Continuing Education and Regional Development

Fall 2017 Continuing Education Classes

CLASSES HELD IN: BRADFORD • ST. MARYS • WARREN
WELCOME!

Welcome to our Fall 2017 class offerings. Companies and organizations that invest in their employees through training are those companies that are more successful! Ask your supervisor/manager to make an investment in you.

We offer computer training, management and supervision training, and Lean Manufacturing training.

All of our training programs can be customized and brought to your company or organization.

Our personal enrichment programs give you the opportunity to relax and explore new talents. Register early to ensure that class will be held. Many fill quickly so don’t wait. Register today.

All the best,

Ray Geary, Executive Director

The mission of the Division of Continuing Education & Regional Development is to assist individuals, organizations and businesses in our region to become more successful by providing education and training opportunities for workforce development, professional development, personal enrichment, youth programming, and community engagement, and to provide exceptional conferencing facilities and services to attract camps, conferences, and events to the Pitt-Bradford campus.

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TABLE OF CONTENTS

**Bradford:**
- Workforce and Professional Development .................................................... 2
- Personal Enrichment ............................................................................................. 4

**Off Campus Classes:**
- St. Marys ................................................................................................................... 6
- Warren ........................................................................................................................... 7
- Online Classes ed2go .................................................................................................. 9
Blue Print Reading Level 1
This introductory course will cover the basics of understanding how to read and interpret information from blueprints. You will learn how to prepare a “bill of materials” and “quality takeoffs,” as well as how to read and follow specifications. You also will learn the various drawing techniques available to communicate ideas. You will complete hands-on exercises. This course is designed for shop personnel, quality-control technicians and engineering professionals.
M & W, 10/16 – 10/25, 4 – 8 PM, $425
Room 200

Lean Six Sigma Training-Green Belt Certification - NEW*
This course will teach you how to use the Six Sigma methodology (DMAIC). You will learn statistical and lean manufacturing tools to become a high-impact problem solver for your organization. You will participate in 48 hours of lecture and hands-on training. Each session consists of eight hours of training once every 3 weeks, spanning a sixteen-week period. This schedule will allow you time to apply the training you have received by working on your projects. You will complete projects that are based on problems specific to your organization. By completing the projects, you will demonstrate your understanding and ability to apply the knowledge you gained as part of the training. When you successfully complete the training and a project, you will be certified as Six Sigma Green Belts. You will receive a training manual and access for mentoring from a certified Six Sigma Master Black Belt instructor. Continental Breakfast and lunch is included.
T, 9/12, 10/3, 10/24, 11/14, 12/5, 12/19, 8 AM – 4:30 PM, $2,750
Room 200

Supply Chain Excellence
This course is designed for organizations that have challenges in managing inventory or between links in the supply chain and want to learn the methods and techniques to achieve quantum leaps in Supply Chain performance and realize full company potential of growth and performance. You will be introduced the latest thinking in Supply Chain Management techniques that can have strategic implications for your organization in terms of inventory turns, availability, cash flow and company growth built on new supply-chain capabilities. Those who should attend are CEOs, presidents, CFOs, vice presidents of merchandising, marketing and sales, and supply chain, and supply-chain managers. The fee includes light breakfast and lunch.
Special Value Pricing: $350 for up to 4 employees
F, 10/27, 8 AM – 5 PM
Room 200

Organizational Savvy - NEW*
This session will explore what it takes to be organizationally savvy and how to influence effectively at all levels. Together, we will challenge your preconceived notions about power and workplace politics, confront naivety about organizational dynamics, and provide you with the street-smart skills to detect and manage hidden agendas or deception while building your organizational impact with integrity.
$179 (Register four employees and the fifth one is free!)
W, 10/25, 1 – 4 PM
Room 200

Excellent Customer Service: Be a PEAK Performer!
In this jam-packed interactive session you will learn why organizations lose customers and the cost of losing them, customer-service skills, what customers want and need, and the dos and don’ts of customer service. You will also learn the importance of a positive attitude, how to add value to a transaction, the four kinds of customers, how to handle difficult customers and much more. Learn how to be a P.E.A.K. performer: Professional, Efficient, Always friendly and Knowledgeable.
$179 (Register four employees and the fifth one is free!)
TH, 10/19, 1 – 4:30 PM
Room 200

The New Supervisor
You will learn how to transition to become a supervisor by learning organizational and planning skills; negotiation; delegation skills; how jobs are designed, rotated and evaluated; and how to lead and manage employees. You will also learn how to motivate and empower people, communicate, and the importance of being positive. Both new and current supervisors are encouraged to attend.
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Room 200

Super Charge Your Leadership Skills
This lively interactive workshop is 100 percent focused on you, using teamwork exercises guaranteed to make a difference in your life and work. We will address four core leadership skills: effective speaking and listening, delegation, time management and meeting management. The principles taught in this class are applicable for anyone involved with or aspiring to a leadership position in for-profit or nonprofit enterprises.
TH, 10/19, 8:30 AM – Noon $99
Room 200
**Principles of Mediation for Workplace Conflict**
Learn how you can apply the fundamentals of mediation to conflicts that occur in most workplaces. We’ll review the process of mediation and various ideas, tools and techniques that allow for successful conflict management. We’ll also discuss how to address difficult people and cultural differences in the context of workplace disputes. We’ll address conflict type, perception and meaning differences, background and starting-point considerations, and short-term and long-term solutions/processes mediation examples. You will learn how to apply the fundamentals of mediation to successfully resolve disputes. This course is perfect for HR managers, operation managers, team leaders, executives, and other staff members working in teams.

*TH, 11/7; 9 AM – Noon, $99*
*Room 200*

**Not Your Parents’ Job (Future of Work)**
Work is becoming more flexible, more collaborative and more diverse. The leadership skills needed five years ago are evolving as organizations become increasingly global, multigenerational, multicultural and reliant on technology. You’ll learn how to understand, maximize and build a productive and engaged workforce amid these changes while gaining a competitive edge for you organization.

*$179 (Register four employees and the fifth one is free!)*

*W, 10/25, 9 AM – Noon*
*Room 200*

**Violent Workplace Emergencies — The Active Shooter**
This course is designed to help you prevent, prepare for and react to a violent emergency at the workplace. We’ll discuss steps to identify and mitigate risk, action planning, policy review, and incident response protocol along with additional table-top exercises.

*F, 12/2, 8:30 AM – Noon $55*
*Room 200*

**Excel 1 2013**
This course will cover basic Excel screen overview, understanding and developing formulas, basic functions (sum, average, max, min), absolute and relative cell referencing, basic formatting, and working with worksheets (inserting, renaming, deleting) and worksheet layout. This will be a fun-filled, fast-paced course.

*TH, 9/14, 1 – 5 PM, $69*
*Room 200*

**Excel 2 2013**
In this course you will learn more advanced functions (IF, COUNTIF, SUMIF, VLookup, HLookup, etc.), more complicated formulas such as 3D formulas, and list processing, pivot tables and charting. You should have previous Excel experience or have taken the Excel I course.

*TH, 9/28, 1 – 5PM, $69*

**Excel 3 2013 — Advanced Workshop**
Increase your mastery of Excel with more complex functions such as nested IF statements, conditional IFs, IIF statements, transposing data, Lookups (VLookup, HLookup), data conversion to/from Access tables, financial functions, text operations, data validation, range names and error checking.

*TH, 10/5 1 – 5 PM, $69*
*Room 200*

**Publisher 2013**
Learn how to create professional-looking newsletters, brochures, business forms and cards, calendars, certificates and awards, flyers, posters, banners, signs, and more with this easy and intuitive premier desktop publishing program. Whether you need to create a newsletter for your nonprofit, make brochures to help grow your business, make your own business cards, create a calendar, or distribute flyers, MS Publisher will help you do this with ease.

*TH, 10/12 1 – 5 PM, $69*
*Room 200*

**Microsoft Office 2016 Integrated Overview:**
Learn how to merge and transform data for multiple uses by utilizing using MS Office 2016. Learn how to seamlessly copy, move and paste your data in all the Office applications. Understand how to share documents with ease. Office 2016/365 allows for easier integration of data and more seamless collaboration. Integrate your data across the Office platform, including Word, Excel, Access, PowerPoint, Publisher, and OneNote. You will create a real-world project that uses these Office applications and puts all the pieces together into a unified whole.

*TH, 11/2, 1 – 5 PM, $69*
*Room 200*
Cloud Computing 101
Take cloud computing to new heights by mastering the Office365 for the web suite of services. Learn the similarities and differences between the desktop or standalone version of Microsoft Office and the new web-based Office 365. Share your data with ease with Office365 For-the-Web and OneDrive. Microsoft's web-based Office365 allows you to work from anywhere. You no longer have to remember to bring your flash drive or send documents to yourself. With Office365 for the web and OneDrive you now have full access to all your data from anywhere. Cloud computing is here to stay and is changing the way we work with data and do business. Get a leg up on this latest technology with this course.
TH, 11/9, 1 – 5 PM, $69
Room 200

Cyber Security, Tips for staying secure on the web and social media
With the ever-changing world of cyber security, do you know how secure you actually are? You will learn how to stay secure online and about best practices for keeping yourself and your data secure.
M, 9/18, 5 – 8 PM, $55
Room 200

Wire Wrapping Cabochons
Wire wrapping cabochon jewelry is a method of taking normal everyday wire and bending it around a cut and/or polished stone (cabochon). You can use many different wires and stones, which you can make look gorgeous. Wire and stones are included in the price of the course. (Anyone allergic to copper, has difficulty with wrist movement, or may have arthritis should refrain from taking this class.)
T, TH, 11/14 and 11/16, 6 – 8:30 PM, $69
4th Floor Art Room

ServSafe Certification
The Pennsylvania Department of Agriculture requires food service establishments employ at least one certified supervisory employee who has completed and passed an approved certification course. This ServSafe course, which meets that regulation, is for both new certifications and re-certifications of ServSafe. If your certification has expired, you will need to take the full course and exam.
T, 10/10 & 10/17, 5 – 9 PM, $199
Registration Deadline: 9/18
Room 200
Holiday Pysanky
Traditional Ukrainian Easter Eggs easily translate into beautiful winter/holiday
decorations. In this one-day course, instructor Shandra Wilson will guide you
through the tradition and methods of Pysanky making. You will have the op-
portunity to decorate your very own Pysanky with the option of turning these
into hanging ornaments, which make for great keepsakes or gifts. All materials
will be provided.
Sat, 11/18, 9 AM – Noon, $39
OR
Sat, 11/18, 1 PM – 4 PM, $39
4th Floor Art Room

Perfect Pillowcase
This is a step-by-step beginner’s class in sewing your own pillowcase. Using
a three-pieces kit of fabric you will use a tubular method of sewing to design
your pillowcase, which makes a great gift or helps you coordinate linens on
your own beds. All materials and sewing machine will be provided.
W, 9/20, 6 – 9 PM, $36
Little Fabric Garden, 25 Main St., Bradford

Digital Photography 101 with Shawn Murray
If you are interested in learning more about how to use your digital camera
besides just “pointing and shooting” then you will want to take this course. You
will learn about framing, composition, and creativity. You also will learn how
to take not just good but great pictures; basic camera functions and their uses;
taking pictures beyond the ordinary; and handling special scenes, including
backlit scenes, sports and action photos, family and children portraits, land-
scapes, close-ups, and macro photography. You will need to bring your own
digital camera.
T, 8/29 and TH, 8/31, 5:30 – 8 PM, $69
Room 200

Advanced Digital Photography with Shawn Murray
Learn the creative side of using an adjustable 35mm digital SLR camera. You
will learn how to use manual features of your camera, create custom composi-
tions, exposure settings (f-stops and shutter speeds), ISO and modes, manual
focus vs. autofocus, lenses available for your camera (wide, telephoto, zoom,
macro, etc.), basic filters, close-up lenses, macro and flash photography. The
class will also cover composition and framing, such as the rule of thirds, using
diagonals, etc. You will need to bring your own digital SLR cameras.
T, 9/12 and TH, 9/14, 5:30 – 8 PM, $69
Room 200

Capture Bradford
Photowalk –
Fall Foliage
Edition
Bring your creativ-
ity, fresh eyes and
ideas and join
us as we explore
Bradford with our
DSLR cameras
in hand. We will
take photos as we
walk, capturing
the beauty and
interesting features
of our hometown.
You will learn the
difference between wide angle, telephoto and zoom lens, and how to create
a stunning composition with each. Grasp the concept of panning, closeups,
night photography and more. We will meet in the classroom on night one to
learn basic techniques and discuss photowalk ideas and concepts. We will hit
the street on day two, ready to create the beauty of our town. This event is for
all skill levels, from beginner to serious hobbyist. Professional photographer
Shawn Murray will lead the class. Please bring camera and tripod. Light walking
is required on the second night.
TH, 10/19, 6 – 8 PM and S, 10/21, 10 AM – Noon, $55

Intro to Adobe Light Room for Photographers
Adobe Lightroom is a powerful, yet easy-to-use alternative to more complex
programs like Photoshop and is designed for new and experienced photogra-
phers. With easy-to-use interfaces, it is ideal for large batches of photographs
from travel, weddings and more. You will learn how to create clean, consistent
edits with your RAW and JPG files and develop a fast, efficient and effective
workflow to help speed up your editing time. While not required, we do
recommend you bring a laptop with Lightroom installed. Free trial versions are
available at Adobe.com.
T, 11/7 and TH, 11/9, 6:00 – 8 PM, $55
Room 200

Wellness Program
We are pleased to continue to offer our popular Wellness Program, which
enables you to enroll in any one-credit physical education class* and have full
access to all the facilities offered in the Richard E. and Ruth McDowell Sport
and Fitness Center. This program is open only to participants 18 and older. You
are required to complete a one-hour orientation program to become familiar
with the facility, rules and proper use of equipment. *Enrollment in any of the
physical education classes is optional.
$225 per participant
Fall Term, 9/1 – 12/22
Principles of Mediation for Workplace Conflict
Learn how you can apply the fundamentals of mediation to conflicts that occur in most workplaces. We’ll review the process of mediation and various ideas, tools and techniques that allow for successful conflict management. We’ll also discuss how to address difficult people and cultural differences in the context of workplace disputes. We’ll address conflict type, perception and meaning differences, background and starting-point considerations, and short-term and long-term solutions/ processes mediation examples. You will learn how to apply the fundamentals of mediation to successfully resolve disputes. This course is perfect for HR managers, operation managers, team leaders, executives, and other staff members working in teams.
T, 10/3, 9 AM – Noon, $99

Supply Chain Excellence
This course is designed for organizations that have challenges in managing inventory or between links in the supply chain and want to learn the methods and techniques to achieve quantum leaps in Supply Chain performance and realize full company potential of growth and performance. You will be introduced the latest thinking in Supply Chain Management techniques that can have strategic implications for your organization in terms of inventory turns, availability, cash flow and company growth built on new supply-chain capabilities. Those who should attend are CEOs, presidents, CFOs, vice presidents of merchandising, marketing and sales, and supply chain, and supply-chain managers. The fee includes light breakfast and lunch.
Special Value Pricing: $350 for up to 4 employees 9/12, 8 AM – 5 PM

Statistical Process Control
This course is designed to help you understand variation and the differences between inherent variation and special causes variation. You will learn the basic concepts of statistics and how to use statistical techniques to manage and control processes. The course will focus on control charts and how to construct, interpret, and identify out-of-control conditions, along with the actions necessary to maintain process control. Additionally, you will learn the different sources of variation, measurement variation, and techniques to identify and reduce variability. You will apply the principles to hands-on, in-class exercises to reinforce your learning.
F, 9/22 – 10/6, 1 – 4:30 PM, $299

Project Management
You will learn the basic concepts to effectively manage projects using Critical Chain Project Management (CCPM) techniques in a multi-project environment. You will learn how to effectively define the work breakdown structure and build project network diagrams, how to convert the project networks into an executable Critical Chain project plan, and how to effectively manage projects so that the project cycle times will be reduced and more projects will finish on time, within budget, and within project scope. You will apply the principles to hands-on exercises to reinforce the learning.
F, 9/22, 9/29, 10/6 8:30 AM – Noon, $299

Violent Workplace Emergencies — The Active Shooter
This course is designed to help you prevent, prepare for and react to a violent emergency at the workplace. We’ll discuss steps to identify and mitigate risk, action planning, policy review, and incident response protocol along with additional table-top exercises.
F, 10/20, 8:30 AM – Noon, $55

Pharmacy Technician Program
This comprehensive 50-hour program will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. You will learn pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, you will review dosage calculations, drug classifications, the “top 200 drugs,” IV flow rates, sterile compounding, dose conversions, aseptic technique, handling sterile products, total parenteral nutrition (TPN), dispensing prescriptions, controlling inventory, and billing and reimbursement. Course contact hours: 50 hrs
M,W, 10/23 – 12/13 (no class 11/23), 6 PM – 9:30 PM $1,199 (Textbooks included)

Microsoft Office 2013 Classes
These Microsoft Office 2013 application classes will be offered in St. Marys at the CEC. Level 1 classes will focus on beginners’ skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATE</th>
<th>TIME</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Excel 1 *</td>
<td>Thurs. 9/21</td>
<td>6 – 9 PM</td>
<td>$55</td>
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<tr>
<td>Excel 2</td>
<td>Thurs. 10/12</td>
<td>5 – 9 PM</td>
<td>$69</td>
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<td>Excel 3</td>
<td>Tues. 10/26</td>
<td>5 – 9 PM</td>
<td>$69</td>
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<tr>
<td>Microsoft Office 2016 Overview*</td>
<td>Thurs. 11/9</td>
<td>6 – 9 PM</td>
<td>$55</td>
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<tr>
<td>Basic Computers 101*</td>
<td>Mon. 9/25</td>
<td>6 – 9 PM</td>
<td>$55</td>
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<tr>
<td>Cyber Seniors*</td>
<td>Thurs. 10/19</td>
<td>6 – 9 PM</td>
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<tr>
<td>Cyber Security*</td>
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M/W, 10/16 – 12/6 (no class 11/22), 6:30 – 9:30 PM
$1,199 (Textbooks included)

Operational Excellence Series - NEW*
Operational Excellence is a philosophy of organizational leadership that stresses continuous improvement, teamwork, and problem solving throughout the organization by focusing on the needs of the customer, empowering employees, and focusing management attention toward sustainable improvement of organizational performance. This series is designed for for-profit organizations that want to learn the methods and techniques to achieve Operational Excellence.

Morning Session: Introduction to Operational Excellence and Aligning Metrics and Key Performance Indicators to the Operational Excellence Strategy
The session will introduce and explore Strategy and Tactics Trees that are used to define, validate, communicate, and implement the Operational Excellence strategy.

In order to achieve alignment throughout the organization and to have all employees working toward a common goal, it is imperative that the measurement system is aligned to the Operational Excellence Strategy. This session also will investigate the conflicts that traditional metrics create within organizations and will introduce the metrics necessary to change the behaviors necessary to achieve breakthrough results. In addition, this session will also discuss how to define each improvement initiative and how to link it to the Operational Excellence Strategy.

Afternoon Session: Lessons in Synchronous Flow for Operations
This session will introduce the concept of Synchronous Flow and will evaluate the different methods for managing operations. This session is a hands-on simulation that demonstrates and evaluates the different approaches to managing operations for any environment. The focus of this session is to create a stable and capable delivery system to better serve customers that will set the stage for improving the overall performance of the organization.
F, 11/3, 8:30 AM – 4:30 PM, $175

Blue Print Reading Level 1
This introductory course will cover the basics of understanding how to read and interpret information from blueprints. You will learn how to prepare a “bill of materials” and “quality takeoffs,” as well as how to read and follow specifications. You also will learn the various drawing techniques available to communicate ideas. You will complete hands-on exercises. This course is designed for shop personnel, quality-control technicians and engineering professionals.
M/W, 9/25 – 10/4, 4 – 8 PM, $425

Violent Workplace Emergencies — The Active Shooter
This course is designed to help you prevent, prepare for and react to a violent emergency at the workplace. We’ll discuss steps to identify and mitigate risk, action planning, policy review, and incident response protocol along with additional table-top exercises.
11/10, 8:30 AM – Noon, $55

The New Supervisor
You will learn how to transition to become a supervisor by learning organizational and planning skills negotiation; delegation skills; how jobs are designed, rotated and evaluated; and how to lead and manage employees. You will also learn how to motivate and empower people, communicate, and the importance of being positive. Both new and current supervisors are encouraged to attend.
$249 (Register four employees and the fifth one is free!)
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Not Your Parents’ Job (Future of Work) - NEW*
Work is becoming more flexible, more collaborative and more diverse. The leadership skills needed five years ago are evolving as organizations become increasingly global, multigenerational, multicultural and reliant on technology. You’ll learn how to understand, maximize and build a productive and engaged workforce amid these changes while gaining a competitive edge for your organization.
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TH, 9/28, 8:30 AM – Noon, $99

Excellent Customer Service
In this jam-packed interactive session you will learn why organizations lose customers and the cost of losing them, customer-service skills, what customers want and need, and the dos and don'ts of customer service. You will also learn the importance of a positive attitude, how to add value to a transaction, the four kinds of customers, how to handle difficult customers and much more. Learn how to be a P.E.A.K. performer: Professional, Efficient, Always friendly and Knowledgeable.
$179 (Register four employees and the fifth one is free!)
TH, 9/28, 1 – 4:30 PM

Online Health Care Courses
We have new online health care courses from Health Ed Today. These courses are highly interactive and will give you an enriched learning experience. Each course includes:

- 24-hour a day instructor support and course mentors
- engaging labs, exercises and course videos
- all textbooks, workbooks and materials
- a new secure student website, including career resources and other training

The following courses are available any time:

- Pharmacy Technician / Tuition: $1,299
- Clinical Medical Assistant / Tuition: $2,499
- Dental Assisting / Tuition: $1,299
- Medical Billing & Coding / Tuition: $1,399
- EKG Technician / Tuition: $1,299
- Electronic Health Records Management / Tuition: $1,299
- Medical Administrative Assistant / Tuition: $1,299
- Dialysis Technician / Tuition: $1,299
- Medical Terminology / Tuition: $499
- ECG / EKG Course for Nurses / Tuition: $699

Visit us online at www.healthedtoday.com/upb for a course demo and to learn more about these exciting new programs. For additional information, contact us at 814.362.5017, email rds54@pitt.edu or call toll free 1.888.963.5967. The Health Ed Today courses were developed through a partnership with leading education organizations including Pearson Education, E-College and Condensed Curriculum International.
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.

ONLINE CLASSES - ed2go

We have developed a partnership with Ed2Go to offer countless online classes if you prefer that type of learning or if you are too busy for in-person classes. Through Ed2Go, we offer more than 300 highly interactive courses that you can take entirely online, several of which are featured in this book.

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. Visit the Ed2Go website at 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.

ADDITIONAL CONTINUING EDUCATION SERVICES

Continuing Education and Regional Development is much more than just noncredit classes.

Contact us for more information about these additional services:

Customized Workforce Training

- Training that meets your specific company/organizational needs
- Offered on site or off site at times that are convenient to your work process
- Customized to meet your specific training needs
- Taught by Industry experts
- Call 814.362.5198

Computerized CLEP Testing –

Pitt-Bradford is a CLEP site. Take your test here, get a satisfactory score, and earn 3 to 12 college credits toward your college degree for each CLEP exam you take, depending on the subject. To schedule an exam, call us today. Most exams cost $100.

Conference Services

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

Pitt-Bradford’s Conference Services can help you. Our Conference Services team offers the personal attention you want. In addition to our experienced program planners, we offer:

- World-class facilities and accommodations only 20 minutes from Bradford Regional Airport
- Leading-edge technology for versatile event planning
- Premier in-house catering services with diverse menu selections
- Top-tier housing for convenient overnight stays
- NCAA-regulation athletic fields and facilities
- Facilities within walking distance of each other
- Laundry service, free parking and 24/7 campus police
- 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.
FALL 2017 REGISTRATION FORM

Continuing Education & Regional Development
800.872.1787 / 814.362.5078 / CONTINED@PITT.EDU

EASY WAYS TO REGISTER

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

Phone: (814) 362.5078

Fax: (814) 362.0914

Email: contined@pitt.edu

Office Location:
Pitt-Bradford - Continuing Education & Regional Development
Marilyn Horne Hall – Room 229
2 Main Street
Bradford, PA 16701

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.

Registrations will be accepted on a first-come, first-served basis and are subject to class availability.

Name

Address

City/State/Zip

Home Phone

Work Phone

Cell Phone

Email Address

Course Name  Date  Time  Cost

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