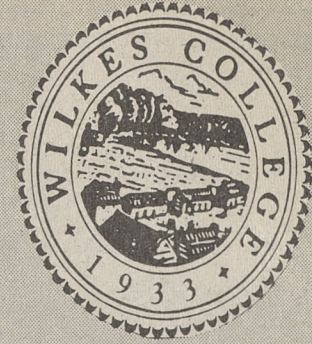


Wilkes College Continuing Education

Quality Education: Linking Campus and Community

1986 Spring Course Offerings



PROFESSIONAL DEVELOPMENT

1. Introduction to Medical Hypnoanalysis

How significant are emotions and our belief systems in the development of physical and emotional illness? Can traumatic events and past experiences influence susceptibility to mental and stress-related disorders? Medical hypnoanalysis is a treatment approach that follows a medical model of psychotherapy. The emphasis is on causes rather than symptoms and symptom alleviation directed towards resolving underlying subconscious causes. Treatment strategies utilizing analytical hypnosis will be reviewed including consultation, diagnosis, dream analysis, age regression with application for psychoneurosis, depression, sexual disorders and phobias. Case examples will also be presented. This course will be of interest to physicians, nurses, and mental health professionals.

Instructor: Dr. Leonard P. Majikas, MSW, ACSW
Dates: Wednesdays, March 26; April 2, 9, 16, 23, 30
Place: Bedford Hall Room 13
Cost: \$75.00

2. Critical Care Nursing

This is a basic course for registered nurses interested in working in a critical care unit. The program will cover common problems specific to this type of setting. All body systems will be addressed. The objective of this program is to provide the nurse with the basic knowledge for safe practice in a critical care setting. This course is presented in cooperation with Nurse Associates of Kingston and is accredited by the Pennsylvania Nurses Association for 3.6 CEU. Textbook required. Enrollment limited to 30.

Instructors: Ms. Joanne C. Chipego, R.N., M.S., M.A., Associate Professor, L.C.C.C.
Ms. Linda Desmond, R.N., M.S.N., Assistant Professor, WILKES COLLEGE
Ms. Jean Steelman, R.N., M.S.N., Assistant Professor, WILKES COLLEGE
Dates: Thursdays, January 23, 30; February 6, 13, 20, 27; March 6, 13, 20; April 3, 10, 17
Time: 6:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 209
Cost: \$125.00
Text: Hudak, Carolyn M.; Lohr, Thelma and Barbara M. Gallo. Critical Care Nursing, Third Edition. J.B. Tippincott Co. 1982.

3. Clinical Aspects of Pharmacology

This course will expand the nurses' knowledge of current recommendations and practices and review basic principles of drug administration through the application of the nursing process. Enrollment limited to 30.

Instructor: Ms. Carol W. Zack, R.N., M.S.N., Assistant Professor, WILKES COLLEGE
Dates: Tuesdays, April 8, 15, 22, 29; May 13, 20, 27
Time: 6:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 270
Cost: \$60.00

4. Public Relations for Small Business and Non-Profit Organizations

This course is suitable for anyone who is responsible for managing communication between an organization and its public. Participants will gain "hands-on" experience by applying PR concepts to actual communication campaigns involving small business, voluntary community groups, non-profit organizations in the arts, health care, churches and schools. Emphasis will be on the fundamentals of publicity, news writing, coordinating membership drives, fund-raising, media events and promoting programs and services.

Instructor: Ms. Jane Elmes, Assistant Professor, WILKES COLLEGE
Dates: Tuesdays, February 18, 25; March 4, 11, 18
Time: 6:30 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 147
Cost: \$50.00

5. Financial Planning Workshop for Women

This practical course teaches women how to organize and manage 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, March 18, 25; April 1, 8, 15, 22
Time: 7:30 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 424
Cost: \$40.00

6. Drug and Alcohol Abuse in the 80's

Drug and alcohol problems continue to plague every aspect of American society leaving indelible scars on family, industry, economy, and health care, to name a few. This course will offer an in-depth examination of the factors contributing to the problem and will explore the multi-faceted dimensions of the world of the addicted. The course content will consist of pre-testing questionnaires, surveys, videotapes and didactic presentations. The course promises to provide the student with informative and interesting material which will most assuredly enhance their understanding, knowledge of, and insights into the patterns and common denominators of addiction.

A Continuing Education certificate will be awarded for 1 CEU. Additionally this course is recognized by the Certified Addiction Counselor Board and credit will be given for 10 hours of certified training.

Instructor: Mr. Carmen Ambrosino, Executive Director, Wyoming Valley Alcohol and Drug Services
Dates: Thursdays, March 6, 13, 20; April 3, 10
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 403
Cost: \$30.00

7. Series for Effective Management and Supervision

A ten-hour seminar-style program designed to increase the operating effectiveness of practicing managers and supervisors by exploring and examining five topical areas of managerial hot-trends. Intended for the experienced manager who desires a fresh perspective on what might have become routine procedure, as well as for the newly-appointed supervisor facing his first managerial responsibilities.

Each session will briefly explore the theoretical framework of that topic, examine current thinking about the subject, then move quickly into practical applications in the settings of the participants.

TOPICS:
(1) THE ART OF EFFECTIVE SUPERVISION
Thinking like a manager. Coping with stress. What managers really get paid for. The power of power.
(2) TURNING ON YOUR EMPLOYEES
Motivating yourself and your employees. The self-fulfilling prophecy of the pygmalion effect. Conflict in our organization? Employees are people, too.
(3) THE ART OF MANAGING TIME
Time is a commodity. A case of working smarter, not harder. Finding time. I can manage my time by delegating and sharing responsibilities.
(4) THE EFFECTIVE ENVIRONMENT
Organizational culture and climate. Can my employees really participate? Group processes and decisions. Leading and coaching. Matching the right style to the right job at the right time.
(5) COMMUNICATING LIKE A MANAGER
Mindblocks and other barriers. I can improve. Non-threatening and non-defensive communications. Yes, that's what I said, but...
Instructor: Mr. Richard Raspen, Assistant Professor, WILKES COLLEGE
Dates: Tuesdays, April 1, 8, 15, 22, 29
Time: 6:30 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 403
Cost: \$60.00

Wilkes College Division of Graduate Studies and Continuing Education in cooperation with Wilkes College Small Business Development Center, U.S. Small Business Administration, NET Ben Franklin Technology Center, and the Greater Wilkes-Barre Chamber of Commerce Small Business Development Council is conducting a special series for small business:

8. Risk Management and Business Law

Instructor: Mr. Raymond B. Ostrosky, Esquire, Associate Counsel
Commonwealth Telephone Enterprises
Dates: Mondays, February 3, 10, 17, 24
Time: 6:30 P.M. to 9:30 P.M.
Place: Stark Learning Center Room 316
Cost: \$25.00

9. Franchising: Investigate Before Investing

This timely course will examine the concept, history and status of small business franchises today. Individuals considering buying a franchise business will learn about:

- Initial and continuing costs of operating a franchise business
- Franchisor service and training responsibilities
- Federal and State laws governing franchises
- Franchise financing alternatives
- Basic process of purchasing a franchise business

Instructor: Mr. Leonard M. Davis, President, All Business Opportunity Services, Inc.
Date: Thursday, February 20
Time: 7:00 P.M. to 10:00 P.M.
Place: Bedford Hall Room 13
Cost: No Charge

10. Business Applications Using Microcomputers (Series)

The following workshops will be offered based on specific applications and actual usage of the Lotus 1-2-3 software package. The workshops are designed specifically for small business owners or managers.

February 1 Introduction to Using LOTUS 1-2-3
February 8 Designing a Budget Projection
February 15 Cash Disbursements
February 22 Accounts Receivable Listings
March 1 Inventory and Job Estimating
Instructor: Ms. Cathy Shankweiler, M.Ed., Educational Director, Lehigh Valley Computer Learning Center
Time: 9:00 A.M. to 1:00 P.M.
Place: Stark Learning Center Room 133
Cost: \$20.00 per workshop

11. Start Your Own Business

It is possible for you to start a small, profitable business from scratch with little or no cash, cost or risk. Last semester a few individuals actually started small businesses from scratch. One was profitable its first week. Ten business plans will be discussed.

Instructor: Mr. Mark W. Chamberlain, Trust Officer
Dates: Thursdays, March 6, 13, 20; April 3
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 311
Cost: \$65.00

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-hypnosis. 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 and know-how that will enable you to utilize your total mind power for successful living. Enrollment limited to 25.

Instructor: Mr. Frederick G. Sam, Certified Master Hypnotist-Hypnotherapist
Dates: Thursdays, March 20, 27; April 3, 10, 17, 24
Time: 6:30 P.M. to 9:00 P.M.
Place: TBA
Cost: \$60.00

2. Everything You Wanted to Know About Real Estate

The basic principles of real estate as an investment and the nuts and bolts procedure of actual purchasing will be covered. A thorough explanation of closing costs and prepaids will be covered along with contracts. A question and answer session will also be included. Guest experts will be featured.

Coordinator: Mr. Joseph O'Connor, Evans & O'Connor Real Estate
Dates: Tuesdays, April 1, 8, 15, 22
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 166
Cost: \$25.00

3. Introduction to Personal Computing

An informal overview of the basic concepts involved in personal computing. This course will cover computer system components and how a computer program works to actual computer programming. The current state-of-the-art of personal computing will be discussed. "Hands-on" instruction will be given on Macintosh computers. Enrollment limited to 12.

Instructor: Mr. Ronald Pryor, Adjunct Professor, WILKES COLLEGE
Dates: Mondays, March 24, 31; April 7, 14, 21, 28; May 5, 12, 19, 26
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 133
Cost: \$100.00

4. 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. This course will also be of interest to persons interested in a law-related career. No prior knowledge of the law required.

Instructor: Mr. Thomas Makowski, Attorney At Law
Dates: Wednesdays, March 19, 26; April 2, 9, 16, 23; May 14, 21
Time: 6:30 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 405
Cost: \$40.00

5. How To Improve Your Grades

"How to improve your grades" is a 2-hour seminar designed for high school and college students who would like to improve their GPA. The seminar will discuss common barriers to achieving top grades and action steps to overcome them. The speaker will provide you with his own academic experiences which led him to a management position with a major corporation. Specific topics covered will include:

- Our personal abilities
- Note taking
- Study habits
- Test taking

Instructor: Mr. Mark Thibodeau, Manager-Engineer
Date: Tuesday, April 8
Time: 7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 270
Cost: \$10.00

6. Pottery

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

Instructor: Mrs. Jean Adams, Studio Potter
Dates: Thursdays, February 13, 20, 27; March 6, 13, 20
Time: 6:00 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 46
Cost: \$75.00 (\$15.00 lab & materials fee)

7. Landscape-Close-up Photography

This course will help the 35mm photographer better visualize the subject matter and better comprehend the composition and lighting of their subject. Visual material utilizing photographs and slide presentations with demonstrations of various equipment in addition to lecturing will comprise the course.

Instructor: Mr. Robert Gohrs, Renowned Photographer
Dates: Wednesdays, March 26; April 2, 9, 16, 23
Time: 6:30 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 1
Cost: \$50.00

8. How to Prevent Heart Disease

This course is designed for anyone with a personal or professional interest in preventing heart disease. It will be suitable for anyone with a personal or family history of heart disease as well as for health professionals involved in cardiac education or cardiac rehabilitation. Learn the risk factors associated with the development of heart disease and how to modify each one. Topics to be covered will include smoking, nutrition, cholesterol, high blood pressure and exercise.

Instructor: Dr. Joseph Abate, Director of Cardiology, Geisinger Medical Group
Dates: Tuesdays, April 1, 8, 15, 22, 29; May 6
Time: 6:00 P.M. to 7:30 P.M.
Place: Stark Learning Center Room 318
Cost: \$30.00

CULTURAL ENRICHMENT

1. The Contemporary Climate of Central Europe

Materials will be presented through lectures, by the coordinators and by specialists, in the areas of history, geography, prose fiction, drama, film, art, and music.

An optional continuation of the course will be a summer study tour (24 July through 10 August) to cultural centers of the three countries, including Vienna, Salzburg, Munich, Nuremberg, and Lucerne.

Coordinators: Dr. Charlotte Lord, Professor Emerita, WILKES COLLEGE
Dr. Walter Karpinich, Associate Professor, WILKES COLLEGE
Dates: Thursdays, March 6, 13, 20; April 3, 10, 17
Time: 2:00 P.M. to 4:00 P.M.
Place: Stark Learning Center Room 424
Cost: \$50.00

2. Viva Verdi (Part II)

Giuseppe Verdi wrote 26 operas (the last of them when he was 80) and died, rich and famous at the age 87. The second half of this two-semester study will cover Verdi's last 47 years and will introduce his last 8 operas and his thoroughly operatic repertoire. Integrating lengthy excerpts from the T.V. mini-series, The Life of Verdi, with videotaped operas, the 10-week course will include many of Verdi's all-time favorites as well as several beautiful but lesser-known works. A capsule review of Part I will bring newcomers up-to-date.

Instructor: Mrs. Muriel Bravman
Dates: Mondays, March 3, 10, 17; April 7, 14, 28; May 5, 12, 19
Time: Tuesday, April 1
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

3. Identifying With Poetry of Today and Yesterday

This course will explore poetic language in a variety of forms, including some narrative and dramatic verse, as well as a sample of lyric poems, both contemporary and traditional. The participant will be invited to discover poetic patterns of sound and imagery and listen for the special style or "voice" of each poet. Shakespeare, Donne, Pope, Blake, Coleridge, Hopkins, Yeats, Eliot, Dickinson, Frost, Williams, Stevens, Kinnell will be covered. Text to be announced.

Instructor: Mrs. Mary Kerr
Dates: Tuesdays, March 4, 11, 18, 25; April 1, 8, 15, 22
Time: 2:00 P.M. to 4:00 P.M.
Place: Stark Learning Center Room 409
Cost: \$40.00

4. Major Religions of the World

Discussion of the tenets, principles, and impact of the major religions of the world. Guest experts will be featured.

Instructor: Reverend Jule Ayers
Dates: Saturdays, March 1, 8, 15; April 5, 12, 19, 26
Time: 2:00 P.M. to 3:00 P.M.
Place: Stark Learning Center Room 204
Cost: \$40.00

5. Perspectives on Human Behavior

A review of the ideas that provide clues to human behavior. The ideas are drawn from anthropology, sociology, psychology. This will be of practical help to anyone, professional or non-professional, who deals with many people.

Instructor: Mr. Herman Kessler
Dates: Thursdays, March 20, 27; April 10, 17, 24
Time: 6:30 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 359
Cost: \$30.00

6. Aspects of the Victorian Age

Topics to be covered are: industrial revolution, the rise of liberalism and the idea of progress, Evangelical Religion, colonialism and imperialism, art nouveau, the decadent nineties, the status of women, and society and culture in 19th century England. Discussed will be the impact of these issues on American life.

Instructor: Mr. Norman Sondheim
Dates: Fridays, March 14, 21; April 4, 11, 18, 25
Time: 2:00 P.M. to 3:30 P.M.
Place: Stark Learning Center Room 347
Cost: \$50.00

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: Thursdays, February 13, 20, 27; March 6, 13, 20; April 3, 10, 17
Time: 6:30 P.M. to 8:00 P.M.
Place: Stark Learning Center Room 424
Cost: \$50.00

2. Arabic Language and Culture

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

Instructor: Mrs. Hassan Ahmad, Language Instructor
Dates: Saturdays, April 26; May 17, 24, 31; June 7, 14, 21, 28
Time: 10:30 A.M. to 12:00 P.M.
Place: Stark Learning Center Room 204
Cost: \$50.00

3. Chinese Language and Culture

Mandarin Chinese—the official language—it's not as difficult as you think. Conversational basics for student, tourist or businessman. A general introduction to Chinese culture—history, people, food, Chinese cooking, brief Chinese movie, slide presentation, tales of ancient China. Informal, casual discussion. The course will culminate with a Chinese feast, when the participants will sample special delicacies, and a trip to Chinatown in New York City.

Instructor: Mr. Eric Lee, M.A., Mass Communications
Dates: Wednesdays, March 26; April 2, 9, 16, 23
Time: 7:00 P.M. to 8:30 P.M.
Place: Stark Learning Center Room 131
Cost: \$20.00

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 the Polish Language and Culture course. Classes are being held for beginning, intermediate and advanced.

Instructor: Mr. Chester Staszyn, Language Instructor
Dates: Mondays, beginning January 13
7:00 P.M. to 9:00 P.M.
Place: Stark Learning Center Room 380
Cost: No Charge

5. Latin—Level I

This course emphasizes the fundamentals of Latin grammar and precise pronunciation. Attention is given to inflections of nouns, verbs and other parts of speech. Word study with abundant practice to develop habits of word analysis in both Latin and English is provided. The student receives instruction in reading, writing and translation. Roman life and customs, legends and mythology are an intrinsic part of the course.

Instructor: Mr. Chester Staszyn, Language Instructor
Dates: Thursdays, beginning January 16
7:00 P.M. to 8:00 P.M.
Place: Capin Hall Room 9
Cost: \$20.00

WORKSHOPS AND/OR SEMINARS

1. Sensory Impaired

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. Acquired Immune Deficiency Syndrome

A medical seminar on AIDS will be offered to the following health professionals: M.D.s, D.O.s, Infection Control Nurses, Laboratory Directors, School Nurses, Occupational Health Nurses, and Independent Health Departments on March 25, 1986. Addressing this issue will be Stephen G. Bowen, M.D., M.P.H., Bobby R. Jones, V.M.D., M.P.H., and Bruce Kleger, Public Health, Director, Division of Clinical Microbiology from the Pennsylvania Department of Health.

For further information, write or call:

Dr. Mahmoud H. Fahmy, Dean
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Wilkes College
Wilkes-Barre, PA 18766
Phone: (717) 824-4651, extension 225
Toll-free from Scranton, PA 342-5617
From elsewhere in Pennsylvania (800) 537-4444
From Middle-Atlantic and New England Regions (800) 537-4444

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

REGISTRATION FORM

Name Home Phone

Address Business Phone

City State Zip

Name of Course(s)

Social Security #

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
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Wilkes-Barre, Pa. 18766
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