

Business & Professional Development Fall 2019 Continuing Education Classes

Classes will be held at Youngwood Campus or online

Cybersecurity Basics

Gain a basic understanding of the field of cybersecurity and why it is necessary today. We'll review past cybersecurity attacks and the potential cost of recovery, along with types of emerging threats, like Ransomware, phishing schemes and identity theft. Following this class, you can take your learning to the next step with Introduction to Cybersecurity. Michael Caglia, \$29 tuition, .2 CEUs
DAPX 1250-01 Wednesday, September 25, 6-8 p.m.

Introduction to Cybersecurity

Today's interconnected world makes everyone more susceptible to cyber-attacks. Whether you're attracted to the relatively new world of cybersecurity as a professional, or just interested in protecting yourself online and in social media, this Cisco Networking Academy introductory course is the answer. It explores cyber trends, threats and the broader topic of cybersecurity in a way that will matter to YOU. For instance, you'll learn how to protect your personal privacy online while gaining additional insight on the challenges companies, governmental and educational institutions face today. Michael Caglia, \$185 tuition, 1.5 CEUs
DAPX 1251-01 5 Wednesdays starting October 2, 6-9 p.m.

The Competitive Edge

Regardless of your profession, knowing how to sell will give you a competitive advantage. You can learn the techniques to sell your ideas, products, services and skills in any situation. The competitive edge is gained by applying those skills which foster honest and open relationships based on trust, transparency, respect, and doing what we said we would do. Dominic Palmieri, \$35 tuition, .3 CEUs
JREX 0942-01 Saturday, October 12, 9 a.m.-noon

Marketing with Social Media

Learn how to develop an integrated marketing plan that includes search engine optimization, display marketing, content marketing, email, Google Adwords and more to meet your goals. Larry Tavarides, \$65 tuition, .9 CEUs
SMBX 1350-01 3 Thursdays starting September 26, 6-9 p.m.

Starting a Small Business in Pennsylvania

Learn what's necessary to start a business in Pennsylvania from selecting the appropriate entity, sole proprietorship, partnership, corporation/S Corporation or business trust, to satisfying state requirements for formation and continued operation. Worker's compensation, unemployment compensation and business management will also be covered. Attorney Mark Sorice, \$19 tuition, .2 CEUs
SMBX 7630-01 Monday, October 7, 6-8 p.m.

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. Evaluate the many aspects and potential hurdles of your business and build the business plan, one step at a time. Focusing on the most critical components of the business plan enables you to uncover hidden risks and assess the business from a marketing, management and financial vantage point. Mary Beth Izard, MBA, \$195 tuition (includes book), 1.6 CEUs
SMBX 0448-W1 October 7-November 1 (online)

ENROLL EARLY! Decisions to hold a class are based upon enrollment approximately one week prior to the start date.

NEW - Foundations of Supply Chain Management

Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. Do you have a strategy for your supply chain? Is it aligned? Do you know and understand the decisions and trade-offs you have to make? Upon completion of this course you will not only understand the above, you will have a completed plan created for your own supply chain. Chuck Nemer, \$245 tuition, 1.6 CEUs
JREX 7548-W1 October 7-November 1 (online)

Art of Negotiation

Enhance your negotiation skills by learning best practices and understanding how emotions impact results, and how negotiation can resolve differences. Lesley Katanck, MBA, \$25 tuition, .3 CEUs
JREX 6002-01 Thursday, October 10, 6-9 p.m.

Introduction to Category Management

The purpose of category management is to prioritize cost-saving goals by reviewing current and long-range initiatives. Basic strategic sourcing guidelines will be reviewed followed by an outline of the steps to transform strategic sourcing practices into a category management ideology. Lesley Katanck, MBA, \$55 tuition, .9 CEUs
JREX 0925-01 3 Thursdays starting October 17, 6-9 p.m.

Google Apps

Google offers a web-based software suite that allows you to create documents, spreadsheets and presentations and save them in the cloud on Google Drive. The suite allows you to create, edit, save and share documents. This class will instruct you in this technology whether you need to utilize the tools because your child's school district is using them with their students, you work for a company who uses them for day-to-day operations or you want to access your information from any computer with Internet access. Must have a Gmail account, password to access the account and computer experience. Textbook available at the College Store. James DeLuca, \$95 tuition + required textbook, 1.2 CEUs
DAPX 2307-90 4 Wednesdays starting October 30, 6-9 p.m. (Westmoreland-Murrysville)

Introduction to Coding

Whether you want to become a career coder, design your own website, have a great idea for an app that you want to take to market, or simply be able to understand the technology that surrounds you, it would be beneficial to add these technical skills to your resume. In this hands-on class, you will be introduced to the basics of HTML, CSS and JavaScript. Must have basic computer experience (save/open files, navigate the Internet, etc.); typing experience will be beneficial. Bring flash drive to class. Janet Powell, \$185 tuition, 2.1 CEUs
DAPX 0891-01 7 Wednesdays starting October 9, 6:30-9:30 p.m.

NEW - Excel 2019 Boot Camp

You will be introduced to the essential Excel features. You will create worksheets by entering and editing data, manage and navigate worksheets and workbooks, create formulas, use functions, manipulate worksheet data, format worksheet contents and prepare, set up and print information. Windows knowledge is required. Textbook available at the College Store. Bring flash drive to class. 30 minute lunch on your own. Richard Martz, \$59 tuition + required textbook, .6 CEUs
DAPX 1778-01 Friday, September 27, 9 a.m.-3:30 p.m.

Excel - Advanced Features

Gain advanced skills by learning more complex functions and formulas to produce more appropriate data, Pivot Tables for analyzing that data, and advanced charting for the communication of the data. Must be familiar with common Excel tasks, such as, navigating a worksheet and workbook, adding and deleting rows, columns and worksheets, creating basic functions and formulas, etc. Grace Sandy, \$65 tuition, .6 CEUs
DAPX 1782-01 2 Saturdays starting November 2, 9 a.m.-noon

Windows 10 Boot Camp

Windows 10 is full of new features. This hands-on boot camp will show you how to navigate the new interface; use the Windows apps and desktop applications to complete tasks; install new apps and multi-task with multiple programs; work with files and folders; use Cortana and Edge for web browsing; customize the Windows 10 environment and use the security features. Previous exposure to personal computers and the Internet is required. Textbook available at the College Store. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition + required textbook, .6 CEUs
DAPX 9117-01 Friday, October 11, 9 a.m.-3:30 p.m.

Word Boot Camp

Become familiar with the essential Word working environment, including the Word Start screen with BackStage View to manage and open your saved documents. Instruction will be provided on using the Word Interface, navigating and entering text using both the keyboard shortcuts, mouse and touch screen, personalizing tabs, ribbons and the quick access toolbar, and using file explorer to locate files stored on your computer or Flash Drive. Create new documents and learn editing techniques that you can use to change text, formats, margins, styles, and insert bullets, numbers or tabs. Save documents in PDF or Word older versions. Windows knowledge is required. Textbook available at the College Store. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition required textbook, .6 CEUs
DAPX 9226-01 Friday, October 25, 9 a.m.-3:30 p.m.

Building a Website with WordPress

Create a website for yourself or a small business using the WordPress content management system. We'll talk about what WordPress is and how it works. You'll create up to 5 pages (home, about, services, blog and contact) and customize them with text and images. You'll also learn to secure and back up your website and how to update it regularly. You will be required to purchase website hosting and a domain name. Must have computer experience. Rene Morozowich, \$69 tuition, .8 CEUs
DAPX 9240-01 4 Tuesdays starting October 8, 5:30-7:30 p.m.

QuickBooks

Manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid-sized business owners to create and print invoices, track payables and receivables, and more. New course sessions begin monthly. For class start dates, prices and to register, go to www.ed2go.com/wcconed.

COURSE IDEAS NEEDED

We are always looking for new classes to offer the community. If you have special knowledge or a skill that you would like to share with others, please complete a course proposal. Visit our website at westmoreland.edu/CEproposal for a course proposal form and to view directions and deadlines for submission.

ONLINE LEARNING

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www.ed2go.com/wcconed

Please note that the Senior Citizen Tuition Waiver does not apply to Ed2go classes. No credit or CEUs are awarded for Ed2go classes.

Food Safety Certification - ServSafe (Noncredit offering)

A study of food and the methods needed to control contamination and microbial growth. The principles of HACCP and food safety standards and regulations will be presented. Emphasis is given to developing a working environment which will provide the consumer with wholesome, safe food that conforms to the standards of the regulatory agencies. This course is offered in conjunction with the Educational Foundation of the National Restaurant Association.

Class total hours are 16. Classes meet two times face-to-face with an additional 8-hour self-study component. You must complete all 16 hours to be eligible to sit for the ServSafe certification exam. To be eligible to apply to the Pennsylvania Department of Agriculture for the Food Employee Certification, you must successfully pass the ServSafe exam (75%). Certification exam will occur on the second class day. The textbook, ServSafe Manager, 7th Edition, is available in the College Store. Please purchase textbook and read before the first class. Answer sheets can be purchased separately. No Refunds after the registration deadline. Kelsey Sever, \$99 tuition + \$2 material fee, 1.6 CEUs
MEDX 7495-01 2 Tuesdays, October 1 & 15, 5-9 p.m., and 8 hours self-study
Registration Deadline: September 24.

MEDX 7495-20 2 Tuesdays, January 14 & 28, 5-9 p.m., and 8 hours self-study
Registration Deadline: January 7.

LEADERSHIP DEVELOPMENT

John Maxwell has written many books on leadership. The following classes are based on his books. James and Michelle Teague are certified to coach, teach and speak on John Maxwell's programs.

NEW - Becoming a Person of Influence

A person's level of influence can increase by utilizing methods to interact positively with others. Using the John Maxwell book, Becoming a Person of Influence, as the basis of the class, we will discuss what influence is and what it is not, different types of influence and methods of increasing influence in a positive manner. James and Michelle Teague, \$19 tuition, .25 CEUs
JREX 6734-01 Monday, October 7, 6-8:30 p.m.

NEW - Leadership Gold

What does it take to be a good leader? In his book, Leadership Gold, John Maxwell shares valuable lessons from his many years of leading. The lessons that will be examined include how to lead yourself, how to handle defining moments and criticism, ways to stop working and get in the zone. In addition, we will discuss the real responsibilities of leaders and how to become a leader people want to follow. The class will finish with a discussion on the leadership legacy you want to leave behind. James Teague, \$35 tuition, .4 CEUs
JREX 4855-01 Friday, October 18, 8:30 a.m.-12:30 p.m.

NEW - Put Your Dream to the Test

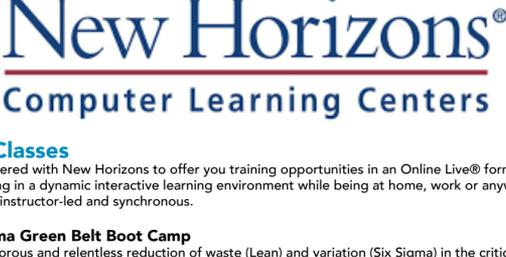
In his book, Put Your Dream to the Test, John Maxwell provides a strategy to help you identify and achieve your dreams. We will review the steps outlined in the book to evaluate your dreams and develop a plan to achieve those dreams. James and Michelle Teague, \$19 tuition, .25 CEUs
JREX 1370-01 Monday, October 28, 6-8:30 p.m.

NEW - Everyone Communicates, Few Connect

Based on the book Everyone Communicates, Few Connect by John Maxwell, the principles of connecting with other people will be explored, and we will discuss the relationship effective communication has with leadership and influence. An assessment will be used to determine your communication style and methods for improvement. James Teague, \$35 tuition, .4 CEUs
JREX 0944-01 Friday, November 8, 8:30 a.m.-12:30 p.m.

NEW - 15 Invaluable Laws of Growth

According to the principles in John Maxwell's book, 15 Invaluable Laws of Growth, to achieve full potential, a person must grow, and this growth needs to be intentional. We will examine two of the laws from the book. The Law of Pain examines how growth comes from learning to manage bad situations. The Law of the Rubber Band looks at how growth can only happen when individuals are willing to step outside of their comfort zone and stretch themselves. James and Michelle Teague, \$19 tuition, .25 CEUs
JREX 2531-01 Monday, November 18, 6-8:30 p.m.



Online Live® Classes

Westmoreland has partnered with New Horizons to offer you training opportunities in an Online Live® format. In this format, you will have the benefits of being in a dynamic interactive learning environment while being at home, work or anywhere with Internet access. These online classes are instructor-led and synchronous.

NEW - Lean Six Sigma Green Belt Boot Camp

Lean Six Sigma is the rigorous and relentless reduction of waste (Lean) and variation (Six Sigma) in the critical processes of an organization that impact revenues and costs, as well as stakeholder satisfaction. It can be applied both to services and manufacturing industries to reduce defects, overproduction, wait time, inventory, processing and more. The certification test is part of the class. \$2,796 tuition, 3.2 CEUs
JREX 4856-W1 Monday through Thursday, October 7-10, 9 a.m.-5 p.m.
JREX 4856-W2 Monday through Thursday, October 28-31, 9 a.m.-5 p.m.
JREX 4856-W3 Monday through Thursday, November 11-14, 9 a.m.-5 p.m.
JREX 4856-W4 Monday through Thursday, December 2-5, 11 a.m.-7 p.m.
JREX 4856-W20 Monday through Thursday, January 13-16, 11 a.m.-7 p.m.

NEW - Certified Associate in Project Management (CAPM)® - Sixth Edition

If you are new to Project Management, train and earn your PMI Certified Associate in Project Management (CAPM)®. The CAPM certification is designed as an entry-level certification for project managers with minimal experience. By training for and passing your CAPM certification you can demonstrate clear foundational training and skills to begin your career as a Project Manager. After earning your CAPM, if you want to take your certification to the next level, you can use the hours you lead and direct projects as a CAPM to satisfy the hours required to earn your Project Management Professional (PMP) certification. To earn your CAPM, you need to have: High School or equivalent diploma; minimum of 1500 hours experience or 23 hours of Project Management training (this course satisfies the training requirement); Courseware and test voucher included. \$2,380 tuition, 3.2 CEUs
JREX 6659-W1 Monday through Thursday, October 21-24, 9 a.m.-5 p.m.
JREX 6659-W2 Monday through Thursday, November 11-14, 9 a.m.-5 p.m.
JREX 6659-W3 Tuesday through Friday, December 10-13, 9 a.m.-5 p.m.
JREX 6659-W20 Monday through Thursday, January 6-9, 9 a.m.-5 p.m.

NEW - Excel 2016/2019 Data Analysis with Pivot Tables

Being able to harness the power of Pivot Table features & create Pivot Charts will help you gain an edge. Not only will you be able to summarize data to analyze, but you can organize the data in a way that can be meaningfully presented to others. \$295 tuition, .8 CEUs
JREX 1762-W1 Friday, October 4, 11 a.m.-7 p.m.
JREX 1762-W2 Friday, November 15, 9 a.m.-5 p.m.
JREX 1762-W3 Monday, December 9, 11 a.m.-7 p.m.
JREX 1762-W20 Friday, February 21, 9 a.m.-5 p.m.

NEW - Excel 2016/2019 Data Analysis with Power Pivot

Excel provides Power Pivot to help organize, manipulate, and report on data in the best way possible. In this course, you will gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data. \$295 tuition, .8 CEUs
JREX 1763-W1 Wednesday, October 30, 11 a.m.-7 p.m.
JREX 1763-W2 Friday, November 22, 9 a.m.-5 p.m.
JREX 1763-W3 Friday, December 13, 9 a.m.-5 p.m.

Additional class dates are available for classes listed above. Please direct inquiries to Sylvia Detar, director/Continuing Education at detars@westmoreland.edu or 724.925.4190.

Refunds: Class can be canceled with full refund five (5) business days prior to start date.

INDUSTRY

AutoCAD Fundamentals

AutoCAD Fundamentals is designed to introduce you to the basic fundamentals of the software and will allow you to progress to an intermediate level of understanding of the methods of creating and editing drawings using AutoCAD software. You will be able to advance from beginning to intermediate skill levels in the use of AutoCAD. Amber Long, \$410 tuition + \$75 material fee, 2.4 CEUs
DAPX 0113-60 8 Mondays starting September 30, 5-8 p.m. (Westmoreland-Latrobe)

Introduction to MasterCAM

MasterCAM software makes CNC machining possible with endless design capabilities. This introductory course will equip you with the tools needed to begin programming CNC machines. You will create and run tool paths and test your programs while becoming familiar with the menu structure. Conversion of M codes and G codes syntax will also be discussed. Textbook available at the College Store. George Slezak, \$410 tuition + required textbook, 2.4 CEUs
DAPX 5005-A1 8 Tuesdays starting October 8, 5-8 p.m. (Westmoreland-Advanced Technology Center)
DAPX 5005-60 8 Thursdays starting October 10, 5-8 p.m. (no class November 28) (Westmoreland-Latrobe)

Basic Hydraulics

Basic Hydraulics introduces hydraulic power use and application. You will develop skills needed to apply hydraulics in modern industry. Gain an understanding of key topics such as hydraulic circuits, schematics and speed control circuits. Wade Cribbs, \$480 tuition + \$55 material fee, 2.8 CEUs
ATCX 3010-A1 7 Wednesdays starting September 25, 5-9 p.m. (Westmoreland-Advanced Technology Center)

Basic Pneumatics

Basic Pneumatics will provide you with the principles needed to work with industrial pneumatic applications. You will learn key topics and skills in pneumatic power and safety, circuits, schematics and principles of pressure and flow. Wade Cribbs, \$280 tuition + \$55 material fee, 1.6 CEUs
ATCX 3015-A1 4 Wednesdays starting November 13, 5-9 p.m. (no class November 27) (Westmoreland-Advanced Technology Center)

NEW - AutoDesk Fusion 360

Take the first steps into creating detailed 2D drawings based on 3D models. Fusion 360 is a cloud-based platform that allows users to focus on industrial design. With Fusion's integrated high speed machining CAM functionality, you will be able to simulate movement in your creations and update the 2D drawings as changes are made. George Slezak, \$410 tuition + \$75 material fee, 2.4 CEUs
DAPX 0114-A1 8 Wednesdays starting September 25, 5-8 p.m. (Advanced Technology Center)

AutoDesk Inventor 3D CAD Basic Skills

Create and edit parts, make engineering drawings, and prepare for manufacturing by using only your keyboard and mouse! This course will allow you to design items in a virtual world and prepare them for 21st century production as you explore the capabilities of this industry-standard software. Topics include the parametric and editing module, the 3D drawing module, the assembly module and the presentation module for assemblies. Textbook available at the College Store. Doug Krnosky, \$410 tuition + required textbook, 2.4 CEUs
DAPX 0115-A1 8 Tuesdays starting October 1, 5-8 p.m. (Advanced Technology Center)

YOUR COMPANY MAY QUALIFY FOR MONEY FOR TRAINING THROUGH WEDNETPA!

Denotes Online Class



Westmoreland is a proud partner with the Workforce & Economic Development Network of Pennsylvania (WEDnetPA). Qualified companies can receive up to \$1,200 for Essential Skills Training and up to \$1,200 for Technical Skills Training per eligible employee.

Essential Skills training is designed to improve the job skills required for an employee's current position. Some types of training eligible through the program may include:

- Applied Mathematics & Measurement
- Communications & Teamwork
- Computer Applications & Software
- Manufacturing Fundamentals
- Workplace Health & Safety

Advanced Technology Training provides instruction in a variety of technology and advanced manufacturing subjects, such as:

- Advanced Manufacturing Technology, includes CAD, CAM, CNC, PLC, ERP
- Advanced Software Implementation
- Computer Programming
- Web Site Design & Development

To find out if your company qualifies for the WEDnetPA Grant, contact our Workforce Development team at workforce@westmoreland.edu.

Business & Professional Development Needs
If there are business & professional development courses you would like offered, please complete an online survey at westmoreland.edu/cesurvey.
Thank you.

TO REGISTER

Call 1.800.262.2103, ext. 4204 and give the code for the course you wish to take.

For more information, contact

Sylvia Detar, director/Continuing Education, at 1.800.262.2103, ext. 4190.

Visit www.westmoreland.edu/coned for a complete list of all continuing education classes.