COMMUNITY EDUCATION
FALL 2021

Register & pay online at shopcommunityed.ccac.edu

CLASSES ENROLLING SEPTEMBER THROUGH DECEMBER 2021
View entire course schedule including additional courses online

LOOK INSIDE FOR: Fitness pg.13, Online Courses pg.28, Sports & Recreation pg.33
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.

CCAC’S RESPONSE TO COVID–19
During the COVID–19 pandemic, CCAC is committed to safeguarding the health and well-being of the college and wider community, while ensuring that students have the information and resources they need to achieve their academic goals. ccac.edu/covid-19 contains valuable information, including regular updates on how CCAC is responding to the pandemic. It also contains a link to a number of resources for both incoming and current students. Because the COVID–19 situation continues to evolve, new information will be added as it becomes available.
ACADEMIC PREPARATION

INTRODUCTION TO BIOLOGY
Are you interested in learning more about living things? Learn the structure and function of the human body at the level of your tiniest living components—your cells. You’ll also learn about DNA—what it is, what it does and even a little about how forensic scientists use it to solve crimes.

Online Course  YOL-254-1407  $139  6 Weeks
Self-paced  MTWRF  9/15/21  Faculty

INTRODUCTION TO CHEMISTRY
Even if chemistry tormented you in high school or college, you can master its principles! Gain a solid foundation in the basics of chemistry.

Online Course  YOL-255-1408  $139  6 Weeks
Self-paced  MTWRF  10/13/21  Faculty

MATH REFRESHER
Math can be incredibly useful—but only if you understand how and when to apply it in your everyday life. Learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes and discounts. Find out how to calculate interest rates and develop a better understanding of mortgages, credit cards and other types of loans.

Online Course  YOL-267-1408  $139  6 Weeks
Self-paced  MTWRF  10/13/21  Faculty

SAT PREP—MATH & VERBAL
(Choose eight sessions or two-day workshop)
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. Basic reading and 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. Textbook is: “Barron’s SAT Prep” Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

Online Live Zoom  YDA-025-1215  $79  6 Sessions
7:00PM–9:00PM  R  10/7/21  Matia

ARTS & CRAFTS

1 QUILT BLOCK 6 DESIGNS
Make a throw size quilt that is uniquely yours by using one candlestick block and choosing from six different layout designs. This class is suitable for all skill levels of quilters. Students will supply their own machine and materials for the course. A supply list will be sent prior to the start of class. Approximate supply cost $125.

North Campus  YCF-005-1450  $89  4 Sessions
6:30PM–9:00PM  T  9/14/21  McHenry

ABSTRACT DRAWING & DESIGN
This course is great for all artists looking to expand their abstract design skills. We will approach various starting points to a work of art—from a photo reference, memory inspiration and free writing.

Allegheny Campus  YDA-505-1210  $79  6 Sessions
7:00PM–9:00PM  W  10/6/21  Matia

ACRYLIC PAINT SEASCAPES
Let’s paint the ocean, sky, rocks, beach and seascapes on canvases of your choice! Call 412.788.7507 for a materials list.

Allegheny Campus  YDA-703-1215  $59  3 Sessions
5:30PM–8:30PM  R  9/16/21  Faculty

ACRYLIC PAINTING TECHNIQUES
This class is for all levels of experience, including beginners. Whether you are interested in abstract or realistic techniques, we will cover it all—paint application, color mixing, blending, value, surfaces and more!

Online Live Zoom  YDA-025-1215  $79  6 Sessions
7:00PM–9:00PM  R  10/7/21  Matia

ACTING—BASIC SKILLS FOR STAGE & FILM
Improve and expand your presentation skills, public speaking ability and ways to express yourself while you explore the fundamentals of the craft in a relaxed and supportive setting. Topics include physical and vocal techniques, method acting, improvisation, on-camera skills, audition technique and ways to express spontaneous personal feelings. No previous acting course or experience required.

Paragon Studios  YDD-101-1420  $79  6 Sessions
7:00PM–9:00PM  R  10/7/21  Metzger
NEW! ART THROUGH THE AGES
Explore the Master’s paintings through this casual art history course. A visual exploration of art periods and movements from the first recorded painting to presents day. Through this lecture, paintings and architecture styles will be discussed and appreciated.

Allegheny Campus YDA-055-1210 $49 3 Sessions
6:30PM–9:30PM W 12/1/21 Hartman
Online Live Zoom YDA-055-1215 $49 3 Sessions
6:30PM–9:30PM W 12/7/21 Hartman

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. Please call 412.788.7507 for a list of supplies.

South Campus YDA-352-1540 $59 3 Sessions
6:30PM–8:30PM T 11/9/21 Kirk
Online Live Zoom YDA-352-1215 $59 3 Sessions
6:30PM–8:30PM M 9/13/21 Kirk

COLOR THEORY
This class is designed as a lecture to teach the basic principles of color theory, which can be applied to all types of work where color is used, such as floral design, knitting, paintings and home decorating. Gain an understanding of how colors work together.

Allegheny Campus YDA-326-1210 $39 1 Session
6:30PM–9:30PM W 9/22/21 Hartman
Online Live Zoom YDA-326-1215 $39 1 Session
6:30PM–9:30PM T 10/5/21 Hartman

COLOR THEORY—ADVANCED
This advanced color theory course is designed as a lecture/workshop series intended to go well beyond the basics of color mixing. We’ll go over how to apply the principles of intensity, value, shading, tinting, and temperature to achieve proper keying, lighting, depth and mood. Color Theory is required as a prerequisite.

Allegheny Campus YDA-327-1210 $39 1 Session
6:30PM–9:30PM W 9/29/21 Hartman
Online Live Zoom YDA-327-1215 $39 1 Session
6:30PM–9:30PM W 10/26/21 Hartman

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. Call 412.788.7507 for supply list.

Allegheny Campus YDA-914-1211 $69 6 Sessions
10:00AM–12:00PM S 9/11/21 Faculty
North Campus YDA-914-1450 $69 6 Sessions
6:30PM–8:30PM W 9/22/21 Rasmussen
South Campus YDA-914-1540 $69 6 Sessions
1:00PM–3:00PM M 9/20/21 Estes
Online Live Zoom YDA-914-1215 $69 6 Sessions
6:30PM–8:30PM M 11/1/21 McDonald

FLORAL DESIGN
Students will learn floral design concepts, color coordination of silk, dried and fresh flowers. Go home with beautiful projects such as table centerpieces, wall and door decorations, swags, wreaths, etc. This informative hands-on training course may enable you to gain entry-level employment in a floral related job. Cost of extra materials will be discussed at the first class.

North Campus YGA-332-1450 $89 6 Sessions
6:30PM–9:30PM T 9/14/21 Connors

FLORISTRY TRAINING NONCREDIT CERTIFICATE
This intensive 10-week entry level program will prepare you for the ever-growing, ever-exciting field of floral design. Students will learn the practices, concepts and applications used in the floral industry. Students will earn a Certificate of Attendance. Cost of materials is extra and will be discussed at the first class.

North Campus YBB-005-1450 $249 10 Sessions
6:30PM–9:30PM T 9/14/21 Connors

HOLIDAY/CHRISTMAS WREATHS & BOWS
Make a beautiful door/home decoration or gift in this class. We’ll learn some basics to making a variety of wreath options, along with bows for every floral or gift giving occasion. Call 412.788.7507 for supply list.

Online Live Zoom YDA-353-1215 $29 1 Session
6:00PM–8:00PM M 10/11/21 Kirk

HOME FLORAL ARRANGING
Arranging flowers can be intimidating. Learn how simple it really is to make your own floral arrangements at home. For a list of suggested supplies to get prior to class, call 412.788.7507.

Online Live Zoom YDA-366-1215 $29 1 Session
7:00PM–9:00PM W 11/17/21 Monahan

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.
### HOW TO FIX YOUR OWN CLOTHES—BUTTONS, PATCHES & HEMS
Does your favorite pair of pants have a tear or a loose hem? Learn how to fix your clothes yourself without having to pay for a tailor or seamstress. We will look at the basic ‘fixes’ for clothing—sewing on buttons, patching holes or rips and multiple options for hemming.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YCE-161-1215</td>
<td>$29</td>
<td>1 Session</td>
<td>T</td>
<td>9/21/21</td>
</tr>
</tbody>
</table>

### INTRO TO WATERCOLOR WORKSHOP
This workshop will show you what supplies you'll need to get started painting. We will teach foundational skills so that you can enjoy the art of painting with watercolors in your own home.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YDA-367-1215</td>
<td>$29</td>
<td>1 Session</td>
<td>M</td>
<td>10/18/21</td>
</tr>
</tbody>
</table>

### KNITTING 1—BEGINNER
Learn the basics of knitting and discover a relaxing hobby you'll enjoy for a lifetime. This class progresses you through all the knitting basics and learn how to knit a beginner level pattern. Bring size US 8/5.0 mm knitting needles and worsted weight cotton yarn.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyce Campus</td>
<td>YBC-218-1280</td>
<td>$39</td>
<td>1 Session</td>
<td>R</td>
<td>10/7/21</td>
</tr>
<tr>
<td>North Campus</td>
<td>YBC-218-1450</td>
<td>$69</td>
<td>4 Sessions</td>
<td>W</td>
<td>10/6/21</td>
</tr>
<tr>
<td>South Campus</td>
<td>YBC-218-1540</td>
<td>$69</td>
<td>4 Sessions</td>
<td>T</td>
<td>10/12/21</td>
</tr>
</tbody>
</table>

### KNITTING 2—ADVANCED BEGINNER (LACE, CABLES & CHARTS)
Go beyond the basics of knitting and continue to build confidence and add to your knitting knowledge. Students will learn how to read patterns, read charts, knit a variety of stitches such as increases and decreases, lace patterns, and basic cable patterns. Knit many intermediate-level patterns. Bring size US 8/5.0 mm knitting needles and worsted weight cotton yarn.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YBC-219-1540</td>
<td>$69</td>
<td>4 Sessions</td>
<td>T</td>
<td>11/9/21</td>
</tr>
</tbody>
</table>

### UPCYCLING YARN FOR KNITTING, CROCHET & WEAVING
Are you a fiber artist who loves luxury yarns but not their price tag or want to make it more environmentally sustainable? Learn how to upcycle thrift store sweaters into beautiful yarn. In our first session learn how to choose a sweater, unravel it, and clean and condition the yarn. In our second session, learn advanced upcycling techniques including basic dying, marling, and plying threads together with a drop spindle to create your ideal fiber color and texture.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YBC-002-1450</td>
<td>$39</td>
<td>2 Sessions</td>
<td>T</td>
<td>9/21/21</td>
</tr>
</tbody>
</table>

### LACE & CABLE KNITTING
Do you love the beautiful complexity of lace and cable knitting? Take your knitting to the next level as you learn the fundamentals of lace and cable knitting including working increases, decreases and basic cable stitches and combining those elements into larger patterns and reading charts. Learn tips and tricks for reading your knitting so you don't lose track of your pattern. Our first session will focus on lace knitting and our second session will focus on cable work. Students should be comfortable with knit and purl but need not have additional skills. Student should bring size 8 needles (straight or circular) and worsted weight yarn.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YBC-003-1450</td>
<td>$39</td>
<td>2 Sessions</td>
<td>T</td>
<td>10/12/21</td>
</tr>
</tbody>
</table>

### LANDSCAPE PAINTING
Do you like happy trees and happy mistakes? Using acrylic paints, learn how to create beautiful landscapes. This class will teach you color theory, the building of layers and colors and techniques to create the amazing scenery you see every day.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YDA-023-1215</td>
<td>$59</td>
<td>3 Sessions</td>
<td>M</td>
<td>10/4/21</td>
</tr>
</tbody>
</table>

### MAKING COMICS—CREATING A COMIC BOOK FROM START TO FINISH
Create a comic book from the idea stage through drawing and ultimately completion for either print or web. We'll also learn the history of the medium and go over the step by step of comics.

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyce Campus</td>
<td>YDA-054-1280</td>
<td>$79</td>
<td>6 Sessions</td>
<td>W</td>
<td>9/29/21</td>
</tr>
</tbody>
</table>
MAKING HOLIDAY BOWS
Learn how to make bows for any occasion by learning tips and techniques used by gift industry professionals. Please bring two rolls of wire edge ribbon and a sharp pair of scissors to class.

North Campus  YBB-603-1450  $39  1 Session
6:30PM–8:30PM  M  12/6/21  Connors

MODERN CALLIGRAPHY & LETTERING 1
This course teaches the art of modern calligraphy using a pointed pen. Learn basic strokes and progress to a full alphabet. We will also look at decorative elements and ways of applying your new skill to various projects. A detailed shopping list will be emailed to students prior to 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  9/1/21  Browne
Boyce Campus YDA-904-1280  $79  6 Sessions
6:30PM–8:30PM  T  9/14/21  Constantinides
North Campus YDA-904-1450  $79  6 Sessions
6:30PM–8:30PM  M  9/13/21  Constantinides
West Hills Center YDA-904-1290  $79  6 Sessions
6:30PM–8:30PM  W  10/13/21  Faculty

INTERMEDIATE CALLIGRAPHY
Are you ready to take your calligraphy to the next level? Would you like to develop your personal style? We will look at different tools and surfaces and different mediums to write with. A list of additional tools and materials will be emailed to you before the class starts and will include specific brush pens, metallic inks and suggested surfaces to write on other than paper.

Boyce Campus YDA-124-1280  $79  6 Sessions
7:00PM–9:00PM  W  9/15/21  Constantinides

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.

Boyce Campus YDA-096-1280  $79  5 Sessions
6:30PM–9:30PM  W  11/3/21  McDonald
North Campus YDA-096-1450  $99  8 Sessions
9:00AM–12:00PM  F  9/17/21  Rasmussen
North Campus YDA-096-1451  $99  8 Sessions
6:30PM–9:30PM  R  9/16/21  Rasmussen
Online Live Zoom YDA-096-1215  $79  5 Sessions
12:00PM–3:00PM  S  10/30/21  McDonald

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.

Allegheny Campus  YDA-010-1210  $99  8 Sessions
6:30PM–9:30PM  W  10/6/21  Hartman
North Campus  YDA-010-1450  $99  8 Sessions
12:30PM–3:30PM  F  9/17/21  Rasmussen
West Hills Center  YDA-010-1290  $99  8 Sessions
9:00AM–12:00PM  R  9/16/21  Rasmussen

PAINTING—ACRYLICS
Basics techniques for acrylic painting are taught and some advanced techniques are introduced. Please call 412.788.7507 for supply list.

South Campus YDA-003-1540  $89  6 Sessions
12:00PM–3:00PM  W  9/22/21  Estes

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  $199  10 Sessions
6:30PM–9:30PM  M  9/13/21  Lok-Tsang
North Campus YDA-301-1451  $199  10 Sessions
6:30PM–9:30PM  R  9/16/21  Lok-Tsang

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  $199  10 Sessions
6:30PM–9:30PM  M  9/13/21  Lok-Tsang
North Campus YDA-303-1451  $199  10 Sessions
6:30PM–9:30PM  R  9/16/21  Lok-Tsang

SEWING MACHINE BASICS
This course will cover all the basics of sewing machine usage. The course is great for the beginner, or the person who hasn’t sewn in years and needs a refresher. Student should have a machine, needle, thread and fabric at their disposal.

Online Live Zoom YCE-163-1215  $29  1 Session
6:00PM–7:00PM  T  9/14/21  Sewchok
Online Live Zoom YCE-163-1216  $29  1 Session
6:00PM–7:00PM  W  11/3/21  Sewchok

For Community Education questions, call 412.788.7507.
SEWING PATTERNS—HOW TO READ & FOLLOW A PATTERN
Do you have a project you want to complete, but don't know how to start? We'll look at sewing patterns and how to read them including sizing, instructions, symbols, laying out fabric/patterns, and completion.
Online Live Zoom YCE-162-1216 $29 1 Session
6:00PM–7:00PM T 9/28/21 Sewchok

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.
South Campus YCF-013-1540 $99 6 Sessions
6:30PM–9:00PM R 9/16/21 Sewchok

WATERCOLOR PAINTING W/PEN & INK
Create some beautiful art by mixing watercolor painting with pen and ink from micron pens. Call 412.788.7507 for a supply list.
Online Live Zoom YDA-702-1215 $59 3 Sessions
6:30PM–8:30PM T 9/14/21 Kirk

NEW! WATERCOLOR PUMPKINS & GOURDS
In this beginner level class, learn simple watercolor brush techniques and the basics of color blending and composition as we create decorative gourds and pumpkins.
Online Live Zoom YDA-053-1215 $39 1 Session
6:30PM–9:30PM R 10/7/21 Faculty

BUSINESS & ENTREPRENEUR
ACCOUNTING FUNDAMENTALS
Learn the basics of double-entry bookkeeping. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.
Online Course YOL-430-1407 $139 6 Weeks
Self-paced MTWRF 9/15/21 Faculty

BUYING & SELLING ON FACEBOOK MARKETPLACE
Have you ever wanted to try Facebook Marketplace but haven't known where to start? Learn about the safe way to reach more people to buy and sell your items.
Online Live Zoom YAI-027-1215 $39 1 Session
7:00PM–9:00PM F 10/15/21 Kay

COMMERCIAL DRIVER'S LICENSE TRAINING
Train for a new career in as little as eight weeks
CCAC’s curriculum prepares students to pass the CDL Class A knowledge and practical tests, and gives students the skills needed to succeed as an entry level driver earning a family sustaining wage in a stable career as a local, regional or over-the-road driver. Class A CDL drivers are in high demand. Companies need and are hiring men and women of all ages now. CDL classes begin monthly at CCAC’s Boyce Campus and Washington Crown Center. For more information and to get started on your road to success, contact Darius Markham at dmarkham@ccac.edu or 724.325.6834.

EVENT PLANNING
Learn the skills needed to become a successful event planner. The class will go over budgets, project management, building customer relationships, marketing and so much more.
Online Live Zoom YEB-380-1215 $49 5 Sessions
7:00PM–8:00PM W 9/1/21 Monahan

FLORISTRY TRAINING NONCREDIT CERTIFICATE
This intensive 10-week entry level program will prepare you for the ever-growing, ever-exciting field of floral design. Students will learn the practices, concepts and applications used in the floral industry. Students will earn a Certificate of Attendance. Cost of materials is extra and will be discussed at the first class.
North Campus YBB-005-1450 $249 10 Sessions
6:30PM–9:30PM T 9/14/21 Connors

HOW TO BECOME A LIFE COACH
A Life Coach helps a person identify where a person is in various areas of life (e.g., family, relationships, career, finances, spirituality, etc.) and then utilizes a specific skill set and a structured conversation to close the gap between where they are and where they want to be. Learn basics of life coaching and the steps to starting your own Life Coaching business. Students will have a solid understanding of what coaching is (and is not), core coaching skills, hands-on coaching practice, continuing education options, and practical ways to market a coaching business.
North Campus YEB-376-1450 $69 6 Sessions
7:00PM–9:00PM W 9/22/21 Gohn

HOW TO BECOME A PROFESSIONAL ORGANIZER
Learn how to develop your passion for organizing into a career. In this workshop, learn the steps required and skills needed to become a professional organizer.
Online Live Zoom YGA-605-1215 $29 1 Session
6:30PM–7:30PM T 9/28/21 Eisner
INTRODUCTION TO THE ENNEAGRAM
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.

FALL 2021

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.

Online Live Zoom  YGA-639-1215  $49  3 Sessions
6:00PM–8:30PM  M  10/1/21  Faculty

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.

Online Live Zoom  YGA-608-1215  $39  1 Session
7:00PM–9:00PM  W  9/29/21  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.

Allegheny Campus  XGA-121-1210  $119  5 Sessions
6:30PM–9:30PM  W  10/6/21  Wofford

Boyce Campus  XGA-121-1280  $119  6 Sessions
6:30PM–9:30PM  M  9/27/21  Wofford

Online Live Zoom  YGA-121-1215  $119  5 Sessions
6:30PM–9:30PM  R  9/30/21  Wofford

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.

Online Live Zoom  YGA-624-1215  $39  1 Session
7:00PM–9:00PM  W  10/20/21  Suchy

INTERVIEW SKILLS—HOW TO UTILIZE YOUR SPEECH, BODY LANGUAGE & RESUME TO YOUR BENEFIT
Are you looking for a new job or hoping to apply for a promotion? This course will work on how to gain skills for both interviewers and interviewees, whether in person or on Zoom. Mock interviews will be held during the course as well as resume writing and/or reviewing.

Online Live Zoom  YGA-183-1215  $29  1 Session
7:00PM–8:30PM  R  10/28/21  Sewchok

PROPERTY MANAGEMENT & LANDLORDING
Learn about the rights and responsibilities of renting and managing property. Students will explore legal topics that directly affect the management of residential or commercial properties.

Online Live Zoom  YGA-127-1215  $119  6 Sessions
6:30PM–9:00PM  T  9/14/21  Chupinka

SMARTPHONES
Learn how your smartphone can help you streamline, organize and enrich your life. The course covers Android, Windows and iPhone functions and apps.

Online Live Zoom  YGA-624-1215  $39  1 Session
6:30PM–9:30PM  M  10/25/21  Suchy

VOICEOVER ACTING
Learn about voiceovers and their many applications in radio, television, films, documentaries, audio books, training and educational materials, etc. 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  10/20/21  Caye

North Campus  YGA-029-1450  $139  5 Sessions
6:30PM–9:30PM  W  9/22/21  Bailey

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.

Online Live Zoom  YGA-608-1215  $39  1 Session
7:00PM–9:00PM  W  9/29/21  Suchy

LEARN TODAY—EARN TOMORROW
In this 10-week, 15-hour STEAM class for adults, you will focus on career development, further training and growth towards more technical and leadership positions in the future. The class will teach technical and soft skills in a culturally relevant and responsive way and will empower students with a wide range of skills using literacy, numeracy, entrepreneurship, leadership and content creation in a culturally responsive way. Contact roverton@ccac.edu for more information.

Online  XGZ-164-5001  $500  6:00PM–7:30PM  R  9/23/21  Odowu

STARTING A DIY ETSY BUSINESS
Learn how to set up your own DIY business on Etsy. Students in this course will gain a basic grasp of using Etsy from creation of a site to maintaining a successful shop.

Allegheny Campus  YGA-029-1210  $139  5 Sessions
6:30PM–9:30PM  W  10/20/21  Caye

North Campus  YGA-029-1450  $139  5 Sessions
6:30PM–9:30PM  W  9/22/21  Bailey

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.

Allegheny Campus  XGA-121-1210  $119  5 Sessions
6:30PM–9:30PM  W  10/6/21  Wofford

Boyce Campus  XGA-121-1280  $119  6 Sessions
6:30PM–9:30PM  M  9/27/21  Wofford

Online Live Zoom  YGA-121-1215  $119  5 Sessions
6:30PM–9:30PM  R  9/30/21  Wofford
STEP UP TO LEADERSHIP
Don’t supervise...superlead your team to breakthrough performance. Supervisors and managers who understand this simple truth and know how to implement it are the ones who create impact in today’s organizations. They develop high performance teams that get results because they know how to lead a team—not just manage it. When you finish this workshop, you will be able to: create a sense of direction for your team; lead by example; communicate with precision; be cool under pressure; resolve conflicts quickly before they affect the whole group; convert negativity into positive production; listen effectively; work smarter, not harder; delegate responsibility, authority and accountability; and give effective feedback without creating resentment.

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Price</th>
<th>Session</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YGA-628-1295</td>
<td>$199</td>
<td>1 Session</td>
<td><a href="mailto:selsayed@ccac.edu">selsayed@ccac.edu</a></td>
</tr>
<tr>
<td>West Hills Center</td>
<td>YGA-628-1290</td>
<td>$199</td>
<td>1 Session</td>
<td><a href="mailto:selsayed@ccac.edu">selsayed@ccac.edu</a></td>
</tr>
</tbody>
</table>

SUCCESSFUL PUBLIC SPEAKING
Successful Public Speaking will reveal the very approach that Dale Carnegie himself used to create generations of politicians, community leaders, and successful business people. Here you acquire the tools that you need to speak confidently at your next meeting, presentation or special occasion, such as a wedding or charitable event! Successful Public Speaking will help turn you from a nervous novice into a confident communicator. Whether in person or virtual, these skills are applicable and timeless. Dale Carnegie believed that public speaking is a skill to be learned, not an inborn trait. He validated that belief year after year by turning out the most accomplished speakers in the world.

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Price</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YGA-644-1295</td>
<td>$199</td>
<td>1 Session</td>
</tr>
</tbody>
</table>

REAL ESTATE FUNDAMENTALS
This 75-hour course will cover the language, principles, and laws that govern the business of real estate. Underlying concepts of land, property, and rights in realty, and the means, methods and laws that govern these ideas, will be examined. Provided is a study of real property transactions and related matters including: mortgage and finance procedures; leasing; appraising; property management; professional ethics; and real estate license laws and regulations.

<table>
<thead>
<tr>
<th>Format</th>
<th>Code</th>
<th>Price</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>XCR-106-5302</td>
<td>$479</td>
<td>25 Sessions</td>
</tr>
</tbody>
</table>

PROJECT MANAGEMENT BOOTCAMP
After 12 years of successfully preparing individuals for PMP® Certification, our fall 2021 program will continue virtually beginning September 18. Project Management Certification has changed in 2021. People, Process, Business Environment. With focus on Agile! Join our 2021 Virtual PM Boot Camp with likeminded professionals on Saturdays. Visit our Webpage: Search ccac.edu for Project Management! Qualify for PMP® Certification Exam with CCAC.

PROFESSIONAL CONTINUING EDUCATION FOR ACCOUNTANTS & ATTORNEYS
The following continuing education classes begin this fall:

- Pennsylvania Continuing Legal Education Evening Classes (West Hills Center)
- Public Accountant, Enrolled Agent & Other Tax Practitioner Evening Classes (Zoom & West Hills Center)
- Accountant & Attorney Continuing Education Day Seminars (Fall, North Campus)

Contact Sylvia Elsayed at selsayed@ccac.edu or 412.788.7534 for more information.

NEW CLASSES COMING FALL 2021
Real Estate—New classes for potential home buyers and continuing education for real estate professionals. Information will be available later in the summer at ccac.edu.

- First Time Homebuyers—A Niche to Grow
- Residential Property Management Essentials
- Did You Serve? Identifying Home Buying Advantages for Veterans
- Property Inspection Issues

Contact Sylvia Elsayed at selsayed@ccac.edu or 412.788.7534 for more information.

CASINO DEALER SCHOOL
So you think you want to work in a casino? CCAC is pleased to offer casino dealer training classes through a partnership with Rivers Casino. Classes are available in both the daytime and evening. For more information contact Jen Russell at jrussell2@ccac.edu.
WEDNET WORKFORCE & ECONOMIC DEVELOPMENT NETWORK OF PA
CCAC is a partner with the Workforce and Economic Development Network of Pennsylvania (WEDnetPA). WEDnetPA is improving the skill level and productivity of Pennsylvania’s workforce to strengthen the business environment of the Commonwealth. This dynamic program can help leverage your company's existing training budget and take your company to a higher, more competitive level. Please visit www.wednetpa.com to find out more information, or contact Reggie Overton at roverton@ccac.edu or 412.788.7536, to find out if your company is eligible for state-funded training.

WEDDING PLANNING CAREER INTRODUCTION
Students will understand exactly what is needed to enter into the ever-evolving world of the wedding industry. Overviews of basic skills needed; how to begin a business; tips on advertising, marketing, interviewing clients, budgeting and much more will be discussed.

Online Live Zoom YBB-008-1215 $49 2 Sessions
7:00PM–9:00PM W 10/6/21 Monahan

COMPUTER SOFTWARE & TECHNOLOGY

ACCESS WORKSHOP 1
Learn the basics of Microsoft Access, including creating a database, entering and data, saving and printing a database. Topics will also include basic uses of tables, queries, forms, reports and an introduction to database structure.

North Campus YAI-401-1450 $99 2 Sessions
6:30PM–9:30PM T 10/19/21 Kay

COMPUTER ESSENTIALS FOR THE WORKPLACE
Efficient use of the PC requires basic knowledge in several areas: the operating system, software applications (Microsoft Office), and the Internet. In this class, you will learn about the Windows operating system and its tools. We will explore basic word processing using Word, learn about spreadsheets with Excel, and look briefly at PowerPoint. Finally, we will examine the Internet. This hands-on course is for beginners.

Boyce Campus YAI-136-1280 $99 4 Sessions
9:00AM–12:00PM S 10/16/21 Marino
North Campus YAI-136-1450 $99 4 Sessions
6:30PM–9:30PM W 10/6/21 Kay
South Campus YAI-136-1540 $99 4 Sessions
6:30PM–9:30PM T 10/26/21 Marino
Online Live Zoom YAI-136-1216 $99 4 Sessions
6:30PM–9:30PM T 10/26/21 Faculty

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
9:00AM–12:00PM S 11/6/21 Harmon
Online Live Zoom YAI-825-1215 $39 1 Session
1:00PM–4:00PM F 11/5/21 Harmon

EXCEL WORKSHOP 1
In this six-hour course learn the basics of Excel, including creating, editing, and printing spreadsheets. Topics include formatting labels, formulas, functions, cell references, formatting and more.

Allegheny Campus YAI-306-1210 $99 1 Session
9:00AM–4:00PM S 10/9/21 Janosko
Boyce Campus YAI-306-1280 $99 2 Sessions
6:30PM–9:30PM W 9/22/21 Marino
North Campus YAI-306-1450 $99 2 Sessions
6:30PM–9:30PM W 9/22/21 Kay
South Campus YAI-306-1540 $99 1 Session
9:00AM–4:00PM S 10/2/21 Marino
West Hills Center YAI-306-1290 $99 1 Session
9:00AM–4:00PM S 10/16/21 Harmon
Online Live Zoom YAI-306-1215 $99 1 Session
9:00AM–4:00PM S 10/9/21 Sharp

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 encourage to use USB-style flash or thumb drives in our computer labs as a method of saving or backing up their work.
EXCEL WORKSHOP 2
Now that you know the basics of Excel, learn some of the more advanced features including creating and using pivot tables and excel macros in spreadsheets; linking formulas and working with multiple worksheets; and more.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YAI-160-1540</td>
<td>$99</td>
<td>1</td>
<td>10/23/21</td>
</tr>
<tr>
<td>Online Live Zoom</td>
<td>YAI-160-1215</td>
<td>$99</td>
<td>1</td>
<td>10/16/21</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YAI-805-1540</td>
<td>$39</td>
<td>1</td>
<td>10/9/21</td>
</tr>
</tbody>
</table>

INTRODUCTION TO QUICKBOOKS ONLINE CLOUD BASED
QuickBooks Online will teach you how to manage your business finances with QuickBooks Online, the cloud based software program. Gain hands-on experience creating invoices, receipts and statements; track payables, inventory and receivables; generating reports; and more. When your course starts, you will be directed to access and utilize the free QuickBooks Online practice site to complete the lesson and assignment steps. You do not need to purchase a subscription or additional software to complete this course. However, please note that this course is suitable only for the QuickBooks Online version. The desktop versions of QuickBooks are not compatible with this course and should not be used.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>XAI-944-1450</td>
<td>$129</td>
<td>6</td>
<td>9/20/21</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YAI-279-1450</td>
<td>$99</td>
<td>1</td>
<td>10/8/21</td>
</tr>
</tbody>
</table>

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. The use of email and the Internet will also briefly be discussed.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyce Campus</td>
<td>YAI-077-1280</td>
<td>$99</td>
<td>5</td>
<td>11/1/21</td>
</tr>
<tr>
<td>South Campus</td>
<td>YAI-077-1540</td>
<td>$99</td>
<td>5</td>
<td>9/7/21</td>
</tr>
</tbody>
</table>

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 and format documents in Word; create and edit worksheets in Excel; create and edit databases in Access; and create and enhance PowerPoint presentations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>XAI-944-1450</td>
<td>$129</td>
<td>6</td>
<td>9/20/21</td>
</tr>
<tr>
<td>West Hills Center</td>
<td>XAI-944-1290</td>
<td>$129</td>
<td>6</td>
<td>9/14/21</td>
</tr>
</tbody>
</table>

FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A COURSE:
- **Ask.** A verbal request if often all it takes. A written memo 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.

Register & pay online at shopcommunityed.ccac.edu or by phone at 412.788.7546.
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 login information prior to start date. If you do not receive your login information call 412.788.7507. Students will have 24/7 access to the course via CCAC website via blackboard. Students do not need to be online at a specific time but all course work must be completed by the last day of scheduled class.
REQUIRED TEXTBOOK: Purchase the softcover student copy and you do not have to purchase the workbook. ISBN10: 0133672662 or ISBN13: 9780133672664. Purchase online at www.savvas.com or any online bookstore, search by textbook name “Drive Right“ 11th edition. The book is not available to purchase from CCAC bookstores. Cost of the textbook is in addition to tuition and should be purchased prior to the first session.
YOU-820-1400 9/1/21–9/30/21 $99
YOU-820-1451 10/1/21–10/29/21 $99
Lessons posted: Tuesday/Thursday

PRACTICE DRIVING
You will be contacted by a Rogers School of Driving instructor approximately one week to ten days after the course start date to schedule the six 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. If under 18 years of age, student must have parent/guardian authorization.
*Those students taking the operator driver’s licensing exam must take the exam at Rogers School of Driving, 4500 McKnight Road, Pittsburgh, PA 15237. Student must make arrangements themselves to get to Rogers School of Driving 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 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 CCAC to verify satisfactory completion of the driver education program.

REGISTRATION & PAYMENT INFORMATION
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 9/1/21–9/30/21 $439
YOU-030-1451 10/1/21–10/29/21 $439
YOU-030-1452 11/1/21–11/29/21 $439
Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver’s licensing exam*
YOU-294-1450 9/1/21–9/30/20 $539
YOU-294-1451 10/1/21–10/29/21 $539
YOU-294-1452 11/1/21–11/29/21 $539

CCAC SOUTH CAMPUS
1750 Clairton Road, West Mifflin, Pa 15122
Driving Instruction (in the car) six hours behind the wheel/ by appointment
YOU-030-1540 9/1/21–9/30/21 $439
YOU-030-1541 10/1/21–10/29/21 $439
YOU-030-1542 11/1/21–11/29/21 $439
Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver’s licensing exam*
YOU-294-1540 9/1/21–9/30/20 $539
YOU-294-1541 10/1/21–10/29/21 $539
YOU-294-1542 11/1/21–11/29/21 $539

CCAC ALLEGHENY CAMPUS
800 Allegheny Avenue, Pittsburgh, Pa 15233
Driving Instruction (in the car) six hours behind the wheel/ by appointment
YOU-030-1250 9/1/21–9/30/21 $439
YOU-030-1251 10/1/21–10/29/21 $439
YOU-030-1252 11/1/21–11/29/21 $439
Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver’s licensing exam*
YOU-294-1250 9/1/21–9/30/20 $539
YOU-294-1251 10/1/21–10/29/21 $539
YOU-294-1252 11/1/21–11/29/21 $539

CCAC BOYCE CAMPUS
595 Beatty Road, Monroeville, Pa 15416
Driving Instruction (in the car) six hours behind the wheel/ by appointment
YOU-030-1280 9/1/21–9/30/21 $439
YOU-030-1281 10/1/21–10/29/21 $439
YOU-030-1282 11/1/21–11/29/21 $439
Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver’s licensing exam*
YOU-294-1280 9/1/21–9/30/20 $539
YOU-294-1281 10/1/21–10/29/21 $539
YOU-294-1282 11/1/21–11/29/21 $539
PHOTOSHOP FOR BEGINNERS
Learn the essentials of Photoshop while familiarizing yourself with its tools and basic functions for editing and retouching your photos.

South Campus  YAI-824-1540  $99  2 Sessions
6:30PM–9:30PM  R  10/7/21  Bachman

Online Live Zoom  YAI-824-1215  $99  1 Session
6:30PM–9:30PM  R  9/23/20  Bachman

WORD & EXCEL—LEVEL 1
Find the most useful aspects of both Word and Excel, including adding formulas, graphics, photos, formatting, sorting, how to use them with email and the Internet, and much more.

Allegheny Campus  YAI-827-1210  $69  3 Sessions
6:30PM–8:30PM  R  9/30/21  Harmon

WORD & EXCEL—LEVEL 2
Once you’ve completed Level 1, or have some of the basics down from experience, discover more about Word & Excel. With Word, we’ll look at themes, bullets and tables. In Excel, we’ll learn more about formulas, charts and more.

Allegheny Campus  YAI-828-1210  $69  3 Sessions
6:30PM–8:30PM  R  10/21/21  Harmon

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 and musicality of dancing that can be used across 30+ styles of partner dancing, as well as solo freestyle and line dancing. No partner necessary for this dance class.

North Campus  YDB-316-1450  $29  1 Session
7:00PM–8:30PM  F  11/21/21  Suchy

South Campus  YDB-316-1540  $29  1 Session
6:30PM–8:00PM  T  11/21/21  Suchy

BALLROOM—BEGINNING
Ballroom dancing is elegant, beautiful and dramatic, each dance with its characteristic style. Learn the many dances and styles of ballroom.

North Campus  YDB-101-1450  $79  8 Sessions
6:30PM–8:00PM  F  9/10/21  Milligan

DANCING AT WEDDINGS & PARTIES
Learn wedding dances such as the macarena, polka, electric slide, hully gully, basic swing, basic cha-cha and other dance steps. Come have fun and get ready to dance.

North Campus  YDB-104-1450  $79  8 Sessions
8:00PM–9:30PM  F  9/10/21  Milligan

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!

Allegheny Campus  YDB-138-1210  $49  5 Sessions
6:00PM–7:00PM  R  10/28/21  Sewchok

South Campus  YDB-138-1540  $49  5 Sessions
6:00PM–7:00PM  M  9/13/21  Sewchok

FINANCE

MEdICARE—WHAT YOU NEED TO KNOW
Consumer advocates note that Medicare eligible get a much better deal if they know the facts. Learn about the Medicare and Medicare Advantage programs, supplement plans and how to choose the correct Medicare plan. Topics include the four parts of Medicare (Parts A-D); enrollment periods and how to enroll; the most recent Medicare updates; eligibility requirements for the Medicare Extra Help Program; and community resources available to Medicare eligible.

Allegheny Campus  YEB-250-1210  $39  1 Session
1:00PM–3:00PM  T  10/12/21  Johnstone

Braddock Hills Center  YEB-250-1230  $39  1 Session
6:30PM–8:30PM  T  9/21/21  Faculty

North Campus  YEB-250-1450  $39  1 Session
6:00PM–8:00PM  W  9/22/21  Johnstone

ANNUITIES—HOW THEY REALLY WORK
Most people are introduced to annuities by a salesperson. Find out how they work in a non-sales environment. Gain an overview and the ability to analyze the pros and cons of the various types of annuities.

North Campus  YCH-302-1450  $39  1 Session
6:30PM–8:30PM  W  10/6/21  Hill

South Campus  YCH-302-1540  $39  1 Session
6:30PM–8:30PM  W  10/5/21  Hill

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.

Online Live Zoom  YCH-066-1215  $49  2 Sessions
6:00PM–8:00PM  T  10/12/21  Derby
GUIDE TO RETIREMENT FOR SUSTAINABLE INCOME IN RETIREMENT
This course is designed to help those planning for retirement and those already retired learn the various pitfalls one may face in retirement and strategies to help you better go through and prepare for retirement. Join us to learn various ways to help prepare for a retirement life free from financial concerns.

North Campus YCH-017-1450 $49 3 Sessions
6:30PM–8:30PM W 9/15/21 Canella
South Campus YCH-017-1540 $49 3 Sessions
6:30PM–8:00PM M 9/13/21 Canella
West Hills Center YCH-017-1290 $49 3 Sessions
6:30PM–8:00PM R 9/16/21 Canella
Online Live Zoom YCH-017-1215 $49 3 Sessions
6:30PM–8:00PM T 9/21/21 Canella

PROTECT YOUR ESTATE LIVING TRUST
Learn to minimize estate administration and probate costs, plan for your needs, including long-term care and benefit eligibility, and choose among tools for efficiently transferring assets.

Allegheny Campus YCH-013-1210 $39 1 Session
6:30PM–9:30PM W 9/22/21 Morgan

RETIREMENT PLANNING
In this course you’ll learn how to manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. Couples may attend together for a single registration fee.

Allegheny Campus YCH-029-1210 $49 2 Sessions
6:30PM–9:30PM R 9/30/21 Tiche
North Campus YCH-029-1450 $49 2 Sessions
6:30PM–9:30PM T 10/5/21 Tiche
South Campus YCH-029-1540 $49 2 Sessions
6:30PM–9:30PM R 9/23/21 Faculty
West Hills Center YCH-029-1290 $49 2 Sessions
6:30PM–9:30PM T 10/5/21 Tiche
Online Live Zoom YCH-029-1451 $49 2 Sessions
9:00AM–12:00PM S 10/2/21 Tiche

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.

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 R 10/28/21 Faculty
South Campus YCH-027-1541 $49 2 Sessions
1:30PM–3:30PM R 11/4/21 Faculty
South Campus YCH-027-1540 $49 2 Sessions
6:30PM–8:30PM R 11/4/21 Faculty
Upper St Clair Rec YCH-027-1541 $49 2 Sessions
6:00PM–8:00PM R 9/23/21 Faculty

ROTH, IRA, 401K, OH MY …
Should you be investing in a Roth IRA, an IRA, a 401k or other types of accounts? What are the rules? When does it make sense to do Roth Conversions? This class will answer all of the above questions and give you the right questions to ask when making retirement decisions!

North Campus YCH-303-1450 $39 1 Session
6:30PM–8:30PM W 10/13/21 Hill
South Campus YCH-303-1540 $39 1 Session
6:30PM–8:30PM T 10/12/21 Hill

SOCIAL SECURITY—WHAT YOU NEED TO KNOW
Boomers close to retirement need to know, about Social Security. There is so much more than deciding whether to take benefits at 62 or 66. In this informative seminar, learn about the role of social security in your overall retirement plan. Topics include how it works, boosting benefits, maximizing lifetime benefits, spousal benefits, taxes, Medicare and more.

North Campus YEB-300-1450 $39 1 Session
6:30PM–8:00PM R 9/9/21 Canella
South Campus YEB-300-1540 $39 1 Session
6:30PM–8:00PM T 10/14/21 Canella
West Hills Center YEB-300-1290 $39 1 Session
6:30PM–9:00PM R 10/14/21 Canella
Online Live Zoom YEB-300-1215 $39 1 Session
6:30PM–8:00PM M 11/1/21 Canella
Online Live Zoom YEB-300-1216 $39 1 Session
6:30PM–8:00PM R 12/9/21 Canella

For Community Education questions, call 412.788.7507.
THE ABCS OF INVESTING
Would you like to learn about investing and a practical approach to building wealth, but don't know where to start? We will demystify investment jargon and empower you to manage your money safely and effectively. Learn how to protect yourself from salespeople and speculators, and how to use the financial services industry to your best advantage.

North Campus YCH-014-1450 $39 2 Sessions
6:30PM–8:00PM W 10/20/21 Canella

South Campus YCH-014-1540 $39 2 Sessions
6:30PM–8:00PM M 10/18/21 Canella

West Hills Center YCH-014-1290 $39 2 Sessions
6:30PM–8:00PM R 10/21/21 Canella

Online Live Zoom YCH-014-1215 $39 2 Sessions
6:30PM–8:00PM M 12/6/21 Canella

WANT TO RETIRE EARLY & DON'T KNOW WHAT TO DO ABOUT HEALTH COVERAGE?
Voluntarily walking away from a productive career presents early retirees with a number of weighty considerations. One of the first: health insurance. The good news is you have options. Discover some health care options that may work for you!

Allegheny Campus YCH-028-1210 $39 1 Session
6:30PM–8:30PM R 10/14/21 Johnstone

North Campus YCH-028-1450 $39 1 Session
6:30PM–8:30PM R 10/21/21 Johnstone

WRIGHT YOUR WILL, FINANCIAL POWER OF ATTORNEY & HEALTHCARE POWER OF ATTORNEY
We'll discuss estate planning essentials such as wills, financial power of attorney, healthcare power of attorney, advanced directives, guardianships, and estate and inheritance taxes.

Online Live Zoom YCH-024-1216 $39 1 Session
6:30PM–9:00PM M 9/27/21 Ott

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.

Homewood Brushton YFA-161-1240 $79 10 Sessions
5:30PM–6:30PM W 9/15/21 Faculty

North Campus YFA-161-1450 $79 10 Sessions
7:30PM–8:30PM W 9/15/21 Overly

BEGINNER TRIPLE PLAY
If you haven’t been off the couch in a while, this is a great class to start with. We hit three aspects of fitness—cardiovascular work, strength and flexibility. All exercises are done in a non-threatening atmosphere designed for beginners. 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.

Allegheny Campus YFA-361-1210 $79 10 Sessions
6:30PM–7:30PM T 8/31/21 Faculty

North Campus YFA-361-1450 $79 10 Sessions
6:15PM–7:15PM M 9/13/21 Overly

South Campus YFA-361-1540 $79 10 Sessions
9:30AM–10:30AM T 9/7/21 Taylor

South Campus YFA-361-1541 $49 4 Sessions
9:30AM–10:30AM T 11/16/21 Taylor

Online Live Zoom YFA-361-1216 $69 8 Sessions
6:00PM–7:00PM M 9/13/21 Faculty

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 $79 10 Sessions
5:30PM–6:30PM T 9/14/21 Overly

Online Live Zoom YFA-110-1215 $89 12 Sessions
6:00PM–7:00PM M 9/13/21 Faculty

CARDIO DANCE FITNESS
This cardio dance class will get your heart racing! A combination of easy-to-follow dance moves and fitness moves in both fast and slow rhythms will work the full body. No prior dance experience is necessary, all levels of fitness are welcome and encouraged.

Allegeny Campus YDB-018-1210 $49 5 Sessions
7:15PM–8:15PM R 10/28/21 Sewchok

South Campus YFA-018-1540 $49 5 Sessions
7:15PM–8:15PM M 9/13/21 Sewchok

FIT IN 30
Are you looking for the secret to weight loss? All it takes is 30 minutes a day to achieve a proper level of fitness. In this total body workout, we’ll alternate between six minutes of weights, two minutes of cardio and two minutes of abs. Open to all levels. Wear appropriate workout clothing and footwear, and bring a mat or towel and a set of three- to five-pound hand weights.

North Campus YFA-392-1450 $79 10 Sessions
6:45PM–7:15PM T 9/14/21 Overly
GUTS-N-BUTTS
Guts-N-Butts will focus specifically on these two muscle groups. Incorporating both Pilates and yoga moves along with both standing and floor position will provide a variety of exercises to strengthen and tone these specific areas of the body. A yoga mat is recommended.

Online Live Zoom  
YFA-113-1215  $79  10 Sessions
4:30PM–5:15PM  W  9/15/21  Woodyard

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  $79  12 Sessions
7:00PM–8:00PM  R  9/9/21  Claytor

South Campus  YFA-322-1540  $69  8 Sessions
7:15PM–8:15PM  M  9/13/21  Claytor

West Hills Center  YFA-322-1290  $79  20 Sessions
7:00PM–8:00PM  M  9/27/21  Kelley

NEW! STRETCH, STABILITY & STRENGTH
This low-impact class is perfect for all levels of fitness. We will focus on moving through stretches that improve your flexibility, then stability-focused exercises that will improve your movement for daily-living or athletic performance. Finally, the class will focus on strength exercises that build a proper foundation so that you can get stronger safely and effectively.

Allegheny Campus  YFA-160-1210  $69  8 Sessions
5:30PM–6:30PM  T  9/14/21  Faculty

Braddock Hills Center  YFA-160-1230  $69  8 Sessions
5:30PM–6:30PM  M  9/13/21  Faculty

SUPER 55+
Develop and improve core strength, balance, flexibility and increase muscle tone through a series of both seated and standing movements. This is a class for the 55+ of all abilities.

South Campus  YFA-081-1540  $69  8 Sessions
6:00PM–7:00PM  M  9/13/21  Claytor

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

REGISTRATION

SWIM CLASSES RETURN TO PATHFINDER SCHOOL IN THE SOUTH HILLS! CALL 412.788.7507 FOR INFORMATION.

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

Online Live Zoom  YFD-212-1450  $79  10 Sessions
7:30PM–8:30PM  M  9/13/21  Lapresta

Online Live Zoom  YFD-212-1451  $59  6 Sessions
7:30PM–8:30PM  M  11/29/21  Lapresta

YOGA—CONTINUED
Learn to build on your basic Hatha skills as you learn additional postures and inversions. Students will continue to develop breath awareness, strength and flexibility while achieving relaxation and stress reduction. Please bring a yoga mat to class.

North Campus  YFA-366-1450  $79  10 Sessions
6:15PM–7:15PM  W  9/15/21  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. Bring a yoga mat to class.

YOGA—VINYASA FLOW
In this Vinyasa-style yoga class, poses flow from one to another in conjunction with the breath. Suitable for all levels. Bring a yoga mat to class.

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

Online Live Zoom  YFA-305-1211  $79  10 Sessions
7:45PM–8:45PM  T  9/14/21  Faculty

Boyle Campus  YFA-305-1281  $89  8 Sessions
7:00PM–8:30PM  M  9/20/21  Martucci

North Campus  YFA-305-1450  $79  10 Sessions
5:00PM–6:00PM  M  9/13/21  Overly

North Campus  YFA-305-1451  $69  8 Sessions
5:00PM–6:00PM  W  12/6/21  Overly

South Campus  YFA-305-1541  $79  10 Sessions
7:00PM–8:00PM  W  9/15/21  Martucci

Online Live Zoom  YFA-305-1216  $79  10 Sessions
10:30AM–11:30AM  S  9/18/21  Martucci

Online Live Zoom  YFA-305-1218  $69  9 Sessions
7:30PM–8:30PM  R  9/16/21  Schlegel

Online Live Zoom  YFA-305-1219  $89  8 Sessions
7:00PM–8:30PM  T  9/21/21  Martucci

For Community Education questions, call 412.788.7507.
ZUMBA
Zumba 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.

<table>
<thead>
<tr>
<th>Online Live Zoom</th>
<th>YFA-101-1216</th>
<th>$129</th>
<th>20 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–7:30PM</td>
<td>MW</td>
<td>9/13/21</td>
<td>Roberts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Live Zoom</th>
<th>YFA-101-1217</th>
<th>$79</th>
<th>10 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–7:30PM</td>
<td>M</td>
<td>9/13/21</td>
<td>Roberts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Live Zoom</th>
<th>YFA-101-1218</th>
<th>$79</th>
<th>10 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–7:30PM</td>
<td>W</td>
<td>9/15/21</td>
<td>Roberts</td>
</tr>
</tbody>
</table>

FOOD & SPIRITS

NEW! BUBBLES THAT AREN'T CHAMPAGNE
It is that time of year! People pull out the bubbles and celebrate all kinds of joy. We’ll go from Portugal, to Spain to Italy and cheer with each sip. Join us to learn about food pairings for bubbles and how to open the bottle without any injuries! (the number one eye injury on New Years eve are eye injuries from flying corks!!)

<table>
<thead>
<tr>
<th>Dreadnought Wines</th>
<th>YCD-189-1295</th>
<th>$39</th>
<th>1 Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–9:30PM</td>
<td>W</td>
<td>12/1/21</td>
<td>Mortillaro</td>
</tr>
</tbody>
</table>

NEW! AMAZING APPETIZERS
Learn everything you need to create delicious, memorable Hors d’oeuvres for your next gathering. We’ll provide recipes, prep-tips and make-ahead know-how.

<table>
<thead>
<tr>
<th>Online Live Zoom</th>
<th>YCD-938-1215</th>
<th>$39</th>
<th>1 Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–9:30PM</td>
<td>M</td>
<td>10/25/21</td>
<td>Faculty</td>
</tr>
</tbody>
</table>

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 for supplies.

<table>
<thead>
<tr>
<th>North Campus</th>
<th>YCD-102-1450</th>
<th>$99</th>
<th>4 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–8:30PM</td>
<td>W</td>
<td>9/8/21</td>
<td>Hugar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boyce Campus</th>
<th>YCD-102-1280</th>
<th>$99</th>
<th>4 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00PM–8:00PM</td>
<td>W</td>
<td>10/13/21</td>
<td>Faculty</td>
</tr>
</tbody>
</table>

CAKE DECORATING—NONCREDIT CERTIFICATE OF COMPLETION
Delight your family and friends with delicious, edible works of art or start a career as a professional cake decorator. Participants will gain practical, hands-on training in cake decorating. Starting with the basics, students will progress, working with butter cream and royal icings as well as fondant making more complicated edible cake decorations. Students must purchase all tools and supplies for this course. Please call 412.788.7507 for a list for supplies.

<table>
<thead>
<tr>
<th>North Campus</th>
<th>YCD-244-1450</th>
<th>$179</th>
<th>10 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–9:30PM</td>
<td>W</td>
<td>9/8/21</td>
<td>Hugar</td>
</tr>
</tbody>
</table>

ZOOM CAKE DECORATING
Yes, you can learn cake decorating via Zoom. Let me show you how! Get some beginner basics and enjoy the fun of decorating your family and friends’ cakes. It’s easier than you think and so much fun. There are so many easy and simple ways to decorate an amazing cake, and many other techniques are not difficult—you can learn them step by step.

<table>
<thead>
<tr>
<th>Online Live Zoom</th>
<th>YCD-372-1215</th>
<th>$79</th>
<th>3 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–8:30PM</td>
<td>T</td>
<td>10/12/21</td>
<td>Kirk</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Allegheny Campus</th>
<th>YEB-062-1255</th>
<th>$49</th>
<th>4 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00PM–9:00PM</td>
<td>F</td>
<td>9/17/21</td>
<td>Guercio</td>
</tr>
</tbody>
</table>

NEW! HOLIDAY WINES
Big groups or small family gatherings for dinner deserve wines that are special. They don't have to be expensive but something just a touch special is worth exploring. We'll taste reds and whites to go with Turkey, 7 fishes and all the other traditional foods of No vember and December.

<table>
<thead>
<tr>
<th>Dreadnought Wines</th>
<th>YCD-159-1295</th>
<th>$39</th>
<th>1 Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30PM–9:30PM</td>
<td>W</td>
<td>11/10/21</td>
<td>Mortillaro</td>
</tr>
</tbody>
</table>

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.
INSTANT POT WORKSHOP
The Instant Pot is the latest new small kitchen appliance becoming popular because of its ease and ability to make quick, healthy dinners. After learning about all that your Instant Pot can do, enjoy a demo of some easy quick recipes that even the novice cook can make.

West Hills Center  YCD-224-1290  $39  1 Session
6:30PM–9:30PM  T  9/28/21  Russell

Online Live Zoom  YCD-224-1215  $39  1 Session
6:30PM–9:30PM  T  9/28/21  Russell

NEW! REDS FROM AROUND THE WORLD
Experience how the different climates and traditions around the world influence red wine styles. From soft sophistication to bold and juicy. The whys and how of wine will be explained through these red wine selections. Lessons that can be applied to all wines will be learned.

Dreadnought Wines  YCD-373-1295  $39  1 Session
6:30PM–9:30PM  R  9/23/21  Mortillaro

NEW! SAKE
The popularity of Sake is exploding in the US and right here in Pittsburgh. We talk about how it is made, how to understand the label and types of Sake. We’ll explore the foods that go with sake, hint it isn’t all sushi! Join Certified Sake Sommelier Deb Mortillaro and get the ABCs of sake in a fun educational session.

Dreadnought Wines  YCD-374-1295  $39  1 Session
6:30PM–9:30PM  R  10/21/21  Mortillaro

SERVSAFE FOOD HANDLER CERTIFICATION
Do you work in the restaurant industry? We will be offering the Certification for Food Handlers this fall. All class information will be available later in the summer at ccac.edu. For more information contact Sylvia Elsayed at selsayed@ccac.edu or 412.788.7534.

WALKING BREAKFAST TOURS
There are many interesting and fun neighborhoods in the Pittsburgh area. 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.

Allegheny Campus  YCD-940-1255  $59  4 Sessions
9:00AM–11:00AM  S  9/18/21  Guercio

WALKING LUNCH TOURS
There are many interesting and fun neighborhoods in the Pittsburgh area. 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.

Allegheny Campus  YCD-939-1255  $59  4 Sessions
12:00PM–2:00PM  S  9/18/21  Guercio

LEISURELY STROLL BRUNCH
Let’s stroll along some of the Pittsburgh neighborhoods and have brunch together. We will take our time walking through the various neighborhoods and enjoy a great brunch. Instructor will contact students regarding first class location. Class will meet every other week.

Allegheny Campus  YCD-928-1255  $59  4 Sessions
10:00AM–12:00PM  U  9/19/21  Guercio

GENERAL INTEREST

ABCS OF MODERN POLITICAL CAMPAIGNS
Become a more informed voter, a more effective campaign volunteer or a successful candidate for office by learning the tools of today’s political campaigns. This course will cover all essential elements of a political campaign including media and messaging, polls, campaign management and social media.

Online Live Zoom  YEA-009-1450  $49  3 Sessions
6:30PM–8:00PM  T  9/21/21  Faculty

NEW! ALEXANDER HAMILTON
Learn more about the man who inspired Broadway and taught us all American history. We’ll dive deeper into Hamilton’s life and legacy along with learning more about those he surrounded himself with in that time.

North Campus  YCA-218-1450  $39  1 Session
6:30PM–9:30PM  R  10/14/21  Puglisi

Online Live Zoom  YCA-218-1215  $39  1 Session
6:30PM–9:30PM  R  11/14/21  Faculty

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.
**APPLY FOR A FEDERAL GOVERNMENT JOB & GET HIRED**
The federal government employs over 3 million workers across the country and all over the world, offers generous salaries and benefit packages, and tuition assistance and student loan reimbursement programs. While many job seekers apply, most apply incorrectly and get overlooked. During this series, a Federal Human Resource Specialist will explain the federal hiring process and how the federal resume is different from other resumes and what it must include. Participants will prepare for the federal government’s unique interview process and receive constructive feedback on some of the most difficult interview questions through mock interviews. Finally, you will be guided through the ins and outs of the only website you can apply to a federal job, [USAJobs.gov](http://www.usajobs.gov). Information provided will apply to all federal jobs.

**North Campus**
YCA-045-1451 $49 4 Sessions
6:30PM–8:30PM W 9/29/21 Kurz-Nowicki

**BASIC COIN COLLECTION—I INHERITED GRANDPA’S COINS, NOW WHAT?**
Learn coin collecting basics through identification and grading and the factors involved in actual value. Understand what makes them valuable, or not. Please bring photos of your coins, loupe or magnifier to class.

**West Hills Center**
YBE-021-1290 $59 2 Sessions
6:30PM–9:00PM W 10/6/21 Foley

**BUILD LIKE A LEGO® MASTER**
Want to be the next great LEGO® Master Builder? Learn LEGO® terminology, explore building techniques and resources, and build LEGO® creations using digital software. A PC (with Windows XP or higher) or MAC are required for this course. LEGO® bricks are not required. Students will need to install the free Studio2.0 software and create a free Bricklink account, which will be covered during the first session.

**Online Live Zoom**
YEB-362-1450 $59 6 Sessions
7:00PM–8:30PM R 9/16/21 Leturgey

**HOW TO LOSE YOUR PITTSBURGH ACCENT**
Younz tired of soundin’ like younz are from the ‘Burg ahn? Then come to this class and learn how to subdue your Pittsburghese. Techniques provided on how to discuss, enlighten, demonstrate and persuade others through your speaking abilities.

**Allegheny Campus**
YDD-210-1210 $49 2 Sessions
6:30PM–8:00PM R 11/4/21 Caye

**STAND-UP COMEDY**
For those who have thought about doing stand-up comedy but never quite got up the nerve to try, this course will introduce you to the world of stand-up comedy. Participants will learn how to write various types of comedic material and will have the opportunity to develop and perform their own comedy routine.

**North Campus**
YDD-102-1450 $69 5 Sessions
7:00PM–9:00PM W 9/29/21 Knight

**NEW! GETTYSBURG—THE GREATEST BATTLE FOUGHT ON NORTH AMERICAN SOIL**
Review and analysis of the strategy, tactics and operations of the Army of Northern Virginia and the Army of the Potomac during the Confederate invasion of Pennsylvania culminating in the Battle of Gettysburg.

**North Campus**
YCA-315-1450 $59 5 Sessions
7:00PM–9:00PM W 9/22/21 Wiebe

**THE FIRST WORLD WAR & THE WORLD IT CREATED**
This course will explore an introduction to the First World War. Learn how the old world was destroyed by the war, the catastrophe of the war itself and the new world the war created.

**North Campus**
YCA-522-1450 $59 6 Sessions
6:30PM–8:30PM W 9/21/21 Puglisi
**South Campus**
YCA-522-1540 $59 6 Sessions
1:00PM–3:00PM W 9/22/21 Puglisi

**THE HISTORY OF PROFESSIONAL WRESTLING IN PITTSBURGH**
From the Duquesne Gardens to the Grotto to the Civic Arena; and Studio Wrestling to the PPG Paints Arena, Pittsburgh has been known as a hotbed for professional wrestling. This course will review all of the people, places, and things that have defined one of the most entertaining sports in history.

**North Campus**
YGA-002-1450 $49 2 Sessions
6:30PM–9:30PM T 10/12/21 Leturgey

**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.
HEALTH

BASIC LIFE SUPPORT (BLS) CPR TRAINING
This course is for healthcare providers. The AHA’s BLS Provider Course reflects science and education from the 2020 Guidelines Update for CPR and ECC. It teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. In the instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam. Participants will receive an AHA Basic Life Support course completion card that is good for two years. For more information, please contact Rick Susalla at rsusalla3@ccac.edu or 412.788.7365.

Allegheny Campus XIA-470-57408 $65
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM Friday 8/13/21

Allegheny Campus XIA-470-57409 $65
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM Friday 9/10/21

Allegheny Campus XIA-470-57410 $65
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM Friday 10/8/21

Allegheny Campus XIA-470-57411 $65
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM Friday 11/12/21

Allegheny Campus XIA-470-57412 $65
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM Friday 12/10/21

BASICS OF PLANT-BASED EATING
Plant-based eating can prevent and even reverse chronic health problems, including diabetes, heart disease, high blood pressure, autoimmune diseases and cancer. Topics include: easy steps for preparing meals; shopping suggestions; reading food labels; tips for dining out; simple, yet tasty recipes; and helpful resources.

Online Live Zoom YEB-248-1215 $59 0 Sessions 7:00PM–8:00PM M 9/13/21 Whirlow

BEAT THE SUGAR BLUES
Crave sugar laden snacks and drinks? Unable to get past three o’clock without that soda and candy bar? Learn why eating sugar is making you tired and what’s wrong with Splenda and other sugar substitutes.

North Campus YEB-186-1450 $39 1 Session 6:30PM–8:30PM M 11/15/21 Heineman

EMERGENCY MEDICAL TECHNICIAN (EMT)
The EMT course prepares students with the knowledge and skills to provide basic level emergency care in a pre-hospital setting. This course is aligned with the National Education Standards for EMT as approved by the Pennsylvania Department of Health. Students will learn emergency care for cardiac arrest, medical emergencies, trauma emergencies, patient assessment techniques, oxygen administration, pharmacology for emergency care and EMS Operations. Students must be able to meet all requirements for the Functional Position Description for EMT. The course will include classroom sessions, skill labs and a required clinical rotation in a hospital or other approved facility. For more information, please contact Rick Susalla at rsusalla3@ccac.edu or 412.788.7365.

Monroeville Training Ctr XGC-600-57632 $725*
2465 Johnson Rd. Monroeville, PA 15146
6:30PM–10:30PM MR 8/9/21–12/20/21
8:00AM–5:00PM One Saturday per month

Lawrence Cty Career Ctr XGC-600-57633 $725*
750 Phelps Way New Castle, PA 16101
6:00PM–10:00PM TR 8/30/21–2/9/22

West Hills Center XGC-600-57634 $725*
1000 McKee Road Oakdale, PA 15071
6:30PM–10:30PM TR 9/7/21–2/1/22
8:00AM–5:00PM One Saturday per month

Allegheny Campus XGC-600-57635 $725*
K. Leroy Irvis (KLI) Building, Room 520
8:30AM–12:30PM MWR 9/8/21–12/16/21
8:00AM–5:00PM One Saturday per month

Medical Rescue Team XGC-600-57636 $725*
South Authority
315 Cypress Way Pittsburgh, PA 15228
8:00AM–5:00PM S 9/11/21–2/19/22

Allegheny Campus XGC-600-57637 $725*
K. Leroy Irvis (KLI) Building, Room 520
6:00PM–10:00PM MWR 9/13/21–12/6/21
8:00AM–5:00PM One Saturday per month

*Ncludes textbook

NURSE AIDE INSTRUCTORS NEEDED
• Part-time hours
• Great hourly rate
• Must be an RN or LPN with active license
• One year long-term care experience
• Willing to take the Train the Educator program online
• Favorable criminal clearances
Contact Christine Santilli at csantilli@ccac.edu or 412.237.4471.
PASSAVANT HOSPITAL FOUNDATION

NEW! MENOPAUSE & WOMEN’S HEART HEALTH
Lydia Davis, MD, is a cardiologist with the UPMC Magee-Women’s Heart Program at UPMC Passavant. In this presentation, Dr. Davis discusses the increase of heart disease among post-menopausal women, and shares prevention and treatment options.

Speaker: Lydia Davis, MD, UPMC Magee-Women’s with UPMC Passavant Heart and Vascular Institute
North Campus YEB-387-1450 Free 1 Session
6:30PM–8:30PM T 9/14/21 UPMC

NEW! IT’S ALL ABOUT THE HIP
Eric A. Chen, MD, Total Joint Replacement Surgeon with Tri Rivers Musculoskeletal Centers, will review all things hip-related: hip anatomy, arthritis and related symptoms, plus conservative and surgical treatment options, including newer techniques involving implant considerations and anterior total hip replacement. He will also discuss the importance of the physician-patient partnership. His presentation will include an informative lecture followed by a question-and-answer session.

Speaker: Eric A. Chen, MD, Total Joint Replacement Surgeon with Tri Rivers Musculoskeletal Centers
North Campus YEB-388-1450 Free 1 Session
6:30PM–8:30PM T 10/12/21 UPMC

NEW! UPDATES IN LUNG CANCER
Join Kiran Mehta, MD, Radiation Oncology and Jennifer Osborn, MD, Hematology Oncology from UPMC Hillman Cancer Center to learn the advances in Lung Cancer Treatments, along with updates in medical and radiation oncology.

Speakers: Kiran Mehta, MD, Radiation Oncology and Jennifer Osborn, MD, Hematology Oncology with UPMC Hillman Cancer Center at UPMC Passavant
North Campus YEB-389-1450 Free 1 Session
6:30PM–8:30PM T 11/9/21 UPMC

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

- **Ask.** A verbal request if often all it takes. A written memo 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.

CLEAN EATING
Clean eating is everywhere. Have you wondered what it is or how it impacts your health? Clean eating is not a diet, it is a complete overhaul of your eating habits. The benefits of clean eating, food lists and meal ideas will be discussed.

North Campus YEB-331-1450 $39 1 Session
6:30PM–8:30PM M 10/25/21 Heineman

FOOD CRAVINGS
Why do we always crave the unhealthy foods like ice cream and potato chips? Learn what’s going on in the body when you have a food craving, the real cause of food cravings and how to reduce and replace unhealthy food cravings.

Online Live Zoom YEB-707-1215 $29 1 Session
6:30PM–9:00PM T 11/9/21 Hunt

HEALING YOUR BODY NATURALLY
Students can discover natural solutions to heal themselves and their family. Topics will include what is hidden in food that can cause illness, and the difference between vitamins, minerals, herbs and supplements.

North Campus YEB-126-1450 $39 1 Session
6:30PM–8:30PM M 11/8/21 Heineman

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

North Campus YEB-281-1450 Free 1 Session
6:30PM–9:30PM M 10/18/21 Heineman

HIKING/WALKING/BIKING

GO HIKING! NORTH HILLS HIKES
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 9/19/21 Secilia
GO HIKING! SOUTH HILLS HIKES
Lace up your hiking boots and enjoy the trails in Southwestern Allegheny County. 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.

South Park YFA-234-1255 $69 6 Sessions
10:00AM–11:30AM S 9/18/21 Graham

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 all 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-421-1255 $69 6 Sessions
11:30AM–1:00PM S 9/25/21 Faculty

HIKING THE COUNTY PARKS
Spend each hiking week checking out the parks across Allegheny County. Each week we will hike through a different county park. The first class will meet at Settlers Cabin at the Tennis Courts. Participants are encouraged to wear hiking boots or trail shoes as trails will be uneven and muddy. Hikers should be prepared for hikes ranging in length from 2-3.5 miles over varied terrain. The class is held regardless of rain or snow.

Allegheny Campus YFA-861-1255 $59 5 Sessions
1:00PM–2:30PM S 9/18/21 Secilia

PHOTOGRAPHY OF NATURE IN HIKING TRAILS
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-111-1255 $59 5 Sessions
9:00AM–11:00AM S 9/11/21 Bachman

WALKING BREAKFAST TOURS
There are many interesting and fun neighborhoods in the Pittsburgh area. 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.

Allegheny Campus YCD-940-1255 $59 4 Sessions
9:00AM–11:00AM S 9/18/21 Guercio

WALKING LUNCH TOURS
There are many interesting and fun neighborhoods in the Pittsburgh area. 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.

Allegheny Campus YCD-939-1255 $59 4 Sessions
12:00PM–2:00PM S 9/18/21 Guercio

NEW! WALKING THE DOWNTOWN PITTSBURGH OUTSKIRTS
Get a distinctive look at the past, present, and future of the Downtown Pittsburgh Outskirts neighborhoods. We’ll discover the history, architecture and more of Uptown, The Strip District, Lawrenceville, South Side and Mount Washington. The first class will meet at the Mario Lemieux Statue at the PPG Paints Arena on Centre Avenue.

Off Campus YFA-176-1455 $59 5 Sessions
9:00AM–10:30AM S 9/18/21 Steele

HOME & GARDEN
BE YOUR OWN CONTRACTOR
Are you considering an addition to your home or even building a new home? Learn the pros and cons of being your own contractor. We’ll go over financing and determining the cost of your project. Discuss architectural plans, how to look at your plans and what specifics you need to focus on. We’ll discuss getting bids from contractors and determining what, if any, work you can do yourself. Learn and ask questions from someone who has gone through the process and built their own home.

Online Live Zoom YCE-073-1215 $39 1 Session
6:30PM–8:30PM T 9/21/21 McInerney
CLEAR YOUR PAPER CLUTTER
Overwhelmed by the amount of paper in your home or office? This course will help students clear the clutter from their lives by organizing their papers. Students will learn organizational skills to clear and organize their paper clutter that will assist them in managing future paper piles.

Allegheny Campus YCE-082-1210 $39 1 Session
6:30PM–9:30PM T 9/21/21 Eisner
Online Live Zoom YCE-082-1215 $39 1 Session
6:30PM–8:30PM T 10/16/21 Eisner

ELECTRICAL DIY BASICS FOR HOMEOWNERS
Learn how to replace wall switches and receptacles safely, inspect your service panel, repair light fixtures and perform small electrical wiring projects. Students should graduate with the confidence to tackle most basic home electrical wiring and maintenance projects or ensure that the job is done correctly and at a fair price by a professional. Supplies are included in the cost of the course.

Allegheny Campus YCE-603-1210 $189 8 Sessions
9:30AM–12:30PM S 9/11/21 See

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. Learn 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.

Allegheny Campus YCE-091-1210 $129 8 Sessions
1:00PM–3:30PM S 9/11/21 See
Online Live Zoom YCE-091-1215 $129 8 Sessions
6:00PM–8:00PM R 9/23/21 See

HOME BUYING WORKSHOP
Considering buying a home in the not-too-distant future? Then there are some things you should know in advance. Explore topics on 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.

South Campus YCE-103-1540 $39 1 Session
6:30PM–8:00PM T 11/2/21 Fredrick
Online Live Zoom YCE-103-1215 $39 1 Session
6:30PM–8:00PM T 11/2/21 Fredrick

NEW! PLAN TO AGE-IN-PLACE & STAY INDEPENDENT IN YOUR HOME
This class will teach students how to build, remodel or modify homes so that they will be able to live independently as long as possible in their own homes.

Boyce Campus YCE-097-1280 $59 4 Sessions
7:00PM–8:30PM R 10/7/21 Faculty

SELL YOUR HOUSE FOR TOP DOLLAR
Prepare your home for sale and get it sold, on your own or with an agent. Get step-by-step instructions on preparing your home for today's competitive market, determining current home values, advertising that works and holding a successful Open House. Also covered will be required disclosures, the Residential Real Estate contract and how to handle inspections.

Online Live Zoom YCE-044-1216 $39 1 Session
6:00PM–8:00PM M 9/27/21 Stephan

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.

Allegheny Campus YCE-065-1210 $39 1 Session
6:30PM–8:30PM T 9/14/21 Eisner
Online Live Zoom YCE-065-1215 $39 1 Session
6:30PM–8:30PM T 10/26/21 Eisner

GARDENING WITH RAISED BEDS
Discover the many benefits of raised beds for your gardens. Raised beds are a simple solution for poor soil, can increase your yield, and can give you a head start on planting in the spring. Students will discuss the different types of raised beds, site selection and preparation, soil, planting and maintenance.

South Campus YCI-611-1540 $39 1 Session
9:30AM–12:30PM S 10/9/21 Williams

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 R 9/16/21 McInerney
Boyce Campus YCI-231-1280 $39 1 Session
6:30PM–9:30PM R 10/7/21 McInerney
Online Live Zoom YCI-231-1215 $39 1 Session
6:30PM–9:30PM R 9/23/21 McInerney

CURIOS ABOUT YOUR CLASS LOCATION?
The address for your class location is listed in the front inside cover of the catalog.
ENROLL EARLY!
The decision to offer a class is based upon enrollment approximately one week prior to the start of class. Don’t let your class be canceled.

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

<table>
<thead>
<tr>
<th>South Campus</th>
<th>YCI-038-1540</th>
<th>$49</th>
<th>1 Session</th>
<th>6:00PM–9:00PM</th>
<th>W</th>
<th>9/15/21</th>
<th>McInerney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YCI-038-1215</td>
<td>$39</td>
<td>1 Session</td>
<td>6:00PM–9:00PM</td>
<td>W</td>
<td>9/22/21</td>
<td>McInerney</td>
</tr>
</tbody>
</table>

THE PERFECT LAWN
Have you always wanted a thick, lush green lawn? It is possible to do it yourself. Learn how to properly care for your lawn through all the seasons of the year. Lawn care will include fertilizers, lime, weed control, revitalizing an old lawn, seeding a new lawn, thatch, aeration, winterizing and proper mowing.

| West Hills Center | YCI-105-1290 | $39 | 1 Session | 6:30PM–9:30PM | T | 10/5/21 | McInerney |

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

<table>
<thead>
<tr>
<th>South Campus</th>
<th>YCI-040-1540</th>
<th>$39</th>
<th>1 Session</th>
<th>9:30AM–12:30PM</th>
<th>S</th>
<th>9/25/21</th>
<th>McInerney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YCI-040-1215</td>
<td>$39</td>
<td>1 Session</td>
<td>9:30AM–12:30PM</td>
<td>S</td>
<td>9/18/21</td>
<td>McInerney</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ANCIENT GREEK LEVEL 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this Level 1 course students will learn to read the ancient Greek language at a beginner level. Students will also discover the wonders of classical Greek culture, history, art, myth, and literature. The class will be taught with a reading-based approach, using the textbook Athenaze: An Introduction to Ancient Greek, Book I by Balme and Lawall (revised 3rd edition, Oxford, 2016).</td>
</tr>
<tr>
<td>South Campus</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
<tr>
<td>FRENCH—LEVEL 1</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
<tr>
<td>GERMAN—LEVEL 1</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
<tr>
<td>ITALIAN—LEVEL 1</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>North Campus</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
<tr>
<td>LATIN—LEVEL 1</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
<tr>
<td>SPANISH—LEVEL 1</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Allegheny Campus</td>
</tr>
<tr>
<td>Braddock Hills Center</td>
</tr>
<tr>
<td>North Campus</td>
</tr>
<tr>
<td>South Campus</td>
</tr>
<tr>
<td>Online Live Zoom</td>
</tr>
</tbody>
</table>

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. A textbook may be required and will be discussed the first class.
**FRENCH—LEVEL 2**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-351-1215</td>
<td>$149</td>
<td>8</td>
<td>9/11/21</td>
</tr>
<tr>
<td>1:00PM–4:00PM</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GERMAN—LEVEL 2**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-361-1215</td>
<td>$149</td>
<td>8</td>
<td>9/13/21</td>
</tr>
<tr>
<td>6:30PM–9:30PM</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPANISH—LEVEL 2**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YAD-381-1540</td>
<td>$149</td>
<td>8</td>
<td>9/16/21</td>
</tr>
<tr>
<td>6:00PM–9:00PM</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-381-1215</td>
<td>$149</td>
<td>8</td>
<td>9/14/21</td>
</tr>
<tr>
<td>6:30PM–9:30PM</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**FRENCH—LEVEL 3**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-353-1210</td>
<td>$149</td>
<td>12</td>
<td>9/13/21</td>
</tr>
<tr>
<td>7:00PM–9:00PM</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPANISH—LEVEL 3**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-382-1215</td>
<td>$149</td>
<td>8</td>
<td>9/13/21</td>
</tr>
<tr>
<td>6:30PM–9:30PM</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FRENCH REFRESHER FOR ADVANCED STUDENTS**

Students can strengthen their French speaking and listening abilities through lively dialogue with experienced French speakers. This course is for students who have taken several French courses and are interested in retaining or regaining their language skills. Class discussions will include current issues, ensuring interesting conversation and a fun atmosphere.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YAD-004-1210</td>
<td>$149</td>
<td>8</td>
<td>9/18/21</td>
</tr>
<tr>
<td>9:30AM–12:30PM</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GERMAN ADVANCED REFRESHER**

Strengthen your German speaking and listening abilities through lively dialogue with experienced German speakers. If you have taken several German courses and are interested in retaining or regaining your language skills, this course is for you. Class discussions include current social and cultural issues, ensuring interesting conversation and a fun atmosphere in each unique class.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-006-1215</td>
<td>$149</td>
<td>8</td>
<td>9/14/21</td>
</tr>
<tr>
<td>6:30PM–8:30PM</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AMERICAN SIGN LANGUAGE—LEVEL 1**

American Sign Language (ASL) is a richly expressive system of manual communication used by Deaf Americans and Canadians. Formal signs, fingerspelling, pantomime gestures, facial expressions, body movements and speech will be used to convey meaning in ordinary conversation. Textbook is required and should be purchased before first class. “ABC Basic Course in American Sign Language” by Tom Humphries, Carol Padden, and Terrance J O’Rourke. Second Edition ISBN: 0932666426.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YAD-250-1211</td>
<td>$119</td>
<td>8</td>
<td>9/14/21</td>
</tr>
<tr>
<td>6:30PM–9:00PM</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyce Campus</td>
<td>YAD-250-1280</td>
<td>$119</td>
<td>8</td>
<td>9/15/21</td>
</tr>
<tr>
<td>6:30PM–9:00PM</td>
<td>W</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YAD-250-1280</td>
<td>$119</td>
<td>8</td>
<td>9/16/21</td>
</tr>
<tr>
<td>6:30PM–9:00PM</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISCOVER SIGN LANGUAGE 1**

It’s truly amazing how much you can communicate just by using your hands. Add in different facial expressions and you have a full conversation! In this course, you will discover how to use this graceful, expressive language to communicate.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td>YOL-248-1408</td>
<td>$139</td>
<td>6 Weeks</td>
<td>10/13/21</td>
</tr>
<tr>
<td>Self-paced</td>
<td>MTWRF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISCOVER SIGN LANGUAGE 2**

Take your sign language skills to the next level with additional vocabulary, grammar lessons and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td>YOL-249-1409</td>
<td>$139</td>
<td>6 Weeks</td>
<td>11/17/21</td>
</tr>
<tr>
<td>Self-paced</td>
<td>MTWRF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENGLISH AS A SECOND LANGUAGE 1**

Students will take a conversational approach to learning English focusing 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.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>YAD-018-1211</td>
<td>$149</td>
<td>8</td>
<td>9/18/21</td>
</tr>
<tr>
<td>9:30AM–12:30PM</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YAD-018-1450</td>
<td>$149</td>
<td>8</td>
<td>9/13/21</td>
</tr>
<tr>
<td>9:00AM–12:00PM</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>YAD-018-1540</td>
<td>$149</td>
<td>8</td>
<td>9/22/21</td>
</tr>
<tr>
<td>6:30PM–9:30PM</td>
<td>W</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>YAD-018-1215</td>
<td>$149</td>
<td>8</td>
<td>9/16/21</td>
</tr>
<tr>
<td>6:30PM–9:30PM</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STUDENTS MUST BE 18 YEARS OF AGE TO ATTEND ANY CLASS THAT IS NOT A DESIGNATED YOUTH CLASS.

ENGLISH AS A SECOND LANGUAGE 2
For students who speak English as a second language but need to improve their grammar this 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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>YAD-112-1211</td>
<td>$149</td>
<td>8</td>
<td>6:30PM–9:30PM W</td>
<td>9/15/21 Jeddi</td>
</tr>
<tr>
<td>North Campus</td>
<td>YAD-112-1450</td>
<td>$149</td>
<td>8</td>
<td>9:00AM–12:00PM W</td>
<td>9/15/21 Schwarz</td>
</tr>
</tbody>
</table>

ESL—COMMUNICATING PROFESSIONALLY
Non-native speakers—learn to speak more confidently and become more comfortable in professional and business settings.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>YAD-014-1210</td>
<td>$79</td>
<td>5</td>
<td>6:30PM–9:00PM T</td>
<td>10/19/21 Caye</td>
</tr>
<tr>
<td>North Campus</td>
<td>YAD-260-1450</td>
<td>$79</td>
<td>5</td>
<td>9:00AM–11:00AM T</td>
<td>9/14/21 Schwarz</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YAD-015-1451</td>
<td>$89</td>
<td>6</td>
<td>9:00AM–12:00PM R</td>
<td>10/7/21 Schwarz</td>
</tr>
</tbody>
</table>

ESL—IMPROVING YOUR COMPREHENSION
Have you ever listened to a conversation in English and felt that you know all of the words, but their combination makes no sense? Students will focus on common English expressions that are most confusing to English as a Second Language students. Basic English knowledge is required.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>YAD-008-1450</td>
<td>$39</td>
<td>1</td>
<td>6:00PM–7:00PM R</td>
<td>11/1/21 Dibartola</td>
</tr>
</tbody>
</table>

GRAMMAR FOR ESL
If English is your second language this course will teach you the principles of grammar and structure you’ll need to succeed. This course is designed as an in-depth analysis of English grammar for Second Language students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>$139</td>
<td>6 Weeks</td>
<td>MTWRF 9/15/21 Faculty</td>
<td></td>
</tr>
</tbody>
</table>

WRITING FOR ESL
Many ESL learners have excellent educations, training and skills in their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. This course will show you what English readers expect and how your writing can achieve your goals.

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>$139</td>
<td>6 Weeks</td>
<td>MTWRF 10/13/1 Faculty</td>
<td></td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live</td>
<td>$79</td>
<td>4 Sessions</td>
<td>6:30PM–8:30PM R</td>
<td>Zervos</td>
</tr>
</tbody>
</table>

ITALIAN CULTURE
Participants will experience the joy of all things Italian! Faith, family, food, fashion, and fun! We will sing Italian songs, learn the Italian dance of “Tarantella”, play the Italian game of Morra, sample Italian pizzellas, learn to speak key phrases in the Italian language, sample Italian cookies, discover the differences of the Italian regions and enjoy being Italian, even if just for one evening. All are welcome and everyone can be Italian in spirit!

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live</td>
<td>$39</td>
<td>1 Session</td>
<td>6:00PM–7:00PM R</td>
<td>11/1/21 Dibartola</td>
</tr>
</tbody>
</table>

MIND & SPIRIT

ANXIETY RELIEF
Get relief from anxiety through gaining information and techniques taught by a Licensed Professional Therapist. Learn effective and creative ways to stop worrying, and as a bonus you will learn how to create an emergency anxiety crisis kit to take with you wherever you go.

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live</td>
<td>$29</td>
<td>1 Session</td>
<td>10:00AM–12:00PM S</td>
<td>Pollard</td>
</tr>
</tbody>
</table>

AWAKENING YOUR PSYCHIC SELF
Would you like to tap into the power of your intuitive abilities and make them work in your life? If you are interested in exploring your psychic skills, then this course is for you! Each week we will use different approaches to identify your psychic strengths.

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
<th>Sessions</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>$39</td>
<td>1 Session</td>
<td>6:00PM–8:30PM M</td>
<td>Pakler</td>
</tr>
</tbody>
</table>
CHAKRA BALANCING & AURA CLEANSING
The Chakra areas of the body allow us a glimpse of how the entire energetic system is functioning. In this class, students will practice balancing the chakras and cleansing the auric field to improve energy flow.

Boyce Campus  YEB-226-1280  $39  1 Session
6:00PM–8:00PM  R  10/7/21  Troup

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

Boyce Campus  YEB-820-1280  $39  1 Session
6:00PM–8:00PM  R  11/11/21  Troup
North Campus  YEB-820-1450  $39  1 Session
6:30PM–8:30PM  R  10/28/21  Troup

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

North Campus  YEB-819-1450  $39  1 Session
6:30PM–8:30PM  R  10/21/21  Troup

CREATING YOUR EMPOWERING VISION BOARD
You can create a happy and energized life by focusing on what you want. A vision board is a powerful tool to help you keep your goals in front of you. Learn the principles behind a vision board attract resources, opportunities, and actions for success. Materials needed and not included in the cost of the course are magazines, scissors, glue, poster board and possibly other materials reviewed in session one.

North Campus  YEB-298-1450  $49  4 Sessions
6:00PM–7:30PM  T  10/26/21  Eleff

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. We will use meditation, discussion, group and individual work to reveal how you best connect with your ‘sixth sense.’

North Campus  YEB-058-1450  $39  1 Session
6:30PM–8:30PM  R  9/30/21  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.

South Campus  YEB-286-1540  $49  4 Sessions
6:30PM–7:30PM  T  9/21/21  Natali

JOY & INNER PEACE WITH MEDITATION
Experience the joy and inner peace of meditation. There are many different forms of meditation, and we will explore the subtle intricacies of Zen, sahaja, meta, transcendental, and other various types of meditation. Each session will include a discussion about meditation principles, such as the seven chakras, raising one’s energy, guided meditation, progressive muscle relaxation, compassion, forgiveness, and healing followed by a guided meditation session. Participants will leave with a greater session of inner peace and healing.

North Campus  YEB-364-1450  $59  8 Sessions
6:00–7:00PM  R  9/16/21  Dibartola

MINDFUL PLAY W/LEGO® BRICKS
Looking for a way to de-stress, but struggle with meditation? Mindfulness is the practice of creating a feeling of calm by being aware of your mind, body and feelings in the present moment. In this introductory course, we will explore mindful play using different mindfulness techniques while playing with LEGO® bricks. Bricks are recommended, but you can use whatever you have at home.

Online Live Zoom  YEB-344-1450  $49  4 Sessions
7:00PM–8:30PM  T  9/14/21  Kay

MINDFULNESS-BASED STRESS REDUCTION (MBSR)
Introductory course designed to provide various mindfulness-based strategies used to work through unwanted thoughts and emotions. Through videos, readings, and exercises students will gain the experience to develop their own meditation practice, and the knowledge to apply mindfulness techniques to daily life.

Online Live Zoom  YEB-753-1215  $59  4 Sessions
6:00PM–8:00PM  T  10/12/21  Faculty
TAP INTO YOUR INNER GUIDANCE
You are an energetic being with an endless stream of guidance coming from many avenues. Everyday living and decision-making is so much easier when you know how to be tapped into your guidance!
Boyce Campus   YEB-288-1281  $39  1 Session
6:00PM–8:00PM  R  11/18/21  Troup

TAROT FOR BEGINNERS
Tarot cards are designed to represent various aspects of life’s journey. When used accurately, they can be a worthy educational tool to help individuals choose well, navigate change, and better understand how life works. All 78 cards (major and minor arcana) will be discussed as well as the proper use and ethics of tarot. Students should bring a deck of either Universal-Waite or Rider-Waite tarot cards to class.
North Campus   YEB-071-1451  $39  1 Session
6:30PM–9:00PM  R  9/23/21  Troup

MUSIC
GUITAR—BEGINNING
Learn the fundamentals of playing the guitar. Topics include chords, strumming technique, playing songs and using tablature. Students will also be introduced to music theory, scales and improvising. Reading music or previous experience playing an instrument is not required. Students must bring their own guitar.
Boyce Campus   YDC-006-1280  $99  8 Sessions
6:30PM–8:30PM  M  9/13/21  Faculty
North Campus   YDC-006-1450  $109  10 Sessions
7:00PM–9:00PM  T  9/14/21  Blashford
Online Live Zoom  YDC-006-1215  $79  6 Sessions
6:00PM–7:30PM  W  9/29/21  Carey

GUITAR—INTERMEDIATE
Students can hone their Guitar—Beginning skills by learning additional music theory, advanced accompaniment and more complex techniques.
North Campus   YDC-010-1450  $109  10 Sessions
6:30PM–8:30PM  R  9/16/21  Blashford

MUSIC THEORY
A practical approach to reading and understanding music including rhythm, note reading, key signatures and writing of music will be taught. Students will work on building their understanding of music to provide a solid approach to analyzing music.
Online Live Zoom  YDC-800-1215  $79  6 Sessions
6:30PM–8:30PM  T  9/14/21  Pass

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  T  9/14/21  Kogut
Online Live Zoom  YDC-101-1215  $99  8 Sessions
6:30PM–8:30PM  M  9/13/21  Kogut

PIANO—BEGINNING 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  W  9/15/21  Kogut
Online Live Zoom  YDC-104-1215  $99  8 Sessions
6:30PM–8:30PM  R  9/16/21  Kogut

PIANO—3
A continuation of Beginning 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 techniques to enhance their performing skills.
Online Live Zoom  YDC-108-1215  $99  8 Sessions
6:30PM–8:30PM  F  9/17/21  Kogut

UKULELE—BEGINNER BASICS
Beginner ukulele basics will be presented. Students will learn simple chords and strums that are used in many popular songs. Students should purchase the book “Essential Elements for Ukulele—Method Book 1” by Marty Gross.
Online Live Zoom  YDC-808-1215  $99  8 Sessions
6:30PM–8:30PM  M  9/13/21  Pass

UKULELE—INTERMEDIATE
Students can hone their Ukulele—Beginner Basics skills by learning additional music theory, advanced accompaniment and more complex techniques. Students will need to bring their own ukulele.
Online Live Zoom  YDC-810-1215  $99  8 Sessions
6:00PM–8:00PM  S  9/12/21  Pass

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! Learn 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!
West Hills Center  YDC-508-1290  $89  6 Sessions
6:00PM–8:00PM  M  9/13/21  Pass

For Community Education questions, call 412.788.7507.
INSTRUCTOR LED NON-CREDIT
ONLINE COURSES

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
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.

ed2go.com/ccac
412.788.7507

Over 300 online courses available

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

ABOUT OUR ONLINE COURSES

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

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

Popular six-week classes (more than 100 to choose from):

- Accounting 1 and 2
- Start a Small Business
- QuickBooks
- MS Office/Excel
- Grammar Refresher
- Grant Writing
- GRE/GMAT/SAT
- Medical Coding
- Spanish 1 and 2
- SQL/Python/Java
- Photography
- Web Design
- Writing/Publishing

HOW TO GET STARTED

1. Visit our Online Instruction Center at www.ed2go.com/ccac
2. Browse the course departments to locate your class. Choose the department and course title you are interested in and select the Add to Cart button. Continue to Enrollment. Choose New Or Returning Student—here you will enter or create a user name (your email) and choose a password that will grant you access to the Classroom. During this process, you are establishing your classroom link and you will learn important information about your course. Please note the computer requirements for your course such as software or if a textbook is required.
3. To complete your enrollment in your course, call Registration at 412.788.7546 to arrange for payment of your tuition. You are not considered registered until payment is made. Enrolling in the online instruction center www.ed2go.com/ccac only establishes your classroom link. Your course number and payment information will be necessary to process your registration. Or pay online by visiting shopcommunityed.ccac.edu click on the online category and locate your course.
4. When your course starts, return to our Online Instruction Center www.ed2go.com/ccac and click the Classroom link. To begin your studies, simply log in with your email and the password you created while establishing your classroom link.

ONLINE CERTIFICATES & PROGRAMS

ACCOUNTING CERTIFICATE

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Fundamentals 1</td>
<td>9/15/21</td>
<td>$139</td>
</tr>
<tr>
<td>Accounting Fundamentals 2</td>
<td>10/13/21</td>
<td>$139</td>
</tr>
<tr>
<td>Accounting Fundamentals 2</td>
<td>11/17/21</td>
<td>$139</td>
</tr>
<tr>
<td>Accounting Fundamentals 2</td>
<td>12/15/21</td>
<td>$139</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE ASSISTANT CERTIFICATE

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant Fundamentals</td>
<td>9/15/21</td>
<td>$139</td>
</tr>
<tr>
<td>Administrative Assistant Fundamentals</td>
<td>10/13/21</td>
<td>$139</td>
</tr>
<tr>
<td>Administrative Assistant Fundamentals</td>
<td>11/17/21</td>
<td>$139</td>
</tr>
<tr>
<td>Administrative Assistant Fundamentals</td>
<td>12/15/21</td>
<td>$139</td>
</tr>
</tbody>
</table>
COMPUTER NETWORKING CERTIFICATE
Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field. Students must complete all three courses to receive a certificate. You must also enroll in the online instruction at www.ed2go.com/ccac to establish your classroom link.

Intro to Networking
YOL-193-1408 Start Date: 10/13/21 $139
Intermediate Networking
YOL-194-1409 Start Date: 11/17/21 $139
Wireless Networking
YOL-196-1410 Start Date: 12/15/21 $139

DIGITAL MARKETING CERTIFICATE
One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. Student must complete all three courses to receive a certificate. You must also enroll in the online instruction at www.ed2go.com/ccac to establish your classroom link.

Marketing Your Business on the Internet
YOL-163-1407 Start Date: 9/15/21 $139
Using Social Media in Business
YOL-164-1408 Start Date: 10/13/21 $139
Achieving Top Search Positions
YOL-165-1409 Start Date: 11/17/21 $139

ENTREPRENEUR BUSINESS CERTIFICATE
Ready to start your own business? Hone your entrepreneurial spirit and help get your business going. Learn how to take your dream of starting a business and put it into action. You’ll begin by discovering the tricks to picking the right opportunity. Next, you’ll learn how to develop proven marketing techniques to easily build sales. Because every business needs money, we’ll discuss traditional and nontraditional financing options. Student must complete Start Your Own Business & Creating a Successful Business Plan to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Start Your Own Small Business
YOL-188-1407 Start Date: 9/15/21 $139
YOL-188-1408 Start Date: 10/13/21

Creating a Successful Business Plan
YOL-187-1409 Start Date: 11/17/21 $139
YOL-187-1410 Start Date: 12/15/21

ESSENTIAL SOFT SKILLS CERTIFICATE
Every job role requires some interaction with others, whether they are colleagues or customers, so soft skills will be important to most employers. Developing these skills makes it easier to form relationships with people, create trust and dependability, lead teams, interact with colleagues, solve problems, and manage your work. Employers seek soft skills in job applicants with a combination of people skills, social skills, and communication skills. Develop these valuable skills and emphasize them in job applications, resumes, cover letters, and interviews. Communicating is necessary. Knowing how to do it well is personally satisfying and professionally wise. Student must complete all four courses to receive certificate.
You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Interpersonal Communication
YOL-127-1407 Start Date: 9/15/21 $139
Achieving Success with Difficult People
YOL-001-1408 Start Date: 10/13/21 $139
Skills for Making Great Decisions
YOL-931-1409 Start Date: 11/17/21 $139
Individual Excellence
YOL-128-1410 Start Date: 12/15/21 $139

EVENT PLANNING CERTIFICATE
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. Student must complete both classes to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Wow! What a Great Event
YOL-132-1407 Start Date: 9/15/21 $139
Secrets of a Caterer
YOL-178-1408 Start Date: 10/13/21 $139
GRANT WRITING CERTIFICATE
This invigorating and informative grant writing course will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign and how to put together a complete proposal package. Student must complete A-Z Grant Writing and Advanced Grant Proposal Writing to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

A-Z Grant Writing
YOL-433-1407 Start Date: 9/15/21 $139
YOL-433-1408 Start Date: 10/13/21 $139

Advanced Grant Proposal Writing
YOL-441-1409 Start Date: 11/17/21 $139
YOL-441-1410 Start Date: 12/15/21 $139

HUMAN RESOURCE MANAGEMENT CERTIFICATE
These courses are designed to help without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. You will also learn tactics to build a successful employment brand, the importance of a strong onboarding program and the effect it can have on employee retention. Must complete both courses for certificate. We will also discuss how continuous learning and targeted feedback can help engage employees.
You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Understand Human Resources
YOL-209-1408 Start Date: 10/13/21 $139

Talent and Performance Management
YOL-927-1409 Start Date: 11/17/21 $139

LEADERSHIP DEVELOPMENT CERTIFICATE
Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership program. Must complete all three courses for certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Leadership
YOL-929-1408 Start Date: 10/13/21 $139

Building Teams That Work
YOL-930-1409 Start Date: 11/17/21 $139

Skills for Making Great Decisions
YOL-931-1410 Start Date: 12/15/21 $139

MEDICAL OFFICE PRACTICES CERTIFICATE
Learn the knowledge and skills you need to jump start your career in a variety of medical offices. This multi-course program includes Medical Terminology, Medical Math skills, Compliance of Health Insurance Portability and Accountability Act (HIPAA), and Human Anatomy. Whether you are new to the field of medicine or want to enhance your skills, this is the course for you. Must complete all four courses for certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Medical Terminology
YOL-434-1407 Start Date: 9/15/21 $139

Human Anatomy and Physiology
YOL-402-1408 Start Date: 10/13/21 $139

Medical Math
YOL-926-1409 Start Date: 11/17/21 $139

HIPAA Compliance
YOL-401-1410 Start Date: 12/15/21 $139

NONPROFIT MANAGEMENT CERTIFICATE
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. Understand the unique characteristics of nonprofit organizations. Learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. Gain a full understanding of the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work. Student must complete all three courses to receive a certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Nonprofit Management
YOL-166-1407 Start Date: 9/15/21 $139
YOL-166-1408 Start Date: 10/13/21 $139

Marketing Your Nonprofit
YOL-131-1409 Start Date: 11/17/21 $139

Nonprofit Fundraising
YOL-167-1410 Start Date: 12/15/21 $139

For Community Education questions, call 412.788.7507.
PROFESSIONAL SALES SKILLS CERTIFICATE
Learn the skills you need to obtain a lucrative career in sales. This certificate program will teach you everything from communication to closing the deal. You’ll learn to use communication to build rapport and create environments of trust, warmth and respect. Become more confident, create a great first impression, get along well with others and create more and better personal and professional relationships. Student must complete Effective Selling and Sales Skills to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Effective Selling
YOL-186-1407 Start Date: 9/15/21 $139
YOL-186-1408 Start Date: 10/13/21

Professional Sales Skills
YOL-185-1409 Start Date: 11/17/21 $139
YOL-185-1410 Start Date: 12/15/21

SUPPLY CHAIN MANAGEMENT CERTIFICATE
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field. You will learn which actions to take when confronted by almost any situation. You’ll understand how to represent top management’s interests on the shop floor, and you’ll know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. Student must complete all three courses to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Supply Chain Management Fundamentals
YOL-168-1407 Start Date: 9/15/21 $139

Distribution & Logistics
YOL-169-1408 Start Date: 10/13/21 $139

Purchasing Fundamentals
YOL-126-1409 Start Date: 11/17/21 $139

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

Creating Web Pages
YOL-300-1407 Start Date: 9/15/21 $139
YOL-300-1408 Start Date: 10/13/21

Designing Effective Websites
YOL-322-1409 Start Date: 11/17/21 $139
YOL-322-1410 Start Date: 12/15/21
PETS

FIRST AID FOR DOGS & CATS
You love your pet. Do you know what to do in an emergency? Learn what to do when your pet is exposed to poison, seizures, fractures, bleeding, burns, choking, and heatstroke; and if your pet is not breathing. Emergency treatment and first aid for pets should never be used as a substitute for veterinary care but it may save your pet’s life before you can get your pet to a veterinarian. Do not bring your pet to class.

Online Live Zoom  YBA-030-1450  $39  1 Session
6:30PM–8:00PM  W  10/6/21  Buell

PHOTOGRAPHY

IT’S A SNAP—A BEGINNER’S MINI-COURSE IN DIGITAL PHOTOGRAPHY
Did you just get a DSLR or compact digital camera? Are you stuck in auto mode? Get out of auto and learn how to use your camera the way it deserves to be used.

Online Live Zoom  YBF-505-1215  $69  4 Sessions
6:30PM–9:30PM  R  9/16/21  Haritan

MACRO PHOTOGRAPHY IN NATURE
Close-up photography will give you an intimate view of the world around you. Focus on nature, this class will cover the basics of macro photography, including equipment, concepts and special techniques. Students should have knowledge of photography fundamentals and skill with their own camera. Macro lenses are helpful.

South Campus  YBF-032-1540  $89  5 Sessions
6:30PM–9:30PM  R  11/4/21  Bachman

FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A COURSE:
• Ask. A verbal request if often all it takes. A written memo 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.

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

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.

Allegheny Campus  YBF-101-1210  $149  8 Sessions
6:00PM–8:00PM  T  9/7/21  Faculty

Boyce Campus  YBF-101-1280  $149  8 Sessions
6:00PM–9:00PM  W  9/8/21  Faculty

North Campus  YBF-101-1450  $149  8 Sessions
6:30PM–9:00PM  W  9/15/21  Faculty

South Campus  YBF-101-1541  $149  8 Sessions
6:30PM–9:00PM  M  9/13/21  Bachman

West Hills Center  YBF-101-1290  $149  8 Sessions
6:30PM–9:00PM  W  9/8/21  Faculty

Online Live Zoom  YBF-101-1215  $149  8 Sessions
6:30PM–9:00PM  T  9/14/21  Bachman

PHOTOGRAPHY OF NATURE IN HIKING TRAILS
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-111-1255  $59  5 Sessions
9:00AM–11:00AM  S  9/11/21  Bachman

PHOTOGRAPHY—PICTURE PITTSBURGH
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.

Allegheny Campus  YBF-018-1210  $69  4 Sessions
6:30PM–9:30PM  W  9/8/21  Bachman

THE ART OF NIGHT PHOTOGRAPHY
Explore the artistic and technical challenges of developing a sense of photographic night vision. This class is open to photographers of all levels of experience. Students must be able to control their camera exposures manually. Both film and digital cameras are welcome.

Offsite  YBF-105-1540  $89  5 Sessions
6:30PM–9:30PM  W  10/13/21  Bachman

For Community Education questions, call 412.788.7507.
SPORTS & RECREATION

LEARN TO FLY FISH
Explore the fundamentals of fly fishing. Aimed at the novice fly angler, topics include equipment selection, knot tying, and basic entomology and fly selection, reading the water, safety considerations, and where to fly fish in Western PA. Finally, fly casting, the most important aspect of fly fishing, will be demonstrated. In addition to course fees, an optional field trip is scheduled to a private trout stream with your instructors, who are all former fly fishing guides. Students are responsible for the fee of the field trip. More details will be provided at the first session. Waders and boots are not necessary for the class, but if students have their own rod and reel they should bring them!

Boyce Campus  YFD-947-1280  $149  8 Sessions
6:00PM–8:30PM  TR  9/7/21  Reeder

INTERMEDIATE FLY FISHING
This course picks up where our Learn to Fly Fish course left off. Three full sessions will be devoted to fly casting for distance and accuracy. Specific casts, such as the tuck cast, reach cast, and slack line cast will be taught. Students will build their own leaders during one session. Additional knots will be covered. Finally, equipment, rigs, and techniques for success in specific fly fishing scenarios will be discussed, including: fishing with multiple flies; retrieving streamer flies; fly fishing for other species like smallmouth bass and steelhead. Two years of fly fishing experience and/or a basic understanding of the topics covered in our Learn to Fly Fish course is helpful. In addition to course fees, an optional field trip is scheduled to private fly fishing only water with your instructors. Students are responsible for the fee of the field trip.

Boyce Campus  YFD-949-1280  $149  8 Sessions
6:00PM–8:30PM  TR  10/5/21  Reeder

TYING GREAT LAKES STEELHEAD FLIES I
This class is for anglers who want to tie their own flies for pursuing steelhead trout in the tributaries of the Great Lakes. Four or more steelhead fly patterns will be taught in class with the student tying at least two of each fly pattern. Some patterns taught include: various egg patterns, sucker spawn, the egg sucking leech, the Spring Wiggler, polar shrimp, Emerald Shiner, and others.

Boyce Campus  YFD-126-1280  $39  1 Session
9:00AM–12:30PM  S  10/23/21  Reeder

TYING GREAT LAKES STEELHEAD FLIES II
This class is for anglers who want to tie their own flies for pursuing steelhead trout in the tributaries of the Great Lakes. Four or more steelhead fly patterns will be taught in class with the student tying at least two of each fly pattern. Some patterns taught include: various egg patterns, sucker spawn, the egg sucking leech, the Spring Wiggler, polar shrimp, Emerald Shiner, and others. Note: Fly patterns taught in Steelhead Flies I will be different from fly patterns taught in Steelhead Flies II. Steelhead Flies I is not required for Steelhead Flies II.

Boyce Campus  YFD-127-1280  $39  1 Session
9:00AM–12:30PM  S  11/6/21  Reeder

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.

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 on 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 class experience or some fly-fishing experience is helpful.

Boyce Campus  YFD-615-1280  $149  8 Session
6:00PM–8:30PM  TR  11/9/21  Reeder

STUDENTS MUST BE 18 YEARS OF AGE TO ATTEND ANY CLASS THAT IS NOT A DESIGNATED YOUTH CLASS.

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

GOLF—BEGINNING
Explore the fundamentals of beginning golf. Topics will include grip, stance and swing fundamentals, as well as chipping and putting. 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 site at the first class.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YFD-910-1480</th>
<th>$69</th>
<th>6 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scally's Golf Course</td>
<td>M</td>
<td>9/13/21</td>
<td>Boehm</td>
</tr>
<tr>
<td>Scally's Golf Course</td>
<td>T</td>
<td>9/14/21</td>
<td>Stone</td>
</tr>
<tr>
<td>Scally's Golf Course</td>
<td>W</td>
<td>9/15/21</td>
<td>Stone</td>
</tr>
<tr>
<td>Scally's Golf Course</td>
<td>S</td>
<td>9/18/21</td>
<td>Stone</td>
</tr>
</tbody>
</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. A 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.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YFD-911-1480</th>
<th>$69</th>
<th>6 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scally's Golf Course</td>
<td>R</td>
<td>9/16/21</td>
<td>Stone</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>$45 range fee</th>
<th>$6 small bucket, $10 large bucket per session</th>
</tr>
</thead>
</table>

WRITING
A TO Z GRANTWRITING
This course provides students with the hands-on experience and knowledge they need to successfully begin writing grant proposals, including real-world scenarios, and the opportunity to improve their work by reviewing previous grant proposals completed by peers.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YOL-433-1407</th>
<th>$139</th>
<th>6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td>Self-paced</td>
<td>MTWRF</td>
<td>9/15/21</td>
</tr>
</tbody>
</table>

BASICS OF HORROR WRITING
What are you afraid of? What scares us? Learn to begin to master that fear and write about it. From the thing under the bed to the creepy monster in the closet, begin to tell stories that terrify.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YAB-275-1215</th>
<th>$89</th>
<th>5 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>9:00AM–12:00PM</td>
<td>S</td>
<td>10/2/21</td>
</tr>
</tbody>
</table>

BEGINNING WRITER’S WORKSHOP
Like a true writing workshop, you will learn literary techniques, peer review a classmate’s work and receive constructive criticism on your work. Learn how to move your work from the prewriting stage to editing and final revision. By the end of this online workshop, you will have a thoroughly developed creative writing piece.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YOL-245-1407</th>
<th>$139</th>
<th>6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td>Self-paced</td>
<td>MTWRF</td>
<td>9/15/21</td>
</tr>
</tbody>
</table>

BEGINNERS GUIDE TO GETTING PUBLISHED
Do you know the five most common reasons why manuscripts are instantly rejected? If your goal is to become a published freelance writer this course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YOL-058-1408</th>
<th>$139</th>
<th>6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course</td>
<td>Self-paced</td>
<td>MTWRF</td>
<td>10/13/21</td>
</tr>
</tbody>
</table>

BREATHROUGH 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.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>YAB-219-1215</th>
<th>$99</th>
<th>8 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Live Zoom</td>
<td>6:30PM–8:30PM</td>
<td>W</td>
<td>9/8/21</td>
</tr>
</tbody>
</table>

For Community Education questions, call 412.788.7507.
CREATIVE WRITING
Students will develop and hone their creative writing skills in this class. Both beginners and advanced writers are welcome. Topics include memoirs, poetry, essays, short stories and novels. Individual development will be stressed and workshops will be used to encourage class participation.

Online Live Zoom YAB-025-1216 $79 6 Sessions
6:30PM–8:30PM M 9/20/21 Shapiro

PLAYWRITING
Learn about the craft of writing for the stage, including elements of dramatic dialogue, the breakdown of scenes into measurable units, and how to engage an audience through the written word. We'll read and study a successful one-act play and interpret scripts through dramatic readings. By the end of the class, you'll complete either an original one-act play or the first act for a longer stage play.

Allegheny Campus YAB-323-1210 $99 8 Sessions
6:30PM–9:30PM R 9/16/21 Kirk

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 $89 6 Sessions
6:30PM–8:30PM T 9/14/21 Kirk

YOUTH
SAT PREP—MATH & VERBAL
(Choose eight sessions or two-day workshop)
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. Basic reading and 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. Textbook is: “Barron’s SAT Prep” Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

North Campus YOU-630-1450 $109 8 Sessions
6:00PM–9:00PM W 9/8/21 Clark

Allegheny Campus YOU-635-1210 $109 2 Sessions
9:30AM–3:30PM S 11/6/21 Ruhe

Boyce Campus YOU-635-1280 $109 2 Sessions
9:30AM–3:30PM S 10/9/21 Faculty

West Hills Center YOU-635-1290 $109 2 Sessions
9:30AM–3:30PM S 9/25/21 Ruhe

Online Live Zoom YOU-635-1215 $109 2 Sessions
9:30AM–3:30PM S 10/9/21 Ruhe

STUDY PREP 101
Get great results with study and test-taking techniques. This course helps students develop and improve basic study skills. Topics include note-taking, retention techniques, time management, listening skills, outlining, and test-taking tips. For ages 12 and older.

Online Live Zoom YOU-854-1215 $29 1 Session
6:00PM–8:00PM T 9/14/21 Harmon

SUMMER CAMPS BEGIN JUNE 2021!
Information is available after April 1—call 412.788.7507.
Please print. Complete and return this form with payment. No further notice will be provided.

Date of Birth MM/DD/YYYY (required)

Social Security Number (required)

Last Name:  
First Name:  
Middle Initial:

Street Address:  
Apt:  

City:  
State:  
Zip:  
County:  

Home Phone:  
Alternate Phone: 

Email Address: 
New Address (X): 

Have you ever served in the Military (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.

Semester  
Course Number  
Course Title (if applicable)  
Course Location  
Cost 

$  

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:  

If you require special arrangements, contact the nearest CCAC Supportive Services office prior to class:
Allegheny – 412.237.4612 • Boyce – 724.325.6604  
North – 412.369.3686 • South – 412.469.6207  
TTY – 412.369.4110 & 412.469.6005 

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

Form Updated 02.08.2017
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
- Course Number
- Address
- Payment Information
- Email address, if available
- Birth Date
- Phone (day & evening)
- 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
Registration hours: 8:30 a.m. to 4:30 p.m. Monday thru Friday.

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, BIKING & WALKING CLASSES
Go Hiking! North Hills Hikes • Go Hiking! South Hills Hikes • Go Hiking! West Hills Hikes
Hiking the County Parks • Photography of Nature in Hiking Trails • Walking Breakfast Tours
Walking Lunch Tours • Walking the Downtown Pittsburgh Outskirts