

UNITED STEELWORKERS



PARTICIPATING COMPANIES

Mon Valley Works
Spring 2017
ICD Training
Schedule

REGISTER TODAY
www.monvalleyicd.com
412-460-0390



Mon Valley Works ICD
One South Linden Street
Duquesne, PA 15110



Spring 2017 Training & Education Guide



Mon Valley Works
Institute for Career
Development
Local Joint
Committee
Members are
your local
representatives for
the program.

ICD Coordinator
412-460-0390
Nancy Ligus

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Champ Saddler

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Jon Grunsky, Co-Chair
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Scott Sauritch, Co-Chair
Ken Carter
Shawn Knight

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412-469-0100
Jim Wardzinski, Co-Chair
Debbie Barkley, E.T.
Lisa Fleckenstein, Irvin
Matt Murrman, Clairton



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Coordinator
Nancy Ligus
nancy.ligus@monvalleyicd.com
412-460-0390

**For information
on classes, check out the
Class Schedule section**

Visit us on the web:
www.monvalleyicd.com

Visit us on Facebook:
[www.facebook.com/
MonValley ICD](http://www.facebook.com/MonValleyICD)

Mon Valley Works ICD
One South Linden Street
Duquesne, PA 15110
412-460-0390

Mon Valley Works Spring 2017 ICD Training Schedule

Class Highlights

Understanding & Optimizing Your Investment Choices

It's never too late to think about your future. Learn how to choose the best mutual funds & stocks for Traditional & Roth 401K, IRA/Roth IRA & Standard Brokerage Accounts. (See page 14 for details)



Healthy Lifestyle Workshop

Take control of your personal wellness! Learn the tools you need to be active & how good nutrition can enhance your lifestyle! (See page 16 for details)



Blacksmithing Basics

Learn the basics of blacksmithing including hammering techniques; how to use tongs, punches, chisels; heat sources; & the basics of quenching and tempering. You'll even make your own wall hook. (See page 16 for details)



U. S. Steel & Mon Valley Locals welcome new ICD coordinator

With nearly two decades working in manufacturing, including workforce training, Nancy Ligus is firmly positioned to advance the educational opportunities, offered through the ICD, to our region's Steelworkers.

"I'm excited to bring my workforce development experience to the Mon Valley Works & honored to serve the United Steelworkers community!"

Mon Valley Works ICD



The Mon Valley Works Institute for Career Development (ICD) is a benefit negotiated by the United Steelworkers collective bargaining agreement exclusively for union employees of U. S. Steel. The ICD offers personal development and educational opportunities for learning in a confidential, convenient, and comfortable environment. U. S. Steel contributes \$0.15 per hour worked by USW employees to fund the program.

Enrollment Basics:

- New hires are eligible for all classes
- Enrollments are on a first-come first-served basis
- Retirees are eligible for most classes (see *course descriptions*)
- Spouses may attend most classes when space is available (see *course descriptions*)
- Classes are held at the Mon Valley Works Training HUB as well as Education Provider locations.

Tuition Assistance:

All USW members employed by U. S. Steel are eligible to receive up to \$1,800 annually in tuition assistance toward an accredited program.

Customized Classes:

Our classes are designed with the unique needs of a Steelworker in mind: making learning comfortable and accessible; offering educational opportunities designed to meet special scheduling needs; convenient class locations with scheduling options; and a non-threatening learning environment.

Another important aspect of the program is learning confidentiality. Only the Steelworker and the Career Development staff know whether the Steelworker is there to brush up on basic skills or complete a college-level course and grades are not part of the program design. Online computer aided instruction; traditional classroom settings; small group sessions; one-on-one tutoring; and hands on learning are learning options available.

Perhaps there is something you have always wanted to learn but may not have ever been able to take such a class. Don't see a course or skill that interests you? If you can find 5 interested people and an instructor is available, a course can be scheduled right away!

Pre-Learner Maintenance Training Program

Per the labor agreement and in an effort to facilitate to enter the Mechanical or Electrical maintenance training program, U. S. Steel and the United Steelworkers have chosen an online standardized Pre-Learner Maintenance Training Program to provide employees with the opportunity to acquire the necessary skills and knowledge to test at a higher level when entering into the Maintenance Training Program. The Program will be administered through the local ICD located at the Mon Valley Training HUB. Contact the ICD coordinator for additional details.

Entrance Requirements

Students must...

- be an active non-maintenance Steelworker
- register with the ICD Coordinator for the Pre-Learner Program by calling **412-460-0390**
- have a valid email address
- take the classes on their own time

Students are advised that course completion does not guarantee them a Maintenance Technician position. All additional requirements to become a Learner or Maintenance Technician must still be met.

Retirees and Maintenance Technicians are not eligible for this program

Completion Requirements

- A passing score of 85%
- Completion of all required classes, labs, and tests
- All classes must be taken in the order they are given and all coursework must be completed.
- Certificate of completion from ICD and course transcript and performance will be provided to the Company upon completion.

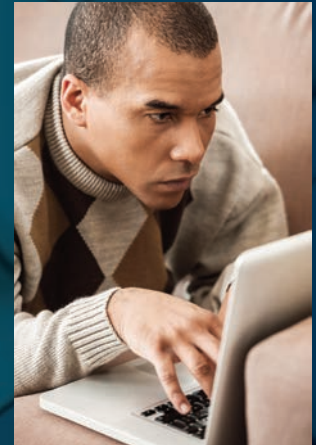
All class work can be completed online at the student's convenience.

Any student who does not have access to a computer should contact the Career Development Center to make arrangements to use the Center computers.

If a student needs training in computer basics, it can be provided through Career Development.



For more information about this National program, please visit the national website at www.icdlearning.org



Location:
**Steel Center
 for Career &
 Technical Education**

565 Lewis Run Road
 Jefferson Hills, PA 15025



Auto Body Repair

The course will teach how to repair minor dents & structural damage. Other topics include different types of paints & primers, and how to use new epoxy products and techniques for gluing plastics. (All supplies included except paint & clears.)
 Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Wednesday 2/15/17 to 4/5/17	4:30 – 8:30	8	Rich Ballog
Thursday 2/16/17 to 4/6/17	5:00 – 9:00	8	Rich Ballog

Auto Detailing

This course will teach the proper way to clean a car from the inside out including detailing the engine compartment. Topics will include interior as well as exterior cleaning through demonstration & hands-on experiences.
 Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Wednesday 4/19/17 to 5/10/17	5:00 – 9:00	4	Rich Ballog
Thursday 4/20/17 to 5/11/17	5:00 – 9:00	4	Rich Ballog



Sign up on-line for
 any of these classes:
www.monvalleyicd.com

Class sizes are limited

Automotive Maintenance

This class is for the student who wants to learn basic automobile maintenance. It will include demonstrations on how to change brakes, tires, & oil on an automobile, & how to diagnose engine problems. Instructors will review automotive operations & common repair techniques. Students will become familiar with the basics of preventive maintenance, emergency repairs & the operational systems of the automobile.
 Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday 2/9/17 to 2/23/17 & 3/9/17 to 3/23/17 (No class 3/2)	5:00 – 9:00	6	Greg Siwik

Automotive Maintenance (Continued)

This auto mechanics program will teach students intermediate fundamentals of auto mechanics including brake systems, engine repair, diagnostic techniques, & electrical/electronic systems. Students will learn how to replace, repair, & diagnosis car troubles. Hands on experience will be a part of this program. Students must have already taken the Automotive Maintenance course to be eligible for this program.
 Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday 4/20/17 to 5/11/17	5:00 – 9:00	4	Greg Siwik

Location:
**Steel Center
 for Career &
 Technical Education**

565 Lewis Run Road
 Jefferson Hills, PA 15025



CDL License

Did you know that your ICD benefit can be applied to obtain your Class A license? The ICD has partnered with All State Careers and negotiated a deeply discounted rate exclusively for Steelworkers. You can attend CDL classes for a minimal cost; students must pay for their Pennsylvania CDL permit test. Contact the ICD Coordinator for details and to be referred to our representative at All-State Careers.

Contact: Nancy Ligus, ICD Coordinator
 412-460-0390, nancy.ligus@monvalleyicd.com



Location:
**All-State
 Career School**
 1200 Lebanon Road
 West Mifflin, PA 15122

Culinary

Location:

**Steel Center
for Career &
Technical Education**

565 Lewis Run Road
Jefferson Hills, PA 15025

Cooking Class Favorites

Participants will be introduced to a different theme each week in classic culinary favorites! Preparation and cooking methods will be explored, suitable for all skill levels. Beginners in the kitchen will gain cooking confidence through instruction in basic techniques, and those with more experience can broaden their culinary knowledge with valuable insight gained while creating these classic dishes.

- Week 1 – Breakfast Classics
- Week 2 – Taste of Poland Classics
- Week 3 – Barbecue Picnic Classics

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday 5/4/17 to 5/18/17	5:00 – 9:00	3	Chef Justin Dixon



Sign up on-line for
any of these classes:
www.monvalleyicd.com

Class sizes are limited

Learning. Your Benefit for Life.

Check the ICD website regularly: classes are being added all the time & may not appear in the current printed catalog.

www.monvalleyicd.com

ICD is on Facebook:
www.facebook.com/MonValleyICD



The ICD is here for you.

At the ICD, we understand that continuous learning positively enhances both your work & personal life experiences.

Through ICD programs, you can explore your individual interests from culinary & DIY projects to managing your finances and health. Expand & strengthen your job skills by learning new technologies or engage in higher education opportunities – all possible through your ICD benefit!

**Learning.
Your benefit for Life.**

Location:
Westmoreland
College
**Advanced
Technology Center**
1001 Technology Drive
Mt Pleasant PA 15666



Sign up on-line for
any of these classes:
www.monvalleyicd.com

Class sizes are limited

MasterCAM Introductory Course

MasterCAM software makes CNC machining possible with endless design capability. This introductory course will equip you with the tools needed to begin programming & using CNC machines. You will navigate through the MasterCAM basics as you create & run tool paths, test your programs while learning the menu structure & time-saving short cuts. Then you will be ready to move onto the MasterCAM Advanced Course & expand your skills! Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday			
3/7/17 to 4/11/17	6:00 – 8:00	6	George Slezak

MasterCAM Advanced Course

MasterCAM Advanced builds on the skills you developed in the introductory course & expands your knowledge of this key machining software. In this course, you will construct MasterCAM plans & programs as you develop modifications & back up procedures to program the CNC machine. Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday			
4/18/17 to 5/23/17	6:00 – 8:00	6	George Slezak

Refrigeration Transition & Recovery Certification Prep + Test

If you handle refrigerants, you need to know EPA laws & regulations, safe handling/transportation of refrigerants & 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 & regulations; Type I (small appliances); Type II, (high pressure & very high pressure) & Type III (low pressure). **Photo I.D. required.** Class size limited to 8.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday			
5/16/17	8:00 – 4:30	1	Joe Myers

HVAC- Residential & Light Commercial Heating (Section I)

The Heating, Ventilation, and Air Conditioning (HVAC) program is designed to provide students with skills needed for entry-level positions installing, repairing, and troubleshooting various heating & cooling equipment. Participants will use industry standard tools & safe practices while learning & applying the concepts covered in this first of two part series. This Section includes 96 hours focusing on piping, control electricity, & heating. Class size limited to 12.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Saturday			
3/4/17 to 6/3/17	7:00 – 3:00	12	Joe Myers
(No class 4/15, 5/27)			

Introduction to Programmable Logic Controllers (PLCs)

This course covers the function & operation of PLCs used in today's industrial applications. The student will be oriented to the fundamental concepts in language, numbering systems, & software programming in order to move onto next levels of PLC operations. Class size limited to 8

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday			
3/20/17 & 3/27/17	4:00 – 8:00	2	Pete Nalepa

Welding for Industry

Develop your welding skills through this course that combines practical theory & instructor demonstrations with hands-on practice in the welding booth. Safe & correct methods of equipment operation is emphasized along with supervised use of common tools used in basic oxyacetylene & arc welding. Preparation for AWS Certifications in multiple procedures is offered. PPE is required. Class size limited to 8

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday and Tuesday			
3/6/17 to 5/9/17	3:30 – 6:30	20	Dennis Chew

Location:
Westmoreland
College
**Advanced
Technology Center**
1001 Technology Drive
Mt Pleasant PA 15666



Location:
**Mon Valley
Works ICD**
One South
Linden Street,
Duquesne, PA 15110

BUILD YOUR DREAMS HERE

*Laser cutting
3D Printing
Metalworking
Waterjet cutting*

*Visit TechShop online
for a complete list
of classes*

TechShop is a place to learn new skills and build your dream. In our shop you will find 3D printers, laser cutters, welding equipment, a full wood shop, and CNC machines. To get involved, USW members can take individual classes in a wide range of topics offered by the TechShop. Find upcoming classes at techshop.com and then contact your ICD Coordinator or TechShop directly to register. Classes are limited to active USW members only and U.S. Steel photo ID required.

(412) 345-7182 info.pgh@techshop.com
192 Bakery Square Blvd www.techshop.com
Open 8am-1am Come in for a FREE TOUR



Industrial Technology

Metal Masters program for USW Members

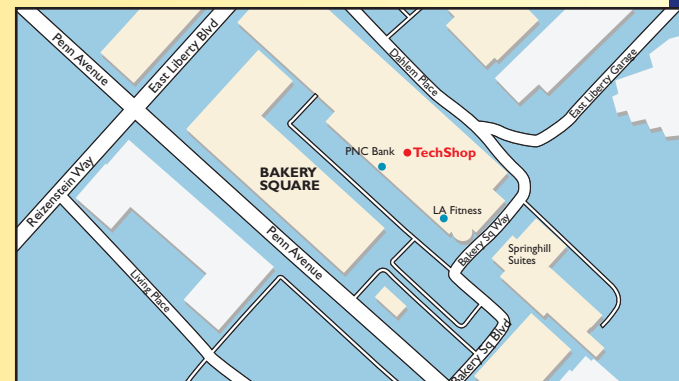
Completing this 15-class program, which includes extended hours of shop access, will result in a Metal Master certificate issued by TechShop Pittsburgh. TechShop staff will track the progress of each participant through the program over a 1 year period. Upon completing Safety & Basic Use instruction, participants will have flexible shop access to instructors, tools & equipment to continue to develop their skills in each of the 15 class competencies:

- Waterjet Basics
- Tormach CNC Mill
- Milling Machine
- Metal Lathe
- Iron Worker
- Basic Aluminium Casting
- MIG Welding
- TIG
- TIG Welding Aluminum
- Basic Metal Shop
- Sheet Metal Basic
- Sheet Metal Organic
- Metal Spinning
- Concepts of CNC
- Fusion 360 Basics

For enrollment information:

TechShop
412-345-7182
info.pgh@techshop.com
www.techshop.com

Location:
TechShop
192 Bakery Square Blvd.
Pittsburgh, PA 15206



Location:
Mon Valley Works ICD

One South Linden Street
Duquesne, PA 15110

No Broker, No Selling. This is an Educational Only Program!

This class has been immensely well received by the USW and consistently ranks among the top classes offered by ICD!

Phil Seki is an Associate Instructor and researcher for Educational Investor Services. His over 10 years of experience includes teaching investment classes for the UAW and the USW at multiple locations. In addition, Mr. Seki has conducted research used for designing new investment strategies that are taught in class. Phil Seki holds a Bachelor of Business Finance from the University of Windsor.

Sign up on-line for any of these classes:
www.monvalleyicd.com

Class sizes are limited

Understanding & Optimizing Your Investment Choices*

This 18-hour seminar/workshop will explain simple, successful investment techniques that historically have produced average annualized returns that outperform the market. There are no pre-requisites required to attend the class. Participants will perform in-class exercises where they will learn how to choose the best mutual funds & stocks for their Traditional & Roth 401K, IRA/Roth IRA & Standard Brokerage Accounts.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday & Tuesday 3/13/17 to 3/28/17	8:00 – 11:00*	6	Phil Seki
Monday & Tuesday 3/13/17 to 3/28/17	4:30 – 7:30*	6	Phil Seki

***Student must choose either morning or evening session. Spouse permitted to attend with active Union member registration. Retirees are not eligible.**

- 3/13/17 – Class 1: Introduction – Investment Plans**
The difference between Traditional 401K & Roth 401K. What are the advantages of tax deferred investments? How to make tax-free withdrawals after retirement.
- 3/14/17 – Class 2: Mutual Funds and Index Funds**
Learn about Mutual Funds, their different types & how to analyze Fidelity Funds in your 401k or an IRA. Class also covers market trends & the best time to invest in stocks and bond funds.
- 3/20/17 – Class 3: U.S. Steel Stock Method**
Learn how to get better returns investing in U.S. Steel Stock based on its cyclical pattern rather than just buy and hold. See below:
20 Years Average Annual Rate of Return for X stock is 1.3% (Buy and Hold)
20 Years Average Annual Rate of Return for X is 22.8% (Seasonality Strategy)
- 3/21/17 – Class 4: Sector Funds**
Learn how to choose & invest in the correct market sectors. This method has eclipsed all other mutual funds over the last 20 years.
- 3/22/17 – Class 5: Stock Market Lingo and ETF's**
Learn how to trade stocks using Market, Limit, & Trailing Stop Orders plus how to Short Stocks. Different types of Exchanged Traded Funds & their investment advantages will also be covered.
- 3/28/17 – Class 6: Widely-Held Stock & Portfolio Design**
Taking Advantage of undervalued stocks & mutual fund window dressing. Learn to design a portfolio for your investment goals.

Debt Free living

Want to get out of debt on loans, mortgages, & credit cards? This workshop will provide simple but powerful methodology & strategies proven to help you live debt-free. Making your debt work for you & preparing for financial emergencies will also be discussed. Bring a calculator & your personal debt information for private use in class exercises. Class size limited to 20.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday 5/4/17	4:00 – 7:00	1	Linda Banks



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Duquesne, PA 15110

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 Duquesne, PA 15110

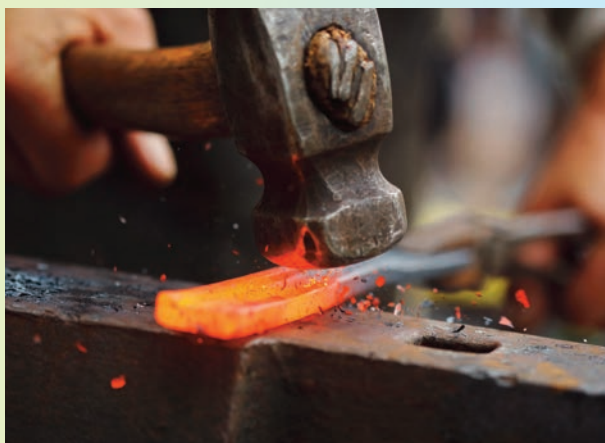
NEW

Blacksmithing Basics

Get your hands dirty & learn the basics of traditional blacksmithing in this 3-hour class. This class covers hammering techniques & the use of tongs, punches, & chisels. Learn about heat sources & the basics of quenching & tempering. You'll make your own metal wall hook! Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday 4/4/17	3:30 – 6:30	1	Olof Berner Instructor provided by the TechShop

See the TechShop Ad on page 12 for additional interesting classes available to active USW members!



NEW

Healthy Lifestyle Workshop

This workshop, taught by experts with advanced degrees in exercise physiology, nutrition & health, empowers attendees to take control of their personal wellness. Topics covered will include: benefits of physical activity, how to overcome barriers to exercise, decoding food labels, good nutrition practices, meal planning, & healthy grocery lists on a budget. You will leave with a heightened awareness of the importance of living a healthy lifestyle as well as the tools necessary to implement this lifestyle change. Class size limited to 15.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Friday 3/10/17	1:30 – 4:30	1	Local Motion Instructor

Sign up on-line for any of these classes:
www.monvalleyicd.com

Class sizes are limited



Beginners Yoga

If you've never taken a yoga class or need a refresher, this class is for you. You'll learn everything you need to know to feel comfortable in a beginner or all levels class. Through poses, stretches, & breathing techniques, you will walk out knowing you did something beneficial for your body, mind, & spirit. Class size limited to 15.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday 3/30/17	7:00 – 8:00	1	Local Motion Instructor
Saturday 4/8/17	12:15 – 1:15	1	Local Motion Instructor

NEW

Location:
Local Motion
 207 East 8th Avenue
 Homestead, PA 15120



Fitness Trainer Program

A fitness trainer guides individuals or groups in exercise & related activities, providing both instruction & motivation. This 36-month course offers a well-balanced combination of nutrition & workout techniques that can help you prepare for a variety of nutrition & fitness endeavors.

- Class meets once a week (4 time slots to better fit shift work)
- Topics change every 3 months

Names are currently being taken for this program.

Contact: Nancy Ligus, ICD Coordinator
 412-460-0390, nancy.ligus@monvalleyicd.com

Location:
Center for Fitness and Health
 WillowPointe Plaza
 800 Plaza Drive
 Belle Vernon, PA 15012

Small Engine Repair – Back to Basics

Starting at the basics you will be guided through the how's & why's of small gas engines such as chain saws & tune-ups of both two & four cycle engines, with the emphasis on air-cooled overhead valve small engines. During the hands-on portion, you will be able to bring in your own equipment, troubleshoot & repair it to your satisfaction. The instructor will oversee & guide you in your work. Repairs can consist of anything from minor tune-ups to complete overhauls. Class size limited to 20.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Wednesday 2/22/17 to 4/26/17	4:30 – 7:30	10	Pete Kurka

Location:
Irvin Plant Union Hall
 1301 Phillip Murray Road
 West Mifflin, PA 15122



Location:
**Steel Center
 for Career &
 Technical Education**

565 Lewis Run Road
 Jefferson Hills, PA 15025



Introduction to Reflexology

Foot Reflexology can be deeply relaxing and therapeutic. Learn the ancient & non-invasive therapy of applied pressure points on the feet & how it relates to the body's organs. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 3/6/17 to 3/13/17	5:00 – 8:00	2	Madeline Sweder

Introduction to Esthetic Skin Care

Learn the basics about facials, skin analysis, make-up, pore cleansing & spa treatments. Hair removal and aroma therapy will also be covered. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 4/3/17 to 4/10/17	5:00 – 8:00	2	Madeline Sweder

CPR/First Aid/AED

This course teaches critical skills needed to respond to & manage an emergency until emergency medical services arrive. Skills covered in this course include first aid, choking relief & what to do for sudden cardiac arrest in adults & the use of an AED. Students will become certified in CPR/First Aid & AED. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Saturday 5/6/17	9:00 – 3:00	1	Jennifer Kastronis



Sign up on-line for
 any of these classes:
www.monvalleyicd.com

Class sizes are limited

Location:
**Steel Center
 for Career &
 Technical Education**

565 Lewis Run Road
 Jefferson Hills, PA 15025



Basic Home Maintenance Series

This course will cover a series of basic home maintenance & repairs. Each week will offer a specific topic. **Students can enroll for each class separately.** Class size limited to 10.

Week 1 – 2/14/17 – Sheetrock

Learn how to repair & patch holes; measure & cut drywall; prepare for installation & painting: fix corners, tape, compound & spackle.

Week 2 – 2/21/17 – Basic Tile Wall/Flooring

Learn how to lay a subfloor; the different types of tile & usages; how to plan including spacing, design, layout & proper installation of ceramic tile.

Week 3 – 2/28/17 – Basic Plumbing

Learn how your plumbing system operates: replace a toilet and toilet components; repair leaking pipes/fittings & supply lines; solder copper pipes & fittings; joining piping together.

Week 4 – 3/7/17 – Basic Electrical Repair

Learn about safety & the electrical system: how the breaker works; replacing/installing common switches and plugs.

Week 5 – 3/14/17 – Roof and Gutter Repair

Learn how to patch shingles; replace vinyl siding; & proper maintenance of gutters & downspouts.

Week 6 – 3/21/17 – Go Green

Learn tips & low-cost measures to save money & energy.

Week 7 – 3/28/17 – Spring Maintenance

Learn how to replace window screens; proper air-conditioning start-up guidelines; how to protect & stain decks, etc.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday 2/14/17 to 3/28/17	5:00 – 9:00	1	Bob Bergamasco

Installing Interior and Front Doors

Students will get hands-on experience with the proper ways to hang and install a door in their residence. Instruction will be given on the use of measuring tape for proper measurements, angles and types of doors. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 3/27/17	5:00 – 9:00	1	Bob Bergamasco



Location:

**Steel Center
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Technical Education**

565 Lewis Run Road
Jefferson Hills, PA 15025



Window Installation

This one-night course will cover some basic principles of installing windows in a residential space. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 4/3/17	5:00 – 8:00	1	Bob Bergamasco

How to Build Stairs

This course will cover basic principles in stair making along with common terms & current technology. Concepts covered include proper measuring, materials needed for indoor staircases, outdoor steps & deck staircases. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 4/10/17	5:00 – 9:00	1	Bob Bergamasco



Sign up on-line for
any of these classes:
www.monvalleyicd.com

Class sizes are limited

Installing Walkways and Pathways

Students will be introduced to the basics of creating walkways & pathways for a residential property. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 5/8/17	4:30 – 7:30	1	Bob Bergamasco

Decorative and Retaining Wall Construction

In this course, students can expect to learn fundamental skills & strategies to create a personalized decorative wall for a yard space, or learn the basics of creating a retaining wall. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Monday 5/15/17	4:30 – 7:30	1	Bob Bergamasco



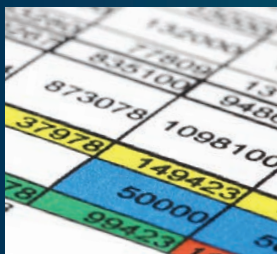
Location:

**Steel Center
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565 Lewis Run Road
Jefferson Hills, PA 15025



Location:
Mon Valley Works ICD
 One South Linden Street
 Duquesne, PA 15110



Working with Digital Photographs

Taking great photos and want to share them with friends & family? Learn ways to use today's internet software to edit, download, store, & create lasting memories with your digital photos. Safe photo storage and organization will also be covered; bring some of your own photos (via USB flash or thumb drive) to experiment with & share! Class size limited to 12.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Saturday			
3/11/17 & 3/18/17	8:00 – 11:00AM	2	Donna Kuzemka

Excel Workshop – Basics of Workbooks

Excel is an efficient tool that can be used for the effective display of a wide range of data, from a simple list to a more complex matrix. Topics will include entering & editing text, formatting, values & basic formulas as well as some tips & tricks that will save time! Class size limited to 12.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Tuesday			
4/4/17	1:00 – 4:00	1	Donna Kuzemka

Excel Workshop – Charting and Graphs

Want to impress with colorful charts or graphs? Learn how to turn your Excel data into a visual expression with charting basics & formatting techniques. You are invited to bring your own Excel workbook example to use as a practice tool! Class size limited to 12.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Wednesday			
4/26/17	1:00 – 4:00	1	Donna Kuzemka



Sign up on-line for any of these classes:
www.monvalleyicd.com

Class sizes are limited

Windows 10 – The Basics

Learn about the new features in Windows 10 including the return of the Start Menu with live tiles, Cortana, the virtual assistant, & Microsoft Edge – the newest integrated browser that offers better security & performance. Participants will be introduced to Virtual Desktop, a new feature within Windows 10 to stay organized by using multiple programs at once! Class size limited to 20.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday			
5/11/17 to 6/8/17	2:30 – 5:30	5	Carol Shoemaker

Location:
Mon Valley Works ICD
 One South Linden Street
 Duquesne, PA 15110



Basic Computer Skills

Want to feel more comfortable using a computer? This course will guide you through the basic system components & how they operate, instruct you in managing & customizing data, & show you how to navigate operating systems & explore the Internet. Class size limited to 10.

DAY	TIMES	# OF SESSIONS	INSTRUCTOR
Thursday			
4/27/17	5:00 – 9:00	1	Peter Dye
Thursday			
5/4/17	5:00 – 9:00	1	Peter Dye

Location:
Steel Center for Career & Technical Education
 565 Lewis Run Road
 Jefferson Hills, PA 15025

