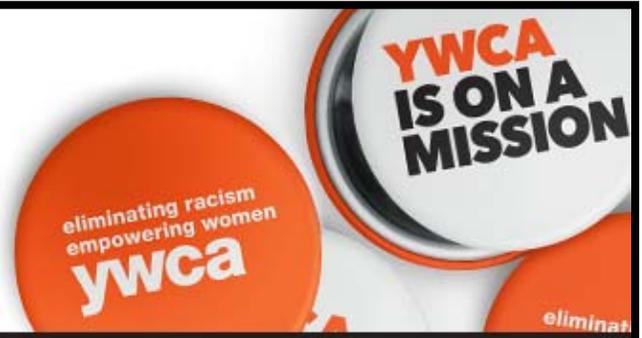


**YWCA WESTMORELAND COUNTY  
CLASSES & WORKSHOPS**

**SPRING 2020**



**Featured Workshop**

**Historic Connections to Fort Ligonier in England and Scotland**

**April 1, 2020**

**6:30pm – 8:00pm**

**Fee: Pay what makes you happy!**



Take a virtual trip to the United Kingdom as Dr. Erica Nuckles shares her experience traveling through England and Scotland to better understand the history of Fort Ligonier and its people. This trip was made possible by the professional development scholarship generously provided by the Women's Leadership Council of the United Way of Westmoreland County when Dr. Nuckles was presented with the 2018 YWCA Rising Star Award.

**Presenter: Dr. Erica Nuckles, Director of History and Collections at Fort Ligonier and Braddock's Battlefield History Center**

**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.

# WELLNESS CLASSES

## Yoga with Nancy Micheals

Fee per session: \$55(M)/\$65(NM)

Thursdays 10am - 11:30am

Session I: January 9 – February 13

Session II: February 20 – March 26

Session III: April 2 – May 7

Session IV: May 14 – June 18

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

## Managing Joint Pain in the Winter

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

February 18, 2020 6:30pm-8:00pm

Winter is here and so are potential injuries. Join us to discuss how to prevent winter falls, fractures, and low back pain (ergonomics). Tips for avoiding injuries while shoveling snow will also be offered.

Presenter: UPMC Center for Rehab Services

## Osteoporosis: Get the facts about prevention and treatment

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

February 26, 2020 6:30pm-8:00pm

Learn about the symptoms and common associated problems of osteoporosis along with effective management through exercise and a healthy life style.

Presenter: UPMC Center for Rehab Services

## There's Physical Therapy for that?!

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

March 11, 2020 6:30pm-8:00pm

Join us for a frank discussion about urinary and bowel issues and concerns. Types of incontinence and available treatments will also be discussed.

Presenter: UPMC Center for Rehab Services

## The Healing Potential of CBD Oil

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

March 12, 2020 6:30pm-8:00pm

There's a lot of excitement about the healing potential of CBD – with good reason.

Join us for an evening to learn about CBD - We can answer your questions of what is it, where does CBD come from, how CBD can help you, how do you pick a quality CBD product, how can CBD help your pets, what is the difference of cannabis, hemp seed and CBD oil and much more. CBD has many health benefits without THC or a script.

Presenter: Helen Mucci, Mucci Farm of Greensburg

## Managing Pain and Stress with Reiki and Reflexology

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

March 17, 2020 10am – 11:30am

Reiki and Reflexology are used as a tool to manage intermittent and chronic pain. They reduce stress, promote relaxation, help to control any side effects due to cancer treatments, and reduces tension, anxiety and fear. Reiki and Reflexology are noninvasive and it is a very nurturing and natural experience. Your mind, body and spirit will thank you.

Presenter: Jennifer Hall, Reiki Master Practitioner

## Balance and How it Impacts Your Life

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

April 14, 2020 6:30pm-8:00pm

Learn how you can increase your balance.

Presenter: UPMC Center for Rehab Services

## Garden Thyme!

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

April 21, 2020 6:30pm-8:00pm

It would be great to enjoy gardening again! Learn how to avoid aches and pain while gardening.

Presenter: UPMC Center for Rehab Services

# PERSONAL ENRICHMENT WORKSHOPS

## Decorating Cookies with Royal Icing

Discover why they are not like other cookies commonly available everywhere! Find out what royal icing is, why it is used, how to make it and how to use it for cookies. Learn to make all those eye-catching, colorful, complicated and intricate cookies you see on-line. This course is designed for adults.

**Part I** **\$30(M)/\$35(NM) + Supplies (a list will be provided upon registration)**  
**January 25, 2020 1:00 pm – 3:00 pm**

Part One covers the what, why and how with wet decorating techniques introduced.

**Part II** **\$30(M)/\$35(NM) + Supplies (a list will be provided upon registration)**  
**February 1, 2020 1:00 pm – 3:00 pm**

Part Two covers techniques for decorating on a dry surface, stenciling, bordering, storage and packaging. Participants will produce their own cookies to take home.

**Instructor: Sharon Seiler, owner of Sharon's Cookies in Greensburg**

## Choosing a Financial Caregiver

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

**April 15, 2020 6:30 pm - 8:00 pm**

Aging can intensify the challenges of managing money effectively and making sound financial decisions. Choosing a financial caregiver is often the best approach, but it's not easy to know whom to choose or how much authority to grant. This session will explore how to facilitate this transfer of responsibility. It contains information on how to select a responsible caregiver, how they should facilitate financial transactions, and in which cases caregivers should be replaced.

**Presenter: Anna Frank, Financial Education Program Coordinator, First Commonwealth Bank**

## Managing Your Time, Managing Yourself

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

**May 13, 2020 6:30 pm - 8:00 pm**

Too much to do, too little time to do it, and no idea where to start? If that describes your life, consider attending this class. Learn how to get organized, become more productive, and decrease your stress level!

**Presenter: Cindy Leonard, Executive Director, YWCA Westmoreland County**

# EMPOWERING WOMEN & GIRLS WORKSHOPS & CLASSES

## Fabulously Fit after 50

**Fee per session (meet 6 times) \$65(M)/\$75(NM)**

**Receive a \$5 discount if you register for more than one session at the same time**

**This class meets 2 times per week on Mondays and Wednesdays from 10am – 11am.**

**First 3-week session: January 6, 8, 13, 15, 27, 29, 2020**

**Second 3-week session: February 3, 5, 10, 12, 24, 26, 2020**

**Third 3-week session: March 2, 4, 9, 11, 16, 18, 2020**

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**

## Women Empowered, Self-awareness and Practical Self Defense

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

**Tuesday evenings 6:00pm – 7:00pm**

**March 3, 10, 17, 24, 31, April 7, 2020**

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. 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, Master Instructor - World Tae Kwon Do Federation/AAU**

# EMPOWERING WOMEN & GIRLS WORKSHOPS & CLASSES

## Modern Etiquette for Today's Girl

\$20 per session

Receive a \$5 discount if you register for all 3 at the same time

Join us for a 3-part series on Modern Etiquette for Today's Girl. This course is for 11-16 year old girls. You can register for specific sessions or all 3.

### Session I: Etiquette Everyday

March 1, 2020 1:00 pm – 3:00 pm

**Etiquette Everyday** - Understanding the power of words, accepting and paying a compliment, making and accepting an apology, asking permission, avoiding annoying behaviors.

**First Impressions** - Five steps to making a good impression, shaking hands properly, introducing friends to parents, using names and titles.

**The Art of Conversations** - Paying attention to the speaker, not interrupting, showing interest, using respectful words, listening and talking to adults, avoiding boring conversations, asking appropriate rather than nosy questions, preventing gossip, avoiding common conversation mistakes, 12 topics not to discuss.

### Session II: Etiquette Everywhere

March 8, 2020 1:00 pm – 3:00 pm

**Etiquette Everywhere** - Behaving properly in the neighborhood, shopping areas, movie theaters, waiting rooms, and sporting events, determining whether questions from strangers are appropriate or dangerous.

**Written Communication** - Writing thank you notes, greeting cards, postcards, and friendly letters, learning social media etiquette/ethics.

**Oral Communication** - Answering the phone, making a phone call, leaving a message, using a cell phone, texting.

### Session III: Dining Skills and Table Manners

March 15, 2020 1:00 pm – 3:00 pm

Learning dining fundamentals and proper table settings, eating at a restaurant, dealing with foods you don't like, ordering from a menu, having appropriate mealtime conversations.

Instructor: Liz Aquino

## Essentials of Personal Banking for Girls

Free for members and girls under 25/\$20(NM)

March 25, 2020 6:30 pm – 8:00 pm

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**

## First Time Homebuyers Seminar for Women

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

May 5, 2020 6:30 pm – 8:00 pm

Join us for an educational session about the home buying process. These are some of the topics that will be covered: how to get qualified, renting vs buying, credit fundamentals, the finance process, tax benefits, down payment assistance, preparing for home ownership.

**Presenter: Tomisha D. Stevens, LREA, Vice President & COO, Buypower Eminence, LLC**

**Do you have a topic that you would like to present to the community?  
If you would like to be a presenter of a workshop at the YWCA  
contact Gina McGrath, 724-834-9390 x107.**

# COMPUTER & TECHNOLOGY CLASSES

## Computer Basics

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

**Thursday Mornings**      **February 6, 13, 20, 27**      **9:15am - 12:15pm**  
**Monday Evenings**      **April 6, 13, 20, 27**      **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.

## Windows 10

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

**Thursday Mornings**      **January 9, 16, 23, 30**      **9:15am - 12:15pm**  
**Tuesday Evenings**      **March 3, 10, 17, 24**      **6:00pm - 9:00pm**  
**Friday Mornings**      **May 1, 8, 15, 22**      **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**

**Monday Evenings**      **March 2, 9, 16, 23**      **6:00pm - 9:00pm**  
**Thursday Evenings**      **May 7, 14, 21, 28**      **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**

**Wednesday Evenings**      **April 1, 8, 15, 22**      **6:00pm - 9:00pm**

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**

**Wednesday Evenings**      **February 5, 12, 19, 26**      **6:00pm - 9:00pm**  
**Tuesday Evenings**      **April 7, 14, 21, 28**      **6:00pm - 9:00pm**

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.

## WordPress

**\$70(M)/\$80(NM)**

**Wednesday Evenings**      **March 4, 11, 18**      **6:00pm - 9:00pm**

Learn to create a website without having to learn to code! WordPress is a popular content management system that is easy to learn, even without prior web development knowledge. Over the course of this class, we'll build an entire website from start to finish, and give you many tips on obtaining hosting, buying a domain name, customizing your site with themes, and adding extra functionality with plugins. No prior WordPress or website development knowledge is necessary to take this class, however, students should be comfortable with using a computer and the Internet.

## QuickBooks

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

**Monday Afternoons**      **May 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.

## Cybersecurity Tips for Everyone!

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

**Thursday Morning**      **April 2**      **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.

# COMPUTER & TECHNOLOGY CLASSES

## Google Apps

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

Thursday Mornings      May 7, 14, 21, 28      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.

## 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)

Tuesday Mornings      January 7, 14, 21, 28      9:15am - 12:15pm  
Monday Mornings      March 2, 9, 16, 23      9:15am - 12:15pm  
Wednesday Mornings      May 6, 13, 20, 27      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.

## Facebook for 50 Plus

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

Thursday Mornings      March 5, 12, 19      9:15am - 12:15pm

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.

## TECHNOLOGY HELP & TUTORING

### Technology Question & Answer Session (Q & A)

\$10 per person

January 14 ~ February 11 ~ March 10 ~ April 14 ~ May 12

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.

## WHAT PEOPLE SAY ABOUT OUR TECHNOLOGY CLASSES

*"I loved, loved, loved this class! I have learned so much and want to know so much more. Thanks for your patience and for sharing your expertise. I haven't felt "connected" to anything since I moved here eight years ago. This 'YWCA Experience' has helped me in so many ways. [My instructor was] so professional and well-prepared. You're the best!"*

*"I am so happy to have instructors teach to my level. I was able to ask questions to make sure I understood. I was happy to have questions from a previous class answered if I have problems applying at my job site."*

# 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.



## 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.



Smartphones/Tablets Class

# 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.**