



University of Pittsburgh
Bradford™

Division of Continuing Education & Regional Development



Spring 2012 Coursebook

❖
**A New Year Begins with
New Opportunities...
Look Inside to Find Yours**
❖



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beyond *expectations*

The Division of Continuing Education & Regional Development assists individuals, organizations and businesses in our region to become more successful by providing education and training opportunities for workforce development, professional development and personal enrichment. Conference Services provides exceptional conferencing facilities and services to attract and retain conferences and events to the Pitt-Bradford campus. We achieve these goals by providing youth programs, workforce education and customized training, business assistance services, noncredit personal enrichment and professional development classes, camps and conferences, and community engagement activities.





Medical Coding and Medical Transcription Certificate Programs

These noncredit certificate programs include a series of courses that are taken in sequence to fulfill the requirements of each certificate. If you are currently working in the health care industry or considering a career in a medical office, these courses are for you. When you complete the courses, you will be prepared to sit for the AHIMA Certified Coding Associates Exam.

Sequence of Courses: Medical Terminology and Anatomy & Physiology are required for both the coding and transcription certificate programs. All students will attend these classes together. Pending sufficient student registration, students will then continue with either coding classes or medical transcription classes.

Medical Terminology – In this first course, you will learn the basics of medical terminology. Terminology is the foundation of both certificate programs and will focus on vocabulary, word origin, construction, definition and spelling.

\$579 per participant plus materials
Tuesdays, January 17 – April 3, 2012, 6 – 9 PM
Room 200, Seneca Building, Bradford

Next course in sequence for both certificate programs:

- Anatomy & Physiology – begins Tuesday, April 17, 2012, for 12 weeks, \$579 plus materials

Coding Certificate Program:

- CPT - HCPCS Coding – begins Tuesday, July 17, 2012, for 17 weeks, \$799 plus materials
- ICD-9 Coding – begins Tuesday, November 20, 2012, for 17 weeks, \$799 plus materials

Medical Transcription Certificate Program:

- Medical Transcription – begins Thursday, July 19, 2012, for 25 weeks, \$1,389 plus materials

OSHA Mini-Safety Series – Back by Popular Demand!

These short classes are topic-focused seminars that each cover two specific safety areas that may be of interest to many industry clusters, including oil and gas and construction. These sessions are designed for supervisors or safety directors to enhance your ability to keep your people safe and in compliance with OSHA regulations. These classes are designed and provided through an alliance between Pitt-Bradford and the OSHA Erie Office.

Sessions and Topics:

- **Using the OSHA Website and the OSHA Inspection Process** – Thursday, January 19, 2012
- **Employer Rights and Employee Rights** – Thursday, February 16, 2012
- **Hazard Communication and Personal Protective Equipment** – Thursday, March 15, 2012
- **Permit-Required Confined Space and Hot Work Permits** – Thursday, April 19, 2012

\$29 per participant per session or register for all four courses for \$100 (save \$16)

All sessions meet 8:30 AM – Noon
Room 200, Seneca Building, Bradford

Society for Human Resources Management (SHRM) – Learning System

The Society for Human Resource Management is the world's largest association devoted to human resource management. Designed by subject matter experts, the SHRM Learning System is the #1 PHR/SPHR Certification Prep Tool* and includes discussion questions, application exercises and module exams to develop specific HR competencies. Profes-

sionals who use the Learning System to prepare for the PHR and SPHR exams consistently beat the national pass rate. If you seek true professional development in the human services field, this course, which prepares you for the certification exam, is for you. You will network and interact with your peers and learn current HR best practices. Well-qualified instructors will provide an informative and challenging experience.

** According to the HR Certification Institute's exit survey results.*

\$1,299 per participant
Saturdays, February 25 – March 31, 2012, 8:30 AM – 3:30 PM
Room 200, Seneca Building, Bradford

Wireless Technologies for Oil and Gas Exploration and Field Service – NEW!

This course will cover the various technologies available for data management during field service, including RFID, barcodes, sensors for drilling and fracking, and wireless mesh technology. You will learn how these technologies work together to allow business to keep accurate records of material usage and performance. Take-home course materials for participants will include guides to different technologies, a matrix of the costs and features, and a glossary of technical terms.

\$69 per participant
Wednesday, January 25, 2012, 6 – 9 PM
Room 200, Seneca Building, Bradford

How to Give Employees Performance Feedback and Resolve the Resistance You Know You're Going to Get

A full-day seminar based on the book of the same title written by Ross L. Blake, the trainer leading this seminar and an expert in giving feedback in the workplace. Participants will learn these four essential feedback skills:

- How to give employees feedback the way they want to receive it, so they're much more likely to cooperate.
- How to resolve employee resistance to feedback in a positive, win-win manner.
- What to do when employees agree to improve their performance and don't.
- How to give positive feedback effectively.

This is not a PowerPoint lecture but a fast-paced seminar that uses interactions and skills practices in order to deliver skills, not theories. All participants will receive a signed copy of the book, 3 x 5 skills reinforcement cards and a handout. This class is limited to 18 participants in order to use training time most effectively.

\$229 per participant, includes all materials, book, light breakfast and buffet lunch
Thursday, March 8, 2012, 9 AM – 5 PM
Mukaiyama University Room,
Frame-Westerberg Commons Building, Pitt-Bradford Campus



Inventory Management with Barcodes and RFID for Manufacturers – **NEW!**

This course will cover the hardware and software that can help manufacturers and businesses keep track of inventory more efficiently using RFID tags, barcodes, and other technologies. Course materials will cover a general explanation of the currently available technologies for inventory management. Take-home guides will be available for participants and will cover cost and performance information, a matrix of costs and features, and a glossary of technical terms.

\$69 per participant

Wednesday, March 14, 2012, 6 – 9 PM

Room 200, Seneca Building, Bradford

Pharmacy Technician Certification Program – Career Path Opportunity!

This 50-hour comprehensive program will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's 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 learning 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, prescription dispensing, inventory control, and billing and reimbursement.

\$999 per participant

Mondays and Wednesdays, March 19 – May 7, 2012, 6 – 9:30 PM

Room 200, Seneca Building, Bradford

ServSafe Certification and Re-Certification Course

This 12-hour course is designed to teach food safety. If you work in a cafeteria, a restaurant or diner, a tavern that serves food, a concession stand, or a tasty freeze, then this course is for you. The PA Department of Agriculture's regulations state that a food service establishment shall employ or designate at least one certified supervisory employee who has completed and passed an approved certification course. This ServSafe course meets this requirement. Learn about food-borne illnesses, how to identify food that can become unsafe, how food becomes contaminated, ways to reduce chances of contamination, how to clean and sanitize and much more. This course is for participants who need new certifications or who need a recertification.

\$199 per participant, includes book, exam and light refreshments

Fridays, April 13 and 20, 2012, 1 – 7 PM

Room 200, Seneca Building, Bradford

QuickBooks™ – Newest Edition Available

This course is an introduction to QuickBooks. Its main objectives are to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. You'll learn about the types of information you need to track in your business or on the job, and you'll see how to enter that information and track it in QuickBooks. By the time you complete this course, you'll have a good idea of all that QuickBooks offers, you'll be familiar with the most common tasks, and you'll know where to find information about more advanced features.

\$239 per participant, includes a student

QuickBooks Learning Guide

Thursdays, April 19 – May 10, 2012, 6 – 9 PM

Room 200, Seneca Building, Bradford



BUSINESS & PROFESSIONAL DEVELOPMENT CLASSES

Harnessing the Power of Generational Diversity in the Workplace – **Brand New!**

This course, instructed by Robert K. Bitting, Ph.D., is a values-based program examining why generational awareness is important in today's workplace. It covers the four generations currently at work, meeting value populations, changing intergenerational values and expectations, generational differences, and how to build more effective action plans when generational diversity is understood.

\$129 per participant, includes all materials

and a continental breakfast

Friday, April 20, 2012, 8 AM to Noon

Room 200, Seneca Building, Bradford

Google + for Business – Discounted for BACC Members

Google+ - is it the next big thing in social networks? It's too soon to tell, but you should pay attention to it for several reasons. Google+ can be an amazing business tool and better yet, it's a FREE business tool. Learn why Google + is important, how to use it and how to take advantage of its capabilities for your business. This course is instructed by Josh Curcio, vice president of marketing at protocol 80, Inc. A discount is offered to all members of the Bradford Area Chamber of Commerce.

\$39 per participant if you are a Bradford Area

Chamber of Commerce member

\$49 per participant if you are NOT a member of the

Bradford Area Chamber of Commerce

Wednesday, January 18, 2012, 5 – 7 PM

Room 200, Seneca Building, Bradford



Microsoft Word 2010

Has your business upgraded to Microsoft Office 2010, and you could use some helpful hints? This course will provide you with an overview of Microsoft Word. Learn how to navigate and make the most of the tool bars. Learn how to create, edit, manipulate and save documents using this powerful software. Your instructor, Bill Kline, will help you explore this program so that you're more efficient and productive at work and home. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant

Tuesday, January 31, 2012, 1 – 5 PM

Room 200, Seneca Building, Bradford





Macintosh Computers – Discover the Difference

Are you new to Macintosh (Mac) computers or are you considering switching? Using a computer couldn't be more user-friendly than the Apple Macintosh Operating System. This hands-on course will get you started on the right foot and lead you to more polished and efficient computing. You'll be learning about the Mac in Pitt-Bradford's Mac Lab. Even veterans of OSX might learn a thing or two.

Topics include:

- The desktop environment
- System preferences
- Organization
- Customization
- iLife basics
- Recommended third-party software
- Basic troubleshooting

\$59 per participant

Friday, February 10, 2012, 9 AM - Noon

Room 110, Fisher Hall, Pitt-Bradford Campus

Microsoft Outlook 2010 – Discounted for BACC Members

Many companies and businesses have upgraded and now utilize Microsoft Outlook 2010. Learn how to use the latest version of Outlook to more efficiently do everyday tasks such as reading and sending email, printing, scheduling appointments and meetings on your calendar, and managing your contacts. This class will explore some of the new features, including Outlook Social Connector to help connect your email to social networks and the Internet. You will not only become more productive, but you will gain a better insight into the people and businesses you communicate with. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

A discount is offered to all members of the Bradford Area Chamber of Commerce.

\$49 per participant if you are a Bradford Area Chamber of Commerce member

\$59 per participant if you are NOT a member of the Bradford Area Chamber of Commerce

Wednesday, February 15, 2012, 6 – 9 PM

Room 200, Seneca Building, Bradford

Microsoft Excel 2010

Learn the essentials of Microsoft Excel 2010. Create and save workbooks, format text and numbers, select ranges, and move or copy data. Learn how to use formulas and basic functions, explore printing options for worksheets and insert pictures. You will also explore features of Excel 2010 that will help you to increase your proficiency and productivity. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant

Tuesday, February 21, 2012, 1 – 5 PM

Room 200, Seneca Building, Bradford

Better Web Browsing – NEW!

The Internet is a big, and sometimes scary, place but there is so much good information to be gained from its use. Learn tips and tricks to make your Internet browsing safer and more efficient. From browsers to extras that most people aren't aware of, this class will keep you from falling into traps and increase your enjoyment of the World Wide Web.

\$49 per participant

Wednesday, March 7, 2012, 1 – 3 PM

Room 200, Seneca Building, Bradford

Microsoft Access 2010

Discover the essentials of creating and working with Access 2010 databases. Find out how to create and edit tables, set field properties, create relationships and use simple queries, as well as how to create basic forms and

basic reports. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant

Tuesday, March 20, 2012, 1 – 5 PM

Room 200, Seneca Building, Bradford

Creating Flyers – Topics in Microsoft Word 2010

This more focused class in Word will teach you a specific skill – how to create a flyer. Learn how to insert clipart and pictures, crop pictures, utilize sections, create multiple columns, insert Word Art and create borders. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$39 per participant

Tuesday, April 17, 2012, 2 – 4 PM

Room 200, Seneca Building, Bradford



Working with Lists of Information – Topics in Microsoft Excel 2010

We've all looked at long lists of information and have tried to decide the best way to organize that list. Using what you learn in this skill-specific class, you will be able to utilize Excel 2010 to sort and filter those lists. Learn about freezing window panes, printing selections and utilizing pivot tables to organize your lists. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$39 per participant

Tuesday, May 29, 2012, 2 – 4 PM

Room 200, Seneca Building, Bradford

Safe Zone LGBT Training

As our world becomes more diverse and as the LGBT population in our region grows, it is important to provide education on LGBT issues to make our community more welcoming. This two-hour interactive program will provide participants education on lesbian/gay/bi-sexual/transgender/gender identity issues. The goal is to provide a network of support for LGBT people in our community and to show support for individuals affected by homophobia, hate and oppression based on sexual orientation. After the training program, participants may display the Safe Zone symbol that provides a message to members of the LGBT community that the person displaying the symbol is a person who has completed the Safe Zone training; has decided to be an active and visible ally; can be trusted to maintain confidentiality; and will respond to the individual with understanding, support and empathy. Your instructors will be Dr. Ron Binder, associate dean of student affairs, and Lori Mazza, director of athletics and recreational sports. Both instructors are from Pitt-Bradford and have facilitated Safe Zone trainings for students, faculty and staff on campus.

FREE

Thursday, February 2, 2012, 6 - 8 PM

Room 200, Seneca Building, Bradford

Leadercast – Make a Choice. Make an Impact. Wherever You Are.

The choices you make define the leader you become. And the choices you make are not just about you. They're about the positive impact you can have on your organization, your community and beyond. Our world needs everyday leaders who will choose to make it a better place. That's what Chick-fil-A Leadercast 2012 is all about. Start making an impact by choosing to attend the "can't-miss" leadership event broadcast LIVE from Atlanta to hundreds of venues across the country and around the world. It's affordable. It's accessible. And it's offered right here in Bradford, Pennsylvania. It's the 2011 Chick-fil-A Leadercast and it's for every leader, at every level who aspires to articulate and demonstrate the power of making wise and thoughtful choices. Here's just a few of the speakers:

- John Maxwell - Leadership expert and best-selling author of *The 21 Irrefutable Laws of Leadership*
- Tim Tebow - NFL quarterback and Heisman trophy winner
- Soledad O'Brien - anchor and special correspondent for CNN
- Patrick Lencioni - best-selling author & president of The Table Group
- Angela Ahrendts - chief executive officer, Burberry
- Sheena Iyengar - author of *The Art of Choosing* & world-renowned expert on choice
- And several more world-renowned speakers who are ready to share their choices.

\$99 per participant, includes morning and afternoon refreshments, lunch and program materials

**Friday, May 4, 2012, 8 AM Registration, 9 AM – 4 PM Event
Mukajiyama University Room, Frame-Westerberg Commons,
Pitt-Bradford Campus**



Landscape Oil Painting – Back by Popular Demand!

In this ever-popular class, our instructor, Cindy Nowacki, will provide you with step-by-step instructions to paint with oils on canvas. You will take home a beautiful oil painting suitable for framing when you complete this design in a two-night class. No painting experience is necessary and all materials for class will be provided. What a great way to learn basic oil painting methods while relaxing and having fun.

**\$75 per participant, includes all materials
Monday and Tuesday, February 6 and 7, 2012, 6 – 9 PM
1st Floor Art Room, Seneca Building, Bradford**

Alzheimer's Disease Series

This series was developed by instructors, Debbie McKee and Jill Oliver, to help those who find themselves caring for a loved one with Alzheimer's disease or dementia. The series is intended to provide you with helpful information and an insight into what is occurring as the disease progresses.

\$15 per class or

\$50 for the series of four classes (save \$10)

**Wednesdays, February 8, 22, March 7, 21, 2012, 6:30 – 8:30 PM
6th Floor Conference Room, Seneca Building, Bradford**

• Preparation for the Alzheimer's Journey

In this first session, your instructors will help you see the challenges facing those with early stages of dementia. They will provide you with tips to establish a daily routine and show you how to develop a strong support system. An overview of anatomical changes that occur with the progression of this disease will be discussed, and statistics from the American Medical Association will be reviewed. This class meets on Wednesday, February 8, 2012.

• Empowerment for Success During the Early to Middle Stages of Dementia

This class will help you to explore the strategies for coping with difficult behaviors associated with the progression of this disease. It is during the early to middle stages of dementia that help with care giving should be sought. At this stage, there are also ongoing anatomical changes that affect behaviors and communication that will be detailed in this session. This class meets on Wednesday, February 22, 2012.

• Exploring Home Care, Nursing Home Placement or a Dementia Special Care Unit

In this session, the very difficult process of determining the right facility or method of care for your loved one will be discussed. Instructors will help with the questions that should be asked to enhance your exploration of a facility. Learn how to make your visits more meaningful when visiting a person with dementia. Discussion will continue on the anatomical and physiological changes you can expect in communication deficits as well as augmentative strategies to cope. This class meets on Wednesday, March 7, 2012.

• Who Cares for the Caregiver?

Being a caregiver for those with Alzheimer's or dementia can be very stressful. This session will discuss help for those that have been the support system for those afflicted with this disease. How to cope with life after the long goodbye will also be covered. This class meets on Wednesday, March 21, 2012.



PERSONAL ENRICHMENT AND RECREATION

Turbo Kick™ Plus – NEW 10-Week Format!

We have combined the best of the Turbo Kick™ and Total Body Toning classes to offer you a 10-week workout course. You'll be ready to exercise outside as soon as the weather will accommodate. Join Rhonda Race, your instructor, for all those great toning exercises that target the core muscles along with upbeat, high-energy moves that will keep your metabolism racing. This class is demonstrated with both low- and high-intensity levels, so you can work out at your own personal fitness level. You are asked to provide your own exercise mats and dumbbells for this class.

\$55 per participant

**Mondays and Wednesdays, January 9 – March 19, 2012, 5:30 – 6:30 PM
(class not held on 1-16-12)**

5th Floor Ballroom, Seneca Building, Bradford

Card Making for Beginners – NEW Class!

In this three-part class, you will learn new and creative ways to make your own greeting cards using rubber stamps. Each of the three classes will feature the basic techniques as well as exciting designs including heat embossing, faux linen, poppin' pastels, bleaching and more. No experience is necessary, and all materials for the class will be provided. You'll be amazed at the creations you will make.

\$39 per participant, includes all materials

Thursdays, February 2, 9, and 16, 2012, 6:30 – 8 PM

6th Floor Conference Room, Seneca Building, Bradford





Bits of Bygone Bradford – Relive the History of the Bradford Area – NEW!

This series of historical sessions was developed by the Bradford Landmark Society. You can take each class individually or you may register for the six-week series. Either way, you're going to learn about the history of Bradford like never before! Light refreshments will be served.

\$15 per class or

\$75 for the series of 6 classes (save \$15)

Thursdays, February 16 – March 22, 2012, 6 – 8 PM

Room 200, Seneca Building, Bradford

• **Bootleggers, Bullets and Blood** – Bradford Gangsters in the 1920s
A moonshine feud between Olean, N.Y., and Bradford raged during the Prohibition years, claiming the lives of almost 50 gangsters. The most famous of them all was Al Ritchie. Hear the facts of this exciting period in Bradford history, when the Roaring Twenties really roared! This class meets on Thursday, February 16, 2012.

• **Build a Better Bradford with Bricks**

At one time, Bradford had five brick plants manufacturing bricks that were used all over the east coast. Learn the story of the brick works, the significance of the Italian immigration and the history behind “Bradford Reds.” This class meets on Thursday, February 23, 2012.

• **Lewis Emery – The Most Interesting Man in the World**

He was a businessman, oil producer, Pennsylvania State Senator, founded the Emery Oil Refinery, organized the United States Pipe Line Company, and owned businesses throughout the United States and South America. He was also one of the wealthiest men in Bradford. University of Pittsburgh at Bradford Professor Dr. Richard Frederick has researched Lewis Emery and his family and promises an entertaining look at this unique individual. This class meets on Thursday, March 1, 2012.

• **Two Topics: Bottles of Bradford and The Magnificent Mansion-Solomon Dresser’s Home**

Bottles of Bradford - Mayor Tom Riel is an avid Bradford bottle collector, and he shares his knowledge of the history behind the bottles made in Bradford, from medicine bottles, to milk bottles, to beverage bottles, to quack medicine. He'll offer tips on where to look for bottles, how to price them, and what's "hot" in the bottle collecting world.

Magnificent Mansion - Built in 1903, Solomon Dresser, the founder of Dresser Industries, dreamed of a magnificent mansion that would illustrate to the world his success and also be a comfortable home for his wife and children. Diann Hatch, local historian and avid researcher of the mansion, presents an in-depth look at the home, which Dresser called “an ideal abode and a perfect home.” This class meets on Thursday, March 8, 2012.

• **Millionaire’s Row:** Congress Street and Jackson Avenue

In the 1890s, Bradford was home to more millionaires per capita than any other city in the United States. Dick Robertson, local historian, explores the oil producer mansions that were built on during the heyday of the oil boom. This class meets on Thursday, March 15, 2012.

• **Light, Camera, Action!**

In the late 1920s, independent film companies came to Bradford and filmed the city for promotional reasons. Several of these have survived, and provide a true glimpse of the city as it was “way back when.” Join us for these special home movies of your hometown. Popcorn will be served. This class meets on Thursday, March 22, 2012.

Chainmail Jewelry Making – NEW!

Chainmail began in medieval times as a method of weaving metal to create armor for knights, but today it is used to create elegant metal jewelry from various metals. The name “mail” is derived from the French word “maille,” which comes from the Latin word “macula,” which means, “mesh of a net.”



Today chainmail is used to create beautiful and elegant jewelry for both men and women. Artisans often incorporate gems and beads into jewelry pieces and some still practice the art of making armor. There are several basic chainmail patterns most commonly used today. This beginner's course will teach you how to make your

own chains. By the end of two classes, you will have learned to create two bracelets. All materials and tools will be supplied for this class and you will be able to take the tools and materials home with you to make even more creations. Jennifer Minard of All Chained Up & Nowhere to Go, will teach this course.

\$69 per participant

Tuesday and Thursday, February 21 and 23, 2012, 6 – 9 PM

1st Floor Art Room, Seneca Building, Bradford

Learning Sign Language – A Beginner’s Course – Newly Developed Course!

This is a basic sign language course that will promote the use of Signing Exact English. This eight-week course will focus on the acquisition of vocabulary, practice of using sign within the class and functional application of learned sign language. You will learn how “baby” signs have been adapted to teach young children how to communicate as well as the use of sign language for augmentative communication for children with alternative communication needs. You will also learn sign language that will enable you to communicate with the deaf and hearing impaired. Your instructor, Elizabeth Costello, M.S., CCC-SLP/L, holds a master's degree in communicative disorders from the University of Wisconsin and has been using and teaching sign language for more than 35 years. As part of the cost of class, you will receive a book, *Signing: How to Speak with Your Hands*, by Elaine Costello.

\$159 per participant, includes book and light refreshments

Wednesday, March 7 – April 25, 2012, 5:30 – 7:30 PM

Room 200, Seneca Building, Bradford

Wellness Program

In an effort to promote healthy lifestyles in our community, we are pleased to continue to offer our popular Wellness Program. The program allows participants the opportunity to enroll in any one-credit physical education class* and have full access to all the facilities offered in our state-of-the-art Sport and Fitness Center. This program is open only to participants 18 and older. All participants are required to complete a one-hour student orientation program to familiarize themselves with the facility, rules and proper use of equipment. *Enrollment in any of the physical education classes is optional.

\$200 per participant

Spring Term, January 2 – May 2, 2012

* Courses are available as long as there is capacity after all credit-seeking Pitt-Bradford students are enrolled in these courses. Wellness Program students do not receive any academic credit for participation in any physical education courses through this program. There may be equipment and/or material fee associated with these programs. These fees will be the sole responsibility of the participants. Please note: This program is not eligible for the 2011-2012 New Student Grant Program. This is a Noncredit Personal Development Program.



ONLINE CLASSES

beyond
expectations

Online Classes – Ed2Go

Pitt-Bradford has developed a partnership with Ed2Go to offer countless online classes for our customers who prefer that type of learning or who are so busy that in-person classes are impossible. Through Ed2Go, we offer a wide range of highly interactive courses that you can take entirely over the Internet. All of the courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient and geared just for you. Simply visit the Ed2Go website at <http://www.ed2go.com/upb/>, find the class you'd like to take, register online and call us to finalize your registration. Most classes are only \$90, and you learn at your own pace.

Here are just a few of the classes available:

- | | |
|---------------------------------|-----------------------------------|
| Project Management Applications | Computer Skills for the Workplace |
| Six Sigma | Effective Business Writing |
| Intro to Photoshop CS5 | HIPAA Compliance |
| Intro to Flash CS5 | Writing Essentials |
| Become a Physical Therapy Aide | Write Your Life Story |
| Medical Math | Intro to PC Security |
| Real Estate law | Wireless Networking |
| Workers' Compensation | Creating Web Pages |
| The Craft of Magazine Writing | Guiding Kids on the Internet |
| Pleasures of Poetry | Forensic Science for Writers |
| Intro to Interior Design | Teaching Writing |
| Become a Veterinary Assistant | Spanish in the Classroom |
| Real Estate Investing | Instant Italian |
| Personal Finance | Grammar Refresher |
| Intro to Stock Options | Start Your Own Business |



OFF-CAMPUS CLASSES

Medical Administrative Assistant Program – New in Coudersport!

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical administrative assistant, medical secretary and medical records clerk are all positions in great demand. The program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. The program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administration position in the health care field.

\$999 per participant, includes all program materials
Tuesdays and Thursdays, March 13 – May 1, 2012, 6 – 9:30 PM
Potter County Education Council, Coudersport

Getting Off the “Conflict Carousel” at Work – How to Manage Workplace Conflict

This course is designed to teach supervisors, employees, managers and co-workers how to effectively deal with workplace conflict. You will be provided with an overview of conflict and talk about the symptoms, types and causes of conflict. You will learn about supportive work environments, guidelines for conduct in the workplace, the six parts of the conflict structure and how to deal with emotional behavior. Your instructor, Robert K. Bitting, Ph.D., will lead you through a series of situations, cases and exercises to learn how to actively manage workplace conflict.

\$149 per participant, includes all materials,
continental breakfast and snacks
Friday, May 11, 2012, 8 AM to Noon
Potter County Education Council, Coudersport

Cake Decorating Course – First Time Offered in Kane

In this basic cake decorating class, you will learn basic skills such as making a rose and other flowers as well as how to make shells, drop strings, clowns and leaves. In addition, your instructor Donna Nelson will teach you about using the different tips and a basket weave finish. In week one, you'll learn about cake decorating equipment and tools. Everyone will receive their own set of tools that they may keep. In weeks two through five, you will learn and practice your cake decorating skills. On the last night of class, your sixth week, you will bring in a cake and decorate it using all of your new-found cake decorating skills. You'll meet in the home economics classroom at the Kane Area High School.

\$95 per participant, includes a set of cake decorating tools
Mondays, March 12 – April 23, 2012
(Class does not meet on 4/9/12)
Kane Area High School, Kane

Home-Based Business – a “How To” Class

Have you always dreamed of turning a hobby into a profession? This is your chance to learn about the opportunities available to start a home-based business. Topics will cover deciding the right business for you, zoning regulations, tax implications and other important pieces of information that you may not even know you need. The session will also focus on strategies to promote and grow your home-based business.

\$39 per participant
Wednesday, March 21, 2012, 6 – 8 PM
Friends' Memorial Library, Kane





Medical Billing and Coding – St. Marys – You Requested It...

This 80-hour course offers the skills needed to solve insurance billing problems, manually file claims using the CPT and ICD-9 manual, complete common insurance forms, trace delinquent claims (EOBs) and use generic forms (CMS 1500) to streamline billing procedures. This course begins with a review of medical terminology and vocabulary as well as anatomy and physiology. The course covers: CPT (introduction, guidelines, evaluation and management); specialty fields such as surgery, radiology and laboratory; ICD-9 introduction and guidelines; and basic claims process for medical insurance and third party reimbursement. You will learn how to find the service codes using coding manuals. After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam and/or other national certification exams.

\$1,799 per participant, includes all program materials
Mondays and Wednesdays, March 12 – May 16, 2012, 6 – 9:30 PM and
Saturdays, March 24 and April 21, 2012, 9 AM – 3 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Microsoft Publisher 2010 – St. Marys

Learn the basics of desktop publishing to create, save and print publications. Advertise your business or upcoming events by using Publisher's built-in templates and inserting text, graphics and tables to produce a variety of professional-looking publications. Discover how to create and design various marketing and communication materials for print, mail, email and websites. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant
Tuesday, April 10, 2012, 6 – 9 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Advanced Grant Writing – New Class!

This class will teach you techniques and strategies for advanced grant writing projects. You will learn how to use the Logic Model to plan your project and write your narrative. There will be a concentration on creating a budget and writing foundation proposals. Your instructor will be Gwen Auman.

\$59 per participant
Tuesday, April 10, 2012, 5 – 9 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Recruiting and Maintaining Your Volunteer Workforce – Seminar Designed for Nonprofits

Today's nonprofit organizations depend on a good number of volunteers to deliver programs and services, hold fundraising events and assist in the daily functions of a busy office. Take this class to learn how to recruit and maintain volunteers. Topics will include recruiting volunteers, training volunteers, matching the volunteer to the task, recognizing volunteers and dealing with volunteers of different generations.

\$49 per participant
Thursday, April 12, 2012, 6 – 8 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Innovative Marketing Strategies for Small Businesses – New in St. Marys!

Are you seeing the same customers repeatedly? Are you out of ideas for how to reach a new audience or bring back former customers? This course will cover some new marketing ideas and inspire some new techniques that can be incorporated immediately into your marketing plan.

\$39 per participant
Wednesday, April 18, 2012, 6 – 8 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Microsoft PowerPoint 2010 – Add Pizzazz to Your Presentations

Discover how to create and edit presentations from scratch. Learn how to create a custom layout for your slides, apply background styles, insert text, graphics and tables, and add animation and sound to your presentation. Find out the different options for printing presentation data and how to utilize outline view as well as slide sorter view to make organizing your slide text easier. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant
Tuesday, May 22, 2012, 6 – 9 PM
Community Education Council of Elk & Cameron Counties, St. Marys

Microsoft Office 2010 Classes

The following Microsoft Office 2010 application classes will be offered this spring in St. Marys. Choose the class that meets your need and your knowledge level from basic to intermediate. Level 1 classes focus on beginner's skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance. All classes are hands-on, very interactive and held on Tuesdays. With each class, you will take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant per class
All classes are held from 5 – 9 PM at the Community Education Council of Elk & Cameron Counties, St. Marys. Please note that this is the first time that Pitt-Bradford has offered version 2010 classes in St. Marys.

Class	Date
Concepts of Windows 7	February 7
Microsoft Word 1	February 21
Microsoft Word 2	March 6
Microsoft Excel 1	March 20
Microsoft Excel 2	April 3
Microsoft Access 1	April 17
Microsoft Access 2	May 8

Conflict Management at Work, at Home and at Play – New in Warren!

Learn how to more effectively deal with conflict at work, at home and elsewhere. Find the source of the conflict and address critical components to effectively deal with the conflict. Whether the conflict is a result of personality issues, idealistic issues, relationship issues or power issues, it can be resolved that leaves both parties feeling satisfied. Whether you are trying to better manage your own conflict or help mediate conflict of others, this seminar will help you to better facilitate a more positive outcome of the conflict in which both parties learn and adapt, yet retain a sense of dignity and respect. If you are having difficulty resolving issues with managers, supervisors, subordinates, co-workers, peers, spouses, partners, children or anyone else, then this class is for you.

\$39 per participant
Thursday, February 23, 2012, 1 – 4 PM
Curwen Building, Warren Forest H-Ed Council,
Warren State Hospital Grounds, Warren



OFF-CAMPUS CLASSES

beyond
expectations

Microsoft PowerPoint 2010 - Warren

Discover how to create and edit presentations from scratch. Learn how to create a custom layout for your slides, apply background styles, insert text, graphics and tables, and add animation and sound to your presentation. Find out the different options for printing presentation data and how to utilize outline view as well as slide sorter view to make organizing your slide text easier. Take home a laminated guide that will help you to remember the skills you learned and teach you new skills as you practice on your own.

\$59 per participant

Wednesday, March 21, 2012, 6 – 9 PM

Curwen Building, Warren Forest H-Ed Council, Warren State Hospital Grounds, Warren

Recruiting and Maintaining Your Volunteer Workforce – Seminar Designed for Nonprofits

Today's nonprofit organizations depend on a good number of volunteers to deliver programs and services, hold fundraising events and assist in the daily functions of a busy office. Take this class to learn how to recruit and maintain volunteers. Topics will include recruiting volunteers, training volunteers, matching the volunteer to the task, recognizing volunteers and

dealing with volunteers of different generations.

\$49 per participant

Tuesday, April 10, 2012, 6 – 8 PM

Curwen Building, Warren Forest H-Ed Council, Warren State Hospital Grounds, Warren

The Wilderness Act of 1964 and the Allegheny National Forest – New in Warren!

In this course, you will learn about the federal Wilderness Act of 1964 and how it relates to the Allegheny National Forest. You will view a documentary, narrated by Robert Redford, exploring the process of adding areas of federal public land to America's National Wilderness Preservation System. On the following Saturday you will also take part in a moderate three-hour hike in Chestnut Ridge, a proposed wilderness area west of Bradford in the ANF.

\$20 per participant, includes class and hike

CLASS – Thursday, May 17, 2012, 6:30 – 9 PM

Curwen Building, Warren Forest H-Ed Council, Warren State Hospital Grounds, Warren

HIKE – Saturday, May 19, 2012, 9 AM to Noon
Chestnut Ridge Wilderness Area – maps and detailed directions available at the class



ADDITIONAL CONTINUING EDUCATIONAL AND REGIONAL DEVELOPMENT SERVICES

The Division of Continuing Education and Regional Development is much more than just noncredit classes. Contact us for more information about these additional services:

Customized Workforce Training – Our workforce training coordinator can work with your small business or any sized company to assess and help you to meet your training needs. We can develop a customized training plan and work with you to implement this training. Whether the training is held at your work site or at our state-of-the-art facilities on campus, we can bring you the latest in workforce development and training topics.

WEDnetPA – Pitt-Bradford is a partner in the Workforce and Economic Development Network of Pennsylvania (WEDnetPA). This network of educational providers administers Pennsylvania's Guaranteed Free Training Program, a program of Pennsylvania's Department of Community and Economic Development. Under this state grant program, eligible manufacturing and IT-based companies receive grant funds as reimbursement for training its front-line employees and first-level supervisors. Certain conditions apply. Pitt-Bradford can help you understand and assess your company's eligibility for the grant program as well as apply for and receive these training funds.

Computerized CLEP Testing – The College Level Examination Program (CLEP) is the most widely accepted credit-by-examination program in the United States today, helping students of all ages earn college degrees faster by getting credit for what they already know. Pitt-Bradford is a CLEP site – take your test here, get a satisfactory score, and earn from three to 12 college credits toward your college degree for each CLEP exam you take, depending on the subject.

To learn if CLEP is right for you or to schedule an exam, call us today.

Each exam costs \$97

Business Planning Services – Pitt-Bradford's Business Resource Center can assist you if you are thinking of opening your own business. We will provide you with informational pamphlets, answer questions you may have, make referrals to services you may need and assist you in writing a business plan.

Conference Services – Are you looking for a first-class facility to hold your next event or conference?

Pitt-Bradford's Conference Services has the answer. Our Conference Services team offers the personal attention your group is seeking. In addition to our experienced program planners, we offer:

- Certified conference planners who focus on every aspect of planning and implementation.
- World-class facilities and accommodations only 20 minutes from Bradford Regional Airport
- Leading-edge technology allowing for versatile event planning
- Premier in-house catering services boasting diverse menu selections
- Top-tier housing offering guests a convenient overnight stay
- NCAA-regulation athletic fields and facilities
- Facilities within walking distance of each other
- A full-service convenience store and bookstore (The Panther Shop) offering custom printing
- Amenities such as laundry service, free parking, and 24/7 campus police
- Trail system and stocked trout stream running through campus
- Coordination of contracted services such as shuttle service, entertainment, golfing and more

Contact Conference Services to start planning your event today! 814-362-0990



The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.



Registration Form

Easy Ways to Register

Mail

University of Pittsburgh at Bradford
Division of Continuing Education
& Regional Development
300 Campus Drive, Bradford, PA 16701

Phone: (814) 362-5078 or 1-800-872-1787

Fax: (814) 362-0914

Email: contined@pitt.edu



Pitt-Bradford – Division of Continuing Education and Regional Development

Office Location:

Seneca Building, Room 229
2 Marilyn Horne Way
Bradford, PA 16701

Mailing Address:

300 Campus Drive Bradford, PA 16701

Telephone: 814-362-5078

Fax: 814-362-0914

Email Address: contined@pitt.edu



Payments, Refunds and Cancellations

Payments and/or billing arrangements must be made at the time of registration.

You can pay for the program using check, money order or credit card. Refunds will be issued if the course is cancelled by the University or if the course is dropped before the cancellation deadline. Noncredit programs are subject to cancellation by the University for justifiable reasons such as insufficient enrollment. If you need to cancel your registration for a noncredit program, please notify Continuing Education 10 business days before the start of the program. If cancellation occurs fewer than 10 business days before the start of the program, no refund will be issued.

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email Address _____

Course Name

Date

Time

Cost

Payment Method (Payment is due at time of registration):

- Mastercard Visa Discover

Card # _____

Expiration Date _____

Name on Credit Card _____

Check: (payable to University of Pittsburgh at Bradford Check #) _____

Cash Amount _____

Company payment: Name of Company _____

Billing Address _____

Contact Name _____

How did you hear about us? (please check one)

- Brochure Email Flyer Website Employer Other, please indicate:

Registration

You can register by mail, phone or fax. Registrations will be accepted on a first-come, first-served basis and are subject to class availability.



University of Pittsburgh
Bradford™

Division of Continuing Education & Regional Development

300 Campus Drive
Bradford, PA 16701

www.upb.pitt.edu

beyond
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Classes and Programs Coming Soon...

Call Us for Details!

- Landman Training - tentatively scheduled to run in May
- Professional Women's Conference - June
- X-Treme Science Camp - June
- CSI Camp - Summer
- Fly Fishing - Session I - May 5-6
- Fly Fishing - Session II - May 18-20
- Jeep Jamboree - June 21-23
- Missoula Children's Theater - June 18-23
- Senior Games - June 8
- Relay for Life - June 21-23
- Conference for Nonprofits - August



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