Introduction to Windows 8:
Windows 8 is the newest Windows Operating System from Microsoft and is radically different from earlier versions. Find out what is new for Windows 8 and how you can successfully navigate around its altered interface, whether for tablet or for a desktop PC. This overview will show you how to make the best use of Windows 8.

$35
Tuesday, January 27, 430 – 630pm
Room G10B, Haskell Library, Pitt-Titusville Campus

Microsoft Excel 1
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.

$75
Tuesday, February 17, 430 - 830pm
Haskell Library, Room G10B, Pitt-Titusville

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

$75
Tuesday, February 24, 430-830pm
Haskell Library, Room G10B, Pitt-Titusville

Attracting and Retaining the Next Generation Workforce (NEW)
Explore best practices of employers who are already leading the way in terms of attracting, developing and retaining the younger generation of workers. Participants 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, develop new approaches and strategies to attract, develop and keep this generation of tomorrow’s leaders.

$149 (Register four employees and the fifth is Free!)
Thursday, March 19, 8am – Noon
Pitt-Titusville Campus, Titusville

6-Step Problem Solving: Practical Problem Solving for Everyday Life (NEW)
Whether you are a manager, an employee, a parent, a business owner, a student, or the president of the company, you face unexpected problems every day that need to be solved. In this interactive session, we will explore the universal and fundamental approach to solving problems that no one has ever likely showed you. After attending this session, you will experience the mind-set of being a problem solver that drives us to bring out the best in ourselves through proactively shaping our environment. You will learn how to make problem solving into a habit that can empower you to solve not only your own problems, but also the challenges of your organization.

$149 (Register four employees and the fifth is Free!)
Thursday, March 19, 1pm – 5pm
Pitt-Titusville Campus, Titusville
The Digital Photographer – Post Processing with Ron Keeney
Enjoy a demonstration and discussion on how to do post-processing of your digital photos using Adobe Photoshop Elements, Lightroom and the free program PICASA. Best uses and pros and cons of each program will be highlighted and outlined. Students will have the opportunity to ask questions and interact with the instructor during the live demonstration. Students are invited to bring an image to be processed in front of the class (as time allows).
$45
Tuesday, March 17, 5 – 9 PM
Haskell Library, Room G07, Pitt-Titusville

Basic Digital Photography
If you are interested in learning more about how to use your digital camera besides just “pointing and shooting” then you will want to take this course. You will learn about framing, composition, and creativity in taking great pictures. Topics will include taking not just good, but great pictures; introducing basic camera functions and their uses; taking pictures beyond the ordinary; and handling special scenes, including backlit scenes, sports and action photos, family and children portraits, landscapes, close-ups, and macro photography. You will need to bring your own digital camera.
$75
Tuesday, April 7 and Thursday, April 9, 5:30 – 8:30 PM
Haskell Library, Room G07, Pitt-Titusville

Advanced Digital Photography
Learn the creative side of using an adjustable 35mm digital SLR camera. You will learn how to use manual features of your camera and create custom compositions; set your own exposure settings (f-stops and shutter speeds); use ISO and modes, manual focus vs. autofocus, and the lenses available for your camera (wide, telephoto, zoom, macro, etc.); and how to use basic filters, close-up lenses, macro and flash photography. Also covered is composition and framing, such as the rule of thirds, using diagonals, etc. You will need to bring your own digital SLR camera.
$75
Tuesday, April 21 and Thursday, April 23, 5:30 – 8:30 PM
Haskell Library, Room G07, Pitt-Titusville
Yoga for Health
Learn a gentle to moderate yoga that evolves to the individual’s fitness level. The class will focus on basic postures, breathing and mediation/relaxation. Ideal for anyone wanting to work on release of stress, flexibility, strengthening, and balance. Participants should wear comfortable, loose fitting clothing and bring a Yoga mat.

$89
Tuesdays, September 16 – November 18, 6 PM – 7:15 PM

To Register
University of Pittsburgh at Bradford
Division of Continuing Education & Regional Development
300 Campus Drive, Bradford, PA
16701
Fax: (814) 362-0914
Phone: (814) 827-4409 or 1-800-872-1787
Email: contined@pitt.edu

Yoga for Health
Learn a gentle to moderate yoga that evolves to the individual’s fitness level. The class will focus on basic postures, breathing and mediation/relaxation. Ideal for anyone wanting to work on release of stress, flexibility, strengthening, and balance. Participants should wear comfortable, loose fitting clothing and bring a Yoga mat.

$20
Mondays, February 16 – March 23, 6 – 7:15 PM
Building Room TBA
Pitt-Titusville Campus

To Register
University of Pittsburgh at Bradford
Division of Continuing Education & Regional Development
300 Campus Drive, Bradford, PA
16701
Fax: (814) 362-0914
Phone: (814) 827-4409 or 1-800-872-1787
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Name__________________________________________________________________
Address_________________________________________________________________
City/State/Zip____________________________________________________________
Phone________________________ Email Address_______________________________
Course Name____________________________________________________________ 
(Date) (Time) (Cost)
Payment Method:
Check (Payable to University of Pittsburgh)
Cash
Credit Card
Card #_________________________ Exp. ________
Name on Card_____________ Sec. Code___