COMMUNITY COLLEGE OF ALLEGHENY COUNTY

COMMUNITY EDUCATION
SUMMER 2020

Register & pay online at shopcommunityed.ccac.edu

CLASSES ENROLLING JUNE THROUGH AUGUST 2020

LOOK INSIDE FOR:
Home & Garden pg. 13
Photography pg. 18
Youth pg. 23

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About the Community College of Allegheny County (CCAC)

Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of every three adults in Allegheny County.

Each year, more than 25,000 students enroll at CCAC, taking advantage of nearly 160 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers as well as other off-site locations, including the Energy Innovation Center, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and the health-related professions.

CCAC graduates have transferred to the nation’s most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees, and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit ccac.edu to learn more.

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

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

INSTRUCTORS WANTED!

We’re looking for enthusiastic, knowledgeable instructors to teach classes in a variety of subjects:

Business—Computers—Language—Dance—Fitness—General Interest

If you have professional and/or teaching experience in any of these fields, or new ideas you would like us to consider, email us at communityeducation@ccac.edu and we’ll be happy to mail you a class proposal form.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

ACADEMIC PREPARATION

ACE ANY EXAM
How would you like to get great grades consistently? This course will provide specific techniques and strategies to help you achieve those marks. Topics will include multiple choice strategies and essay exams, preparing for an exam mentally and academically, writing the exam and causes of poor test performance.

Allegheny Campus YOU-561-1210 $29 1 Session
6:00PM–8:00PM R 8/13/20 Angiolieri
Boyce Campus YOU-561-1280 $29 1 Session
6:00PM–8:00PM R 8/6/20 Angiolieri

GRE (GRADUATE RECORD EXAMINATION) PREP
Prepare for the GRE (Graduate Record Examination), the standardized test required for admission to many graduate school programs, in a relaxed, small-group setting. Hone the verbal, math and analytical skills assessed by the exam and become familiar with the various types of exam questions as well as the exam format. Topics include a review of exam sections (verbal, quantitative, and analytical writing); test-taking skills and strategies; and improving verbal and quantitative reasoning, critical thinking and reading comprehension.

Allegheny Campus YGE-199-1210 $149 8 Sessions
6:30PM–9:30PM W 6/3/20 Clark

NEW! PRE-CALCULUS MATH IN A NUTSHELL
In this 24-hour course students will learn the algebra, geometry and trigonometry needed to do calculus. Students will work with basic operations, exponents, roots and radicals, polynomials, equations, graphs, logarithms, geometric shapes, and trigonometric functions including sines and cosines.

Allegheny Campus YAG-903-1210 $149 8 Sessions
6:30PM–9:30PM M 6/1/20 Ghosal

ARTS & CRAFTS

BASIC ACTING
Ever wanted to try breaking out of stage fright? This introductory course will challenge each student to find the actor that is in everyone. Through improvisational games, script reading and confidence-building exercises, students will become comfortable speaking in front of others while exploring characters and earning an appreciation for the art of theatre in general, and the potential for acting specifically.

Allegheny Campus YDD-216-1215 $79 6 Sessions
6:30PM–8:30PM R 6/11/20 Perkins

CANVAS & ACRYLIC PAINTING
Learn a variety of painting techniques, methods and styles to decorate a canvas with acrylic paints. Each class, a new painting will be finished. Students will need to bring canvas, paints and brushes to each class. Please call 412.788.7507 for a list of supplies.

South Campus YDA-352-1540 $69 4 Sessions
6:00PM–9:00PM T 7/21/20 Kirk

FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A COURSE:

• Ask. A verbal request is often all it takes. A written memo is even better.
• Show the catalog. Get them to read it. Attach it to your memo.
• Stress the benefits. Workshops can help you stay fired up and ready for new challenges.
• Emphasize the convenience.
• Compare the price. Your supervisor will be pleased to know they are paying a little and getting a lot.

SAT PREP—MATH & VERBAL
This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. 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 and is not included in the cost of the course. A textbook is required and is not included in the cost of the course. Textbook is: “Barron’s SAT Prep” Thirty exhibits edition (July 16, 2019) ISBN-13: 978-1506258027, ISBN-10: 1506258026.

Boyce Campus YOU-630-1280 $109 8 Sessions
6:00PM–9:00PM R 6/4/20 Faculty
North Campus YOU-630-1450 $109 8 Sessions
6:00PM–9:00PM T 6/2/20 Clark
South Campus YOU-630-1540 $109 4 Sessions
9:00AM–3:30PM MTWR 7/6/20 Clark
West Hills Center YOU-630-1290 $109 4 Sessions
9:30AM–3:30PM MTWR 7/13/20 Faculty
CROCHET 101
Learn how to create beautiful homemade items using the easy and fast craft of crocheting. Things such as the single crochet, double crochet, increasing and decreasing will be covered. Please call 412.788.7507 for a complete supply list.

South Campus YBC-206-1540 $69 4 Sessions
12:00pM–3:00PM R 6/25/20 Rhodes

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.

Allegheny Campus YDA-914-1210 $69 6 Sessions
6:30PM–8:30PM R 6/20/20 McDonald

Boyce Campus YDA-914-1280 $69 6 Sessions
6:30PM–8:30PM T 6/20/20 McDonald

North Campus YDA-914-1450 $69 6 Sessions
6:30PM–8:30PM W 6/10/20 Faculty

South Campus YDA-914-1540 $69 6 Sessions
1:00PM–3:00PM W 6/17/20 Estes

MAKE YOUR OWN T-SHIRT QUILT
Learn how to make a quilt out of all those t-shirts you cannot get rid of. Design and size of your quilt will be discussed, as well as how to stabilize, cut and assemble your shirts together, after which we will cover quilting and binding. Students should have basic sewing knowledge with the ability to sew a straight line. Bring your sewing machine to class, starting second class. In addition to your shirts, additional supplies are required. Call 412.788.7507 for a supply list. For first class, bring your tee shirts washed with no fabric softener or dryer sheets.

West Hills Center YCF-043-1290 $79 6 Sessions
6:30PM–9:30PM R 6/11/20 Bice

MODERN CALLIGRAPHY & LETTERING 1
This course teaches the art of modern calligraphy using a pointed pen. Students will learn about the tools and how to use them. We will 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. You will not need much equipment to create beautiful lettering and a detailed shopping list will be emailed to students prior to the first class. Some materials include a bottle of black ink, a pen holder and hunt 22 nib. Additional supplies will be discussed at the first class. Items can be purchased at most local arts and craft stores and online.

Allegheny Campus YDA-904-1210 $79 6 Sessions
6:30PM–8:30PM W 6/17/20 Browne

North Campus YDA-904-1450 $79 6 Sessions
6:30PM–8:30PM M 6/8/20 Constantinides

West Hills Center YDA-904-1290 $79 6 Sessions
10:00AM–12:00PM R 6/11/20 Rasmussen

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.

North Campus YDA-096-1450 $99 8 Sessions
9:00AM–12:00PM M 6/1/20 Hall

North Campus YDA-096-1451 $99 8 Sessions
6:30PM–9:30PM R 6/4/20 Faculty

South Campus YDA-096-1540 $79 6 Sessions
12:00PM–3:00PM M 6/22/20 Estes

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.

North Campus YDA-010-1450 $99 8 Sessions
9:00AM–12:00PM W 6/3/20 Hall

West Hills Center YDA-010-1290 $99 8 Sessions
1:00PM–4:00PM R 6/11/20 Rasmussen

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 $179 8 Sessions
6:30PM–9:30PM W 6/17/20 Lok-Tsang

North Campus YDA-301-1451 $179 8 Sessions
9:00AM–12:00PM W 6/17/20 Lok-Tsang

PARKING ON CAMPUS
CCAC provides free parking to its students. Please be sure to display your parking permit on your car dash the dates you attend class. Your parking permit will be printed on your registration confirmation statement you will receive in the mail. If you do not receive a parking pass please call 412.788.7507.
POTTERY 2
This course is for students who have completed Pottery 1. Become more proficient at hand building and wheel throwing to create unique and personal pieces for your home. Cost includes one slug of clay, paints and glazes.

North Campus YDA-303-1450 $179 8 Sessions
6:30PM–9:30PM M 6/15/20 Lok-Tsang
North Campus YDA-303-1451 $179 8 Sessions
6:30PM–9:30PM R 6/18/20 Lok-Tsang

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.

Piecing It Together YCF-013-1410 $99 6 Sessions
6:30PM–9:00PM R 7/23/20 Jones

BUSINESS & ENTREPRENEUR
NEW! BUSINESS ETIQUETTE FOR PROFESSIONALS
To succeed in business you must take the time to develop your soft skills. In this class you will gain the business etiquette knowledge that will impress clients and employers alike. Topics covered include developing your professional image, positive first impressions, navigating networking events, client entertaining, formal dining and communications. From increasing your leadership skills to boosting sales skills, this seminar covers the business etiquette techniques you need to master.

Allegheny Campus YGA-516-1210 $69 4 Sessions
6:30PM–8:30PM W 6/3/20 Abney

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 $99 5 Sessions
6:30PM–8:30PM T 6/9/20 Perkins

HOW TO FINANCE REAL ESTATE PURCHASES
This course will explain various methods of funding single and multi-family real estate transactions and will be useful for both first-time home buyers and real estate investors. Students will learn about traditional and creative strategies for financing real estate. Also covered will be borrowing requirements, avoiding common mistakes, spotting rate trends and explanations of finance as it pertains to borrowing. Students who take this class will gain valuable insights that will be helpful whether the intent is to buy a home to live in or to buy for investment purposes.

Allegheny Campus YGA-639-1210 $39 1 Session
7:00PM–8:30PM M 6/22/20 Suchy
South Campus YGA-639-1540 $39 1 Session
6:30PM–8:00PM T 6/23/20 Suchy

HOW TO START INVESTING IN REAL ESTATE
This course will introduce students to real estate investing and will cover how to buy, rehab, rent, and sell. Students will learn the main strategies for getting into real estate investing for rehab or for rent. Also covered will be the fundamentals of financing, property selection, maintenance, marketing, area consideration, building types, tenants, and contractors. Students who take this class will gain valuable insights that will help prevent costly mistakes.

Allegheny Campus YGA-624-1210 $39 1 Session
7:00PM–8:30PM M 6/15/20 Suchy
South Campus YGA-624-1540 $39 1 Session
6:30PM–8:00PM T 6/16/20 Suchy

HOW TO START A SMALL BUSINESS
In this 15-hour overview course students will learn the basics of what it takes to start a small business. Practical topics include the fundamentals of financing, laws and legal structures, marketing, selling skills, insurance, taxes and record keeping. Students will also learn about the personality of the successfully self-employed and gain links to resources that help small businesses succeed.

Allegheny Campus XGA-121-1210 $119 5 Sessions
6:30PM–9:30PM R 6/11/20 Mitchell
South Campus XGA-121-1540 $119 5 Sessions
6:30PM–9:30PM M 6/22/20 Ford

DOES YOUR EMPLOYER PROVIDE TUITION ASSISTANCE?
Many do! Your organization may encourage furthering your education by offering full or partial tuition assistance. Check with your Benefits Office today.
INTRODUCTION TO THE ENNEAGRAM
Which one are you? Mediator. Perfectionist. Giver. Achiever. Individualist. Observer. Epicure. Protector. The Enneagram is a highly accurate tool that identifies our intuitive gifts, as well as how we see ourselves, how we view the world, what we seek, what we avoid, and how we use our defense mechanisms when we get triggered. Often we can recognize these in others before we see them in ourselves. Understanding our motivations and seeing our blind spots improves how we communicate, give and receive feedback, make decisions, resolve conflicts, and be more productive. Please join us to learn about his powerful system.

South Campus YEB-751-1540 $39 1 Session
6:30PM–9:30PM M 6/29/20 O’Donnell

HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS
This course will teach present and future landlords how to reduce the risks of leasing rental units on their own and minimize the stress that comes from being a landlord and a property manager. Students will learn how to screen rental applicants, how to properly review credit reports, how to encourage the strongest applicant to apply, how to increase the pool of applicants for each unit, how to resolve conflicts and how to reduce the stress of property management.

Allegheny Campus YGA-608-1210 $39 1 Session
7:00PM–8:30PM M 6/29/20 Suchy
South Campus YGA-608-1540 $39 1 Session
6:30PM–8:00PM T 6/30/20 Suchy

VOICEOVER ACTING
Learn about voiceovers and their many applications in radio, television, films, documentaries, audio books, training and educational materials, etc. Topics include various types of voiceover 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.

Allegheny Campus YGA-029-1210 $139 5 Sessions
6:30PM–9:30PM W 10/6/20 Caye

COMPUTER SOFTWARE & TECHNOLOGY

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.

Allegheny Campus YEB-172-1210 $99 1 Session
9:00AM–4:00PM M 7/13/20 Stiner
South Campus YEB-172-1540 $99 4 Sessions
6:30PM–9:30PM M 6/22/20 Meador

COMPUTER PRIVATE TUTORING
Need help with a specific program or project? Sign up for this unique computer class that allows students three hours of one-on-one instruction with a computer instructor in CCAC computer labs. Software that could be worked on includes Microsoft Office, Word, Excel, Access, PowerPoint, Quickbooks, the Internet and Outlook email. Students will be contacted to set-up a specific tutoring time after registering for class.

Allegheny Campus YAI-101-1210 $99 1 Session, 3 hours
Boyce Campus YAI-101-1280 $99 1 Session, 3 hours
West Hills Center YAI-101-1290 $99 1 Session, 3 hours

EXCEL EXTRA
In this class students will 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.

South Campus YAI-131-1540 $119 4 Sessions
6:30PM–9:30PM R 6/18/20 Marino

EXCEL PIVOT TABLES
In this workshop, learn how to use Excel pivot tables. This useful feature will help you to summarize, analyze and present your data.

Allegheny Campus YAI-825-1210 $39 1 Session
6:30PM–9:30PM T 7/28/20 Harmon

ABOUT OUR COMPUTER LABS
Our labs use the Windows Operating System and Office 2016. The skills taught in these classes are also applicable for users of older Office Suite versions though a few features may not be available in the older applications. Students are encouraged to use USB-style flash or thumb drives in our computer labs as a method of saving or backing up their work.

For Community Education questions, call 412.788.7507.
**EXCEL WORKSHOP 1**

In this six-hour course 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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9:00AM–4:00PM

**EXCEL—FORMULAS**

Learn how easy it is to let your computer do the math. This program will look at how to automate work with various formulas. Discussed in this program will be autosum, PMT, vlookup, if statements and more.

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**I HAVE A COMPUTER...NOW WHAT?**

This 15-hour beginner course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. In this no-stress class, students will learn the basics of using a computer: how to use a mouse, how to use the Desktop, how to start a software program and how to install software. In addition, 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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**MICROSOFT OFFICE**

This 15-hour course will introduce the main features of the four Microsoft Office components and how they can be used together for enhanced performance. 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.

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**PHOTOSHOP FOR BEGINNERS**

In this introductory course, you will learn the essentials of the software, while familiarizing yourself with Photoshop's tools and basic functions for editing and retouching your photos. Learn to modify images with filters, effects, and color adjustments, and combine them with layering tools. This course is designed to help you become more proficient in the use of Adobe Photoshop to manipulate your own photographs and images.

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DANCE

HOW TO DANCE ANYWHERE, TO ANY MUSIC
This course will teach students how to dance in nightclubs, at formal events and anywhere else there is music. Learn the foundational steps, techniques, body isolations and musicality of dancing that can be used across 30+ styles of partner dancing, as well as solo freestyle and line dancing. Nearly all of the content will be suitable both for dancing alone or dancing with a partner and students will rotate partners as is common in social dancing. No partner necessary for this dance class.

Allegheny Campus YDB-316-1210 $39 1 Session
7:00PM–9:00PM M 6/8/20 Suchy

North Campus YDB-316-1450 $69 6 Sessions
8:00PM–9:30PM R 6/4/20 Milligan

South Campus YDB-316-1540 $39 1 Session
6:30PM–8:00PM T 6/9/20 Suchy

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.

North Campus YDB-101-1450 $69 6 Sessions
6:30PM–8:00PM R 6/4/20 Milligan

South Campus YDB-101-1540 $69 6 Sessions
7:00PM–8:30PM R 6/18/20 Faculty

INTRODUCTION TO TAP DANCE
This beginning tap dance class will focus on the fundamentals of tap: developing student’s coordination, sense of time, rhythm, and basic tap dancing vocabulary. The emphasis will be on proper tap technique, producing clear tap sounds, and having fun!

South Campus YDB-138-1540 $69 6 Sessions
7:15PM–8:15PM M 6/22/20 Sewchok

CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.
DRIVER EDUCATION
Successful completion of the course may result in a short-term benefit of reduced insurance premium. The long-term benefit is the development of safe driving habits that will last a lifetime.

INTERNET THEORY COURSE
Online—Classroom Theory Instruction via CCAC Blackboard
Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive log in information prior to start date. If you do not receive your log in information call 412.788.7507. Students will have 24/7 access to the course via CCAC website via blackboard.
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. Students do not need to purchase the workbook. Students do not need to be online at a specific time but all course work must be completed by the last day of scheduled class.
YOU-820-1400 6/1/20–6/30/20 $99
YOU-820-1401 7/1/20–7/31/20 $99

BEHIND-THE-WHEEL PRACTICE DRIVING
You will be contacted by a Rogers School of Driving instructor approximately one week to ten days after the session start date to schedule the 6 hours of instruction behind the wheel. Student will meet the driving instructor at the campus location they register for. Student must have a valid permit. Under 18 years of age must have parent/guardian authorization.
*Those students taking the operator driver’s licensing exam must take the exam at Rogers School of Driving, 4590 McKnight Road, Pgh PA 15237. Student must make arrangements themselves to get to Rogers School of Diving for licensing exam.

**If you need to cancel your driving appointment, you must call 412.931.9000 at least 48 hours in advance of your appointment. Any cancellation without 48 hours notice is subject to a $35 cancellation fee. Rogers School of Driving office is closed on Saturday and Sunday, weekends are excluded.

REQUIREMENTS
Satisfactory completion of a driver education 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.

ELIGIBILITY
Students must secure a learner’s permit issued by the Commonwealth of Pennsylvania during classroom instruction 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.

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

REGISTRATION & PAYMENT INFORMATION
Registration begins April 1
Phone-in: 412.788.7546 (credit card payment)
Online: shopcommunityed.ccac.edu

CLASS SCHEDULE BY LOCATION
CCAC NORTH CAMPUS
8701 Perry Highway, Pittsburgh, Pa 15237
Driving Instruction (in the car) six hours behind the wheel by appointment
YOU-030-1450 6/1/20–6/30/20 $425
YOU-030-1451 7/1/20–7/31/20 $425
YOU-030-1452 8/3/20–8/31/20 $425
Driving Instruction (in the car) six hours behind the wheel by appointment plus the operator driver’s licensing exam*
YOU-294-1450 6/1/20–6/30/20 $529
YOU-294-1451 7/1/20–7/31/20 $529
YOU-294-1452 8/3/20–8/31/20 $529

CCAC SOUTH CAMPUS
1750 Clairton Road, West Mifflin, Pa 15122
Driving Instruction (in the car) six hours behind the wheel by appointment
YOU-030-1281 7/1/20–7/31/20 $425
YOU-030-1280 6/1/20–6/30/20 $425
YOU-030-1282 8/3/20–8/31/20 $425
Driving Instruction (in the car) six hours behind the wheel by appointment plus the operator driver’s licensing exam*
YOU-294-1280 6/1/20–6/30/20 $529
YOU-294-1281 7/1/20–7/31/20 $529
YOU-294-1282 8/3/20–8/31/20 $529

CCAC ALLEGHENY CAMPUS
800 Allegheny Avenue, Pittsburgh, Pa 15233
Driving Instruction (in the car) six hours behind the wheel by appointment
YOU-030-1540 6/1/20–6/30/20 $425
YOU-030-1541 7/1/20–7/31/20 $425
YOU-030-1542 8/3/20–8/31/20 $425
Driving Instruction (in the car) six hours behind the wheel by appointment plus the operator driver’s licensing exam*
YOU-294-1540 6/1/20–6/30/20 $529
YOU-294-1541 7/1/20–7/31/20 $529
YOU-294-1542 8/3/20–8/31/20 $529

CCAC BOYCE CAMPUS
595 Beatty Road, Monroeville, Pa 15122
Driving Instruction (in the car) six hours behind the wheel by appointment
YOU-030-1210 6/1/20–6/30/20 $425
YOU-030-1211 7/1/20–7/31/20 $425
YOU-030-1212 8/3/20–8/31/20 $425
Driving Instruction (in the car) six hours behind the wheel by appointment plus the operator driver’s licensing exam*
YOU-294-1210 6/1/20–6/30/20 $529
YOU-294-1211 7/1/20–7/31/20 $529
YOU-294-1212 8/3/20–8/31/20 $529

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

ESTATE PLANNING—SINCE YOU CAN’T TAKE IT WITH YOU
Learn about important estate planning documents such as a Last Will and Testament, Durable Power of Attorney, and Health Care Power of Attorney, and why every adult should have these documents. Discuss strategies for advance planning to relieve your survivors of estate distribution burdens, conflict, delays, and unnecessary expenses. Discuss the importance of estate planning to provide yourself and your family with peace of mind.

South Campus  YCH-066-1540  $49  2 Sessions
6:00PM–8:00PM  T  6/23/20 Derby

PREPARATION FOR DIVORCE, AVOIDING FINANCIAL DISASTER
Divorce isn’t easy, but it can be financially fair. This course will help you navigate the murky financial waters of divorce by covering such topics as: What is the best way to get divorced: mediation vs. litigation? What to do with the house? Sell it or keep it? What is the best way to divide retirement accounts? Will I need a Qualified Domestic Relations Order? How do I identify and value marital assets and marital debt? Will I be entitled to my spouse’s Social Security? Do I need it? Do I have to pay? This workshop is designed so that you will have a better understanding of Equitable Distribution, and be able to craft and/or recognize a fair financial settlement.

Allegheny Campus  YEB-028-1210  $29  1 Session
6:30PM–8:00PM  R  6/25/20 Bouma

REJUVENATE YOUR RETIREMENT
While there are many courses available for pre-retirement planning, this unique course focuses on the concerns, issues and needs of today’s retirees. This course is designed as a comprehensive personal finance course for those in the early stages of retirement or those preparing to retire. It addresses pitfalls to avoid, difficult retirement decisions, and other essential information.

South Campus  YCH-918-1540  $49  2 Sessions
1:00PM–3:00PM  R  7/9/20 Laux

RETIREMENT PLANNING MADE SIMPLE
This course is designed as a comprehensive personal finance course for those in the early stages of retirement or those preparing to retire. It addresses pitfalls to avoid, difficult retirement decisions, and other essential information.

Boyce Campus  YCH-027-1280  $49  2 Sessions
6:30PM–8:30PM  M  6/3/20 Laux

Jefferson Hills Library  YCH-027-1570  $49  2 Sessions
6:30PM–8:30PM  T  7/14/20 Laux

South Campus  YCH-027-1540  $49  2 Sessions
6:30PM–8:30PM  M  7/13/20 Laux

SOCIAL SECURITY—WHAT YOU NEED TO KNOW
Boomers close to retirement need to know, now more than ever, about Social Security. There is so much more than deciding whether to take benefits at 62 or 66. This ‘safety net’ is a guaranteed, inflation-protected source of income in retirement, and boomers should know how it works and how it fits into their future retirement income streams. In this informative seminar they will 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.

Boyce Campus  YEB-300-1280  $39  1 Session
6:30PM–8:00PM  R  6/11/20 Canella

North Campus  YEB-300-1450  $39  1 Session
6:30PM–8:00PM  T  6/16/20 Canella

South Campus  YEB-300-1540  $39  1 Session
6:30PM–8:00PM  T  6/9/20 Canella

West Hills Center  YEB-300-1290  $39  1 Session
6:30PM–8:00PM  R  6/18/20 Canella

TAXES IN RETIREMENT
Have you planned for taxes in retirement? Do you know how to avoid triggering additional taxes when you are in retirement? This course will help you understand the tax rules we live under and identify misconceptions about taxes in retirement. If you understand the tools and strategies available then you can play the tax game.

South Campus  YCH-234-1540  $39  1 Session
6:30PM–8:30PM  R  6/18/20 McConnell

DOES YOUR EMPLOYER PROVIDE TUITION ASSISTANCE?
Many do! Your organization may encourage furthering your education by offering full or partial tuition assistance. Check with your Benefits Office today.

For Community Education questions, call 412.788.7507.
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.

North Campus YFA-161-1450 $69 8 Sessions
6:15PM–7:15PM W 6/3/20 Overly

BEGINNER TRIPLE PLAY
If you haven't been off the couch in a while, this is a great class to start with! In Triple Play we hit three aspects of fitness: cardiovascular work, strength and flexibility. All exercises are done in a non-threatening atmosphere 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.

North Campus YFA-361-1450 $69 8 Sessions
6:00PM–7:00PM M 6/1/20 Overly

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.

North Campus YFA-110-1450 $99 16 Sessions
5:30PM–6:30PM TR 6/2/20 Faculty

CHAIR YOGA—MOVEMENT & STRESS REDUCTION
Chair Yoga is designed for individuals with lower mobility restrictions who would love to enjoy the benefits of yoga. This class will help you maintain flexibility, strength and balance

South Campus YFA-903-1540 $59 6 Sessions
11:30AM–12:30PM W 6/24/20 Layton

FUSION—CORE & FLEXIBILITY
Fusion workouts combine at least two disciplines of fitness. Core Flexibility Fusion is designed to get your heart pumping, strengthen, tone and stretch your entire body. We will use exercise bands, free weights, and your own body weight for resistance. This class is great for all fitness levels, and also for those who need stress relief and want to add a mind-body connection to their workout. Overall, you will get an upbeat, challenging mix of movements for an ultimate total body workout. Students need to bring resistance bands and weights.

South Campus YFA-931-1540 $59 6 Sessions
6:00PM–7:00PM W 6/17/20 Green

P90X
P90X is a total-body strength and conditioning workout for anyone looking to get lean, toned, and fit-fast! Using light to moderate weights, this is the optimal mix of strength, cardio and core work designed to work the body in different ways every time.

North Campus YFA-182-1450 $99 16 Sessions
6:30PM–7:30PM TR 6/2/20 Diecks

PENALTY BOX FITNESS
The Penalty Box is a full body workout program with exercises based around an agility grid and hurdle in one. Cost includes price of penalty box that is yours to keep.

South Campus YFA-715-1540 $69 8 Sessions
1:00PM–2:00PM T 6/16/20 Hurt

PERSONAL CONDITIONING & WEIGHT TRAINING
Start a workout program the right way. This self-paced course will help students create their own personalized weight training program using state-of-the-art equipment as well as specific exercises that will help them lose weight and tone/strengthen their entire body.

Boyce Campus YFA-125-1280 $129 24 Sessions
7:00PM–8:00PM M 6/1/20 Haines

Boyce Campus YFA-125-1281 $89 12 Sessions
7:00PM–8:00PM W 6/3/20 Haines

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
6:00PM–9:00PM M 6/1/20 Steele

PIYO
A total-body fitness system designed to whip you into shape from head to toe. It combines the practices of Pilates and Yoga to help you build strength, lose weight, increase flexibility and have a great time doing it. Combining two mind-body exercises, it also adds in components of dance for a more intense, kick-booty workout.

North Campus YFA-309-1450 $99 16 Sessions
7:30PM–8:30PM TR 6/2/20 Diecks
PILATES
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 $69 8 Sessions
7:15PM–8:15PM R 6/18/20 Claytor

North Campus
YFA-322-1450 $69 8 Sessions
5:00PM–6:00PM M 6/1/20 Overly

South Campus
YFA-322-1540 $69 8 Sessions
7:15PM–8:15PM M 6/15/20 Claytor

West Hills Center
YFA-322-1290 $100 20 Sessions
7:00PM–8:00PM MW 6/1/20 Kelley

STRONG BY ZUMBA®
STRONG by Zumba® combines body weight, muscle conditioning, cardio and plyometric training moves synced to original music that’s been designed to match every single move. You will burn calories while toning arms, legs, abs and glutes. High knees burpees, and jumping jacks interchanged with lunges, squats and kickboxing.

South Campus
YFA-906-1540 $69 8 Sessions
12:00PM–1:00PM T 6/16/20 Hurt

SUPER 55+
Develop and Improve core strength, balance, flexibility and increase muscle tone through a series of both seated and standing movements. You will improve your focus and concentration while reducing stress and increasing energy and circulation. This is a class for the 55+ of all abilities.

South Campus
YFA-081-1540 $69 8 Sessions
6:00PM–7:00PM M 6/15/20 Claytor

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 at the first class to Sisters of Divine Providence for a key.

Sisters of Divine Prov
YFA-203-1410 $189 24 Sessions
8:30AM–9:30AM MWF 6/1/20 Longwell

Sisters of Divine Prov
YFA-203-1411 $189 24 Sessions
9:30AM–10:30AM MWF 6/1/20 Longwell

YOGA 2
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.

North Campus
YFA-323-1450 $69 8 Sessions
7:15PM–8:15PM M 6/1/20 Overly
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.

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<th>Campus</th>
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<td>Allegheny Campus</td>
<td>YFA-305-1210</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>Kelley</td>
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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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FOOD

CAKE DECORATING—BASICS
Learn everything from the basics of frosting and smoothing a cake to creating borders, figure piping, fondant, beautiful flowers and more. Gain the skills and self-confidence needed to make special occasions even more memorable. Please call 412.788.7507 for a list of supplies.

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FRENCH MACARONS
Colorful Macarons will delight your family and friends. In this hands on class you will learn the techniques to make these delicate and beautiful confections. Instructions from a chef on flavorings and coloring will be covered. Bring an apron and a container to take your macarons home.

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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. Class will meet every other week on the following dates: June 12, June 26, July 10 and July 24.

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NEW! SUMMER WINE
As you often change your menus for summer, you may need new wines to pair with the food. Pairings that work for barbeque, salads and other summer fare will be covered. By the end of the class you will feel comfortable selecting a fine wine for a hot day or evening. Students must be at least 21 years old to enroll.

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<td>Boyce Campus</td>
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WINES OF ITALY
This course will take the student on a tour of the wine regions of Italy. Discover the history and pleasures of one of the world’s most diverse and interesting wine-producing countries. The course will explore Italian wines and give the consumer information on purchasing and serving Italian wines and ordering Italian wines in a restaurant.

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CLASS FILLED?
Additional sections of a class can be scheduled when the class is filled. We can place your name on a waiting list.
GENERAL INTEREST

NEW! CHRONIC PAIN? LET’S TALK
We all suffer from pain sometime in our lives. The stress of chronic pain can be a lonely journey that few understand. If you are experiencing pain or want to support someone through it, this class can help. General coping strategies will be discussed.
South Campus  YEB-349-1540 $39 1 Session
6:30PM–8:00PM R 6/25/20 Freidel

CRE迪ENTIAL FOR STRENGTH-BASED FAMILY WORKERS TRAINING
CCAC, in conjunction with the Allegheny County Department of Human Services and Temple University are offering this 90-hour course. This course is designed to foster the knowledge, skills and attitudes that family workers need; its goal is to ensure that those who are in direct contact with individuals and families achieve maximum effectiveness in the delivery of helping services. The course curriculum meets current academic and credentialing standards, builds on other existing Family Development training models and measures student’s achievement of core competencies. This model promotes student’s success in assisting families develop the knowledge and skills they need. Individuals who successfully complete this course may work in the Human Service industry as Social Service Support Specialists. For more information, contact Mary Jo Guercio 412.237.2723 or mguercio@ccac.edu. Cost includes material and supplies. Limited scholarships are available.
Allegheny Campus  XGM-635-58101 $325 16 Sessions
8:30AM–4:00PM TH 9/3/20 Library Building 104

HOW TO TRAVEL TO ITALY
Italy offers a variety of experiences to its visitors. It offers art, culture, history, romance, old world traditions, ruins and of course wonderful food. Learn about each of the five regions in Italy and what specific areas to go to according to what you want to visit. We’ll also cover how to get around Italy, currency tips and more.
Boyce Campus  YAD-526-1280 $79 6 Sessions
6:00PM–9:00PM M 6/8/20 Faculty

HIKING & WALKING

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 7 Sessions
9:30AM–11:00AM U 6/21/20 Downing

GO HIKING! SOUTH HILLS HIKES
Looking for a way to relax? Lace up your hiking boots and enjoy the trails in Southwestern Allegheny County. Enjoy the scenic trails in the area while learning about safe hiking, backpacking basics, Leave No Trace Principles, fun hiking activities such as geocaching, exploring and learning about different habitats and much more. 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. Classes will meet regardless of rain or snow. The first class will meet at the CCAC South Campus Nature Trail near parking lot A.
South Campus  YFA-234-1540 $69 6 Sessions
6:30PM–8:00PM T 6/16/20 Hill

GO HIKING! WEST HILLS HIKES
Go hiking at Montour Woods Conservation Area to explore over 10 miles of trails that include community connections to Moon Park, the Montour Trail, and other greenway connections in the works. Navigate land around former Nike missile site and enjoy sustainable woodland trails, streams, a waterfall, human and natural history that is part of the Hollow Oak Land Trust. Come and appreciate the protected and preserved greenspace. Some trails may include steep slopes and flood plains so hiking boots are strongly suggested. The first class will meet at the Frank Santucci Trail Head located 500 Nike Road, Moon Twp., Pa. 15108.
Montour Woods  YFA-421-1295 $69 5 Sessions
9:30AM–11:00AM S 6/6/20 Smith

For Community Education questions, call 412.788.7507.
HIKING THE COUNTY PARKS
Spend each hiking week checking out the parks all across Allegheny County. Each week we will hike through a different county park, such as: Settlers Cabin, South Park, North Park, Boyce Park and Hartwood Acres. The first class will meet at Settlers Cabin at the Tennis Courts. Participants are encouraged to wear hiking boots, as there will be wet/muddy spots and the class is held regardless of rain or snow.
Allegheny Campus YFA-861-1295 $69 5 Sessions
12:00PM–1:30PM S 7/11/20 Gall

NEW! PHOTOGRAPHY OF NATURE IN HIKING TRAILS
Do you enjoy spending time outdoors and photography? Nature photography is a great way to increase your enjoyment of the great outdoors! Join us as we hike some of our local parks and learn great ways to photograph our natural surroundings. Students should have knowledge of photography fundamentals and skill with their own camera. Call 412.788.7507 for the location of the first class meeting.
Allegheny Campus YBF-111-1295 $59 5 Sessions
9:00AM–11:00AM S 6/13/20 Bachman

WALKING THE EAST END
This class will explore the East End of Pittsburgh for five weeks by an experienced walking tour guide of over 20 years the past, present, and future of the following: Polish Hill; Point Breeze; Friendship; East Liberty; and Highland Park. Highlighting these vibrant and beautiful East End neighborhoods. The first class will meet at the Frick Mansion at the corner of Penn and S. Homewood in Point Breeze.
Allegheny Campus YFA-384-1295 $59 5 Sessions
10:00AM–11:30AM S 6/20/20 Steele

WALKING BREAKFAST 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 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. Instructor will contact students regarding first class location. Class will meet every other week on the following dates: June 13, June 27, July 11 and July 25.
Allegheny Campus YCD-940-1210 $59 4 Sessions
9:00AM–11:00AM S 6/13/20 Guercio

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. Class will meet every other week on the following dates: June 13, June 27, July 11 and July 25.
Allegheny Campus YCD-939-1210 $59 4 Sessions
12:00PM–2:00PM S 6/13/20 Guercio

HOME & GARDEN
BEEKEEPING FOR BEGINNERS
Discover the many benefits of raising bees in your own backyard. Learn the basics of what you need to begin backyard beekeeping, from buying honeybees and constructing the hive to preventing bee swarming and harvesting honey.
South Campus YCI-013-1540 $49 2 Sessions
6:30PM–8:30PM T 7/7/20 Crist

NEW! CHEMICALS IN THE HOME
Consumers trying to make their homes free of chemicals and avoid toxins in laundry detergents, household cleaners, dish soap and more will get help learning about what are in the products. Based on information in the book Green Grandma’s Vinegar Fridays, this class will help consumers interpret that information to make their homes a healthier environment for their families.
Allegheny Campus YGE-105-1210 $29 1 Session
6:00PM–8:00PM T 7/14/20 Faculty

CONTAINER GARDENS
Do you have a small yard, no yard, or just can’t bend to reach the yard anymore. Gardening is still possible and within your reach! Container gardening can offer you the same joys as gardening in a large area. Selecting containers, choosing soil media, selecting proper plants for your site, fertilizing and maintaining are some of the topics covered in this workshop.
North Campus YCI-137-1450 $39 1 Session
6:30PM–9:30PM T 6/23/20 D’Amico
South Campus YCI-137-1540 $39 1 Session
6:00PM–9:00PM M 6/8/20 Williams

ENROLL EARLY!
Popular classes fill quickly and classes with low enrollment may be canceled.

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
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
6:00PM–9:00PM T 6/23/20 Williams

GROWING FRUITS & BERRIES
Always wanted to grow your own fruits and berries to eat freshly picked or to cook and bake with? We know just how to help. Students will discover the wide range of varieties that are best to plant in this area along with the benefits of fruits and berries in the landscape. When you have an abundance of harvest, learn the best way of preserving them.

South Campus YCI-068-1540 $39 1 Session
6:00PM–9:00PM M 6/15/20 Williams

NEW! HELPING THE EARTH ON A TIGHT BUDGET
Everyone is supposed to reduce, reuse and recycle, but that can be easier said than done. There are many easy ways to help the environment and not go broke. This class explores some of the practical ways to make little changes that can produce lifetime earth-friendly and budget-friendly results.

Allegheny Campus YGE-106-1210 $29 1 Session
6:00PM–8:00PM T 7/21/20 Faculty

HILLSIDE GARDENING
Does your landscape include a hill? Learn how to turn this into a true landscape asset. Students will explore how to analyze their hill and select the best solution to their problem. Bring a photograph to class.

Allegheny Campus YCI-231-1210 $39 1 Session
6:30PM–9:30PM W 6/17/20 McInerney

HOME BUYING WORKSHOP
Considering buying a home in the not-too-distant future? Then there are some things you should know in advance. We will explore such topics as choosing the right Real Estate Agent, finding available homes, placing an offer, obtaining a mortgage, home inspections and home appraisals. Led by an experienced Realtor®, students will be well informed for what to expect during the home buying process to make the most important financial decision of their lives. Registered student can bring one guest. Guest does not need to register.

South Campus YCE-103-1540 $39 1 Session
6:30PM–8:00PM R 7/9/20 Fredrick

South Campus YCE-103-1541 $39 1 Session
6:30PM–8:00PM T 6/2/20 Fredrick
HOME IMPROVEMENT BASICS—DO IT YOURSELF
Whether students want to save money or just enjoy the satisfaction that comes from doing it themselves, this course will teach the basics of home repair. Students will 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, this class will show students how to choose and hire a contractor.

**Allegheny Campus** YCE-091-1210 $129 8 Sessions
6:30PM–9:30PM R 6/18/20 See

**Boyce Campus** YCE-091-1280 $129 8 Sessions
6:30PM–9:30PM W 6/17/20 See

ORGANIC GARDENING
Are you concerned about all the chemicals used in gardening? It is time to get back to nature! Learn the how and the why of organic gardening.

**North Campus** YCI-134-1450 $39 1 Session
6:30PM–9:00PM T 6/16/20 D’Amico

PRUNING
This class provides information on why, when and how to prune. Can proper pruning decrease the need for pesticides? Come prepared to practice proper pruning techniques. Bring a pair of pruning shears with you to class.

**South Campus** YCZ-008-1540 $39 1 Session
6:00PM–9:00PM M 6/22/20 McInerney

SIMPLE LIVING—CLEARING YOUR HOME
Learn to live lean in this course. Students will learn how to minimize the amount of stuff in their homes—separating memories from junk. Organizational skills will be introduced to help students properly discard the things they don’t need while saving only those they 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!

**Allegheny Campus** YCE-065-1210 $29 1 Session
6:30PM–8:30PM R 6/18/20 Eisner

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. A textbook may be required and will be discussed at the first class.

**FRENCH—LEVEL 1**
**Allegheny Campus** YAD-350-1210 $149 8 Sessions
6:30PM–9:30PM M 6/1/20 Frick

**GERMAN—LEVEL 1**
**Allegheny Campus** YAD-360-1210 $149 8 Sessions
6:30PM–9:30PM T 6/2/20 Frick

**ITALIAN—LEVEL 1**
**Allegheny Campus** YAD-370-1210 $149 8 Sessions
6:30PM–9:00PM M 6/8/20 Bozzolla

**SPANISH—LEVEL 1**
**Allegheny Campus** YAD-380-1210 $149 8 Sessions
6:30PM–9:30PM T 6/2/20 Silva
**Braddock Hills Center** YAD-380-1230 $149 8 Sessions
6:00PM–9:00PM R 6/4/20 Silva
**Boyce Campus** YAD-380-1280 $149 8 Sessions
6:30PM–9:30PM W 6/3/20 Spalding
**South Campus** YAD-380-1540 $149 8 Sessions
6:00PM–9:00PM M 6/15/20 Mitchell

**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. A textbook may be required and will be discussed at the first class.

**SPANISH—LEVEL 2**
**Allegheny Campus** YAD-381-1210 $149 8 Sessions
6:30PM–9:30PM T 6/2/20 Silva
**South Campus** YAD-381-1540 $149 8 Sessions
6:00PM–9:00PM R 6/18/20 Goldsmith

UPDATE YOUR CONTACT INFORMATION
Changed your phone, address or email? Please call us to update your contact information to receive important information regarding your class. CALL 412.788.7507.

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
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. A textbook may be required and will be discussed at the first class.

SPANISH—LEVEL 3
Allegheny Campus YAD-382-1210 $149 8 Sessions
6:30PM–9:30PM M 6/1/20 Silva

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.

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.

ESL—IMPROVE YOUR CONVERSATION SKILLS
Practice your English speaking and listening skills in a relaxed and supportive setting. A variety of informal and formal speaking and listening situations will be covered. Grammar, vocabulary and pronunciation will be emphasized. Prerequisite: ESL 1 or equivalent.

GREECE & GREEK FOR TOURISTS
Be ready for your trip to Greece by learning about Greek customs, food, attractions and its deep, rich history and language. You’ll learn to speak and understand basic words and phrases that will be most useful in your travels. Opa!

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.

MIND & SPIRIT
NEW! ASTROLOGY AND …
Astrology is a fascinating art and science, but when you apply it to your life, it becomes a powerful tool. In this course, we’re going to explore what astrology is and how it works, and how you can make it work for you. Learn how to improve your own life as well as your romantic relationships, friendships, parent-child dynamics, and work interactions. You don’t need any prior knowledge of astrology to get the most from this course, but you will learn a lot by taking this class.

REGISTER ONLINE 24 HOURS A DAY AT SHOPCOMMUNITYED.CCAC.EDU

For Community Education questions, call 412.788.7507.
DEVELOPING YOUR INTUITION
Everybody has intuition. We use it 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. This course will help you discover your many intuitive gifts. You will learn how to open up and expand your energy, receive information from your inner guidance and protect yourself from oversensitivity. We will use meditation, discussion, group and individual work to reveal how you best connect with your ‘sixth sense.’ With each exercise, you will amaze yourself with the accuracy and depth you can perceive.

Boyce Campus  YEB-058-1280  $39  1 Session
6:30PM–8:30PM  R  6/18/20  Troup

GUIDED MEDITATION
Guided meditation is a type of deep relaxation that involves your whole body. The goal of guided meditation is to quiet the mind and produce a calmness and relaxation in the body. It has many health benefits: helps with anxiety and stress, lowers blood pressure, improves sleep and helps with inflammation. This is a great class for new beginners to meditation. Great for people of all ages.

South Campus  YEB-286-1541  $59  4 Sessions
10:00AM–11:30AM  W  6/24/20  Layton

INTRODUCTION TO THE ENNEAGRAM
Personality is wired into the nervous system as a childhood survival strategy, yet limits us in adulthood. It consists of our worldview, self-identity, coping strategy, defense mechanism, bias of attention, blind spots, and avoidances, which create barriers to receptivity and change. The Enneagram is an extraordinarily accurate tool for identifying each individual’s personality type structure; providing powerful methods for expanding awareness beyond our habitual ways of thinking, feeling, and acting; working with reactivity when we go on “automatic”; and increasing our capacity to be receptive to change and growth. Please join us to learn about his powerful system.

South Campus  YEB-750-1540  $39  1 Session
6:30PM–9:30PM  M  6/29/20  O’Donnell

MUSIC

GUITAR—BEGINNING
In this class, 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. In a short amount of time students will learn the basic tools needed to play in many styles. Students must bring their own guitar.

Allegheny Campus  YDC-006-1210  $99  8 Sessions
7:00PM–9:00PM  T  6/16/20  Yates

Boyce Campus  YDC-006-1280  $89  6 Sessions
1:00PM–3:00PM  T  6/23/20  Romito

North Campus  YDC-006-1450  $99  8 Sessions
7:00PM–9:00PM  T  6/2/20  Faculty

South Campus  YDC-006-1540  $89  6 Sessions
1:00PM–3:00PM  M  6/22/20  Romito

West Hills Center  YDC-006-1290  $99  8 Sessions
6:30PM–8:30PM  W  6/10/20  Carey

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

North Campus  YDC-010-1450  $99  8 Sessions
7:00PM–9:00PM  R  6/4/20  Blashford

PIANO—BEGINNING
Students will learn how to read notes, count time, play chords and play simple songs.

South Campus  YDC-101-1540  $99  8 Sessions
6:30PM–8:30PM  M  6/15/20  Kogut

PIANO—LEVEL 2
If you know the piano keyboard and have the ability to read music on both treble and bass staff, attend this class.

South Campus  YDC-104-1540  $99  8 Sessions
6:30PM–8:30PM  T  6/16/20  Kogut

PIANO—LEVEL 3
This class is a continuation of Piano—Level 2. Students will learn new terms and notation to enhance their understanding of the music language. Basic chords and the next level of rhythms including eighth notes will be covered. Students will also use advanced Technic to enhance their performing skills.

South Campus  YDC-108-1540  $99  8 Sessions
6:30PM–8:30PM  W  6/17/20  Kogut
**PIANO—LEVEL 4**
This is a continuation of the beginning piano series. Students will learn new scales, key signatures and chords. Advanced technique will be used to play more complex songs.

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**UKULELE—BEGINNER BASICS**
Beginner ukulele basics will be presented. Students will 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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**VOICE CLASS FOR ADULTS**
Studies have shown that singing is the second most effective way to make you feel awesome! Laughter is #1, and I’m sure there will be lots of that, too! Let yourself have some ‘me’ time singing and learning something fun and new in a supportive and encouraging environment. We will be learning the basics of proper singing technique, very basic music theory to help you understand what you’re looking at, and learning songs from stage to screen, from classic to contemporary, with lots of personal attention so that you can use your instrument to its fullest extent! All levels of singers welcome!

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**PHOTOGRAPHY**

**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 and creativity. One session will be a field trip.

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<td>South Campus</td>
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**PHOTOSHOP FOR BEGINNERS**
In this introductory course, you will learn the essentials of the software, while familiarizing yourself with Photoshop’s tools and basic functions for editing and retouching your photos. Learn to modify images with filters, effects, and color adjustments, and combine them with layering tools. This course is designed to help you become more proficient in the use of Adobe Photoshop to manipulate your own photographs and images.

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**NEW! PHOTOGRAPHY OF NATURE IN HIKING TRAILS**
Do you enjoy spending time outdoors and photography? Nature photography is a great way to increase your enjoyment of the great outdoors! Join us as we hike some of our local parks and learn great ways to photograph our natural surroundings. Students should have knowledge of photography fundamentals and skill with their own camera. Call 412.788.7507 for the location of the first class meeting.

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**PHOTOGRAPHY—PICTURE PITTSBURGH**
In this class, you will photograph Pittsburgh from well-known and no-so-well-known locations. Technical and aesthetic advice will be suggested by the guide/instructor. Transportation to the sites is the responsibility of the student. Students should have knowledge of photography fundamentals and skill with their own camera. The first class will meet in the classroom.

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**TRAVEL PHOTOGRAPHY FOR THE BEGINNER**
Preserve your special travel moments with photographs that will impress your friends and family. Knowing exactly what to photograph and how can be difficult when you are surrounded by new and exciting sites. Travel Photography will help you build your confidence as well as guide you on what gear to pack, how to manage, store and share your files while on the go and much more.

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- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

1-on-1 Instructor assistance from expert instructors
Externship opportunities available for many programs
Flexible Schedule study anytime, anywhere Complete in 3-6 Months!
Affordable Payment plans available
Books Included All materials are included in cost
Certification Most programs lead to industry certifications

REQUIREMENTS: must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

www.careertraining.ed2go.com/ccac  412-788-7507  communityeducation@ccac.edu
INSTRUCTOR LED NON-CREDIT
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Give yourself skills that are in high demand by exploring corporate

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Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

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Youth Courses

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Complete any of these courses entirely from your home or office and at any time of the day or night.

- **Drawing for the Absolute Beginner**
  Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

- **Introduction to Microsoft Word**
  Learn how to create and modify documents with the world’s most popular word processor.

- **Introduction to Microsoft PowerPoint**
  Build impressive slide presentations filled with text, images, video, audio, charts, and more.

- **Introduction to Microsoft Publisher**
  Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.

- **Creating Web Pages**
  Learn the basics of HTML so you can design, create, and post your very own site on the Web.

- **Blogging and Podcasting for Beginners**
  Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.

- **Introduction to Photoshop**
  Learn how to use Photoshop, the world’s best graphics program, to edit and process photos and create original images.

- **Photoshop Elements for the Digital Photographer**
  Master the secrets of correcting digital photos, and bring out the best in all your photographs!

- **Secrets of Better Photography**
  Discover strategies and tricks for taking excellent pictures no matter what or where you’re shooting.

- **Discover Digital Photography**
  Explore the fascinating world of digital photography equipment.

- **SAT/ACT Preparation**
  Get your best possible score on the verbal and reasoning sections of the new SAT exam.

- **Introduction to Algebra**
  Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

---

Learn from the comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

Prices start as low as: $129

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Visit our website for start dates

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
SPORTS & RECREATION

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 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.

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<td>YFD-910-1480</td>
<td>$69</td>
<td>6</td>
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<td>10:00AM–11:30AM S</td>
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<td>Faculty</td>
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</table>

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.

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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
$45 range fee
$6 small bucket, $9 large bucket per session

FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A COURSE:
• Ask. A verbal request is often all it takes. A written memo is even better.
• Show the catalog. Get them to read it. Attach it to your memo.
• Stress the benefits. Workshops can help you stay fired up and ready for new challenges.
• Emphasize the convenience.
• Compare the price. Your supervisor will be pleased to know they are paying a little and getting a lot.

WARM WATER FLY FISHING
Warm water fly fishing refers to fly fishing in waters that aren’t cold enough to support trout or other cold water species like salmon and steelhead. In this course, you will learn how to target panfish, largemouth and smallmouth bass, musky, and carp with a fly rod. Why fly fish in warm water? Pound for pound, warm water game fish are some of the hardest fighting fish that swim! Warm water game fish are usually found close to home. And finally, fly fishing for warm water species can extend your fishing season well into the summer months—after the trout streams have warmed up. All aspects of warm water fly fishing will be covered, including: tackle, fly selection, retrieval techniques, casting, knots, habitat, and catch and release. The last session will be ‘on the water’ at a private fly fishing only bass and panfish lake with your instructors.

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ADVANCED FLY CASTING TECHNIQUES
Designed for the fly angler who wishes to refine their fly-casting techniques to effortlessly cast at all distances and to comfortably present flies when faced with the water obstacles and situations. Specific topics to include: casting tighter loops, learning the single and double haul and when to use them, casting a fly in tight quarters, casting longer distances, dealing with wind, casting weighted flies and sinking lines, fly casting from a seated and / or kneeling position, casting a fly with accuracy, roll casting techniques, and specific presentation casts. Beginner or intermediate fly-fishing lass experience or some fly-fishing experience is needed.

<table>
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For Community Education questions, call 412.788.7507.
WRITING

BREAKTHROUGH WRITING—YOUR FIRST NOVEL
Students will learn how to start a novel (or if applicable, finish one) and to revise and self-edit with clarity and honesty. But, most importantly, students will 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.

Allegheny Campus YAB-219-1210 $99 8 Sessions
6:30PM–8:30PM W 6/10/20 Kirk

CREATIVE WRITING FOR THE BEGINNER
This course will introduce new and aspiring writers to the world of creative writing. Students will learn the basic elements for writing poetry, creative nonfiction, and fiction in a nurturing and challenging environment. Students will read traditional and contemporary literature that illustrates basic writing techniques and have the opportunity to write during class and/or bring in samples of their writing. There is no prior writing experience required for this class.

Allegheny Campus YAB-217-1210 $79 6 Sessions
6:00PM–8:00PM R 6/11/20 Kirk

WRITING CHILDREN’S BOOKS
Inspire a child. Provide a child with an amazing journey. Tackle tough topics such as anti-bullying and learning kindness. Write a children's book. In this course, you will learn what it takes to write a children's book. Learn how to develop characters a child can relate to and develop settings and experiences they will recognize.

South Campus YAB-027-1540 $79 6 Sessions
6:30PM–8:30PM W 6/24/20 Tamburri

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-802-1210 $99 8 Sessions
6:30PM–8:30PM T 6/9/20 Kirk

YOUTH

ART ADVENTURES CAMP
Ages 8–12
Express the way you see the world through the use of line, texture, pattern, color and shape. Let your creative juices flow and create your own works of art in pencil, charcoal, pastels and paint. Supplies are included in the cost of the camp. Dress in clothes you don’t mind getting paint splattered!

North Campus YOU-560-1450 $99 4 Sessions
9:00AM–12:00PM MTWR 6/29/20 Faculty

West Hills Center YOU-560-1290 $99 4 Sessions
9:00AM–12:00PM MTWR 6/22/20 Kirk

BABYSITTER—HOW TO BECOME ONE
If you are thinking about babysitting, this course is for you! Future sitters will learn to put safety first; how to handle an emergency; explore the different developmental stages; practice fun games and crafts to play with children; prepare safe snacks; and much more. You will receive a certificate of attendance upon completion of the course.

South Campus YOU-274-1540 $69 3 Sessions
6:00PM–8:00PM MTW 6/29/20 Graham

BEGINNER YOUTH CHESS
Ages 11–14
This beginner chess class is ideal for those girls and boys ages 11–14 who want to learn to play chess, but are more comfortable learning chess in a relaxed atmosphere outside of school. In this class, students will learn the basics of chess, including the pieces and their movement, the board, strategies for beginning, middle and endgame play and chess notation. Students are encouraged to bring their own chess sets.

North Campus YOU-717-1450 $99 6 Sessions
6:30PM–8:00PM M 6/22/20 Faculty

CADETTE OUTDOOR JOURNEY DAY
Come explore the CCAC South Campus Nature Trail. Learn how to be a trailblazer and discover primitive camping skills. Scouts will discover what happens in the forest after the sun sets. Enjoy a fun-filled evening of hiking, story, craft, snack, and night games while earning Trailblazing, Primitive Camper and Night Owl.

South Campus YOU-872-1540G $39 1 Session
2:30PM–8:30PM R 6/18/20 Faculty

Summer Camps begin June 2020!
Information is available after April 1—call 412.788.7507.
DRAWING & SKETCHING
Ages 9–13
Learn to draw better using a variety of artist tricks using warm-up techniques, contour, quick gestures, grids, up-side down, form and shapes. Create wonderful art using markers, pencils and water colored pencils (both wet and dry). Students will draw a lion, geisha, horse and much more. Cost of material will be extra and will be discussed the first class.

North Campus
9:00AM–12:00PM
YOU-137-1450 $99 4 Sessions
MTWR 6/22/20 Faculty

South Campus
10:00AM–12:00PM
YOU-137-1540 $89 4 Sessions
MTWR 7/6/20 Kirk

West Hills Center
9:00AM–12:00PM
YOU-137-1290 $99 4 Sessions
MTWR 6/29/20 Kirk

FABULOUS FROSTING FUN
Ages 11–14
Let your creative side shine through in the kitchen. Learn how to make and color frosting from scratch, and pipe frosting through a decorating bag. Junior Chefs will decorate cupcakes, sugar cookies and a cake using a variety of flower patterns, rosettes, dots, basket weave, and shell borders. You will need to provide un-iced cupcakes, cake layers, and cookies. Please note that frosting products made with nuts may be used. Students with food allergies must provide their own special ingredients if needed.

South Campus
1:00PM–3:00PM
YOU-484-1540 $89 4 Sessions
MTWR 7/13/20 Kirk

For Community Education questions, call 412.788.7507.
GET A CLUE—WHO DID IT?
Ages 8–12
A crime has been committed! The solution lies in your hands. Discover who, what, where and why while you play a live version of Clue. Use science to solve baffling mysteries by lifting fingerprints, identifying shoe prints, discovering invisible ink, and collecting and analyzing clues.
South Campus YOU-055-1540 $69 3 Sessions
6:00PM–8:00PM MTW 6/29/20 Glaid

NEW! IMAGINE, PLAN, CREATE, IMPROVE, ASK—ENGINEER CHALLENGE
Ages 9–12
Campers will cycle through the engineering process to invent unique designs and compete in challenges with their creations. Launch ping-pons, build an animal like a grabber, build and race an electric car, and capture energy from the wind with a mini wind turbine. Challenge your logic, problem solving and engineering skills and most of all have fun!
South Campus YOU-907-1540 $89 4 Sessions
1:00PM–3:00PM MTWR 7/13/20 Faculty

MATH CLINIC FOR KIDS
Grades 6–8
Students will review and strengthen their math skills in a supportive small-group setting. Topics include mathematical fundamentals such as operations with whole numbers, fractions, decimals, percentages and word problems. Pre-algebra appropriate for middle school students will also be covered.
North Campus YOU-968-1450 $99 4 Sessions
9:00AM–12:00PM MTWR 6/22/20 Faculty
South Campus YOU-968-1540 $99 4 Sessions
12:30PM–3:30PM M 6/22/20 Faculty
West Hills Center YOU-968-1290 $99 4 Sessions
9:00AM–12:00PM MTWR 7/6/20 Faculty

MINICRAFT + MATH = FUN + ENRICHMENT
Make math come alive with Minecraft! Sharpen your diamond sword and get ready to slay the creepers while reinforcing math concepts such as fractions, volume, area and more! Students will visualize and get hands-on with math concepts using Minecraft and Legos. Fun and games include build battle challenges with a math twist and a lot of building excitement to help avoid the summer slide.
South Campus YOU-879-1540 $89 4 Sessions
10:00AM–12:00PM MTWR 7/6/20 Romito

NEW! PAINTING WITH ACRYLICS
Ages 9–12
Students will develop basic techniques to paint on canvas. They will learn how to plan, paint, detail and finish a beautiful canvas painting in this weekly class. All supplies are provided.
South Campus YOU-072-1540 $69 4 Sessions
6:30PM–8:00PM R 6/25/20 Murphy

READING & WRITING CLINIC
Grades 6–8
This course will help middle school students improve and develop their reading and writing skills. Through various reading activities and writing exercises, including stories, news articles and TV newscast scripts, students will augment their reading comprehension and retention skills, and enhance their writing abilities. Study skills and building vocabulary will also be emphasized.
North Campus YOU-928-1450 $99 4 Sessions
9:00AM–12:00PM MTWR 7/13/20 Faculty
West Hills Center YOU-928-1290 $99 4 Sessions
9:00AM–12:00PM MTWR 7/9/20 Faculty

SAT PREP—MATH & VERBAL
This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. 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 and is not included in the cost of the course. A textbook is required and is not included in the cost of the course. Textbook is: “Barron’s SAT Prep” Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027, ISBN-10: 1506258026.
Boyle Campus YOU-630-1280 $109 8 Sessions
6:00PM–9:00PM R 6/4/20 Faculty
North Campus YOU-630-1450 $109 8 Sessions
6:00PM–9:00PM T 6/2/20 Clark
South Campus YOU-630-1540 $109 4 Sessions
9:00AM–3:30PM MTWR 7/6/20 Fleckenstein
West Hills Center YOU-630-1290 $109 4 Sessions
9:30AM–3:30PM MTWR 7/13/20 Lapalme-Wilson

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
SUMMER 2020

SELF–DEFENSE FOR TEENS
Ages 13 and up
Self-defense is all about using your smarts not your fists. In this three-hour workshop, you will learn how to avoid being a target, how to prepare for a possible attack, how to keep a clear mind and how to use your natural strengths to retaliate effectively and decisively. Students will learn evasion maneuvers, blocks, releases, and strikes to use in case they ever do need to protect themselves.

South Campus YOU-266-1540 $39 1 Session
6:00PM–8:30PM T 6/23/20 Loshelder

NEW! STITCH IT TOGETHER
Learning the basics of sewing can provide hours of creative leisure and fun activity time. Try your hand at sewing by hand learning basic stitches. Practice simple stitches on a sewing machine. Discover it is Sew Simple!

South Campus YOU-212-1540 $69 4 Sessions
7:15PM–8:30PM W 6/24/20 Sewchok

STUDY PREP 101
Ages 12 and up
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.

South Campus YOU-854-1540 $89 4 Sessions
10:00AM–12:00PM MTWR 7/6/20 Sewchok

STUDY SKILLS CLINIC
Grades 6–8
This course is designed for any student who wants to get better grades in school, and will focus on addressing study, organizational skills and test-taking strategies that help students become more organized and better prepared.

North Campus YOU-920-1450 $99 4 Sessions
9:00AM–12:00PM MTWR 7/6/20 Faculty
West Hills Center YOU-920-1290 $99 4 Sessions
9:00AM–12:00PM MTWR 6/22/20 Faculty

WATER BABIES
Ages 9 months–3 years
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 first class for key.

Sisters of Divine Prov YOU-775-1410 $79 6 Sessions
12:30PM–1:30PM M 6/11/20 Yarzebinski

WATER TOTS
Ages 3–5
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 first class for key.

Sisters of Divine Prov YOU-776-1410 $79 6 Sessions
12:30PM–1:30PM W 6/3/20 Yarzebinski

NEW! YOUTH HOME IMPROV
Ages 10–14
This introduction to improvisation class will focus on the basic acting improvisation ideas of agreeing, building and developing a scene, and creating characters and environments. It will be a fun and active class where the class works as a group to create and learn acting skills. There are no right or wrong answers when you improvise!

South Campus YOU-903-1540 $69 6 Sessions
6:00PM–7:00PM M 6/22/20 Sewchok

NEW! YOUTH HOME IMPROV DIY
Ages 12–16
This camp will teach the basics of home repair. Students will learn how to safely use basic tools, how to safely and accurately measure, how to handle practical repairs, and more. Come prepared for some hands-on practice and the satisfaction that comes from doing it yourself!

South Campus YOU-908-1540 $69 3 Sessions
6:00PM–8:00PM MTW 6/29/20 Luster

NEW! YOGA FOR KIDS
Ages 12 and up
Learn how to be creatively energetic through Yoga postures, breathing techniques and meditation. Yoga will build strength, flexibility and poise. Feel good about you!

South Campus YOU-709-1540 $59 4 Sessions
6:00PM–6:45PM W 6/17/20 Sewchok

YOGA FOR KIDS
Ages 9 months–3 years
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 first class for key.

Sisters of Divine Prov YOU-776-1410 $79 6 Sessions
12:30PM–1:30PM W 6/3/20 Yarzebinski

YOGA FOR KIDS
Ages 3–5
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 first class for key.

Sisters of Divine Prov YOU-776-1410 $79 6 Sessions
12:30PM–1:30PM W 6/3/20 Yarzebinski

PARKING ON CAMPUS
CCAC provides free parking to its students. Please be sure to display your parking permit on your car dash the dates you attend class. Your parking permit will be printed on your registration confirmation statement you will receive in the mail. If you do not receive a parking pass please call 412.788.7507.
MIDDLE & HIGH SCHOOL SUMMER MATH ENRICHMENT

Learning shouldn’t end when school does. CCAC’s Summer Enrichment Academy can help students get ahead. CCAC offers a limited number of courses for middle or high school credit. Students who attend public high schools or other private schools may attend our summer enrichment academy. We create an official transcript to forward to your home school upon successful completion of the course(s). These courses can be taken for advancement to obtain credit for classes to accelerate the student’s academic progress or to lessen the load of courses during the regular school year. Students can also audit the classes (no grade) to help strengthen their skills. If taking the course for credit please verify your enrollment with your home school counselor to ensure that your school will accept credits from CCAC.

June 22–July 29 • 7:30AM–1:00PM • No class on Fridays

Register via Phone: Call CCAC at 412.788.7546 (credit card payment is required)

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<td>6/22/20</td>
<td>7/29/20</td>
<td>$489</td>
<td>120</td>
<td>North Campus</td>
</tr>
<tr>
<td>YAG-151-1290</td>
<td>Algebra 2</td>
<td>MTWR</td>
<td>7:30AM–1:00PM</td>
<td>6/22/20</td>
<td>7/29/20</td>
<td>$489</td>
<td>120</td>
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<tr>
<td>YAG-152-1450</td>
<td>Geometry</td>
<td>MTWR</td>
<td>7:30AM–1:00PM</td>
<td>6/22/20</td>
<td>7/29/20</td>
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<td>6/22/20</td>
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<td>Geometry</td>
<td>MTWR</td>
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<td>6/22/20</td>
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<td>$489</td>
<td>120</td>
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<tr>
<td>YAG-153-1450</td>
<td>Pre-Calculus</td>
<td>MTWR</td>
<td>7:30AM–1:00PM</td>
<td>6/22/20</td>
<td>7/29/20</td>
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<td>120</td>
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<td>YAG-153-1290</td>
<td>Pre-Calculus</td>
<td>MTWR</td>
<td>7:30AM–1:00PM</td>
<td>6/22/20</td>
<td>7/29/20</td>
<td>$489</td>
<td>120</td>
<td>West Hills Center</td>
</tr>
</tbody>
</table>

Locations:
North Campus (McCandless Township), 8701 Perry Highway, Pittsburgh, PA 15237
South Campus, 1750 Clairton Road, West Mifflin, PA 15122
West Hills Center (Robinson), 1000 McKee Road, Oakdale, PA 15071

ATTENDANCE IS EXTREMELY IMPORTANT. Students enrolled in a 120-hour enrichment course can miss no more than two classes. Missing more than two classes will result in a failing grade. Two late arrivals of five minutes for class are considered one absence. More than 15 minutes late will be considered an absence. Verify your enrollment with your home school counselor to ensure that your school will accept credits from CCAC. We cannot guarantee transfer of middle/high school enrichment credits.

Course Descriptions:

ALGEBRA 1
The 120-hour enrichment course will instruct students in constructing algebraic equations and solving mathematical problems using the algebraic process starting with single variable to using multiple variables. Topics include real numbers, properties and expressions, linear equations, polynomials, factoring and graphing.

ALGEBRA 2
This 120-hour advanced enrichment algebra course with primary emphasis on constructing complex algebraic equations, and solving mathematical problems using the algebraic process. Topics include linear systems and relationships; quadratic, rational, polynomial, exponential and logarithmic functions; probability and statistics; sequence and series; trigonometric concepts; and technological applications.

GEOMETRY
This 120-hour enrichment course for high school students presents geometric concepts and applications, properties of two dimensional and three-dimensional figures in space, inductive and deductive reasoning, angle relationships and the Pythagorean Theorem.

PRE-ALGEBRA
This 120-hour enrichment course will review the fundamentals of arithmetic operations and receive an introduction to algebraic skills. Topics include: order of operation, signed numbers, combining like terms, solving linear equations with one variable, plotting ordered pairs and graphic solutions. Student will get an introduction to probability and statistics.

PRE-CALCULUS
The 120-hour enrichment course will instruct students in the history of calculus, comprehend functions continuity and intuitive ideas. Major emphasis is placed on algebraic concepts and analysis of curves, functions, and graphing techniques. Further study of Trigonometry from the circular and right triangle perspective, the analysis of conic sections and other geometric curves form a coordinate point of view will be discussed.
Have you ever served in the Military (circle one)?  No  Yes (see below)
Are you a dependent of a Veteran (circle one)?  No  Yes (see below)
Veteran Benefits:
- □ 30 Montgomery  □ Chapter 33 Post-9/11 GI Bill  □ Veteran not using benefits

Payment Must Be Enclosed (if applicable)
Print Phone Number on Check or Money Order
(Checks Payable to CCAC)
Mail To: Workforce Development Division Registration
West Hills Center – Suite N1200
1000 McKee Road
Oakdale, PA 15071-1099

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 412.788.7507 BEFORE the first class 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>Semester</th>
<th>Course Number</th>
<th>Course Title (if applicable)</th>
<th>Course Location</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>$</td>
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</tr>
</tbody>
</table>

Student Signature (Required for Enrollment):  Date:
If Sponsored, Authorizing Agency & Signature:  Date:

I agree that once I register I become legally bound by and agree to the terms of the Community College of Allegheny County Student Financial Responsibility Agreement, and as such become responsible for all charges incurred, unless I drop classes during the designated refund period. I understand that the college is extending credit to me and permitting me to register, enroll and attend classes in return for my promise to pay the college all tuition and fees incurred as a result of my registration, and that such extension of credit constitutes an educational loan or education benefit that is non-dischargeable under Section 523 (a)(8) of the United States Bankruptcy Code. I understand that failure to pay my student account or any monies due and owing CCAC may result in a financial hold placed on my account preventing registration for future classes, release of transcripts and diplomas, and additional college services. Additionally I understand that failure to pay my student account or any monies due and owing CCAC will result in a $15.00 late payment fee assessed to my account for each late payment and may result in my account being referred to a third party collection agency resulting in additional fees. Finally, I understand that all delinquent student accounts may be reported to one or more of the national credit bureaus.

LEVEL OF CERTIFICATION/TRAINING (for Public Safety Institute courses only)
- □ FRP  □ EMT-P  □ FIRE  □ DISPATCHER
- □ EMT  □ NURSE  □ POLICE  □ OTHER

Cert #:  Expiration:

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 02.08.2017
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, if available
- Phone (day & evening)
- Course Number
- Payment Information
- Birth Date
- Course Name
- Cost of Class

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.

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 Thursday, prior to class start date to register.
- Visa, MasterCard, Discover Card, cash or check accepted.
- Hours may vary by campus.

DAYS OF THE WEEK LEGEND
Abbreviations for the days of the week classes meet.
M Monday F Friday
T Tuesday S Saturday
W Wednesday U Sunday
R Thursday

PARKING ON CAMPUS
CCAC provides free parking to its students. Please be sure to display your parking permit on your car dash the dates you attend class. Your parking permit will be printed on your registration confirmation statement you will receive in the mail. If you do not receive a parking pass please call 412.788.7507.

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.

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.

REGISTRATION PAYMENT POLICY
I agree that once I register I become legally bound by and agree to the terms of the Community College of Allegheny County Student Financial Responsibility Agreement, and as such become responsible for all charges incurred, unless I drop classes during the designated refund period. I understand that the college is extending credit to me and permitting me to register, enroll and attend classes in return for my promise to pay the college all tuition and fees incurred as a result of my registration, and that such extension of credit constitutes an educational loan or education benefit that is non-dischargeable under Section 523 (a)(8) of the United States Bankruptcy Code. I understand that failure to pay my student account or any monies due and owing CCAC may result in a financial hold placed on my account preventing registration for future classes, release of transcripts and diplomas, and additional college services. Additionally I understand that failure to pay my student account or any monies due and owing CCAC will result in a $15.00 late payment fee assessed to my account for each late payment and may result in my account being referred to a third party collection agency resulting in additional fees. Finally, I understand that all delinquent student accounts may be reported to one or more of the national credit bureaus.

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.
GET OUT & EXPLORE WITH HIKING & WALKING CLASSES!
Go Hiking! North Hills Hikes • Go Hiking! South Hills Hikes • Go Hiking! West Hills Hikes • Hiking the County Parks
Walking the East End • Photography of Nature in Hiking Trails • Walking Breakfast Tours • Walking Lunch Tours