CONTINUING EDUCATION CLASSES
Summer 2016

Find a class near you: Bradford • Warren • St. Marys • Coudersport
Show me the Money: Financing Tools for Historic Building Rehabilitation - NEW* – Bradford
Like any other kind of investment opportunity, investing in historic building rehabilitation requires foresight, courage and some specialized knowledge. The first two are up to you, but attending this workshop will provide a foundation for the knowledge you’ll need to get started on the financing side. In this workshop you will learn about the benefits of historic preservation, financial analysis basics, tools such as calculating the funding gap for a historic rehabilitation project, analyzing an annual operating pro forma, and much more. This workshop is perfect for property owners/developers, investment professionals, real estate professionals, economic development professionals, Chamber of Commerce staff, Main Street practitioners, municipal officials, commissioners and anyone else who is interested in the restoration of historic properties. Fee includes light breakfast and lunch.

TH, 5/19, 8:30 AM – 4:30 PM, $45
Commons Building, Mukaiyama University Room, Pitt-Bradford Campus

What’s so Funny? — Humor in the Workplace - Bradford
What’s so funny? Not much, apparently. The news out there depresses you. You fret too much. Budgets are tight. You’re afraid the next one to get “downsized”: So, what should you do? A big part the answer is something that many of us often forget we have. It’s your sense of humor. This workshop examines some of the key elements of humor and its relationship to the change process. Practical applications to using humor in the workplace will be discussed, including managing conflict, motivating others, improving communications, increasing creativity, and reducing stress and increasing morale.

W, 5/11, 8:30 – Noon, $179
Commons A & B, Pitt-Bradford Campus

“Hello, is There Anybody in There?”
Communicating for Impact – Bradford
Individual and group success depends upon the ability of individuals to communicate with others, face to face, as well as virtually. This class will develop your ability to focus on your outcome, tune in to your audience, and develop your message for clarity and impact. Your ability to create an environment for open and ongoing discussion is crucial for communication success. The communications skills covered in this program will increase your ability to exercise choice and control for every type of conversation, influence without authority, and improve quality of relationships and productivity. The basic building block of good teambuilding is for a leader to promote positive communications and the feeling that every human being is unique and adds value.

W, 5/11, 8 AM – Noon, $45
Commons A & B, Pitt-Bradford Campus

Conflict Management – Bradford and Warren
This course is for you if you’re a new or experienced supervisor, mid level manager, or you want to improve your ability to handle conflict. You’ll learn how to manage people in conflict, recognize potential conflict, identify conflict resolution styles you can use in dealing with people, and the importance of identifying the real cause before trying to resolve a conflict.

W, 6/15, 8:30 – Noon, $159
Commons A & B, Pitt-Bradford Campus
OR
W, 5/18, 8:30 AM – Noon, $159
Warren Forest Hi-Ed Council, Warren

Effective Decision-Making: Getting it Right the First Time - NEW* – Bradford & Warren
This course is for supervisors, managers, team leaders and those required to make informed decisions. You will learn the difference between problem solving and decision-making, how to describe a decision statement, how to identify what you need and want, the importance of evaluating alternatives, and considering risks when making a decision. A decision-making format is explained and demonstrated, which includes the decision statement, needs, expectations, alternatives, critical analysis and risk assessment. Taking this course will be the best decision that you have ever made.

W, 6/15, 1 – 4:30 PM, $159
Commons A & B, Pitt-Bradford Campus
OR
W, 5/18, 1 – 4:30 PM, $159
Warren Forest Hi-Ed Council, Warren

Statistical Process Control - Warren
This course will give you the basic concepts of statistics and the use of 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 to hands-on in-class exercises to reinforce the learning.

F, 6/10 – 6/24, 8 AM – Noon, $299
Warren Forest Hi-Ed Council, Warren

Problem-Solving and Root Cause Analysis for Manufacturers-Warren
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, how to determine root cause and to 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 the learning. You should attend if you’re an engineer, operator, supervisor or manager.

F, 6/10 – 6/24, 1 – 5 PM, $299
Warren Forest Hi-Ed Council, Warren

Cyber Seniors – St. Marys
This class is designed to assist seniors who have little to no computer experience who wish to learn more about going online, setting up basic accounts such as e-mail and Facebook, uploading pictures, and other basic skills.
F, 7/29, 1 – 4 PM, $55
CEC, St. Marys

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Value Stream Management - NEW* – Bradford and St. Marys
Learn the basic understanding of the Value Stream Management process. You will learn how value is defined from the perspective of the customer, how to document how value is currently created, and what changes can be made to improve customer value. Performance metrics will be introduced to create a baseline for the company’s current performance and to monitor progress as the company transitions to the desired future state. Learn how to evaluate different improvement opportunities and determine which opportunities are localized improvements and which are holistic improvements. You will apply the principles to hands-on exercises to reinforce the learning.
W, 5/11 & 5/18, 1 – 5 PM, $199
CEC, St. Marys
OR
TH, 6/16 & 6/23, 8 AM - Noon, $199
Commons 218, Pitt-Bradford Campus

Operational Excellence for Powder Metal Industry - NEW* – St. Marys
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 specifically for employees in the powder metal industry who 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 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. We 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. We will also discuss how to define each improvement initiative and how to link it to the Operational Excellence Strategy.
W, 5/11, 8:30 AM – Noon, $40
CEC, St. Marys

Session 2: Lessons in Synchronous Flow for Operations
You will be introduced to the concept of Synchronous Flow and will evaluate the different methods for managing operations. You will use hands-on simulation that demonstrates and evaluates the different approaches to managing operations for any environment. You will learn to create a stable and capable delivery system to better service customers that will set the stage for improving the overall performance of the organization.
W, 5/18, 8:30 AM – Noon, $40
CEC, St. Marys

How to Start a Bed and Breakfast – Bradford, St. Marys and Coudersport
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? In this workshop you will learn how to select a location and building, legal requirements, startup costs, liability insurance, B&B traveler expectations, rooms, food hospitality, marketing and promotion, and much more. Dale Fox, our instructor, is the former owner, developer and manager of the highly successful Towers Victorian Inn in Ridgway. “This instructor knows what she’s talking about!” – Owner of the Horton House in Warren
W, 5/18, 6:30 – 8:30 PM, $49
Room 200, Seneca Building, Bradford

W, 5/25, 6:30 – 8:30 PM, $49
Potter County Education Council, Coudersport

W, 6/1, 6:30 – 8:30 PM, $49
CEC, St. Marys

Foundations of Grant Writing – Bradford and St. Marys
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 necessary for success, including finding suitable grant opportunities, developing relationships with funders, pitching your project through effective proposal and grant writing, and project management practices to ensure your success. Instructor Dale Fox has two decades of expertise researching, writing and managing millions of dollars of grants coupled with Fortune 10 project management experience.
T, 5/10, 8:30 AM – 4:30 PM, $99
Commons A & B, Pitt-Bradford Campus
OR
TH, 5/12, 8:30 AM – 4:30 PM, $99
CEC, St. Marys

ServSafe Certification – Bradford and St. Marys
The Pennsylvania Department of Agriculture’s 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.
W, 5/4 & 5/11, 5 – 9 PM, $199
Registration Deadline: 4/25 / Room 200, Seneca Building
OR
W, 5/16 & 5/23, 5 – 9 PM, $199
Registration Deadline: 5/6 / CEC, St. Marys

What’s new for Microsoft Office 2016
All businesses know that the only thing that is constant is change. Microsoft has once again updated its business software suite to keep up with changes in how we all do business. Microsoft has made its office suite even more seamless, with easier information sharing among its programs and between users, regardless of where they are in the world or what device they are using. See what new improvements Microsoft has made with its new Office 2016 suite and find out what this means for your business.
W, 5/25, 1 – 3 PM, $30
Room 158, McDowell Sport and Fitness Center

Microsoft Office 2013 Classes – Bradford and St. Marys
Level 1 classes focus on beginners’ skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance.

Room 158, Sport and Fitness Center, Bradford:

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Personal Enrichment and Recreation

**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. You will 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 how to 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. You will get a list of necessary equipment when you register. 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.

**Canvas and Cookies for Young Artists, Ages 7-14**
Join us for a creative and fun painting class with Courtney Mealy. All supplies will be provided.

_**W, 6/29, 6 – 8 PM, S25**_
Room 146, Blaisdell Hall

**Outdoor Portraiture with Shawn Murray - NEW**
This course is designed to give beginning and hobbyist photographers an introduction to outdoor portrait photography. You will be introduced to the concepts behind taking better pictures outside using available daylight. Learn to pose individuals or groups by seeing and capturing the available light, when to use reflectors and fill flash, and what camera settings work best outdoors in different shooting scenarios. A steady rain may require re-locating to the studio.

_**T & TH, 7/19 – 7/21, 6 – 8 PM, S55**_
McDowell Sport and Fitness Center, Pitt-Bradford Campus

**Intro to Geocaching**
You will participate in a gentle 1.5-mile geocaching treasure hunt on Kinzua State Park's trails. You will learn to navigate through appropriate GPS screens, use the GPS unit to find a geocache and geocaching etiquette. GPS equipment will be provided for use. Wear comfortable walking shoes and pack water and snacks. Rain or shine. Class meets at Kinzua Bridge State Park Visitor Center.

_**Sat, 8/20, 10 AM – 1 PM, S19**_
Kinzua Bridge State Park

**Wellness Program**
You 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 new participants are required to complete a one-hour orientation program.

_**S110 per participant**_
Summer Term, May 1 – August 31

**Find Your Fitness - NEW**
Join fitness professionals Lou Costa and Lisa Auteri for a health and fitness course designed to explore techniques of staying healthy through diet and exercise. You will learn to purchase food properly, food preparation techniques and new recipes in order to eat healthy. Explore various forms of exercise, including strength training, plyometrics, high-intensity workouts, and workouts in your environment so you can find the type of exercise that works for you. This class is open to all ages (18 and over) and all abilities.

_**M & W, 5/2 – 5/25, 7 – 8 PM, S69**_
5th Floor Ballroom, Seneca Building

**Hatha Yoga NEW**
Join certified yoga instructor Carol Minard for this series of Hatha Yoga. Hatha Yoga will help you relieve stress, improve your posture, increase joint and muscle flexibility, improve circulation and much more. Hatha Yoga: breathing, postures, relaxation and meditation.

_**T & TH, 5/3 – 6/9, 6 – 7:30 PM, S112**_
Dance Studio, McDowell Sport and Fitness Center, Pitt-Bradford Campus

**Water Aerobics**
Make a splash with this fun water-aerobic exercise class. You will be led through a variety of low- to mid-intensity workouts that will incorporate flexibility, toning and cardio. Both shallow and deep water will be used to vary the intensity of the workouts. You don't need swimming skills to participate. Bring suit and towel.

_**M & W, 5/2 – 6/24 (no class 5/30 & 6/8), 5:30 – 6:15 PM, S49**_
Pool, McDowell Sport and Fitness Center, Pitt-Bradford Campus

**BIRDING 101 – Adult and Youth**
This course will briefly outline the ways people enjoy birds, from casual observer to competitive birder, emphasizing there is no right or wrong way to do it. We also will cover choosing bird-watching equipment, learning to make identifications, improving skills, keeping lists, and learning about migration. Wear comfortable weather-proof clothing and walking shoes for field trip. Youth 10 and older need to register with parent. Class is held rain or shine.

_**TH, 5/5, 6 – 8 PM, S19, Youth with parent is free**_
Room 200, Seneca Building

**Dance Studio, McDowell Sport and Fitness Center, Pitt-Bradford Campus**

**Ceramics for all Levels**
This noncredit class is designed for students of all levels in ceramics. You will learn the basics of hand building, slab work, wheel throwing, and form and function with the freedom to tap into your creative self. Projects will include everything from bowls and mugs on the potter's wheel to hand-built forms. You will touch on the basics of hand building, slab work, wheel throwing, and form and function. You will also learn to purchase food properly, food preparation techniques and new recipes in order to eat healthy. Explore various forms of exercise, including strength training, plyometrics, high-intensity workouts, and workouts in your environment so you can find the type of exercise that works for you. This class is open to all ages (18 and over) and all abilities.

_**W, 5/11 – 6/8, 5 – 7 PM, S149**_
Ceramics Studio, Pitt-Bradford Campus

**Coloring for Adults**
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.

_**W, 6/29, 6 – 8 PM, S25**_
Room 146, Blaisdell Hall

**Deep Water Aerobics**
Join us for an aerobics class designed for those who want to improve their cardiovascular strength. This class is geared for those who already have a fitness regimen and are looking to improve the cardiovascular system.

_**W, 6/29, 6 – 8 PM, S25**_
Room 146, Blaisdell Hall

**Find Your Fitness - NEW**
Join fitness professionals Lou Costa and Lisa Auteri for a health and fitness course designed to explore techniques of staying healthy through diet and exercise. You will learn to purchase food properly, food preparation techniques and new recipes in order to eat healthy. Explore various forms of exercise, including strength training, plyometrics, high-intensity workouts, and workouts in your environment so you can find the type of exercise that works for you. This class is open to all ages (18 and over) and all abilities.

_**M & W, 5/2 – 5/25, 7 – 8 PM, S69**_
5th Floor Ballroom, Seneca Building

**Hatha Yoga NEW**
Join certified yoga instructor Carol Minard for this series of Hatha Yoga. Hatha Yoga will help you relieve stress, improve your posture, increase joint and muscle flexibility, improve circulation and much more. Hatha Yoga: breathing, postures, relaxation and meditation.

_**T & TH, 5/3 – 6/9, 6 – 7:30 PM, S112**_
Dance Studio, McDowell Sport and Fitness Center, Pitt-Bradford Campus

**Water Aerobics**
Make a splash with this fun water-aerobic exercise class. You will be led through a variety of low- to mid-intensity workouts that will incorporate flexibility, toning and cardio. Both shallow and deep water will be used to vary the intensity of the workouts. You don't need swimming skills to participate. Bring suit and towel.

_**M & W, 5/2 – 6/24 (no class 5/30 & 6/8), 5:30 – 6:15 PM, S49**_
Pool, McDowell Sport and Fitness Center, Pitt-Bradford Campus

CONTINUING EDUCATION AND REGIONAL DEVELOPMENT : 800.872.1787 : 814.362.5078 : CONTINED@PITT.EDU
**Youth Camps**

**Summer Fun Starts Here!**

**DISCOUNT:** Register for one camp and receive $10 OFF each additional camp for each child.

- **Pot-Pot-Pottery!!**
  Ages 10-16
  M – F, 6/6 – 6/10, 9:30 – 11:30 AM, $89
  Ceramics Studio

- **Youth Writing Spectacular!**
  Ages 9-14
  M – TH, 6/13 – 6/16, 9 – 11:30 AM, $79
  Room 158, McDowell Sport and Fitness Center

- **Game Programming**
  Ages 10-16
  M – TH, 6/20 – 6/23, 8:30 – 11:30 AM, $69
  Room 236, Swarts Hall

- **Television Studio Production with Jeff Guterman**
  Ages 10 – 16
  W & TH, 7/13 – 7/14, 9 AM – Noon, $59
  Room 131, Blaisdell Hall (TV Studio)

- **Photography 101**
  Ages 10 – 16
  T – TH, 7/19 – 7/21, 8:30 – 11 AM, $69
  Room 158, McDowell Sport and Fitness Center

- **ArtXperience**
  Ages 10 – 15
  M – W, 7/25 – 7/27, 8:30 – 11 AM, $69
  Room 604, Seneca Building

- **Pets and Vets I and II**
  Session I: for students who completed grades 1, 2, or 3
  T – TH, 8/16 – 8/18, 8:30 AM – Noon, $84
  OR
  Session II: for students who completed grades 4, 5, or 6
  T – TH, 8/16 – 8/18, 1:30 – 5 PM
  Room 106D, Fisher Hall

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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.

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**CONTINUING EDUCATION AND REGIONAL DEVELOPMENT:** 800.872.1787 : 814.362.5078 : CONTINED@PITT.EDU
Call now to Register!

Summer 2016 Registration Form

Course Offerings

Date  Time  Cost

Contact Information

Name

Address

City/State/Zip

Home Phone  Work Phone

Cell Phone  Email Address

Payment Information

Course Name  Date  Time  Cost

Payment Method: [ ] Mastercard  [ ] Visa  [ ] Discover

[ ] Check (payable to University of Pittsburgh at Bradford)  Check #

[ ] Company payment: Name of Company

Billing Address

City/State/Zip

Office Location

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

Contact Us:

Phone: (814) 362-5078 or 800.872.1787 / Email: contined@pitt.edu

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 800.872.1787
  Fax: (814) 362-0914
  Email: contined@pitt.edu

- Office Location: University of Pittsburgh at Bradford
  Division of Continuing Education & Regional Development
  Seneca Building, Room 229
  2 Main Street
  Bradford, PA 16701

- Summer 2016 Registration Form

- Online: www.pitt.edu/ce/summer2016

Subject to class availability. First-come, first-served basis and are accepted on a first-come, first-served basis. Registration will be available on or before the 1st day of class. Students must be enrolled in the College of Education & Regional Development or the College of Business Administration. Registration is subject to space availability. All course offerings are subject to change.