

YWCA WESTMORELAND COUNTY
TECHNOLOGY & WELLNESS CLASSES
Summer 2021



424 N Main St
Greensburg PA 15601
Phone: 724-834-9390
Fax: 724-834-9391
Technology@ywcawestmoreland.org

Certificate Provided Upon Request

Program schedule also available on our website at
WWW.YWCAWESTMORELAND.ORG

- ◇ We will be following the CDC guidelines to wear face masks and follow social distancing
- ◇ **Enroll early** ~ We determine to hold a class a week prior to the start date
- ◇ Call 724-834-9390 to register

YWCA IS ON A MISSION

COMPUTER CLASSES

Computer Basics

\$80(M)/\$90(NM) + \$25 textbook

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.

Tuesday Evenings 6:00 pm - 9:00 pm June 8, 15, 22, July 6

Windows 10

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

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!

Monday Evenings 6:00 pm - 9:00 pm May 10, 17, 24, June 7
Thursday Mornings 9:15 am - 12:15 pm August 5, 12, 19, 26

Microsoft Word 2019 - Beginners

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

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.

Thursday Evenings 6:00 pm - 9:00 pm May 27, June 10, 17, 24
Friday Mornings 9:15 am - 12:15 pm July 30, August 6, 13, 20

Microsoft Word 2019 - Intermediate

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

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.

Tuesday Evenings 6:00 pm - 9:00 pm July 20, 27, August 3, 10

Microsoft Excel 2019 - Beginners

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

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

Monday Evenings 6:00 pm - 9:00 pm June 14, 21, 28, July 12
Wednesday Mornings 9:15 am - 12:15 pm July 28, August 4, 11, 18

QuickBooks

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

Learn QuickBooks with confidence. In this class you will: setup a company and learn how to navigate in 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 will be: analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, customizing forms, and estimating and progress invoicing.

Wednesday Evenings 6:00 pm - 9:00 pm August 11, 18, 25

Technology Question & Answer Session (Q & A)

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. Fee: \$10.00.

Dates: May 25 (4th Tues), June 8, July 13, August 10

BUSINESS COMPUTER TRAINING

The YWCA Technology Center provides customized business trainings for companies and organizations. Computer training for employees provide 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 x107 for more information.

TECHNOLOGY CLASSES

Technology for Seniors Using a Smartphone or Tablet \$80(M)/\$90(NM)

This class will teach seniors to communicate electronically using **your smartphone or tablet** when face to face communication is not possible. It will be taught in a comfortable learning environment, in a language you will understand and at a slow pace. You will learn how to use Zoom or Facetime to see people and communicate with them. We will also cover how to: email, text, use the camera and send pictures, find reputable information on the internet, order groceries and/or food to be delivered or for pickup, attend virtual doctor's appointments, use your healthcare provider's app for test results, scheduling appointments and communicating with them, use your pharmacy app to order prescriptions. Cybersecurity and avoiding scams will also be covered. Bring your smartphone or tablet to class and your user names and passwords. Class size is limited to 8 people. **This class will be half-off for the first 8 applicants.**

Wednesday Mornings 9:15 am - 12:15 pm June 9, 16, 23, 30

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

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.

Friday Mornings 9:15 am - 12:15 pm May 14, 21, 28, June 11

Thursday Mornings 9:15 am - 12:15 pm June 24, July 1, 8, 15

Monday Mornings 9:15 am - 12:15 pm August 2, 9, 16, 23

Cybersecurity Tips for Everyone! \$25(M)/\$30(NM) includes manual

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.

Wednesday Morning 9:15 am - 12:15 pm May 26

Wednesday Evening 6:00 pm - 9:00 pm July 7

Facebook for 50 Plus \$60(M)/\$70(NM)

Are you new to Facebook or concerned about your 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. In addition to these settings, this class will cover how to post, upload pictures and videos, message, notifications and more.

Friday Mornings 9:15 am - 12:15 pm June 18, 25, July 2

TechGYRLS Who Code \$100 (Scholarships available)

From Facebook and Instagram to Google and Wikipedia, a big part of our everyday life is spent online. But how are websites like these created? In this hands-on and immersive summer class, we will be diving into the web to learn the coding basics. One of the best parts of learning to code is that YOU control what your website looks like, from choosing colors and fonts and imagery and so much more. Students will gain a fundamental knowledge of HTML, CSS, and JavaScript and will finish with their very own responsive website.

This class is for girls 11 to 14.

Monday to Friday 1:00 pm - 4:00 pm July 19, 20, 21, 22, 23

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; see information for Business Computer Training on back page.*

Tech Support

This support is 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 extension 107, pay for support using your credit card. Fees: \$20 for 15 minutes, additional fees if more time is needed.

WELLNESS CLASSES

Yoga with Nancy Micheals

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

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.

Thursday Mornings	10:00 am - 11:30 am	May 13, 20, 27, June 3, 10, 17
Thursday Mornings	10:00 am - 11:30 am	June 24, July 1, 8, 15, 22, 29
Thursday Mornings	10:00 am - 11:30 am	Aug. 5, 12, 19, 26, Sept. 2, 9



New Wellness Classes and Workshops coming this Fall!

BUSINESS COMPUTER TRAINING

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