




**WESTMORELAND**  
COUNTY  
COMMUNITY **COLLEGE** 

# **Workforce Development Online Courses**

*Fall 2019*



**New Horizons<sup>®</sup>**  

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**Computer Learning Centers**



# New Horizons®

## Computer Learning Centers

Westmoreland County Community College is pleased to announce our partnership with New Horizons to offer workforce training events utilizing the Online Live® platform. Online Live® will allow students to participate in real-time instructor-led sessions all from a location that is most convenient for them.

### Accomplishing the Results You Want

In this course, students will learn how to strengthen your leadership voice and foster employee buy-in to exceed expectations and achieve the most positive outcome. \$2,250 tuition, 2.4 CEUs

- MGTC 0003-W1 Monday through Wednesday, October 14-16, 9 a.m.-5 p.m.
- MGTC 0003-W2 Wednesday through Friday, December 4-9, 9 a.m.-5 p.m.

### Developing Successful Interpersonal Skills

This course will prepare students for the collaborative situations inherent in every facet of business, whether working with colleagues, partners, vendors or clients. \$2,250 tuition, 2.4 CEUs

- MGTC 1348-W1 Wednesday through Friday, November 6-8, 11 a.m.-7 p.m.
- MGTC 1348-W2 Monday through Wednesday, November 11-13, 9 a.m.-5 p.m.



### Discovering Your Leadership Voice

Leaders inspire followership in others. Whether speaking conversationally or presenting before a group, a powerful leadership message delivered with impact and focused on the needs of the audience can motivate and energize others. \$1,500 tuition, 1.6 CEUs

- MGTC 1360-W1 Thursday and Friday, September 19-20, 9 a.m.-5 p.m.
- MGTC 1360-W2 Wednesday and Thursday, October 23-24, 9 a.m.-5 p.m.
- MGTC 1360-W3 Monday and Tuesday, November 25-26, 9 a.m.-5 p.m.

### Foundations of Business Analysis

This course provides students a clear understanding and total immersion into all of the facets of the business analyst role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession. Students are provided an opportunity to try their hand at several business analysis techniques for eliciting, analyzing, and modeling requirements. The business analysis work performed in strategy analysis and solution evaluation, which is most often the least familiar to business analysts, is thoroughly presented and explored. Students completing this course will be well equipped with new skills and knowledge that can be immediately applied on current and future projects. \$2,660 tuition, 3.2 CEUs

- MGTC 2612-W1 Monday through Thursday, October 28-31, 9 a.m.-5 p.m.

### Business Acumen for Leaders

Students will learn to understand the mechanics of the organization - reading and interpreting financials, making sound business decisions, and setting course - while also developing the skills to guide and direct your workforce. \$1,500 tuition, 1.6 CEUs

- MGTC 0445-W1 Monday and Tuesday, October 7-8, 9 a.m.-5 p.m.
- MGTC 0445-W2 Monday and Tuesday, October 21-22, 9 a.m.-5 p.m.



### **Navigating the Modern Workforce**

In this course, students will learn how to capitalize on the strengths of your diverse team while directing and guiding them to even greater achievements. \$1,500 tuition, 1.6 CEUs  
 MGTC 5799-W1 Monday and Tuesday, October 28-29, 9 a.m.-5 p.m.

### **Prioritizing Your Time Effectively**

In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time. \$1,500 tuition, 1.6 CEUs

- MGTC 6620-W1 Thursday and Friday, October 17-18, 11 a.m.-7 p.m.
- MGTC 6620-W2 Thursday and Friday, October 24-25, 9 a.m.-5 p.m.
- MGTC 6620-W3 Monday and Tuesday, December 9-10, 9 a.m.-5 p.m.
- MGTC 6620-W4 Monday and Tuesday, December 16-17, 9 a.m.-5 p.m.

### **Project Management Essentials**

If you are taking this course you probably have some exposure to managing projects or you may be considering embarking on a career as a professional project manager. Your ability as a project manager to demonstrate best practices in project management on the job is becoming the standard to compete in today's fast paced and highly technical workplace. In this course you will apply the generally recognized practices of project management to successfully manage projects. Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands and as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession. \$1,785 tuition, 2.4 CEUs

- MGTC 6645-W1 Wednesday through Friday, October 9-11, 9 a.m.-5 p.m.
- MGTC 6645-W2 Monday through Wednesday, November 25-27, 9 a.m.-5 p.m.
- MGTC 6645-W3 Wednesday through Friday, December 11-13, 9 a.m.-5 p.m.

### **Project Management Fundamentals**

In this course students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects. \$595 tuition, 0.8 CEUs

- MGTC 6646-W1 Tuesday, October 1, 9 a.m.-5 p.m.
- MGTC 6646-W2 Tuesday, November 12, 9 a.m.-5 p.m.
- MGTC 6646-W3 Wednesday, December 4, 9 a.m.-5 p.m.

### **Project Management Professional (PMP)® Certification Preparation**

If you are taking this course, you probably have some professional exposure to the duties of a project manager or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management – both on the job and through professional certification – is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. Project managers who have proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession. \$2,975 tuition, 4.0 CEUs

- MGTC 6647-W1 Monday through Friday, October 7-11, 9 a.m.-5 p.m.



### The Art of Effective Presentations

In this course, students will learn strategies to master your speaking skills, confidently standing before a group and delivering their message. \$2,250 tuition, 2.4 CEUs

- MGTC 4857-W1 Wednesday through Friday, September 18-20, 9 a.m.-5 p.m.
- MGTC 4857-W2 Wednesday through Friday, December 18-20, 9 a.m.-5 p.m.

### Writing Effective Business Cases

Students learn the steps to effective business case development and support your strategic business recommendations with sound budgeting and financial back-up. The one course you need to make high- impact recommendations and receive full management support for your ideas. \$1,395 tuition, 1.6 CEUs

- MGTC 9110-W1 Wednesday and Thursday, October 9-10, 9 a.m.-5 p.m.

### Writing for the Business Professional

In this course, you will learn the essential skills needed to organize your thoughts and select the best words and phrases to clearly convey them in writing. \$1,500 tuition, 1.6 CEUs

- MGTC 9111-W1 Tuesday and Wednesday, October 1-2, 11 a.m.-7 p.m.
- MGTC 9111-W2 Monday and Tuesday, November 25-26, 9 a.m.-5 p.m.

### Access 2016 – Part 1

In this course, students will use Access 2016 to manage their data including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter and sort data. \$590 tuition, 1.6 CEUs

- DAPC 0029-W1 Wednesday and Thursday and Friday, September 26-27, 9 a.m.-5 p.m.
- DAPC 0029-W2 Wednesday and Thursday, October 30-31, 9 a.m.-5 p.m.
- DAPC 0029-W3 Thursday and Friday, November 21-22, 9 a.m.-5 p.m.
- DAPC 0029-W4 Tuesday and Wednesday, December 10-11, 9 a.m.-5 p.m.

### Access 2016 – Part 2

You've covered many of the basic functions of Microsoft® Office Access® 2016 and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

\$590 tuition, 1.6 CEUs

- DAPC 0030-W1 Thursday and Friday, October 3-4, 9 a.m.-5 p.m.
- DAPC 0030-W2 Tuesday and Wednesday, November 5-6, 9 a.m.-5 p.m.
- DAPC 0030-W3 Monday and Tuesday, November 25-26, 9 a.m.-5 p.m.
- DAPC 0030-W4 Monday and Tuesday, December 16-17, 9 a.m.-5 p.m.

### Crystal Reports 2016 – Part 1

In this course, students will create a basic report by connecting to a database and modifying the report's presentation. \$990 tuition, 1.6 CEUs

- DAPC 0960-W1 Thursday and Friday, September 12-13, 9 a.m.-5 p.m.
- DAPC 0960-W2 Tuesday and Wednesday, October 29-30, 9 a.m.-5 p.m.
- DAPC 0960-W3 Monday and Tuesday, November 11-12, 9 a.m.-5 p.m.
- DAPC 0960-W4 Monday and Tuesday, December 2-3, 9 a.m.-5 p.m.

### Crystal Reports 2016 – Part 2

In this course, students will create complex reports and data sources using the tools in Crystal Reports 2016. Students will not only create more complex reports including sub-reports and cross-tabs, but will also increase their speed and efficiency. \$990 tuition, 1.6 CEUs

- DAPC 0961-W1 Tuesday and Wednesday, September 17-18, 9 a.m.-5 p.m.
- DAPC 0961-W2 Tuesday and Wednesday, October 22-23, 9 a.m.-5 p.m.
- DAPC 0961-W3 Monday and Tuesday, November 25-26, 9 a.m.-5 p.m.
- DAPC 0961-W4 Thursday and Friday, December 12-13, 9 a.m.-5 p.m.

### Excel 2016 – Part 1

This course aims to provide students with a foundation for Excel knowledge and skills which they can build upon to eventually become an expert in data manipulation. \$295 tuition, 0.8 CEUs

- DAPC 1784-W1 Thursday, October 10, 9 a.m.-5 p.m.
- DAPC 1784-W2 Wednesday, November 6, 9 a.m.-5 p.m.
- DAPC 1784-W3 Wednesday, December 4, 9 a.m.-5 p.m.

### Excel 2016 – Part 2

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks and worksheets that can help deepen their understanding. \$295 tuition, 0.8 CEUs

- DAPC 1785-W1 Tuesday, September 17, 9 a.m.-5 p.m.
- DAPC 1785-W2 Friday, October 18, 9 a.m.-5 p.m.
- DAPC 1785-W3 Tuesday, November 12, 9 a.m.-5 p.m.
- DAPC 1785-W4 Friday, December 13, 9 a.m.-5 p.m.

### Excel 2016 – Part 3

This course builds off the knowledge presented in the Microsoft® Office Excel® 2016: Parts 1 and 2 courses to help you get the most of your Excel experience. This course covers Microsoft Office Specialist exam objectives to help students prep for the exam. \$295 tuition, 0.8 CEUs

- DAPC 1786-W1 Monday, September 30, 9 a.m.-5 p.m.
- DAPC 1786-W2 Friday, October 25, 9 a.m.-5 p.m.
- DAPC 1786-W3 Friday, November 22, 9 a.m.-5 p.m.
- DAPC 1786-W4 Thursday, December 19, 9 a.m.-5 p.m.



### Get Going with QuickBooks

This course is an introduction to QuickBooks. Students will be introduced to the basic features and functionality in QuickBooks and will learn how to use QuickBooks to effectively track and manage their company's financial data and determine the health of the business. QuickBooks users will quickly learn the new features and functionality of QuickBooks 2015, 2016 or 2018. \$790 tuition, 1.6 CEUs

- DAPC 6708-W1 Monday and Tuesday, October 7-8, 9 a.m.-5 p.m.
- DAPC 6708-W2 Monday and Tuesday, November 11-12, 9 a.m.-5 p.m.
- DAPC 6708-W3 Thursday and Friday, December 12-13, 9 a.m.-5 p.m.

### Keep Going with QuickBooks

From reporting to automating tasks, working with more advanced features and accounts, this course moves beyond the basics and enables students to work with more advanced features in QuickBooks. \$790 tuition, 1.6 CEUs

- DAPC 6709-W1 Monday and Tuesday, September 16-17, 9 a.m.-5 p.m.
- DAPC 6709-W2 Wednesday and Thursday, October 16-17, 9 a.m.-5 p.m.
- DAPC 6709-W3 Monday and Tuesday, November 18-19, 9 a.m.-5 p.m.
- DAPC 6709-W4 Wednesday and Thursday, December 18-19, 9 a.m.-5 p.m.

### Microsoft SharePoint 2016 – Site User

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently and effectively. In this course, students will learn how to use a SharePoint team site to access, store and share information and documents. \$495 tuition, 0.8 CEUs

- DAPC 7310-W1 Friday, September 20, 9 a.m.-5 p.m.
- DAPC 7310-W2 Monday, October 14, 9 a.m.-5 p.m.
- DAPC 7310-W3 Friday, November 22, 9 a.m.-5 p.m.
- DAPC 7310-W4 Wednesday, December 18, 9 a.m.-5 p.m.

### OneNote 2016

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere and also share it. \$295 tuition, 0.8 CEUs

- DAPC 6145-W1 Thursday, September 26, 9 a.m.-5 p.m.
- DAPC 6145-W2 Thursday, October 24, 9 a.m.-5 p.m.
- DAPC 6145-W3 Wednesday, November 13, 9 a.m.-5 p.m.
- DAPC 6145-W4 Tuesday, December 3, 9 a.m.-5 p.m.

### Outlook 2016 – Part 1

In this course, you will use Outlook to send, receive and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself and customize the Outlook interface to suit your working style. \$295 tuition, 0.8 CEUs

- DAPC 6591-W1 Friday, November 8, 9 a.m.-5 p.m.
- DAPC 6591-W2 Wednesday, December 4, 9 a.m.-5 p.m.

### Outlook 2016 – Part 2

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016 Part 1 course and will help students customize a communication system well-suited to your work styles.

\$295 tuition, 0.8 CEUs

- DAPC 6592-W1 Monday, November 18, 9 a.m.-5 p.m.
- DAPC 6592-W2 Wednesday, December 11, 9 a.m.-5 p.m.

### Project 2016 – Part 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment. \$395 tuition,

0.8 CEUs

- DAPC 6706-W1 Thursday, September 19, 11 a.m.-7 p.m.
- DAPC 6706-W2 Friday, October 11, 9 a.m.-5 p.m.
- DAPC 6706-W3 Friday, November 1, 9 a.m.-5 p.m.
- DAPC 6706-W4 Monday, December 2, 9 a.m.-5 p.m.

### Project 2016 – Part 2

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time and within budget.

\$395 tuition, 0.8 CEUs

- DAPC 6707-W1 Monday, September 23, 9 a.m.-5 p.m.
- DAPC 6707-W2 Monday, October 21, 9 a.m.-5 p.m.
- DAPC 6707-W3 Wednesday, November 20, 9 a.m.-5 p.m.
- DAPC 6707-W4 Tuesday, December 10, 9 a.m.-5 p.m.

### Using Google G Suite

The office productivity apps that comprise Google G Suite™ support both real-time and asynchronous collaboration. In this course, you will learn about the features and functionalities of the apps included in most G Suite editions - Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™ and Google Sites™ - and work within their respective environments. \$395 tuition, 0.8 CEUs

- DAPC 2804-W1 Tuesday, October 15, 9 a.m.-5 p.m.

### Visio 2016 – Part 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps and drawings, using graphical elements to make information easier to comprehend. \$395 tuition, 0.8 CEUs

- DAPC 8498-W1 Friday, September 13, 9 a.m.-5 p.m.
- DAPC 8498-W2 Tuesday, October 15, 9 a.m.-5 p.m.
- DAPC 8498-W3 Monday, November 11, 9 a.m.-5 p.m.
- DAPC 8498-W4 Thursday, December 12, 9 a.m.-5 p.m.

### Visio 2016 – Part 2

In Microsoft Visio 2016: Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user. \$395 tuition, 0.8 CEUs

- DAPC 8499-W1 Friday, September 20, 9 a.m.-5 p.m.
- DAPC 8499-W2 Friday, October 25, 9 a.m.-5 p.m.
- DAPC 8499-W3 Friday, November 15, 9 a.m.-5 p.m.
- DAPC 8499-W4 Thursday, December 19, 9 a.m.-5 p.m.

### Word 2016 – Part 1

In this course students learn how to use Word 2016 to create and edit simple documents, format documents, add tables and lists, add design elements and layout options and proof documents. \$295 tuition, 0.8 CEUs

- DAPC 9088-W1 Tuesday, October 8, 9 a.m.-5 p.m.
- DAPC 9088-W2 Friday, November 1, 9 a.m.-5 p.m.



### Word 2016 – Part 2

In this course students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization. \$295 tuition, 0.8 CEUs

- DAPC 9089-W1 Thursday, September 19, 9 a.m.-5 p.m.
- DAPC 9089-W2 Friday, October 11, 9 a.m.-5 p.m.
- DAPC 9089-W3 Friday, November 8, 9 a.m.-5 p.m.

### Word 2016 – Part 3

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 exam and the Word 2016 Expert exam. \$295 tuition, 0.8 CEUs

- DAPC 9090-W1 Thursday, September 26, 9 a.m.-5 p.m.
- DAPC 9090-W2 Wednesday, October 16, 9 a.m.-5 p.m.
- DAPC 9090-W3 Monday, November 18, 9 a.m.-5 p.m.

### Business Ethics

In this course students will grow in their understanding of business ethics, their impact on all business levels and how all who interact with the company influence the development of a company business ethic. \$395 tuition, 0.8 CEUs

- JREC 1701-W1 Friday, September 27, 9 a.m.-5 p.m.

### Business Writing

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments. \$395 tuition, 0.8 CEUs

- JREC 9065-W1 Friday, September 13, 9 a.m.-5 p.m.
- JREC 9065-W2 Monday, September 30, 9 a.m.-5 p.m.
- JREC 9065-W3 Monday, October 14, 11 a.m.-7 p.m.
- JREC 9065-W4 Wednesday, October 30, 9 a.m.-5 p.m.
- JREC 0965-W5 Friday, November 8, 9 a.m.-5 p.m.
- JREC 0965-W6 Thursday, November 14, 9 a.m.-5 p.m.
- JREC 0965-W7 Monday, December 9, 9 a.m.-5 p.m.

### Customer Service

This workshop will look at all types of customers and how we can serve them better. Students will be provided a strong skillset including in-person and over the phone techniques, dealing with difficult customers, and generating return business. \$395 tuition, 0.8 CEUs

JREC 0959-W1 Tuesday, October 22, 9 a.m.-5 p.m.

### Effective Presentations

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn to organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public speaking techniques to strengthen your delivery. \$395 tuition, 0.8 CEUs

JREC 3955-W1 Monday, October 14, 9 a.m.-5 p.m.

### Excellence in Service – Basic

Identify customer types, set customer expectations and maintain a positive attitude when working with customers. \$395 tuition, 0.8 CEUs

JREC 7520-W1 Thursday, September 11, 9 a.m.-5 p.m.

JREC 7520-W2 Wednesday, November 13, 9 a.m.-5 p.m.

### Excellence in Service – Advanced

In this course, learn how to develop and monitor service standards to support exceptional customer service, build customer service teams, understand your customers and how they measure service and how to develop customer loyalty with your customers. \$395 tuition, 0.8 CEUs

JREC 7521-W1 Friday, October 11, 9 a.m.-5 p.m.

JREC 7521-W2 Wednesday, December 11, 9 a.m.-5 p.m.

### Handling a Difficult Customer

In this course students will gain a valuable skill set to deal with difficult customers in various situations.

\$395 tuition, 0.8 CEUs

JREC 2605-W1 Friday, September 20, 9 a.m.-5 p.m.

JREC 2605-W2 Monday, December 16, 9 a.m.-5 p.m.

## YOUR COMPANY MAY QUALIFY FOR MONEY FOR TRAINING THROUGH WEDNETPA!



Westmoreland is a proud partner with the Workforce & Economic Development Network of Pennsylvania (WEDnetPA). Qualified companies can receive up to \$600 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

Technical Skills 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](mailto:workforce@westmoreland.edu).

# purple briefcase™

## Get Noticed. Be Prepared.

The Westmoreland Career Connections Center provides employers, students, alumni and faculty with access to Purple Briefcase, a new free career-readiness and job/internship search platform that helps students stay up-to-date with the latest career search tools, tips and technology. Purple Briefcase also allows our employer partners to have access to post jobs, internships and other experiential/work-based learning opportunities directly to this platform.

### GET STARTED

- Create a free account by going to [purplebriefcase.com/signin](http://purplebriefcase.com/signin).
- To connect with Westmoreland students, under the Purple Briefcase Free heading, click "Get Started!"
- Once you enter your information, you will be on a My Schools page.
- On the My Schools Page, look for Connect to a school via SCHOOL CODE.
  - Did the school provide you with a school code? Yes - or - No
    - Click yes and enter the code WEST273.
- Create your profile.

Purple Briefcase provides a unique means of reaching students and alumni who depend on the network for assistance in their search for employment. Once registered, employers can use the job posting and resume search features.

### START FINDING QUALIFIED EMPLOYEES TODAY!

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To get started, visit [purplebriefcase.com/signin](http://purplebriefcase.com/signin).