

New Kensington

NEW KENSINGTON

Fall 2018 Continuing Education Classes

All classes will be held at 1150 Fifth Avenue, New Kensington.

NEW - Google Apps

Google offers a web-based software suite that allows you to create documents, spreadsheets and presentations and save them in the cloud on Google Drive. The suite allows you to create, edit, save and share documents. This class will instruct you in this technology whether you need to utilize the tools because your child's school district is using them with their students, you work for a company who uses them for day-to-day operations or you want to access your information from any computer with Internet access. Must have a gmail account and computer experience. Textbook available at the college bookstore. James DeLuca, \$95 tuition + required textbook, 1.2 CEUs

DAPX 2307-30 4 Saturdays starting October 6, 9 a.m.-noon

NEW - Car Maintenance

Would you like to get to know your vehicle? Old or new, warranty or not, having a few simple tips could save you potential problems. Topics will include: tire care and changing, care of fluids, oil changes, filter replacements, preventative maintenance schedules and when your car needs to see a mechanic. Wear appropriate clothes as portions of the class will be held outside. Randy Ward, \$15 tuition, .3 CEUs

AUTX 0032-30 Saturday, October 6, 9 a.m.-noon

NEW - Universal Self-Defense (Ages 16 & Older)

Designed to provide a comprehensive understanding of self-defense strategies and applications using techniques rooted in the traditional Korean martial art, Tang Soo Do. A variety of common scenarios will be examined, including but not limited to: Assailant grabbing shoulders, straight wrist grab, cross wrist grab, frontal choke, rear choke and bear hug. In addition to the practical application of techniques, strategies of situational awareness, conflict avoidance and conflict escape will be emphasized. Robert Sivec, \$25 tuition, .3 CEUs

PHSX 8441-30 Saturday, October 13, 9 a.m.-noon

 Denotes Online Class

Windows 10

Windows 10 is full of new features and improvements. This hands-on course will show you how to navigate the Windows 10 interface; use the Windows apps and desktop applications to complete day-to-day tasks; install new apps and multitask with multiple programs; work with files and folders by using File Explorer and OneDrive; use Cortana as your virtual personal assistant and Edge for web browsing; customize the Windows 10 environment and use the security features. Previous exposure to personal computers and the Internet is needed. Textbook available at the college bookstore. Bring flash drive to class.

James DeLuca, \$85 tuition + required textbook, 1.2 CEUs

DAPX 9116-30 4 Wednesdays starting September 26, 5:30-8:30 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

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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.

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

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 Klauss, 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 will become skilled at being an exceptional service provider. 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. The payoff is enormous. 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, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Dan Belhassen, \$195 tuition, 1.6 CEUs

SMBX 9004-W1 October 1-26

Access

Take control of your data. 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

Give your presentations a fresh new look. 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.

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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.