

NEW KENSINGTON

Spring 2019 Continuing Education Classes

All classes will be held at 1150 Fifth Avenue, New Kensington.

Car Maintenance

Topics include: tire care and changing, care of fluids, oil changes, filter replacements, preventative maintenance schedules and when your car needs to see a mechanic. Wear appropriate clothes as portions of the class will be held outside. Randy Ward, \$15 tuition, .3 CEUs

AUTX 0032-30 Saturday, April 13, 9 a.m.-noon

Excel 2016, 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 bookstore. Bring flash drive to class. James DeLuca, \$75 tuition + required textbook, 1.2 CEUs

DAPX 1781-30 4 Thursdays starting March 21, 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 bookstore. James DeLuca, \$95 tuition + required textbook, 1.2 CEUs

DAPX 2307-30 4 Saturdays starting March 23, 9 a.m.-noon

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 midsized 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.

NEW - 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 April 1-26 (online)

Project Management Processes

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena. Christina Martinez, \$195 tuition, 1.6 CEUs

JREX 6657-W1 April 1-26 (online)

 Denotes Online Class

ONLINE LEARNING
the solution for today's busy adult

Convenient - Affordable - Effective

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 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 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.

Collaborative Management

Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. Joyce Odidison, \$245 tuition, 1.6 CEUs
JREX 4863-W1 March 4-29 (online)

Boosting Your Website Traffic

Acquire the basic skills to boost your web site 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 web site 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 March 4-29 (online)

Extraordinary Customer Service

Through this course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. Fred Bayley, \$145 tuition, 1.6 CEUs
JREX 0975-W1 March 4-29 (online)

NEW - 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 April 1-26 (online)

NEW - Substitute Teacher Preparation

Understand what is expected of a substitute and how to maximize your value to a school. Find out how to develop a subnotebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. David Reilly, \$145 tuition, 1.6 CEUs
JREX 7689-W1 March 4-29 (online)

Introduction to Game Design

This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. Take the first step into understanding game design, and how it can be applied in your field. Moses Wolfenstein, Ph.D., \$245 tuition, 1.6 CEUs
DAPX 3058-W1 March 4-29 (online)

 Denotes Online Class

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 the solution for today's busy adult

Convenient - Affordable - Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

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.

