SPRING 2016
Continuing Education Classes

Find a class near you!
Bradford • Warren • St. Marys • Emporium • Kane
Welcome!

Welcome to our Spring 2016 class offerings. Whether you want to advance your professional career or take a few extra courses for personal enrichment, Continuing Education at Pitt-Bradford connects you to your goals. We also provide workforce training for employers so that your employees have the tools they need to thrive in a constantly evolving workplace.

We offer classes in Bradford, Kane, Warren and St. Marys for your convenience.

Register today for a brighter tomorrow.

All the Best,

Ray Geary, Executive Director

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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.
Attracting and Retaining the Next Generation Workforce
Explore best practices of employers who are already leading the way in terms of attracting, developing and retaining the younger generation of workers. You will walk away with a realistic understanding of how to create a workplace culture that is certain to inspire members of every generation – especially Millennials and Gen Y's. This workshop will debunk common myths and develop new approaches and strategies to attract, develop and keep this generation of tomorrow’s leaders.
T, 2/9, 8:30 – Noon, $149
Room 200, Seneca Building

Exceptional 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, handling difficult customers and much more.
TH, 3/31, 8:30 AM – Noon, $179
Room 200, Seneca Building

The New Supervisor
You will learn the skills you need to become a supervisor: organizational and planning skills, negotiation, delegation skills, how jobs are designed, job rotation and evaluation, and how to lead and manage employees. You will also learn how to motivate and empower people, communicate with them, and the importance of being positive. Both new and current supervisors are encouraged to attend.
TH, 3/17, 8:30 AM – 4:30 PM, $249
Room 200, Seneca Building

Foundations of Grant Writing - NEW*
Nonprofit entities of all sizes and types must master the art of grant research, writing and management in order to fulfill their mission. This class will focus on essential skills that are necessary for success. Session One will address how to find suitable grant opportunities and develop relationships with funders. Session Two will cover how to pitch your project through effective proposal and grant writing. Session Three will provide tips for effective project management to ensure project success and foster ongoing relationships with funders. Instructor Dale Fox has two decades of expertise researching, writing and managing millions of dollars of successful grants, coupled with Fortune 10 project management experience.
Room 200, Seneca Building

Operational Excellence Series
Operational Excellence stresses continuous improvement, teamwork, and problem solving throughout an 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.

Session 1: 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 have all employees working toward a common goal, it is imperative that the measurement system be aligned to this strategy. This session will also investigate the conflicts that traditional metrics create within organizations and will introduce the metrics needed to change the behaviors necessary to achieve break-through results. This session will also address how to define each improvement initiative and how to link it to the Operational Excellence Strategy.
TH, 2/18, 8:30 AM – Noon, $40
Room 200, Seneca Building

Session 2: Lessons in Synchronous Flow for Operations
You will learn the concept of Synchronous Flow and will evaluate the different methods for managing operations. This hands-on simulation will demonstrate and evaluate the different approaches to managing operations for any environment. The focus of this session will be 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.
TH, 2/25, 8:30 AM – Noon, $40
Room 200, Seneca Building

Session 3: Statistical Process Control
You will review and learn the basic concepts of statistics and statistical techniques to manage and control processes. Designed to help personnel understand variation and the differences between inherent variation and special causes of variation, 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. In addition, you will learn the different sources of variation, measurement variation, and techniques to identify and reduce variability. You will apply the principles in class exercises to reinforce the learning.
T, 3/1 – 3/22, 1 – 4 PM, $299
Room 200, Seneca Building

Problem Solving and Root Cause Analysis for Manufacturers
Learn the basic concepts of problem solving and root cause analysis. By the end of this course you will understand the PDCA process and how it is used to define the problem, analyze the problem, develop a plan to fix the problem, and implement the solution and conduct proper follow up. The course will focus on the 5W2H process for problem investigation, use of cause-and-effect diagrams, 5-Why techniques, and how to determine root cause and develop permanent countermeasures that address the root cause. Learn the different sources of variation and how to use cause-and-effect logic to validate the problem analysis was done properly. You will apply the principles to hands-on exercises to reinforce learning. Engineers, operators, supervisors and managers should attend.
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Room 200, Seneca Building
ICD-10 Medical Coding Program
Effective October 2015, the U.S. Department of Health and Human Services will require that the standard ICD-9 code sets, which are used in medical billing and coding to report health care diagnoses and procedures, be replaced by ICD-10. This move from ICD-9 to ICD-10 will have a significant impact on health care providers and the process for which they receive reimbursement. This program will include a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include differences between ICD-9 and ICD-10; federal regulation/compliance; using the ICD-10 Manual; how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; analyzing electronic coding tools; coding from chart notes; coding from operative reports; and detailed hands-on coding exercises and case studies using ICD-10. Note: This course is ideal for current coding professionals looking for an update and review of the issues and challenges they will face with the upcoming ICD-10 adoption. You must have a foundation with ICD-9. Course contact hours: 50 hrs.
Registration Deadline: 3/11
M & W, 3/21 – 5/9, 6 – 9:30 PM, $1,299
(Textbooks and Manuals included)
Room 604, Seneca Building

Excel 1 2010
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.
W, 2/10, 1 – 5 PM, $69
Room 200, Seneca Building

Excel 2 2010
In this course you will learn more advanced functions (IF, COUNTIF, SUMIF, VLookup, HLookup, etc.), more complicated formulas such as 3D formulas, and how to do list processing, pivot tables and charting. You should have previous Excel experience or have taken the Excel 1 course.
W, 3/9, 1 – 5 PM, $69
Room 200, Seneca Building

Excel 3 – Advanced Workshop
Increase your mastery of Excel with more complex functions such as nested IF statements, conditional IFs, IF statement, transposing data, Lookups (VLookup, HLookup), data conversion to/from Access tables, financial functions, text operations, data validation, range names, and error checking.
W, 4/6, 1 – 5 PM, $69
Room 200, Seneca Building

Microsoft Access – Turn Basic Data into Business Intelligence - NEW*
Companies generate endless amounts of data in today’s corporate computer systems. To be useful, that data must be transformed into information that enables managers to identify problems, discover opportunities for improvements, and make good management decisions. This class will focus on how to import data into a Microsoft Access database, transform that data into actionable information, and export and share Access data with others. In the process of developing a project, you will learn many functions available in Access and gain an understanding of database design and reporting. This class is suitable for anyone who wants to utilize data to benefit their company and their own career development.
TH, 2/18, 1 – 5 PM, $69
Room 200, Seneca Building

Outstanding Presentations: Integrating PowerPoint, the Web and Office Programs with Ron Keeney - NEW*
Seamlessly blend content from the web, your photos and video, and other Microsoft Office programs such as Word, Excel, and Access for presentations that will be sure to grab your audience’s attention.
W, 3/23, 1 – 5 PM, $69
Room 200, Seneca Building

Project-Based Word and Excel Applications with Ron Keeney - NEW*
Take your Word and Excel documents to new heights by utilizing the integrative features of Microsoft Office to combine the best elements of both into one seamless document.
W, 4/13, 1 – 5 PM, $69
Room 200, Seneca Building

How to Start a Bed and Breakfast
Bed and Breakfast businesses are a great way to generate extra income for people who enjoy entertaining and cooking. But is it right for you? You will learn how to select a location and building structure, legal requirements, start-up costs, liability insurance, B&B traveler expectations, rooms, food, hospitality, marketing and promotion, and much more. The instructor, Dale Fox, is the owner, developer and manager of the highly successful Towers Victorian Inn in Ridgway.
T, 1/12, 6:30 – 8:30 PM, $49
Room 200, Seneca Building

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ServSafe Certification
The Pennsylvania Department of Agriculture regulations require 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.
Registration Deadline: 1/18
T, 1/26 & 2/2, 5 – 9 PM, $199
Room 200, Seneca Building

Violent Workplace Emergencies - The Active Shooter
Violent workplace emergencies are happening around the country every day. Is your business prepared? Have you thought of your company’s risk and liability? You’re wrong if you think it can’t happen to you. This course is designed to help businesses prevent, prepare for and react to a violent emergency at the workplace. You’ll learn how to identify and mitigate risk, develop an action plan, and review policies and incident response protocol.
Table-top exercises will be conducted.
TH, 2/11, 8:30 – 11:30 AM, $45
Room 200, Seneca Building
Landscape Oil Painting
No experience needed. All supplies will be provided for this class in which you will begin and finish a 16x20 painting in oils. Join instructor Cindy Nowacki for this two-night relaxing and fun-filled class and take home a beautiful oil painting you create that will be ready for framing and display.
M, 1/25, and T, 1/26, 6 – 9 PM, $79
1st Floor Art Room, Seneca Building

Acrylic Painting
This is a fun-filled, three-hour acrylic painting class for those who may have some painting experience or for those picking up a brush for the first time. Cindy Nowacki will teach you how to create an abstract landscape 16x20 acrylic painting on canvas in a step-by-step process that will lead to a completed painting suitable for framing. All materials are included.
Sat, 2/20, 1 – 4 PM, $45
1st Floor Art Room, Seneca Building

Canvas and Cookies for Young Artists, Ages 7-14 - NEW*
Join us for a creative and fun painting class with Courtney Mealy. Each class will have a different painting project. All supplies will be provided. Register for one or both classes.
F, 2/12 or 2/26, 6 – 9 PM, $25 per class
1st Floor Art Room, Seneca Building

Coloring for Adults - NEW*
Remember when you were a kid and you could spend hours lost in your coloring books without a care in the world? Join us for adult coloring, the new art craze that helps adults relax, de-stress and go back to that carefree feeling of not having a care in the world (at least for 120 minutes). Instructor-led group session includes assistance with colors, shading, concept, pencil techniques and design. Colored pencils and designs will be provided.
T, 3/8, 7 – 9 PM, $19
Room 200, Seneca Building

Basic Digital SLR Photography
This course is designed to introduce you to digital photography on a broad scale. Topics will include digital SLR camera anatomy, camera functions, composition and basic lighting considerations. The course is designed to give you basic knowledge that will allow you to become more functional in everyday photography experiences by gaining an ability to comprehend the demands of different environments and develop a plan to obtain the best possible images. The class will be led by Joelle Wolters of Joelle Wolters Photography.
W & TH, 3/9 – 3/10, 6 – 8 PM, $49
Room 200, Seneca Building

The Art of Seeing: Advanced Digital Photography
Join professional photographer Joelle Wolters as you venture into “Creative Photography.” You will advance beyond taking simple snapshots by using your camera’s functions to create compositions that tell a story about the subject. Explore the qualities of artistic photography by learning to use the tools in your camera to create and “see” visually stunning images.
T & TH, 3/29 – 3/31, 6 – 8 PM, $49
Room 200, Seneca Building

Capture the Beauty of Nature through Photography
Join Master Photographer Tom Martin to learn the techniques so you can capture the beauty of nature in a photograph. Using the equipment you already have, you will learn about exposure, composition and light. You will learn the technical side and the seeing side of photography during evening indoor classes and a Saturday field trip. There will be one-on-one instruction and time to provide helpful critiques of the photographs you’ve taken. You can see Tom’s work at tommartinstudio.com/reflectionsofnature/. It is recommended that you have a basic knowledge of your camera and its functions. A steady rain may require rescheduling the field trip.
TH, 4/7 & T, 4/12, 5:30 – 7:30 PM, $75
Room 200, Seneca Building
Sat, 4/9, 7 – 10 AM at Marilla Reservoir

ANF Photo Trek: Two-Day Photography Workshop
Discover and photograph dense old-growth woodlands, pristine native brook trout streams and more under the direction of renowned published photographer Ed Bernik. Learn the art of seeing, how to choose a lens, and details of exposure and composition. You will also learn how to use flash and shoot in both black and white and color. Student photo critiques will be a part of this experience. The workshop is customized to your level of experience as a photographer. A list of necessary equipment will be provided upon registration. Lodging can be on campus or at local lodging facilities. Additional nights’ lodging is available at an additional fee. Travel to locations will be by participant car pool. Trek will occur rain or shine.
$319 per resident camper (fee includes instruction, one nights’ lodging in comfortable air-conditioned residence hall rooms (linens provided) at Pitt-Bradford, two breakfasts, two lunches and one dinner.)
$239 per non-resident participant (fee includes instruction, two breakfasts, two lunches and one dinner.)
Sat, 5/14, 8 AM to Sun, 5/15, 4 PM Commons 218, Pitt-Bradford Campus
Ballroom Dancing
Dance like the stars. Join us for four evenings of enjoyment and fun as you learn and practice the swing dance and the fox trot. You will have a great time with your partner and other couples as you improve your dancing skills and prepare to show off your new groove at upcoming weddings, parties or on any dance floor.
W, 2/24 – 3/16, 6:30 – 7:30 PM, $79 per couple
5th Floor Ballroom, Seneca Building

Calligraphy Basics – Adult and Youth
Learn calligraphy basics for letters and numbers: pen angle, letter slant, size and spacing. Discover how to use this art form in practical ways. This introductory class will be taught by Confucius Scholars faculty from Beijing Normal University. All materials will be provided.
W, 3/2, 6 – 8 PM, $15
1st Floor Art Room, Seneca Building

Ukrainian Egg Decorating
The tradition of decorating eggs using wax and colorful dyes has been passed down behind closed doors for generations within the Ukrainian culture. These decorated eggs, called Pysanka, hold a great deal of power and symbolism in the traditional Ukrainian culture. You will learn the history and the meaning behind many traditional symbols and patterns, and you will be guided through a hands-on experience exploring traditional as well as more modern techniques and designs. Pysanka make beautiful keepsakes or gifts, and the course is just in time for Easter. All materials will be provided.
TH, 3/3 – 3/17, 6 – 8 PM, $69
1st Floor Art Room, Seneca Building

Origami and Paper Cutting – Adult and Youth
Learn the basics of origami and paper cutting with our Confucius Scholars from China. You will fold and crease paper into many shapes and learn to use scissors to create paper art. They will explain how these art forms are part of the Chinese culture. All materials will be provided.
W, 3/30 and 4/6, 6 – 8 PM, $29
1st Floor Art Room, Seneca Building

Resume Writing Workshop Online ed2go
Discover the secret to transforming your tired, boring resume into a powerful tool that will help you get interviews. Visit www.ed2go.com/upb/ to register. $90

Red Cross Life Guard Certification
This course meets the minimum requirements for the American Red Cross Life Guard certification course. Training will include CPR certification and basic life guarding skills. This course is for anyone who needs the Red Cross certification for life guarding positions. The minimum age requirement is 16. Instructor Ed Bahan is Pitt-Bradford’s swimming coach and is a Red Cross Certified Life Guard instructor. Participants are responsible for purchasing their own book and CPR mask, which can be found at www.redcrossstore.org.
Registration Deadline: 4/22
M – F, 5/2 – 5/13, 6 – 8:30 PM, $140
(includes Red Cross Certificate)
Paul C. Duke Aquatic Center, Richard E. and Ruth McDowell Sport and Fitness Center

Birds of Prey – Adult and Youth
This class will explore those majestic eagles, owls, condors, vultures and falcons that are collectively known as birds of prey. A follow-up field trip to a raptor rehabilitation facility will give us a chance to see live birds unable to be returned to the wild. Youth 8 years and older may register with a parent for FREE.
W, 3/30, 6 – 8 PM & Sat, 4/2, 9 – 11 AM, $19
Room 200, Seneca Building

BIRDING 101 – Adult and Youth
This course will briefly outline the ways people enjoy birds, from the casual observer to competitive birder, emphasizing there is no right or wrong way to do it. We also will cover bird-watching equipment choices, learning to make identifications, aids to improving skills, keeping lists, and the fascinating topic of migration. Wear comfortable weather-proof clothing and walking shoes for field trip. Youth 10 and older may register with parent for FREE. Class is held rain or shine.
TH, 5/5, 6:00 – 8:00 PM, $19
Room 200, Seneca Building
Sat, 5/7, 8:30 – 10:30 AM Field Trip (Site TBA)

Beginning Scuba Diving with Certification
Learn the basics of scuba diving through this Professional Association of Diving Instructors Open Water Scuba Diver Course. You will learn basic scuba skills taught in a classroom setting and in confined open-water dives in a pool. Four open-water dives will be held to review your skills and explore on two additional days. (Open-water dives are scheduled with the instructor at the convenience of the student and instructor.) You must be at least 18 and comfortable in the water. You will be required to provide your own mask, fins and snorkel for the class but should not purchase them until after the first classroom session. Tanks, regulators, gauges and buoyancy compensators are provided. After completion of the program, you will receive a PADI Open Water Diver Certification Card, enabling you to dive almost anywhere in the world.
T, 4/19 – 5/24, 5:30 – 9 PM, $350
Room 165C, Richard E. and Ruth McDowell Sport and Fitness Center and Paul C. Duke Aquatic Center

HIIT Workout
This workout is designed to boost your metabolism while developing muscle tone using aerobic and anaerobic activity. High Intensity Interval Training helps you burn fat, keep lean muscle, and build endurance in just one 30-minute workout. You will need mats and small to medium free weights. Always bring a bottle of water. Modifications will vary to fitness level.
T & TH, 1/26 – 3/31, 5:45 – 6:15 PM, $65
5th Floor Ballroom, Seneca Building
Wake-up Workout
Get up and get your workout done early. This workout is designed to boost your metabolism while developing muscle tone by using aerobic and anaerobic activity. You will burn fat, keep lean muscle and build endurance while doing several different exercises at your level. You will need mats and small to medium free weights. Always bring a bottle of water. Modifications will vary to fitness level.
T & TH, 1/26 – 3/31, 6 – 7 AM, $95
5th Floor Ballroom, Seneca Building

Tai Chi for Everyone
Learn Tai Chi from our Confucius Scholars faculty from Beijing Normal University. Tai Chi has gentle stretching and circular movements, integrates the body and mind, has many different forms, and is enjoyable to practice. All previous students are welcome to attend for a refresher and advanced instruction. Wear comfortable, loose-fitting clothing and soft-soled shoes.
M, 1/25 – 4/11, 6 – 7 PM, $59
5th Floor Ballroom, Seneca Building

Lose Weight and Keep it Off - Online
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
Visit www.ed2go.com/upb/ to register. $90

Attracting and Retaining the Next Generation Workforce
Explore best practices of employers who are already leading the way in terms of attracting, developing and retaining the younger generation of workers. You will walk away with a realistic understanding of how to create a workplace culture that is certain to inspire members of every generation – especially Millennials and Gen Y’s. This workshop will debunk common myths and develop new approaches and strategies to attract, develop and keep this generation of tomorrow’s leaders.
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CEC, St. Marys

Problem Solving and Root Cause Analysis for Manufacturers
Learn the basic concepts of problem solving and root cause analysis. By the end of this course you will understand the PDCA process and how it is used to define the problem, analyze the problem, develop a plan to fix the problem, and implement the solution and conduct proper follow up. The course will focus on the 5W2H process for problem investigation, use of cause-and-effect diagrams, 5-Why techniques, and how to determine root cause and develop permanent countermeasures that address the root cause. Learn the different sources of variation and how to use cause-and-effect logic to validate the problem analysis was done properly. You will apply the principles to hands-on exercises to reinforce learning. Engineers, operators, supervisors and managers should attend.
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Violent Workplace Emergencies — The Active Shooter
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TH, 4/7, 8:30 – 11:30 AM, $45
CEC, St. Marys

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. All participants are required to complete a one-hour student 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
Spring Term, 1/4 – 4/30

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You will learn the concept of Synchronous Flow and will evaluate the different methods for managing operations. This hands-on simulation will demonstrate and evaluate the different approaches to managing operations for any environment. The focus of this session will be 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.
T, 2/23, 8:30 AM – Noon, $40
CEC, St. Marys

800.872.1787 : 814.362.5078 : CONTINUED@PITT.EDU : WWW.UPB.PITT.EDU/CONTINUINGED
**ST. MARYS / Off-Campus Classes — continued**

### Statistical Process Control
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Course contact hours: 50 hrs.  
Registration Deadline: 3/11  
T & TH, 3/22 – 5/10, 6 – 9:30 PM, $1,299  
(Textbooks and Manuals included)  
CEC, St. Marys

### iPad Basics
Apple’s iPad and iPad mini are popular tablets that have changed the way we use computers. You will learn the basics of using the iPad along with finding popular apps that meet your needs. You will need to bring your own iPad/iPad mini to this class.

**T, 2/16, 6 – 9 PM, $25**  
CEC, St. Marys

### Microsoft Office 2010 Classes - St. Marys and Emporium
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.

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Warren-Forest Hi-Ed Council

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Warren-Forest Hi-Ed Council

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**Warren Off-Campus Classes**

(All classes are held at the Warren-Forest Hi-Ed Council located in the Curwen Building on the Warren State Hospital grounds.)

### How to Start a Bed and Breakfast - NEW*
Bed and Breakfast businesses are a great way to generate extra income for people who enjoy entertaining and cooking. But is it right for you? You will learn how to select a location and building structure, legal requirements, start-up costs, liability insurance, B&B traveler expectations, rooms, food, hospitality, marketing and promotion, and much more. The instructor, Dale Fox, is the owner, developer and manager of the highly successful Towers Victorian Inn in Ridgway.

**TH, 1/14, 6:30 – 8:30 PM, $49**  
Warren-Forest Hi-Ed Council

### ServSafe Certification
The Pennsylvania Department of Agriculture regulations require 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.

**Registration Deadline: 3/28**  
T, 4/5 & 4/12, 5 – 9 PM, $199  
Warren-Forest Hi-Ed Council
Attracting and Retaining the Next Generation Workforce
Explore best practices of employers who are already leading the way in terms of attracting, developing and retaining the younger generation of workers. You will walk away with a realistic understanding of how to create a workplace culture that is certain to inspire members of every generation – especially Millennials and Gen Y’s. This workshop will debunk common myths and develop new approaches and strategies to attract, develop and keep this generation of tomorrow's leaders.

T, 2/2, 8:30 – Noon, $149
Warren-Forest Hi-Ed Council

Exceptional 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, handling difficult customers and much more.

TH, 2/18, 8:30 AM – Noon, $179
Warren-Forest Hi-Ed Council

ICD-10 Medical Coding Program
Effective October 2015, the U.S. Department of Health and Human Services will require that the standard ICD-9 code sets, which are used in medical billing and coding to report health care diagnoses and procedures, be replaced by ICD-10. This move from ICD-9 to ICD-10 will have a significant impact on health care providers and the process for which they receive reimbursement. This program will include a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include differences between ICD-9 and ICD-10; federal regulation/compliance; using the ICD-10 Manual; how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; analyzing electronic coding tools; coding from chart notes; coding from operative reports; and detailed hands-on coding exercises and case studies using ICD-10. Note: This course is ideal for current coding professionals looking for an update and review of the issues and challenges they will face with the upcoming ICD-10 adoption. You must have a foundation with ICD-9. Course contact hours: 50 hrs.

Registration Deadline: 3/11
M & W, 3/21 – 5/9, 6 – 9:30 PM, $1,299 (Textbooks and Manuals included)
Warren-Forest Hi-Ed Council

Digital Photography: the Basics and Beyond with Shawn Murray
Are you still not sure what all the buttons on your digital camera mean? This course is for you if you want to move off “auto” setting and learn how to improve your images using the camera’s manual functions. We’ll explore your camera’s features and menus and then cover basic elements of photography, including shutter speed, aperture, metering, focus and ISO speed. This class is good for beginners and advanced amateur photographers.

T & TH, 3/8 – 3/10, 6 – 8 PM, $55

Microsoft Office 2010 Classes
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.

CLASS DATE TIME LOCATION
Excel 1 Wed. 2/17 5 – 9 PM Kane Area High School
Word 1 Wed. 2/24 5 – 9 PM Kane Area High School
Excel 2 Wed. 3/16 5 – 9 PM Kane Area High School
Continuing Education and Regional Development is much more than just noncredit classes. Contact us for more information about these additional services:

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

Visit us online at [www.healthedtoday.com/upb](http://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 tollfree 1-888-963-5967.

**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 so busy that in-person classes are impossible. Through Ed2Go, we offer more than 300 highly interactive courses that you can take entirely online.

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


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.

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.
## Spring 2016 Registration Form

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

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- Mastercard  
- Visa  
- Discover

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.

**FOR CLASSES WITH EARLY BIRD PRICING, please register at least 14 calendar days before it starts to save money on the course registration.**
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- Call now to register!