PittBradford

Continuing Education and Regional Development

Summer 2017
CONTINUING EDUCATION CLASSES

Find a class near you: Bradford • Warren • St. Marys • Coudersport
The mission of the Division of Continuing Education and 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 Pitt-Bradford.

Workforce and Professional Development Classes

Statistical Process Control – Bradford and St. Marys
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, identify, and interpret 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 learning.

3 Sessions
F, 5/12-5/26, 1 PM – 4:30 PM, $299
CEC, St. Marys
OR
F, 6/9 – 6/23, 1 PM – 4:30 PM, $299
Room 200, Seneca Building, Bradford

Problem Solving and Root Cause Analysis
Bradford and St. Marys
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 5WH2 process for problem investigation, use of cause and effect diagrams, 5-Why techniques, and 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 learning.

Who should attend: Engineers, Operators, Supervisors, and Managers.

3 sessions
F, 5/12 – 5/26, 8:30 AM – Noon, $299
CEC, St. Marys
OR
F, 6/9 – 6/23, 8:30 AM – Noon, $299
Room 200, Seneca Building, Bradford

Blue Print Reading 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 take-offs,” as well as how to read and follow specifications. You will also 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.

4 sessions
M & W, 6/5 – 6/14, 4:30 – 8:30 PM, $425
Room 200, Seneca Building, Bradford

Operational Excellence – Bradford
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 companies 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. We will investigate the conflicts that traditional metrics create within organizations and will introduce the metrics necessary to change the behaviors needed to achieve breakthrough results. We 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 you to 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 service customers that will set the stage for improving the overall performance of the organization.

1 Session
W, 6/7, 8:30 AM – 4:30 PM, $175
Room 200, Seneca Building, Bradford

Foundations of Grant Writing – Bradford, Warren and St. Marys
This engaging hands-on series focuses on the skills required for selling your project and writing a winning grant. Topics will include “Where’s the Money”: Finding funding at the local, regional and federal levels from private and public sources; “Building Relationships”: Selling your project to potential partners; and “Parts and Pieces”: Deconstructing typical grants and learning how to write with precision and power. You are encouraged to bring in past or current grants you are working on. You will work with a grant consultant with 35 years of experience.

2 sessions
T, TH, 6/6 & 6/8, 5:30 – 8:30 PM, $99
Warren-forest Hi-Ed Council, Warren
OR
T, TH, 7/11 & 7/13, 5:30 – 8:30 PM, $99
Room 200, Seneca Building, Bradford
OR
T, TH, 8/8 & 8/10, 5:30 – 8:30 PM, $99
CEC, St. Marys
Leadership: Empowering Others - NEW*  
Braddock and Warren  
You will learn the difference between leadership and management, that management and effective leadership are complementary, that leading subordinates requires more than just position power, and how to empower others through effective leadership behaviors. This program will show you the difference between leading and managing people. Self-assessments and group activities are used to demonstrate the difference between transformational and transactional leadership. Through the process of increased self-awareness, you will learn to look at your own leadership style and decide how it can be modified to be the most effective.  
1 Session  
W, 6/14, 8 AM – Noon, $179  
Room 200, Seneca Building, Bradford  
OR  
W, 6/21, 8 AM – Noon, $179  
Warren-Forest Hi Ed Building, Warren  

Motivation: Working with People - NEW*  
Studies indicate a difference between what employees and supervisors believe is important in a job. The difference often involves what motivates employees. You will learn how to improve your ability to impact the behavior of others, what is needed to create an environment where employees motivate themselves, what is important to subordinates, how to use positive reinforcement, what employees expect and want, and how providing for expectations and wants can improve performance.  
One Session  
Bradford  
W, 6/14, 1 – 4:30 PM, $179  
Room 200, Seneca Building, Bradford  
Or  
Warren  
W, 6/21, 1 – 4:30 PM, $179  
Warren Forrest Hi-Ed Building, Warren  

The Power of Public Speaking  
Bradford – Warren – St. Marys  
Don’t let fear stop your career. Do you tremble at the thought of speaking to a group? Panic when asked to do a presentation at work? Failure to communicate effectively is a major cause of stifled career growth. This interactive class is your chance to conquer your fright and project your personal power. You will develop increased confidence by learning how to organize your thoughts and communicate in a way that informs, educates, persuades and inspires. You will learn how to organize a presentation, conquer nervous habits, work your audience, use your voice, refine your body language and much more.  
1 Session  
T, 6/13, 9 AM – Noon, $55  
Room 200 Seneca Building, Bradford  
Or  
TH, 6/22, 9 AM – Noon. $55  
CEC, St. Marys  
Or  
T, 7/18, 9 AM – Noon, $55  
Warren Forrest Hi-Ed Council, Warren  

Domestic Violence: Understanding the Basics - NEW*  
Domestic violence is a pattern of coercive and assaultive behaviors that adults or adolescents use to control an intimate partner. This abuse can be physical, psychological, emotional, sexual, or financial or any combination of these tactics designed to force the victim to change behavior in response to the abuse. It is the pervasive and methodical use of threats, intimidation, manipulation, and physical violence by someone who seeks power and control over an intimate partner. This program is designed to help you recognize the dynamics of domestic violence well enough to enhance victim safety and offender accountability. You will learn how to identify:  
• What does and does not cause domestic violence.  
• Power and control tactics.  
• The impact of domestic violence on children.  
• The barriers to safety for victims.  
The instructor, Dr. Bitting, is a nationally certified domestic violence instructor through Department of Homeland Security and the Federal Law Enforcement Training Center. Fee includes light breakfast and lunch.  
1 Session  
W, 5/24, 8:30 AM – 4 PM, $599  
Mukaiyama University Room  
Frame–Westerberg Commons building  
Pitt-Bradford Campus  

ServSafe Certification - Bradford and St. Marys  
The Pennsylvania Department of Agriculture regulations require the 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.  
2 Sessions  
T, 6/13 & 6/20, 5 - 9 PM, $199  
Registration Deadline: 6/5 / Room 200, Seneca Building  
Or  
T, 8/22 & 8/29, 5 – 9 PM, $199  
Registration Deadline: 8/14 / CEC, St. Marys  

Basic Computer Knowledge 101  
Ever wish you had someone to sit with you while using your computer in case you needed assistance navigating the system? This course will go over basic computer skills to get you comfortable with using your computer, such as browsing the web, setting up and using email, keeping your computer clean from malware and viruses, making sure you back up your data, and much more. This course will start with the basics and end with open discussions as to what you want to learn about your computer.  
1 Session  
W, 6/28, 6 – 9 PM, $55  
CEC, St. Marys  

Intro and Basics of the Apple iPad  
Apple’s iPad and iPad mini are popular tablets that have changed the way we use computers. This class will teach you 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.  
1 Sessions  
TH, 7/27, Noon – 4 PM, $34  
CEC, St. Marys
Intro to Video Game Programming for Adults
Use JavaScript and C# to learn the basics of video game programming, from space shooters and 2D platforms, to 3D first-person environments. Learn how game designers use Unity to develop games for web, mobile, VR and game consoles, and about other software packages that can help you make games easily.
3 Sessions
W, 6/21 – 7/5, 6 – 9 PM, $99
Room 200, Seneca Building, Bradford

Cyber Security, Tips for staying secure on the web and social media
Bradford and St. Marys
Have you ever had that annoying popup you weren’t sure was safe to click on or wondered if that deal of the day on your homepage was legitimate? Should you open that email? Is it safe to shop or bank online? With the ever-changing world of cyber security, do you know how secure you actually are? Learn how to stay secure online and about best practices for keeping you and your data secure.
1 Session
TH, 6/8, 5 – 8PM, $55
Room 200, Seneca Building, Bradford

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.

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Excel 1 2013 F, 6/6 Noon – 4 PM CEC, St. Marys $69
Excel 2 2013 TH, 6/8 8 AM – Noon Room 200, Seneca Building, Bradford $69
Excel 3 2013 TH, 6/15 8 AM – Noon Room 200, Seneca Building, Bradford $69
Word 1 2013 TH, 5/18 Noon – 4 PM Room 200, Seneca Building, Bradford $69
Word 2 2013 TH, 6/8 Noon – 4 PM Room 200, Seneca Building, Bradford $69

R3 Yoga Retreat
Relax, Rejuvenate and Revitalize
This three-day retreat will include sessions on various yoga styles taught by practitioners from throughout the region and the United States. You will also learn about Tai Chi, meditation, Ayurveda and massage therapy; and healing practices that are at the foundation of the Art of Living Well. In addition, the weekend will offer quiet open spaces for you to relax with a good book between sessions, enjoy a massage, take a walk undisturbed in nature, and enjoy delicious health-conscious food options. We will have live entertainment for Friday evening’s opening ceremony and a bonfire Saturday evening. Fee includes Friday evening reception, Saturday and Sunday yoga workshops and activities, breakfast and lunch on Saturday, and breakfast and Sunday. Accommodations (recommended) are available on campus in modern air-conditioned rooms. For a full R3 Yoga Retreat itinerary contact Pitt-Bradford Continuing Education at 814-362-5078.
Friday, 6/16, 5 PM – Sunday, 6/18 11 AM, $200 per person
Mukaiyama University Room
Frame Westerberg Commons Building
Pitt-Bradford Campus

Capture Bradford Photowalk
What do you see, feel, hear, and smell? Can you capture it in photo? Bring your creativity, fresh eyes and ideas and join us in exploring downtown Bradford with DSLR cameras in hand. We will take photos as we capture the beauty and interesting features of our historic downtown. Learn the difference between wide angle, telephoto and zoom lens choices and how to create a stunning composition with each. Explore concepts as they relate to street photos. 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 night two, ready to create the beauty of our town. This event is for all skill levels, from beginner to serious hobbyist, and will be led by local professional photographer Shawn Murray. Please bring camera and tripod.
Light walking is required on the second night.
2 Sessions
TH, 5/9 & 5/11, 6 – 8 PM, $55
Room 200, Seneca Building, Bradford

Personal Enrichment and Recreation

Coloring for Adults
Remember when you were a kid and you could spend hours lost in your coloring book 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.
1 Session
TH, 6/15, 7 – 9 PM, $19
Room 406, Seneca Building, Bradford

Geocaching 101: Finding Treasures
You will participate in a gentle 1.5-mile geocaching treasure hunt on Kinzua Bridge 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 a lunch.
Rain or shine. Class meets at the new Kinzua Bridge Visitor Center classroom.
1 Session
S, 8/12, 10 AM – 1 PM, $25
Kinzua Bridge State Park

Canvas and Cookies for Young Artists, Ages 7-14
Join us for a creative and fun painting class with Courtney Hleby. Each class will have a different painting project. All supplies will be provided.
1 Session
F, 7/21, 6 – 8 PM, $25
Art Room 406, Seneca Building, Bradford

Essential Oils Mixology 101
This class discusses and practices the many ways essential oils can be used safely for ailments we see and experience every day. We will briefly discuss the top essential oils used today, their plant properties and why knowing this will be the key to using the oils for maximum benefit and safety. We will cover a variety of ailments such as headaches, muscle tension, respiratory congestion, external fungal infections, PMS symptoms such as cramps and irritability, and bug repellants for the upcoming summer months. You will learn how to make blends of oils for aromatic, inhalation and topical use, body and face spritzers and aromatic massage oils for the body. Each student will receive three samples (2 oz. spray, 2 oz. blend, and 4 oz. body oil).
1 Session
TH, 6/1, 5:30 – 7:30 PM, $39
Room 406, Seneca Building, Bradford

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 participants are required to complete a one-hour orientation program
$110 per participant
Summer Term, 5/1–8/31
Clog Dancing
Clogging is an American dance form that began in the Appalachian Mountains. It is a rhythmic dance that combines tap dancing, step dancing, and even hip-hop influences. Special tap shoes are recommended for this course. Call Continuing Education for more details.
6 Sessions
T, 5/16-6/20, 5:15 – 7:15, $69
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.
12 Sessions
M & W, 6/12 – 7/26 (no class 7/10 & 7/12), 5:30 – 6:15 PM, $49
Pool, McDowell Sport and Fitness Center, Pitt-Bradford Campus

Let the Summer Fun Begin!

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

SuperGirl Leadership Experience
Ages 10-14
Session I: M – W, 6/12 – 6/14, 8:30 AM – Noon, $120
5th Floor Ballroom, Seneca Building, Bradford
Or
Session II: M – W, 7/17 – 7/19, 8:30 AM – Noon, $120
5th Floor Ballroom, Seneca Building, Bradford

Pot-Pot-Pottery!!
Ages 10-16
M – F, 6/5-6/9, 9:30 – 11:30 AM, $59
M, 6/12, 9-10 AM – Work pick-up day
Ceramics Studio

Youth Writing Spectacular!
Ages 9-14
M – TH, 6/26-6/29, 9 – 11:30 AM, $79
Room 158, McDowell Sport and Fitness Center

Game Programming 101
Ages 10-14
M-W-F, 6/26 – 6/30, 9 AM – Noon, $69
Room 236, Swarts Hall

Game Programming: Advanced
Ages 14-18
M-W-F, 7/10 – 7/14, 9 AM-Noon, $69
Room 236, Swarts Hall

Television Studio Production with Jeff Guterman
Ages 10–16
M & T, 7/24, 7/25, 9 AM – Noon, $59
Room 131, Blaisdell Hall (TV Studio)

Photography 101
Ages 10-6
M-W, 7/19 – 7/21, 8:30 – 11 AM, $69
Room 158, McDowell Sport and Fitness Center

ArtXperience
Ages 10 – 15
M – W, 7/17 – 7/19, 8:30 – 11 AM, $69
Room 604, Seneca Building, Bradford

Pets and Vets I and II
Session I: for students who completed grades 1, 2, or 3
T - TH, 8/15 – 8/17, 8:30 AM – Noon, $84
OR
Session II: for students who completed grades 4, 5, or 6
T – TH, 8/15– 8/17, 1:30 – 5 PM
Room 106D, Fisher Hall

X-Treme Science Camp
Grades 1-6
M – W, 7/24 – 7/26, 8:30 AM – Noon
$85 per camper, $75 for each additional child in family
Room 162, Swarts Hall

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.