

September to December 2021  
Technology and Wellness  
Class Schedule

**eliminating racism  
empowering women**  
**ywca**  
**Westmoreland County**

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](http://WWW.YWCAWESTMORELAND.ORG)

**Enroll Early!**

Call 724-834-9390 to register

**YWCA IS ON A MISSION**

# TECHNOLOGY 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.

Monday Mornings	9:15 am - 12:15 pm	Sept. 13, 20, 27, Oct. 4
Wednesday Mornings	9:15 am - 12:15 pm	Nov. 3, 10, 17, 24

## 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!

Wednesday Mornings	9:15 am - 12:15 pm	September 1, 8, 15, 22
Monday Mornings	9:15 am - 12:15 pm	Nov. 29, Dec. 6, 13, 20

## 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.

Tuesday Evenings	6:00 pm - 9:00 pm	Sept. 7, 14, 21, 28
Thursday Mornings	9:15 am - 12:15 pm	Oct. 7, 14, 21, 28

## 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 Mornings	9:15 am - 12:15 pm	Nov. 2, 9, 16, 23
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## 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.

Wednesday Evenings	6:00 pm - 9:00 pm	Oct. 6, 13, 20, 27
Tuesday Mornings	9:15 am - 12:15 pm	Nov. 30, Dec. 7, 14, 21

## 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.

Thursday Mornings	9:15 am - 12:15 pm	Sept. 2, 9, 16, 23
Tuesday Mornings	9:15 am - 12:15 pm	Oct. 5, 12, 19, 26
Friday Mornings	9:15 am - 12:15 pm	Nov. 5, 12, 19, Dec. 3

## 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 - 3:00 p.m.**

Registration is required. Call 724-834-9390. Fee: \$10.00.

**Dates: September 14 ~ October 12 ~ November 9 ~ December 14**

## 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.*

# TECHNOLOGY CLASSES

## 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.

Monday Evenings

6:00 pm - 9:00 pm

Oct. 18, 25, Nov. 1

## 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.**

Monday Mornings

9:15 am - 12:15 pm

Oct. 11, 18, 25, Nov. 1

## 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.

Saturdays

10:00 am - 1:00 pm

Oct. 2, 9, 16, 23

# 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

Sept. 16, 30, Oct. 7, 14, 21, 28

Thursday Mornings

10:00 am - 11:30 am

Nov. 4, 11, 18, Dec. 2, 9, 16

## Fabulously Fit After 50

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

The 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. **Instructor: Sue Waldrop**

Wednesday Mornings

9:30 am - 10:30 am

Sept. 8, 15, 22, 29, Oct. 6, 13

Wednesday Mornings

9:30 am - 10:30 am

Oct. 20, 27, Nov. 3, 10, 17, 24

Wednesday Mornings

9:30 am - 10:30 am

Dec. 1, 8, 15, 22, Jan. 5, 12

Look on back page for new happenings and events at the YWCA this fall.

# Upcoming Events!

Annual Used Book Sale: August 19th - 21st

Girls In Pearls 16th Annual Fashion Show: October 18th

Week Without Violence: October 18th-23rd

Celebrating Our Female Veterans: November 11th

Breakfast With Santa: December 20th

## **YWCA Book Store Coming Soon!!**

Grand Opening on Friday, October 1st at 10am. Our book store is located at our 424 N Main Street site.

## **NEW YGirls Connect Group**



Our *NEW* program YGirls Connect is coming to the YWCA this year, launching Wednesday, September 15<sup>th</sup> at 6pm! YGirls Connect is a community group for young women ages 14-25 meeting once a month at the YWCA.

The group is designed to build self-confidence, promote leadership development, and become socially engaged while meeting our mission of eliminating racism and empowering women.

Young women interested in more information, or in attending the September 15<sup>th</sup> meeting should call 724-834-9390.

## **Field Hockey**

The YWCA Dragons Field Hockey program will participate in a Fall outdoor season starting August 30 – October 29, 2021 (Monday, Wednesday, Friday). Call 724-834-9390 now to register!