Spring 2015 Continuing Education Classes

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  Monday & Tuesday, February 16 & 17, 9 a.m.-1:30 p.m.

Introduction to Lean Six Sigma for Small to Midsize Organizations
A Lean Six Sigma continuous improvement program can generate successful results in any size organization. Knowing how to get started is usually the most difficult step. Participants will develop an understanding of how Lean Six Sigma positively impacts small to midsize organizations; how to get started and what is needed to develop an effective deployment plan. Nick Skovran, $55 tuition + $5 material fee, .2 CEUs
MGTX 5368-60  Tuesday, March 10, 9-11 a.m.

Computers for Plus 50 using Windows 7
A class especially for those 50 and better that provides a hands-on, relaxed approach to computer learning. Enhance your knowledge for personal use or to develop better job-related skills. Gain an understanding on how to use the Windows Operating System and the free programs that come with Windows. Learn the basics of computer hardware, some computer terminology, basic Word editing and using the Internet and email. Bring flash drive to class. Denis Zera, $89 tuition + $10 material/lab fee, 1.5 CEUs
DAPX 0914-60  5 Wednesdays starting March 11, 6-9 p.m. (no class April 1)

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, $29 tuition, .4 CEUs
MEDX 6913-60  4 Wednesdays starting March 11, 7-8 p.m.

Introduction to Quality Management
Quality management is an integral part of the success and sustainability of businesses in today’s dynamic environment. Quality does not magically occur; it has to be planned for at the onset of a new product, project or service. Quality is also beneficial for mature organizations that want to improve. This workshop introduces participants to quality basics and how to focus on quality to achieve business objectives. Nick Skovran, $55 tuition + $5 material fee, .2 CEUs
MGTX 7611-60  Thursday, March 12, 9-11 a.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, March 16, 9 a.m.-1:30 p.m.

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.wccc.edu/coned for a complete list of all continuing education classes.

WCCC is an affirmative action, equal opportunity college

Tuition costs apply to Westmoreland County residents. Residents of other counties are charged double tuition.
**Hatha Yoga**
Yoga is an ancient practice that promotes a sense of inner peace through a series of physical exercises (asanas or postures) and breathing techniques. What sets yoga apart from fitness programs is an emphasis on the breath, as well as a non-competitive attitude. Concentration is on Hatha Yoga stretches, centering and meditation. Meditations will have themes of yogic principles and peace. Poses are presented with different levels of difficulty and demonstrated. Yoga is all about breathing, smiling, feeling better and being more at peace. Bring yoga mat to class. For class held in Latrobe, also bring yoga block and strap. 

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**Essentials of Supervision**
Shift supervisors, team leaders and managers often have the same thing in common. They play the KEY role bridging management objectives to workforce productivity. Participants in the Essentials of Supervision course will learn a simple model of supervision for working smarter that they can immediately begin using in their daily work. The model focuses on clearly communicating workplace and performance expectations and then maximizing the worker’s productivity through a combination of direction, support and accountability. 

**HeadSTRONG! – Improving Brain Health**
HeadSTRONG isn’t about being stubborn…it’s about really understanding how the human brain is structured, how it works and how to prevent, fight and even potentially reverse widely diagnosed conditions including ADHD, Alzheimer’s and dementia. Discussions will focus on current research and topics such as gut-brain-gluten connection and the impact of medications and nutrition through the lifespan. Great information for parents, teachers and health care givers! A “brainfood” snack will be provided at each session. 

**Excel 2013 Workshop**
You will be introduced to the essential Excel features. You will create worksheets by entering and editing data; managing and navigating worksheets and workbooks; creating formulas; using functions; manipulating worksheet data; formatting worksheet contents; and preparing, setting up and printing information. 

**A Dietitian at Home**
Discover healthy eating strategies that will work for most lifestyles. The benefits of the Mediterranean diet, the pros and cons of some popular fad diets as well as tips on meal planning for yourself or a family. 

**Health & Well-Being Sampler**
Bring balance into your life through four short Qi Gong techniques; guided meditation, breathing, self-massage and “focus wheel.” Wear comfortable clothes and shoes to class. 

**Heartsaver CPR AED with Pediatric AED**
A classroom, video-based, instructor-led, American Heart Association course that teaches adult and child CPR and AED use, as well as how to relieve choking. Teaches skills with AHA’s research-proven Practice-While-Watching (PWW) technique, which allows the instructor to observe you, provide feedback and guide your learning of skills. For anyone with limited or no medical training who needs a course completion card in CPR and AED to meet job, regulatory or other requirements. Two-year certification awarded upon successful completion. Text can be purchased at the WCCC Bookstore. $29 tuition + $9 material fee + required text (review of textbook prior to class is required). 

**Butterflies in Your Garden**
Butterflies are beautiful and colorful winged creatures that enter your garden every summer and are vital to pollination to support the growth of additional flowers. The 12 most common butterflies found in our area will be identified and discussed. The plants that attract and support these butterflies will be reviewed along with a number of useful gardening practices. A video of the metamorphous of a Monarch Butterfly will be shown. 

**Quick Start to Internet Explorer & Email**
Join in the fun and browse great websites while learning tricks and techniques for effective search results. Send and receive email with file attachments containing pictures, documents and even short movies. Learn to protect yourself, your family and your assets while on the Internet. This course is ideal for the unsure and the new computer user. 

**Medicare Basics**
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. 

**Office 2013 Workshop**
You will be introduced to the essential Office features. You will create files by entering and editing data; manipulating files; creating formulas; using functions; manipulating file data; formatting file contents; and preparing, setting up and printing information.