

**YWCA WESTMORELAND COUNTY
CLASSES & WORKSHOPS**

FALL 2019



Featured Workshop

Essentials of Personal Banking for Girls
Free for members and girls under 25/\$20(NM)

August 13, 2019
7pm - 8:30pm



This Banking Fundamentals Workshop will present basic banking topics such as check writing, balancing a checkbook, budgeting, and credit worthiness. This will be an interactive workshop aimed to help girls develop good financial habits while learning the basic principles of banking.

**Presenters: Brandie Saraceni, Branch Manager, Citizens Bank;
Joyce Trapletti, Relationship Banker, Citizens Bank**

REGISTRATION & OTHER IMPORTANT INFORMATION

Please call the YWCA at 724-834-9390 to register for all classes & workshops.

- When applicable, class fees are split into Member rates (M) and Non-Member rates (NM). Membership information and form are on the back page of this insert for your convenience.
- All classes are held at YWCA Westmoreland Co., 424 N Main St, Greensburg unless otherwise noted.
- Parking is free in our lot.
- Enroll early! We determine whether to hold a class based on registrations a week prior to the start date.
- No refund will be issued unless a class is cancelled.
- Computer classes are limited to eight (8) students.
- Financial aid is available for most of our computer classes. Call 724-834-9390 for details.

EDUCATIONAL WORKSHOPS

Student Lending Workshop

\$10(M)/\$20(NM)

September 18, 2019 7pm – 8:30pm

This interactive workshop will enlighten you about the Financial Aid process and you will get an overview of the different options to pay for college.

Presenters: Brandie Saraceni, Branch Manager, Citizens Bank; Joyce Trapletti, Relationship Banker, Citizens Bank

Medicare 101

\$10(M)/\$20(NM)

September 25, 2019 6pm-7:30pm

Understanding your Medicare options...

Medicare is confusing, and with ongoing changes, it's important to have good information that allows you to make a good decision with regards to your healthcare options. The Medicare 101 workshop helps to answer the frequently asked questions, such as: What does Medicare cover? Do I need another coverage? The workshop's purpose is to answer those questions and more.

Presenter: Heather Meloy, Medicare Specialist

What Women Need to Know About Social Security

\$10(M)/\$20(NM)

October 9, 2019 6pm-7:30pm

Learn: How the decisions you make in your 60's can determine the amount of income you'll have in your 80's. How to coordinate your own retirement benefit with benefits you might receive as a spouse or divorced spouse. What to do if your husband or ex-husband dies. What you MUST consider before remarrying.

Presenter: J Diane Robinson, Financial Advisor, CLTC

The Benefits of Reiki

\$10(M)/\$20(NM)

October 17, 2019 6:30pm-8pm

Join us as Reiki Master Practitioner Jennifer Hall explains what Reiki is and its many benefits. As intuition, energy, and vibration are created, Reiki enhances deep inner healing. Reiki is a non-invasive and non-religious natural healing modality. Jennifer will share how and where Reiki was developed and how it is performed.

When performed by a trauma-informed Practitioner, Reiki is a wonderful life tool that assists in repairing and recovering from any form of grief, loss, healing within trauma and/or PTSD, and how to get to the other side of living within any level of trauma, physical and emotional pain, and everyday stress and disease. We discuss Reiki's many benefits as it can be applied in adult, children, and infants' lives.

Presenter: Jennifer Hall, Reiki Master Practitioner

What Women and Men Need to Know About Long Term Care

\$10(M)/\$20(NM)

November 6, 2019 6pm-7:30pm

Have you thought about what you would do if you needed some help with your care? We will discuss: health and aging in America, the 3 steps that can help personalize your Long Term Care (LTC) strategy, effective funding of LTC expenses, what to look for in a LTC solution, and how LTC benefits are paid.

Presenter: J Diane Robinson, Financial Advisor, CLTC

HEALTH & WELLNESS

AM Yoga With Nancy Micheals

\$50(M)/\$60(NM)

Thursdays 10am - 11:30am

Session I: September 26 - October 31 Session II: November 7 - December 19 (no class on Nov. 28)

A series designed to focus on specific areas of the body to strengthen and stretch muscles. Classes will help participants build strength, balance the body's system, increase body awareness, and increase energy while learning specific postures.

Instructor: Nancy Micheals

Women Empowered, Self-awareness, and Practical Self Defense

\$60(M)/\$70(NM)

Wednesday evenings 6pm - 7pm

July 31, Aug. 7, 14, 21, 28, Sept. 4, 2019

A progressive and modern approach to self-defense and self-protection that is designed to enhance your confidence, awareness, and provide the tools necessary to prepare you for most situations that can occur within your daily life. With an emphasis on personal empowerment coupled with practical hands-on skills, you will gain the knowledge to stay safe, prevent assaults, and survive almost any situation.

Instructor: Nick Germano

Fabulously Fit after 50

\$65(M)/\$75(NM)

Mondays and Wednesdays (3 week sessions) 10am - 11am

Session I: September 9, 11, 16, 18, 23, 25, 2019

Session II: October 7, 9, 14, 16, 21, 23, 2019

Session III: November 4, 6, 11, 13, 18, 20, 2019

Session IV: December 2, 4, 9, 11, 16, 18, 2019

If you register for more than one 3-week session at the same time, save \$5.

This class is geared to women over 50 of various fitness levels, but especially beginners. We will develop strength, balance, flexibility, and cardiovascular fitness in a fun atmosphere. No experience is necessary. If the changes that come with aging are limiting you, it's time to do something about it. Bring a yoga mat, wear comfortable loose-fitting clothes and tennis shoes. Other equipment will be supplied if needed.

Instructor: Sue Waldrop

Kids Power Karate Murrysville (5549 Old William Penn Hwy)

Call YWCA Westmoreland County to register 724-834-9390.

Session I: September 18 - October 23 Session II: November 6 - December 11

Little Ninjas (ages 4-5) \$40

Wednesdays 6:00pm - 6:45pm

In the Little Ninja classes, your child will be exposed to positive social interaction. They will learn how to work with others and follow directions from their instructors. Our Little Ninja Instructors are good role models who are trained and certified to work with preschool-aged children.

Kids Power (ages 6-12) \$45

Wednesdays 6:45pm - 7:30pm

The Kids Power Karate Program offers traditional martial arts training and emphasizes self-defense, physical fitness, conflict resolution, teamwork, and anti-kidnapping techniques. This program is designed specifically for children and teaches prevention first. It does not promote active aggressiveness but teaches children to respect themselves, others, and the skills they learn.

COMPUTER & TECHNOLOGY CLASSES

Windows 10

\$80(M)/\$90(NM) + textbook

Thursday Mornings	September 5, 12, 19, 26	9:15am - 12:15pm
Monday Mornings	October 7, 14, 21, 28	9:15am - 12:15pm
Wednesday Evenings	Oct. 30, Nov. 6, 13, 20	6:00pm - 9:00pm
Monday Mornings	December 2, 9, 16, 23	9:15am - 12:15pm

Windows 10 is the latest operating system for your computer. This class will teach you how to use this new operating system and also how to transition from an older version of Windows to this new one!

Microsoft Word 2019 - Beginners

\$80(M)/\$90(NM) + textbook

Wednesday Mornings	September 4, 11, 18, 25	9:15am - 12:15pm
Thursday Evenings	October 3, 10, 17, 24	6:00pm - 9:00pm
Monday Mornings	November 4, 11, 18, 25	9:15am - 12:15pm
Tues & Wed Evenings	December 3, 4, 10, 11	6:00pm - 9:00pm

Word processing for beginners. This is your tablet in the computer. Learn how to create letters, mailing labels, envelopes, and use the spelling/grammar check, bullets and numbering.

Microsoft Word 2019 - Intermediate

\$80(M)/\$90(NM) + textbook

Monday Evenings	October 7, 14, 21, 28	6:00pm - 9:00pm
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Take your word processing skills to the next level and learn how to insert pictures, logos, word art, tables, and headers and footers. Learn how to do a mail merge. This class uses the same book as the Beginners Word class.

Microsoft Excel 2019 - Beginners

\$80(M)/\$90(NM) + textbook

Tuesday Mornings	September 3, 10, 17, 24	9:15am - 12:15pm
Wednesday Evenings	October 2, 9, 16, 23	6:00pm - 9:00pm
Tuesday Mornings	Oct. 29, Nov. 5, 12, 19	9:15am - 12:15pm
Thurs & Fri Mornings	December 5, 6, 12, 13	9:15am - 12:15pm

Excel is a spreadsheet program used to track and analyze information. You will learn how to create and format spreadsheets. Also covered will be sorting, filtering charts, and simple formulas.

Microsoft Excel 2019 - Intermediate

\$45(M)/\$55(NM) + textbook

Prerequisite: Excel 2016 or 2019 - Beginners

Friday Mornings	October 4, 11	9:15am - 12:15pm
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Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, protect worksheets. Learn advanced techniques such as conditional formatting advanced filters. Also covered are Excel's data analysis features such as: Goal Seek and Scenarios. This class uses the same book as the Beginners Excel Class.

Microsoft Publisher 2019

\$80(M)/\$90(NM) + textbook

Wednesday Evenings	September 4, 11, 18, 25	6:00pm - 9:00pm
Monday Evenings	November 4, 11, 18, 25	6:00pm - 9:00pm

Publisher enables you to create professional looking publications and marketing materials. You will enjoy creating greeting cards, banners, newsletters, signs, gift certificates, and much more!

COMPUTER & TECHNOLOGY CLASSES

Microsoft PowerPoint 2019

\$80(M)/\$90(NM) + textbook

Wednesday Mornings October 2, 9, 16, 23 9:15am - 12:15pm

Learn how to create a professional slide presentation.

Google Docs, Sheets, and Drive

\$80(M)/\$90(NM)

Thursday Mornings October 3, 10, 17, 24 9:15am - 12:15pm

A free alternative to Word and Excel, Google Docs, Sheets, and Drive will allow you to easily create and save documents and spreadsheets. Learn how to use these apps, including how to use them on your computer, smartphone, or tablet.

Cybersecurity Tips for Everyone!

\$25(M)/\$30(NM) includes manual

Tuesday Morning November 26 9:15am - 12:15pm
Wednesday Morning December 18 9:15am - 12:15pm

Are you worried about identity theft and the safety of your device? This is the class for you! You will learn what you need to do to protect yourself from spam, scams, phishing, robotic calls, malware, viruses, hackers, and ID theft.

QuickBooks

\$150(M)/\$170(NM) + \$30 manual

Friday Afternoons October 4, 11, 18 12:30pm - 3:30pm

Learn QuickBooks with confidence. In this class you will: setup a company and learn to navigate QuickBooks, add customers and vendors, work with bank accounts and credit cards, enter sales information, receive payments and make deposits, enter and pay bills. Also covered: analyzing financial data, inventory setup, tracking and paying sales tax, doing payroll, customizing forms, and estimating and processing invoicing.



CUSTOMIZED TECHNOLOGY TRAINING for GROUPS

The YWCA Technology Center provides customized business trainings for companies and organizations. Computer training for employees provides numerous benefits for your business or organization. We will help you design a training that will meet your needs and will schedule at your convenience. Trainings can be held at your site or in our computer lab which features a comfortable learning environment. Free parking is available on-site at the YWCA. Call Gina McGrath 724-834-9390 x107 for more information.

TECHNOLOGY CLASSES for WOMEN & MEN 50+

Designed for women and men 50 plus years. You will never feel lost or left behind! We teach at a slow pace and help you to become very comfortable with technology. You will be at ease to ask questions and they will be answered in a language that you will understand.

Smartphones/Tablets \$80(M)/\$90(NM)

Monday Mornings	September 9, 16, 23, 30	9:15am - 12:15pm
Tuesday Mornings	October 1, 8, 15, 22	9:15am - 12:15pm
Thursday Mornings	Oct. 31, Nov. 7, 14, 21	9:15am - 12:15pm
Tues & Wed Mornings	December 3, 4, 10, 11	9:15am - 12:15pm

If you are new to using a smartphone or not utilizing many of its features, join us in this class to learn what your phone can do for you. You will be surprised how smart it is and become more comfortable using your phone.

Computer Basics \$80(M)/\$90(NM) + textbook

Friday Mornings	September 6, 13, 20, 27	9:15am - 12:15pm
Tuesday Evenings	October 1, 8, 15, 22	6:00pm - 9:00pm
Wednesday Mornings	Oct. 30, Nov. 6, 13, 20	9:15am - 12:15pm
Monday Evenings	December 2, 9, 16, 23	6:00pm - 9:00pm

This class is designed for the beginner and for all ages to make you comfortable with your computer. You will learn how to use Windows, how to do word processing (typing on the computer) so you can compose your emails or create a letter, how to use the Internet, and your email program. You will also be introduced to the programs that come with Windows that are on your computer.

Facebook for 50 Plus \$55(M)/\$65(NM)

Monday Evenings	September 9, 16, 23	6:00pm - 9:00pm
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Do you want to learn how to use all of Facebook's features? Are you concerned about your Facebook account and security settings? Do you want to control: who can see your posts, who can message you through Facebook, what people can see when they find you on Facebook? You will be surprised at the numerous settings that you can control.

OUR INSTRUCTORS

We are grateful to our instructors, who are experienced, educated, and patient with learners of all levels. You will find bios for these wonderful people on our website, ywcawestmoreland.org.

If you have an idea for a workshop, and are interested in volunteering your time and expertise as a workshop leader, please get in touch with Gina McGrath, Adult Education & IT Director at the YWCA, 724-834-9390 x107.

Our fall 2019 instructors include:

- Nick Germano
- Jennifer Hall
- Gina McGrath
- Nancy Micheals
- Heather Meloy
- J Diane Robinson
- Brandie Saraceni
- Mary Ellen Tiberio
- Joyce Trapletti
- Sue Waldrop
- Vicki Walker

TECHNOLOGY HELP & TUTORING

Technology Question & Answer Session (Q & A)

\$10 per person

September 10 ~ October 8 ~ November 12 ~ December 10

This is a great way to get answers to your questions about your computer, tablet or smartphone in a comfortable, relaxed environment. Start keeping a list of all of your questions and bring them to this session. We meet the second Tuesday of each month from 1:30 to 3:00 pm. Registration is required. Call 724-834-9390.

Private Tutoring

\$55/hour(M)/\$65/hour(NM)

Get individualized instruction on exactly what you need for your personal use. You can bring your laptop, tablet or smartphone. Our computers are also available for tutoring. *This instruction is meant for private use; for customized trainings for companies and organizations, please see the aforementioned section "Customized Technology Training for Groups."*

Tech Support

\$20 for 15 minutes, additional fees if more time is needed

For questions about your tablet, smartphone, or computer's operating system and apps. It is not for viruses, hardware, or equipment setup. Call Gina at 724-834-9390 x107, pay for support using your credit card.



OUR COMPUTER LAB

Our clean and comfortable computer lab has late model Windows 10 computers and 23" touch screen monitors.

We keep our classes small (8 people maximum) so that everyone has the opportunity to ask questions and receive personal attention from the instructor.

BECOME A MEMBER TODAY!

\$20 Basic/Associate Member* \$10 Teen Member \$30 Supporting Member
 \$50 Patron Member \$100 Century Friend** \$200+ Honor Circle **

*Note: Men are welcome to become Associate Members.

**All Century and Honor Circle Members will be honored with at our annual President's Luncheon.

Name _____ Date _____

Street Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

E-mail Address _____

The YWCA will use your e-mail address for YWCA business ONLY. Your name will not be sold to any other organization.

Yes, I would enjoy receiving YWCA updates via email.

No, I want to miss out on exciting news from the YWCA.

Payment method: Check made payable to YWCA Westmoreland County Credit Card

Name on charge account _____

Acct # _____ Security Code: _____ Exp. Date: _____

Membership levels above the basic membership provide additional financial support for the YWCA and are tax-deductible above \$20.

A copy of the official registration and financial information may be obtained from the PA Dept. of State by calling toll free, within PA, 1-800-732-0999. Registration does not imply endorsement.

YWCA Westmoreland County serves thousands of women and girls as oldest women's organization in Westmoreland County. Founded in 1959, the YWCA takes great pride in our legacy of empowering women for more than a century.

When you become a member of YWCA Westmoreland County, you'll support our many programs and services that eliminate racism and empower women. You'll also receive the following benefits:

- **Attend a variety of workshops and classes for free or at a discounted rate.**
- **Access to childcare programs such as preschool and summer camp.**
- **“Our Voice” newsletter via mail 3x per year and regular email updates about upcoming events, workshops, and other happenings.**