



MURRYSVILLE

Fall 2017 Continuing Education Classes

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

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 Wednesday & Thursday,
September 20 & 21, 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 Thursday, September 28, 9 a.m.-1:30 p.m.

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. We will concentrate on Hatha Yoga stretches, centering and meditation. All poses are presented with options for all levels from beginners to intermediate so everyone feels comfortable. Bring yoga mat to class. Saroja Chandra, \$49 tuition, 1.0 CEUs

PHSX 9490-90 8 Tuesdays starting October 10, 6-7:15 p.m.

Essential Oils 101

Aromatic plants have long played an important role in human civilizations. Although the use of essential oils has evolved over the years, the basic principles remain the same. Oils extracted from aromatic plants have powerful, positive and therapeutic benefits to the mind and body. You will make a personalized oil blend to take home. Leigh Ann Brockhoff & Jamie Wieland, \$39 tuition + \$12 material fee, .6 CEUs

PRDX 1801-90 2 Thursdays starting October 19, 6-9 p.m.

Blueprint Reading

Ever look at an assembly drawing and wonder what all the different lines mean? This online class will introduce you to blueprint reading and interpretation with a focus on reviewing common elements, the alphabet of lines and the differences between types of drawings. \$275 material fee, .5 CEUs

ATCX 7010-W1 September 18, 2017 - March 18, 2018
(Online)

Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business. Conrad Brian Law, \$195 tuition, 1.6 CEUs

SMBX 1760-W1 October 2-27 (online)

 Denotes Online Class

To register, call 1-800-262-2103, ext. 4204 and give the code for 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 list of all continuing education classes.



Getting Started in Sales

Finding new clients or customers can be challenging, reaching out to them and actually making a sale is a whole other thing. Whether you are a beginner, new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Save time, money and effort with these tried and true proven sales techniques that will deliver proven results. Tim Street, \$195 tuition, 1.6 CEUs
JREX 2524-W1 October 2-27 (online)

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. Evaluate the many aspects and potential hurdles of your business and build the business plan, one step at a time. Focusing on the most critical components of the business plan enables you to uncover hidden risks and assess the business from a marketing, management and financial vantage point. Mary Beth Izzard, MBA, \$195 tuition, 1.6 CEUs
SMBX 0448-W1 October 2-27 (online)

Effective Electronic Presentations

Did you know most electronic presentations are built for the presenter and not the audience? Add impact to your presentations by using the most effective designs. It's not about the software. It's about how your audience processes your information. You'll find simple, key ideas that will maximize your presentation for all learning styles. These ideas you'll not find anywhere else. Fred Bayley, \$195 tuition, 1.6 CEUs
JREX 1747-W1 November 6-December 1 (online)

 Denotes Online Class

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