



Murrysville

MURRYSVILLE

Summer 2019 Continuing Education Classes

All classes will be held at 6707 Mellon Road, Export or online.



Hatha Yoga

Yoga is an ancient practice that promotes a sense of inner peace through a series of physical exercises (asanas or postures) and breathing techniques. What sets yoga apart from fitness programs is an emphasis on the breath, as well as a noncompetitive attitude. We will concentrate on Hatha Yoga stretches, centering and meditation. Meditations will have themes of yogic principles and peace. All poses are presented with options for all levels from beginners to intermediate so everyone feels comfortable. Bring yoga mat to class. Saroja Chandra, \$55 tuition, 1.0 CEUs

PHSX 9490-90 8 Tuesdays starting June 11, 10-11:15 a.m.

Gentle Yoga

An introduction into yoga techniques for those who haven't exercised lately or are limited in mobility. Learn to apply the principles of yoga to stimulate the body into more flexibility, the mind into awareness and peace and to unlock the potentiality that is within all of us. Bring a mat or towel to class. Saroja Chandra, \$42 tuition + \$2 material fee, .75 CEUs

PHSX 9485-90 6 Thursdays starting June 13, 10-11:15 a.m.
(no class July 4)

Excel 2016, Level 1

You will be introduced to the essential Excel features. You will create worksheets by entering and editing data; manage and navigate worksheets and workbooks; create formulas; use functions; manipulate worksheet data; format worksheet contents; and prepare, set up and print information. Windows knowledge is required. Textbook available at the college bookstore. Bring flash drive to class. James DeLuca, \$79 tuition + required textbook, 1.2 CEUs

DAPX 1781-90 4 Wednesdays starting June 26, 6-9 p.m.



Medicare 101

Many decisions need to be made when you become eligible for Medicare. To assist you in making these informed decisions, information will be presented on Medicare benefits, Medicare Advantage options, Medigap plans and the Medicare prescription drug benefit. Information will be presented by the APPRISE program which is a program of the Department of Aging. The program provides free information and counseling to anyone who is Medicare eligible. No tuition, .2 CEUs

PRDX 5019-90 Tuesday, August 6, 2-4 p.m.

QuickBooks

Manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owners to create and print invoices, track payables and receivables, and more.

New course sessions begin monthly. For class start dates, prices and to register, go to www.ed2go.com/wcconed.

 Denotes Online Class

To register, call 1.800.262.2103, ext. 4204 and give the code of the course you wish to take.

For more information, contact Sylvia Detar, director/Continuing Education, at 1.800.262.2103, ext. 4190. Visit www.westmoreland.edu/coned for a complete listing of all continuing education classes.

ENROLL EARLY! Decisions to hold a class are based upon enrollment approximately one week prior to the start date.

Accounting & Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Gain an understanding of the financial concepts and accounting processes to be able to analyze resource allocation and evaluate financial performance. Sharon deFonteny, \$195 tuition, 1.6 CEUs
FINX 0025-W1 June 3-28 (online)

Introduction to Data Analysis

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. John Rutledge, \$195 tuition, 1.6 CEUs
JREX 3029-W1 June 3-28 (online)



Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Dan Belhassen, \$195 tuition, 1.6 CEUs
SMBX 9004-W1 July 1-26 (online)

Productivity eTools: Be Organized & Get Stuff Done

Find out the top 40 favorite applications and eTools of productive workers. Then discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Dr. Jennifer Selke, \$245 tuition, 1.6 CEUs
JREX 6824-W1 July 1-26 (online)



Change Management Skills

Strategically applying/utilizing the various disciplines in order to cause organizational change and add value is often referred to as "change management." Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. Sally Schmall, MSW, SPHR, \$195 tuition, 1.6 CEUs
JREX 4862-W1 June 3-28 (online)

 Denotes Online Class

ONLINE LEARNING

the solution for today's busy adult

Convenient - Affordable - Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.



For more information visit our website!

www.ed2go.com/wcconed

COURSE IDEAS NEEDED

We are always looking for new classes to offer the community. If you have special knowledge or a skill that you would like to share with others, please complete a course proposal. Visit our website at westmoreland.edu/CEproposal to view directions and deadlines for submission.