



Business & Professional Development

Spring 2018 – Youngwood

All classes will be held at 145 Pavilion Lane unless otherwise noted.

3D Printing Basics

Take the first step into the world of additive manufacturing! You will gain hands-on experience in the operation of a 3D printer and associated equipment. In addition, you will explore current and future additive manufacturing applications. Max Inks, \$330 tuition, 2.4 CEUs

INDX 0042-A1 6 Saturdays starting April 7, 8 a.m.-12 p.m.
(Westmoreland-Advanced Technology Center)

Introduction to Coding

Coding makes it possible to create computer software, apps and websites. There is a high demand for coding skills. Whether you want to become a career coder, design your own website, have a great idea for an app that you want to take to market, or simply be able to understand the technology that surrounds you, it would be beneficial to add these technical skills to your resume. In this hands-on class, you will craft web applications using the basics of HTML, CSS and Java Script. Must have basic computer experience (save/open files, navigate the Internet, etc.); typing experience will be beneficial. R. Alex Kibler, \$185 tuition, 2.1 CEUs

DAPX 0891-01 7 Mondays starting March 19, 6-9 p.m.
(no class April 16)

The Competitive Edge

Regardless of your profession, knowing how to sell will give you a competitive advantage. You can learn the techniques to sell your ideas, products, services and skills in any situation. The competitive edge is gained by applying those skills which foster honest and open relationships based on trust, transparency, respect, and doing what we said we would do. Dominic Palmieri, \$35 tuition, .3 CEUs

JREX 0942-01 Saturday, April 7, 9 a.m.-noon

Art of Negotiation

Knowing how to negotiate is a valuable skill for both the buyer and seller. Enhance your negotiation skills by learning best practices and understanding how emotions impact results, and how negotiation can resolve differences. Lesley Katancik, MBA, \$25 tuition, .3 CEUs

JREX 6002-01 Wednesday, March 21, 6-9 p.m.

Fundamentals of Strategic Sourcing

Become a savvy buyer by understanding what goes into the true cost of a product – not just the price you see, the impact of vendor relationships, the tips to drive cost-savings and the appropriate language to use in a contract. Lesley Katancik, MBA, \$35 tuition, .6 CEUs

JREX 7574-01 2 Tuesdays starting March 6, 6-9 p.m.

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 March 5-30 (online)

High Performance Leadership

What does high performance leadership look like? You'll be introduced to the principles of leadership, practices of empowering leaders and the five major leadership roles. You be provided with strategies to move from the traditional practices of controlling and directing to coaching, facilitating and empowering. Richard Hampton, Jr., \$55 tuition + \$2 material fee, .9 CEUs

JREX 3019-01 3 Wednesdays starting March 21, 6-9 p.m.

High Performance Teams

High-performance teams are more than a group of people working together to accomplish a common task. They share a common vision and purpose that inspires their performance. They feel connected to their work. They solve problems, make decisions and act like full partners in the business. Find out the characteristics of a high performing team, how they can positively impact an organization and how to create a team environment that results in outstanding performance. Richard Hampton, Jr., \$55 tuition + \$2 material fee, .9 CEUs

JREX 3020-01 3 Wednesdays starting April 18, 6-9 p.m.

 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.



Change Management Skills

Strategically applying/utilizing the various disciplines in order to cause organizational change and add value is often referred to as "change management." Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. Sally Schmall, MSW, SPHR, \$195 tuition, 1.6 CEUs
JREX 4862-W1 March 5-30 (online)

Collaborative Management

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. 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 5-30 (online)

How to Avoid Fatal Leadership Errors

Review cases of real leaders in business, education and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, inappropriate dispositions and attitudes, and lack of knowledge and skills. You will take away several practical recommendations to help you minimize these errors and help you perform your leadership role to an optimal level of efficiency. Henry J. Findlay, \$245 tuition, 1.6 CEUs
JREX 4853-W1 April 2-27 (online)

Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review. Sally Klauss, MBA, \$295 tuition, 1.6 CEUs
JREX 6820-W1 April 2-27 (online)

Photoshop for Presentations

You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. Daniel Hood, \$195 tuition, 1.6 CEUs
JREX 6733-W1 March 5-30 (online)

Google Apps

The apps you will be introduced to include: Google+, Google Play, Google Drive, Google calendar, Google mail and Google maps. Jeff Atkins, \$29 tuition, .3 CEUs
DAPX 2305-01 Wednesday, March 21, 6-9 p.m.

Starting a Small Business in Pennsylvania

Learn what's necessary to start a business in Pennsylvania from selecting the appropriate entity, sole proprietorship, partnership, corporation/S Corporation or business trust, to satisfying state requirements for formation and continued operation. Worker's compensation, unemployment compensation and business management will also be covered. Attorney Mark Sorice, \$19 tuition, .2 CEUs
SMBX 7630-01 Monday, March 19, 6-8 p.m.

Instagram Use for Business

You can use Instagram to create brand awareness, monetize your account and as a platform for sales. This course will give you the techniques to engage with your key market audience, knowledge to use Instagram analytics to create a content strategy and strategies to make your content visible to a maximum audience. Instructor has 11,000 followers and has had her content featured by a major retailer. Bring smart phone to class. Krista Boyer, MBA, Psy.D., \$35 tuition + \$2 material fee, .4 CEUs
JREX 3940-01 2 Tuesdays starting April 3, 6-8 p.m.

Marketing with Social Media

Social media has changed the way people connect. As a result, you must utilize social media to grow your customer base and engage current customers. Learn how to develop an integrated marketing plan that includes search engine optimization, display marketing, content marketing, email, Google Adwords and more to meet your goals. Larry Tavlarides, \$65 tuition, .9 CEUs
SMBX 1350-01 3 Thursdays starting April 12, 6-9 p.m.

Six Sigma: Total Quality Application

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®). New course sessions begin monthly. For class start dates, prices and to register, go to www.ed2go.com/wcconed.

Data Analysis

This course will provide you with a basic understanding of how to analyze data, present data and develop scorecards. Ryann Bradley, MBA, \$59 tuition + \$2 material fee, .8 CEUs
JREX 0454-01 4 Wednesdays starting April 18, 6:30-8:30 p.m.

Excel 2016 Boot Camp

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. 30 minute lunch on your own. Richard Martz, \$55 tuition + required textbook, .6 CEUs
DAPX 1778-01 Saturday, March 24, 9 a.m.-3:30 p.m.

 Denotes Online Class

Excel – Advanced Features

Gain advanced skills by learning more complex functions and formulas to produce more appropriate data, Pivot Tables for analyzing that data, and advanced charting for the communication of the data. Must be familiar with common Excel tasks, such as, navigating a worksheet and workbook, adding and deleting rows, columns and worksheets, creating basic functions and formulas, etc. Grace Sandy, \$59 tuition, .6 CEUs

DAPX 1782-01 2 Saturdays starting April 14, 9 a.m.-noon

Windows 10 Boot Camp

This hands-on boot camp will show you how to navigate the new interface; use the Windows apps and desktop applications to complete tasks; install new apps and multi-task with multiple programs; work with files and folders; use Cortana and Edge for web browsing; customize the Windows 10 environment and use the security features. Previous exposure to personal computers and the Internet is required. Textbook available at the college bookstore. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition + required textbook, .6 CEUs

DAPX 9117-01 Saturday, April 28, 9 a.m.-3:30 p.m.

Word Boot Camp

Become familiar with the essential Word working environment, including the Word Start screen with BackStage View to manage and open your saved documents. Instruction will be provided on using the Word Interface, navigating and entering text using both the keyboard shortcuts, mouse and touch screen, personalizing tabs, ribbons and the quick access toolbar, and using file explorer to locate files stored on your computer or Flash Drive. Create new documents and learn editing techniques that you can use to change text, formats, margins, styles, and insert bullets, numbers or tabs. Save documents in PDF or Word older versions. Windows knowledge is required. Handout is included. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition + \$2 material fee, .6 CEUs

DAPX 9226-01 Saturday, April 7, 9 a.m.-3:30 p.m.

Word – Advanced Features

Keep the information in your Word document easy to read using tables, charts or headers and footers. Explore QuickParts to insert preformatted text, and reach beyond your desktop to work with documents saved and stored in your OneDrive cloud storage. Inspect a document before sharing, limit others editing, track the editing and formatting changes others have made, create comments and combine or compare separate reviewer's comments. Work with mass mailing tools to communicate with a large number of people. Windows and Word knowledge is required. Handout is included. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition + \$2 material fee, .6 CEUs

DAPX 9204-01 Saturday, May 5, 9 a.m.-3:30 p.m.

QuickBooks

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.

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.

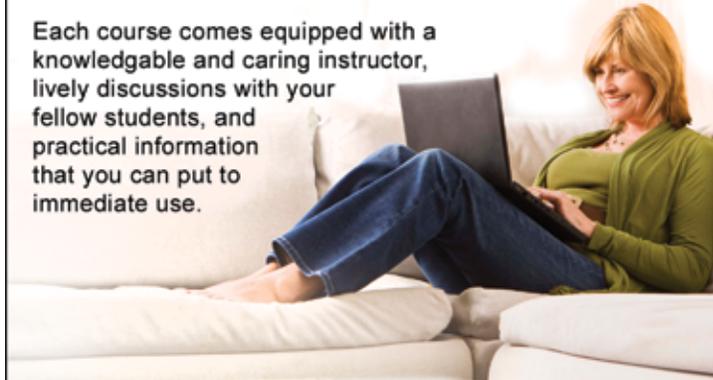
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Please note that the Senior Citizen Tuition Waiver does not apply to Ed2go classes.

No credit or CEUs are awarded for Ed2go classes.

Educating the Military Connected Student

Since the beginning of the wars in Iraq and Afghanistan, more than two million military-connected children have experienced the extended absence of a parent, as well as, other military related stressors. Most of these students attend civilian operated public schools. Despite the overwhelming number of military-connected students served in civilian public schools, limited methods exist for identifying these students and even fewer in-school resources are being used to bolster resilience and mitigate risks for this at-risk population. Efforts to mitigate the risks associated with the military life experience can have a positive overall impact on student motivation, academic success, and social, emotional and psychological well-being for the military child. Learn how school environments, if structured in an appropriate way, can promote the development of military-connected students. The instructor is active military. Jolene Trout, M.Ed., \$25 tuition + \$2 material fee, .3 CEUs

JREX 1740-01 Wednesday, March 21, 6-9 p.m.

Using Cell Phones in the Classroom

"Class, turn your cell phones - - on!" Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning and your teaching. Optional 1.0 graduate credit for each course is awarded by the School of Education at the University of South Dakota, a nationally recognized university and academic pioneer in distance learning. After you register for your course, you pay the additional fee of just \$40 to the University of South Dakota for the awarding and processing of your graduate credit. Ryan Moore, \$145 tuition, 1.6 CEUs

JREX 8460-W1 April 2-27 (online)

To register, call 724-925-4204 or 1-800-262-2103, ext. 4204.

ServSafe

You now have two options to earn your ServSafe Food Safety Certification. Gain academic credits in addition to your certification by attending the ServSafe Blended class that combines face-to-face and online delivery. You can also attend the noncredit class that is a combination of self-study and face-to-face class time.

Food Safety Certification – ServSafe (Noncredit offering)

A study of food and the methods needed to control contamination and microbial growth. The principles of HACCP and food safety standards and regulations will be presented. Emphasis is given to developing a working environment which will provide the consumer with wholesome, safe food that conforms to the standards of the regulatory agencies. This course is offered in conjunction with the Educational Foundation of the National Restaurant Association. Class total hours are 16. Classes meet two times face-to-face with an additional 8-hour self-study component. You must complete all 16 hours to be eligible to sit for the Servsafe certification exam. To be eligible to apply to the Pennsylvania Department of Agriculture for the Food Employee Certification, you must successfully pass the ServSafe exam (75%). The textbook, ServSafe Manager, 6th Edition, is available in the college bookstore. Please purchase textbook and read before the first class. Answer sheets can be purchased separately.

Registration Deadline: April 12. No refunds after the registration deadline.

For more information, call Paula Rendine at 724-925-4082. \$99 tuition + \$2 material fee, 1.6 CEUs

MEDX 7495-01 2 Thursdays, April 19 & May 3, 5-9 p.m.,
and 8 hours self-study
Certification exam will occur on the
second class day.

Food Safety Certification ServSafe Blended Classes

A study of food and the methods needed to control contamination and microbial growth. The principles of HACCP and food safety standards and regulations will be presented. Emphasis is given to developing a working environment which will provide the consumer with wholesome, safe food that conforms to the standards of the regulatory agencies. This course is offered in conjunction with the Educational Foundation of the National Restaurant Association.

Class total hours are 16. Classes meet two times face-to-face with an additional 8-hour online component. (You will need to access a computer to complete the online portion of activities). You must complete all 16 hours to be eligible to sit for the Servsafe certification exam. To be eligible to apply to the Pennsylvania Department of Agriculture for the Food Employee Certification, you must successfully pass the ServSafe exam (75%). The textbook, ServSafe Manager, 6th Edition, is available in the college bookstore. Please purchase textbook and read before the first class. Answer sheets can be purchased separately. 1 credit

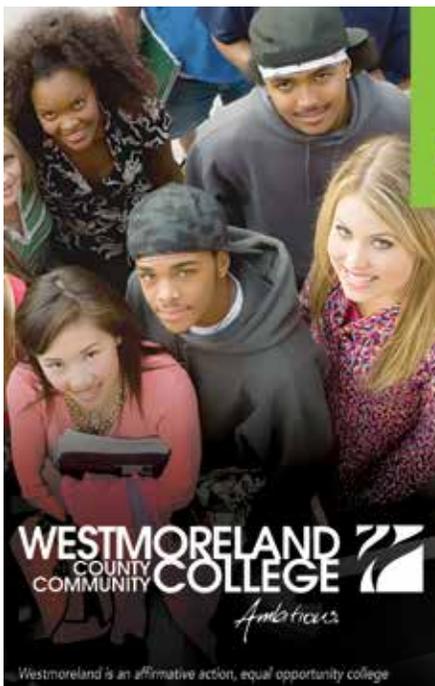
For more information, call Lynn Toniolo at 724-925-5980.

FSM 101-29 2 Saturdays, April 14 & 28,
8 a.m.-12 p.m., and 8 hours online

Business & Professional Development Needs

If there are business & professional development courses you would like offered, please complete an online survey at westmoreland.edu/cesurvey.

Thank you.



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