



INDIANA

Fall 2018 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

Lecture & Clinical: Mondays & Wednesdays, 6-10:15 p.m.,
Saturdays, 8 a.m-5 p.m.,
October 8-December 8

Application deadline: October 1

For more information, go to westmoreland.edu/nurseaide, or contact Paula Rendine at 724.925.4082.

Heartsaver CPR AED Adult & Child & Infant CPR

Heartsaver CPR AED is a video-based, instructor-led course that teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children and infants. This course teaches skills with the AHS's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills. This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. \$29 tuition + \$25 material fee + required text (review of textbook prior to class is required), .45 CEUs

MEDX 1014-N1 Monday, October 22, 5-9:30 p.m.

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. Evaluate the many aspects and potential hurdles of your business and build the business plan, one step at a time. Focusing on the most critical components of the business plan enables you to uncover hidden risks and assess the business from a marketing, management and financial vantage point. Mary Beth Izard, MBA, \$195 tuition, 1.6 CEUs

SMBX 0448-W1 October 1-26

Developing Your Leadership Skills

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit to influence others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the dos and don'ts; what to say, what not to say; what to do, and what not to do. William Draves, \$145 tuition, 1.6 CEUs

JREX 1360-W1 October 1-26

How to Avoid Fatal Leadership Errors

Discover how fatal leadership errors begin. 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 November 5-30

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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.

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.

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 October 1-26

The Flipped Classroom

The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. We will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process. John Meyer, Ph.D., \$195 tuition, 1.6 CEUs

JREX 2110-W1 November 5-30

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 October 1-26

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 Klaus, MBA, \$295 tuition, 1.6 CEUs

JREX 6820-W1 November 5-30

Extraordinary Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. Fred Bayley, \$145 tuition, 1.6 CEUs

JREX 0975-W1 October 1-26

Boosting Your Website Traffic

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary.

Dan Belhassen, \$195 tuition, 1.6 CEUs

SMBX 9004-W1 October 1-26

Access

Harness the power of Microsoft Access to build, edit and maintain a database complete with tables, reports, forms, macros and queries to give you fast access to all your important information. Course runs for six weeks. For class start dates, prices and to register, go to www.ed2go.com/wcconed.

PowerPoint

Create animated presentations formatted with color, text, pictures, shapes, charts and text and object hyperlinks. Course runs for six weeks. For class start dates, prices and to register, go to www.ed2go.com/wcconed.

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.

SQL

Gain a solid working knowledge of this powerful and universal database programming language. Course runs for six weeks. For class start dates, prices and to register, go to www.ed2go.com/wcconed.



Ambitious journeys start at Westmoreland

- Get into the job market in two years or less* through one of more than 60+ dynamic career programs
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*Time is dependent upon program and if any developmental coursework is required.