



Wilkes College Continuing Education

Quality Education: Linking Campus and Community

Fall Course Offerings 1985

PROFESSIONAL DEVELOPMENT

Wilkes College Division of Graduate Studies and Continuing Education in cooperation with Nurse Associates of Kingston is presenting a special series of seminars for Health Care Personnel:

1. Intravenous Therapy

This three (3) hour session consists of a review of general principles of IV therapy, anatomy of peripheral veins and complications common to all IV techniques. At the end of the course, the learner will practice inserting a catheter into the peripheral venous circulation.

- General Principles of IV Therapy
- Risk Factors
- Peripheral Veins
- Techniques and Practice Session

Instructor: Linda Desmond, Assistant Professor
Wilkes College Nursing Department
representing Nurse Associates

Date: Thursday, October 17, 1985
Time: 6:30 P.M. to 9:30 P.M.
Place: Stark Learning Center Room 316
Cost: \$30.00

2. Neurological Assessment of the Adult Client

The purpose of this three (3) hour presentation is to enable the participant to make assessments of the neurological status of the elderly client. Early recognition of a change in the neurological status of the elderly client can help avert life-threatening situations.

- Review of Neuroanatomy & Neurophysiology
- Neurological Assessment

Instructor: Ms. Joanne Chipego, Associate Professor
Luzerne County Community College
representing Nurse Associates

Date: Thursday, November 21, 1985
Time: 6:30 P.M. to 9:30 P.M.
Place: Stark Learning Center Room 316
Cost: \$30.00

3. Domestic Violence

The All-American Crime and the Unique Health Care Problems of the Battered Woman. Topics:

- Dynamics of spouse abuse: Why it occurs.
- Resources available to battered and/or abused women.
- How nurses can recognize, support and emotionally assist victims.

Instructor: Ms. Linda Desmond, Asst. Professor
Wilkes College Nursing Department
representing Nurse Associates
Board member and past president of
Domestic Violence Service Center

Date: Thursday, December 5, 1985
Time: 6:30 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 316
Cost: No Charge

4. Confusion — What To Do?

What is Confusion? The word itself is not clearly defined. It is not surprising then, that caretakers who deal with the confused older adult are themselves perplexed as to the cause, contributing factors and care of such clients. This three (3) hour program will address the causes and successful nursing strategies for both acute and chronic confusion. Group work with confused clients and pet therapy will be covered.

Instructor: Ms. Ann M. Kolanowski, Asst. Professor
Wilkes College Nursing Department
representing Nurse Associates

Date: Thursday, January 16, 1986
Time: 6:00 P.M. to 9:00 P.M.
Place: TBA
Cost: \$30.00

Wilkes College Division of Graduate Studies and Continuing Education in cooperation with Wilkes College Small Business Development Center and U. S. Small Business Administration is conducting a special series for small business:

5. Financial Management for Small Business

- Topics:
- Financial Planning Objectives, Using Financial Statements
 - Forecasting Profits and Obtaining Capital
 - Cash Flow Management, Budgeting and Control
 - Pricing Policy

Coordinator: Mr. Fred Lohman, Director
Wilkes College Small Business Development Center

Dates: Wednesdays, October 2, 9, 16, 23
Time: 6:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 316
Cost: \$25.00

6. Start Your Own Business Without Risk

This course will provide the skills needed to start any of ten types of businesses from scratch with no economic cost, no economic risk and no paid employees, or employees who work on commission.

Instructor: Mr. Mark Chamberlain, Trust Officer

Dates: Tuesdays, October 8, 22, 29; November 5
Time: 7:00 P.M. to 9:00 P.M.
Place: Evans Hall, Recreation Room
Cost: \$50.00

7. Total Financial Planning Workshop for Women

This practical course teaches women how to organize and control their financial lives. It is designed to build confidence and skills in making investment decisions in these changing economic times.

Instructor: Ms. Susan Yelen, Financial Consultant
Shearson Lehman Brothers

Dates: Tuesdays, October 1, 8, 22, 29; November 5, 12
Time: 7:30 P.M. to 9:00 P.M.
Place: Capin Hall Room 9
Cost: \$40.00

8. Total Financial Planning

This course will examine the whys and wherefores of your investments. It will include Tax Planning, Conversion, Deferral, Deflection and Deductions.

Instructor: Mr. Leslie J. Loomis, Account Executive
Prudential-Bache Securities

Dates: Thursdays, September 19, 26; October 3, 10, 17
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 342
Cost: \$40.00

Wilkes College Division of Graduate Studies and Continuing Education, in cooperation with the Northeast Chapter of the Pennsylvania Society of Public Accountants is currently conducting Continuing Education seminars. Areas covered are accounting, taxation and others. Please call 824-4651 ext. 225 for additional information and schedules.

PERSONAL IMPROVEMENT

1. Introduction to Self-Hypnosis

Self-hypnosis is a safe, natural and proven effective aid in furthering any human endeavor. Learn to use the basic tools and techniques of self-hypno-

sis. These skills will be of value to help you achieve your own individual goals. Through step-by-step instruction and practice you will acquire a foundation of knowledge which will enable you to utilize your total mind power for successful living. Enrollment limited to 25.

Instructor: Frederick G. Sam, Certified Master Hypnotist/Hypnotherapist
Dates: Wednesdays, September 11, 18; October 2, 9, 16, 23
Time: 6:30 P.M. to 9:00 P.M.
Place: Weckesser Hall Board Room
Cost: \$60.00

2. Advanced Self-Hypnosis

Add to and build upon your present self-hypnosis skills and learn more about how to most effectively use self-hypnosis and autosuggestion. Through combined lecture, demonstration, practice and discussion this training will help you to further explore and utilize your natural hypnotizability for self-help and improvement. Topics include: Dynamics of Change, Methods of Trance Utilization, Ideomotor Signaling, Anchoring, Imagery Conditioning, Reframing, Post-Hypnotic Suggestion.

Instructor: Frederick G. Sam, Certified Master Hypnotist/Hypnotherapist
Dates: Wednesday, October 30; November 6, 13, 20
Time: 6:30 P.M. to 9:00 P.M.
Place: Weckesser Hall Board Room
Cost: \$60.00

3. Law and the Layman: An Introduction to Basic Concepts

A background in the general principles of law with review of brief case studies, and topical discussions in areas of interest to the layman. Participants will review short selection of material prior to each session. No prior knowledge of the law required.

Instructor: Mr. Thomas Makowski, Attorney At Law
Dates: Tuesday, September 24; October 1, 8, 22, 29
November 5, 12, 19, 26 & Dec. 3
Time: 8:00 P.M. to 10:00 P.M.
Place: Stark Learning Center Room 405
Cost: \$60.00

4. Women in Today's Society

- Topics:
- Women in non-traditional roles
 - Defining "success" in our society
 - Finding the "inner you"
 - Challenges of single parenting
 - Legal rights of working women

Various modes of instruction will be presented such as group activities, guest lecturers and role playing.

Instructor: Ms. Eleanor M. Hottenstein, Educator, Women's Studies Specialist
Dates: Mondays, September 23, 30; October 7, 21, 28; November 4
Time: 7:00 P.M. to 8:30 P.M.
Place: Bedford Hall Room 11
Cost: \$25.00
Text: *Women of a Certain Age*, by Lillian Rubin
(Available at Wilkes College Bookstore)

5. Making Relationships Work

A major source of satisfaction or dissatisfaction in our lives is our relationship with people. When we feel unsuccessful in making and maintaining relationships, our personal, family, work and social lives suffer. This course will help individuals develop practical strategies to create new relationships and enhance current relationships with family members (including parents, children and spouse), with workmates (supervisors, supervisees, etc.), and in social situations.

Instructor: Jeff Sternlieb, Ph. D., Psychologist
Dates: Thursdays, October 17, 24; November 7, 14
Time: 8:00 P.M. to 10:00 P.M.
Place: Stark Learning Center Room 405
Cost: \$50.00

6. An Introduction to the World of Astronomy

Learn how the sun was born and why it burns, where comets come from, how the Earth formed and evolved, explore the birth and destiny of stars. Learn what to look for in the sky and how to recognize constellations. See the moons of Saturn and the phases of Venus. This course will teach you how to use a telescope and what to look for when purchasing one. Field observation of the night sky included. No previous experience necessary.

Instructors: Dr. Brian Redmond, Assistant Professor
Wilkes College Earth and Environmental Science Department
Mr. Peter Lamb, Wilkes College Observatory Director
Dates: Mondays, September 23, 30; October 7, 21, 28;
November 4, 11, 18
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 435
Cost: \$60.00

7. Beginning Calligraphy

A basic course which will teach students the basic calligraphy scripts. Students may purchase materials in class. Individualized instruction will be given.

Instructor: Mr. Myles Jacques, Calligrapher
Dates: Wednesdays, September 18; October 2, 9, 16, 23, 30, Nov. 6
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 115
Cost: \$45.00

8. Calligraphy Workshop

A concentrated workshop in which participants will start and finish three (3) complete projects. Students will pick their own theme. All students must have completed a basic course in Calligraphy.

Instructor: Mr. Myles Jacques, Calligrapher
Dates: Mondays, September 23, 30; October 7, 21, 28, Nov. 4
Time: 6:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 105
Cost: \$60.00

CULTURAL ENRICHMENT

1. **The Unbroken Authority of Greek Myths over the Imagination of the West**
A comparative study of pervasive myths in their original form and in western world adaptations through three thousands years. Concentration will include drama, prose fiction, language, opera, ballet, sculpture and

Wilkes College is an equal opportunity institution and prohibits and rejects any discrimination in admissions or hiring practices based on race, age, sex, co-or, creed, national origin, handicap, or religion.

REGISTRATION FORM

Name _____
Address _____ Home Phone _____
City _____ State _____ Zip _____ Business Phone _____
Name of Course(s) _____

Make checks payable to Wilkes College.
Pre-registration required.
Registration fees are non-refundable after the first session.
For admittance to class, please present your receipt at the first session.

Send to: Dr. Mahmoud H. Fahmy
Dean, Division of Graduate
Studies
and Continuing Education
Wilkes College
Wilkes-Barre, Pa. 18766
Ph. (717) 824-4651, ext., 225

architecture. Guest specialists will treat music and the plastic arts. Trip to New York. Lecturers and discussions will be offered on Tuesday and again on Thursday to allow for classes of a reasonable size. Please indicate which session you will be attending. There will be three (3) Combined Sessions: please note dates and times below.

Coordinator: Dr. Charlotte Lord, Professor Emerita, Wilkes College

Lecture
Dates: Tuesdays, September 10, 17; October 1, 8, 29;
November 5, 12
Thursdays, September 12, 19; October 3, 10, 31;
November 7, 14

Lecture
Time: 2:00 P.M. to 4:00 P.M.

Lecture
Room: Stark Learning Center Room 405

Combined
Sessions: (For both the Tuesday and Thursday participants)
Thursday, September 26; 2:00 P.M. to 4:00 P.M.;
Wilkes Library, Media Room
Thursday, October 17; 2:30 P.M. to 4:30 P.M.;
Wilkes Library, Media Room
Tuesday, October 22; 2:00 P.M. to 4:00 P.M.;
Wilkes Library, Media Room
Cost: \$50.00

Suggested
Text: *Dictionary of Classical Mythology*, by J.E. Zimmerman.
(Available at Wilkes College Bookstore)

2. Viva Verdi (Part I)

Giuseppe Verdi wrote 26 operas (the last of them when he was 80) and died, rich and famous, at the age of 87. The first half of this two-semester study of a great composer and his music will cover Verdi's first 40 years and introduce his first 18 operas. Integrating lengthy excerpts from the TV mini-series, *The Life of Verdi*, with audiotapes and video-taped operas, this 10-week course includes several of Verdi's all-time favorites as well as a great many fascinating but lesser known works.

Instructor: Mrs. Muriel Bravman
Dates: Mondays, September 9, 23, 30; October 21, 28;
November 4, 11, 18, 25; December 2

Time: 1:30 P.M. to 4:00 P.M.
Place: Wilkes Library, Media Room
Cost: \$60.00

Text: *The Complete Operas of Verdi*, by Charles Osborne
(Available at Wilkes College Bookstore)

3. Religion and Mental Health

An exploration of the ways in which traditional religious thought and symbolism can provide clues for the in-depth understanding of the psychology of everyday life, of stress management in moments of unusual crises, and of the emotional complexities of inter-personal relationships.

Instructor: Dr. Frank Leib, Assistant Professor
Wilkes College Language and Literature Department

Dates: Saturdays, October 5, 12, 19, 26; November 2
Time: 1:00 P.M. to 3:00 P.M.
Place: Stark Learning Center Room 160
Cost: \$30.00

4. Life Drawing

Drawing from the model, nude and clothed. Gesture and contour drawing; three-dimensional form drawings; chiaroscuro; black and white on tinted paper; extended studies of figure, head and hands. Course is designed for the inexperienced as well as the more experienced artist. Participants need to bring drawing pads, pencil, eraser and charcoal to the first class. Enrollment limited.

Instructor: Mr. Herb Simon, Associate Professor of Art, Wilkes College

Dates: Tuesdays, September 10, 17, 24; October 1, 8, 22, 29;
November 5, 12, 19
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 115
Cost: \$60.00

5. Pottery

An introductory course in the basic methods and techniques of handbuilding and wheel work. A cumulative activity in the form of a finished project will be acquired by each participant. Participants should wear appropriate apparel for working with clay.

Instructor: Ms. Jenn Adams, Studio Potter
Dates: Wednesdays, September 11, 18; October 2, 9, 16, 23
Time: 6:00 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 46
Cost: \$75.00 (includes \$15.00 lab & materials fee)

LANGUAGES

1. Italian I

This course will begin with basic conversation and cover the alphabet and commonly-asked phrases. Various aspects of Italy and Italian culture will be discussed.

Instructor: Mrs. Paola Bianco-Wilt, B.A., Wilkes College
Dates: Tuesdays, October 1, 8, 22, 29; November 5, 12, 19; December 3
Time: 6:00 P.M. to 7:30 P.M.
Place: Capin Hall Room 15
Cost: \$50.00

2. Advanced Italian

Emphasis on spoken and written Italian. Improve sentence structure. Discussions, presentations, analysis of songs and readings. Class will be taught in Italian.

Instructor: Mrs. Paola Bianco-Wilt, B.A., Wilkes College
Dates: Tuesdays, October 1, 8, 22, 29; November 5, 12, 19; December 3
Time: 7:30 P.M. to 9:00 P.M.
Place: Capin Hall Room 15
Cost: \$50.00

3. Arabic Language and Culture

This course will begin with basic conversation in Arabic with relation to the interests of the tourist. Various aspects of the culture, history and geography of the Arab world will be discussed. An introduction to reading and writing will be covered.

Instructor: Mrs. Hassan Ahmad
Dates: Thursday, September 19, 26; October 3, 10, 17, 24;
November 7, 14, 21
Time: 7:00 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 147
Cost: \$50.00

4. Polish Language and Culture

Wilkes College Division of Graduate Studies and Continuing Education in conjunction with the Polonia Heritage Society of Wyoming Valley is continuing (for the third year) the Polish Language and Culture course. Classes are being held for beginning, intermediate and advanced.

Coordinator: Mr. Chester Staszyn
Dates: Mondays, beginning September 9
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 204
Cost: No Charge

WORKSHOPS AND/OR SEMINARS

1. Effective skills of interpersonal interaction with the sensory impaired. Professional forum for those dealing with hearing impaired individuals. Co-sponsored by the Scranton State School for the Deaf, Luzerne County Intermediate Unit #18, Northeastern Educational Intermediate Unit #19.

2. The 32nd Annual Wilkes College Tax Clinic will be held on Friday, November 22, 1985.

For further information, write or call:
Dr. Mahmoud H. Fahmy, Dean
Division of Graduate Studies and Continuing Education
Wilkes College
Wilkes-Barre, PA 18766
Phone: (717) 824-4651, extension 225
Toll-free from Scranton, PA 342-5617
From elsewhere in Pennsylvania (800) 572-4444
From Middle Atlantic and New England regions (800) 537-4444

TRAVEL STUDY

The Division of Graduate Studies and Continuing Education is offering a series of Travel-Study courses which will include trips to various countries in the world.

Professor Edwin Williams, former Director of International Studies and Professor of Education at Keon College, New Jersey, will present a photographic safari on Kenya which will focus on the richest concentration of people, wildlife and birdlife on the African continent. This is a prelude to the 1986 Wilkes College Division of Graduate Studies and Continuing Education Travel-Study to Kenya. Professor Williams has taught in Kenya and has personally escorted more than 500 American travelers to this African country. The presentation will be held on Thursday, October 17, 7:00 p.m. to 9:00 p.m. in Schaeffer Lecture Hall.