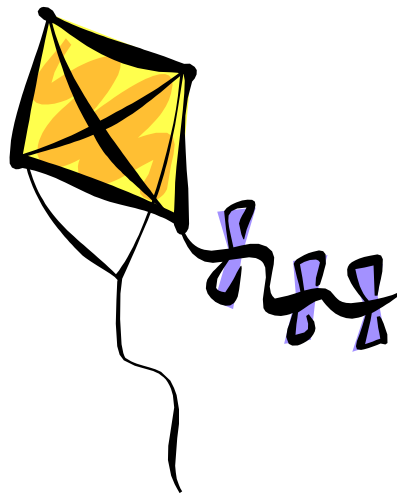


explore
spring



2006

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The Office of Outreach and Professional Services

The John P. and Joyce Murtha Center for Professional Development and Continuing Education

114 Blackington Hall, UPJ
Johnstown, PA 15904
Telephone: 814.269.2099
E-Mail: upjreach@pitt.edu
Web: www.upj.pitt.edu/outreach

The University of Pittsburgh at Johnstown is an equal opportunity, affirmative action institution.

■ Conversational Spanish: *Conversemos: Primeros Pasos* # PE01

Habla Espanol? Our elementary conversational Spanish class for beginners will inspire self-confidence through simple, yet effective, communication. Join us, *amigos*, and learn some basic speaking, listening, reading, and writing skills in this *clase* created especially for *adultos*. We'll even use our visual and auditory senses as we view and listen to some authentic conversational situations through tapes and videos.

Presenter: Dr. Paula Kellar

Meets: 3 Mon. & 3 Wed. (May 8-24), 5:30-7:30 p.m.

Price: Pitt PowerPrice \$59 (regular price: \$64)



■ Conversational Sign Language #PE02

Learn the importance of sign language and discover why it has become one of the most commonly spoken languages in our country. We'll learn common words and phrases that will provide us with the ability to communicate easily and quickly. We'll also learn the basics of conversational sign language as we expand our capacity for communicating with the people around us.

Presenter: Sharon Trabold, *Rehabilitation Counselor*

Meets: 3 Wednesdays (May 10-24), 6-8 p.m.

Price: Pitt PowerPrice \$29 (regular price: \$34)

■ Handwriting Analysis #PE03

Join us for a just-for-fun look at handwriting analysis and its different uses. As we explore handwriting samples, we'll uncover what our handwriting reveals about our personalities. Discover why handwriting examination is used on fraudulent signatures and ransom notes, and why Europeans use handwriting analysis as an employment screening tool. (Individual handwriting analyses will be done in class.) Pitt PowerPrice/Regular:

Presenter: Paul Dau

Meets: 2 Tuesdays (May 9 & 16), 6-8:30 p.m.

Price: Pitt PowerPrice \$29 (regular price: \$34)

■ Quilling: The Art of Paper Rolling #PE04

The art of quilling is achieved by rolling strips of paper with a tool to create a variety of designs in different shapes and sizes. Discover how quilling can enhance and personalize your scrapbook, handmade cards, gift tags, and picture frames. We'll provide the patterns, papers, and tools as you learn this age-old craft that will offer hours of enjoyment.

Presenter: Karen Soohy

Meets: 2 Tuesdays (May 16 & 23), 6-8 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ Painting for Beginners: *Wake Up Your Creative Spirit* #PE05

Calling all adults interested in unleashing their inner artistic spirit! Our hands-on painting class will unleash the aspiring artist within you! This class is also great for any existing artists who would like to add a spark of excitement and meaning to their work. We'll supply the paint, brushes, and know-how, if you'll supply the time and creativity. (No prior experience necessary.)

Presenter: Marcene Glover, *The Bottle Works*

Meets: 3 Mondays (May 1-15), 6-8 p.m.

Price: Pitt PowerPrice \$39 (regular price: \$44)



■ Everyone Can Learn to Draw Portraits #PE06

Have you always admired an artist's ability to draw people? Are you an aspiring artist just waiting to be discovered? In this hands-on class for beginners, we'll start with drawing basics and explore the steps to creating a professional portrait. Using pastel chalks and charcoals, we'll learn how to capture a person's likeness while releasing our inner artist. (No prior experience necessary.)

Presenter: Marcene Glover, *The Bottle Works*

Meets: 3 Wednesdays (May 17-31), 6-8 p.m.

Price: Pitt PowerPrice \$39 (regular price: \$44)



■ Beginning Digital Photography #PE07

Calling all beginners to this hands-on class on digital photography! We'll learn the fundamentals of digital photography while learning how to use our cameras to their fullest capacities! Get the most out of your digital camera and learn how to download and print digital images while discovering some fun and different ways to use your digital photos. Sharpen those photography skills before the vacation season arrives! (Please bring a digital camera to each class.)

Presenter: Jill Hancock, *Hancock Photography*

Meets: 3 Tuesdays (May 2-16), 6-8 p.m.

Price: Pitt PowerPrice \$34 (regular price: \$39)

■ Intermediate Digital Photography #PE08

Our intermediate digital camera class is geared towards students who are comfortable with digital photography and are ready to create more professional-looking pictures. We'll discuss composition, lighting, photo editing, and restoration. Get ready to learn how to enhance your digital images with computer editing software and correct some common photography problems using the computer. All students should have basic computer skills and bring a digital camera to each class.

Presenter: Jill Hancock, *Hancock Photography*

Meets: 3 Thursdays (May 18-June 1), 6-8 p.m.

Price: Pitt PowerPrice \$34 (regular price: \$39)

■ **Dance the Argentine Tango #PE09**

This is not your usual ballroom dance class! We'll learn technique, musicality, and connection skills of the thrilling and passionate Argentine Tango. We'll start by learning about the music, history, and nuances of the tango, as well as a few dance steps before graduating to the social dance floor. Remember...the tango is all about improvisation and possibilities! Feel free to bring a partner or come alone. *Special "partner pricing" available.*



Presenter: Jennifer Parks, *Allied Motion Dance Company*

Meets: 3 Thursdays (May 11-25), 6:30-8 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **The Club Dances: Salsa, Merengue, & Hustle #PE10**

Summer is quickly approaching and so are vacations and invitations to weddings and class reunions. So, take a few short lessons to spice up your dancing skills and learn a few smooth and suave moves for the dance floor.



We'll learn how to do the merengue, salsa and hustle ... all great dances to be performed at social gatherings or the local clubs! Feel free to bring a partner or come alone. *Special "partner pricing" available.*

Presenter: Sherry Kleiser,

Sherry Lynn's Ballroom Dance Center

Meets: 3 Tuesdays (May 2-16), 6-7:30 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Basic Ballroom Dancing #PE11**

If "Dancing with the Stars" is one of your favorite reality shows, then this dance class is for you. In this class created for beginners, we'll learn how to glide and slide around the dance floor just like professionals! Learn some of the classic ballroom dance steps and moves involved with the foxtrot, cha cha, and waltz. Feel free to bring a partner or come alone. *Special "partner pricing" available.*

Presenter: Sherry Kleiser,

Sherry Lynn's Ballroom Dance Center

Meets: 3 Wednesdays (May 3-17), 6-7:30 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Path to Healthier Eating #PE12**

Are you confused about the adequate amount of protein, vegetables, and fruits that you should consume daily? With so many health and weight loss diets flooding the market today, making wise food choices can be burdensome and confusing. This class will offer advice on getting started and maintaining a healthier eating plan for you and your family. Let us help demystify the process of nourishing our bodies while sharing a few simple, yet effective, steps to eating well, attaining weight loss goals, and feeling and looking our best!



Presenter Laurie Jacobson, *Nature's Kitchen*

Meets: 1 Thursday, (May 11) 6-9 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Wear Art Thou – Art as Everyday Apparel #BW30**

Break away from the norm and learn an authentic fabric art that will personalize your existing wardrobe. In this hands-on art class, we'll explore the Indonesian art form of batik— a "resist" process for making designs on fabric. Join us and learn how to create a beautiful scarf or necktie using techniques and tools such as the canting and wajan. We'll create this unique piece of clothing while enjoying a demonstration of traditional Indonesian designs.



Presenter: Janie Leck-Grela, *ART WORKS of Johnstown!*

Meets: 1 Monday (May 15), 6-8 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Slovenian Bobbin Lace Making #BW31**

Back by popular demand! We'll discover the beauty and elegance of bobbin lace which has been around since the 16th century. Learn the origins of this art form and view other versions of lace from England, Spain, Belgium, Italy, Slovakia and Russia. We'll learn how to create Slovenian woven lace using pins, wooden bobbins, and the crossing and twisting of threads. Don't miss learning some basic stitches while experimenting with other simple lace patterns.

Presenter: Allie Marguccio

Meets: 4 Thursdays (May 4-25), 6-8 p.m.

Price: Pitt PowerPrice \$39 (regular price: \$44)

■ **Cooking with Cactus! #BW32**

Yes, you **can** cook with cactus – and love it! This unique cooking class will definitely pump up family gatherings and meals with recipes that will delight your guests. We'll create some desert delicacies with recipes for Ensalada de Nopalitos (cactus salad), cactus sorbet and Nopalitos rancheros. Don't miss out on being the first of your friends to make recipes from the desert!



Presenter: Janie Leck-Grela, *ART WORKS of Johnstown!*

Meets: 1 Wednesday (May 10), 6-8 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Family Fun in the Kitchen #BW33**

Delight your family with yummy breakfast smoothies, delicious sugar-free blueberry muffins, and naturally sweet-tasting sugar-free granola to start off the day! Our family-friendly class is all about making tasty, healthy and well-informed food choices, both in the kitchen and in the grocery store. Join us and celebrate quality time with fun family cooking in the kitchen. In short order, we'll learn about whole and processed foods, the importance of label reading, and taste a few scrumptious recipes! (Families welcome!) *Please call for special family pricing.*



Presenter: Laurie Jacobson, *Nature's Kitchen*

Meets: 1 Saturday (May 13), 9:30 a.m.-Noon

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Orient Express: Chinese Cooking #BW34**

Get out that wok ... or pull out that skillet, and learn how to create a few delicious Chinese recipes from our local expert. In our hands-on class, we'll make Lo Mein noodles with shrimp, chicken with vegetables, fried rice, and won-tons. And, don't miss out on Sam's special recipe for Chinese green beans! Join our lively instructor for an entertaining evening filled with easy recipes and great food.

Presenter: Sam Chen, *Sczechuan Restaurant*

Meets: 1 Monday (May 22), 6-8 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Southwestern Cooking #BW35**

Discover some wonderful recipes from the American southwest, and enjoy the health benefits to this tasty cuisine. Our cooking class will create recipes like mesquite flour tortillas, mesquite carrot muffins, and masa and pinto bean rolls. In addition to being rich in calcium, magnesium, potassium, iron, and zinc, mesquite has been shown to stabilize blood sugar levels. So, join us and add some zest and healthy benefits to your mealtime!



Presenter: Janie Leck-Grela, *ART WORKS of Johnstown!*

Meets: 1 Wednesday (May 3), 6-8 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Around the World Cooking Sampler #BW36**

If you've always wanted to travel around the world, but just couldn't spare the expense or time away from home, here's the **perfect** class for you! Join us for an around the world cooking experience that's sure to satisfy your craving for international fare. We'll create and enjoy Mediterranean hummus with pita, French spinach salad with strawberries and cheese, tropical fruit salsa with chicken, Italian herb pasta and a wonderfully sinful dessert, Bavarian chocolate raspberry cake. Don't miss out on our global food extravaganza!



Presenter: Joanne Mekis

Meets: 1 Saturday (May 20), 1-4 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Cooking Indian Style #BW37**

In this hands-on cooking class, our delightful instructor will enlighten us with easy, yet exotic, recipes from India. We'll learn how to spice up our dinner menu with wonderfully delectable dishes like chicken curry over white rice, poori bread, cauliflower masala, and cucumber raita (chutney). Don't miss this entertaining and informative evening that will conclude with wonderful foods to be enjoyed by all! Pitt PowerPrice/Regular: \$

Presenter: Renuka Narahari

Meets: 1 Thursday (May 25), 6-9 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

* Offered in partnership with the Bottle Works Ethnic Arts Center. Be sure to visit the Bottle Works on-line at: www.bottleworks.org

■ **Cardio Kick-Fit #FS20**

Pack some punch into your fitness routine with this energized kickboxing workout. Our kickboxing fun will be followed by an abdominal workout, toning segment, and a relaxing cool down that will increase flexibility while relaxing and de-stressing our bodies. (A towel and bottled water are suggested.)

Presenter: Bridget Neff, *East Hills Recreation*
Certified Turbo-Kick Instructor

Meets: 4 Saturdays (April 29-May 20), 10:45-11:45 a.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Stability Ball Workout #FS21**

If you're looking for a way to add some bounce to your exercise routine, then consider this new form of exercise using stability balls. We'll focus on increasing overall strength and coordination while emphasizing development of core muscles in this hands-on workout. Get ready to stretch, move, and roll on stability balls while uncovering a variety of exercises ... and then discover what these increasingly popular exercises can do for you! Register early since class size is limited. We'll supply a stability ball for each student. (A towel and bottled water are suggested.)



Presenter: Bridget Neff, *East Hills Recreation*

Meets: 4 Saturdays, (April 29 – May 20), 9:30-10:30 a.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)



We are proud to announce our newest programming partner — East Hills Recreation Commission. Courses in our new *fitness solutions* series are offered on-site at the East Hills Recreation facility (455 Schoolhouse Road; in the Greater Johnstown Career and Technology Center).

■ **Cool Summer Salads and Desserts #BW38**

Summer means lots of fresh fruits and vegetables for making family-friendly foods for dinners, picnics, and barbecues. Discover some quick and easy ways to get your family and friends to eat more healthfully while enjoying some cool summer salads and fresh fruity desserts. Our local expert will also offer some health-conscious pointers on perking up summer menus for lunch, dinner and snacks!

Presenter: Fran Lechak, *Registered Dietician*
Windber Medical Center

Meets: 1 Wednesday (May 24), 6-8 p.m.

Price: Pitt PowerPrice \$22 (regular price: \$27)

■ **Buying a Home: Everything You Need to Know #HS40**

Are you in the market for a new home? Are you baffled about shopping in your price range? Let us help you through the entire home buying process from start to finish ... before you even visit the real estate agent. We'll discuss choices you'll face, from getting a pre-approved mortgage to getting the keys on closing day. Uncover a simple three-step process for obtaining a mortgage that will ensure the best load possible while enjoying a great home buying experience. *Special "partner pricing" available.*

Presenter: Jeff Philibin,
Allied Home Mortgage Capital Corporation

Meets: 1 Thursday (May 4), 6-8 p.m.

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ **Mortgage Fitness:**

Getting Financially Prepared to Buy a Home #HS41

Would you like to know where you stand financially before you buy that home of your dreams? If so, then this class should help you discover what you need to know about getting yourself and your finances "financially fit." Now is the time to learn about the credit scoring and qualifying systems used by the mortgage industry. Find out about debt ratios and determine what they are, how they are calculated, and how to get your debt ratio to a healthy standing. *Special "partner pricing" available.*

Presenter: Jeff Philibin,
Allied Home Mortgage Capital Corporation

Meets: 1 Tuesday (May 23), 6-8 p.m.

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ **Creative Home Landscaping #HS42**

Are you thinking about redesigning your current outdoor landscape? If so, we can help by discussing some common questions about conquering home landscaping needs and problems. If you'd like to add a unique dimension to your existing landscape, we can suggest some trendy options. Join us and learn about a variety of commonly used shrubs, flowers, and trees for decorating a landscape. Please feel free to bring your personal questions and a recent outdoor photograph of your home to class.

Presenter: Frank DiLoreto, *DiLoreto Landscaping*

Meets: 1 Tuesday (May 2), 6-9 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ **Butterfly Gardening #HS43**

Discover ways to invite beautiful and colorful butterflies into your backyard garden. Learn how to lure different species by planning and planting a butterfly environment using some basic, yet necessary, elements. We'll discuss perennials, annuals, shrubs, and vines that serve as nectar plants and larval food to entice a variety of these beautiful and gracious creatures to our garden. Don't miss this class that's sure to bring hours of enjoyment into the summer months ahead.

Presenter: Susanne Weiland

Meets: 1 Saturday (May 13), 10 a.m.-Noon

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ **Beginning Dragonfly Workshop #DF60**

In this introductory class for serious-minded naturalists, we'll discuss insect anatomy and identification and learn more about dragonfly and damselfly characteristics. We'll examine preserved specimens of adult dragonflies, damselflies, and their larvae before going out into the field for collection, examination, and identification of live adult and larval dragonflies and damselflies.



Presenter: Dennis McNair, *UPJ*

Meets: 1 Saturday (May 20), 10 a.m.-2 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ **Advanced Dragonfly Workshop #DF61**

In this advanced class, we'll review identification and examination of spot characteristics of common species of dragonflies and damselflies of this region and season. We will collect, examine, and identify odonates in the field at several nearby locations, including ponds, streams, bogs, and wetlands known to have an abundance and varied odonate fauna. We will keep and preserve only those specimens of extraordinary interest and significance.



Presenter: Dennis McNair, *UPJ*

Meets: 1 Saturday (June 17), 10 a.m.-2 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

About the series...

- The Dragonfly Workshops are for adults interested in learning more about the interesting life and habitat of Dragonflies and Damselflies.
- The following book should be purchased and brought to class: *Stokes Beginner's Guide to Dragonflies and Damselflies* Blair Nikula and Jackie Sones, 2002 (available at your local bookstore or on-line bookseller for approximately \$8.95).
- Recommended equipment: binoculars, magnifying glass, and a small loose-leaf binder. Some insect nets will be provided for the day of the workshop. Please feel free to bring an insect net, if you have one.
- Please note that these classes will be held in a classroom on campus, at the campus pond and fields, as well as in surrounding areas around Johnstown. Transportation is not provided.
- Please bring a bagged lunch and drink on each class day.

Register for both Dragonfly classes for \$44.

mind and body*

■ Vibrational Healing #MB50

Discover the powerful healing benefits of vibrations on your mind, body, and spirit by using quartz crystal bowls. We'll learn how tones and vibrations impact each of our seven major energy centers known as "chakras." We'll also uncover the importance of colors, senses, tones, elements and oils on these energy centers.

Presenter: Michael McVicker,

McVicker Rejuvenation Center

Meets: 1 Monday (May 1), 6-8 p.m.

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ Roling: Get the Body You Were Born to Have #MB51

Imagine living in a flexible and balanced body that is free from pain, stiffness, and chronic stress. This is where Roling can help. Roling is an osteopathic method of soft tissue manipulation that balances and realigns your body by releasing tension and strain. We'll learn the importance of posture and find out how to create significant and lasting results.

Presenter: Michael Waller,

Integrative Medicine Advisory Council

Meets: 1 Thursday (May 4), 6-8 p.m.

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ Pilates & Core Exercises #MB52

Get in shape for summer by learning how to strengthen and flatten your abs—without ever doing a crunch or sit-up. Using mindful breathing, mat-based Pilates, and core body exercises, we'll learn ways to strengthen our abdominal muscles, backs, and other key body areas. Mats will be supplied. (Wear comfortable, close-fitting clothing.)

Presenter: Lynne McQuillan, *Conemaugh Health System*

Meets: 2 Mon. & 2 Wed. (May 8-17), 6-7 p.m.

Price: Pitt PowerPrice \$24 (regular price: \$29)

■ Iridology #MB53

Iridology is a practice that dates back to ancient India, Egypt, and China. In this class, we'll learn why the eyes have been proclaimed the "windows of the soul" and how the iris can be linked to various organs and tissues in our body. We'll take time to discuss how different parts of the iris can reveal inherent weaknesses and levels of health in different areas of the body.

Presenters: Michael & Tresa McVicker,

McVicker Rejuvenation Center

Meets: 1 Monday (May 15), 6-7:30 p.m.

Price: Pitt PowerPrice \$9 (regular price: \$14)



■ Medical Acupuncture #MB54

Learn how acupuncture stimulates the nervous system to release naturally occurring substances that reduce the sensation of pain. We'll discuss how medical acupuncture can treat a variety of conditions like headaches, lower back pain, osteoarthritic knee pain, and nausea and vomiting caused by chemotherapy.

Presenter: Sharon Plank, MD, *Conemaugh Hospital*

Integrative Medicine Advisory Council

Meets: 1 Tuesday (May 16), 6-8 p.m.

Price: Pitt PowerPrice \$14 (regular price: \$19)

■ Yoga for Better Health #MB55

Discover how the combination of movement, breathing, and guided meditation can lead to an increased awareness of your health. In this hands-on yoga class, we'll experience the benefits of increased energy and enhanced peace of mind from performing deep breathing and a variety of yoga postures. (Wear comfortable clothing and bring a towel and bottled water.)

Presenter: Tresa McVicker, *McVicker Rejuvenation Center*

Meets: 3 Tues. & 3 Thurs. (May 9-May 25), 5:30-6:30 p.m.

Price: Pitt PowerPrice \$34 (regular price: \$39)

■ Natural Healing Using Essential Oils #MB56

Did you know that ancient civilizations used essential oils as their medicine? Learn how the natural healing properties of essential oils can reduce pain, improve sleep, promote relaxation and decrease stress. In our hands-on class we'll sample the scents of some essential oils and blends, learn how to use the oils, and create a calming spritz to take home for our personal use.

Presenter: Jan Goodard, RN

Integrative Medicine Advisory Council

Meets: 1 Wednesday (May 17), 6-8 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)



■ You'll Love Shiatsu! #MB57

If you have neck, back, hip, knee, or ankle pain, Shiatsu may be for you! Discover how this non-invasive Japanese manual therapy helps stimulate our body's inherent ability to heal itself. In this hands-on class, we'll learn how finger pressure on soft body tissues can help treat a variety of conditions. This whole body therapy can provide positive results for chronic conditions and can offer pain relief for arthritis and joint pain. Uncover ways that Shiatsu treatments can help our bodies rebalance, rejuvenate, and energize.

Presenter: Karen Schuster,

Natural Harvest New Energy Center

Meets: 1 Wednesday (May 24), 6-9 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

* The offering of these courses should not be considered an endorsement, by the University of Pittsburgh, of the practices, materials or information presented in these courses. Further, the courses are offered for informational purposes only, and the materials and information presented are not intended by the University for use in attempting to diagnose or treat actual health-related conditions. Those in need of any such diagnosis and/or treatment are encouraged to consult a properly-credentialed medical professional.

Cyber Seniors: Computers for Seniors



Do you wish that you could take a computer class that moves at a slightly slower pace? Consider the Cyber Seniors Series, which will teach you the basics of using your computer in a pressure-free, relaxed, hands-on atmosphere! Our veteran instructor will guide you through your classes and have you feeling comfortable in no time! *This series is for participants 55 years of age and older.*

■ Introduction to Personal Computers #CS70

Is your computer a mystery to you? Do you need some help in understanding the basic functions of your computer? This class is for you! In this hands-on class, taught at a relaxed pace, we will cover the fundamentals of how a computer works and some basic computer terminology. We'll also learn how to "boot up" and "shut down" the system. We'll move on to the basics of the operating system such as creating, naming, and filing folders; modifying existing documents; and performing basic word processing tasks. In no time you'll be comfortable using a computer and be ready to become part of the information age!

Instructor: Barbara Leap

Meets: 1 Wednesday (May 3), 6-8 p.m.

Price: \$19 (special Senior price)

■ Introduction to the Internet #CS71

Are you intimidated by the Internet? Do you wish you could find all of those great web sites that people keep talking about? Join us and learn how to safely navigate the World Wide Web. You will be amazed at the amount of information that is, literally, at your fingertips! Don't wait – sign up today and prepare yourself for the "trip" of a lifetime!

Presenter: Barbara Leap

Meets: 1 Thursday (May 4), 6-8 p.m.

Price: \$19 (special Senior price)

■ Advanced Internet for Seniors #CS72

Take your newly acquired computer skills to the next level as we explore e-mail and Internet searching. We'll begin by learning how to setup and use an e-mail account — and find out just how easy it is to communicate over the 'net! Next, we'll learn how to use the Internet to shop, find weather reports, get directions, and download and play free games and crossword puzzles. If time permits, we'll visit additional sites that are of interest to the group.



Presenter: Barbara Leap

Meets: 1 Wednesday (May 10), 6-8 p.m.

Price: \$19 (special Senior price)

about the PRESENTER

Barbara Leap has taught non-credit computer classes at UPJ for nearly 15 years. She recently retired from her teaching career, which spanned 36 years. In addition to teaching, Barbara served as the Technology Coordinator for her school district. Her extensive knowledge of the subject and her easy-going nature make her the ideal instructor for this new series.

Register for all 3 Cyber Seniors courses for \$48.

■ Security Updates, Virus Protection, & Identity Theft #PC80

Learn how to protect your identity and your computer from outside threats! This workshop will discuss the steps that you can take to reduce the risk of personal or work-related data from being stolen from your computer. We'll also take a look at virus protection, software system patches, and utility programs available for your PC. As part of this hands-on workshop, we will learn how to configure our computers for automatic Microsoft and virus updates.

Presenter: Robert Eckenrod, UPJ

Meets: 1 Tuesday (May 16), 6-9 p.m.

Price: Pitt PowerPrice \$39 (regular price: \$44)

■ Free Web Resources: E-Mail, Mapping, Music & More #PC81

Why pay for Internet resources? In this interesting and valuable workshop, we'll review several free resources available to us on the Web. We look at free e-mail accounts, web site hosting services, on-line tutorials, radio and music resources, plus games and software. We will learn how to simplify travel planning with mapping and directional sites!

Presenter: Robert Eckenrod, UPJ

Meets: 1 Thursday (May 18), 6-9 p.m.

Price: Pitt PowerPrice \$39 (regular price: \$44)

■ Excel Essentials #PC82

In this hands-on class, we will learn the fundamentals of building spreadsheets, developing attractive reports, and creating customized, attention-getting graphs. By the end of class, we'll be able to apply our new skills to any number of typical spreadsheet applications, including sales or financial projections, budgets, and loan amortizations.

Presenter: Daniel Frederick, UPJ

Meets: 1 Tues. & 1 Thurs. (May 9 & 11), 6-9 p.m.

Price: Pitt PowerPrice \$69 (regular price: \$74)

■ Power Point Essentials #PC83

Add some flare and polish to your next presentation by creating it with Microsoft Power Point! In this hands-on workshop, we will learn the basics of Power Point to create impressive multimedia presentations. We'll work with the program wizards, text, clip art, and sound effects; import pictures and files; change backgrounds and colors, and much more! Whether for home, work, school, or social organizations, a Power Point presentation can deliver your message in style and make a lasting impression.

Presenter: Robert Eckenrod, UPJ

Meets: 1 Tues. & 1 Thurs. (May 23 & 25), 6-8 p.m.

Price: Pitt PowerPrice \$49 (regular price: \$54)

■ Digital Imaging: Photoshop It! #PC84

Learn how to turn snapshots into photographic works or art or how to manage digital images from your camera or scanner! In this hands-on class, we will learn to manipulate and enhance digital images by using features such as cropping, rotating, adding special effects, adjusting color, adding text, and repairing flaws using Adobe Photoshop Elements. We'll also learn about image types, image size, and what's best for e-mail, printing, and publishing. As a special feature, participants will take home a full trial version of a graphics program to install and use at home!

Presenter: Robert Eckenrod, UPJ

Meets: 1 Tues. & 1 Thurs. (May 30 & June 1), 6-8 p.m.

Price: Pitt PowerPrice \$49 (regular price: \$54)

UPJ's Computer Advantage...

- All courses are 100% hands-on, with each participant working at his/her own computer.
- Classes are taught in UPJ's fully equipped computing laboratories, featuring the latest in computer technology.
- All computers are networked and feature the most recent versions of many of today's most popular software applications.
- Instructors are experts in the field of information technology/computer science and bring countless hours of teaching experience to your class.

about the PRESENTERS

Robert Eckenrod is the Director of User Services at UPJ. He is responsible for the day-to-day management of technology services for faculty, staff and students. He serves in an adjunct faculty position for the Computer Science and Education departments at UPJ, and presents educational workshops for numerous schools in the Johnstown area.

Daniel Frederick is a member of the UPJ Computer Science faculty and has been teaching microcomputer application courses for 20 years. He received an MBA from the Indiana University of Pennsylvania, and an MS from the University of Pittsburgh. He has been a member of the UPJ faculty since 2001.

Personal and Career Success Strategies



Are you interested in increasing your job performance, maximizing your impact on others, and improving the quality of your personal and professional life? If you are, our new series has the tools that you need to focus on four critical areas for personal and professional fulfillment.

■ Just Do It! Kicking the Procrastination Habit #PD90

Is procrastination driving *you* crazy? Is it holding you back at work or in your personal life? If so, what are you waiting for? Don't put off attending this workshop where we will:

- discover the reasons for our procrastination,
- identify our own procrastination triggers and behaviors,
- develop a personalized action plan to avoid reverting to our old procrastination patterns, and
- apply proven techniques to conquer our procrastination.

Presenter: Cathleen Jennings, *Career Kaleidoscope*

Meets: 1 Monday (May 1), 6:30-8:00 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ Make Time Work for You #PD91

Is your to-do list never-ending? Are you continually being bombarded with requests and demands from others? It probably seems that you are busy every minute of the day. And, yet, you don't feel like you're getting anything done – or not what you would like to accomplish. Learn how to “beat the clock” and improve your productivity in this workshop where we will also:

- learn how to analyze our use of time to greatly increase our productivity,
- identify our priorities and distinguish between urgent and important tasks,
- utilize proven techniques to curb interruptions,
- understand the keys to planning and conducting effective meetings, and
- get time to work *for us* instead of *against us*.

Presenter: Cathleen Jennings, *Career Kaleidoscope*

Meets: 1 Monday (May 8), 6:30-8:00 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

about the PRESENTER

Cathleen Jennings is a certified Job and Career Training Coach, speaker and founder of Career Kaleidoscope, a career development company that specializes in helping professionals make career changes. She earned a BA in Education and Spanish and brings over 14 years of combined experience in the healthcare and high-tech industries. Having made several career and life transitions herself, Cathy offers an experienced perspective on adult career development issues and helps her clients trade in their “Monday morning dread” for everyday enjoyment of their ideal career.

■ Say “Yes” to Success by Learning to Say “No” #PD92

Do you feel guilty when saying “no” to requests from others? Do you resent being so busy with commitments and obligations that you don't have the time and energy to do the things that are most important to you? If so, then you won't want to miss this! Please join us as for this informative workshop where we will:

- discover how saying “yes” too often can be detrimental to our health and our careers,
- recognize why we say “yes” when we really want to say “no”, and
- learn nine techniques for saying “no” effectively.

Presenter: Cathleen Jennings, *Career Kaleidoscope*

Meets: 1 Monday (May 15), 6:30-8:00 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ 3 Keys to Managing Career Burnout #PD93

Do you dread Monday mornings? Are you bored or miserable at your job, but don't know what else to do for a living? If you answered yes to any of the above questions, or if you are feeling unsatisfied and unfulfilled in your career, you might be suffering from burnout. Don't let burnout kill your career! Instead, join us for this invaluable workshop where we will:

- recognize the symptoms and causes of burnout,
- understand the consequences of burnout,
- take a Job Burnout Inventory, and
- utilize strategies to manage and even avoid burnout.

Presenter: Cathleen Jennings, *Career Kaleidoscope*

Meets: 1 Monday (May 22), 6:30-8:00 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)



Register for all 4 workshops
for a special price of \$52!

Employee Performance Improvement Series



The ability to communicate and lead are two of the most important skills for career success. Whether you are a new manager or someone who has been in a leadership position for awhile, you can't afford to miss the cutting-edge concepts presented in this new series.

■ **Parameter Leading:**

How to Lead Without Micromanaging #PD94

Many leaders would like their people to take on more initiative. At the same time, leaders are often reluctant to give too much authority...and therefore find it necessary to micromanage. Learn to give your employees autonomy and freedom in this participant-focused session. Perfect for all levels of business and organization leaders, this workshop will help us:

- understand how to create a climate for success,
- learn how to inform, delegate and motivate others to achieve, and
- learn how to create greater employee buy-in through increased autonomy.

Presenter: Rick Buck, *PeopleFirst Leadership Institute*

Meets: 1 Wednesday (May 3), 6:30-8 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ **People Puzzles: Dealing with Personalities #PD95**

Today's leaders, managers, and supervisors worldwide have the same challenge—get the most effort from your employees every day. Learn how to increase productivity and improve morale in all of your relationships in this highly interactive session. In this workshop, we will:

- learn how to win the cooperation of others through emotional intelligence and an awareness of their personal styles,
- understand why different theories of motivation work for different people, and
- discover how to turn difficult people and poor performers into team players.

Presenter: Rick Buck, *PeopleFirst Leadership Institute*

Meets: 1 Wednesday (May 17), 6:30-8 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ **Exceptional Service:**

Ensuring your customers will return again [and again!] #PD96

Everyone in business knows the importance of providing good (exceptional!) service to our customers and clients. The session will help both managers and entrepreneurs learn nuances of new business success—beyond the obvious. We will also:

- learn how to see our service through our customers' eyes,
- understand why customer service is so important, and
- practice good customer service techniques through a series of exercises.

Presenter: Rick Buck, *PeopleFirst Leadership Institute*

Meets: 1 Wednesday (May 24), 6:30-8 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)

■ **The Unrestrained Brain #PD97**

Today we are charged with accomplishing more with less time and fewer resources. Increasingly, we must find creative ways to solve our problems — but what if you don't believe that you are creative? *The Unrestrained Brain* is a participant-focused interactive session that teaches us ways to unlock and experience creative thinking. In this workshop, we will:

- learn how to think more systematically and creatively,
- discover how to express ideas more clearly and compellingly, and
- recognize and adjust to two thinking styles: ours and theirs.

Presenter: Rick Buck, *PeopleFirst Leadership Institute*

Meets: 1 Wednesday (May 31), 6:30-8 p.m.

Price: Pitt PowerPrice \$19 (regular price: \$24)



Register for all 4 workshops
for a special price of \$52!

about the PRESENTER

Rick Buck is a speaker, trainer, and coach. He is the founder and Executive Director of PeopleFirst, a professional training, coaching, and facilitating company whose mission is to improve businesses by improving their people. Rick has provided training at the state, national, and international level on topics such as management, team building and leadership. He earned the International Training Fellow designation from Junior Chamber International Training Institute in 1996 as the 22nd person in the world to achieve this status. Rick earned a BS in Business Administration.

directions

...to the UPJ Campus

From Points North: Take Route 219 South to the Elton Exit (PA Route 756). When exiting, proceed to the lane designated for "Theatre Drive" traffic. Turn left at the traffic light at the end of the ramp and proceed to the right lane. Turn right onto Theatre Drive and proceed to the middle lane. Stay on Theatre Drive until you reach the traffic light at Schoolhouse Road and turn left onto Schoolhouse Road. The entrance to UPJ is approximately 1/2 mile on the right.

From Points East, South or West: Take PA Turnpike to the Somerset Exit (#110; previously Exit #10). Follow signs to Route 219 North. Take Route 219 North to the Elton Exit (PA Route 756). At the end of the exit ramp, turn right. At the next light, turn right onto Theatre Drive and proceed to the center lane. Stay on Theatre Drive until you reach the light at Schoolhouse Road and turn left onto Schoolhouse Road. The entrance to UPJ is approximately 1/2 mile on the right.

Another Route From Points East or South:
Take PA Turnpike to Exit #11 (Bedford). Follow signs to Route 56 West. Once on Rte 56 W, you will travel for approximately 30 miles. As you pass through the community of Windber, you will ascend a hill. About 3/4 up the hill, you will pass a traffic light at Terlyn Drive. Get into the right lane and turn right onto Theatre Drive at the next traffic light. Stay on Theatre Drive until you reach the first traffic light (Schoolhouse Road). Turn right onto Schoolhouse Road. The entrance to UPJ is approximately 1/2 mile on the right.

...to The Bottle Works Ethnic Arts Center (411 Third Avenue; Phone: 536-5399)*


Take Route 56 West (The Johnstown Expressway) to Business Rte 56 through downtown Johnstown past the Inclined Plane, Point Stadium and Stone Bridge. Route 56 will turn into Broad Street in Cambria City (stay in the right lane). Take the second turn (right turn only) onto Third Avenue (at Immaculate Conception Church). Go one block. The Bottle Works is on the corner of Third Avenue and Chestnut Street.

...to Sherry Lynn's Ballroom Dancing Studio

(646 Main Street; Phone: 536-8760)*

Take Route 56 West (The Johnstown Expressway) and follow Rte 56 to the Adams Street (Johnstown Business District) Exit. At the traffic light, turn right onto Adams Street. At the next intersection (Main Street), turn left. The studio will be on the left-hand side.

**directions are from Richland Township.*



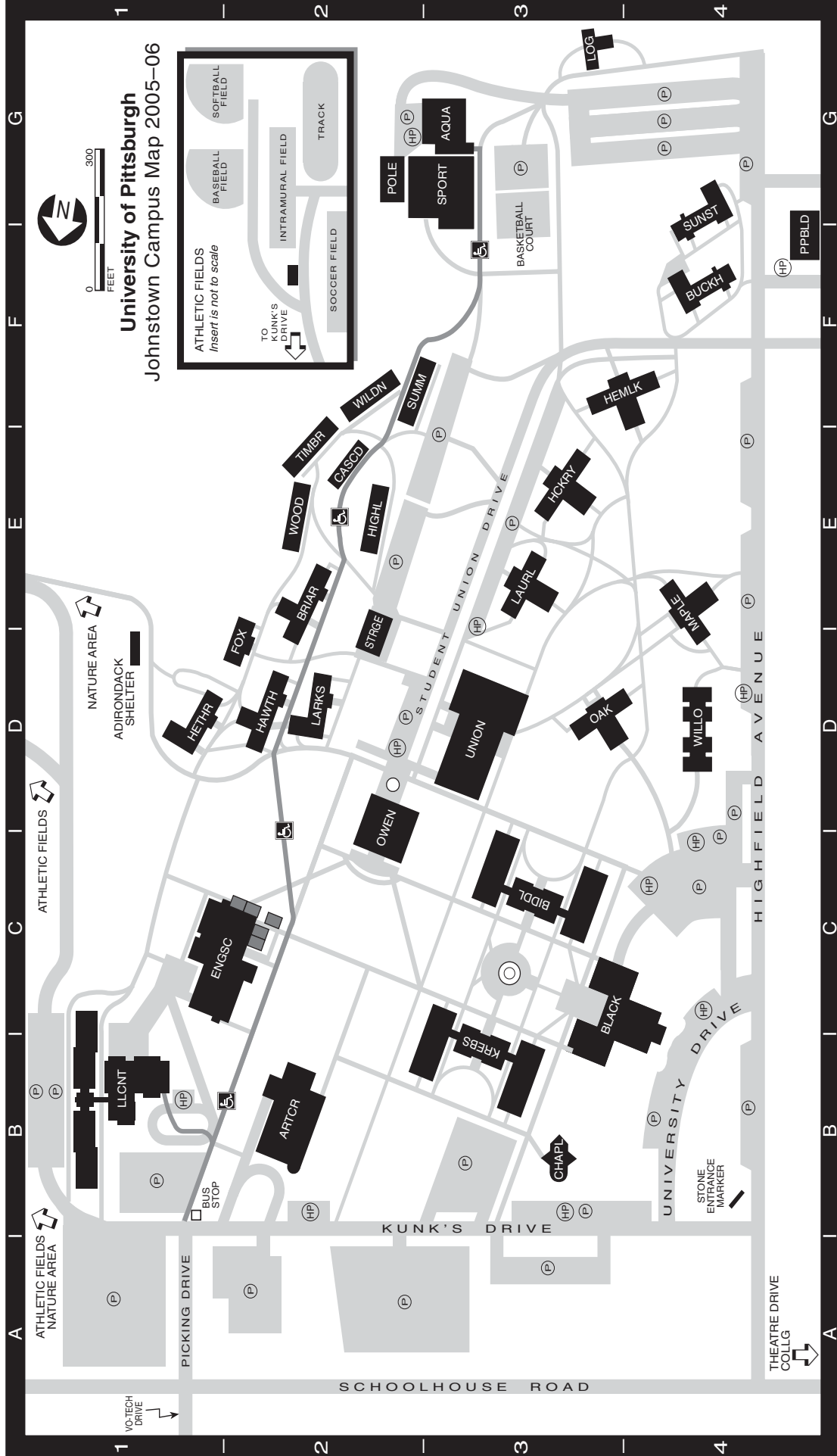
2006
**Salute to
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Debra Iachini

*President & CEO
Laurel Highlands Medical
Consultants, Inc.*

Friday, April 21, 2006
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UPJ Living Learning Center

Call today for more information!
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University of Pittsburgh
Johnstown Campus Map 2005-06

ATHLETIC FIELDS
Insert is not to scale

BASEBALL FIELD
SOFTBALL FIELD
INTRAMURAL FIELD
SOCCER FIELD
TRACK

TO KUNK'S DRIVE

- Biddle Hall** (Administrative) BIDDL C3
- Computing, Business Svcs., Campus Police, Education, Fin. Aid, Humanities, Nursing, Purchasing, Registration, Telecomm.)** BLACK C3
- Blackington Hall** (Academic) BLACK C3
- Computing, Admissions, Assistant to the President for Enrollment Management, Audio-Visual Svcs., Computer Science, Adult Education/Community Outreach/ Murtha Ctr., Development and Marketing, Institutional Advancement, Personal Counseling Ctr., Personnel, President, Public Relations and Alumni Affairs, Vice Pres. for Academic and Student Affairs, Vice Pres. for Budget and Administration)** BRIAR E2
- Briar Lodge** (residence hall) BRIAR E2
- Buckhorn Lodge** (residence hall) BUCKH F4
- Cascade Manor** (residence hall) CASCD E2
- College Pk. Apts.** (res. hall) *off map* COLLG A4
- located at intersection of Schoolhouse Road and Theatre Drive**
- Engineering and Science Bldg.** ENGSC C1
- (Engineering Technology, Natural Sci.)**
- Foxfire Lodge** (residence hall) FOX D1
- Hawthorne Lodge** (residence hall) HAWTH D1
- Heather Lodge** (residence hall) HETHR D1
- Hemlock Hall** (residence hall) HEMLK F3
- Hickory Hall** (residence hall) HCKRY E3
- Highland Manor** (residence hall) HIGHL E2
- Krebs Hall** (Natural Sciences, KREBS B3
- Respiratory Care, Social Sciences)**
- Larkspur Lodge** (residence hall) LARKS D2
- Laurel Hall** (residence hall) LAURL E3
- Living/Learning Center** LLCNT B1
- (residence hall, Conference Services)**
- Log Cabin** LOG G3
- Maple Hall** (residence hall) MAPLE E4
- Oak Hall** (residence hall) OAK D3
- Owen Library** (Academic OWEN D2
- Support Center, Library Offices, Printing Services)**
- Pasquerilla Performing Arts Ctr.** ARTCR B2
- (Arts Center Office, Southern Alleghenies Museum of Art, Theatre Dept.)**
- Physical Plant Building** PPBLD F4
- (Physical Plant Office, Receiving Dept.)**
- Pole Building** (storage) POLE G2
- Sports Center** (Athletics Offices) SPORT G2
- Storage Building** STRGE D2
- Student Union** (Student Affairs) UNION D3
- Student Organization Offices, Food Svcs., Campus Ministry, Mail Svcs., Book Ctr., Residence Svcs., Health Svcs., Career Svcs.)** SUNST G4
- Summit Manor** (residence hall) SUMM F2
- Sunset Lodge** (residence hall) SUNST G2
- Timberline Manor** (residence hall) TIMBR E2
- Whalley Memorial Chapel** CHAPL B3
- Wilderness Manor** (residence hall) WILDN F2
- Willow Hall** (residence hall) WILLO D4
- Woodland Manor** (residence hall) WOOD E2
- Zamias Aquatic Center** AQUA G2

Ⓟ - parking Ⓡ - handicap parking

registration information

What is a Pitt PowerPrice?

Pitt PowerPrices are a way for you to save when you register for any of our non-credit courses. Pitt PowerPrices are available to:

- Early Bird registrants - register by the early bird deadlines below,
- Senior members of our community (age 55 or older),
- UPJ faculty, staff, and students, and Alumni Association members,
- East Hills Business Association Members, and
- Greater Johnstown/Cambria County Chamber of Commerce members.

Registration

You can register by mail, telephone or fax. Registrations will be accepted on a first-come, first-served basis, and are subject to class availability. See the chart below for complete information regarding registration/payment deadlines.

Payments

Payments must be made at the time of registration and can be in the form of check, MasterCard, Visa, or Discover. Register early and save with our Pitt PowerPrices! *For your protection, please do not write credit card numbers on registration forms that you plan to fax to our office. Please call our office to provide your credit card number after you have faxed your registration.*

Check-In

Complete check-in information (including locations) will be mailed to all participants upon registration. (Please call our office if you need directions to an off-campus venue. Or, visit our web site: www.upj.pitt.edu/outreach).

Off-Campus Locations

In order to maximize the learning experience, a number of our courses are being held at off-campus locations:

The Bottle Works Ethnic Arts Center

(411 Third Avenue in Johnstown's West End):

- All Bottle Works Series classes
- Yoga.

East Hills Recreation

(445 Schoolhouse Road in Richland Township):

- All Fitness Solutions classes

Sherry Lynn's Ballroom Dance Center

(646 Main Street in downtown Johnstown):

- The Club Dances
- Basic Ballroom Dancing

Refunds

Refunds will be issued in the following situations:

- Course is canceled by the University, or
- Withdrawal from an activity occurs on or before the payment deadline (see deadlines below).

Refunds requested after the payment deadline (but before the first class meeting) will be subject to a \$10 cancellation fee. No refunds will be issued after the first class. Individuals awaiting a refund should allow three weeks for processing. (Credit card refunds will be issued in the form of a credit to your account.)

Cancellation of Programs

Non-credit programs are subject to cancellation by the University for justifiable reasons such as insufficient enrollment, in which case a full refund will be issued.

Office Hours

Our office is open Monday through Friday 8 a.m. to 4:30 p.m. We will have extended hours during the first night of each class.

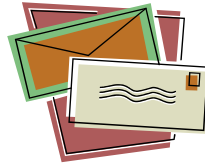
Registration/Payment and Early Bird Deadlines

For events beginning the week of...	The Early Bird deadline is...	The registration/payment deadline is...
April 24	April 14	April 14
May 1	April 14	April 21
May 8	April 21	April 28
May 15	April 28	May 5
May 22	May 5	May 12
May 29	May 12	May 19
June 12	May 26	June 2

registration form



By phone...
 (credit card payments only)
 Please call:
 The Outreach Office
 814-269-2099



By mail...
 Please complete & return the
 registration form & payment to:
 The Outreach Office
 114 Blackington Hall, UPJ
 Johnstown, PA 15904



By fax*...
 (credit card payments only)
 Please complete and transmit the
 registration form to:
 814-269-7075



Register today!

Name _____ Evening Phone _____
 Street Address _____ Daytime Phone _____
 City _____ Zip Code _____
 E-mail address _____

Check here if you would prefer to receive your course confirmation via E-mail.

Participant's Name (if different from above)	Course Title/Number	Cost

Amount enclosed: _____

Method of payment:

my check is enclosed (payable to UPJ) MasterCard Visa Discover

Please bill my company Account # _____

Exp. Date _____ Signature _____

***For your protection, please do not write credit card numbers on registration forms that you plan to fax to our office. Please call our office to provide your credit card number after you have faxed your registration.**

For office use only:	Date rec'd: _____	<input type="checkbox"/> PW by _____
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Outreach and Professional Services
114 Blackington Hall
University of Pittsburgh at Johnstown
450 Schoolhouse Road
Johnstown, Pennsylvania 15904-2990

explore...

Conversational Spanish • Conversational Sign Language • Handwriting Analysis • Quilling: The Art of Paper Rolling • Painting for Beginners • Everyone Can Learn to Draw Portraits • Beginning Digital Photography • Intermediate Digital Photography • Dance the Argentine Tango • The Club Dances: Salsa, Merengue & the Hustle • Basic Ballroom Dancing • Cardio Kick-Fit • Stability Ball Workout • Wear Art Thou? • Slovenian Bobbin Lace Making • Cooking with Cactus • Family Fun in the Kitchen • Orient Express: Chinese Cooking • Southwestern Cooking • Around the World Cooking Sampler • Cooking Indian Style • Buying a Home • Mortgage Fitness • Creative Home Landscaping • Butterfly Gardening • Beginning Dragonfly Workshop • Advanced Dragonfly Workshop • Vibrational Healing • Rolfing • Pilates & Core Exercises • Iridology • Medical Acupuncture • Yoga for Good Health • Natural Healing Using Essential Oils • You'll Love Shiatsu • Introduction to Computers for Seniors • Internet for Seniors • Advanced Internet for Seniors • Security Updates, Virus Protection & Identity Theft • Free Web Resources • Power Point Essentials • Excel Essentials • Digital Imaging: Photoshop it! • Just Do It! Kicking Procrastination • Make Time Work for You • Say "Yes" to Success • 3 Keys to Managing Career Burnout • Parameter Leading • People Puzzles • Exceptional Service • The Unrestrained Brain



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