COMMUNITY COLLEGE OF ALLEGHENY COUNTY

COMMUNITY EDUCATION
FALL 2016

Register & pay online at shopcommunityed.ccac.edu

CLASSES ENROLLING SEPTEMBER THROUGH DECEMBER, 2016

LOOK INSIDE FOR:

Food, Home & Gardening
pg. 25

Sports & Recreation
pg. 42

Youth
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shopcommunityed.ccac.edu
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REGISTRATION INFORMATION & REGISTRATION FORM

REGISTER ONLINE
Students can now register and pay online for Community Education classes by visiting shopcommunityed.ccac.edu. Registering has never been easier! Simply add courses to your shopping cart. Related courses automatically appear for your shopping cart, so there is no way to miss that perfect class.

CCAC & CHATHAM
CCAC and Chatham University’s Eden Hall campus in Gibsonia are partnering this fall on noncredit courses in sustainability. Visit shopcommunityed.ccac.edu and search “green” for these new cooking and sustainability courses.

LOCATIONS

ALLEGHENY CAMPUS
CCAC Allegheny Campus
412.237.2525
808 Ridge Avenue
Pittsburgh, PA 15212
(North Shore)
CCAC Homewood-Brushton Center
412.371.1600
701 North Homewood Avenue
Pittsburgh, PA 15208
(Wilkinsburg)

BOYCE CAMPUS
CCAC Boyce Campus
412.371.8651 or 724.327.1327
595 Beatty Road
Monroeville, PA 15146
CCAC Braddock Hills Center
412.271.0201
250 Yost Boulevard
Pittsburgh, PA 15221
(Forest Hills)

NORTH CAMPUS
CCAC North Campus
412.366.7000
8701 Perry Highway
Pittsburgh, PA 15237
CCAC West Hills Center
412.788.7500
1000 McKee Road
Oakdale, PA 15071

SOUTH CAMPUS
CCAC South Campus
412.469.1100
1750 Clairton Road
(Route 885)
West Mifflin, PA 15122
CCAC Washington County
724.223.1012
Washington Crown Center
1500 West Chestnut Street
Washington, PA 15301

The Energy Innovation Center (EIC)
1435 Bedford Avenue
Pittsburgh, PA 15219
Ballet Academy of Pittsburgh
4100 Library Road (Route 88)
Pittsburgh, PA 15234

Boyce Middle School
Upper St. Clair School District
1500 Boyce Road
Upper St. Clair, PA 15241

Canon McMillan High School
Elm Street Extension
Canonsburg, PA 15317

Dance Magic
4091 Route 8
Suite 300
Alison Park, PA 15101

Hartwood Acres
215 Saxonburg Boulevard
Pittsburgh, PA 15238

Pathfinder School
50 Donati Road
Bethel Park, PA 15102

Peebles Elementary School
8625 Peebles Road
Pittsburgh, PA 15237

Piecing It Together
3458 Babcock Boulevard
Pittsburgh, PA 15237 (Ross Twp.)

Sally’s Golf Course
265 Hookstown Grade Road
Moon Twp., PA 15108

Seton-LaSalle High School
100 McNelly Road
Pittsburgh, PA 15226

Sisters of Divine Providence
9000 Babcock Boulevard
Allison Park, PA 15101

Sunset Golf
3501 Brownsville Road
Liberty, PA 15129

Tower Golf
375 Berry Road
Washington, PA 15301

Willows Driving Range
7838 Saltsburg Road
Pittsburgh, PA 15239
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

CAREER TRAINING & CERTIFICATE PROGRAMS

BUILD YOUR CAREER
• Get a competitive edge in your job search.
• Improve your skill set.
• Gain technical knowledge.
Whether you are aspiring to be a manager, a new manager or supervisor or simply want to develop your business skills, we’ll assist you in your career development.

CAREER TRAINING

EFFECTIVE NETWORKING
Do you dread the thought of networking? Want to become a more effective networker? Use your existing strengths to learn how to set up an effective networking strategy.
West Hills Center YAI-803-1490 $49 1 Session
6:00PM–8:00PM T 10/4/16 Lazarowicz

FEAR OF PUBLIC SPEAKING
It’s been said that most people fear public speaking more than death. This class will help you enjoy life a little more, particularly when it comes to public speaking. Fear of Public Speaking is designed for business professionals who have the desire to take the next step toward a leadership position in their career, as well as for others who simply want to improve their presentation skills—whether for large audiences or small group settings. This class provides a fun, interactive environment that will help introverts and even extroverts, overcome any personal reservations about talking in front of others.
Allegheny Campus YAB-010-1210 $89 5 Sessions
10:00AM–12:00PM S 9/24/16 Perkins

GET PAID TO TALK
Have a nice voice? This class will introduce you to the growing field of voice overs. Learn what the pros look for, how to prepare and where to find work in your area! Hear industry pros & cons and samples from working voice actors. You’ll record a short script under the direction of our teacher. A great first step for anyone interested in the voiceover field.
Washington County Ctr YGA-500-1530 $39 1 Session
6:30PM–9:00PM R 12/1/16 Lazarowicz

INVESTMENT PROPERTY—IS IT FOR YOU?
Discover what you need to consider before you make the decision to invest. Learn how to determine the location of the property, decide what type of property fits your strategy, calculate what assets you will need to handle the investment ups and downs, build the supporting cast you will need before and when problems arise and understand how buying investment property is an entirely different experience than buying your primary residence.
South Campus YGA-060-1540 $99 6 Sessions
9:00AM–12:00PM S 9/17/16 Levin

PROPERTY MANAGEMENT & LANDLORDING
Learn about rights and responsibilities as they rent and manage property. They will explore legal topics that directly affect the management of residential or commercial properties. Topics covered include contracts, leases, rent collection, eviction, liability and safety, landlord tenant rights and notification of changes in services.
Ft. Couch Middle XGA-086-1550 $129 7 Sessions
6:30PM–9:30PM R 10/6/16 Levin

VOICEOVER ACTING
Learn about voiceovers in radio, television, films, documentaries, audio books, training and educational materials, etc. Learn various types of narration, vocal improvement techniques, pronunciation and enunciation, reading lines and scripts, accent and character voices and commercial voiceover opportunities. The process of making demo recordings and finding casting agents will also be discussed.
Allegeny Campus YGA-029-1210 $139 5 Sessions
6:30PM–9:30PM W 10/19/16 Caye
Ft. Couch Middle YGA-029-1550 $139 5 Sessions
6:30PM–9:30PM M 10/10/16 Caye

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
CERTIFICATE PROGRAMS

CAKE DECORATING—NONCREDIT CERTIFICATE
Starting with the basics, learn the basics of frosting and smoothing a cake, adding borders and making basic flowers. As student’s progress, they will work with butter cream and royal icings as well as fondant making more complicated edible cake decorations and character cakes. The final project will be a tiered wedding cake. Students must purchase all tools and supplies for these courses. If you do not receive your supply list prior to the start of class please call 412.788.7507.

FALL 2016

North Campus  YCD-244-1450  $179  10 Sessions
6:30PM–9:30PM  W  9/14/16  Francis

South Campus  YCD-244-1540  $179  10 Sessions
6:00PM–9:00PM  T  9/20/16  Blasch

West Hills Center  YCD-244-1490  $179  10 Sessions
6:30PM–9:30PM  T  9/20/16  Francis

FLORISTRY TRAINING NONCREDIT CERTIFICATE
Learn the practices and concepts used in the floral industry in order to obtain the acquired knowledge and skills needed to ensure accessibility of employment within the floristry arena. Earn a Certificate of Attendance. Cost of materials is extra and will be discussed at the first class. If you do not receive your supply list prior to the start of class please call 412.788.7507.

North Campus  YBB-005-1450  $249  10 Sessions
6:30PM–9:30PM  T  9/13/16  Connors

MAKE-UP ARTIST NONCREDIT CERTIFICATE
Learn the entry level stages of different make-up application, step-by-step for: skin care and prep and its effect on make-up, picking the correct color and coverage for foundations, the function of brushes, color and eye shadow techniques, applying false lashes, basic everyday looks and the smokey looks. Wedding make-up application will also be discussed. Upon completion, students receive a Certificate of Attendance. Please bring basic make-up supplies to class (foundation, shadows, brushes, mirror, face wipes, etc.) to class. Any additional supplies will be discussed at the first class.

North Campus  YDA-500-1450  $249  10 Sessions
9:00AM–12:00PM  S  9/17/16  Solomon

West Hills Center  YDA-500-1490  $249  10 Sessions
6:00PM–9:00PM  M  9/12/16  Solomon

BUSINESS & ENTREPRENEUR

BUSINESS COACHING FOR ASPIRING ENTREPRENEURS
Do you have a ton of ideas but don’t know where to start? Are you overwhelmed by your to do list? Do you want to know how to turn your passion into a business? If you answered yes, then this class is for you.

Boyce Campus  YGA-046-1280  $39  2 Sessions
6:00PM–8:30PM  M  9/19/16  Faculty

CAREER PLANNING—WHERE DO YOU SEE YOURSELF IN FIVE YEARS?
Where do you see yourself in five years? This is a question that every professional should ask themselves. This course will review how to seek professional development opportunities and begin to plan for the next step in your career. Students will leave with materials to help them with their career development.

Braddock Hills Center  YAI-126-1230  $39  2 Sessions
6:30PM–8:30PM  W  10/5/16  Faculty

Boyce Campus  YAI-126-1280  $39  2 Sessions
6:30PM–8:30PM  R  9/29/16  Faculty

FREE GED CLASSES
Are you preparing for the GED® or Hi Set® High School Equivalency exams? Would you like to improve your academic skills to prepare for College or Postsecondary Training? CCAC’s Bridge to College and Career Pathways Program offers FREE Adult Basic Education classes! Classes are offered Tuesday, Wednesday and Thursday from 9:30 a.m. to 2:00 p.m. at CCAC’s Allegheny Campus, located on Pittsburgh’s North Shore. For more information please call 412.237.4699, email ABE-GED@CCAC.edu or visit ccac.edu/Bridge_to_College.aspx.
**COMPUTER EMPLOYABILITY SKILLS**

This class is for those who want to better prepare themselves for office employment by learning the skills that employers want. This class covers Microsoft Word, Excel and PowerPoint to provide experience in document formatting, record management, tracking business expenses, proofreading and office procedures. Students will increase their keyboarding skills. Job-hunting tips also will be included.

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Cost</th>
<th>Sessions</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YEB-172-1210</td>
<td>$99</td>
<td>1 Session</td>
<td>9/30AM–4:00PM</td>
</tr>
<tr>
<td>Braddock Hills Center</td>
<td>YEB-172-1230</td>
<td>$99</td>
<td>4 Sessions</td>
<td>6:30PM–9:30PM</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>YEB-172-1280</td>
<td>$99</td>
<td>4 Sessions</td>
<td>6:30PM–9:30PM</td>
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<tr>
<td>Energy Innovation Ctr</td>
<td>YEB-172-5301</td>
<td>$89</td>
<td>3 Sessions</td>
<td>1:00PM–4:00PM</td>
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<tr>
<td>North Campus</td>
<td>YEB-172-1450</td>
<td>$99</td>
<td>4 Sessions</td>
<td>6:30PM–9:30PM</td>
</tr>
<tr>
<td>South Campus</td>
<td>YEB-172-1540</td>
<td>$99</td>
<td>4 Sessions</td>
<td>6:30PM–9:30PM</td>
</tr>
<tr>
<td>Washington County Ctr</td>
<td>YEB-172-1530</td>
<td>$99</td>
<td>4 Sessions</td>
<td>6:30PM–9:30PM</td>
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**EMAIL MARKETING BASICS**

Email continues to be one of the most efficient, cost effective marketing tools for promoting your small business. This course will examine the pros and cons of email marketing, discuss the various methods to obtain email addresses and share valuable tips and techniques to get the most out of each campaign. We’ll review a few email marketing services and discuss which one best fits your needs.

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<tbody>
<tr>
<td>North Campus</td>
<td>YAI-755-1450</td>
<td>$39</td>
<td>1 Session</td>
<td>9:00AM–12:00PM</td>
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**FUNDAMENTALS OF NONPROFIT ORGANIZATIONS**

Starting a non-profit organization? Learn about creating a vision and mission statement, board development and community engagement, funding, grant writing, assessments, developing corporate sponsors and volunteer management and community planning.

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<tbody>
<tr>
<td>Braddock Hills Center</td>
<td>YGA-048-1230</td>
<td>$69</td>
<td>6 Sessions</td>
<td>6:30PM–8:30PM</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>YGA-048-1280</td>
<td>$69</td>
<td>6 Sessions</td>
<td>6:30PM–8:30PM</td>
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</tbody>
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**CREATE A COMPLETE PUBLICITY PLAN FOR YOUR BUSINESS**

Learn how to create a customized media list and what you need in your press kit. Developing relationships with reporters, editors and producers will also be discussed. Learn how to write an attention-getting press release.

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<th>Location</th>
<th>Code</th>
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<tbody>
<tr>
<td>West Hills Center</td>
<td>YAB-820-1490</td>
<td>$49</td>
<td>1 Session</td>
<td>6:00PM–9:00PM</td>
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</table>

**EBAY AUCTION WORKSHOP**

Learn the basics of auctioning those items you have wanted to sell using scanned or digital pictures in this workshop. Topics include setting up an eBay Sellers Account, uploading and downloading images, working with digital images, using search terms to optimize your sales, basic eBay policies, item pricing and bidding, auction optimization strategies and more. You must have an internet account, email address and an active eBay registration.

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<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YAI-063-1210</td>
<td>$99</td>
<td>1 Session</td>
<td>9:30AM–4:00PM</td>
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<tr>
<td>Braddock Hills Center</td>
<td>YAI-063-1230</td>
<td>$99</td>
<td>2 Sessions</td>
<td>9:00AM–12:00PM</td>
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<tr>
<td>Homewood Brushton Ctr</td>
<td>YAI-063-1240</td>
<td>$99</td>
<td>1 Session</td>
<td>9:30AM–4:00PM</td>
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<tr>
<td>North Campus</td>
<td>YAI-063-1450</td>
<td>$99</td>
<td>1 Session</td>
<td>9:30AM–4:00PM</td>
</tr>
<tr>
<td>South Campus</td>
<td>YAI-063-1540</td>
<td>$99</td>
<td>1 Session</td>
<td>9:30AM–4:00PM</td>
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<tr>
<td>West Hills Center</td>
<td>YAI-063-1490</td>
<td>$99</td>
<td>1 Session</td>
<td>9:30AM–4:00PM</td>
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</table>

**HANDS-ON FACEBOOK FOR BUSINESS**

Use Facebook for business and engage potential and current customers with appropriate postings and a fan page. Learn how to post videos and photos and acquire applications and more fans. Must have a Facebook account set up prior to the start of class.

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<th>Days</th>
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<td>North Campus</td>
<td>YAI-064-1450</td>
<td>$39</td>
<td>1 Session</td>
<td>9:00AM–10:30AM</td>
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</table>

**HANDS ON INSTAGRAM FOR BUSINESS**

Learn how to use Instagram to increase your sales, brand recognition and digital presence. Discover which type of content is going to be most successful on Instagram for your particular organization. Learn how to use filters, hashtags and location tags to increase the visibility and success of your posts. Must have an Instagram account set-up on a smart phone or tablet prior to class.

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<tr>
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<th>Days</th>
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<tbody>
<tr>
<td>North Campus</td>
<td>YAI-065-1450</td>
<td>$39</td>
<td>1 Session</td>
<td>12:30PM–3:30PM</td>
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**HANDS ON LINKEDIN FOR BUSINESS**

Learn how to grow your business, connect with colleagues, find new employment or find qualified staff and generate business leads with LinkedIn. Must have a LinkedIn account set up prior to the start of class.

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<tr>
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<th>Sessions</th>
<th>Days</th>
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<tbody>
<tr>
<td>North Campus</td>
<td>YAI-065-1450</td>
<td>$39</td>
<td>1 Session</td>
<td>11:00AM–12:30PM</td>
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</table>
## CCAC’S ENERGY INNOVATION CENTER

CCAC provides state-of-the-industry educational programs in the newly built Energy Innovation Center, a historic building and a LEED Platinum certified facility located in Pittsburgh’s vibrant Uptown neighborhood.

### EFFECTIVE MARKETING FOR THE TECH AGE BOOT CAMP
Enroll in all five technology boot camp classes at the EIC: Computer Cleanup & Security; Google Analytics; Hands-On Social Media for Business Workshop; Planning and Promoting Your Business on The Internet; and Search Engine Optimization that will set you on the path to global visibility and teach you to effectively utilize the Internet in marketing your business.

**Energy Innovation Ctr**
- **YAI-812-5301** $299 5 Sessions
  - 9:00AM–12:30PM F 9/9/16 Faculty

### GOOGLE ANALYTICS
Who are your website visitors? What are they looking at? What keywords were used? Where are they demographically and what does that mean for your business? Google Analytics is a free service designed to help website owners improve their site. By incorporating techniques of search engine optimization, website owners can increase the number of visitors while encouraging existing customers to return. This course will introduce students to Google Analytics, explain the basics of search engine optimization and outline how the two can be used to help design a website that attracts attention.

**Energy Innovation Ctr**
- **YGA-039-5301** $69 1 Session
  - 9:00AM–12:30PM F 9/9/16 Faculty

### HANDS-ON SOCIAL MEDIA FOR BUSINESS WORKSHOP
Learn how to create an optimized your business presence on social media. Engage your current and potential customers through the use of Facebook, Twitter, Instagram and Pinterest. Students should have a Twitter, Facebook, Instagram and Pinterest account set up prior to the class.

**Energy Innovation Ctr**
- **YAI-806-5301** $59 1 Session
  - 9:00AM–12:30PM F 9/30/16 Faculty

### PLANNING & PROMOTING YOUR BUSINESS ON THE INTERNET
Learn about the tools you need to launch on-line promotions that will drive prospective customers or clients to your website. In this workshop topics will include: website development stages, website costs, website templates, finding a web hosting service, considering affiliate programs, domain names, free website hosts, databases, business email, banners, measuring progress, hiring a website designer and creating your own website.

**Energy Innovation Ctr**
- **YGA-008-5301** $69 1 Session
  - 9:00AM–12:30PM F 9/9/16 Faculty

### SEARCH ENGINE OPTIMIZATION
Rank high in a global search. Bring in new business by increasing your website visibility through search engine results. Come to this seminar to learn online marketing strategies that will increase traffic to your website, factors that affect your search engine rankings and the impact of search technology on your business’ bottom line.

**Energy Innovation Ctr**
- **YAI-810-5301** $69 1 Session
  - 9:00AM–12:30PM F 9/16/16 Faculty

### COMPUTER CLEANUP/SECURITY WORKSHOP
Protect your files from spyware, cookies, web bugs and viruses. This workshop will provide an overview of virus scans, firewalls and encryption software. Learn how to install protective software, format your browser for security settings, how to organize temporary files from the Internet, defragment a computer, clean up cookies and check disc space.

**Energy Innovation Ctr**
- **YAI-120-5301** $69 1 Session
  - 9:00AM–12:30PM F 10/7/16 Faculty

### HOW TO START A SMALL BUSINESS
Learn how include the fundamentals of financing, laws and legal structures, marketing, selling skills, insurance, taxes and record keeping. Learn about the personality of the successfully self-employed and gain links to resources that help small businesses succeed.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Price</th>
<th>Sessions</th>
<th>Dates/Instructor</th>
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<tbody>
<tr>
<td>Allegheny Campus</td>
<td>XGA-121-1210</td>
<td>$119</td>
<td>5</td>
<td>6:30PM–9:30PM W 10/12/16 Williams</td>
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<td>Ft. Couch Middle</td>
<td>XGA-121-1550</td>
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<td>XGA-121-1240</td>
<td>$119</td>
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<td>12:30PM–3:30PM F 9/26/16 Williams</td>
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<tr>
<td>North Campus</td>
<td>XGA-121-1450</td>
<td>$119</td>
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</tbody>
</table>

### HANDS-ON SOCIAL MEDIA FOR BUSINESS WORKSHOP
Learn how to create an optimized your business presence on social media. Engage your current and potential customers through the use of Facebook, Twitter, Instagram and Pinterest. Students should have a Twitter, Facebook, Instagram and Pinterest account set up prior to the class.

**South Campus**
- **YAI-806-1540** $69 2 Sessions
  - 9:00AM–12:00PM S 9/17/16 Little
I HAVE AN IDEA, NOW WHAT?
Learn about the patent and trademark processes, patent and trademark searching techniques, ways to safeguard your idea and various ways to profit from an invention.

North Campus  YAI-083-1450  $39  1 Session
6:30PM–8:30PM  R  9/22/16  Porcelli

PORTABLE APPS FOR PRODUCTIVITY
Learn how to use portable applications that live entirely on USB drives, external hard drives or other portable devices. These applications can run entirely off the devices without installing anything or leaving data on the hosting computer. Students will need a USB drive and working knowledge of the Windows Operating System (OS).

Braddock Hills Center  YAI-117-1230  $59  3 Sessions
6:00PM–9:00PM  W  10/12/16  Marino
Boyce Campus  YAI-117-1280  $59  3 Sessions
6:00PM–9:00PM  M  10/10/16  Marino

SMARTPHONES—HOW TO USE IT
Smartphones offer the features you need to manage the myriad details of your life whether that includes scheduling business meetings, tracking your family's schedule, reading email, or surfing the web. Learn how your smartphone can help you streamline, organize and enrich your life. The course covers Android, Windows and iPhone functions and apps.

Braddock Hills Center  YAI-053-1230  $49  1 Session
9:00AM–12:00PM  S  9/17/16  Pollock
South Campus  YAI-053-1540  $49  1 Session
9:00AM–12:00PM  S  9/24/16  Pollock

STARTING A DIY ETSY BUSINESS
Learn how to set up your own DIY business on Etsy. Gain a basic grasp of using Etsy from creation of a site to maintaining a successful shop.

Allegheny Campus  YCH-917-1210  $49  2 Sessions
12:00PM–3:00PM  S  9/26/16  Dadey
North Campus  YCH-917-1450  $49  2 Sessions
12:00PM–3:00PM  S  10/1/16  Dadey

TEAM BUILDING
Learn the five pillars of a winning organization: leadership; talent; great work ethic; vision; and belief. It's the proven recipe for how to build a team—working together towards the same goal for fantastic results.

Allegheny Campus  YGE-001-1210  $39  1 Session
6:30PM–9:00PM  M  9/26/16  Reilsono
Boyce Campus  YGE-001-1280  $39  1 Session
6:30PM–9:00PM  M  10/10/16  Reilsono
North Campus  YGE-001-1450  $39  1 Session
6:30PM–9:00PM  M  11/7/16  Reilsono

TIME MANAGEMENT
Are you failing to meet deadline? Do you wish for more hours in the day? Become more productive in your personal and professional life by using effective time and management skills.

West Hills Center  YAB-019-1490  $49  1 Session
6:00PM–8:00PM  T  10/11/16  Lazarowicz

IT: COMPUTERS, OFFICE & WORKPLACE

INFORMATION TECHNOLOGY
Enhance your skills in technology and software.

COMPUTER CLEANUP/SECURITY WORKSHOP
Protect your files from spyware, cookies, web bugs and viruses. This workshop will provide an overview of virus scans, firewalls and encryption software. Learn how to install protective software, format your browser for security settings, how to organize temporary files from the Internet, defragment a computer, clean up cookies and check disc space.

Allegheny Campus  YAI-120-1210  $99  1 Session
9:30AM–4:00PM  S  10/1/16  Ferris

EXCEL
This course introduces Excel terminology, creating worksheets and workbooks, entering data, saving files, printing files, labels, the use of formulas and functions, copying formulas and functions and formatting text, numbers, rows and columns. Topics will also include creating formatting and using charts and creating, sorting and entering data lists.

Boyce Campus  XAI-087-1281  $159  8 Sessions
6:30PM–9:30PM  M  9/19/16  Bickerton
North Campus  XAI-087-1450  $159  8 Sessions
6:30PM–9:30PM  T  9/20/16  Todoric
South Campus  XAI-087-1540  $159  8 Sessions
6:30PM–9:30PM  T  9/13/16  Bickerton
West Hills Center  XAI-087-1490  $159  8 Sessions
6:30PM–9:30PM  M  9/19/16  Janosko

All Microsoft Office classes (Word, Excel, Access and PowerPoint) use Microsoft Office 2013 software. Students are strongly encouraged to bring a flash drive to class to save their documents. Textbooks may be required for some computer classes.
### EXCEL—ADVANCED TOOLS & TECHNIQUES
Increase your Excel efficiency with advanced skills for business applications. Topics include advanced formulas for manipulating data; linking workbooks and consolidating data across workbooks; using pull-down menus and pivot tables; and formatting and recording macros. Prerequisite: basic Excel course or equivalent.

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<th>Campus</th>
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<tr>
<td>Allegheny Campus</td>
<td>YAI-132-1210</td>
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<td>6:30PM–9:30PM</td>
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<tr>
<td>Energy Innovation Ctr</td>
<td>YAI-132-5301</td>
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<td>South Campus</td>
<td>YAI-132-1540</td>
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### EXCEL EXTRA
Learn some of the more advanced features of Excel including creating and using pivot tables and excel macros in spreadsheets; Linking Formulas and working with multiple worksheets; creating and using databases and outlines; and using data analysis tools, 3-D cell references and tracing formulas.

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### EXCEL WORKSHOP 1
Learn the basics of Microsoft Excel, including creating, editing, saving and printing spreadsheets. Topics include formatting labels, values, formulas, functions, relative and absolute cell references, formatting and charts.

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<td>West Hills Center</td>
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<td>9:00AM–4:00PM</td>
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<tr>
<td>Washington County Ctr</td>
<td>YAI-306-1530</td>
<td>$99</td>
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### FAMILY CYBERSECURITY
Mobile devices and home networks increase the risks of online learning, entertainment and home management. The actions of one family member can endanger the family as a whole. Using guidelines from the FCC, Homeland Security and other sources, we will prepare a family action plan.

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<tr>
<td>Boyce Campus</td>
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### GOOGLE DRIVE
Learn how to use all of the functionality that Google Drive has to offer. In this class you will learn how to use Google Docs for document creation and editing as well as online file storage.

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<td>South Campus</td>
<td>YAI-805-1540</td>
<td>$39</td>
<td>1</td>
<td>6:30PM–9:30PM</td>
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### I HAVE A COMPUTER...NOW WHAT?
This course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. Learn how to use a mouse, how to use the desktop and how to start a software program. Learn about working within a Windows environment, file management, online help options, using Microsoft Word to create documents and using Microsoft Excel to create simple spreadsheets. The use of email and the Internet will also briefly be discussed.

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<tr>
<td>Homewood Brushton Ctr</td>
<td>YAI-077-1240</td>
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<td>10:00AM–1:00PM</td>
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<tr>
<td>South Campus</td>
<td>YAI-077-1540</td>
<td>$99</td>
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### INTRODUCTION TO COMPUTERS
This class will introduce beginners to the computer and two Microsoft Office software packages: Word and Excel. You will become familiar with the computer as you use it to learn windows, word processing and spreadsheets.

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<td>West Hills Center</td>
<td>XAI-126-1490</td>
<td>$159</td>
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<td>6:30PM–9:30PM</td>
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**IPAD BASICS**
This course for all age groups is a basic, step-by-step instruction on how to utilize the iPad’s functionality in a short amount of time. There will be straight-forward hands-on examples on how to do email, search the Internet, utilize pre-installed apps as well as download awesome free apps.

**South Campus**
YAI-043-1540 $49 2 Sessions
9:00AM–12:00PM M 10/3/16 Krall-Arrigoni

**MICROSOFT OFFICE**
Learn to create, copy, save edit and format documents in Word; create formulas and functions, format, build and edit worksheets and work with charts in Excel; create & edit databases, develop forms and reports and use sorts and filters in Access; and create, format, modify and enhance Powerpoint presentations.

**Allegheny Campus**
XAI-922-1210 $159 8 Sessions
6:30PM–9:30PM W 9/16/16 McIntosh

**Braddock Hills Center**
XAI-922-1230 $159 8 Sessions
6:00PM–9:00PM T 10/4/16 Marino

**Boyce Campus**
XAI-922-1280 $159 8 Sessions
6:30PM–9:30PM R 10/6/16 Glick

**North Campus**
XAI-922-1450 $159 8 Sessions
6:30PM–9:30PM W 9/21/16 Todoric

**South Campus**
XAI-922-1540 $159 8 Sessions
6:30PM–9:30PM W 10/12/16 Borza

**West Hills Center**
XAI-922-1490 $159 8 Sessions
6:30PM–9:30PM W 9/21/16 Janosko

**Washington County Ctr**
XAI-922-1530 $159 8 Sessions
6:30PM–9:30PM W 9/14/16 Bush

**PHOTOSHOP ELEMENTS**
This course provides a foundation in digital photography useful in editing digital images for flyers, brochures, email or websites. Learn to crop and improve digital images. File compression will be demonstrated.

**North Campus**
XAI-158-1450 $159 8 Sessions
6:30PM–9:30PM R 9/22/16 Ray

**PHOTOSHOP WORKSHOP**
In this workshop, learn how computer images are created, modified and prepared for primary use in multimedia, graphics arts and print applications. Students will create, capture, manipulate and combine images, as well as create stunning effects with a variety of filters.

**North Campus**
YAI-279-1450 $99 1 Session
9:30AM–4:00PM S 10/8/16 Ray

**South Campus**
YAI-279-1540 $99 1 Session
9:30AM–4:00PM S 9/24/16 Eyth

**POWERPOINT WORKSHOP 1**
In this workshop learn the basics of Microsoft PowerPoint presentation software. Create, edit, enhance and customize presentations. Topics include adding and formatting text and graphics, use of design templates, working with slides and their various views and various ways to print the presentation.

**North Campus**
YAI-501-1450 $99 1 Session
9:00AM–4:00PM F 9/30/16 Todoric

**South Campus**
YAI-501-1540 $99 1 Session
9:00AM–4:00PM F 10/7/16 Meador

**QUICKBOOKS 2010 WORKSHOP**
Learn setting up a new company, working with a chart of accounts, working with business forms, banking and billing activities, generating reports, creating budgets and protecting your data.

**Allegheny Campus**
YAI-612-1210 $99 1 Session
9:30AM–4:00PM F 9/16/16 Meador

**North Campus**
YAI-612-1450 $99 1 Session
9:00AM–4:00PM F 10/28/16 Meador

**QUICKBOOKS 1**
This Quickbooks course is designed for the small to midsized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. Learn how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables; inventory and receivables; create estimates and general reports.

**North Campus**
XAI-924-1450 $159 8 Sessions
6:30PM–9:30PM M 10/10/16 Meador

**South Campus**
XAI-924-1540 $159 8 Sessions
6:30PM–9:30PM R 9/15/16 Meador

**WEB PAGE DESIGN**
HTML/XHTML is the foundation for all web page development. Using only a simple text editor and browser, students will create and publish web pages the very first night of this course. Aspects of HTML will be covered in detail. Web design layouts, adding images, wallpaper backgrounds, links, animation and forms with buttons, text boxes and other controls is taught, as well as the creation of navigational menus using tables. Internet service providers, hosting services and Search Engine Optimization will be discussed.

**Allegheny Campus**
XAI-361-1210 $159 8 Sessions
6:30PM–9:30PM T 9/20/16 Ferris

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
WEB DEVELOPMENT & DESIGN
Learn how to use digital tools for developing and designing web pages. Emphasis will be on how to design effective websites for a specific user in mind. Usability guidelines, tips and examples of effective and ineffective web sites will be discussed. At the end of this course you will have designed a website for your business.

Energy Innovation Ctr  YAI-811-5301  $169  4 Sessions
6:00PM–8:30PM  W  10/12/16  Faculty

WORD WORKSHOP 1
Learn the basics of Microsoft Word, including creating, editing, saving and printing documents. Topics include, entering and editing text, copying, cutting and pasting text, formatting fonts, lines and paragraphs, margins, tabs, indents, bullets, page breaks, use of the thesaurus and the spelling and grammar checker.

Allegheny Campus  YAI-202-1210  $99  1 Session
9:30AM–4:00PM  F  10/14/16  Stiner

Boyce Campus  YAI-202-1280  $99  1 Session
9:30AM–4:00PM  S  10/8/16  Stiner

Energy Innovation Ctr  YAI-202-5301  $109  1 Session
9:30AM–4:00PM  F  10/21/16  Faculty

Lunch is included at the EIC location only.

ONLINE CERTIFICATES & COURSES
ABOUT OUR ONLINE COURSES
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Quality instructors, using highly interactive learning techniques, teach CCAC’s online courses.

All courses run for six weeks totaling 12 lessons—two lessons each week. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office by logging in to your online classroom at any time of the day or night from any computer. You need not be online at a specific time.

HOW TO GET STARTED
1. Visit our Online Instruction Center at www.ed2go.com/ccac
2. Browse the course departments to locate your class. Choose the department and course title you are interested in and select the Enroll Now button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. During the enrollment process you will learn important information about your course. Please note the computer requirements for your course such as software or if a textbook is required.
3. To complete your enrollment in your course, call Registration at 412.788.7546 to arrange for payment of your tuition. You are not considered registered until payment is made. Enrolling in the online instruction center www.ed2go.com/ccac only establishes your classroom link. Your course number and payment information will be necessary to process your registration. Or pay online by visiting shopcommunityed.ccac.edu click on the online category and locate your course.
4. When your course starts, return to our Online Instruction Center www.ed2go.com/ccac and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you created during enrollment.

INTRODUCTION TO SUAS-DRONES
Small, unmanned autonomous systems (Drones) travel by air using the latest technology. These intelligent drone systems can be flown without a crew over land, sea and air using advanced technology. They can be outfitted with cameras and sensors, creating autonomous systems that can maneuver in a variety of environments, including those unsafe for humans, without endangering their pilots. Take this drone course if you are interested in oil and gas, real estate, construction, photography, insurance and private investigation the applications of drone use are endless. This class is also for recreational users or those of you interested in what is going on in the exciting field of drone including FAA regulations for flying drones.

Call 412.788.7507 or email dkillmeyer@ccac.edu for more information.
ONLINE CERTIFICATE CLASSES

ACCOUNTING CERTIFICATE—ONLINE
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this certificate is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Student must complete Accounting Fundamentals I and II to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Accounting Fundamentals 1
YOL-430-1307 Start Date: 9/14/16 $119
YOL-430-1308 Start Date: 10/12/16

Accounting Fundamentals 2
YOL-429-1309 Start Date: 11/9/16 $119
YOL-429-1310 Start Date: 12/14/16

ADMINISTRATIVE ASSISTANT CERTIFICATE—ONLINE
Rapid growth in the health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course may help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals. Student must complete Administrative Assistant Fundamentals and Applications to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Administrative Assistant Fundamentals
YOL-456-1307 Start Date: 9/14/16 $119
YOL-456-1308 Start Date: 10/12/16

Administrative Assistant Applications
YOL-458-1309 Start Date: 11/9/16 $119
YOL-458-1310 Start Date: 12/14/16

GRANT WRITING CERTIFICATE—ONLINE
This invigorating and informative grant writing course will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign and how to put together a complete proposal package. Student must complete A-Z Grant Writing and Advanced Grant Proposal Writing to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

A-Z Grant Writing
YOL-433-1307 Start Date: 9/14/16 $119
YOL-433-1308 Start Date: 10/12/16

Advanced Grant Proposal Writing
YOL-441-1309 Start Date: 11/9/16 $119
YOL-441-1310 Start Date: 12/14/16

WEB DESIGN CERTIFICATE—ONLINE
Create and post your very own Web site on the Internet using HTML. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. You’ll plan the content, structure and layout of your website, create pages full of neatly formatted text, build links between the pages and to the outside world and add color, backgrounds, graphics, tables, hot buttons and animation. You’ll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies. Student must complete Creating Web Pages and Designing Websites to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to receive certificate.

Creating Web Pages
YOL-300-1307 Start Date: 9/14/16 $119
YOL-300-1308 Start Date: 10/12/16

Designing Effective Websites
YOL-322-1309 Start Date: 11/9/16 $119
YOL-322-1310 Start Date: 12/14/16
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

### Online Courses

- **Instructor-Facilitated**
- **Online Discussion Areas**
- **24-Hour Access**
- **6 Weeks of Instruction**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

**Features:**
- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**Popular Courses:**
- **Accounting Fundamentals**
  Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- **Creating Web Pages**
  Learn the basics of HTML so you can design, create, and post your very own site on the Web.
- **Medical Terminology: A Word Association Approach**
  Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- **Speed Spanish**
  Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.
- **Introduction to Microsoft Excel**
  Work with numbers? You need to know Excel. Learn the secrets of this powerful application.
- **Project Management Fundamentals**
  Gain the skills you’ll need to succeed in the fast-growing field of project management.
- **Grammar Refresher**
  Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

VISIT the online instruction center at [www.ed2go.com/ccac](http://www.ed2go.com/ccac)

### Online Career Training Programs

- **One-On-One Instructor Assistance**
- **24-Hour Access**
- **All Materials and Books are Included!**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

**Features:**
- Receive a certificate upon successful completion.
- Courses start anytime — begin when you wish.
- A typical program takes 3–6 months to complete. Extensions are available upon request.

**Popular Programs:**
- **Medical Billing and Coding** — 240 hours
  Prepare for a career as a medical billing and coding professional.
- **CompTIA™ A+ Certification Training** — 150 hours
  CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.
- **Six Sigma Black Belt** — 200 hours
  The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.
- **Building Analyst Quick Start Program** (BPI BA Certification) — 60 hours
  This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.
- **Medical Transcription** — 240 hours
  Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.
- **Travel Agent Training** — 200 hours
  Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

VISIT the online career training center at [www.gatlineducation.com/ccac](http://www.gatlineducation.com/ccac)

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES
CONSTRUCTION & TRADES
Enhance your skills in the trades.

MATH FOR UNION TRADES EXAMS
This course will help those who desire a career in the construction/building trades prepare to solve math problems found on apprenticeship entrance exams. Course topics include reading a rule; adding and subtracting fractions; converting fractions to decimals and decimals to fractions; and converting between the various increments of inches, feet, yards and special relationships. Test-taking strategies and interviewing skills will also be discussed. Students will become familiar with exam formats through mock tests.
Allegheny Campus  YAG-040-1210  $109  4 Sessions
9:30AM–12:30PM  S  10/15/16  Multi

SMALL GAS ENGINE REPAIR 1
Students will explore engine theory and system components, including fuel, ignition, carburetors and more. Easy troubleshooting and tune-up procedures will also be covered. Students will be able to work on their own equipment and bring their own tool box. A textbook is recommended at an additional cost.
West Hills Center  YCE-401-1490  $159  8 Sessions
6:30PM–9:30PM  R  9/22/16  Abbott

HEALTH CARE

HOSPICE VOLUNTEER WORKSHOP
Learn how to comfort and assist patients and their families as they confront end-of-life issues and challenges. Each participant will receive a certificate of attendance from CCAC. Individuals can be certified to fulfill a variety of volunteer roles within the hospice family.
North Campus  YCA-300-1450  $10  2 Sessions
9:00AM–4:00PM  F  11/11/16  Faculty
South Campus  YCA-300-1540  $10  1 Session
9:00AM–4:00PM  F  10/7/16  Faculty

MEDICARE 101
Individuals over 65 can sign up for Medicare, but then what? This presentation will introduce the basics of Medicare: Parts A, B, C & D; Medigap, Medicare Advantage plans, enrollment dates and health care expenses in retirement.
Allegheny Campus  YEB-938-1211  $39  1 Session
6:30PM–8:30PM  T  10/18/16  Faculty
Braddock Hills Center  YEB-938-1230  $39  1 Session
6:30PM–8:30PM  W  10/12/16  Faculty
Boyce Campus  YEB-938-1281  $39  1 Session
6:30PM–8:30PM  T  10/25/16  Faculty
Ft. Couch Middle  YEB-938-1550  $39  1 Session
6:30PM–8:30PM  M  10/17/16  Hagan
Homewood Brushton Ctr  YEB-938-1240  $39  1 Session
6:30PM–8:30PM  T  10/11/16  Faculty
Washington County Ctr  YEB-938-1530  $39  1 Session
6:30PM–8:30PM  R  9/29/16  Hagan

SENIOR HEALTH INSURANCE
This course will begin with a look at Social Security and end with how to select the appropriate care for a senior. Investigate Medicare; the advantages, disadvantages and the benefits of Medicare Supplemental, Advantage and Drug Plans; VA Benefits; health care reform; legal documents; long term care insurance considerations; nursing care in your home; adult day care; low income programs; and the difference in retirement communities.
Ft. Couch Middle  YCA-504-1550  $69  5 Sessions
7:00PM–9:00PM  M  10/17/16  Veazey

HEALTH PROFESSIONS OPPORTUNITY GRANT
Free tuition to those who qualify
This program will provide education and training in three health-care tracks:
• Nursing
• Emergency Medicine Technician
• Medical Records/Health Information Technology
For more information please call Genia Simpson, Program Assistant at 724.325.6881 or email HPOG@CCAC.edu with questions or to apply
HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities. This document was supported by Grant 90FX0146 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

CCAC NURSE AIDE TRAINING
This 168-hour, state approved program is designed to instruct nurse aide students in their role in long-term patient care. Learning is conducted under the direct supervision of a RN. Upon completion of the course the student is eligible to take the Pennsylvania State Competency Exam for Nurse Aides. For more information, please call Holly Dillon at 412.237.4470 or 412.237.4471.
“FOR YOUR HEALTH” SERIES SPONSORED BY PASSAVANT HOSPITAL FOUNDATION

Passavant Hospital Foundation partners with CCAC North Campus to provide a wide variety of health and wellness education programs free to the public. The courses below feature speakers who are expert physicians and top-notch clinicians, providing up-to-date medical information in layperson’s terms. The sessions are interactive with time for questions and answers. Registration is required. Call 412.788.7546 to register.

PERIMENOPAUSE TO MENOPAUSE: INTEGRATIVE APPROACH TO WOMEN’S HEALTH*
This seminar will discuss the evaluation and management of Women’s health issues from perimenopause to menopause. Attend this session to learn about an integrative and holistic approach to current health options.
Speaker: Preeti Divekar, MD, FACOG, ABIHM
Divekar & Associates Gynecology, Aesthetics & Wellness Center PC
CCAC North Campus YEB-277-1450 FREE
6:30PM–8:30PM September 20, 2016

BREAST CANCER & YOU*
About one in eight U.S. women will develop invasive breast cancer over the course of her lifetime. It’s likely that you or someone you love has been impacted by a breast cancer diagnosis. Attend this seminar to learn about breast cancer screening protocols and the latest in treatment options.
Speakers: Terri-Ann Gizienski, MD, MPH
Kiran Mehta, MD
Jennifer Osborn, MD
UPMC Passavant
CCAC North Campus YEB-276-1450 FREE
6:30PM–8:30PM October 18, 2016

* A Certificate of Attendance for 2.0 hours is awarded for each this presentation.

UPMC Passavant is a hospital accredited by The Joint Commission and an approved provider for continuing education requirements for professional nurses.
Passavant Hospital Foundation advances the health and wellness for ALL in our community:
• Providing facilities, technology and equipment at our hospital to support excellence in patient care
• Presenting free health education seminars for everyone in the community, to promote personal well-being
• Offering support groups for families affected by a loved one’s addiction
• Forming community partnerships for greater impact on health concerns that affect us all
Learn more at PassavantHospitalFoundation.org
The Pittsburgh Botanic Garden and CCAC North Campus have partnered to provide educational opportunities for the community on plants, gardening and the environment. The courses below are interactive with time for questions and answers. Students can choose to explore the garden prior to the start of their class, which includes:

- Three miles of groomed trails with a one mile ADA-accessible trail
- A serene Asian lotus pond, brought back to life after decades of pollution
- The enchanting Margaret Lawrence Simon Dogwood Meadow & Highmark white cedar gazebo
- A historic farmstead featuring a 1784 log cabin, heritage apple orchard & live animals

The cost of admission is $9, payable at the Bayer Welcome Center at the Botanic Garden. Admission includes full day garden entrance and a free guided tour. For directions to the Botanic Garden and additional information, please visit pittsburghbotanicgarden.org.

To register for the courses below please call CCAC at 412.788.7546.

**TOP TEN FALL GARDEN TIPS**
Your landscape is bursting with brilliant fall colors. The air is cool and crisp. Autumn is the season to renew your garden to ensure beautiful color come spring. Dividing perennials, adding new plants, composting leaves, planting bulbs, amending soil and protecting your valued shrubs are just a few of the fall tips that will help you create your dream landscape.

**Botanic Garden**

YCI-040-1470 $39 1 Session
6:30PM–8:30PM  R  9/15/16  Faculty

**INDOOR HERB GARDENS**
Learn to grow herbs indoors at any time of year. Indoor herb gardens are a delight to your eye, add fragrance to your room, save you money and are a tasty addition to any recipe. Discover which herbs are best for indoor herb gardens; how to assemble a garden; and how to care for your indoor treasure.

**Botanic Garden**

YCI-038-1470 $39 1 Session
6:30PM–8:30PM  R  9/29/16  Faculty

**FALL PLANTING/SUMMER BLOOM**
Want a burst of color in your yard next spring? Fall is a great time to plant trees, shrubs, bulbs, perennials, grass seed and sod that will give you that color next spring. Discover what you can plant; where in your yard you should plant it; how to plant it correctly; and how to protect it through the winter so that come spring, you’ll enjoy a beautiful, colorful landscape.

**Botanic Garden**

YCI-080-1470 $39 1 Session
6:30PM–8:30PM  R  10/13/16  Faculty
**SPECIAL BUSINESS & PROFESSIONAL OFFERINGS**
Facilitated by Diane Lazarowicz, professional trainer and owner of Top Performance Results. Diane has trained executives of top Pittsburgh area businesses.

**DISC WORKPLACE**
In this three-hour course, participants will discover, using the DISC assessment tool, the four distinct behavioral styles which will enable them to build more effective relationships in the workplace. Everyone in an organization can take this assessment regardless of title or role to improve the quality of the workplace. Participants will complete an online assessment prior to the class.

West Hills Center  XZZ-008-4001  $299  1 Session
1:00PM–4:00PM  F  9/23/16  Lazarowicz

**NEGOTIATION**
We may not realize it, but we negotiate every single day with family, friends, coworkers and employers. This three-hour course will provide insight into how to be a more effective negotiator and how to feel more confident in whatever they are seeking to achieve. Participants will learn about negotiation and learn strategies to develop their skills to get to “yes.”

West Hills Center  XZZ-009-4001  $239  1 Session
1:00PM–4:00PM  F  9/30/16  Lazarowicz

**LEADERSHIP**
Leadership skills can be learned. In this three-hour introductory course, students will discover the qualities of leadership, working with others, self-awareness, risk taking, communication, doing the right thing and ways to build leadership skills. Join us to learn how you can become a better leader.

West Hills Center  XZZ-010-4001  $299  1 Session
1:00PM–4:00PM  F  10/7/16  Lazarowicz

**NURSING HOME ADMINISTRATOR’S PROGRAM & RN/LPN REFRESHER PROGRAM**
Boyce Campus  Fall 2016
- Approved by the Commonwealth of Pennsylvania
- Established in 1993
- Taught by experts
- Covers up to date information/regulations
- NHA and PCHA continuing Education & Nursing license reactivation
Visit ccac.edu for more detail; for questions contact Marilynn Toth at 724.325.6827.

**CONTINUING EDUCATION TRAINING PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS**
Come make new friends, meet old friends or sign up with current friends and enjoy really cool classes and events. Classes are offered in local neighborhood community centers, bowling allies, cinemas, hotel ballrooms and CCAC campuses and centers. The goal of each course is to provide educational and social interaction classes to enhance skills of persons with a wide range of disabilities. For a list of classes, please visit ccac.edu (key word search special needs) or contact Mary Jo Guercio at mguercio@ccac.edu or 412.237.2723.

**NEW! CCAC CASINO DEALER TRAINING**
CCAC is pleased to announce casino dealer training classes. Join the exciting casino industry by taking our new dealer training classes! Register today to get start.

So You Think You Want to Work in a Casino?
Allegheny Campus  YGA-602-5401  FREE
6:30PM–8:30PM  9/19/16
Call 412.788.7507 for additional course information.

**PLUS 50 INITIATIVE**
Completing a degree or certificate is the key to opening new doors. Going back to school and earning your college degree or certificate in health care, education, and social services paves the way to opportunities for new jobs and career advancement. Earning a degree or certificate is easier than ever. If you are thinking about getting your degree or certificate, you won’t be starting at square one. Under the Plus 50 Encore Completion Program, adult students can gain credits for past education and work experience. It is a great time to come back. As the economy recovers, getting your degree or certificate can help increase your earning potential. The Plus 50 Encore Completion Program offers courses tailored to your needs, making it is easier than ever to finish what you started. For more information, please contact plus50@ccac.edu or 412.237.2723.

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REAL ESTATE, ACCOUNTANT, LEGAL, INSURANCE, CEBS, & EPA LEAD CERTIFIED RENOVATOR PROFESSIONAL CONTINUING EDUCATION PROGRAMS

Real Estate Fundamentals & Practice
Fall 2016
Contact sburnett@ccac.edu or 412.788.7386

Public Accountant, Enrolled Agent & Other Tax Practitioner Classes
August 2016
Contact mbahur@ccac.edu or 412.788.7383

Pennsylvania Continuing Legal Education
November 2016
Contact bstellfox@ccac.edu or 412.788.7385

Accountant/Attorney Continuing Education Seminar
October 2016
Contact mbahur@ccac.edu or 412.788.7383 and/or bstellfox@ccac.edu or 412.788.7385

Insurance Career Preparation
Fall 2016
Contact bstellfox@ccac.edu or 412.788.7385

Certified Employee Benefits Specialist (CEBS)
Fall 2016
Contact bstellfox@ccac.edu or 412.788.7385

EPA Lead Certified Renovator Initial & Refresher Training
Fall 2016
Contact sburnett@ccac.edu or 412.788.7386

REAL ESTATE FUNDAMENTALS & PRACTICE

This 60-hour course provides instruction to students who intend to become Real Estate Agents or those interested in gaining general knowledge of Real Estate. Modern Real Estate Practice in Pennsylvania 12th Edition (Bellaris) is required for class, but is not included. For information contact sburnett@ccac.edu or 412.788.7386.

North Campus  $349  20 Sessions
6:00PM–9:00PM

EPA LEAD CERTIFIED RENOVATOR INITIAL & REFRESHER TRAINING

CCAC is pleased to offer EPA Lead Base Paint Certified Renovator Initial & Refresher Training for Fall 2016. Classes will provide EPA mandated training for you and/or your employees to become EPA lead certified renovators and comply with designated federal law. For information: 412.788.7386/sburnett@ccac.edu.

VOCATIONAL-RESIDENTIAL DEVELOPMENT CLASSES

The Human Services Professional Development program offers centralized training classes open to all human services agencies as well as specialized in-agency training classes. The courses we offer include professional development classes for staff to improve and update knowledge related to their jobs as well as personal growth and skill development classes for staff wanting to enhance individual growth in order to increase professional performance. Our classes are designed to meet the training requirements of the Allegheny County Department of Human Services and the Department of Public Welfare. For more information or to get a list of classes, please contact Susan Kennedy at 412.237.6587 or skennedy@ccac.edu or visit ccac.edu and search for vocational-residential classes.

START YOUR INSURANCE CAREER IN EIGHT SHORT WEEKS

Property and Casualty and/or Life, Accident & Health Insurance programs will prepare you for a professional career with great starting salaries and unlimited income potential. Each program covers a complete review of the insurance industry. Cost includes tuition/study materials/ software. For more information contact bstellfox@ccac.edu or 412.788.7385.

CCAC South Campus  $499  8 Sessions
6:00PM–9:00 PM

CERTIFIED EMPLOYEE BENEFITS SPECIALIST (CEBS)

The CEBS Program offers the human resource professional the opportunity to earn designations in specialization areas of group benefits, retirement and compensation. Course does not include costs for books/study materials/CEBS exam. For more information, contact bstellfox@ccac.edu or 412.788.7385.

Allegheny Campus  $359  10 Sessions
6:00PM–9:00PM

PROJECT MANAGEMENT BOOT CAMP

Start Date: September 10, 2016
We invite highly motivated people with increasing responsibility in the project management arena that are responsible and accountable for bringing projects in on-time, within budget and of high quality but lack the PMP® certification to join us for Project Management Bootcamp. Cohort size is always limited to 15. Visit www.ccac.edu and search “Project Management Boot Camp” or email: bhannon@ccac.edu for more information.
PERSONAL ENRICHMENT

ACADEMIC SKILLS & TEST PREPARATION

HOW TO STUDY & TAKE A TEST
Get great results with study and test-taking techniques. This course helps students develop and improve basic study skills. Topics include note-taking, retention techniques, time management, listening skills, outlining and test-taking tips. For ages 18 and older.

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<th>Course Code</th>
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SAT PREP—MATH & VERBAL
The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required for the first session. The textbook is “Barron’s NEW SAT, 28th Edition,” ISBN-10: 1438006497

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SAT PREP 2-DAY WORKSHOP
The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies and strategies are also discussed. Students should bring a calculator. A textbook is required for the first session. The textbook is “Barron’s NEW SAT, 28th Edition,” ISBN-10: 1438006497

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ART, HISTORY, MUSIC & WRITING

ART

ADOBE LIGHTROOM FOR PHOTOGRAPHERS
This course is geared towards the photographer who is just beginning to use Lightroom and its workflow from import to print. Once you have completed this course, you should expect to feel comfortable importing photos from your camera, organizing them, developing and exporting them for print, slideshow and book formats. Please bring a laptop with Adobe Lightroom loaded on it to class.

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ACTING FOR FUN—ADULTS
Students are led through scene work as well as improvisation techniques in a relaxed, supportive environment. Film versus stage acting will be explored as well as practical knowledge for the business of acting. Beginners and more advanced students are welcome.

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This course is geared towards the photographer who is just beginning to use Lightroom and its workflow from import to print. Once you have completed this course, you should expect to feel comfortable importing photos from your camera and organizing them, with an emphasis of the developing module and exporting images for web, print, slideshow and book formats.

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COLLAGE
Explore collage as an art form, technique and tool for increasing spontaneous creativity and free expression. Learn the elements of composition, line, shape, color, texture, form and space. Materials for the first class will be provided along with a materials list for the remaining classes.

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STUDENTS MUST BE 18 YEARS OF AGE TO ATTEND ANY CLASS THAT IS NOT A DESIGNATED YOUTH CLASS.
DIGITAL PHOTOGRAPHY 1.01
This class is designed to be hands on, so bring your camera, instruction manual and notepad. One class will be a Saturday morning field trip. This class covers: file types, shooting modes and camera features; exposure, ISO, aperture (f-stops), shutter speed, white balance, metering, EV, AF and lens functions; flash, light quality and control; camera care tips and essential gear for travel, sports, work, nature and family.

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DIGITAL PHOTOGRAPHY 1.02
Learn camera settings, light and pre-visualization will be reviewed which can have a dramatic effect of your final creation. One class will be a Saturday morning field trip. Learn advanced camera and field techniques as applied to: camera equipment and exposure modes; flash, on and off camera, studio lighting for portraits and products; design and composition; realism—subjects and themes; abstract and conceptual thought process; and portfolio development and presentation.

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DRAWING BASICS
This fundamental drawing course includes the topics of shape, light, line, value and perspective. With graphite and ink for its working media, this course is recommended for the beginner or anyone wanting to improve drawing skills. This course is a stepping stone in preparation for more advanced drawing classes. For the first class, students will need an 11x14 sketch pad, assortment of drawing pencils 6B-4H, vinyl and kneaded erasers, blending stump and photo (front view at least 3x5). Other materials will be discussed at the first class.

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DRAWING FOR BEGINNERS
Unlock the hidden ability to draw. It all begins with a line and you will be able to draw single objects to highly detailed compositions. This class is a must for students who enjoy painting but feel they cannot draw.

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FLORAL DESIGN
Learn floral design concepts, color coordination of silk, dried and fresh flowers. Go home with beautiful projects such as table centerpieces, wall and door decorations, swags, wreaths, etc. This informative hands-on training course may enable you to gain entry-level employment in a floral related job. Cost of materials is extra. If you do not receive your supply list prior to the start of class please call 412.788.7507.

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GLASS PAINTING
Learn how to create a beautiful cheese plate and wine glass set by painting grapes and grapevines on the glassware. The student will learn how to create a personalized gift for a loved one or something special to keep for themselves. Student will need to bring a clear glass plate and two wine glasses to the class for painting. Paints and brushes will be provided.

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HOW TO TEACH A CLASS FOR COMMUNITY EDUCATION
Share your knowledge and expertise with others by exploring teaching possibilities with CCAC Community Education. Understand what you need to know to prepare lessons, write course descriptions, materials and more.

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JEWELRY CREATION & DESIGN FOR BEGINNERS
Learn to make elegant jewelry using seed beads, glass and crystals. Explore different jewelry making techniques while creating unique beaded jewelry. In addition to learning about tools and materials understand what makes a well-designed piece of jewelry. Materials are extra. If you do not receive your supply list prior to the start of class please call 412.788.7507.

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Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
**MAKING HOLIDAY BOWS**

Learn how to make bows for any occasion by learning tips and techniques used by gift industry professionals. Please bring two rolls of wire edge ribbon and a sharp pair of scissors to class.

- **North Campus** YBB-603-1450 $29 1 Session
  - 6:30PM–8:30PM M 11/7/16 Connors
- **South Campus** YBB-603-1540 $29 1 Session
  - 7:00PM–9:00PM M 10/24/16 Lechliter

**MATH FOR PARENTS**

Review basic math and algebra to help parents assist with middle and high school homework assignments.

- **Boyce Campus** YAG-002-1280 $99 6 Sessions
  - 6:00PM–9:00PM W 9/21/16 Kraemer

**MODERN CALLIGRAPHY & LETTERING 1**

Learn basic strokes and progress to a full alphabet. We will also look at decorative elements to enhance your lettering and ways of applying your new skill to various projects. A detailed shopping list will be emailed to students prior to the first class.

- **Allegheny Campus** YDA-904-1210 $79 6 Sessions
  - 6:30PM–8:30PM W 9/7/16 Browne
- **Boyce Campus** YDA-904-1280 $79 6 Sessions
  - 6:00PM–8:00PM W 9/14/16 Barringer
- **Seton LaSalle HS** YDA-904-1560 $79 6 Sessions
  - 6:30PM–9:30PM W 9/14/16 Scoumis

**PAINTING WITH WATERCOLOR**

Explore techniques that can bring watercolors to life through practice in the classroom. All skill levels are welcome. Supplies needed for the course will be discussed at the first meeting. If you do not receive your supply list prior to the start of class please call 412.788.7507.

- **Allegheny Campus** YDA-096-1210 $99 8 Sessions
  - 6:30PM–9:30PM W 9/21/16 Bergstrom
- **Boyce Campus** YDA-096-1280 $99 8 Sessions
  - 12:00PM–3:00PM S 9/10/16 Barringer
- **Canon McMillan HS** YDA-096-1594 $99 8 Sessions
  - 6:30PM–9:30PM M 9/12/16 Scoumis
- **North Campus** YDA-096-1450 $99 8 Sessions
  - 9:00AM–12:00PM F 9/23/16 Bergstrom

**PAINTING IN OIL & ACRYLICS**

This class is for the student who wants flexibility in individual projects ranging from oil painting to watercolors. The instructor works with each student based on the medium chosen. If you do not receive your supply list prior to the start of class please call 412.788.7507.

- **North Campus** YDA-010-1450 $99 8 Sessions
  - 9:00AM–12:00PM W 9/21/16 Rasmussen
- **West Hills Center** YDA-010-1490 $99 8 Sessions
  - 9:00AM–12:00PM F 9/23/16 Rasmussen

**PHOTOGRAPHING NATURE**

Learn skills and techniques for photographing nature. This course will cover the appropriate equipment, lighting and shooting techniques. Topics include macro and telephoto photography; flash, filters and reflector; tripods and stabilization. You will also learn how to improve your lighting styles to accommodate the variable outdoor subject matter. Both in-classroom and on-location instruction will be provided. Prerequisite: basic knowledge of photography and use of your own camera.

- **Boyce Campus** YBF-032-1280 $79 5 Sessions
  - 6:00PM–9:00PM W 9/7/16 Cynkar

**PHOTOGRAPHY 101**

This class is for those who want to quit using the automatic settings on their digital or film SLR camera. Topics include everything from basic focusing, button functions, aperture, shutter speed, depth-of-field, composition, flash, lens and ISO. Students only need their SLR, tripod and creativity. One session will be a field trip.

- **Allegheny Campus** YBF-101-1210 $139 8 Sessions
  - 6:30PM–9:30PM T 9/13/16 Bucci
- **Boyce Campus** YBF-101-1280 $139 8 Sessions
  - 6:30PM–9:30PM W 9/14/16 Bucci
- **Canon McMillan HS** YBF-101-1594 $159 10 Sessions
  - 6:30PM–9:30PM W 9/14/16 McGee
- **Energy Innovation Ctr** YBF-101-5301 $69 3 Sessions
  - 6:30PM–9:30PM M 11/8/16 Faculty
- **North Campus** YBF-101-1450 $139 8 Sessions
  - 6:30PM–9:30PM M 9/19/16 Bachman
- **South Campus** YBF-101-1541 $159 10 Sessions
  - 9:00AM–12:00PM S 9/17/16 Bachman
- **West Hills Center** YBF-101-1490 $139 8 Sessions
  - 9:00AM–12:00PM F 9/14/16 Shaw

For Community Education questions, call 412.788.7507.
PHOTOGRAPHY 102
Learn how to use your camera as a creative tool by combining the creative effects learned in Photography 101 with higher level composition and artistic forms to create better photographs. Learn more advanced camera and field techniques to create compelling photographs. Students need only their dSLR, tripod, creativity and a desire to learn photographic secrets. One session will be a field workshop. Prerequisite: Photography 101 or equivalent experience.
North Campus       YBF-102-1450 $139  8 Sessions
6:30PM–9:30PM      T  9/20/16 Bachman
South Campus       YBF-102-1541 $159 10 Sessions
1:00PM–4:00PM      S  9/17/16 Bachman

PHOTOGRAPHY AS A BUSINESS
Get the information you need to successfully take your photography business or hobby to the next level. Learn the basics of running a photography business including studio strategies, studio pricing, customer service, professional resources and more.
Allegheny Campus    YBF-041-1210 $49  1 Session
9:00AM–1:00PM      S  11/12/16 Cynkar

PHOTOGRAPHY OF PEOPLE, PLACES & THINGS
This class will cover the technical aspects of camera settings and how they relate to improving your pictures. Explore the basics of landscapes, posing people, composition and lightning while taking both indoor and outdoor pictures. Participants should bring their own digital camera or DSLR.
North Campus       YBF-036-1450 $69  4 Sessions
6:30PM–9:30PM      R  10/6/16 Bachman

PORTRAIT PHOTOGRAPHY
Learn to take better portrait photographs, in the studio or on-location, while using appropriate photographic techniques to enhance your images. Learn about portraiture, composition, behavior and posing, lighting styles and equipment. Additionally, gain better control of natural lighting, artificial lighting and the use of flash. Prerequisite: Students should have a SLR camera and a working knowledge of its basic functions.
Allegheny Campus    YBF-033-1210 $79  5 Sessions
6:30PM–9:30PM      R  10/6/16 Cynkar

POTTERY 1
This course will teach the beginning student the art of forming decorative and practical objects out of clay. Students will practice hand building and wheel throwing, creating unique and personal pieces for your home or gift giving. Cost includes one slug of clay, paints and glazes.

North Campus       YDA-301-1450 $189 10 Sessions
6:30PM–9:30PM       M  9/12/16 Lok Tsang
South Campus       YDA-301-1541 $189 10 Sessions
6:30PM–9:30PM       R  9/15/16 Lok Tsang

PRESERVING YOUR STILL PHOTOS FOR THE 21ST CENTURY
Come and learn about what is necessary to take your old negatives, photographs and slides into a more modern digital format. We will cover scanning, improving and preserving your old still images. Topics include scanner types, file types and software choices available to the consumer for preservation of your family's photographic history.
North Campus       YBF-043-1450 $49  1 Session
12:30PM–3:30PM      S  10/8/16 Bachman

REAL ESTATE PHOTOGRAPHY
Photography has never been more important to selling real estate than it is today. The first image a potential buyer usually sees when reviewing properties online is an exterior photo. Learn some photography tips and techniques to get some great photos to market properties for sale.
North Campus       YBF-038-1450 $49  1 Session
9:00AM–12:00PM      S  10/8/16 Bachman
South Campus       YBF-038-1540 $49  1 Session
6:30PM–9:30PM       W  10/5/16 Bachman

SECRETS OF PHOTOGRAPHY
This is a fun, yet very fast paced class, that will skip most of the complicated technical jargon as you learn the essential information needed to produce amazing images, including calibration, composition, lighting and digital retouching. Students are expected to have an understanding of basic camera functions and digital software.
South Campus       YBF-047-1540 $59  3 Sessions
6:30PM–9:30PM       W  9/14/16 Bachman

SEWING FOR THE HOLIDAYS
Learn simple quilting techniques to create several one-of-a-kind table runners for the holidays. Knowledge of basic sewing machine operation is necessary. Students will complete at least two different decorative table runners. Cost of some materials is extra and will be discussed at the first class.
Ft. Couch Middle   YCF-042-1550 $69  4 Sessions
6:30PM–9:00PM       M  9/12/16 Schwab
SEWING—BEGINNING
Learn how to use a sewing machine and attachments, adapt patterns and use various sewing techniques. Students complete at least one garment. Cost of materials is extra and will be discussed at the first class. If you do not receive your supply list prior to the start of class please call 412.788.7507.

Piecing It Together YCF-013-1410 $99 6 Sessions
6:30PM–9:00PM R 9/15/16 Jones

SPORTS PHOTOGRAPHY
Learn what it takes to create exciting sports images that will please parents, coaches, sports information directors and publications. Learn about the camera equipment, lenses, exposure and lighting to capture action photos in both indoor and outdoor venues. Students should have a DSLR with a zoom/telephoto lens.

Seton LaSalle HS YBF-500-1560 $89 4 Sessions
9:00AM–12:00PM S 9/10/16 Haritan

STOCK CARVING & CONSTRUCTION
Artistically recreate the stock piece for a long rifle which was typically used by the early frontiersman. This piece was often made of curly maple, with decorative inlays and an integral, well-made patchbox that was built into the stock. Learn and employ basic silversmithing, wood carving, hornworking, leather working, engraving and wood finishing skills as they design their own stock piece. During the production, which may require several semesters to complete, the student, is responsible for purchasing the necessary items (approximate cost $800).

USC Boyce Middle YCE-069-1550 $189 12 Sessions
6:30PM–9:30PM M 9/12/16 Blauch

USC Boyce Middle YCE-069-1551 $99 6 Sessions
6:30PM–9:30PM M 9/12/16 Blauch

ZENTANGLE BASICS & BEYOND
Zentangle® is an easy-to-learn, relaxing and fun way to create beautiful images by drawing structured patterns. The Zentangle approach provides a counterbalance to our increasing use of computers, mice, screens and keyboards. Your creativity is your only limit. All levels are invited, NO artistic experience required. Cost of materials is extra. If you do not receive your supply list prior to the start of class please call 412.788.7507.

North Campus YDA-045-1450 $79 5 Sessions
7:00PM–9:00PM W 9/7/16 Steinle

HISTORY

PISTONgrund PIRATES BASEBALL
Explore Pittsburgh Pirates baseball in culture and literature.

Boyce Campus YCA-099-1280 $99 8 Sessions
6:30PM–9:30PM W 9/28/16 Spalding

TURNING POINTS OF THE AMERICAN CIVIL WAR
The Battle of Gettysburg is often framed as the turning point of the Civil War, but the reality of the situation is that there were a number of major events that ultimately turned the tide in favor of the Union cause. We will examine the wars many turning points and the ultimate impact each event had on bringing an end to America's bloodiest conflict.

North Campus YCA-212-1450 $39 3 Sessions
7:00PM–8:30PM T 9/27/16 White

TWO HILLS, ONE OUTCOME—THE FEDERAL DEFENSE OF LITTLE ROUND TOP & CULP'S HILL AT GETTYSBURG
Little Round Top at Gettysburg is one of the most famous hills on any Civil War Battlefield but far from the key to the battlefield. In reality, the way we view the hill has morphed over the last 150 years and has impacted the way we study the battle and the war. We will explore the battles for each hill and examine how and why each hill has been remembered.

North Campus YCA-213-1450 $39 2 Sessions
7:00PM–8:30PM W 10/19/16 White

THE ART OF NIGHT PHOTOGRAPHY
Explore the artistic and technical challenges of developing a sense of photographic night vision. Topics include composition; low light images; exposure techniques; alternative lighting; and the challenges of dealing with motion, changing light and weather conditions. This class is open to photographers of all levels of experience. Students must be able to control their camera exposures manually. Both film and digital cameras are welcome.

Energy Innovation Ctr YBF-105-5301 $69 4 Sessions
6:30PM–9:30PM T 10/4/16 Cynkar
### MUSIC

#### GUITAR—BEGINNING
Students can quickly learn the fundamentals of playing the guitar. Topics include chords, strumming technique, playing songs and using tablature. Students will also be introduced to music theory, scales and improvising. Reading music or previous experience playing an instrument is not required. Students must bring their own guitar.

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#### GUITAR—INTERMEDIATE
Students can hone their *Guitar—Beginning* skills by learning additional music theory, advanced accompaniment and more complex techniques.

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#### PIANO—BEGINNING
Learn how to read notes, count time, play chords and play simple songs.

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#### UKULELE—BEGINNER BASICS
Beginner ukulele basics will be presented. Learn simple chords and strums that are used in many popular songs. Song sheets will be provided. Students must bring their own ukuleles.

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### WRITING

#### BLOGGING—WRITING INTERESTING & ENTERTAINING CONTENT
Blogs give you a free platform to share your vision of politics, travel, hobby, expertise and family and community history. Learn how to use personal observation and stories to establish your niche in the blogosphere. Learn what ‘personal branding’ is and how to use your blog to promote it.

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#### BREAKTHROUGH WRITING—YOUR FIRST NOVEL
Learn how to start a novel (or if applicable, finish one) and to revise and self-edit with clarity and honesty. Learn to unfurl the story in their head and put it on paper in a cohesive way. Topics include developing plot, characters, conflict and pacing. Finer points such as naming your characters, will also be discussed. Feedback from the instructor (a published author) and fellow students will be provided.

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#### CREATIVE WRITING
Students will develop and hone their creative writing skills in this class. Both beginners and advanced writers are welcome. Topics include memoirs, poetry, essays, short stories and novels. Individual development will be stressed and workshops will be used to encourage class participation.

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#### HOW TO WRITE A MEMOIR—PART 1
In this hands-on, informative workshop, we will discuss the memoir writing process, including important things every memoir writer needs to know, tips on how to write a great story and practical advice on editing, query letters and publishing options.

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HOW TO WRITE A MEMOIR—PART 2
Every week, this workshop will concentrate on one important aspect of memoir-writing, like emotion, plot and character. Students will perform focused writing exercises that highlight that aspect and share writing samples in a supportive, encouraging, constructive environment. Part 2 is open to any writer who wants to learn, grow and practice their writing skills. Part 1 is not a prerequisite to Part 2.

Allegheny Campus YAB-818-1210 $89 4 Sessions
6:30PM–9:30PM W 10/19/16 Howley
Ft. Couch Middle YAB-818-1550 $89 4 Sessions
6:00PM–9:00PM M 9/12/16 Howley
Washington County Ctr YAB-818-1530 $89 4 Sessions
6:00PM–9:00PM T 10/11/16 Howley

HOW TO WRITE FOR MAGAZINES & OTHER PUBLICATIONS
If you ever wanted to write for local, regional, or national publications, this course will teach you how to pitch your ideas and get published. Learn how to find story ideas, target appropriate publications, write query letters and write a great article. We’ll discuss current trends in publishing, realistic payment expectations and tips on how and where to get started.

Allegheny Campus YAB-002-1210 $39 1 Session
6:30PM–9:30PM R 10/20/16 Howley
Ft. Couch Middle YAB-002-1550 $39 1 Session
6:00PM–9:00PM M 10/10/16 Howley
Washington County Ctr YAB-002-1530 $39 1 Session
6:00PM–9:00PM T 11/15/16 Howley

INTRO TO FLASH FICTION
Learn to develop ideas that will result in a 100 to 1,000 word flash fiction story.

Allegheny Campus YAB-001-1210 $89 8 Sessions
6:30PM–8:00PM W 9/14/16 Faculty
Braddock Hills Center YAB-001-1230 $89 8 Sessions
6:30PM–8:00PM R 9/8/16 Faculty
Boyce Campus YAB-001-1280 $89 4 Sessions
9:30AM–12:30PM S 9/10/16 Faculty
South Campus YAB-001-1540 $89 4 Sessions
6:00PM–9:00PM R 9/15/16 Faculty
Washington County Ctr YAB-001-1530 $89 4 Sessions
6:00PM–9:00PM T 9/13/16 Faculty

WRITING CREATIVE NON-FICTION
Explore or discover your writing talent in today’s most modern and popular genre-creative nonfiction. Draw from you own experience and write short essays, memoirs and profiles. Share your stories, get suggestions, guidance and the critical eye of a seasoned creative nonfiction writer. No prior writing experience required.

Allegheny Campus YAB-218-1210 $99 8 Sessions
6:30PM–8:30PM R 9/15/16 Callan

WRITING MEMOIRS—MEMORIES & STORIES
This creative writing course will help students tell the events and memories of their life by exploring how to turn personal tales into entertaining, informative and readable stories. Topics include the use of dialogue, character and background development, sequencing and when to fictionalize.

North Campus YAB-216-1450 $89 5 Sessions
6:30PM–9:00PM R 9/22/16 Paff

WRITING POETRY-PROSE—OUTSIDER POINT OF VIEW
Engaging with writing from the point of view of the outsider, one of being pushed to the margins of society through intersectionality. The Outsider POV lends itself to the genre of Poetry-Prose as there is a great freedom to experiment and an ability to dive into surrealism and lyricism.

South Campus YAB-826-1540 $89 5 Sessions
9:00AM–12:00PM S 9/17/16 Faculty

WRITING THE SHORT STORY
A short story is a slice of life and it’s the best place for new writers to hone their craft. Stories capture particular people and places, memories and images and ideas and emotions that make up daily lives. Get started (or to get going again) and tap into thoughts, memory and imagination. Topics include developing structure, narrative, voice, plot and character; creating dialogue; and examining the work of key contemporary short story writers. Writing exercises and discussion will round out class sessions. The aim is to complete a short story by the end of the course. No previous writing experience is required.

Allegheny Campus YAB-802-1211 $99 8 Sessions
6:30PM–8:30PM T 9/13/16 Callan
Boyce Campus YAB-802-1280 $99 8 Sessions
6:30PM–8:30PM M 9/12/16 Callan
DANCE

BEATLES—ALL YOU NEED IS DANCE
“Come Together” and exercise while dancing to the music of the Beatles (“We Can Work It Out”). Class includes warm-ups, core strengthening and tone up, while working on cardio fitness. The last 10 minutes of class will include learning a choreographed routine to a combo of three all-time great Beatle songs. All levels—beginner to advanced—welcome.

Dance Magic  YDB-910-1460  $59  8 Sessions
7:45PM–8:45PM  T  9/20/16  Zlobecki

BALLROOM—BEGINNING
Ballroom dancing is elegant, beautiful and dramatic, each dance with its characteristic style. Learn the Waltz, the granddaddy of all ballroom dances; the foxtrot, the dance of Fred Astaire and Ginger Rogers; the tango, a fiery and dramatic dance; the Viennese waltz, a whirling, thrilling dance dating back to the early 1700s in Europe; and finally, the ever popular Swing. Dances may vary by location.

Canon McMillan HS  YDB-101-1594  $99  8 Sessions
7:00PM–9:30PM  M  9/12/16  Sanders
Peebles Elementary  YDB-101-1440  $89  8 Sessions
7:00PM–8:30PM  W  9/28/16  Zugell
Seton LaSalle HS  YDB-101-1560  $89  9 Sessions
7:00PM–9:00PM  T  9/13/16  Miller

BALLROOM, SWING & LATIN
Both beginning to intermediate levels are covered in this class. Included are fox trot, swing, waltz, cha-cha, salsa, merengue, tango, rumba and polka.

Allegheny Campus  YDB-110-1210  $89  8 Sessions
7:00PM–9:00PM  R  9/22/16  Farrar
Peebles Elementary  YDB-110-1440  $89  8 Sessions
8:30PM–10:00PM  W  9/28/16  Zugell
Seton La Salle  YDB-110-1560  $89  8 Sessions
7:00PM–9:00PM  W  9/14/16  Faculty

LEVEL 1: AN INTRODUCTION TO SOCIAL BALLROOM & LATIN
Dancing is good for you, so go ahead and indulge! Take advantage of the benefits as you learn the basic skills and simple patterns of the core ballroom dances, as well as some uber popular club dances. Included are: East Coast Swing (Jitterbug), Cha cha cha, Foxtrot, Waltz and Merengue. A few easy patterns in two bonus dances, Night Club 2 step and Bachata, have been added. To meet the needs of students, dances and patterns may vary by semester.

Ft. Couch Middle  YDB-914-1550  $109  8 Sessions
7:00PM–9:30PM  M  9/22/16  Zlobecki
South Campus  YDB-914-1540  $99  8 Sessions
7:00PM–9:00PM  T  9/13/16  Freidel

LEVEL 2 BALLROOM & LATIN: TAKING THE NEXT STEP
So you are serious about dancing well! Reinforce and refine your level 1 skills, while gradually adding new concepts and patterns. Learn the secrets to making partner dancing really work. Emphasis on frame, leading and following. Bonus dances are American Rumba and Tango. See Level 1 description. To meet the needs of students, dances and patterns may vary by semester.

South Campus  YDB-915-1540  $99  8 Sessions
7:00PM–9:00PM  W  9/14/16  Freidel

LINE DANCING
Learn the basic steps for line dances. Gain confidence to get out on the floor and have fun. A great class for country fans, dance fans and exercise fans. Dances may vary by location.

South Campus  YDB-009-1540  $89  8 Sessions
1:00PM–3:00PM  S  9/17/16  Suchy

TAPPIN’ INTO SHAPE
Begin tap or continue to advance your tap dance skills. Classes will include a tap warm-up, center floor step study and cardio tap workout. Tap shoes and causal exercise dress are required. All levels—beginner to advanced—are welcome.

Dance Magic  YDB-911-1460  $59  8 Sessions
6:45PM–7:45PM  W  9/21/16  Zlobecki

CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.
DRIVER EDUCATION

COMBINED CLASSROOM INSTRUCTION & PRACTICE DRIVING
Choose one course number below for the time and days convenient for you to attend classroom instruction. If you would like practice driving during the same time period, please choose the practice driving session associated with your classroom theory course dates. You may extend your 6 hours of driving instruction beyond the classroom end date. Successful completion of these courses may result in a short-term benefit of reduced insurance premiums. The long-term benefit is the development of safe driving habits that will last a lifetime.

CLASSROOM COURSES
Canon McMillan High School—Elm Street Extension, Canonsburg, PA 15317
Classroom Instruction
(Required Text: Drive Right 11th edition)
YOU-820-1594 9/12/16 5:30PM–8:30PM MW 10 Sessions $139
Driving Instruction (in the car)
YOU-030-1594 6 hours by appt. $339

CCAC North Campus—8701 Perry Hwy., Pittsburgh PA 15237
Classroom Instruction
(Required Text: Drive Right 11th edition)
YOU-820-1450 9/17/16–10/22/16 8:30AM–1:30PM S 6 Sessions $139
Driving Instruction (in the car)
YOU-030-1450 6 hours by appt. $339

CCAC West Hills Center, 1000 McKee Road, Oakdale, PA 15071
Classroom Instruction
(Required Text: Drive Right 11th edition)
YOU-820-1490 9/20/16–11/10/16 7:00PM–9:00PM TR (No class 10/31 & 11/28) 16 Sessions $139
Driving Instruction (in the car)
YOU-030-1490 6 hours by appt. $339

INTERNET COURSES
Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive log in information prior to start date. Students will have 24/7 access to the course via CCAC website via blackboard. Students do not need to be online at a specific time but are required to complete the course within the scheduled course dates. Required Text: Drive Right 11th edition.
YOU-820-1400 10/1/16–10/31/16 $139
YOU-820-1401 11/1/16–11/30/16 $139

Driving Instruction (in the car)
YOU-030-1451 10/1/16–10/31/16 6 hours by appt. $339
YOU-030-1452 11/1/16–11/30/16 6 hours by appt. $339

NOTE: Attendance in the classroom course is extremely important. Missing more than allowable time is grounds for dismissal from the program. Students who are late two times can be dismissed from the program. There are no make-up classes and no exceptions will be made.
*See Requirements.

PRACTICE DRIVING ONLY
If you would like to take Practice Driving Only (not associated with a classroom theory session), choose from the Practice Driving Only Sessions that run 9/1/16–12/11/16 referenced below. Students must bring original valid Driver’s Permit to each lesson.

CCAC North Campus—8701 Perry Hwy., Pittsburgh PA 15237
Driving Instruction (in the car)
YOU-030-1451 10/1/16–10/31/16 6 hours by appt. $339
YOU-030-1452 11/1/16–11/30/16 6 hours by appt. $339

CCAC West Hills Center, 1000 McKee Road, Oakdale, PA 15071
Driving Instruction (in the car)
YOU-030-1490 9/1/16–10/30/16 6 hours by appt. $339
YOU-030-1491 10/12/16–12/11/16 6 hours by appt. $339

FREE MOTORCYCLE SAFETY CLASSES
The Motorcycle Safety Program (MSP) has free classes available. Visit www.pamsps.com or call 1.800.845.9533 to find schedules. Students can now register online. The MSP teaches riders of all skill levels the basic fundamentals needed to safely operate a motorcycle.

Those over 18 years of age who successfully complete the course will be licensed to ride a motorcycle. Courses are free for Pennsylvania residents with a valid driver’s license. Many insurance companies give a discount to drivers who complete the safety course.

For Community Education questions, call 412.788.7507.
DRIVERS EDUCATION REQUIREMENTS**: Satisfactory completion of a driver program requires a minimum of 30 hours of classroom instruction and six hours of practice driving. Students should register for both the classroom and practice driving instruction. However, a student may register for only the classroom instruction or practice driving instruction if he/she desires. **Students cannot be tested for their driver's license without first completing the CCAC online course or in-classroom course. Driver's License Examination must take place prior to students’ high school graduation date.**

ELIGIBILITY: Students must secure a learner’s permit issued by the Commonwealth of Pennsylvania during classroom instruction and before they will be permitted to participate in the driving components of the program. CCAC will not be responsible for tuition refunds if students do not secure a learner’s permit during the semester in which they are registered. Students must attend 30 hours of class to meet Pennsylvania Department of Education Requirements.

SATISFACTORY COMPLETION: Students will receive a certificate from the College to verify satisfactory completion of the driver education program.

SCHEDULING OF DRIVING LESSONS: Practice driving will be scheduled by appointment during the day, evening and/or on weekends. Students and instructor will agree on meeting location. You will be contacted by a Kennedy School of Driving instructor approximately one week to ten days after the session start date or your registration date, whichever is the later to set-up your practice driving appointments. Students must bring original valid Driver’s Permit with them to each lesson.

OPERATOR’S EXAMINATION: Only current high school students of school districts that participate in the CCAC “30+6” program (30 hours of classroom theory instruction and six hours of practice driving) are eligible to participate in the end of course skills test. Instead of making an appointment and going to a driver’s licensing center to take your driver’s exam, students of the CCAC “30+6” program can take their driver’s exam with certified instructors. Testing can be done no earlier than six months from date learner’s permit is issued. Students cannot be tested under the “30 + 6” program beyond their high school graduation date. Kennedy School of Driving is licensed by the Pa Department of Education and the Bureau of Driver Licensing to administer the end of Course Skills Test to participants of the CCAC “30+6” program. The sixth lesson of the behind-the-wheel portion will be reserved as the exam for students meeting all requirements and skill levels needed to take the driver’s exam. The same eligibility requirements as Pennsylvania driver’s licensing centers apply.

Log on to www.dot3.state.pa.us/centers/TeenDriversCenter.shtml for the complete driver’s licensing requirements. Parental authorization is required.

TEXTBOOK: “Drive Right, 11th Edition” published by Pearson is the required text. Texts may be purchased through Pearson www.pearsonschool.com ("Drive Right 11e student edition" soft cover) ISBN 10:0133672662 / ISBN 13:9780133672664 or through any reputable online source. Cost of the textbook is in addition to tuition and should be purchased prior to the first session.

REFUND POLICY: Students who withdraw at least one business day before the class session starts shall receive a 100% refund.

**FOOD, HOME & GARDENING**

**FOOD**

**APPETIZERS FOR THE HOLIDAYS**

Brighten up holiday entertaining with new and unusual hors d’oeuvres. Students will make a variety of appetizers in class that are both easy to make and delightful to eat.

<table>
<thead>
<tr>
<th>Location</th>
<th>YCD</th>
<th>Price</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>Canon McMillan HS</td>
<td>YCD-203-1594</td>
<td>$59</td>
<td>1 Session</td>
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<tr>
<td>6:30PM–9:30PM</td>
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<td>12/7/16 Keener</td>
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<tr>
<td>North Campus</td>
<td>YCD-203-1450</td>
<td>$59</td>
<td>1 Session</td>
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<td>12:30PM–3:30PM</td>
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<td>9/24/16 Nash</td>
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**BAKALAVA**

Baklava is one of the world’s great desserts that students can make at home once they conquer their fear of phyllo! In this hands-on class, each student will make their own sinfully rich version of baklava using pistachios while learning the proper ways to work with phyllo dough.

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<tr>
<th>Location</th>
<th>YCD</th>
<th>Price</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>North Campus</td>
<td>YCD-136-1450</td>
<td>$59</td>
<td>1 Session</td>
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<tr>
<td>9:00AM–12:00PM</td>
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<td>9/24/16 Nash</td>
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**BASIC PRINCIPLES OF ASIAN COOKING**

This course will provide a basic understanding of Asian flavors, Ingredients, concepts, both traditional and modern. Some of the most popular dishes will be prepared, including potstickers, udon noodles and ramen. Find out the difference between Sushi & Sashimi. Hands, minds and fun are required.

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<th>Location</th>
<th>YCD</th>
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<tbody>
<tr>
<td>Canon McMillan HS</td>
<td>YCD-993-1594</td>
<td>$129</td>
<td>6 Sessions</td>
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<tr>
<td>6:30PM–8:30PM</td>
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<td></td>
<td>9/14/16 Faculty</td>
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**BEER CLUB**

Enjoy Pittsburgh’s craft brew scene in this casual class as you learn more about beer and beer making in Pittsburgh. Students will travel between some of Pittsburgh’s breweries and beer venues. The staff will select the first night’s venue, but following visits will be determined by popular vote from our group. Students will pay for their own beer and food. This class meets every other week. Must be 21 or older to register. Call 412.788.7507 for first meeting location.

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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YCD-899-1210</td>
<td>$49</td>
<td>4 Sessions</td>
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<tr>
<td>7:00PM–9:00PM</td>
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<td>9/13/16 Metzger</td>
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</table>
CAKE DECORATING—BASICS
Learn everything from the basics of frosting and smoothing a cake to creating borders, figure piping, cartooning, beautiful flowers and more. Gain the skills and self-confidence needed to make special occasions even more memorable. Cost of materials is extra. If you do not receive your supply list prior to the start of class please call 412.788.7507.

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<tr>
<th>Location</th>
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<th>Price</th>
<th>Sessions</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Canon McMillan HS</td>
<td>YCD-102-1594</td>
<td>$129</td>
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<td>6:00PM–9:00PM</td>
<td>Blasch</td>
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<tr>
<td>North Campus</td>
<td>YCD-102-1450</td>
<td>$99</td>
<td>4</td>
<td>6:30PM–9:30PM</td>
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<tr>
<td>West Hills Center</td>
<td>YCD-102-1490</td>
<td>$99</td>
<td>4</td>
<td>6:30PM–9:30PM</td>
<td>Francis</td>
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CELEBRATE LEGUMES
Beans, legumes, peas, they are some of the best ingredients you can buy for your table. We'll be making: 4-Bean Salad with Roasted Cumin Vinaigrette, 10-Minute White Bean Soup, Beans & Greens and a heavenly flourless spiced chocolate cake.

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<tr>
<th>Location</th>
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<th>Sessions</th>
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<tr>
<td>North Campus</td>
<td>YCD-334-1450</td>
<td>$59</td>
<td>1</td>
<td>6:00PM–9:00PM</td>
<td>Nardello</td>
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CHOCOHOLICS ANONYMOUS
Do you crave chocolate all day long? Come and join the chocolate party and learn to prepare recipes that look really fancy but are actually easy to prepare.

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<th>Sessions</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>North Campus</td>
<td>YCD-329-1450</td>
<td>$59</td>
<td>1</td>
<td>6:00PM–9:00PM</td>
<td>Nardello</td>
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CRAFT BEER
Come learn what all the excitement is about craft beer. This course is for anyone beginning to take craft beer appreciation more seriously. We will discuss craft beer and have tastings to learn more about craft beer. Must be 21 or older to register.

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<th>Instructor</th>
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<tr>
<td>Allegheny Campus</td>
<td>YCD-982-1210</td>
<td>$59</td>
<td>1</td>
<td>7:00PM–9:00PM</td>
<td>Metzger</td>
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</table>

CUPCAKE DECORATING WORKSHOP
Learn cupcake decorating basics in this fun but informative workshop. Learn the basics of the large and standard round and star tips. Students will also learn how to fill and hold a decorating bag as well as coloring buttercream icing. Students must bring 12 un-decorated cupcakes. Please call 412.788.7507 for supply list.

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<tr>
<th>Location</th>
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<th>Instructor</th>
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<tr>
<td>Allegheny Campus</td>
<td>YCD-992-1210</td>
<td>$49</td>
<td>1</td>
<td>6:30PM–8:30PM</td>
<td>Faculty</td>
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<tr>
<td>Boyce Campus</td>
<td>YCD-992-1280</td>
<td>$49</td>
<td>1</td>
<td>6:30PM–8:30PM</td>
<td>Faculty</td>
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<tr>
<td>Canon McMillan</td>
<td>YCD-922-1594</td>
<td>$59</td>
<td>1</td>
<td>6:00PM–9:00PM</td>
<td>Blasch</td>
</tr>
<tr>
<td>Ft. Couch Middle</td>
<td>YCD-922-1550</td>
<td>$59</td>
<td>1</td>
<td>6:00PM–9:00PM</td>
<td>Blasch</td>
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<tr>
<td>South Campus</td>
<td>YCD-922-1540</td>
<td>$59</td>
<td>1</td>
<td>6:00PM–9:00PM</td>
<td>Blasch</td>
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FALL WINE APPRECIATION
Each fall, the wine course deals with Burgundy-style wines. This includes wines made from either Chardonnay or Pinot Noir grapes. The focus will be primarily on wines from the Burgundy region of France but will also include wines made with Pinot Noir from the west coast of the United States. Students must be at least 21-years old to attend. Cost includes wine-tasting samples.

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<th>Location</th>
<th>Code</th>
<th>Price</th>
<th>Sessions</th>
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<th>Instructor</th>
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<tr>
<td>Allegheny Campus</td>
<td>YCD-239-1210</td>
<td>$199</td>
<td>9</td>
<td>7:00PM–9:00PM</td>
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FRESH MOZZARELLA
Learn to make this Italian delicacy. Easy to prepare and may be served in a variety of ways (as an appetizer, in salads, in sandwiches, with pasta, fried or simply by itself with a slice of bread.) This humble cheese enriches anything it touches and its versatility is limited only by your imagination.

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<th>Location</th>
<th>Code</th>
<th>Price</th>
<th>Sessions</th>
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<tr>
<td>Ft. Couch Middle</td>
<td>YCD-612-1550</td>
<td>$59</td>
<td>1</td>
<td>6:30PM–9:30PM</td>
<td>Somales</td>
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</table>

FRIDAY EVENING SUPPER CLUB
Enjoy a casual, comfortable outing, meet new, quality friends of all ages and enjoy food at some of Pittsburgh’s most popular restaurants. The staff will select the restaurant to visit the first night, but the following visits will be determined by popular vote from our group. Students pay for their own meals. This class meets every other week. The first class will meet at LaTavola in Mt Washington (1 Boggs Ave, Pgh, 15211).

For Community Education questions, call 412.788.7507.
GLUTEN FREE LIVE IT BAKE IT
Celebrate a gluten-free diet by learning how to prepare some comforting baked goods.

North Campus YCD-282-1450 $59 1 Session
6:00PM–9:00PM M 9/26/16 Nardello

GLUTEN-FREE HOLIDAY COOKIES
Gluten intolerance or Celiac disease can be a real source of frustration for those who still crave tasty holiday cookies, but feel the need to abstain. Learn to prepare gluten-free cookies to share this holiday?

North Campus YCD-328-1450 $59 1 Session
6:00PM–9:00PM M 11/7/16 Nardello

Gnocchi, Gnocchi, Gnocchi
This class will help participants make the perfect gnocchi, starting with the traditional potato gnocchi and including ricotta-based gnocchi. Participants will learn techniques to use at home to impress family and friends. Please bring an apron to this fun, hands-on class.

North Campus YCD-625-1450 $59 1 Session
9:30AM–12:30PM S 10/8/16 Nash

Herbs for Cooking
Enjoy a refreshing cup of herbal tea while adding a little zest to dinner with fresh herbs from the garden. Plant a few in a pot, mix a few in between other plants or plant an herbal bed. No matter where herbs are planted, their flavors can be enjoyed. Discover how to successfully select, plant, grow, and harvest and use culinary herbs and share favorite herbal recipes with other classmates.

North Campus YCI-067-1450 $39 1 Session
9:00AM–12:00PM S 9/24/16 Heineman

Holiday Cookies
Need new, beautiful, delicious ideas for your holiday cookie trays? Make and taste lemon snowballs, almond kisses, orange ginger rounds, raspberry buttons and more to add to your favorites. Come, bake and share.

Canon McMillan HS YCD-172-1594 $59 1 Session
6:30PM–9:30PM W 10/26/16 Keener

Holy Cannoli! What a Class
Learn to make cannoli’s the old-fashioned way with wooden dowels. Learn how to make cannoli shells from scratch plus learn how to make three different types of traditional fillings, or get creative and fill shells with frozen yogurt or ice cream. Please bring a 10-inch bowl, measuring cups, spoons and an apron.

Canon McMillan HS YCD-709-1594 $59 1 Session
6:30PM–9:30PM W 11/16/16 Keener

North Campus YCD-709-1450 $59 1 Session
9:00AM–12:00PM S 9/17/16 Nash

Italian Biscotti Workshop
Italian biscotti are light, crunchy, full of flavor and low in fat. While the tradition of enjoying biscotti goes back hundreds of years in Italy, these wonderful cookies have only recently become popular here. Learn from a pastry chef to make a wonderful array of these lovely treats including regina (with toasted sesame), anisette toast, quadrusimali (covered with almonds and flavored with honey), chocolate biscotti and more. Materials are included in the cost of the course. Recipes may vary by location.

North Campus YCD-117-1450 $59 1 Session
9:00AM–12:00PM S 10/15/16 Hochendoner

Nut Rolls
Come learn how to make delicious nut rolls this holiday. Use various fillings to make a variety of mouth-watering treats. Bring an apron and a rolling pin to class.

Canon McMillan HS YCD-081-1594 $59 1 Session
6:30PM–9:30PM W 11/2/16 Keener

Pasta from Scratch
Students will make basic egg pasta by mixing, kneading and generally getting up to their elbows in flour. This class will use a hand crank pasta machine and students will talk about variations in flavor and pasta type, a bit about sauces and most importantly, enjoy the fruits of their labor. Please note that those with a pasta machine should bring it to class.

Ft. Couch Middle YCD-096-1550 $59 1 Session
6:30PM–9:30PM M 10/17/16 Somales

North Campus YCD-096-1450 $59 1 Session
6:30PM–9:30PM M 10/24/16 Nash

Pierogi Workshop
Learn how to make the favorite kinds of pierogies. Students will be given recipes, instruction in rolling dough, pinching, cooking and finally tasting. Bring a rolling pin and an apron.

Canon McMillan HS YCD-219-1594 $59 1 Session
6:30PM–9:30PM W 11/9/16 Keener

Ft. Couch Middle YCD-219-1550 $59 1 Session
6:30PM–9:30PM M 11/7/16 Somales

North Campus YCD-219-1450 $59 1 Session
1:00PM–4:00PM S 10/1/16 Heineman
**PRESERVING THE SUMMER HARVEST**

It is the perfect time to learn how to stock your freezer and pantry with inexpensive, nutritious and delicious preserved foods. Save money. Be healthy. The basics of canning, drying, freezing, hot water bath and pressure cooking canning of fruits and vegetables will be covered. We will pay special attention to some of the more prolific late summer and autumn fruits and vegetables, including tomatoes.

**Ft. Couch Middle**

YCD-142-1540 $59 15 Sessions

6:30PM–9:30PM M 9/12/16 Somales

**SAUCE COOKERY**

In this class, learn the five basic sauces from which all other sauces are derived.

**Ft. Couch Middle**

YCD-045-1550 $59 1 Session

6:30PM–9:30PM M 10/10/16 Somales

**North Campus**

YCD-045-1440 $59 1 Session

6:30PM–9:30PM R 10/27/16 Nash

**SOUPS**

Learn how to make these healthy seasonal soups with fresh, in season produce and ingredients. Use a variety of techniques to create delicious soups for your table.

Workshop fee includes all food items and tasting samples.

**Ft. Couch Middle**

YCD-976-1550 $59 1 Session

6:30PM–9:30PM R 10/13/16 Giangiuli

**North Campus**

YCD-976-1450 $59 1 Session

1:00PM–4:00PM S 10/8/16 Nash

**SOUPS & STEWS**

Winter is here and it’s time to warm up! Come enjoy a class filled with hearty stews and delicious soups that will please all your senses. Learn how to make homemade stocks for soup and stew recipes.

**North Campus**

YCD-296-1450 $59 1 Session

12:30PM–3:30PM S 9/17/16 Nash

**WALKING BREAKFAST TOURS**

Explore one of four neighborhoods each week. We will have breakfast at one of the local restaurants. After breakfast we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. This course meets every other week. The first class will meet at DoubleWide Grill, 2339 East Carson St, Pittsburgh, 15203.

*** YCD-940-1210 $49 4 Sessions

9:00AM–11:00AM S 9/24/16 Guercio

***First class will meet at DoubleWide Grill

**WALKING LUNCH TOURS**

There are many interesting and fun neighborhoods in the Pittsburgh area. In this course students will explore one of four neighborhoods each week. We will have lunch at one of the local restaurants. After lunch we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. This course meets every other week. The first class will meet at DoubleWide Grill, 2339 East Carson St, Pittsburgh, 15203.

*** YCD-939-1210 $59 4 Sessions

12:00PM–2:00PM S 9/24/16 Guercio

***First class will meet at DoubleWide Grill

**WHISKEY & BOURBON 101**

Come and learn the excitement around whiskey and bourbon! What’s the difference in taste and how they’re made? Learn the rules that regulate the process of making bourbon. This course is great for anyone interested in whiskey or bourbon. We will discuss these topics over tastings. Must be 21 or older to register.

**Allegheny Campus**

YCD-990-1210 $59 1 Session

7:00PM–9:00PM T 9/20/16 Metzger

**HOME**

**CLEAR YOUR PAPER CLUTTER**

Overwhelmed by the amount of paper in your home or office? This course will help students clear the clutter from their lives by organizing their papers. Learn organizational skills to clear and organize their paper clutter that will assist them in managing future paper piles.

**Allegheny Campus**

YCE-082-1210 $39 1 Session

6:30PM–8:30PM R 10/13/16 Eisner

**Ft. Couch Middle**

YCE-082-1550 $39 1 Session

6:30PM–8:30PM R 10/27/16 Eisner

**North Campus**

YCE-082-1450 $39 1 Session

6:30PM–8:30PM R 10/6/16 Eisner

**ELECTRICAL DIY BASICS FOR HOMEOWNERS**

Learn how to replace wall switches and receptacles safely, inspect your service panel, repair light fixtures and perform small electrical wiring projects. Supplies are included in the cost of the course.

**Allegheny Campus**

YCE-603-1210 $189 8 Sessions

9:30AM–12:30PM S 9/17/16 See

For Community Education questions, call 412.788.7507.
### HOME IMPROVEMENT BASICS—DO IT YOURSELF
Learn how to handle practical repairs and improvements, such as installing a ceiling fan, changing a light switch or fixing a leaking faucet. Topics include basic plumbing, carpentry and electricity, painting and drywall, tools, hardware and safety measures and precautions. If the job is too much to handle, learn how to choose and hire a contractor.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YCE-091-1211</td>
<td>$109</td>
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<td>6</td>
<td>9/15/16</td>
<td>Little</td>
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<tr>
<td>Seton LaSalle HS</td>
<td>YCE-001-1560</td>
<td>$99</td>
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<td>9/13/16</td>
<td>Little</td>
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<td>Allegheny Campus</td>
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<td>West Hills Center</td>
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<td>North Campus</td>
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<td>9/21/16</td>
<td>Criss</td>
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</table>

### INTERIOR DECORATING & DESIGN
A professional interior decorator will help students gain a general overview of design and decoration with special attention given to space planning. Learn how to use and combine color, lighting techniques, various textiles and fabrics, furniture and accessories to achieve the perfect look.

<table>
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### PLUMBING—DIY BASICS
Learn basic plumbing skills needed to maintain and make minor repairs to home fixtures such as sinks, bathtubs, toilets, showers, etc. Course includes lecture and demonstrations, use of proper tools and opportunities for hands-on practice.

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<td>9/19/16</td>
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### PREPARING YOUR HOME FOR THE MARKET
If you’re thinking of selling your home and you’re not sure how to prepare your home for market, this class is designed for you! We’ll discuss which improvements carry the most value, the benefits of staging and how to avoid the pitfalls of over-improving your home.

<table>
<thead>
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<td>North Campus</td>
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<td>9/21/16</td>
<td>Criss</td>
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<tr>
<td>Braddock Hills Center</td>
<td>YCC-001-1230</td>
<td>$39</td>
<td>1</td>
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<td>Boyce Campus</td>
<td>YCC-001-1280</td>
<td>$39</td>
<td>1</td>
<td>9/22/16</td>
<td>Faculty</td>
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### SELL YOUR HOUSE FOR TOP DOLLAR
Prepare your home for sale and get it sold, on your own or with an agent. This class gives you step-by-step instructions on preparing your home for today’s competitive market, determining current home values, advertising that works and holding a successful open house. Also covered will be required disclosures, the Residential Real Estate contract and how to handle inspections.

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<td>North Campus</td>
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<td>Seton LaSalle HS</td>
<td>YCE-044-1560</td>
<td>$39</td>
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<td>10/4/16</td>
<td>Stephan</td>
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### SIMPLE LIVING—CLEARING YOUR HOME
Learn to live lean in this course. Minimize the amount of stuff in your home, separating memories from junk. Organizational skills will be introduced to help properly discard the things you don’t need while saving only those you do. These skills can be used to organize your current home, prepare for a move to a smaller home or get a home on the market!

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### UPHOLSTERY
Learn measuring, sewing and padding techniques needed to recondition and recover furniture. By the end of the course students should have completed one or more simple projects. Bring a project piece to the first class. Materials are extra and will be discussed.

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<td>8</td>
<td>9/19/16</td>
<td>Prady</td>
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### WEDDING PLANNING 101
Congratulations, you’re engaged? Now what? Learn how to stay organized when planning a wedding. Learn how to create a budget, timeline and plan a beautiful event you’ll remember forever. This course is perfect for couples too!

<table>
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<td>Faculty</td>
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<td>Boyce Campus</td>
<td>YCC-001-1280</td>
<td>$39</td>
<td>1</td>
<td>9/22/16</td>
<td>Faculty</td>
</tr>
</tbody>
</table>
GARDENING

FALL PLANTING/SUMMER BLOOM
Want a burst of color in your yard next spring? Fall is a great time to plant trees, shrubs, bulbs, perennials, grass seed and sod that will give you that color next spring. Discover what you can plant; where in your yard you should plant it; how to plant it correctly; and how to protect it through the winter so that come spring, you’ll enjoy a beautiful, colorful landscape.

Allegheny Campus YCI-080-1210 $39 1 Session
6:30PM–9:30PM R 10/13/16 Faculty
North Campus YCI-080-1450 $39 1 Session
12:30PM–3:30PM S 10/1/16 Faculty
South Campus YCI-080-1540 $39 1 Session
9:00AM–12:00PM S 9/17/16 Faculty

GARDENING FOR RETIRED PERSONS
You have always enjoyed working in the yard but never had the time. Now that you are retired, learn how to do it the right and easy way. Nurturing your yard has many rewarding benefits. This class will get you started. Topics will include containers and raised beds, gardening for wildlife, color through the four seasons, organic gardening and the joy and ease of perennials.

Allegheny Campus YCI-206-1210 $39 2 Sessions
9:00AM–12:00PM S 10/1/16 Faculty
South Campus YCI-206-1540 $39 4 Sessions
1:00PM–4:00PM T 9/27/16 Faculty

GO GREEN COMPOSTING
Reduce, Reuse and Recycle the green waste from your yard by composting. Learn how to enrich your soil with the rich, nutrient-filled compost you produce from composting. Composting is both earth-friendly and budget friendly.

South Campus YGE-022-1540 $39 1 Session
12:30PM–3:30PM S 9/17/16 Faculty

INDOOR HERB GARDENS
Learn to grow herbs indoors at any time of year. Indoor herb gardens are a delight to your eye, add fragrance to your room, save you money and are a tasty addition to any recipe. Discover which herbs are best for indoor herb gardens; how to assemble a garden; and how to care for your indoor treasure.

North Campus YCI-038-1450 $39 1 Session
9:00AM–12:00PM S 10/1/16 Faculty
South Campus YCI-038-1540 $39 1 Session
12:30PM–3:30PM S 9/24/16 Faculty

TOP TEN FALL GARDEN TIPS
Your landscape is bursting with brilliant fall colors. The air is cool and crisp. Autumn is the season to renew your garden to ensure beautiful color come spring. Dividing perennials, adding new plants, composting leaves, planting bulbs, amending soil and protecting your valued shrubs are just a few of the fall tips that will help you create your dream landscape.

Allegheny Campus YCI-040-1210 $39 1 Session
6:30PM–9:30PM R 10/20/16 Faculty
South Campus YCI-040-1540 $39 1 Session
9:00AM–12:00PM S 9/24/16 Faculty

FITNESS

20/20/20—BEGINNING
This class offers something for everyone. Enjoy 20 minute intervals of Pilates, cardio workout and strength training that will give a great full body workout for all fitness levels. Please bring a mat, weights and water to class.

Seton LaSalle HS YFA-022-1560 $89 12 Sessions
7:00PM–8:00PM M 9/19/16 McMahon
Seton LaSalle HS YFA-022-1561 $89 12 Sessions
7:00PM–8:00PM W 9/21/16 McMahon
Seton LaSalle HS YFA-022-1562 $129 24 Sessions
7:00PM–8:00PM MW 9/19/16 McMahon

AEROBICS FOR THE OUT OF SHAPE
This course is designed especially for people who are not regular exercisers. Safely and comfortably learn low-impact aerobics, strength training and flexibility exercises geared to increase the energy level and help participants lose some inches and pounds. Please bring mat or towel, light weights and water to class.

Seton LaSalle HS YFA-022-1560 $89 12 Sessions
7:00PM–8:00PM M 9/19/16 McMahon
Seton LaSalle HS YFA-022-1561 $89 12 Sessions
7:00PM–8:00PM W 9/21/16 McMahon
Seton LaSalle HS YFA-022-1562 $129 24 Sessions
7:00PM–8:00PM MW 9/19/16 McMahon

AEROBICS—MIXED-IMPACT
This course offers a complete workout consisting of aerobics and floor work that combines high-and low-impact moves. The result is an intense cardiovascular workout with reduced muscular-skeletal trauma.

Allegheny Campus YFA-024-1210 $89 12 Sessions
7:00PM–8:00PM R 9/15/16 McMahon

For Community Education questions, call 412.788.7507.
### NORTH HILLS ADULT AQUATIC CLASSES

#### AQUA AEROBICS
Add an extra dimension to a regular aerobic workout. Water increases resistance, yet adds buoyancy and reduces stress to joints. There is a $10 deposit at the first class to Sisters of Divine Providence for a key. Please bring a towel to class.

<table>
<thead>
<tr>
<th>Location</th>
<th>Class Code</th>
<th>Price</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>Sisters of Divine Prov</td>
<td>YFA-203-1420</td>
<td>$179</td>
<td>24 Sessions</td>
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<tr>
<td>8:30AM–9:30AM MWF</td>
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<td>9/12/16 Longwell</td>
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<td>Sisters of Divine Prov</td>
<td>YFA-203-1421</td>
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<td>24 Sessions</td>
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<tr>
<td>9:30AM–10:30AM MWF</td>
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<td>Sisters of Divine Prov</td>
<td>YFA-203-1422</td>
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<td>24 Sessions</td>
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<tr>
<td>10:30AM–11:30AM MWF</td>
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<td>9/12/16 Longwell</td>
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#### AQUA RITIS
This class is designed for those who are physically limited due to arthritis, back problems, etc., or those who need a gentle introduction or re-entry place to start. Classes will work on maintaining and/or gradually increasing range of motion in a gentle manner. Participants are encouraged to work at their own pace with adaptations made as needed. This is a low-pressure and fun social class. Please bring a towel to class.

<table>
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<tr>
<td>Sisters of Divine Prov</td>
<td>YFA-206-1420</td>
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<td>12:45PM–1:30PM MWF</td>
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<td>9/12/16 Yarzebinski</td>
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#### THERAPEUTIC WAVES
Use gentle stretches and water resistance to improve or maintain joint flexibility, muscle strength, circulation and mental attitude. This class is comfortable yet physically challenging and the low-impact environment allows the body to work with less pain. There is a $10 deposit required at first class to Sisters of Divine Providence for key. Please bring a towel to class.

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<tr>
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<td>YFA-205-1420</td>
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<td>24 Sessions</td>
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<td>11:45AM–12:45PM MWF</td>
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<td>9/12/16 Yarzebinski</td>
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### SOUTH HILLS AQUATIC CLASSES

#### AQUA RITIS
This class is designed for those who are physically limited due to arthritis, back problems, etc., or those who need a gentle introduction or re-entry place to start. Classes will work on maintaining and/or gradually increasing range of motion in a gentle manner. Participants are encouraged to work and swim at their own pace with adaptations made as needed. This is a low-pressure and fun social class. Please bring a towel to class.

<table>
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<tr>
<td>Pathfinder School</td>
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<tr>
<td>Pathfinder School</td>
<td>YFA-206-1581</td>
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<tr>
<td>Pathfinder School</td>
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<td>6:30PM–7:15PM R</td>
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<td>9/13/16 Woodyard</td>
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#### WATER FITNESS & FUN
Kickboards, noodles and water weights—oh my! This adult aqua class is created for all swimming levels while using the entire pool. Each class has modifications or advanced moves depending on the individual fitness level. The water movements are designed to strengthen muscles, improve cardiovascular endurance and increase flexibility. Come enjoy a fun energized class with motivating music in the background.

<table>
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<tr>
<td>Pathfinder School</td>
<td>YFA-928-1581</td>
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<td>Pathfinder School</td>
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Visit shopcommunityed.ccac.edu for additional course times, dates and locations for South Hills Adult Aquatic classes.

### BEGINNER TRIPLE PLAY
In Triple Play we hit three aspects of fitness: cardiovascular work, strength and flexibility. All exercises are designed for beginners or those who haven’t worked out in a while. The class starts off slowly with gentle and motivating moves designed to ease you back into exercise. Bring light weights, a mat and water to class.

<table>
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<th>Location</th>
<th>Class Code</th>
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<tr>
<td>North Campus</td>
<td>YFA-361-1450</td>
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<td>10 Sessions</td>
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<td>South Campus</td>
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<td>9/13/16 Taylor</td>
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<td>South Campus</td>
<td>YFA-361-1541</td>
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#### BODYSCULPTING
Get started on a better-looking body with this all-in-one class whose purpose is to help minimize the dimply appearance of cellulite, burn fat and tone, smooth and firm your muscles.

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<th>Location</th>
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<th>Price</th>
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<td>North Campus</td>
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<td>South Campus</td>
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CARDIO INTERVALS
In this class, we will perform timed bouts of cardiovascular exercise and lower intensity weight training for an amazing fat blasting workout! Basic athletic and kickboxing moves are combined with light weights and floor work for a great calorie burn. Whether you are a beginner or seasoned exerciser, you are guaranteed a fun and endorphin-filled workout. Please bring a mat, light weights and water to class.

Ft. Couch Middle YFA-357-1550 $79 11 Sessions
6:30PM–7:30PM R 9/15/16 Fredrick

FITNESS BELLYDANCE
Participants will learn basic belly dance steps to stay in shape and tone their tummy, hip, arms and buns. This is a class for all fitness levels. Dress in comfortable clothes.

Allegheny Campus YFA-281-1210 $79 10 Sessions
6:30PM–7:30PM T 9/16/16 Overly
North Campus YFA-281-1450 $79 10 Sessions
12:30PM–1:30PM S 9/17/16 Overly
South Campus YFA-281-1540 $69 8 Sessions
6:30PM–7:30PM R 9/15/16 Overly

GO HIKING! NORTH HILLS HIKES
Get to know our northern Allegheny County parks! Enjoy scenic trails while also enjoying some exercise. Hike through historic Hartwood Acres, beautiful Deer Lakes Park and on portions of the Rachel Carson Trail in North Park. Hiking up hills, some of which are steep and strenuous, is a feature of almost every hike. Participants are encouraged to wear hiking boots, as there will be wet/muddy spots and the class is held regardless of rain or snow. The first class will meet in the Hartwood Acres parking lot near Hampton Central School off Middle Road (4000 block).

Hartwood Acres YFA-410-1411 $89 8 Sessions
9:30AM–11:00AM U 9/18/16 Downing

INTRODUCTION TO KUNDALINI YOGA
Learn how you can use basic breath exercises with postures to strengthen your immune system, prevent injury and shift and uplift your mood. Kundalini Yoga exercises have clinical research at PubMed in regards to depression, mental illness, cancer, PTSD and immune problems. Bring a mat and modifications can be done in a chair.

Ft. Couch Middle YFA-921-1550 $69 8 Sessions
6:00PM–7:00PM M 9/26/16 Ferri

KUNDALINI MEDITATION
Learn the foundation of breath meditation, mental focus and proper techniques behind chanting. Discover the science behind the universal sounds used to stimulate the thymus, thyroid, pituitary and pineal glands. Kundalini Yoga Meditations have PubMed research in regards to cancer recovery, stroke recovery, depression and mental illness to name a few. You can sit in a chair or easy pose.

Ft. Couch Middle YFA-922-1550 $59 4 Sessions
7:00PM–8:00PM M 9/26/16 Ferri

KUNDALINI YOGA—WOMEN’S HEALTH
Learn simple exercises that will help with stress, hormones and mental clarity. Experience basic meditations to clear the past and allow you to be present. Begin the process of creating a ten minute practice every day that addresses your personal needs.

Ft. Couch Middle YFA-924-1550 $39 1 Session
6:00PM–9:00PM M 9/12/16 Ferri

MINOR CHANGES, MAJOR RESULTS—PROVEN STRATEGIES TO TRIM DOWN, FIRM UP & GET FIT
Individuals need not undergo major lifestyle changes to generate major changes in their life. If you are willing to take small positive steps and apply these behavioral changes on a consistent basis, then you can achieve virtually all of your fitness goals. The workshop is appropriate for women and men of all ages and fitness levels.

Ft. Couch Middle YFA-926-1550 $29 1 Session
6:30PM–8:00PM M 10/3/16 Faculty

PERSONAL TRAINER—HOW TO BECOME ONE
Prepare to take the American Council on Exercise (ACE) Personal Trainer Exam in this course that utilizes the ACE Personal Trainer manual, handouts, lectures, videos and hands-on training. Topics include exercise science, screening and evaluation, principles and methods of training, individual program design, leadership, program implementation, legal issues, injury prevention and first aid. Employment opportunities for personal trainers will also be discussed. Textbook required and not included in cost of course.

Allegheny Campus YFA-198-1210 $159 7 Sessions
6:30PM–9:30PM T 9/20/16 Steele
PIILATES
Experience how Pilates coordinates the mind, body and spirit through proper breathing, good posture and concentration. Build a full-body workout that helps improve posture, strengthens the back and abdominal muscles, increases flexibility, tones muscles and sharpens the mind/body connection. Students should bring a mat or heavy blanket for floor work.

Allegheny Campus YFA-322-1210 $89 12 Sessions
6:00PM–7:00PM R 9/15/16 McMahon
North Campus YFA-322-1450 $79 10 Sessions
5:00PM–6:00PM T 9/13/16 Siclari
Seton LaSalle HS YFA-322-1560 $89 12 Sessions
8:00PM–9:00PM M 9/19/16 McMahon
Seton LaSalle HS YFA-322-1561 $89 12 Sessions
8:00PM–9:00PM W 9/21/16 McMahon
Seton LaSalle HS YFA-322-1562 $129 24 Sessions
8:00PM–9:00PM MW 9/19/16 McMahon
West Hills Center YFA-322-1490 $109 20 Sessions
7:00PM–8:00PM MW 9/12/16 Kelley

STRONG BODIES STRONG BONES
Exercise plays an important role in building and maintaining bone strength. The correct workout can rebuild bone and reduce fractures. Muscle strength also protects your bones. Exercise physiologist, Anne Brucker, presents a gentle, joint friendly, OsteoSmart program that strengthens the spine and is suitable for men and women of all ages. Students should bring a pair of two- or three-pound hand weights.

Ballet Academy of Pitt YFA-915-1530 $59 6 Sessions
11:30AM–12:30PM T 9/13/16 Brucker

TAI CHI CHUAN—BEGINNING
Students can enhance their physical, mental and spiritual well-being with this ancient form of martial arts. Topics include increasing self-awareness through relaxation techniques, breathing exercises and flexibility movements.

Ballet Academy of Pitt YFD-212-1530 $49 6 Sessions
12:30PM–1:30PM T 9/13/16 Brucker
North Campus YFD-212-1450 $79 10 Sessions
7:15PM–8:15PM M 9/12/16 Lapresta

THE POWER OF BREATH & MEDITATION
You will learn the fundamentals of Kundalini Yoga breath work. How to utilize breath with creating a walking meditation practice. And scientific breath meditations for relaxation, memory loss, sleep disorders and depression.

Ft. Couch Middle YFA-927-1550 $39 1 Session
6:00PM–9:00PM M 9/19/16 Ferri

TURBO KICK
The hottest cardio kickboxing class around for fitness training is this fusion of the hottest dance moves and kickboxing. This playful, easy-to-follow kickboxing class has been designed to captivate, motivate and burn fat like no other workouts! In this fat-blasting, ab-defining cardio workout, you can burn up to 1,000 calories an hour! This mix of kickboxing and simple dance moves, set to heart pounding dance music, will have you looking forward to your next workout. Bring a mat and water to class.

North Campus YFA-289-1450 $109 20 Sessions
7:00PM–8:00PM TR 9/13/16 Miller

WALKING OAKLAND/SHADYSIDE
You will get the best of both worlds—you’ll exercise while learning the rich history of the Oakland and Shadyside region. We will cover the following areas: Uptown/Bluff, Central Oakland, CMU area, Shadyside and Schenley Farms. Bring water and camera. Wear walking shoes. Class will be cancelled in event of heavy rain. The first class meets at Sacred Heart Church—Shady and Walnut.

Allegheny Campus YFA-223-1210 $69 6 Sessions
10:00AM–11:30AM U 9/18/16 Steele

YOGA—BEGINNING
Suitable for everyone regardless of age, gender or fitness level, this proven form of exercise introduces students to basic non-threatening Hatha yoga. Students can increase strength, flexibility and learn relaxation techniques and stress reducers to apply to daily life. Bring a yoga mat to class.

Allegheny Campus YFA-305-1210 $79 10 Sessions
7:30PM–8:30PM T 9/6/16 Overly
Boycy Campus YFA-305-1280 $89 8 Sessions
7:00PM–8:30PM T 9/6/16 Martucci
Boycz Campus YFA-305-1281 $69 6 Sessions
7:00PM–8:30PM T 11/8/16 Martucci
Canon McMillan YFA-305-1594 $79 10 Sessions
7:30PM–8:30PM M 9/12/16
Ft. Couch Middle YFA-305-1550 $89 12 Sessions
7:30PM–8:30PM M 9/12/16 Taylor
Ft. Couch Middle YFA-305-1551 $79 10 Sessions
7:30PM–8:30PM R 9/15/16 Fredrick
North Campus YFA-305-1450 $79 10 Sessions
5:00PM–6:00PM M 9/12/16 Overly
Seton LaSalle HS YFA-305-1560 $99 10 Sessions
7:30PM–8:45PM W 9/14/16 Sandora
South Campus YFA-305-1540 $79 10 Sessions
7:30PM–8:30PM M 9/12/16 Martucci
South Campus YFA-305-1541 $79 10 Sessions
7:30PM–8:30PM W 9/14/16 Martucci
YOGA—CONTINUED
This class will build on the fundamental Hatha yoga postures. It will be a vigorous practice and will introduce some advanced postures and inversions. Students will continue to develop breath awareness, strength and flexibility, while achieving the benefits of relaxation and stress reduction. Knowledge of basic Hatha yoga postures is recommended. Please bring a yoga mat to class.

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<th>Location</th>
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<th>Fee</th>
<th>Sessions</th>
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<th>Instructors</th>
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<td>Seton LaSalle HS</td>
<td>YFA-323-1560</td>
<td>$89</td>
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<td>6:00PM–7:15PM</td>
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YOGA—VINYASA FLOW
Vinyasa means breath-synchronized movement. In this Vinyasa-style yoga class, poses flow from one to another in conjunction with the breath. Increase strength and flexibility through movement and stretching. Suitable for all levels. Bring a yoga mat to class.

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<td>$109</td>
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YOLATES
This course is perfect for students with a busy lifestyle. It combines basic Pilates and yoga exercises together for a total body workout that will help students develop and tone their body and reduce stress.

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ZUMBA
Zumba is a fusion of Latin and international music with dance themes creating a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with fast/slow rhythms that tone and sculpt the body. All ages and all sizes are welcome and can benefit from having fun while exercising. Please be sure to wear good, supportive sneakers.

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<td>$79</td>
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<td>5:30PM–6:30PM</td>
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LANGUAGES

LANGUAGES—LEVEL 1
Level 1 Language courses are for the beginning student with little or no previous experience with the language. Students will develop listening and speaking skills through practice of the language sound system and communicative activities. Additionally, fundamental concepts of grammar will be practiced including the present tense, noun adjective agreement, numbers through 1,000, articles and sentence structure. Vocabulary will be taught thematically and will include personal introductions, telling time, the weather, discussing likes and dislikes, food and restaurant common courtesies.

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<td>M 9/19/16 Zheng</td>
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<td>French</td>
<td>Allegheny Campus</td>
<td>YAD-350-1210</td>
<td>$149</td>
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<td>M 9/19/16 Frick</td>
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<td>$149</td>
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<td>Italian</td>
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<td>Ft. Couch Middle</td>
<td>YAD-380-1210</td>
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LANGUAGES—LEVEL 2
Level 2 language courses are for students who have completed Level 1 through CCAC or who have basic language skills. Students will continue to develop speaking skills through classroom activities that promote communication. Students will strengthen use of the present tense, including irregularities and the past tense will be introduced. Additional grammar concepts will include negative words, possession and ways to express the future. Thematic vocabulary units will include family, hotel visits, clothing and descriptions as well as air, train and bus travel.

CHINESE—LEVEL 2
Allegheny Campus YAD-331-1210 $149 8 Sessions
6:30PM–9:30PM R 9/22/16 Zheng

FRENCH—LEVEL 2
Allegheny Campus YAD-351-1210 $149 8 Sessions
6:30PM–9:30PM T 9/20/16 Frick

GERMAN—LEVEL 2
Allegheny Campus YAD-361-1210 $149 8 Sessions
6:30PM–9:30PM W 9/21/16 Frick

SPANISH—LEVEL 2
Allegheny Campus YAD-381-1210 $149 8 Sessions
6:30PM–9:30PM T 9/20/16 Silva
Braddock Hills Center YAD-381-1230 $149 8 Sessions
6:00PM–9:00PM T 9/27/16 Faculty

LANGUAGES—LEVEL 3
Level 3 language courses are for students who have completed Level 1 and Level 2 through CCAC or who have acquired sufficient previous experience to be able to communicate in the present tense. Structured communicative activities and open conversations will be used to develop students’ speaking skills. Students will learn to discuss past events using both past tenses. Continued practice and application of previously acquired grammar will be emphasized and will expand to include object pronouns. Thematic vocabulary units will include places in a city, asking and giving directions and professions and occupations.

SPANISH—LEVEL 3
Allegheny Campus YAD-382-1210 $149 8 Sessions
6:30PM–9:30PM F 9/23/16 Silva

AMERICAN SIGN LANGUAGE—LEVEL 1
This introduction to ASL will be helpful to students who wish to communicate in sign in their personal lives, as well as those who wish to explore vocational opportunities in services to people who are Deaf. Formal signs, fingerspelling, pantomime gestures, facial expressions, body movements and speech will be used to convey meaning in ordinary conversation. A textbook may be required and is not included in the cost of the course.

ALLEGHENY CAMPUS
YAD-250-1211 $119 8 Sessions
6:30PM–9:00PM T 9/20/16 Wilson

SOUTH CAMPUS
YAD-250-1540 $119 8 Sessions
6:30PM–9:00PM M 9/12/16 Wilson

ENGLISH AS A SECOND LANGUAGE 1
Students will take a conversational approach to learning English in this 24-hour course that focuses on everyday expressions needed to live and work in America. While the emphasis will be on speaking English, some reading and writing will be included. Students will work at their own levels, so both beginners and those with a little more experience are welcome. Textbook may be required and can be purchased after the first class.

ALLEGHENY CAMPUS
YAD-018-1210 $149 8 Sessions
6:30PM–9:30PM R 9/22/16 Calderwood
Homewood Brushton Ctr YAD-018-1240 $149 8 Sessions
9:00AM–12:00PM T 9/24/16 Calderwood
North Campus YAD-018-1450 $149 8 Sessions
9:00AM–12:00PM M 9/19/16 Jeddi
South Campus YAD-018-1540 $149 8 Sessions
6:30PM–9:30PM M 9/12/16 Faculty

ENGLISH AS A SECOND LANGUAGE 2
This 24-hour course is for students who speak English as a second language but need to improve their grammar. The class will consist of listening, speaking and reading activities, with a focus on grammar and structure. This course is designed for students who wish to improve their accuracy in using standard American English for employment or academic purposes.

ALLEGHENY CAMPUS
YAD-112-1211 $149 8 Sessions
6:30PM–9:30PM W 9/21/16 Jeddi
ESL—COMMUNICATING PROFESSIONALLY
Non-native speakers-learn to speak more confidently and become more comfortable in professional and business settings. Topics include learning how to persuade, criticize without seeming rude, conduct meetings, make requests and to mediate discussions. In-class work includes role playing for various business scenarios (formal and informal), as well as making short presentations.

Allegheny Campus  YAD-014-1210  $79  5 Sessions
6:30PM–9:00PM  T  10/18/16  Caye
North Campus  YAD-014-1450  $79  5 Sessions
9:00AM–11:30AM  T  9/20/16  Jeddi

FRENCH REFRESHER FOR ADVANCED STUDENTS
Students can strengthen their French speaking and listening abilities through lively dialogue with experienced French speakers. This course is for students who have taken several French courses and are interested in retaining or regaining their language skills. Students will focus on improving pronunciation, building vocabulary and increasing their repertoire of French expressions. Grammar and language skills will be reviewed through written and spoken assignments. Class discussions will include current issues, ensuring interesting conversation and a fun atmosphere.

Allegheny Campus  YAD-004-1210  $149  8 Sessions
9:30AM–12:30PM  S  9/24/16  Shuey

ITALY & ITALIAN FOR TOURISTS
Prepare for your trip to Italy by learning about Italian customs and attractions as well as ‘survival’ of the Italian language. You will learn to speak and understand basic words and phrases that emphasize practical aspects of the language and that will be useful in your travel.

Allegheny Campus  YAD-520-1210  $89  7 Sessions
6:30PM–8:30PM  R  10/6/16  Bozzolla

MASSAGE THERAPY CONTINUING EDUCATION FOR PROFESSIONALS

MUSCLE IMBALANCE; THE IMPORTANCE OF DIRECTIONAL MASSAGE & ITS APPLICATION TO ORTHOPEDIC CONDITIONS
This is a two-hour presentation for massage therapists who want to prepare for assessing Orthopedic and Pain Management conditions. It will refresh their understanding of agonist versus antagonist muscle groupings related to muscle imbalance. It provides an introduction of the important of directional massage to address muscle imbalance.

Boyce Campus  XGC-956-1280  $49  1 Session
6:00PM–8:00PM  M  9/26/16  Korb

ADVANCED CHAIR MASSAGE
Use your chair for what it was intended! Massage chairs offer therapists different access and leverage for working with the human body, but many therapists do not know how to take advantage of it. A small portion of this class will discuss using the chair as a business building tool, but mostly students will explore chair massage as its own unique experience for clients. Students will also spend time learning adjustments for different body styles and shapes, as well as adjustments for pregnancy massage. Proper and comfortable body mechanics for therapists will be examined and adapted to each therapist’s height and center of gravity.

Boyce Campus  XGC-949-1280  $69  1 Session
6:00PM–10:00PM  M  9/12/16  Sankey
Boyce Campus  XGC-949-1281  $69  1 Session
8:00AM–12:00PM  S  10/15/16  Sankey

APPLYING TRIGGER POINT THERAPY—LOWER BODY
Apply trigger point therapy to clients with common ailments of the lower body, such as low back spasms, sacroiliac joint pain, sciatica, hip flexor and iliotibial band syndrome, leg cramps and plantar fasciitis. Therapists learn to differentiate between trigger points and knots/adhesions, learn common trigger point locations with referral pattern and satellite trigger points and apply skills to every day clientele.

Boyce Campus  XGC-947-1280  $139  1 Session
9:00AM–1:30PM  U  9/18/16  Faculty
APPLYING TRIGGER POINT THERAPY—UPPER BODY
Apply trigger point therapy to clients with common ailments of the upper body such as headaches, stiff neck, thoracic outlet syndrome, temporomandibular joint syndrome, frozen shoulder syndrome and other muscle spasms. Therapists learn to differentiate between trigger points and knots/adhesions, learn common trigger point locations with referral pattern and satellite trigger points and apply skills to every day clientele.

Boyce Campus  XGC-953-1280  $139  1 Session
9:00AM–1:30PM  S  9/10/16  Faculty

INTRODUCTION TO THE KINESIO TAPING METHOD
Introduction to the Kinesio Taping Method is designed to introduce practitioners to the. During this two-hour class, the instructor will introduce Kinesio Taping® concepts, theory and history and discuss the four major physiological effects; skin, muscle, circulatory/lymphatic and joint. During lab sessions, attendees will have time to practice muscle applications.

Boyce Campus  XGC-955-1280  $49  1 Session
6:00PM–8:00PM  M  11/14/16  Korb

ETHICS—MASSAGE PROFESSIONALISM
The way in which you conduct your massage practice can shape the experience of your clients far more than the selection of hands-on techniques used in a session. Students will reflect on their own professionalism and learn how to create a safe and consistent therapeutic environment. This workshop will cover a variety of topics including transference, confidentiality, consent and boundaries of your practice; the prevailing laws, rules and codes of ethics for the practice of massage and bodywork therapy; discussion of ethical dilemmas; communication with your clients and fellow practitioners; and the dynamics of the client/therapist relationship. This workshop will fulfill the ethics requirement for renewal of the Pennsylvania state massage license. In this class designed for the professional massage therapist, students will earn four continuing education hours towards their Pennsylvania licensing requirements.

Boyce Campus  XGC-267-1280  $69  1 Session
4:00PM–8:30PM  M  9/12/16  Pileggi

Boyce Campus  XGC-267-1281  $69  1 Session
4:00PM–8:30PM  M  11/7/16  Pileggi

LUXE SPA CERTIFIED—LEARN WHAT, HOW & WHY
Standards sell in any market, especially in the luxury marketplace. Massage Therapists will learn the importance of professional standards and how it translates on to their own bottom line and business. Therapists will also learn professionalism in an environment including standards—purpose and value to them and the spa, how spas/hotels are identified as luxury, the quality assurance (LQA) process, the business of spa, how spas make money and margins, spa growth globally and the growing spa competition, who and why guests choose luxury spas, massage vs. the remaining part of the experience and what is a luxury service with or without a luxury setting. The Massage Therapist will be provided an audit at the end of the course.

Boyce Campus  XGC-952-1280  $139  1 Session
9:00AM–5:00PM  S  10/22/16  Faculty

INTRODUCTION TO CHAKRA THEORY
This class will serve as a basic introduction to chakra theory. Students will begin by exploring each individual chakra and its effect on the body, following a primary 7 chakra model. History and context will be briefly discussed. Students will also be exposed to competing theories and secondary chakra models. Students will then learn color theory and applications. Finally students will examine the basic mental, emotional and physical issues associated with each chakra’s imbalances and gentle approaches to rebalancing the chakras. Muscle tests and chakra tests will complete the student’s experience.

Boyce Campus  XGC-951-1280  $69  1 Session
6:00PM–10:00PM  M  10/3/16  Sankey

UNDERSTANDING PENNSYLVANIA’S MASSAGE LAW
This class consists of detailed information about “the Massage Law.” The law passed in 2010 and officially known as “Act 118,” governs all massage therapists in the state of Pennsylvania. Each section of the law will be reviewed and discussed to give the professional massage therapist a better understanding of how to work within the guidelines and insure a lawful practice. This class will earn four continuing education hours towards Pennsylvania license renewal.

Boyce Campus  XGC-278-1280  $69  1 Session
4:00PM–8:30PM  T  9/13/16  Pileggi

Boyce Campus  XGC-278-1281  $69  1 Session
4:00PM–8:30PM  T  11/8/16  Pileggi
MIND, SPIRIT & WELLNESS

ANGELS IN WAITING
Students can learn how to open their heart to the angelic kingdom and experience the love and joy of being held in loving light. This class will demonstrate simple techniques to access divine beings so that they may assist participants in every aspect of their life.

North Campus  YEB-067-1450  $39  1 Session
12:00PM–2:30PM  S  10/8/16  Troup

CHAKRA BALANCING & AURA CLEANSING
The Chakra areas of the body allow us a glimpse of how the entire energetic system is functioning. In this class, students will practice balancing the chakras and cleansing the auric field to improve energy flow.

North Campus  YEB-226-1450  $39  1 Session
12:00PM–2:30PM  S  10/15/16  Troup

CHANGE YOUR THOUGHTS, CHANGE YOUR LIFE
Life changes when we change and by identifying the things that keep you stuck from moving on in life. It can be anything from wanting to get a new job or leave a bad relationship, want to move to a new city, stop letting people hurt or make you feel bad about yourself. Whatever it is, by changing the way you think and see things is the key to change.

Ft. Couch Middle  YEB-945-1550  $69  5 Sessions
6:30PM–8:30PM  R  9/22/16  Natali
South Campus  YEB-945-1540  $49  3 Sessions
10:00AM–1:00PM  S  9/17/16  Natali
South Campus  YEB-945-1541  $49  3 Sessions
10:00AM–1:00PM  S  10/15/16  Natali

COMMON HERBS FOR COMMON AILMENTS 2
Continue your journey as we take a more in-depth look at helping heal everyday injuries and illnesses, such as viral infections, allergies, eczema, Seasonal Affective Disorder, joint problems and headaches with herbs. Participant will sample some healing herbs.

North Campus  YEB-268-1450  $39  1 Session
1:00PM–4:00PM  S  9/17/16  Heineman

CONNECTING WITH THE OTHER SIDE
Do you want to develop a deeper connection to passed-on loved ones and other spiritual guides? Learn to recognize your own intuitive style, develop your own symbolic shorthand and create ideal conditions for connecting with the other side. See what constitutes a message from the other side and how mediums work.

North Campus  YEB-820-1450  $39  1 Session
12:00PM–2:30PM  S  10/1/16  Troup

CONTACTING YOUR SPIRIT GUIDES & ANGELS
You are not alone. Become reacquainted with your guides so that you can benefit from their assistance and advice. Learn a number of techniques that allow you to become familiar with the windows of opportunity to communicate and develop your spiritual communication skills.

North Campus  YEB-819-1450  $39  1 Session
9:00AM–11:30AM  S  10/1/16  Troup

DEVELOPING YOUR INTUITION
We use intuition every time we meet a new person, walk into a room or navigate a busy street. Honing your intuition helps you reveal your inner truth, enhance your self-esteem and engage in your life’s journey with joy and enthusiasm. Learn how to open up and expand your energy, receive information from your inner guidance and protect yourself from oversensitivity. Use meditation, discussion, group and individual work to reveal how you best connect with your sixth sense.

North Campus  YEB-058-1450  $39  1 Session
12:00PM–2:30PM  S  10/22/16  Troup

EMOTIONAL BALANCING USING BACH FLOWER REMEDIES
Learn about the 38 Bach Flower remedies. Some of the emotional factors that can be balanced are fear, guilt, anger, depression, unworthiness and more. Each student will take home a combination of Bach Flower remedies specifically formulated for them.

North Campus  YEB-285-1450  $39  1 Session
6:30PM–9:30PM  R  10/6/16  Heineman

FIND YOUR ELEMENT & LIVE WITH PURPOSE
The Element is where your natural capabilities and personal passions meet. It provides a sense of purpose. Everyone has a specific purpose in life and tasks to fulfill. Find your Element and learn to live with purpose even when confronted by adversity.

North Campus  YEB-274-1450  $59  6 Sessions
6:30PM–8:30PM  W  9/21/16  Weaver

FREEDOM FROM CRAVINGS
Examine the causes of food cravings and discover powerful, effective tools for controlling them. Use practical, research based information to develop useful strategies for managing cravings and identifying alternative foods to eat.

North Campus  YEB-229-1450  $39  1 Session
9:00AM–12:00PM  S  9/17/16  Heineman
HEAL YOUR LIFE WITH PERSONAL SELF-CARE
Learn how to work on self-care by listening to what your body needs, learn to say NO to things you don’t want and YES to the things you do want, reduce stress in your life, find more peace and think more positive. When you start to do these self-improvements, you will see a better and more relaxed and peaceful life and think more positively.

Ft. Couch Middle YEB-951-1550 $69 5 Sessions
6:30PM–8:30PM M 9/19/16 Natali

HOW TO SEE AURAS
We are all energy beings. Whether it is mental or emotional energy, each of us has observed the effects of our energies or those of another. Learn how to see energy and explore how it can be measured, created and used to benefit yourself and others.

North Campus YEB-821-1450 $39 1 Session
9:00AM–11:30AM S 10/8/16 Troup

INFLAMMATION—HOW TO CONTROL IT NATURALLY
Learn what lifestyle habits cause inflammation. We will look what inflammation does to the body and healthy ways to reduce it.

North Campus YEB-281-1450 $39 1 Session
6:30PM–9:30PM R 10/20/16 Heineman

INTRODUCTION TO ESSENTIAL OILS
Learn about and experience the empowering benefits of essential oils. Discover which oils can enhance your life style journey. Find out what to look for in oil and all the different uses for essential oils.

Canon McMillan HS YCA-505-1590 $29 1 Session
6:30PM–8:00PM M 9/26/16 Faculty

Ft. Couch Middle YCA-505-1550 $29 1 Session
6:30PM–8:00PM R 10/13/16 Faculty

Seton LaSalle HS YCA-505-1560 $29 1 Session
6:30PM–8:00PM M 10/24/16 Faculty

South Campus YCA-505-1540 $29 1 Session
6:30PM–8:00PM W 10/5/16 Faculty

South Campus YCA-505-1541 $29 1 Session
10:00AM–11:30AM S 11/5/16 Faculty

Washington County Ctr YCA-505-1530 $29 1 Session
6:30PM–8:00PM W 11/2/16 Faculty

PIERCING ILLUSIONS—THE HIDDEN BARRIER TO SELF-GROWTH
Are you seeking a self-empowered life? Using a holistic approach, students will have the opportunity to discover areas of blocked energy that lead to self-defeating beliefs and habits. Topics include: functional language of self, self-denial from shame and fear and learning about self through others.

Boyce Campus YEB-269-1280 $39 2 Sessions
6:30PM–8:30PM R 10/6/16 Faculty

PSYCHIC DEVELOPMENT INTRODUCTION
They are full of basic information so you may get a taste of many different aspects of psychic development and choose what works best for YOU. You will be able to take your experiences back home and practice on others. You will need to bring a notebook and pen or pencil. All levels are welcome, from beginners to advanced, as this is an opportunity to learn (or refresh) and practice!

Boyce Campus YEB-404-1280 $69 4 Sessions
7:00PM–9:00PM M 9/12/16 Pakler

REALITY OF GHOSTS
It’s difficult for those who have not had an experience to imagine that ghosts are real. This class will explore why ghost experiences shouldn’t be feared and what can be done to assist these troubled energies. After all, ghosts are people too.

North Campus YEB-098-1450 $39 1 Session
9:00AM–11:30AM S 10/22/16 Troup

REINCARNATION
In this class, students will explore the concept of being born more than once into earthly existence. The perspectives of how and why individuals reincarnate and what it means to the soul’s evolution will be discussed.

North Campus YEB-212-1450 $39 1 Session
9:00AM–11:30AM S 10/15/16 Troup

PERSONAL FINANCE

BE YOUR OWN FINANCIAL PLANNER
Learn to read prospectuses and financial pages, demystify financial jargon, set achievable financial goals, identify good financial advice, understand tax structure and increase and manage your cash flow. Gain insight into assessing risk, evaluating insurance needs, getting the most from banks and planning for retirement.

Allegheny Campus YCH-022-1210 $69 4 Sessions
10:00AM–12:00PM S 9/24/16 Rondinelli

I’M AN EXECUTOR—NOW WHAT DO I DO?
As executor of an estate, what activities are required by law? Let an experienced attorney guide you step-by-step through the process.

Ft. Couch Middle YCH-319-1550 $49 2 Sessions
6:30PM–9:00PM R 11/3/16 Syme

North Campus YCH-319-1450 $49 2 Sessions
6:30PM–9:00PM M 9/19/16 Syme
INVESTMENT STRATEGIES IN AN UNCERTAIN ECONOMY

Learn how to maximize investment return with an eye on managing risk in your portfolio. Learn each of the different asset classes and how to research and analyze these investments. Learn different methods for allocating assets and how to reduce risk in a uncertain economy. Asset classes such as mutual funds, ETFs, stocks, bonds and various short-term investments will be covered. We will study some of the great investors to learn strategies and values that made them successful.

Allegheny Campus YCH-025-1210 $69 4 Sessions
10:00AM–12:00PM S 10/29/16 Rondinelli

FALL 2016

MEDICARE—WHAT YOU NEED TO KNOW

Participants will learn about the Medicare and Medicare Advantage programs, supplement plans and how to choose the correct Medicare plan. Topics include the four parts of Medicare (Parts A-D); enrollment periods, recent Medicare updates; eligibility requirements for the Medicare Extra Help Program; and community resources available to Medicare-eligibles.

Allegheny Campus YEB-250-1210 $49 2 Sessions
6:30PM–8:30PM T 10/11/16 Levis
Braddock Hills Center YEB-250-1230 $49 2 Sessions
6:30PM–8:30PM W 10/5/16 Faculty
Boyce Campus YEB-250-1280 $49 2 Sessions
6:30PM–8:30PM W 11/2/16 Faculty
Canon McMillan HS YEB-250-1590 $49 2 Sessions
6:30PM–8:30PM W 11/2/16 Levis
Ft. Couch Middle YEB-250-1550 $49 2 Sessions
6:30PM–8:30PM R 10/13/16 Levis
Homewood Brushton Ctr YEB-250-1240 $49 2 Sessions
6:30PM–8:30PM T 9/6/16 Faculty
North Campus YEB-250-1450 $49 2 Sessions
6:30PM–8:30PM R 9/29/16 Cottone
Seton LaSalle HS YEB-250-1560 $49 2 Sessions
6:30PM–8:30PM T 9/20/16 Faculty
South Campus YEB-250-1540 $49 2 Sessions
6:30PM–8:30PM T 9/27/16 Levis

PLAN WELL...ENJOY RETIREMENT

This is a down-to-earth retirement planning series that emphasizes the distinct similarities between retirement planning & flight planning. We ask the question “Would you ever dream of getting on an airplane if there was no flight plan?” We want students to envision that striking analogy and relate it to their current situation. They will study the things that matter most in retirement, including quality-of-life and healthcare topics.

North Campus YCH-045-1451 $49 2 Sessions
6:00PM–9:00PM W 10/5/16 Windfelder

PROTECT YOUR INHERITANCE—WILL VS. LIVING TRUST

Learn to bypass the high costs, publicity and delays of probate court by eliminating unnecessary legal fees and estate taxes. Participants will learn to plan for extended illness or injury through the use of wills, revocable living trusts, insurance trusts and charitable trusts.

Allegheny Campus YCH-013-1210 $39 1 Session
6:30PM–9:00PM W 9/14/16 Syme
Ft. Couch Middle YCH-013-1550 $39 1 Session
6:30PM–9:00PM M 10/3/16 Syme
North Campus YCH-013-1450 $39 1 Session
6:30PM–9:00PM M 10/3/16 Syme
South Campus YCH-013-1540 $39 1 Session
6:30PM–9:00PM W 11/16/16 Syme
Washington County Ctr YCH-013-1530 $39 1 Session
6:30PM–9:00PM W 9/7/16 Syme

REJUVENATE YOUR RETIREMENT

In this course you will plan your retirement income, apply strategies to improve your Social Security Income, evaluate and plan for health care. Come learn strategies to rejuvenate your retirement.

South Campus YCH-918-1540 $39 2 Sessions
1:00PM–3:00PM R 11/3/16 Faculty

RESCUE YOUR RETIREMENT FROM TAXES

Are you doing everything you can to ensure your money will transfer to your beneficiaries in a tax efficient manner? Gain in-depth learning about different retirement tax strategies. Students will identify what areas to help improve upon their retirement tax planning needs.

Allegheny Campus YCH-041-1210 $39 2 Sessions
6:30PM–8:00PM M 11/28/16 Canella
Ft. Couch Middle YCH-041-1550 $39 2 Sessions
6:30PM–8:00PM M 9/19/16 Canella
North Campus YCH-041-1450 $39 2 Sessions
6:30PM–8:00PM W 9/21/16 Canella
West Hills Center YCH-041-1490 $39 2 Sessions
6:30PM–8:00PM R 10/6/16 Canella

RETIREMENT PLANNING

Learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan and adjust your estate plan to function properly under the new laws. However, money is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values and achieve your retirement lifestyle goals. This course includes a textbook. Couples may attend together for a single registration fee.

South Campus YCH-029-1540 $49 2 Sessions
6:30PM–9:30PM R 10/6/16 Willis
South Campus YCH-029-1541 $49 2 Sessions
9:00AM–12:00PM S 10/1/16 Willis
**SOCIAL SECURITY—WHAT YOU NEED TO KNOW**

In this informative seminar learn about the role of social security in your overall retirement plan. Topics include how it works, boosting benefits by increasing current earnings, strategies for maximizing lifetime benefits, coordinating spousal benefits, special issues for women, taxes on benefits, Medicare and long-term care, related programs and the mechanics, history and financing of the Social Security system.

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**STOCKS, BONDS & ALL THAT JAZZ**

Explore the differences between growth and value, balanced and blend, mutual funds. We will cover the impact of taxes and inflation in relation to investment choices; investigate how dollar cost averaging and diversification can help your portfolio and the role of asset allocation in your investments. Look at the difference between 401Ks, Roth IRAs traditional IRAs and other retirement plans.

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**STRATEGIES TO MAXIMIZE YOUR RETIREMENT**

Are you planning on retiring but unsure if you can sustain your lifestyle in retirement? Or are you already retired and uncertain you are doing everything you can to ensure your money will last. Gain in-depth learning about different retirement strategies.

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**WOMEN & INVESTING**

When it comes to saving for retirement and planning for retirement income, women face a number of unique challenges. It is important to be able to recognize and address these particular challenges through a carefully planned and prepared approach. Investment planning requires discipline and patience but it doesn’t have to be difficult.

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**WRITING YOUR WILL**

Learn about the essential elements of creating this important document and discuss other estate planning essentials such as power of attorney, advanced directives, guardianships and estate and inheritance taxes.

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**PETS**

**HOLISTIC PET HEALTH FROM A NATUROPATHIC APPROACH**

Discover holistic ways to keep your pet healthy. We will look at this from a naturopathic approach. These techniques will include food, herbs, Bach flower remedies, essential oils and healthy pet treat recipes.

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Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
MASSAGE FOR PETS

Learn to soothe and better manage their pets through the use of special massage techniques. Topics include how to use massage as a training aid, discipline and establishing trust and connection with a pet. Participants will also learn how to prevent some common canine and feline ailments through techniques that increase circulation and soothe an aging pet’s stiff muscles. Volunteer pets will be recruited; participants should not bring pets to class.

North Campus  YBA-008-1450  $39  1 Session
1:00PM–4:00PM  S  10/1/16 Oldenski

GOLF—BEGINNING

This class will explore the fundamentals of beginning golf. Topics will include grip, stance and swing fundamentals, as well as chipping and putting. Rules and etiquette will also be discussed. Students should bring an iron, wood and a putter to class. In addition to tuition paid to CCAC, golf courses carry additional range and ball fees payable to the sites at the first class. Please see Additional Golf Fees for costs.

Scally’s Golf Course  YFD-910-1480  $69  6 Sessions
6:30PM–8:00PM  M  9/12/16 Faculty
Scally’s Golf Course  YFD-910-1481  $69  6 Sessions
6:30PM–8:00PM  T  9/13/16 Faculty
Scally’s Golf Course  YFD-910-1482  $69  6 Sessions
6:30PM–8:00PM  W  9/14/16 Faculty
Scally’s Golf Course  YFD-910-1483  $69  6 Sessions
10:00AM–11:30AM  S  9/17/16 Faculty
Sunset Golf  YFD-910-1560  $69  7 Sessions
6:30PM–8:00PM  R  9/22/16 Scandrol
Willows Driving Range  YFD-910-1281  $69  6 Sessions
6:00PM–7:30PM  M  9/12/16 Reid
Willows Driving Range  YFD-910-1282  $69  6 Sessions
6:00PM–7:30PM  R  9/15/16 Reid

GOLF—INTERMEDIATE

Students will review the fundamentals and advanced swing techniques for more power, in addition to working on their short game, bunker techniques and playing from uneven lies. Golf—Beginning or equivalent is a prerequisite for this class. In addition to tuition paid to CCAC, golf courses carry additional range and ball fees payable to the sites at the first class. Please see Additional Golf Fees for costs.

Scally’s Golf Course  YFD-910-1480  $69  6 Sessions
6:30PM–8:00PM  R  9/15/16 Faculty
Sunset Golf  YFD-910-1560  $69  6 Sessions
6:30PM–8:00PM  M  9/19/16 Scandrol
Tower Golf  YFD-910-1590  $69  6 Sessions
6:00PM–7:30PM  M  9/12/16 Butera
Willows Driving Range  YFD-910-1280  $69  6 Sessions
7:30PM–9:00PM  M  9/12/16 Reid
Willows Driving Range  YFD-910-1281  $69  6 Sessions
7:30PM–9:00PM  R  9/15/16 Reid

ADDITIONAL GOLF FEES

In addition to tuition paid to CCAC, golf courses carry additional fees payable at the sites at the first session.

Scally’s Golf Course
$35 range fee payable to Scally’s at first class
$8 per session for golf balls
Sunset Golf
$5 small bucket, $7 medium bucket, $9 large bucket
Tower Golf
$35 video analysis & range fee, $25 for 10 buckets of balls
Willows Driving Range
$4 small bucket, $8 medium bucket, $10 large bucket
YOUTH ATHLETIC ORGANIZATIONS
Learn the basics to developing a fun and competitive youth athletic organization. Discuss ways to become a productive program within your community. This course is for anyone interested in a starting a youth athletic organization or wanting to enhance their current organization.

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YOUTH

ENTREPRENEURSHIP—YOUR OWN BUSINESS
Have an idea and interested in becoming an Entrepreneur. It all starts with a plan and idea. Learn the basics of creating a business plan and what it takes to move your idea forward. Ages 14–17 years old.

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HARVEST TIME
This class consists of six exciting mornings filled with harvest stories, games, crafts, songs, enrichment and discovery. Preschoolers and their special adult will interact and explore this special season. Only the adult needs to register. Ages 2–4 years old.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>YOU-291-1540</td>
<td>$29</td>
<td>6</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9:30AM–10:30AM</td>
</tr>
</tbody>
</table>

KINDER KARATE
Kinder karate is a specialized martial arts class created just for the developmental needs of 3–6 year olds. Classes are 30 minutes long and teach small, manageable chunks of information in a high-energy, fun setting. Students also work on language skills, learning the Korean names for the movements.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>YOU-851-1540</td>
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<td>11:00AM–11:30AM</td>
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<td></td>
<td>Ages 3–4 years old</td>
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<thead>
<tr>
<th>Campus</th>
<th>Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Days</th>
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<td>11:30AM–12:00PM</td>
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<td>Ages 5–6 years old</td>
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</table>

STRENGTH TRAINING FOR YOUNG ATHLETES
This course focuses on the development of strength and physical skills through a variety of exercises designed for the young, inexperienced athlete. Any young person, of any gender, who wishes to prepare for a sport and needs to develop physical skills necessary for success is the target demographic. Grades 5–9

<table>
<thead>
<tr>
<th>Campus</th>
<th>Code</th>
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<th>Sessions</th>
<th>Days</th>
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</table>

TODDLEROBICS
This fun, active exercise course is for parents and children. Toddlers will do what they love best—move! Ages 15 months–3/1/2 years.

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<th>Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Days</th>
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<tbody>
<tr>
<td>South</td>
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<td>9:30AM–10:15AM</td>
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WATER BABIES
In this parent/child water adjustment class, parents will be given information and techniques to help guide their child in the water. Although only the child needs to register, a parent or adult must assist the child in the water during instruction. A $10 deposit is required at the first class for a key. Ages 9 months–3 years.

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<thead>
<tr>
<th>Campus</th>
<th>Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sisters</td>
<td>YOU-775-1420</td>
<td>$89</td>
<td>8</td>
<td>M</td>
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<td>1:30PM–2:30PM</td>
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</table>

WATER TOTS
In this parent/child water adjustment class, parents will be given information and techniques to help guide their child in water. Submersion is encouraged and more water skills can be taught with this age group. Although only the child needs to register, a parent or adult must assist the child in the water during instruction. A $10 deposit is required at the first class for a key. Ages 3–5 years old.

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<tbody>
<tr>
<td>Sisters</td>
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<td>1:30PM–2:30PM</td>
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CCAC SOUTH CAMPUS SCOUT ENRICHMENT PROGRAMS
Girl Scouts and Boy Scouts can participate in fun-filled, enrichment programs designed to help scouts learn a new skill, explore a new interest and earn appropriate age-level badges and pins. Each program upholds the scout promise and law while encouraging community service. For a fall schedule contact kboyd@ccac.edu or 724.348.4154.

CCAC SOUTH CAMPUS NATURE TRAIL ENRICHMENT PROGRAMS FOR YOUR CLASSROOM
Field Trip Opportunities:
- ECO-Explorers: Preschool & Kindergarten
- Nature Sleuth: First & Second Grades
- Land of Survival: Third & Fourth Grades

In-class Enrichment Programs:
- Garbology: What is in your trash can?
- Tree...Mendous: The Gifts of a Tree.
- Amazing, Incredible Insects: Insects are everywhere!

For more information contact kboyd@ccac.edu, 724.348.4154 or visit ccac.edu/SouthCampus.aspx
COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM   FALL 2016

Please print. Complete and return this form with payment. No further notice will be provided.

Date of Birth (required for enrollment) MM/DD/YYYY:

Last Name:                                     First Name:                             Middle Initial:

Street Address:                                      Apt:                                   

City:                                             State:                                    Zip:                             County:       

Home Phone:                                        Alternate Phone:                         

Email Address:                                      New Address (X):                        

Have you ever served in the Military          ☐ No      ☐ Yes (see below)       

Are you a dependent of a Veteran                ☐ No      ☐ Yes (see below)       

Veteran Benefits:                         ☐ 30 Montgomery       ☐ 35 Dependent       ☐ Chapter 33 Post-9/11 GI Bill       
                                            ☐ 1606 Reserve       ☐ Chapter 1607       ☐ Chapter 31       

☐ Veteran not using benefits

Payment Must Be Enclosed

Print Phone Number on Check or Money Order         (Checks Payable to CCAC)

Mail To:                          CCAC Community Education
                                    West Hills Center
                                    1000 McKee Road
                                    Oakdale, PA 15071

Because CCAC cares about your privacy, we cannot process credit card information by mail. Please visit ccac.edu, any CCAC facility or call 412.788.7546 to register if you prefer to pay by credit card.

Refund Policy

Students not attending the program (course) must notify CCAC in person, by mail or at 412.788.7546 before the first day in order to receive a refund. CCAC will notify registered students in the event that the program (course) is cancelled.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester</th>
<th>Course Title</th>
<th>Course Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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Student Signature (Required for Enrollment):

If Sponsored, Authorizing Agency

& Signature:

If you require special arrangements, contact the nearest CCAC Supportive Services office prior to class:

Allegheny – 412.237.4612 • Boyce – 724.325.6604 • North – 412.369.3686 • South – 412.469.6207
TTY – 412.369.4110 & 412.469.6005

The college is subject to provisions and complies with the Family Educational Rights and Privacy Act of 1974. A statement of the college policy can be found in the student handbook and college catalog. Voluntary information used to comply with Federal reporting and has no effect on admission to the college. The college is subject to provisions of and complies with the Family Educational Rights & Privacy Act of 1974. A statement of the college policy can be found in the student handbook and college catalog.

Form Updated 02.11.2015
READY TO REGISTER?

Whether you phone, mail or walk in your registration, each student must have a completed registration form. You may duplicate additional copies as needed.

For questions, please call 412.788.7507.

If you register electronically, fill out a registration form online.

Payment must be made at the time of registration.

The following is necessary to process all registrations:

- Name
- Address
  (email address also, if available)
- Phone
  (day & evening)
- Course Number
- Payment Information
- Birth Date
- Course Name
- Cost of Class

Mail to
CCAC West Hills Center
Community Education Registration
1000 McKee Road
Oakdale, PA 15071
Please DO NOT mail cash.

Walk-in
- You may walk into any CCAC campus between 9:00 a.m. and 4:00 p.m., Monday through Friday, prior to class start date to register.
- Visa, MasterCard, Discover Card, cash or check accepted.
- Hours may vary by campus.

REFUND POLICY: Students who wish to withdraw from a class must do so by the end of the last business day before the class starts. No refund of materials fees shall be granted unless such materials are returned unused.

CANCELLATION POLICY: If a class is cancelled, a 100% refund of tuition and fees will be given. Please allow three to four weeks for processing. Refunds will be made in the form that the original payment was made.

Online Registration
- On the web—shopcommunityed.ccac.edu
- From the Community Education page, you can view our catalog, register online and get other valuable information.

Phone-in Registration • 412.788.7546
Hours are 7:00 a.m. to 6:00 p.m. Monday thru Thursday.
Friday call hours are from 7:00 a.m. to 3:00 p.m.
There are no Saturday registration hours.
CCAC will be closed on Monday, September 5 for the Labor Day holiday No calls will be processed.

Days of the Week Legend
Abbreviations for the days of the week classes meet.

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<tbody>
<tr>
<td>M</td>
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<td>S</td>
<td>Saturday</td>
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<tr>
<td>U</td>
<td>Sunday</td>
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</table>
About the Community College of Allegheny County (CCAC)
CCAC annually educates nearly 30,000 credit students through more than 150 degree, certificate, diploma and transfer programs and offers thousands of students access to noncredit and workforce development courses. The learning-centered institution’s mission is to provide affordable access to quality education and offer a dynamic, diverse and supportive learning environment that prepares the region’s residents for academic, professional and personal success in our changing global society. CCAC’s quality programs enable students to transfer credits to approximately 500 colleges and universities and support regional workforce needs with accessible instruction available day, evening, weekend and online in Allegheny County and beyond. Visit ccac.edu to learn more.

CCAC Nondiscrimination Policy
The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates.

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus that they will be attending. This publication is available in alternate formats. Questions may be addressed to the Civil Rights Compliance Officer.

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.