

# MURRYSVILLE

## Spring 2019 Continuing Education Classes

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

### 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 8 Tuesdays starting March 12, 10-11:15 a.m.  
(no class March 26)

### 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 March 12, 6-7:15 a.m.  
(no class March 26)

### The History of Bushy Run Battlefield

The Battle of Bushy Run was one of the most significant Native American conflicts in American History. Come and discover the role this local historical landmark played in the history of our nation. Scott Perry, \$15 tuition, .3 CEUs

HSTX 3072-90 Thursday, April 4, 6-9 p.m.

### Medicare 101

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, February 19, 2-4 p.m.  
PRDX 5019-91 Tuesday, April 9, 6-8 p.m.

### AARP Smart Driver Course

This two-session classroom driver retraining program is designed to help adults age 50 and better improve their driving skills. The class covers the effects of aging and medications on driving, basic driving rules, license renewal, local traffic hazards, adverse road conditions, energy saving and accident prevention measures. \$20 material fee payable at first class (check or money order only made payable to AARP, no cash). The fee is only \$15 if you are a member of AARP (membership card must be presented). NOTE: You must be age 50 or older, have a valid driver's license and attend both sessions to receive a certificate.

RSVL 2150-90 Monday & Tuesday, April 15 & 16,  
9 a.m.-1 p.m.

### AARP Smart Driver Course Four-Hour Refresher

This class will teach you how to handle adverse driving conditions and traffic hazards, in addition to learning about the effects of aging and medications on driving. Prerequisite: AARP Driver Safety eight hour class. You must bring the safety certificate from prior 55 Alive Driver Safety class as proof of completion. \$20 material fee payable at first class (check or money order only made payable to AARP, no cash). \$15 for AARP members (membership card must be presented)

RSVL 2154-90 Monday, May 13, 9 a.m.-1 p.m.

### NEW - 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 April 1-26 (online)

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Please note that the Senior Citizen Tuition Waiver does not apply to Ed2GO classes. No credit or CEUs are awarded for Ed2Go classes.

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](http://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.**

### 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 mid-sized 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](http://www.ed2go.com/wcconed).

### Project Management Processes

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena. Christina Martinez, \$195 tuition, 1.6 CEUs

JREX 6657-W1 April 1-26 (online)

### Collaborative Management

Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. Joyce Odidison, \$245 tuition, 1.6 CEUs

JREX 4863-W1 March 4-29 (online)

### Boosting Your Website Traffic

Acquire the basic skills to boost your web site 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 web site 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 March 4-29 (online)

### Extraordinary Customer Service

Through this course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. Fred Bayley, \$145 tuition, 1.6 CEUs

JREX 0975-W1 March 4-29 (online)

### NEW - 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 April 1-26 (online)

### NEW - Substitute Teacher Preparation

Understand what is expected of a substitute and how to maximize your value to a school. Find out how to develop a subnotebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. David Reilly, \$145 tuition, 1.6 CEUs

JREX 7689-W1 March 4-29 (online)

### Introduction to Game Design

This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. Take the first step into understanding game design, and how it can be applied in your field. Moses Wolfenstein, Ph.D., \$245 tuition, 1.6 CEUs

DAPX 3058-W1 March 4-29 (online)

 Denotes Online Class

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## 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](http://westmoreland.edu/CEproposal) for a course proposal form and to view directions and deadlines for submission.