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Westmoreland is an affirmative action, equal opportunity college

*Time is dependent upon program and if any developmental coursework is required.

LATROBE

Fall 2019 Continuing Education Classes

All classes will be held at 130 Depot Street, Latrobe or online.

Introduction to Bobbin Lace

Are you ready for a new adventure? Bobbin Lace is a skilled craft with a tradition dating back hundreds of years. You will learn about the history while working through a series of patterns designed to introduce you to a new skill each week. A \$25 deposit for tools will be paid to the instructor the first night of class, which will be returned when the tools are returned. Marion Warzel, \$69 tuition + \$12 material fee
CRFX 0540-60 6 Mondays starting October 7, 6-9 p.m.

NEW - Jack O' Lantern Trio

Create an acrylic painting of 3 Halloween pumpkins on canvas. Bring an assortment of brushes, including a 1-inch flat wash brush, various flat brushes and liners. Canvas and paint will be provided. Registration closes September 18. Jenny Obstarczyk, \$15 tuition + \$6 material fee
CRFX 3095-60 Tuesday, October 9, 6-8:30 p.m.



NEW - Winter Scene

Paint a peaceful winter scene of glittering snow and trees on a wooden panel (8 x 18 inches) using acrylic paint. Bring an assortment of brushes including a 1-inch flat brush, various sizes of flat and round brushes and liner brushes. Wooden surface and paint will be provided. Registration closes October 16. Jenny Obstarczyk, \$15 tuition + \$5 material fee
CRFX 9015-60 Wednesday, November 6, 6-8:30 p.m.

Qi Gong for Energy & Health

In 13 sessions, you will learn a complete nine-minute system of 13 simple, flowing movements. This practice increases and strengthens the immune system's functioning and promotes overall harmony and well-being with movement, breathing and repetition. Qi Gong (Qi means energy and Gong means practice) is the foundation of Tai Chi. No experience needed. Wear comfortable clothes. Linda Uvelich, \$35 tuition, .5 CEUs
MEDX 6913-60 4 Thursdays starting September 26, 7-8:15 p.m.

Yoga for Relaxation & Wellness

Yoga and meditation can reduce stress and enhance physical strength and flexibility. Whether you are new to yoga or returning to a yoga practice, join us to experience accessible yoga poses and meditation techniques. Bring yoga mat, yoga block and a small pillow or blanket to class. Tracy Tryall, \$55 tuition
PHSX 9498-60 8 Wednesdays starting October 2, 10-11:15 a.m.
PHSX 9498-61 8 Fridays starting October 4, 10-11:15 a.m.

Essential Oils 101

Aromatic plants have long played an important role in human civilizations. Oils extracted from aromatic plants have powerful, positive and therapeutic benefits to the mind and body. You will learn what essential oils are, why they work, and how to safely use them to boost the immune system, reduce stress and anxiety, improve sleeping, etc. You will make a personalized oil blend to take home. Leigh Ann Brockhoff & Jamie Wieland, \$39 tuition + \$12 material fee, .6 CEUs
PRDX 1801-60 2 Thursdays starting November 7, 6-9 p.m.

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For more information visit our website!
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.

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.

Basic Life Support for Health Care Providers (BLS/HCP): Adult/Child/Infant

Designed for health care providers and follows the AHA Guidelines for delivery of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device and oxygen), use of an AED on adults and children and relief of foreign body airway obstruction (FBAO) in responsive and non-responsive victims. Written testing and hands-on skill performance are required. A course card is awarded upon successful completion. Textbook available at the College Store. \$45 tuition + \$11 material fee + required text (review of textbook prior to class is required), .475 CEUs

MEDX 1101-60 Monday, October 14, 5-9:45 p.m.

Medicare 101

Many decisions need to be made when you become eligible for Medicare. To assist you in making these informed decisions, information will be presented on Medicare benefits, Medicare Advantage options, Medigap plans and the Medicare prescription drug benefit. Information will be presented by the APPRISE program which is a program of the Department of Aging. The program provides free information and counseling to anyone who is Medicare eligible. No tuition, .2 CEUs

PRDX 5019-60 Wednesday, October 2, 2-4 p.m.

AARP Smart Driver Course

This two-session classroom driver retraining program is designed to help adults age 50 and better improve their driving skills. The class covers the effects of aging and medications on driving, basic driving rules, license renewal, local traffic hazards, adverse road conditions, energy saving and accident prevention measures. \$20 material fee payable at first class (check or money order only made payable to AARP, no cash). The fee is only \$15 if you are a member of AARP (membership card must be presented). NOTE: You must be age 50 or older, have a valid driver's license and attend both sessions to receive a certificate.

RSVL 2150-60 Tuesday & Wednesday, November 12 & 13, 9 a.m.-1 p.m.

AARP Smart Driver Course Four-Hour Refresher

This class will teach you how to handle adverse driving conditions and traffic hazards, in addition to learning about the effects of aging and medications on driving. Prerequisite: AARP Driver Safety eight hour class. You must bring the safety certificate from prior 55 Alive Driver Safety class as proof of completion. \$20 material fee payable at first class (check or money order only made payable to AARP, no cash). \$15 for AARP members (membership card must be presented)

RSVL 2154-60 Monday, October 14, 5-9 p.m.

NEW - Excel 2019, Level 1

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. Vicki Walker, \$79 tuition + required textbook, 1.2 CEUs

DAPX 1783-60 4 Tuesdays starting October 8, 6-9 p.m. (no class October 15)

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.

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.

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 5005-60 8 Thursdays starting October 10, 5-8 p.m. (no class November 28)

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 Izzard, MBA, \$195 tuition (includes book), 1.6 CEUs

SMBX 0448-W1 October 7-November 1 (online)

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)

Additional class dates are available for the Online Live® 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.

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 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.

 Denotes Online Class

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.

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