

Fayette

Spring 2022 Continuing Education Classes

All classes will be held at 140 North Beeson Blvd., Uniontown or online.

Computers for Plus 50 using Windows 10

A beginner class especially for those 50 and better that provides a hands-on, relaxed approach to computer learning for personal use or to develop job-related skills. Become familiar with the Windows 10 interface and its basic capabilities, along with basic computer hardware and terminology, file saving, file management, creating documents, sending email, browsing the Internet and sharing information between applications and other users. Bring flash drive to second class. Susan Shoemaker, \$99 tuition + required textbook, 1.5 CEUs

DAPX 0916-F1 5 Mondays starting April 4, 5-8 p.m.

Cupcake Bouquets

Buttercream cupcake bouquets make a perfect, unique gift or beautiful covered dish. Impress your family and friends with this fun and simple technique. No cake decorating experience necessary. A supply list will be emailed. Registration closes one week prior to start date. Judy DeWitt, \$25 tuition

FODX 1020-F1 2 Tuesdays starting April 12, 6-8 p.m.

Invest in Your Debt

Learn how to pay off all debt, including mortgages, in seven to 10 years using only present income. You will learn specific mathematical techniques for rapidly paying down debt. Whether you earn \$20,000 or \$120,000, you will benefit from this practical, proven method. No get-rich-quick schemes—just simple math and surprising results. Bring a list of your debts, with balances and monthly payments, along with a calculator to class. Optional textbook available from the instructor for \$45. Linda Banks, \$29 tuition + \$7 material fee

FINX 3220-F1 Thursday, April 7, 6-9 p.m.

Remote Working & Communicating

Gain new insights, experiences and advanced tips for working from home. Find out the 5 bad habits too many remote workers and their managers acquire from lack of experience, tools and expertise. Then acquire the latest strategies for communicating with remote workers. Come away with a deeper understanding of this enormous cultural and work shift going on in the workplace and in society. William Draves, \$245 tuition

JREX 7340-W1 April 4-29

Managing Remote Workers

You cannot manage remote workers like you manage office workers. But you can manage remote workers better, with greater productivity and efficiency. Discover the keys to successful managing in the new workplace of the 21st century. Get a step-by-step practical guide you won't get anywhere else. Employees and employers both like the new system. You'll want to apply these practices to your office workers as well. William Draves, \$245 tuition

JREX 6720-W1 March 7-April 1

JREX 6720-W2 May 2-May 27

Managing Remote Workers Certificate – Register for the Certificate & Save Money

Discover the keys to communicating with and managing remote workers, one of the fastest growing sectors of the workforce. Some 80% of employers are keeping some or many of their employees working from home part of the week. People working from home are 25% more productive than those who work in an office. Working from home is here to stay. Tap into the experience of a CEO who has been managing remote workers for 22 years. When you register for the certificate, you are registering for two one-month courses at a reduced rate. You do not have to take both courses in the same semester, and they can be taken in any order. \$395 tuition

JREX 6721-W1

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Convenient - Affordable - Effective

For more information visit our website!

www.ed2go.com/wcconed

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 the Information Center at 1.800.262.2103.

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

Introduction to Power BI

Gain insights into your data! Power BI (business intelligence) is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover how to quickly extract, transform, and load data with just a few clicks. You will create interactive visualizations (charts, maps, KPIs) to provide insights into your company's data to make informed decisions. Marion Williams, \$195 tuition, 1.6 CEUs
DAPX 6676-W1 April 4-29

Intermediate Power BI

Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using modeling features and relationships. Perform calculations using DAX (Data Analysis Expressions) functions. Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports. Marion Williams, \$195 tuition
DAPX 6681-W1 March 7-April 1
DAPX 6681-W2 May 2-27

Advanced Power BI

Expand your knowledge of Power BI Desktop to the highest level. This course focuses on the advanced capabilities of Power Query, Data Modeling and Reports. Check for data inconsistencies, design efficient queries, create proper relationships, and write DAX code to ensure reports update quickly and accurately. Add navigation and analytical features to your reports to enable consumers to analyze the results. Marion Williams, \$195 tuition
DAPX 6682-W1 April 4-29

Power BI Certificate –

Register for the Certificate & Save Money

This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions. When you register for the certificate, you are registering for all three one-month Power BI courses at a reduced rate. You do not have to take all of the courses in the same semester, but the classes must be taken in the following order: Introduction, Intermediate, Advanced. \$495 tuition
DAPX 6684-W1

Mental Health First Aid

This groundbreaking skills-based course gives people the tools to identify, understand and respond to someone who might be struggling with a mental health or substance use challenge – and connect them with the appropriate resources when necessary. In this training, you will learn a five-step action plan that guides your interaction with individuals experiencing a mental health or substance use crisis. Pre-coursework is completed online. Registration ends April 27. Bethany Gary and Meredith Weber, \$75 tuition + \$24 material fee
JREX 5250-R1 Saturday, May 14, 10 a.m.-4:30 p.m.

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.

 Denotes ONLINE Class

 Denotes REMOTE Class

COLLEGE'S OPERATING PLAN DURING COVID-19

Please review the plan on the college's website prior to attending class at westmoreland.edu.

ONLINE LEARNING

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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

No credit or CEUs are awarded for Ed2go classes.

Westmoreland is an affirmative action, equal opportunity college.

