



# PittBradford

*Continuing Education and Regional Development*

# Summer 2017

## CONTINUING EDUCATION CLASSES



*Find a class near you: Bradford • Warren • St. Marys • Coudersport*



# PittBradford



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, 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 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 5W2H 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 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.

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, state 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 – 8:30PM, \$99

CEC, St. Marys



## Workforce and Professional Development Classes — continued

### Leadership: Empowering Others - NEW\* Bradford 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, 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

### Violent Workplace Emergencies- The Active Shooter Bradford – Warren – St. Marys

Unfortunately, violent workplace emergencies are happening around the country every day. Is your business prepared? Have you thought of your company's risk and liability in an event such as this? If you think this can't happen to you, you're wrong. This course is designed to help businesses prevent, prepare for and react to a violent emergency at the workplace. Steps in identifying and mitigating risk, action planning, policy review and incident response protocol will be discussed along with additional table-top exercises.

1 Session

F, 5/19, 8:30 – 11:30 AM \$55

Room 200, Seneca Building, Bradford

Or

F, 6/23, 8:30 – 11:30 AM, \$55

CEC, St. Marys

Or

F, 7/21, 8:30 – 11:30 AM \$55

Warren Forest 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, \$99

Mukajama 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, using files, 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 platformers, 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 – 8 PM, \$55

Room 200, Seneca Building, Bradford

OR

T, 6/6, 6 – 9 PM, \$55

CEC, St. Marys

### 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.

CLASS	DATE	TIME	LOCATION	PRICE
Excel 1 2013	TH, 5/18	12:30 – 4:30PM	Room 200 Seneca Building, Bradford	\$69
Excel 2 2013	TH, 6/8	12:30 – 4:30PM	Room 200 Seneca Building, Bradford	\$69
Excel 3 2013	TH, 6/15	12:30 – 4:30PM	Room 200 Seneca Building, Bradford	\$69
Word 1 2013	TH, 5/18	8 AM – Noon	Room 200 Seneca Building, Bradford	\$69
Word 2 2013	TH, 6/8	8 AM – Noon	Room 200 Seneca Building, Bradford	\$69
Excel 1 2013	F, 6/6	Noon – 4 PM	CEC, St. Marys	\$69
Word 1 2013	TH, 7/13	Noon – 4 PM	CEC, St. Marys	\$69

## Personal Enrichment and Recreation

### 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 on 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

### 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 Mealy. 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

### 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

T, TH, 5/9 & 5/11, 6 – 8 PM, \$55

Room 200, 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



### 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

## Personal Enrichment and Recreation Classes — continued

### 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

## Youth Camps

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  
2 Main St., Bradford

Or

Session II: M – W, 7/17 – 7/19,  
8:30 AM – Noon, \$120

5th Floor Ballroom,  
Seneca Building, Bradford  
2 Main St., Bradford

### 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



### Pot-Pot-Pottery!!

Ages 10-16

M – F, 6/5-6/9,  
9:30 – 11:30 AM, \$89

M, 6/12, 9-10 AM – Work pick-up day  
Ceramics Studio

### 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



### 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

### 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.



# PittBradford

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

# Summer 2017 COURSEBOOK

**Call now to register!**



## Summer 2017 Registration Form

### Easy Ways to Register

#### Mail:

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

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

**Fax:** (814) 362-0914

**Email:** [contined@pitt.edu](mailto: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

### 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 in-  
sufficient 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

Continuing Education & Regional Development  
800.872.1787 / 814.362.5078 / [CONTINED@PITT.EDU](mailto:CONTINED@PITT.EDU)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Course Name	Date	Time	Cost

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

Mastercard  Visa  Discover

Card # \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (on back of card) \_\_\_\_\_

Check (payable to University of Pittsburgh at Bradford) Check # \_\_\_\_\_

Company payment: Name of Company \_\_\_\_\_

Billing Address \_\_\_\_\_

Contact Name \_\_\_\_\_