



INDIANA

Fall 2017 Continuing Education Classes

All classes will be held at 45 Airport Road, Indiana.

Nurse Aide Program

This program consists of 72 hours of lecture and 56 hours of clinical and provides the skills to function as a nurse aide in a long-term care facility and meets the mandates of the federal government (via OBRA). After successful completion of the program, you will be able to function at the entry level and be eligible to take the Pennsylvania Nurse Aide Certification exam. 12.8 CEUs will be awarded. You must complete a criminal history report and physical exam prior to enrollment. Textbook available at the college bookstore. \$759 tuition + \$50 material fee + required text

Westmoreland-Indiana County: Lecture & Clinical: Tuesdays & Thursdays, 6-10:15 p.m., and Saturdays, 8 a.m-5 p.m.,
September 19-November 11

Application deadline: September 12

For more information, go to westmoreland.edu/nurseaide, or call 724-925-4190.

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. Textbook available at the college bookstore. \$29 + \$9 material fee + required text (review of textbook prior to class is required), .4 CEUs

MEDX 1019-N1 Monday, September 25, 5:30-9:30 p.m.

Italian, Level I

In this introductory course in Italian, you will acquire basic speaking, reading and writing skills while learning about Italian culture. Grammar, tenses, structure and conversation are included. Textbook available at the college bookstore. Mary Jean Bujdos, \$135 tuition + required textbook, 3.0 CEUs

LNGX 3060-N1 10 Wednesdays starting October 4,
6-9 p.m. (no class November 22)

Slovak I – Language & Culture

Discover your Slovak heritage as you learn basic Slovak phrases and vocabulary, along with the rich traditions, culture, history of Slovakia, and the emigration of Slovaks to America. Dennis Ragan, \$95 tuition + \$5 material fee, 2.0 CEUs

LNGX 7585-N1 8 Tuesdays starting October 10,
6-8:30 p.m.

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. Cynthia Young, \$75 tuition + required textbook, 1.2 CEUs

DAPX 1781-N1 4 Thursdays starting October 5,
5:30-8:30 p.m.

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.

 Denotes Online Class

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



Essential Oils 101

Aromatic plants have long played an important role in human civilizations. Although the use of essential oils has evolved over the years, the basic principles remain the same. Oils extracted from aromatic plants have powerful, positive and therapeutic benefits to the mind and body. You will make a personalized oil blend to take home. Leigh Ann Brockhoff & Jamie Wieland, \$39 tuition + \$12 material fee, .6 CEUs
PRDX 1801-N1 2 Tuesdays starting October 17, 6-9 p.m.

Blueprint Reading

Ever look at an assembly drawing and wonder what all the different lines mean? This online class will introduce you to blueprint reading and interpretation with a focus on reviewing common elements, the alphabet of lines and the differences between types of drawings. \$275 material fee, .5 CEUs
ATCX 7010-W1 September 18, 2017 - March 18, 2018
(Online)

Getting Started in Sales

Finding new clients or customers can be challenging, reaching out to them and actually making a sale is a whole other thing. Whether you are a beginner, new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Save time, money and effort with these tried and true proven sales techniques that will deliver proven results. Tim Street, \$195 tuition, 1.6 CEUs
JREX 2524-W1 October 2-27 (online)

 Denotes Online Class

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.

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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.



Ambitious journeys start at Westmoreland

- Get into the job market in two years or less* through one of more than 60+ dynamic career programs
- Start your bachelor's degree at Westmoreland and then transfer your credits, saving thousands in tuition
- Take advantage of our small class sizes & connect with caring, expert faculty who have real-world experience
- High school juniors & seniors can earn college credit while in high school through our College Now program saving time & money on a degree

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*Time is dependent upon program and if any developmental coursework is required.