



Latrobe

# LATROBE

## Summer 2019 Continuing Education Classes

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



### 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 bookstore. \$45 tuition + \$11 material fee + required text (review of textbook prior to class is required), .475 CEUs

MEDX 1101-60 Tuesday, June 4, 4:45-9:30 p.m.

### Introduction to Bobbin Lace

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, \$95 tuition + \$12 material fee

CRFX 0540-60 7 Tuesdays starting June 4, 6-9 p.m.

### Qi Gong for Energy & Health

In four 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 Vucelich, \$35 tuition, .5 CEUs

MEDX 6913-60 4 Thursdays starting June 6, 7-8:15 p.m.

### NEW - 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 June 12, 10-11:15 a.m.



### NEW - Fun with Bobbin Lace (Ages 10-17)

Bobbin Lace is a fun and beautiful craft. If you have never seen this before, search for bobbin lace on YouTube and watch how it is made. You will prepare materials and learn to make the basic stitches using only a few pairs of bobbins. Class projects will include a bracelet and a flower. Marion Warzel, \$55 tuition + \$12 material fee

CRFK 0475-96 4 Mondays starting June 17, 5:30-7:30 p.m.

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[www.ed2go.com/wcconed](http://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 of 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](http://www.westmoreland.edu/coned) for a complete listing of all continuing education classes.

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

## 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](http://www.ed2go.com/wcconed).

## Accounting & Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Gain an understanding of the financial concepts and accounting processes to be able to analyze resource allocation and evaluate financial performance. Sharon deFonteny, \$195 tuition, 1.6 CEUs  
FINX 0025-W1 June 3-28 (online)

## Introduction to Data Analysis

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. John Rutledge, \$195 tuition, 1.6 CEUs  
JREX 3029-W1 June 3-28 (online)



## Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Dan Belhassen, \$195 tuition, 1.6 CEUs  
SMBX 9004-W1 July 1-26 (online)

## Productivity eTools: Be Organized & Get Stuff Done

Find out the top 40 favorite applications and eTools of productive workers. Then discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Dr. Jennifer Selke, \$245 tuition, 1.6 CEUs  
JREX 6824-W1 July 1-26 (online)



## Change Management Skills

Strategically applying/utilizing the various disciplines in order to cause organizational change and add value is often referred to as "change management." Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. Sally Schmall, MSW, SPHR, \$195 tuition, 1.6 CEUs  
JREX 4862-W1 June 3-28 (online)

# 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](http://westmoreland.edu/CEproposal) to view directions and deadlines for submission.

*Westmoreland is an affirmative action, equal opportunity college*

 Denotes Online Class

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