addressed:

BASIC TRAINING SKILLS

Customer Service, ESL, Math, Oral Communication, Time Management/ Employee Readiness, Written Communication, Reading Skills

CAREER ADVANCEMENT & CERTIFICATIONS

Association for Supply Chain Management (ASCM), Digital Marketing, IT Certifications, Project Management

COMPLIANCE & SAFETY

Drug & Alcohol Awareness, Environmental Health, OSHA, Workplace Safety

HUMAN RESOURCE MANAGEMENT

Conflict Resolution, Diversity, FMLA, Recruitment, Reducing Turnover, Sexual Harassment, Working in Teams, Workplace Ethics

MANAGEMENT & LEADERSHIP DEVELOPMENT

Negotiation Skills, Practical Spanish for the Workplace, Strategic Planning, Supervision Essentials

NONPROFIT MANAGEMENT

Grant Writing, Bookkeeping for Nonprofit, Fundraising Fundamentals, Board of Directors Structure & Management

OFFICE SKILLS & COMPUTER TRAINING

Accounting & Bookkeeping, Cybersecurity Fundamentals, Finance for Nonfinancial Managers, IT Fundamentals/Computer Basics, Microsoft Office, Remote Workplace Management, Returning to the Workplace Post COVID-19, Basic Use of Digital Devices

QUALITY & PROCESS IMPROVEMENT

Lean Six Sigma, Project Management, Supply Chain Management

COMPUTER TRAINING

Penn State Schuylkill is recognized locally for high quality computer applications training. Take advantage of "hands-on" computer training for individuals on-site at company locations or in our computer lab.

Taught by Leading Experts

Penn State Schuylkill's Continuing Education programs are typically taught by Penn State faculty members who are leaders in their fields. Below are just some of our faculty. Whether you or your team are looking to grow professionally or earn industry-specific credentials, Penn State Schuylkill is here to support your business and deliver programming catered to your needs.



Angela Brown
Business and Accounting



Kathleen Fabrizi
Process Improvement and
Project and Supply Chain Management



Brian Gardner
Cybersecurity and
Information Technology



Lisa Robinson
Marketing and
Nonprofit Management



Joseph Squillace
Cybersecurity and
Information Technology



Gina Whalen
Business and Leadership

SPECIAL DISCOUNTS



Employees of organizations that are members of Penn State Schuylkill's Consortium of Co-Op Employers or the Schuylkill Chamber of Commerce receive special discounts. For more information, contact the office of continuing education at ContinuingEd@psu.edu or 570-385-6222.