

CONTINUING EDUCATION

Class Schedule

January-July
2009



REGISTRATION FORM

Name _____

Address _____

Phone _____

E-Mail _____

Course	Dates	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total _____

Please send me an application for admission to Clarion University of Pennsylvania.

Please register me for the Continuing Education courses listed above.

Please contact me regarding the certificate programs.

Credit Card Payment: Visa MasterCard Discover

Card No. _____
3-digit v-code

Expiration Date _____ Signature _____

CONTACT US

By Mail: Send check (payable to **Clarion University**), money order, Visa, MasterCard, or Discover card number with the completed form to:
 Continuing Education, Clarion University-Venango Campus
 1801 West First Street, Oil City, PA 16301

By Fax: Fax the registration form to 814-676-1348, ATTN: Continuing Education Dept.

By Phone: Call 814-676-6591, ext. 1273, Monday-Friday, 8:30 a.m. to 4:30 p.m.

All classes must be prepaid. If you need to withdraw from a class, you must do so 10 days before the start date or we will not be able to provide you with a refund.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status or any other factors that are protected under local, state, and federal laws. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, 814-393-2109.



COMPUTER CLASSES

** All computer classes will be taught by Heather S. Mohnkern, who holds the following certifications: A+, Network+, MCP, MSCE 4.0, MOS Master, QuickBooks ProAdvisor, Trainer.

Microsoft Office 2007 Transition is designed to help existing 2003 Office users navigate the new 2007 Office "look." Learn about the ribbons, tabs, Quick Access toolbar, and new special features such as SmartArt, the new graphics contextual menus, and signatures.

Wednesday, 9 a.m.–Noon
February 4 \$35

Excel 2007 Fundamentals is designed to help users obtain an understanding of the new Microsoft Excel 2007, data entry, navigation within Excel, formulas and functions, moving and copying text, and working with templates and wizards. Students will create a simple yet functional worksheet.

Wednesday, 9 a.m.–Noon
February 11 \$35

Mastering Document Fundamentals in Word 2007 covers the basics of using Word and creating a document from start to finish. Special emphasis will be placed on editing and selecting data for formatting, moving and copying text, and working with templates and wizards.

Wednesday, 6 p.m.–9 p.m.
January 21 \$35

Building a Home Network covers how to share resources between multiple computers quickly and easily. Technologies covered are networking fundamentals, wireless vs. wired networking, network security and sharing Internet access among multiple computers.

Thursday, 6 p.m.–9 p.m.
May 7 \$35

Mastering Internet Technologies...What is Blogging, Podcasting, Googling, etc.? will teach students basic new Web 2.0 technologies that will help them communicate better with friends and family and find information faster.

Friday, 6 p.m.–9 p.m.
May 8 \$35

SENIOR LINK

SeniorLink provides students age 50 and older hands-on training in several computer applications. The following courses are available through the program. Books are included in the price of the class.

Introduction to the Computer provides an introduction to the Windows operating system, mouse, and keyboard. Additionally, the class teaches basic Windows procedures and features of Microsoft Office software programs.

Tuesdays, 1 p.m.–3 p.m.
January 13–February 10 \$79

Adding Visual Impact to Word 2007 Documents covers inserting graphics, shapes, and clipart into a Word document and manipulating pictures by sizing and stretching, cropping, and applying picture borders and shapes. A new feature, SmartArt, will also be demonstrated.

Thursday, 6 p.m.–9 p.m.
May 21 \$35

Performing a Mail Merge in Word 2007 covers creating a main document and address list and merging the two together. Other topics discussed are merging envelopes, merging labels, and sorting and filtering the data source.

Friday, 6 p.m.–9 p.m..
May 22 \$35

Microsoft Office offers a thorough overview of the Microsoft Office software package: Word, Excel, Internet Explorer, and PowerPoint. The course is a must for everyone using a computer.

Mondays, 6:30 p.m.–9 p.m.
January 26–March 2 \$179

QuickBooks Training introduces students to QuickBooks, Intuit's powerful accounting system for small- to medium-sized businesses. No knowledge of finance or accounting is needed; however, students should have a basic knowledge of the computer operating system and know how to move around the Desktop.

Level I
Monday, 8:30 a.m.–4:30 p.m.
February 2 \$90

Level II
Monday, 8:30 a.m.–4:30 p.m.
February 9 \$90

QuickBooks Training Course introduces students to QuickBooks, Intuit's powerful accounting system for small- to medium-sized businesses. No knowledge of finance or accounting is needed; however, students should have a basic knowledge of the computer operating system and know how to move around the Desktop.

Mondays and Wednesdays, 6 p.m.–9 p.m.
June 22, 24, 29; July 1 \$199

Microsoft Excel provides easy-to-follow, step-by-step lessons that enable students to quickly and efficiently use the features of Microsoft Excel at school, at home, and in the workplace. This course offers friendly, straightforward instruction with a focus on real-world business scenarios. Course content includes Worksheet Fundamentals, Editing and Formatting Worksheets, Formatting Cells, Changing Print Options, Organizing Worksheets and Window Display, Working with Charts, Performing Basic Calculations, Basic Financial and Logical Functions, Using Excel and the Internet, Importing and Exporting Data, Creating and Using Excel Lists, Formatting and Organizing Data, Auditing a Workbook, Data Analysis Tools and Features, Sharing Workbooks, Exchanging Information Using the Web, Using Macros, and Customizing the Excel Environment. By taking all three levels of instruction, students will be able to pursue Excel Certification.

Excel Level I
Fridays, 6 p.m.–9 p.m.
February 20, 27; March 6 \$75

Excel Level II
Thursdays, 6 p.m.–9 p.m.
March 19, 26; April 2 \$75

Excel Level III
Tuesdays, 6 p.m.–9 p.m.
April 14, 21, 28 \$75



Introduction to the Internet is a tutorial for the world of online services. Upon completion of the course, students will have an understanding of the history of the Internet, how it functions, and what is available online. They also will explore the world of e-mail by composing and sending e-mails.

Thursdays, 10 a.m.–Noon
January 29–February 19 \$79

Word Processing teaches students to create letters and use the Thesaurus, special characters, footnotes, bookmarks, and graphics. They will practice writing a letter and learn how to use the Find and Replace features.

Tuesdays, 10 a.m.–Noon
March 3–March 31 \$79

Microsoft Publisher teaches participants how to create, edit, and update flyers, brochures, advertisements, and more.

Thursdays, 10 a.m.–Noon
April 16–May 14 \$79

Microsoft Excel provides easy-to-follow, step-by-step lessons that enable students to quickly and efficiently learn the features of Microsoft Excel and how to use Excel to create databases and spreadsheets.

Wednesdays, 1 p.m.–3 p.m.
March 18–April 15 \$79

CERTIFICATE PROGRAMS

Venango Campus offers an array of certificate programs to enhance employability in a variety of high-demand fields or expand advancement potential in a current job. Certificate programs include both credit and non-credit classes.

Certificate programs are a good choice for students who are unsure if they want to commit to a degree program, or who want to obtain skills in just one year to gain employment. The courses provide hands-on training and live classroom time with qualified instructors.

Bookkeeping is designed for individuals seeking employment in basic accounting or bookkeeping positions. It includes courses in computers, business management, and accounting.

Executive Office Management provides students with general experience in management, computers, communication, and accounting needed to be a successful office manager.

Legal Office Management includes courses in accounting, computer applications, legal issues, and communication to provide students with the skills and education they need to succeed at a law firm.

Massage Therapy prepares students for rewarding careers as massage therapists in the alternative health care system. Massage therapists work in conjunction with many different types of health care practitioners, with physicians and chiropractors and in health clubs and wellness centers.

August 2009–August 2010 600-hour program

Medical Coding provides students with the skills to complete the medical coding process in any health care environment. The course is designed to prepare students for all coding scenarios leading to national certification.*A new online course is now available through a partnership with the American Academy of Professional Coders (AAPC).



Medical Office Assistant prepares students to be multi-skilled practitioners qualified to perform both front- and back-office procedures in the medical setting, in health-related settings such as hospitals, clinics, physician's offices, industry, nursing homes, and extended care facilities. The program is offered in collaboration with UPMC Northwest.

August 2009–August 2010 700-hour program

Medical Office Management includes courses in accounting, computer applications, communication, and medical studies to equip students with the skills and knowledge necessary to be successful in the medical environment.



Pharmacy Technician prepares individuals to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

March 9–April 27 50-hour program

Phlebotomy Technician provides individuals with the training they need to become vital members of the clinical laboratory team, whose main function is to obtain a patient's blood specimen by venipuncture and microcollection. They work under the supervision of medical technologists or laboratory managers. Phlebotomists are employed throughout the health care system—hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, veterans' hospitals, insurance carriers, and in various other settings.

March 10–May 19
90-hour program + 120-hour clinical rotation

Program Evaluation for Non-Profits prepares students for employment or provides those currently working for non-profit agencies with an understanding of the following processes for optimal operation and function: surveys, focus groups, Excel & Access, basics of program evaluation, outcome/impact assessment, working with stakeholders, cost-benefit and cost-effectiveness analysis, and standards and ethics.

Small Business Management provides training in management, including legal issues, accounting, and finance. Participants will learn techniques for team-building and problem solving and other skills to equip them to be good managers.

Program Benefits:

- Evening and weekend classes are available for convenient scheduling.
- Programs can be completed in as little as one year.
- Courses are taught by Clarion University faculty, staff and/or certified instructors.
- Students gain formal training in specific fields of interest.

Criteria for Admission:

- A 2.0 GPA in high school or successful completion of the G.E.D. exam.
- High school seniors may apply.
- Act 33 & 34 (child abuse and criminal background) clearances for Massage Therapy and Medical Office Assistant certificate programs.

*Students must achieve a grade of C or better in all courses in order to receive a certificate of completion.

PROFESSIONAL DEVELOPMENT

Sign Language for Adults provides students with the skills to communicate with the hearing impaired by teaching them basic words and how to create sentences and phrases.

Tuesdays, 6 p.m.–7:30 p.m.

January 27–March 3

Instructor: Patricia Mong

\$89

Bookkeeping 101 is for non-accountants, individuals starting a business, or those moving into positions of employment requiring accounting knowledge. The course covers terminology, revenue, expenses, net income, the accounting equation, debits, credits, balancing, and more. By applying the concepts learned in the course, students will understand how and why financial transactions are documented, and what cash flow is and how to improve it.

Mondays and Wednesdays, 6 p.m.–9 p.m. and

Saturdays, 9 a.m.–Noon

May 4–June 17

No classes May 16, 25, 30; June 6, 13

Instructor: Heather S. Mohnkern \$375

Entrepreneurship in Small Business offers a step-by-step process for owning a business. The course covers the skills entrepreneurs need to develop a business plan, obtain financing, choose a location, and set up for business, along with marketing a business, record keeping and accounting, and financial management.

Wednesdays, 6:30 p.m.–9:30 p.m.

May 6, 13, 20, 27;

June 10 (presentations of business plans)

Instructor: Cindy Nellis \$199

Assistant Director, Small Business

Development Center



MUSIC COURSES

Venango Chorus is a large vocal ensemble offering extended musical experiences for area singers. Class meets at Good Hope Lutheran Church at 800 Moran Street, Oil City. Good Hope offers scholarships covering 50 percent of the tuition. Applications are available in the office of Venango Campus Continuing Education. Dress rehearsal is Saturday, May 2, and the concert is Sunday, May 3, 2009.

Mondays, 7:30 p.m.–9:30 p.m.

February 9–April 27 (12 classes)

Instructor: Beth Orris

\$50

Private Snare Drum and Drum Set Lessons for beginning to advanced students, 10 years of age and up. Weekly half-hour lessons are scheduled and include 11 lessons per quarter. Students may begin at any time, as lessons are offered year-round.

Mondays, 3:30 p.m.–6:30 p.m.

Instructor: David Perry

\$165

Private Piano for Non-Pianists takes a non-classical approach, using basic chords and a single melody line, to teach non-pianists, ages 10 and up, the basics of playing the piano. Weekly half-hour lessons are scheduled and include six lessons. Students may begin at any time, as lessons are offered year-round.

Mondays, 6:30 p.m.–8:30 p.m.

Instructor: David Perry

\$90

MEDICAL CAREER PREPARATION

CPR and AED instruction for Health Care Providers is a one-day training course designed to provide students with the skills and confidence to respond in an emergency situation. Instruction is based on the American Heart Association guidelines and offers training in Cardio-Pulmonary Resuscitation. The proper use of Automated External Defibrillators will also be covered.
Saturday, 9 a.m.–5 p.m.

May 16 \$50
Instructor: Penny Campbell, UPMC Northwest

Medical Terminology teaches students to identify medical terms used in any medical setting. Online instruction, offered only in the spring semester.
Call for start dates. \$250

Anatomy for Medical Office Personnel provides an understanding of human anatomy and body function—an absolute must for any career in a medical environment. Online instruction, offered only in the spring semester.
Call for start dates. \$250

Medical Coding provides students with the foundation skills for completing the medical coding process in any health care environment. The course teaches students to select diagnosis and procedure codes for optimal reimbursement, preparing students for all coding scenarios leading to national certification. Medical Terminology and Anatomy for Medical Office Personnel are prerequisite courses.

Tuesdays, 5:30 p.m.–9:30 p.m.
Saturdays, 8 a.m.–2:30 p.m.
February 3–March 28 \$875
Instructor: Rhonda Buckholtz, CPC

Medical Coding for Certification is designed to prepare the advanced coder for certification through the American Academy of Professional Coders. The course covers reimbursement issues, advanced coding scenarios and structures, and sample exams. Medical Coding is a prerequisite course for this certification class.

Wednesdays, 6 p.m.–9 p.m. and
Saturdays, 8:30 a.m.–2:30 p.m.
April 1, 4, 8, 15, 18, 22 \$225
Instructor: Rhonda Buckholtz, CPC



Medical Billing and Reimbursement is an entry-level study program aimed at providing the most up-to-date information relating to Medicare and third party billing of CPT®, HCPCS, and ICD-9-CM procedural and diagnostic coding. Medical Coding is a prerequisite for this class.

Tuesdays, 5:30 p.m.–8:30 p.m., and
Saturdays, 8:30 a.m.–2:30 p.m.
March 31; April 11, 14, 21, 25, 28;
May 2, 5, 12, 19, 26 \$225
Instructor: Jackie Stack, CPC, CPC-I,
CPC-E/M

FINANCIAL PLANNING



Planning for Retirement is designed for people planning to retire or who are already retired. Students gain knowledge of the two phases of retirement planning: accumulating a portfolio for retirement and spending portfolio and retirement income wisely. Students learn to calculate net worth, estimate future living expenses and income, develop strategies to fight inflation, make the right investment choices, and get the answers to questions about retirement issues.

Thursday, 6:30 p.m.–8:30 p.m.
March 5 \$20
Instructor: Sandra J. Jazwinski, CFP

Empowering Women Through Financial Planning is designed for women of all ages who want to protect their financial futures. Women face unique challenges: they live longer, earn less, and secure fewer retirement benefits than men. Women often find themselves financially on their own. The course provides an overview of financial issues affecting every woman and is designed to inform and educate them to make financially sound decisions. Topics include how to calculate net worth, analyze cash flow, review insurance types, review investment tools (including those used for college education and retirement), and basic estate planning.

Thursdays, 6:30 p.m.–8:30 p.m.
April 2, 9 \$49
Instructor: Sandra J. Jazwinski, CFP

ART COURSES

Watercolor for Everyone develops watercolor painting skills. No drawing skills required—just a fun, relaxing time. Three paintings will be completed by the end of the six-week class. All paintings will be created from pre-drawn patterns. Designs will be transferred to watercolor paper and will then be painted using a variety of watercolor techniques. A kit containing materials needed for the course is included in the fee.

Students will need to bring a pencil, two water containers that hold at least eight ounces of water (plastic cups, jelly jars—NOT paper or foam cups), and paper towels (Viva, Bounty, or equivalent).

*New students who have not taken a previous art class with Judy will need to purchase a \$30 basic supply kit in addition to the cost of the course. Please note this on the registration form. You can make one payment of \$129 payable to Clarion University.

Thursdays, 2 p.m.–4 p.m.
May 7, 14, 21, 28; June 4, 11 \$99
Instructor: Judy Leasure

Beginning Colored Pencil Class will teach students the basics of working with colored pencils by completing 3 projects on various surfaces. The class will be taught using the Decorative Painting approach in which students will work from designs and line drawings that are provided by the instructor. Drawing skills not required.

The following supplies are included in the class supply fee: Prismacolor Premier colored pencils, 3 surfaces for projects, 3 pattern packets, and three mats.

Students will need to provide the following: a clipboard with a smooth surface, a #2 pencil, a 12-inch ruler, and a soft brush (fa 1.5 chip brush, for example).
Thursdays, 10 a.m.–Noon
May 7, 14, 21, 28; June 4, 11 \$105
Instructor: Judy Leasure

PERSONAL ENRICHMENT COURSES

Spring Wildflowers is designed to familiarize students with 25-30 May/June flowering plants of Pennsylvania. Time will be spent learning the anatomy of plants and terms associated with botanical structure. Students will use field guides to assist them in identifying flowers on the local bike trail and trails at Oil Creek State Park. Please wear appropriate apparel for the outdoors, including footwear suitable for paved and unpaved trails.

Tuesdays and Thursdays, 5 p.m.–7 p.m.
April 28–May 28 \$129
Instructor: Lola Smith, Clarion University

Social Ballroom Dancing teaches the basic steps in familiar ballroom dances, including the Waltz, the Cha-Cha, and the Nightclub Two-step.

Thursdays, 6:30 p.m.–7:30 p.m.
January 29–March 5
\$50/single, \$85/couple
Dance Instructor: Jeff LeMier

The College Level Examination Program is a way for students to receive college credit for what they already know. By earning qualifying scores on one or more of the 34 CLEP tests, students receive credit for the non-major classes of their choice. While students obtain credit rather than a letter grade, the cost is just a fraction of what a normal course would cost. For more information, please go to www.collegeboard.com or the Continuing Education Website at Clarion University–Venango Campus.

Exam Fee \$70
Administrative Fee \$20
CLEP test date:
Friday February 20, 8:30 a.m. or 11:30 a.m.
Friday April 17, 8:30 a.m. or 11:30 a.m.
Friday June 19, 8:30 a.m. or 11:30 a.m.

ESSENTIALS IN DIGITAL PHOTOGRAPHY

Including Steps to Improve Your Images
Using Photoshop®

Designed to give you the necessary information and help needed to become confident with your digital camera.

- Basic Parts of a Digital Camera Explained: Lens, Body, Sensor, Batteries, Memory Cards, Flash, and more
- Choosing Exposure Modes: Automatic, Shutter Priority, Aperture Priority
- Exposure Explained: ISO, Aperture, Shutter Speed, Light Meter
- Taking Pictures in Aperture Priority Mode—Benefits of Aperture Priority
- Controlling Sharpness: Focus, Depth of Field, Focal Lengths, and more
- Rules of Composition and Framing
- Image File Formats—JPEG, TIFF, and RAW

Using Photoshop® to improve your images—Screen Calibration, Histogram, Levels, Hue and Saturation, Exposure, Curves, Dodge and Burn, Healing Tools, Cropping, Printing, and Sharing

Students should have a digital camera that allows manual modes such as Aperture



Priority. Students should bring their camera, accessories and owner's manual, if available, to class. Students will have the opportunity to take pictures, edit them, and have them critiqued.

Mondays, March 9, 16, 23, 30 6 p.m.–8 p.m. \$79

OR

Mondays, April 6, 13, 20, 27 6 p.m.–8 p.m. \$79

OR

Mondays, May 4, 11, 18; June 1 6 p.m.–8 p.m. \$79

Instructor: Greg Knox

PHOTOGRAPHY 101

Photography 101 will help students gain an understanding of cameras and contests. Participants will learn through hands-on experience the varying degrees of composition through taking pictures of flowers and understanding environmental concerns. Students will learn how to stop action through panning, close-up photography, portraits, and more.

Ages 8–12

Tuesdays, 6:30 p.m.–8:30 p.m.

February 3, 10, 17, 24;

March 3, 10

\$89

Ages 13–18

Wednesdays, 6:30 p.m.–8:30 p.m.

March 11, 18, 25; April 1, 8, 15

Instructor: James Kronmiller

\$89



Continuing Education Spring 2009

Call 814-676-6591, ext. 1273

Monday–Friday

8:30 a.m. to 4:30 p.m.



Clarion University–Venango Campus
1801 West First Street
Oil City, PA 16301-3254