

Business & Professional Development Spring 2019 Continuing Education Classes

Classes will be held at Youngwood Campus or online unless otherwise stated.

NEW - Accounting & Finance for Non-Financial Managers

Gain an understanding of the financial concepts and accounting processes to be able to analyze resource allocation and evaluate financial performance. Sharon deFonteny, \$195 tuition, 1.6 CEUs

FINX 0025-W1 April 1-26 (online)

Lean Six Sigma

Six Sigma is a disciplined, data-driven approach for eliminating defects in any process. Upon successful completion of this class, you will be familiar with the basics of Six Sigma as applied to Lean Manufacturing. The key elements of DMAIC and the use of root cause analysis tools for improving process quality, speed and complexity will be presented. The pathway to certification will also be reviewed. Robert MacPherson, Six Sigma Specialist – Raytheon, \$59 tuition + \$2 material fee, .6 CEUs

JREX 4857-01 2 Thursdays starting March 14, 6-9 p.m.

Data Analysis Boot Camp

Understanding how to analyze data to see trends and make predications is a valuable skill set. This course will provide you with a basic understanding of how to analyze data, present data and develop scorecards. 30 minute lunch on your own. Ryann Bradley, MBA, \$59 tuition + \$2 material fee, .6 CEUs

JREX 0454-01 Saturday, March 16, 9 a.m.-3:30 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 April 1-26 (online)

Conflict Management

You will be introduced to practical conflict resolution techniques and strategies to effectively manage conflict in the workplace in a clear, assertive and constructive manner. Robert MacPherson, \$59 tuition + \$2 material fee, .6 CEUs

JREX 4864-01 2 Thursdays starting April 4, 6-9 p.m.

Communication in the Workplace

Ineffective communications affect morale, productivity and efficiency in all areas of life. In the workplace, it becomes even more critical since safety, quality, cost and delivery can be impacted in a very real way. Understanding the basic communication process and the key contributors to both success and failure will improve your communications at work and in your personal relationships. Robert MacPherson, \$49 tuition + \$2 material fee, .5 CEUs

JREX 0939-01 2 Thursdays starting April 25, 6-8:30 p.m.

NEW - Everyone Communicates, Few Connect

Based on the book, Everyone Communicates, Few Connect, by John Maxwell, you will explore the principles of connecting with other people and discover why connecting is important for success. To determine your individual communication style, a full DISC assessment is included. Bring a copy of the book to class. James Teague, MS, and Michelle Teague, MS, both certified John Maxwell trainers, \$89 tuition + \$27 material fee, 1.25 CEUs

JREX 0943-01 5 Mondays starting March 18, 6-8:30 p.m.

NEW - Developing the Leader within You 2.0

You will go through the process of developing the vision, values, influence, and motivation that is required of successful leaders. The concepts shared will help you create a positive atmosphere in your life and the lives of the people you influence in all areas of your world. The class is based on John Maxwell's book, Developing the Leader Within You 2.0. Bring a copy of the book to class. James Teague, MS, and Michelle Teague, MS, both certified John Maxwell trainers, \$89 tuition + \$2 material fee, 1.25 CEUs

JREX 4854-01 5 Mondays starting April 22, 6-8:30 p.m.

Collaborative Management

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 4-29 (online)

Marketing with Social Media

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 March 28, 6-9 p.m.

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 March 4-29 (online)

Extraordinary Customer Service

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 March 4-29 (online)

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 Thursday, March 7, 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 Thursdays starting April 10, 6-9 p.m.

Introduction to Category Management

The purpose of category management is to prioritize cost saving goals by reviewing current and long range initiatives. Basic strategic sourcing guidelines will be reviewed followed by an outline of the steps to transform strategic sourcing practices into a category management ideology. Lesley Katancik, MBA, \$55 tuition, .9 CEUs

JREX 0925-01 3 Thursdays starting March 28, 6-9 p.m.

NEW - Productivity eTools: Be Organized & Get Stuff Done

Find out the top 40 favorite applications and eTools of productive workers. Then discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Dr. Jennifer Selke, \$245 tuition, 1.6 CEUs

JREX 6824-W1 April 1-26 (online)

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, password to access the account and computer experience. Textbook available at the college bookstore. \$95 tuition + required textbook, 1.2 CEUs

DAPX 2307-30 James DeLuca 4 Saturdays starting March 23, 9 a.m.-noon (Westmoreland-New Kensington)

DAPX 2307-01 Patricia Roose 4 Tuesdays starting April 16, 6-9 p.m.

Orientation to Coding

You will be introduced to the basics of coding using HTML and CSS. You will write code to develop a simple web application. Must have basic computer experience (save/open files, navigate the internet, etc.). If you find coding to be interesting, you can take your learning to the next step with the Introduction to Coding class. Bring flash drive to class. Janet Powell, \$69 tuition, .6 CEUs

DAPX 0892-01 Saturday, March 9, 9 a.m.-3:30 p.m.

Introduction to Coding

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. Bring flash drive to class. Textbook available at the college bookstore. Janet Powell, \$185 tuition + required textbook, 2.1 CEUs

DAPX 0891-01 7 Thursdays starting March 21, 6-9 p.m. (no class April 18)

NEW - Cybersecurity Basics

Gain a basic understanding of the field of cybersecurity and why it is necessary today. We'll review past cybersecurity attacks and the potential cost of recovery, along with types of emerging threats, like Ransomware, phishing schemes and identity theft. Following this class, you can take your learning to the next step with Introduction to Cybersecurity. Michael Caglia, \$29 tuition, .2 CEUs

DAPX 1250-01 Tuesday, March 5, 6-8 p.m.

NEW - Introduction to Cybersecurity

This Cisco Networking Academy introductory course. It explores cyber trends, threats and the broader topic of cybersecurity in a way that will matter to you. Learn how to protect your personal privacy online while gaining additional insight on the challenges companies, governmental and educational institutions face today. Michael Caglia, \$185 tuition, 1.5 CEUs

DAPX 1251-01 5 Tuesdays starting March 12, 6-9 p.m.

Introduction to IoT (Ages 16 & over)

The Internet of Things (IoT) is the concept of connecting and interconnecting devices to collect, share and analyze data. This Cisco Networking Academy course provides an overview of the concepts and challenges of the transformational to IoT economy. It discusses the Internet and its evolution to interconnecting people, processes, data and things that form the Internet of Things. Michael Caglia, \$99 tuition, 1.5 CEUs

DAPX 3062-01 5 Mondays starting March 11, 6-9 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 9, 9 a.m.-3:30 p.m.

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 March 23, 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 13, 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 6, 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. Textbook available at the college bookstore. Bring flash drive to class. 30 minute lunch on your own. Patricia Roose, \$55 tuition + \$2 material fee + required text, .6 CEUs

DAPX 9204-01 Saturday, April 27, 9 a.m.-3:30 p.m.

NEW - Building a Website with WordPress

Create a website for yourself or a small business using the WordPress content management system. We'll talk about what WordPress is and how it works. You'll create up to 5 pages (home, about, services, blog and contact) and customize them with text and images. You'll also learn to secure and back up your website and how to update it regularly. You will be required to purchase website hosting and a domain name. Must have computer experience. Rene Morozowich, \$69 tuition, .8 CEUs

DAPX 9240-01 4 Tuesdays starting March 19, 6-8 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.

Mental Health First Aid

Mental Health First Aid teaches you risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. Provided in partnership with Westmoreland Casemanagement and Supports, Inc. 30-minute lunch on your own. \$49 tuition, .8 CEUs
JREX 5250-01 Saturday, March 30, 9 a.m.-5:30 p.m.

NEW - Youth Mental Health First Aid

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. This eight-hour training gives adults who work with youth the skills needed to reach out and provide initial support to adolescents (ages 12-18) who may be developing a mental health or substance use problem and help connect them to appropriate care. Provided in partnership with Westmoreland Casemanagement and Supports, Inc. 30-minute lunch on your own. \$49 tuition, .8 CEUs
JREX 5251-01 Saturday, April 13, 9 a.m.-5:30 p.m.

NEW - Substitute Teacher Preparation

Understand what is expected of a substitute and how to maximize your value to a school. Find out how to develop a subnotebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching and much more. David Reilly, \$145 tuition, 1.6 CEUs
JREX 7689-W1 March 4-29 (online)

Pennsylvania Gun Laws

The course will cover the Gun Control Act of 1968, the purchase of firearms, open carry, concealed carry, permits/license requirements, legal responsibilities of gun ownership, state reciprocity laws, Castle Doctrine Law, and deployment of a weapon issues. For attorneys only. Continental breakfast provided. Donald R. Hess, Jr., retired police officer, former police chief, certified firearms and Municipal Police Officers' Education and Training Commission instructor. Registration ends April 9. \$99 tuition + \$6 material fee, .4 CEUs, 4 Substantive CLE Credits
JREX 6658-01 Wednesday, April 17, 8:30 a.m.-12:45 p.m.

Food Safety Certification – ServSafe (Non-Credit 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 17. 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 Wednesdays, April 24 & May 8, 5:30-9:30 p.m., and 8 hours self-study
Certification exam will occur on the second class day.

3D Printing Basics

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. Brandon Coiner, \$330 tuition, 2.4 CEUs
INDX 0042-A1 8 Mondays starting March 11, 5-8 p.m. (Westmoreland-Advanced Technology Center)

Introduction to MasterCAM

This introductory course will equip you with the tools needed to begin programming and using CNC machines. You will navigate through the MasterCAM basics as you create and run tool paths and test your programs while learning the menu structure and time-saving short cuts. Then you will be ready to move onto the MasterCAM Advanced Course and expand your skills! \$330 tuition + \$130 material fee, 1.2 CEUs
DAPX 5005-A1 George Slezak 3 Saturdays starting March 9, 8 a.m.-noon (Westmoreland-Advanced Technology Center)
DAPX 5005-A2 Steve Slater 4 Tuesdays starting April 9, 5-8 p.m. (Westmoreland-Advanced Technology Center)

Advanced MasterCAM

In this course, you will construct MasterCAM plans and programs as you develop modifications and back up procedures to program the CNC machine. \$330 tuition + \$130 material fee, 1.2 CEUs
DAPX 5006-A1 George Slezak 3 Saturdays starting March 30, 8 a.m.-noon (Westmoreland-Advanced Technology Center)
DAPX 5006-A2 Steve Slater 4 Tuesdays starting May 7, 5-8 p.m. (Westmoreland-Advanced Technology Center)

Refrigeration Transition & Recovery Certification Prep + Test

If you handle refrigerants, you need to know EPA laws and regulations, safe handling and transportation of refrigerants and recycling/reclamation. The proctored test is drawn from the EPA test bank to become EPA certified. The test consists of four sections: Environmental impact of CFC's and regulations, Type I (small appliances), Type II, (high pressure and very high pressure and Type III (low pressure). Photo I.D. required. Joseph Myers, \$75 tuition + \$30 material fee, .8 CEUs
INDX 7804-A1 Thursday, May 9, 8 a.m.-4:30 p.m. (Westmoreland-Advanced Technology Center)

Residential Lighting & Electrical Basics

Learn how to diagnose and repair common electrical problems, and most importantly, know when to call a professional. Introduction to the National Electric Code is offered through hands-on activities, simple installations and repairs. Joseph Myers, \$95 tuition + \$15 material fee, 1.2 CEUs
HOBX 3100-A1 3 Saturdays starting March 23, 8 a.m.-noon (Westmoreland-Advanced Technology Center)

Introduction to SolidWorks

Learn the basics of creating 3D designs using Solidworks, the software used in the design and creation of products in the energy, construction, manufacturing and automotive industries. An experienced instructor will teach you the basics of using the interface, basic functionality, assembly and toolbox basics. George Slezak, \$410 tuition + \$75 material fee, 2.4 CEUs

DAPX 7554-A1 8 Mondays starting April 1, 5:30-8:30 p.m. (Westmoreland-Advanced Technology Center)

CNC G-Code Reading & Programming

Conversions of conversations of G-Codes will let you "speak" to your CNC machine and produce programs during 20 hours of hands-on trainings. You will cover the basics of M and G codes as you learn how to read CNC programs and perform basic operations. Prior machining experience required. Textbook available at the college bookstore. George Slezak, \$295 tuition + required textbook, 2.0 CEUs

INDX 0952-A1 7 Thursdays starting March 14, 5:30-8:30 p.m. (last class 5:30-7:30 p.m.) (no class April 18)
(Westmoreland-Advanced Technology Center)

NEW - Snap-On Multimeter Certification

Become certified in one of the most requested skills in industry today! You will learn problem-solving capabilities of Snap-On digital multimeters, all while preparing for the Snap-On Multimeter Certification exam. Training is focused on basic applications to advanced troubleshooting. Dale Swick, \$288 tuition, 1.2 CEUs

INDX 7200-A1 4 Wednesdays starting April 3, 5-8 p.m. (Westmoreland-Advanced Technology Center)

Introduction to Welding

An introductory course designed for those new to welding, this course emphasizes safety and fundamentals. There will be demonstrations by instructor and practice by students in basic arc welding. Safe and correct methods of assembly and operation of welding equipment, including use of pedestal and hand grinders will also be covered. Emphasis on lab techniques and safety; students are required to wear proper Personal Protective Equipment (PPE) which can be supplied by the college with rental fee. Tim Barkley, \$310 tuition + \$35 material fee, 1.8 CEUs

INDX 8999-A1 6 Fridays starting April 26, 5-8 p.m. (Westmoreland-Advanced Technology Center)

AWS Welding Certification

Our AWS accredited testing facility (ATF) is open for welding certification on 5/15/18. Applicants may take a groove weld certification test on 3/8" mild steel plate with backing using one of the following processes: FCAW (Flux Cored Arc Welding), SMAW (Shielded Metal Arc Welding - "Stick"), GTAW (Gas Tungsten Arc Welding - "TIG"). Applicants may choose the position in which they wish to test. This certification test is intended for those with prior welding experience. Instruction on welding technique is not included. Ben Bilott, \$325 tuition + \$15 material fee

INDX 8001-A1 Wednesday, March 13, 12-4 p.m. (Westmoreland-Advanced Technology Center)

YOUR COMPANY MAY QUALIFY FOR MONEY FOR TRAINING THROUGH WEDNETPA!



Westmoreland is a proud partner with the Workforce & Economic Development Network of Pennsylvania (WEDnetPA). Qualified companies can receive up to \$450 for Essential Skills Training and up to \$850 for Advanced Technology Training per eligible employee.

Essential Skills training is designed to improve the job skills required for an employee's current position. Some types of training eligible through the program may include:

- Applied Mathematics & Measurement
- Communications & Teamwork
- Computer Applications & Software
- Manufacturing Fundamentals
- Workplace Health & Safety

Advanced Technology Training provides instruction in a variety of technology and advanced manufacturing subjects, such as:

- Advanced Manufacturing Technology, includes CAD, CAM, CNC, PLC, ERP
- Advanced Software Implementation
- Computer Programming
- Web Site Design & Development

To find out if your company qualifies for the WEDnetPA Grant, contact our Workforce Development team at workforce@westmoreland.edu.

 Denotes Online Class

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.

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.

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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.

Westmoreland is an affirmative action, equal opportunity college.