

COMMUNITY EDUCATION SUMMER 2019

Register & pay online at shopcommunityed.ccac.edu
CLASSES ENROLLING JUNE THROUGH AUGUST 2019



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REGISTRATION INFORMATION & REGISTRATION FORM

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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.

HAVE A GREAT IDEA FOR A CLASS? WOULD YOU LIKE TO TEACH A COURSE?

Contact CCAC Community Education

West Hills Center

1000 McKee Road, Oakdale, PA 15071
communityeducation@ccac.edu
412.788.7507

Please include your resume and an outline of your proposed course.

LOCATIONS

ALLEGHENY CAMPUS

CCAC Allegheny Campus
412.237.2525
808 Ridge Avenue
Pittsburgh, PA 15212
(North Shore)

CCAC Homewood-Brushton Center
412.371.1600
701 North Homewood Avenue
Pittsburgh, PA 15208
(Wilksburg)

BOYCE CAMPUS

CCAC Boyce Campus
412.371.8651 or
724.327.1327
595 Beatty Road
Monroeville, PA 15146

CCAC Braddock Hills Center
412.271.0201
250 Yost Boulevard
Pittsburgh, PA 15221
(Forest Hills)

NORTH CAMPUS

CCAC North Campus
412.366.7000
8701 Perry Highway
Pittsburgh, PA 15237

CCAC West Hills Center
412.788.7500
1000 McKee Road
Oakdale, PA 15071

SOUTH CAMPUS

CCAC South Campus
412.469.1100
1750 Clairton Road
(Route 885)
West Mifflin, PA 15122

CCAC Washington County
724.223.1012
Washington Crown Center
1500 West Chestnut Street
Washington, PA 15301

The Energy Innovation Center (EIC)
1435 Bedford Avenue
Pittsburgh, PA 15219

Airport Sewing Center

13 W. Prospect Ave.
Pittsburgh, (Ingram) PA 15205

Hartwood Acres

215 Saxonburg Boulevard
Pittsburgh, PA 15238

Jefferson Hills Library

925 Old Clairton Road
Clairton, PA 15025

Montour Woods Conservation

Main parking area/trailhead
Hassam Road

Muetzel's Florist & Gift

1144 Silver Lane
McKees Rocks, PA 15136

Piecing It Together

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

Scally's Golf Course

265 Hookstown Grade Road
Moon Twp., PA 15108

Sisters of Divine Providence

9000 Babcock Boulevard
Allison Park, PA 15101

Willows Driving Range

7838 Saltsburg Road
Pittsburgh, PA 15239

ACADEMIC PREPARATION

SAT PREP—MATH & VERBAL

This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. Textbook is: "Barron's SAT Prep" 2018 Edition ISBN-13: 978-1438009988 ISBN-10: 1438009984.

Boyce Campus 6:00PM–9:00PM	YOU-630-1280 W	\$109 6/5/19	8 Sessions Faculty
North Campus 6:00PM–9:00PM	YOU-630-1450 T	\$109 6/4/19	8 Sessions Clark
South Campus 9:00AM–3:30PM	YOU-630-1540 MTWR	\$109 7/8/19	4 Sessions Fleckenstein Brim-Simpson
West Hills Center 9:30AM–3:30PM	YOU-630-1290 MTWR	\$109 7/15/19	4 Sessions Faculty

ARTS & CRAFTS

BASIC ACTING

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

Allegheny Campus 6:30PM–8:30PM	YDD-216-1215 R	\$79 6/13/19	6 Sessions Perkins
South Campus 6:30PM–9:30PM	YDD-216-1540 W	\$59 6/12/19	3 Sessions Kirk

CANVAS & ACRYLIC PAINTING

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

South Campus 6:00PM–9:00PM	YDA-352-1540 T	\$69 7/16/19	4 Sessions Kirk
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DRAWING BASICS

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

Allegheny Campus 6:30PM–8:30PM	YDA-914-1210 R	\$69 6/6/19	6 Sessions Byrne
North Campus 6:30PM–9:30PM	YDA-914-1450 W	\$89 6/5/19	6 Sessions Giebel
South Campus 1:00PM–3:00PM	YDA-914-1540 W	\$69 6/19/19	6 Sessions Estes

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.

Muetzel's Florist & Gift 6:30PM–8:30PM	YGA-332-1250 M	\$59 6/10/19	6 Sessions Harding
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KNITTING 1—BEGINNER

Learn the basics of knitting and discover a relaxing hobby you'll enjoy for a lifetime! Students will learn how to hold the knitting needles and learn about yarn and how to care for different yarn. This class progresses you through all the knitting basics such as casting on, the knit stitch, the purl stitch, binding off and combinations of both stitches. This class is taught in English-style knitting. Step-by-step, you will learn to build skills to learn how to confidently knit any beginner-level pattern. Class projects may include easy dishcloth samples, a scarf, wrist warmers or a coffee cup cozy. Projects will be using basic stitch patterns and simple color changes. Bring size US 8/5.0 mm Knitting Needles and Worsted Weight Cotton yarn.

South Campus 6:00PM–9:00PM	YBC-218-1540 W	\$69 6/19/19	4 Sessions Maguire-Haught
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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.

KNITTING 2—ADVANCED BEGINNER

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. Students will learn to knit in the round. Learn to fix mistakes and learn lots of tips and tricks. You will learn to build your skills to learn how to confidently knit many intermediate-level patterns. Class projects may include examples of intermediate dishcloths, scarves, wrist warmers, mittens, and hats. Projects will be using intermediate stitches and repetitive stitch patterns. Bring size US 8/5.0 mm Knitting Needles and Worsted Weight Cotton yarn

South Campus 6:00PM–9:00PM	YBC-219-1540 W	\$69 7/17/19	4 Sessions Maguire-Haught
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MODERN CALLIGRAPHY & LETTERING 1

This course teaches the art of modern calligraphy using a pointed pen. Students will learn about the tools and how to use them. We will learn basic strokes and progress to a full alphabet. We will also look at decorative elements to enhance your lettering and ways of applying your new skill to various projects. You will not need much equipment to create beautiful lettering and a detailed shopping list will be emailed to students prior to the first class. Some materials include a bottle of black ink, a pen holder and hunt 22 nib. Additional supplies will be discussed at the first class. Items can be purchased at most local arts and craft stores and online.

Allegheny Campus 6:30PM–8:30PM	YDA-904-1210 W	\$79 6/19/19	6 Sessions Browne
North Campus 6:30PM–8:30PM	YDA-904-1450 M	\$79 6/10/19	6 Sessions 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.

North Campus 9:00AM–12:00PM	YDA-096-1450 M	\$99 6/3/19	8 Sessions Hall
North Campus 6:30PM–9:30PM	YDA-096-1451 R	\$99 6/6/19	8 Sessions Giebel

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.

PAINTING IN OIL & ACRYLICS

This class is for the student who wants flexibility in individual projects ranging from oil painting to watercolors. The instructor works with each student based on the medium chosen.

North Campus 9:00AM–12:00PM	YDA-010-1450 W	\$99 6/5/19	8 Sessions Hall
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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 6:30PM–9:30PM	YDA-301-1450 W	\$169 6/19/19	8 Sessions Lok-Tsang
North Campus 9:00AM–12:00PM	YDA-301-1451 W	\$169 6/19/19	8 Sessions 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 6:30PM–9:30PM	YDA-303-1450 M	\$169 6/17/19	8 Sessions Lok-Tsang
North Campus 6:30PM–9:30PM	YDA-303-1451 R	\$169 6/20/19	8 Sessions Lok-Tsang

SEWING—BEGINNING

Learn how to use a sewing machine and attachments, adapt patterns, and use various sewing techniques. Students complete at least one garment. Cost of materials is extra and will be discussed at the first class.

Piecing It Together 6:30PM–9:00PM	YCF-013-1410 R	\$99 6/6/19	6 Sessions Jones
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BUSINESS & ENTREPRENEUR

EMPOWER YOURSELF AS AN EFFECTIVE SPEAKER

Whether you are excited, blasé, or terrified about communicating to more than one person at a time, this course will empower you with the tools you need to become a more effective presenter. From preparation and practice to polish and presence, you will discover practical, easy-to-implement ways to use your natural talent and desire to share your wisdom and make you an unforgettable speaker.

South Campus 6:30PM–8:30PM	YAB-307-1540 T	\$59 7/16/19	4 Sessions Vitale
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EVENT PLANNING

Discover the world of event planning. Learn the skills needed to become a successful event planner. Planning details of various types of events will be explored and students will have the opportunity to present their mock event for the class. The class will also go over budgets, project management, building customer relationships and so much more. This class will also show you how to create your own event planning business and do the marketing for it.

North Campus 6:30PM–8:30PM	YEB-380-1450 R	\$79 6/13/19	5 Sessions Faculty
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FEAR OF PUBLIC SPEAKING

It's been said that most people fear public speaking more than death. This class will help you enjoy life a little more, particularly when it comes to public speaking. *Fear of Public Speaking* is designed for business professionals who have the desire to take the next step toward a leadership position in their career, as well as for others who simply want to improve their presentation skills—whether for large audiences or small group settings. This class provides a fun, interactive environment that will help introverts, and even extroverts, overcome any personal reservations about talking in front of others.

Allegheny Campus 6:30PM–8:30PM	YAB-010-1210 T	\$99 6/11/19	5 Sessions Perkins
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REGISTER ONLINE

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HOW TO FINANCE REAL ESTATE PURCHASES

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

Allegheny Campus 7:00PM–9:00PM	YGA-639-1210 M	\$39 6/24/19	1 Session Suchy
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South Campus 6:30PM–8:30PM	YGA-639-1540 T	\$39 6/25/19	1 Session Suchy
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HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS

This course will teach present and future landlords how to reduce the risks of leasing rental units on their own and minimize the stress that comes from being a landlord and a property manager. Students will learn how to: screen rental applicants; properly review credit reports; encourage the strongest applicant to apply; increase the pool of applicants for each unit; resolve conflicts; and reduce the stress of property management.

Allegheny Campus 7:00PM–9:00PM	YGA-608-1210 M	\$39 7/1/19	1 Session Suchy
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South Campus 6:30PM–8:30PM	YGA-608-1540 T	\$39 7/2/19	1 Session Suchy
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HOW TO START A SMALL BUSINESS

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

Allegheny Campus 6:30PM–9:30PM	XGA-121-1210 R	\$99 6/13/19	4 Sessions Howells
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South Campus 6:30PM–9:30PM	XGA-121-1540 M	\$119 6/17/19	5 Sessions Wofford
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HOW TO START INVESTING IN REAL ESTATE

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

Allegheny Campus 7:00PM–9:00PM	YGA-624-1210 M	\$39 6/17/19	1 Session Suchy
South Campus 6:30PM–8:30PM	YGA-624-1540 T	\$39 6/18/19	1 Session Suchy

COMPUTER SOFTWARE & TECHNOLOGY

COMPUTER EMPLOYABILITY SKILLS

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

Allegheny Campus 9:00AM–4:00PM	YEB-172-1210 M	\$99 7/15/19	1 Session Stiner
Boyce Campus 6:30PM–9:30PM	YEB-172-1280 W	\$99 6/12/19	4 Sessions Blackwell
South Campus 6:30PM–9:30PM	YEB-172-1540 M	\$99 6/3/19	4 Sessions Meador
West Hills Center 6:30PM–9:30PM	YEB-172-1290 T	\$99 6/11/19	4 Sessions Harmon

EXCEL EXTRA

In this class students will learn some of the more advanced features of Excel including creating and using pivot tables and Excel macros in spreadsheets; linking formulas and working with multiple worksheets; creating and using databases and outlines; and using data analysis tools, 3-D cell references and tracing formulas.

South Campus 6:00PM–9:00PM	YAI-131-1540 M	\$119 8/5/19	4 Sessions Marino
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All Microsoft Office classes (Word, Excel, Access and PowerPoint) use Microsoft Office 2016 or newer software. Students are strongly encouraged to bring a flash drive to class to save their documents. Textbooks may be required for some computer classes.

EXCEL—FORMULAS

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

Allegheny Campus 6:30PM–9:30PM	YAI-302-1210 R	\$39 7/11/19	1 Session Harmon
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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 6:30PM–9:30PM	YAI-825-1210 T	\$39 7/30/19	1 Session Harmon
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EXCEL WORKSHOP 1

In this six-hour course learn the basics of Microsoft Excel, including creating, editing, saving and printing spreadsheets. Topics include formatting labels, values, formulas, functions, relative and absolute cell references, formatting and charts.

Allegheny Campus 9:00AM–4:00PM	YAI-306-1210 M	\$99 6/10/19	1 Session Harmon
North Campus 9:00AM–4:00PM	YAI-306-1450 R	\$99 6/20/19	1 Session Meador

PHOTOSHOP FOR BEGINNERS

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

South Campus 6:30PM–9:30PM	YAI-824-1540 T	\$99 7/9/19	2 Sessions Faculty
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QUICKBOOKS WORKSHOP

This six-hour workshop will provide an introduction to QuickBooks. It includes setting up a new company, working with a chart of accounts, working with business forms, banking and billing activities, generating reports, creating budgets and protecting your data.

Allegheny Campus 9:00AM–4:00PM	YAI-612-1210 M	\$99 7/22/19	1 Session Meador
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WINDOWS 10

Learn the new functions and fundamental basics of Windows 10. Upgrade and update your Windows skills!

Allegheny Campus 6:30PM–9:30PM	YAI-404-1210 T	\$39 6/11/19	1 Session Blackwell
South Campus 6:30PM–9:30PM	YAI-404-1540 T	\$39 7/9/19	1 Session Blackwell

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.

WORD & EXCEL—LEVEL 1

Need to learn Word and Excel for work? Do you just want to use great looking documents for your home use or calculate your household expenses? 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.

North Campus 6:30PM–8:30PM	YAI-827-1450 T	\$69 6/11/19	3 Sessions Faculty
South Campus 6:30PM–8:30PM	YAI-827-1540 M	\$69 6/10/19	3 Sessions Marino

WORD & EXCEL—LEVEL 2

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

North Campus 6:30PM–8:30PM	YAI-828-1450 T	\$69 7/2/19	3 Sessions Faculty
South Campus 6:30PM–8:30PM	YAI-828-1540 M	\$69 7/8/19	3 Sessions Marino

DANCE

BALLROOM—BEGINNING

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

North Campus 7:00PM–8:30PM	YDB-101-1450 R	\$69 6/6/19	6 Sessions Zugell
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HOW TO DANCE ANYWHERE, TO ANY MUSIC

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

Allegheny Campus 7:00PM–9:00PM	YDB-316-1210 M	\$39 6/10/19	1 Session Suchy
South Campus 6:30PM–8:30PM	YDB-316-1540 T	\$39 6/11/19	1 Session Suchy

SALSA DANCING

This course will teach students how to dance Salsa. Salsa is the most commonly danced Latin style in the Pittsburgh area, and one of the most popular dances among the many styles of dance. People who learn to dance often describe it as a life changing experience, because it is an easy way to have tremendous amounts of fun, improve confidence, meet new people and engage in effortless exercise. There is somewhere to dance salsa, even if you do not have a partner, almost every night of the week in the Pittsburgh area. No partner is necessary for this class. Upon completion of this course, students will be able to go out salsa dancing and have a lot of fun doing it.

Allegheny Campus 7:00PM–9:00PM	YDB-321-1210 M	\$49 7/8/19	2 Sessions Suchy
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SOCIAL BALLROOM & LATIN LEVEL 1—AN INTRODUCTION

Dancing is good for you, so go ahead and indulge! Take advantage of the benefits as you learn the basic skills and simple patterns of the core ballroom dances, as well as some uber-popular club dances. Included are east coast swing (jitterbug), cha cha cha, foxtrot, waltz and merengue. A few easy patterns in two bonus dances, night club two-step and bachata, have been added. Dances and patterns may vary by semester to meet the needs of students.

South Campus 7:00PM–9:00PM	YDB-914-1540 R	\$89 6/13/19	8 Sessions Freidel
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CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.

DRIVER EDUCATION

Successful completion of the course may result in a short-term benefit of reduced insurance premium. The long-term benefit is the development of safe driving habits that will last a lifetime.

INTERNET THEORY COURSE

Online—Classroom Theory Instruction via CCAC Blackboard Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive log in information prior to start date. If you do not receive your log in information call 412.788.7507. Students will have 24/7 access to the course via CCAC website via blackboard. REQUIRED TEXTBOOK: “*Drive Right*,” 11th Edition published by Pearson is the required text. Texts may be purchased through Pearson www.pearsonschool.com—“*Drive Right*” 11e student edition soft cover, ISBN 10:0133672662 / ISBN 13:9780133672664 or through any reputable online source. Cost of the textbook is in addition to tuition and should be purchased prior to the first session. Students do not need to purchase the workbook. Students do not need to be online at a specific time but all course work must be completed by the last day of scheduled class.

YOU-820-1400	6/3/19–6/28/19	\$99
YOU-820-1401	7/1/19–7/31/19	\$99
YOU-820-1402	8/1/19–8/30/19	\$99

PRACTICE DRIVING

You will be contacted by a Rogers School of Driving instructor approximately one week to ten days after the session start date to schedule the 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. Under 18 years of age must have parent/guardian authorization.

*Those students taking the operator driver’s licensing exam must take the exam at Rogers School of Driving, 4590 McKnight Road, 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.

CCAC NORTH CAMPUS

8701 Perry Hwy., Pittsburgh, Pa 15237

Driving Instruction (in the car)

Six hours behind the wheel/by appointment

YOU-030-1450	6/3/19–6/28/19	\$425
YOU-030-1451	7/1/19–7/31/19	\$425
YOU-030-1452	8/1/19–8/30/19	\$425

Driving Instruction (in the car)

Six hours behind the wheel/by appointment plus the operator driver’s licensing exam*

YOU-294-1450	6/3/19–6/28/19	\$529
YOU-294-1451	7/1/19–7/31/19	\$529
YOU-294-1452	8/1/19–8/30/19	\$529

CCAC SOUTH CAMPUS

1750 Clairton Road, West Mifflin, Pa 15122

Driving Instruction (in the car)

Six hours behind the wheel/by appointment

YOU-030-1540	6/3/19–6/28/19	\$425
YOU-030-1541	7/1/19–7/31/19	\$425
YOU-030-1542	8/1/19–8/30/19	\$425

Driving Instruction (in the car)

Six hours behind the wheel/by appointment plus the operator driver’s licensing exam*

YOU-294-1540	6/3/19–6/28/19	\$529
YOU-294-1541	7/1/19–7/31/19	\$529
YOU-294-1542	8/1/19–8/30/19	\$529

CCAC ALLEGHENY CAMPUS

800 Allegheny Ave, Pittsburgh, Pa 15233

Driving Instruction (in the car)

Six hours behind the wheel/by appointment

YOU-030-1210	6/3/19–6/28/19	\$425
YOU-030-1211	7/1/19–7/31/19	\$425
YOU-030-1212	8/1/19–8/30/19	\$425

Driving Instruction (in the car)

Six hours behind the wheel/by appointment plus the operator driver’s licensing exam*

YOU-294-1210	6/3/19–6/28/19	\$529
YOU-294-1211	7/1/19–7/31/19	\$529
YOU-294-1212	8/1/19–8/30/19	\$529

CCAC BOYCE CAMPUS

595 Beatty Road, Monroeville, Pa 15416

Driving Instruction (in the car)

Six hours behind the wheel/by appointment

YOU-030-1280	6/3/19–6/28/19	\$425
YOU-030-1281	7/1/19–7/31/19	\$425
YOU-030-1282	8/1/19–8/30/19	\$425

Driving Instruction (in the car)

Six hours behind the wheel/by appointment plus the operator driver’s licensing exam*

YOU-294-1280	6/3/19–6/28/19	\$529
YOU-294-1281	7/1/19–7/31/19	\$529
YOU-294-1282	8/1/19–8/30/19	\$529

REQUIREMENTS Satisfactory completion of a driver education program requires a minimum of 30 hours of classroom instruction and 6 hours of practice driving. Students should register for both the classroom and practice driving instruction. However, a student may register for only the classroom instruction or practice driving instruction if he/she desires.

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

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

CCAC'S ENERGY INNOVATION CENTER

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

COMPUTER COURSES

WEB APPLICATION DEVELOPER BOOTCAMP

This immersive hands on Bootcamp program will introduce students to AWS (Amazon Web Services) and multiple Internet client-server concepts and technologies. Techniques will be taught that are needed to build a secure dynamic web application with a database backend from the ground up using a Linux/Apache/PostgreSQL AWS cloud based server. The course will include instruction on basic TCP/IP networking including DNS services and how to set up a secure publicly accessible website with a friendly name. Instruction will be taught on AWS VPC (Virtual Private Cloud) networking concepts. Students will learn tools such as GitHub and utilize a popular Integrated Development Environment (IDE) tool and will learn about HTML, CSS, PHP, SQL, and JavaScript. We will use selected JavaScript frameworks and libraries including: jQuery, Backbone, Bootstrap, Datatables, C3.js Charting, and Moment.js. AJAX and REST/json over HTTPS will be used to communicate with the backend.

EIC	XAI-415-5301	\$2,450	36 Sessions
6:00PM–9:00PM	MTR	5/20/19	Staff

SMALL BUSINESS COURSES

HIRING DOESN'T HAVE TO BE ROCKY

This nine-hour course will uncover the best practices to be used in hiring employees. From drafting the job description, advertising using different media, finding candidates, screening resumes and asking the right questions to checking references and making the offer, students will be shown effective tools and strategies to make hiring a pleasant and effective process for their organization.

EIC	XGZ-145-5301	\$199	3 Sessions
9:00AM–12:00PM	T	6/4/19	Staff

GENERATIONAL DIFFERENCES IN TODAY'S WORKFORCE

Experts tell us there are five different generations in today's workforce. How many generations of people work in your company? Do you understand how to work and communicate effectively with each generation? Come join us for this three-hour workshop where we explore the different generations working side by side. Then we will discuss ways of building relationships with people in different generations. Finally, we will discuss in small group settings action steps we can take within our own work environments to bring people together.

EIC	XZZ-550-5301	\$89	1 Session
9:00AM–12:00PM	T	7/9/19	Staff

DELEGATING FOR SUPERVISORS

This three-hour program is appropriate for any supervisor who wants to improve delegating skills. Together we will explore why it's in your best interest as a supervisor to delegate to staff. Then we will explore how and what to delegate along with following up and giving feedback. Learners will be given an opportunity to consider and create an action plan of activities which they can delegate to their staff.

EIC	XZM-900-5301	\$89	1 Session
9:00AM–12:00PM	T	7/16/19	Staff

COMMUNICATION METHODS

The number of different ways to communicate today can be overwhelming. Are you wondering what is most appropriate and effective in your work environment? Come join us for this three-hour program. We will explore traditional communication, email and social media and the appropriateness of each for business. Finally, we will review at least two different communication templates to facilitate communications and give participants an opportunity to explore changes they may make in their own work.

EIC	XZM-902-5301	\$89	1 Session
9:00AM–12:00PM	T	7/21/19	Staff



FINANCE

BABY BOOMER RETIREMENT

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 6:15PM–8:45PM	YCH-027-1280 R	\$49 7/11/19	2 Sessions Faculty
Jefferson Hills Library 6:00PM–8:30PM	YCH-027-1570 T	\$49 7/9/19	2 Sessions Laux
South Campus 6:15PM–8:45PM	YCH-027-1540 R	\$49 7/18/19	2 Sessions Laux

FINANCIAL SURVIVAL FOR RETIREMENT

This is an important, eye-opening opportunity to learn how to avoid the pitfalls in retirement and how to cope with all of the ups and downs. With some lessons learned from the perils of both 9/11/2001 and the 2008 meltdown, discover how to use taxes to your benefit, how to protect your life savings from the threat of healthcare catastrophe, and how to make sure your heirs are protected from probate. We'll also cover how to make the most of market gains, traverse the mysteries of social security and, most importantly, how to make sure your assets live as long as possible so you can know what your paycheck is in the next chapter of life.

South Campus 6:30PM–8:30PM	YCH-102-1540 T	\$49 6/11/19	2 Sessions Maher
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HOW TO APPEAL REAL ESTATE TAXES

Do you feel your real estate taxes are too high? Learn how real estate tax rates are determined and how they affect your real estate taxes. Determine if you should appeal your taxes and if so, learn about the process of appealing your real estate taxes.

North Campus 6:30PM–9:30PM	YCH-034-1450 T	\$49 6/18/19	2 Sessions Uhler
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MONEY & COMMON SENSE

Are you tired of living paycheck to paycheck? Then this course is for you! You will learn strategies to earn extra income, manage your money wisely and save money in a variety of unique and clever ways. A textbook is required and should be purchased before the first class. The required textbook is "Money and Common Sense," ISBN#: 978-1535502320.

Allegheny Campus 6:00PM–9:00PM	YCH-920-1210 T	\$39 6/11/19	1 Session Nelson
South Campus 6:00PM–9:00PM	YCH-920-1540 W	\$39 6/19/19	1 Session Nelson

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

RETIREMENT—THE INCOME FOR LIFE MODEL

Are you planning on retiring but unsure if you can sustain your lifestyle in retirement? Or are you already retired and uncertain you are doing everything you can to ensure your money will last. In this course students will gain in-depth learning about different retirement income strategies and is designed to help students identify what areas to help improve upon their personal financial planning needs.

Boyce Campus 6:30PM–8:00PM	YCH-404-1280 W	\$39 6/26/19	1 Session Canella
North Campus 6:30PM–8:00PM	YCH-404-1450 T	\$39 6/25/19	1 Session Canella
South Campus 6:30PM–8:00PM	YCH-404-1540 M	\$39 6/24/19	1 Session Canella
West Hills Center 6:30PM–8:00PM	YCH-404-1290 R	\$39 6/27/19	1 Session Canella

SOCIAL SECURITY—WHAT YOU NEED TO KNOW

Boomers close to retirement need to know, now more than ever, about Social Security. There is so much more than deciding whether to take benefits at 62 or 66. This ‘safety net’ is a guaranteed, inflation-protected source of income in retirement, and boomers should know how it works and how it fits into their future retirement income streams. In this informative seminar they will learn about the role of social security in your overall retirement plan. Topics include how it works, boosting benefits by increasing current earnings, strategies for maximizing lifetime benefits, coordinating spousal benefits, special issues for women, taxes on benefits, Medicare and long-term care, related programs and the mechanics, history and financing of the Social Security system.

Boyce Campus 6:30PM–8:00PM	YEB-300-1280 W	\$39 6/19/19	1 Session Canella
North Campus 6:30PM–8:00PM	YEB-300-1450 T	\$39 6/18/19	1 Session Canella
South Campus 6:30PM–8:00PM	YEB-300-1540 M	\$39 6/17/19	1 Session Canella
West Hills Center 6:30PM–8:00PM	YEB-300-1290 R	\$39 6/20/19	1 Session Canella

TAXES IN RETIREMENT

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

South Campus 6:30PM–8:30PM	YCH-234-1540 R	\$39 6/20/19	1 Session McConnell
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FITNESS

20/20/20—BEGINNING

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

North Campus 6:15PM–7:15PM	YFA-161-1450 W	\$69 6/5/19	8 Sessions Overly
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AEROBICS—LOW IMPACT

Great low impact fitness class consisting of slow to moderate low impact aerobics moves designed to get your heart pumping followed by strength and flexibility exercises.

South Campus 6:00PM–7:00PM	YFA-003-1540 M	\$69 6/10/19	8 Sessions Claytor
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BEGINNER TRIPLE PLAY

If you haven’t been off the couch in a while, this is a great class to start with! In Triple Play we hit three aspects of fitness: cardiovascular work, strength and flexibility. All exercises are done in a non-threatening atmosphere designed for beginners or those who haven’t worked out in a while. The class starts off slowly with gentle and motivating moves designed to ease you back into exercise. Bring light weights, a mat and water to class.

North Campus 6:00PM–7:00PM	YFA-361-1450 M	\$69 6/3/19	8 Sessions Overly
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BODYSULPTING

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 5:30PM–6:30PM	YFA-110-1450 TR	\$99 6/4/19	16 Sessions Marchese
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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. Three sets of this routine and you will be done. All body parts will be used to achieve total body fitness as effectively as possible. 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 7:30PM–8:00PM	YFA-392-1450 TR	\$69 6/4/19	16 Sessions Faculty
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NORTH HILLS ADULT AQUATIC CLASSES

AQUA AEROBICS

Add an extra dimension to a regular aerobics workout. Water increases resistance, yet adds buoyancy and reduces stress to joints. A \$10 deposit is required at the first class at Sisters of Divine Providence for a key.

Sisters of Divine Prov	YFA-203-1410	\$189	24 Sessions
8:30AM–9:30AM	MWF	6/3/19	Longwell
Sisters of Divine Prov	YFA-203-1411	\$189	24 Sessions
9:30AM–10:30AM	MWF	6/3/19	Longwell

THERAPEUTIC WAVES

Use gentle stretches and water resistance to improve or maintain joint flexibility, muscle strength, circulation and mental attitude. This class is comfortable yet physically challenging and the low-impact environment allows the body to work with less pain. A \$10 deposit is required at the first class at Sisters of Divine Providence for a key.

Sisters of Divine Prov	YFA-205-1410	\$189	24 Sessions
10:30AM–11:30AM	MWF	6/3/19	Yarzebinski
Sisters of Divine Prov	YFA-205-1411	\$189	24 Sessions
11:30AM–12:30PM	MWF	6/3/19	Yarzebinski

FUSION—CORE & FLEXIBILITY

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

South Campus	YFA-931-1540	\$69	8 Sessions
6:00PM–7:00PM	W	6/19/19	Green

GET FIT!

This class will be broken down into three sections. It begins with a calorie burning cardio program set to fun, energizing music. Next, the students will tone and shape the body with simple strength and core exercises. The final part of the class will be a combination of Pilates and stretching poses designed to de-stress the body and get rid of those little aches and pains. Overall, the class is a complete body workout that will help students shed unwanted pounds and become stronger while learning to relax and unwind. Students will leave the class refreshed and happy, with energy to spare!

North Campus	YFA-394-1450	\$99	16 Sessions
6:30PM–7:30PM	TR	6/4/19	Faculty

PERSONAL CONDITIONING & WEIGHT TRAINING

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

Boyce Campus	YFA-125-1280	\$129	24 Sessions
7:00PM–8:00PM	MW	6/3/19	Haines
Boyce Campus	YFA-125-1281	\$89	12 Sessions
7:00PM–8:00PM	M	6/3/19	Haines
Boyce Campus	YFA-125-1282	\$89	12 Sessions
7:00PM–8:00PM	W	6/5/19	Haines

PERSONAL TRAINER—HOW TO BECOME ONE

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

Allegheny Campus	YFA-198-1210	\$159	7 Sessions
6:00PM–9:00PM	M	6/3/19	Steele

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.

North Campus	YFA-322-1450	\$69	8 Sessions
5:00PM–6:00PM	M	6/3/19	Siclari
South Campus	YFA-322-1540	\$69	8 Sessions
7:15PM–8:15PM	M	6/10/19	Claytor
West Hills Center	YFA-322-1290	\$109	20 Sessions
7:00PM–8:00PM	MW	6/3/19	Kelley

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.

North Campus	YFD-212-1450	\$69	8 Sessions
7:15PM–8:15PM	W	6/5/19	Bao



THERAPEUTIC QI GONG

Therapeutic Qi Gong is a gentle form of Medical Qi Gong developed in the early 1970s. Created to help relieve illness and prevent disease, this self-therapy, or moving meditation, combines deep breathing, mind focus and gentle whole body stretching and movement to promote energy flow and harmonize the mind and body. In this class, we will focus on relaxation and letting go of tension, worry and anger, all of which can lead to health problems. We will practice building strong Qi or energy, which in turn promotes physical and emotional strength, inner peace and happiness. Please wear comfortable clothing and bring water.

North Campus	YFD-036-1450	\$69	8 Sessions
8:15PM-9:15PM	W	6/5/19	Bao

TOTAL BODY CONDITIONING

This is a circuit class in which you move from one exercise to another after one minute of completion. This class includes five workout stations to help build the different muscles in your body. After completing and moving through the circuit three times, a whole new circuit will be given. A total of 10 or more exercises will be executed in total body conditioning. With a minimal of 15 seconds of rest in-between sets, you will get your heart rate up and strengthen your muscles at the same time! Hand weights, a yoga mat, water and a towel are needed for this class.

South Campus	YFA-383-1540	\$69	8 Sessions
9:30AM-10:30AM	T	6/18/19	Schanck
South Campus	YFA-383-1541	\$69	8 Sessions
7:30PM-8:30PM	M	6/17/19	Schanck

**HAVE A GREAT IDEA FOR A CLASS?
WOULD YOU LIKE TO TEACH A COURSE?**

Contact CCAC Community Education

West Hills Center
1000 McKee Road, Oakdale, PA 15071
communityeducation@ccac.edu
412.788.7507

Please include your resume and an outline of your proposed course.

WALK 15™

This course is based on the Leslie Sansone Walk at Home Fitness program and is for all fitness levels. The workout is designed for participants to reach one mile in approximately 15 minutes, which is based on the music beats per minute. If you are just starting out you can keep it at a lower pace or you can increase the intensity by modifying steps. Come join the fun and walk your way to fitness.

South Campus	YFA-174-1550	\$39	6 Sessions
6:30PM-7:15PM	T	6/18/19	Miller

YOGA—BEGINNING

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

Allegheny Campus 6:30PM–7:30PM	YFA-305-1210 T	\$79 6/18/19	10 Sessions Overly
Boyce Campus 7:00PM–8:30PM	YFA-305-1280 T	\$89 6/4/19	8 Sessions Martucci
North Campus 5:00PM–6:00PM	YFA-305-1450 W	\$69 6/5/19	8 Sessions Overly
South Campus 7:30PM–8:30PM	YFA-305-1540 M	\$79 6/17/19	10 Sessions Martucci
South Campus 7:00PM–8:00PM	YFA-305-1541 W	\$79 6/19/19	10 Sessions Martucci

YOGA 2

This class will build on the fundamental Hatha yoga postures. It will be a vigorous practice and will introduce some advanced postures and inversions. Students will continue to develop breath awareness, strength and flexibility, while achieving the benefits of relaxation and stress reduction. Knowledge of basic Hatha yoga postures is recommended. Please bring a yoga mat to class.

North Campus 7:15PM–8:15PM	YFA-323-1450 M	\$69 6/3/19	8 Sessions Overly
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YOGA—VINYASA FLOW

Vinyasa means breath-synchronized movement. In this Vinyasa-style yoga class, poses flow from one to another in conjunction with the breath. Increase strength and flexibility through movement and stretching. Suitable for all levels. Bring a yoga mat to class.

West Hills Center 8:00PM–9:00PM	YFA-359-1290 MW	\$109 6/3/19	20 Sessions Kelley
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ZUMBA

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

Allegheny Campus 6:00PM–7:00PM	YFA-101-1210 T	\$59 6/11/19	6 Sessions Carter
South Campus 7:00PM–8:00PM	YFA-101-1540 W	\$59 6/19/19	6 Sessions Calhoun

FOOD

CAKE DECORATING—BASICS

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

South Campus 6:00PM–9:00PM	YCD-102-1540 T	\$99 6/18/19	4 Sessions Kirk
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GREAT WINES FOR UNDER \$15

There are always good buys in liquor stores and wine shops. The challenge is in knowing how to select them. Learn which wines, even from the most famous areas, can be values in their categories and ‘best buys.’ Students will taste fantastic reds and whites—domestic and imported—from several regions, proving that wine need not always be expensive to be delicious. Materials are included in the cost of the course. Students must be at least 21 years old to attend.

Allegheny Campus 6:30PM–9:30PM	YCD-024-1210 T	\$59 6/25/19	1 Session Howells
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WALKING BREAKFAST TOURS

There are many interesting and fun neighborhoods in the Pittsburgh area. In this course students will explore one of four neighborhoods each week. We will have breakfast at one of the local restaurants. After breakfast we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. Instructor will contact students regarding first class location. Class will meet every other week.

Allegheny Campus 9:00AM–11:00AM	YCD-940-1210 S	\$59 6/22/19	4 Sessions Guercio
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WALKING LUNCH TOURS

There are many interesting and fun neighborhoods in the Pittsburgh area. In this course students will explore one of four neighborhoods each week. We will have lunch at one of the local restaurants. After lunch we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area.

Allegheny Campus 12:00PM–2:00PM	YCD-939-1210 S	\$59 6/22/19	4 Sessions Guercio
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CURIOS ABOUT YOUR CLASS LOCATION?

The address for your class location is listed in the front inside cover of the catalog.

WINES OF ITALY

This course will take the student on a tour of the wine regions of Italy. Discover the history and pleasures of one of the world's most diverse and interesting wine-producing countries. The course will explore Italian wines and give the consumer information on purchasing and serving Italian wines and ordering Italian wines in a restaurant.

Allegheny Campus **YCD-001-1210** **\$169** **7 Sessions**
 7:00PM–9:00PM T 6/11/19 Block

GENERAL INTEREST

ARTS INTEGRATION FOR CLASSROOM TEACHERS

Participants in this class will explore elements of arts integration into content area curriculum. The goal of the course will be for teachers to feel confident in creating active, dynamic, hands-on curriculum, which incorporates different art forms into their content area. Collaborative group work, sample exercises and lessons, and innovative lesson planning tools will all be utilized. Participants will leave inspired and with developed lesson plans to utilize in their classroom for the upcoming school year and beyond.

South Campus **YCA-521-1540** **\$69** **4 Sessions**
 6:00PM–8:00PM W 7/10/19 Sewchok

BEEKEEPING FOR BEGINNERS

Discover the many benefits of raising bees in your own backyard. Learn the basics of what you need to begin backyard beekeeping, from buying honeybees and constructing the hive to preventing bee swarming and harvesting honey.

South Campus **YCI-013-1540** **\$49** **2 Sessions**
 6:30PM–8:30PM T 7/9/19 Faculty

HOME BUYING WORKSHOP

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

Allegheny Campus **YCE-103-1210** **\$39** **1 Session**
 7:00PM–9:00PM R 6/20/19 Boehm

South Campus **YCE-103-1540** **\$39** **1 Session**
 6:30PM–8:00PM R 7/11/19 Fredrick

South Campus **YCE-103-1541** **\$39** **1 Session**
 6:30PM–8:00PM T 6/11/19 Fredrick

INTRODUCTION TO IMPROVISATION

This introduction to improvisation class will focus on the basic concepts of agreeing, building and developing a scene, and creating characters and environments in improvised theatre. It will be a fun and interactive way to challenge yourself outside your comfort zone. “The biggest joy of improv is that everyone is always right!”

South Campus **YDD-301-1540** **\$59** **5 Sessions**
 6:30PM–8:00PM T 7/9/19 Sewchok

MAKE-UP WORKSHOP—INTENSIVE

Learn the tricks of the trade for doing your own make-up or someone else’s make-up! Students will learn color-matching, foundation and concealer, how to apply a universal eye for day and night and perfect placement of blush and lip color. Students should bring their own make-up and clean make-up brushes, free standing mirror, tissues and lunch.

South Campus **YEB-323-1540** **\$79** **2 Sessions**
 6:00PM–9:00PM W 6/19/19 Christofel

SPIDERS—FEAR & FASCINATION

Students will challenge their fears of spiders and enrich their fascination by learning about the natural history of spiders. In this workshop, students will learn the taxonomy and classification of spiders, examine live and preserved specimens and discuss common misconceptions that lead to irrational fears. By the end of the workshop students will be able to identify common spiders, identify the different types of spider webs and debunk widespread spider myths.

South Campus **YEB-334-1540** **\$39** **1 Session**
 7:00PM–9:00PM W 6/26/19 Bianco

SPIDER ID WORKSHOP

Learn how to identify common spiders from Western PA! We will spend the entire workshop catching and identifying spiders from around the campus. You will learn how to recognize many of our common spiders using magnifiers and microscopes. This workshop is designed for beginners and enthusiasts alike!

South Campus **YEB-360-1540** **\$39** **1 Session**
 7:00PM–9:00PM R 6/27/19 Bianco

TEACHERS: EARN ACT 48 CREDIT!

SUMMER STEM WORKSHOP FOR TEACHERS

Excite your students with hands-on engineering activities. Demonstrate how a robot thinks using an unplugged, coding simulation. Create an app with code.org. Students will need to bring their laptops.

South Campus **YCA-290-1540** **\$39** **1 Session**
 9:00AM–12:00PM T 7/9/19 Nelson

HEALTH

CREDENTIAL FOR STRENGTH-BASED FAMILY WORKERS TRAINING

CCAC, in conjunction with the Allegheny County Department of Human Services and Temple University are offering this 90-hour course. This course is designed to foster the knowledge, skills and attitudes that family workers need; its goal is to ensure that those who are in direct contact with individuals and families achieve maximum effectiveness in the delivery of helping services. The course curriculum meets current academic and credentialing standards, builds on other existing Family Development training models and measures student's achievement of core competencies. This model promotes student's success in assisting families develop the knowledge and skills they need. Individuals who successfully complete this course may work in the Human Service industry as Social Service Support Specialists. For more information, contact Mary Jo Guercio 412.237.2723 or mguercio@ccac.edu. Cost includes material and supplies. Limited scholarships are available.

Allegheny Campus	XGM-635-58101	\$325	16 Sessions
8:30AM–4:00PM	W	9/5/19	
Library Building 104			

MEDICARE—WHAT YOU NEED TO KNOW

Consumer advocates note that Medicare-eligibles get a much better deal if they know the facts. In this class, participants will learn about the Medicare and Medicare Advantage programs, supplement plans and how to choose the correct Medicare plan. Topics include the four parts of Medicare (Parts A-D); enrollment periods and how to enroll, the most recent Medicare updates; eligibility requirements for the Medicare Extra Help Program; and community resources available to Medicare-eligibles. This course will help participants currently receiving Medicare as well as those preparing for the future.

Allegheny Campus	YEB-250-1210	\$49	2 Sessions
6:30PM–8:30PM	T	6/11/19	Levis

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.

HIKING/WALKING

GO HIKING! NORTH HILLS HIKES

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

Hartwood Acres	YFA-410-1411	\$89	8 Sessions
9:30AM–11:00AM	U	6/2/19	Faculty

NEW! 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 the former Nike missile site and enjoy sustainable woodland trails, streams, a waterfall and 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 Montour Woods Trailhead parking area located on Hassam Road approximately 200 yards up the hill from the Montour Trail Hassam Road trailhead.

Montour Woods	YFA-421-1295	\$69	6 Sessions
9:30AM–11:00AM	U	6/2/19	Smith

WALKING THE DOWNTOWN OUTSKIRTS

Each week during the summer we will walk the historical, but very thriving areas close to Downtown Pittsburgh by an experienced tour guide of over 20 years. These sites include the following: South Side, The Strip District, Lawrenceville, Mt. Washington, and Uptown/Bluff. Please bring comfortable walking shoes and water. The first class meets at the Former South High School on the South Side at 10th and East Carson.

Allegheny Campus	YFA-220-1210	\$59	5 Sessions
10:00AM–11:30PM	S	6/1/19	Steele

CHECK OUT WALKING FOOD TOURS ON PAGE 12.



HISTORY

LIFE OF ABRAHAM LINCOLN

Examine the life of Abraham Lincoln, America's greatest president. It will begin with the early development of his unique character and continue with his life as an Illinois lawyer/politician. The course will then proceed to his leadership during the American Civil War.

South Campus **YCA-097-1540** **\$89** **6 Sessions**
 1:00PM–3:00PM W 6/19/19 Puglisi

TALKING PITTSBURGH—A SCANDALOUS ADVENTURE

Join us for a fun, weird, interactive hour focusing on Pittsburgh's past (1870–1920s). Topics of discussion will be powerful people, prohibition, brothels, speakeasies and a little architecture. We will also view/handle old photos and various props to add to the experience. This is the same adventure as *Walkin' Talkin'* Pittsburgh but without the walking.

North Campus **YCA-198-1450** **\$29** **1 Session**
 7:00PM–8:00PM W 6/5/19 Flick

South Campus **YCA-198-1540** **\$29** **1 Session**
 7:00PM–8:00PM M 7/1/19 Flick

HOME & GARDEN

BEEKEEPING FOR BEGINNERS

Discover the many benefits of raising bees in your own backyard. Learn the basics of what you need to begin backyard beekeeping, from buying honeybees and constructing the hive to preventing bee swarming and harvesting honey.

South Campus **YCI-013-1540** **\$49** **2 Sessions**
 6:30PM–8:30PM T 7/9/19 Faculty

CONTAINER GARDENS

Do you have a small yard, no yard, or just can't bend to reach the yard anymore? Gardening is still possible and within your reach! Container gardening can offer you the same joys as gardening in a large area. Selecting containers, choosing soil media, selecting proper plants for your site, fertilizing and maintaining are some of the topics covered in this workshop.

South Campus **YCI-137-1540** **\$39** **1 Session**
 6:00PM–9:00PM M 6/10/19 Williams

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. Within 24 hours of instruction, several hands-on projects and industry tips and techniques, students should graduate with the confidence to tackle most basic home electrical wiring and maintenance projects. Even if you hire a professional, you will learn the fundamentals of electrical wiring to ensure that the job is done correctly and at a fair price. Supplies are included in the cost of the course.

Allegheny Campus 6:30PM–9:30PM	YCE-603-1210 T	\$189 6/11/19	8 Sessions See
Boyce Campus 6:30PM–9:30PM	YCE-603-1280 M	\$189 6/10/19	8 Sessions See

ENCHANTED GARDEN—SUMMER PERENNIALS

Learn how to plan and plant a perennial garden for continual summer flowering every year. Discussions include soil conditioning and where and how to plant a variety of plants.

South Campus 6:00PM–9:00PM	YCI-004-1540 M	\$39 6/17/19	1 Session Faculty
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GARDENING—BACK TO BASICS

Gardening should be fun and rewarding not a chore. Refresh your knowledge of basic horticulture principles then watch your garden flourish. Soil analysis, soil amendments, fertilizers, selecting proper plant materials, planting practices, pruning and maintenance are covered. Students participate in hands-on activities.

North Campus 6:30PM–8:30PM	YCI-207-1450 T	\$49 6/11/19	3 Sessions Petrus
South Campus 6:30PM–8:30PM	YCI-207-1540 W	\$49 6/12/19	3 Sessions Parsons

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 6:30PM–9:30PM	YCI-231-1210 W	\$39 6/19/19	1 Session McInerney
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**REGISTER ONLINE 24 HOURS A DAY AT
SHOPCOMMUNITYED.CCAC.EDU**

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.

HOME IMPROVEMENT BASICS—DO IT YOURSELF

Whether students want to save money or just enjoy the satisfaction that comes from doing it themselves, this course will teach the basics of home repair. Students will learn how to handle practical repairs and improvements, such as installing a ceiling fan, changing a light switch or fixing a leaking faucet. Topics include basic plumbing, carpentry and electricity, painting and drywall, tools, hardware, and safety measures and precautions. If the job is too much to handle, this class will show students how to choose and hire a contractor.

Allegheny Campus 6:30PM–9:30PM	YCE-091-1210 R	\$129 6/13/19	8 Sessions See
Boyce Campus 6:30PM–9:30PM	YCE-091-1280 W	\$129 6/12/19	8 Sessions See

PRUNING

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

South Campus 6:00PM–9:00PM	YCY-008-1540 M	\$39 6/24/19	1 Session Faculty
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RAISING BACKYARD CHICKENS

Discover the many benefits of raising chickens in your own backyard. Learn the basics of what you need to know to begin raising chickens. Topics will include purchasing adaptable breeds, proper housing and diet, health, care, sanitation and more.

South Campus 6:00PM–8:00PM	YCI-404-1540 T	\$49 6/4/19	2 Sessions Kymer
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SIMPLE LIVING—CLEARING YOUR HOME

Learn to live lean in this course. Students will learn how to minimize the amount of stuff in their homes—separating memories from junk. Organizational skills will be introduced to help students properly discard the things they don't need while saving only those they do. These skills can be used to organize your current home, prepare for a move to a smaller home, or get a home on the market!

Allegheny Campus 6:30PM–8:30PM	YCE-065-1210 R	\$29 6/1/19	1 Session Eisner
South Campus 6:00PM–9:00PM	YCE-065-1540 W	\$39 7/10/19	1 Session Parsons

SPIDERS—FEAR & FASCINATION

Students will challenge their fears of spiders and enrich their fascination by learning about the natural history of spiders. In this workshop, students will learn the taxonomy and classification of spiders, examine live and preserved specimens and discuss common misconceptions that lead to irrational fears. By the end of the workshop students will be able to identify common spiders, identify the different types of spider webs and debunk widespread spider myths.

South Campus	YEB-334-1540	\$39	1 Session
7:00PM–9:00PM	W	6/26/19	Bianco

SPIDER ID WORKSHOP

Learn how to identify common spiders from Western PA! We will spend the entire workshop catching and identifying spiders from around the campus. You will learn how to recognize many of our common spiders using magnifiers and microscopes. This workshop is designed for beginners and enthusiasts alike!

South Campus	YEB-360-1540	\$39	1 Session
7:00PM–9:00PM	R	6/27/19	Bianco

LANGUAGES

LANGUAGES—LEVEL 1

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

FRENCH—LEVEL 1

Allegheny Campus	YAD-350-1210	\$149	8 Sessions
6:30PM–9:30PM	M	6/3/19	Frick

GERMAN—LEVEL 1

Allegheny Campus	YAD-360-1210	\$149	8 Sessions
6:30PM–9:30PM	W	6/5/19	Frick

ITALIAN—LEVEL 1

Allegheny Campus	YAD-370-1210	\$149	8 Sessions
6:30PM–9:30PM	M	6/3/19	Bozzolla

SPANISH—LEVEL 1

Allegheny Campus	YAD-380-1210	\$149	8 Sessions
6:30PM–9:30PM	W	6/5/19	Silva
Braddock Hills Center	YAD-380-1230	\$149	8 Sessions
6:00PM–9:00PM	R	6/6/19	Silva
Boyce Campus	YAD-380-1280	\$149	8 Sessions
6:30PM–9:30PM	W	6/5/19	Spalding
South Campus	YAD-380-1540	\$149	8 Sessions
6:00PM–9:00PM	M	6/17/19	Mitchell

LANGUAGES—LEVEL 2

Level 2 language courses are for students who have completed Level 1 through CCAC or who have basic language skills. Students will continue to develop speaking skills through classroom activities that promote communication. Students will strengthen use of the present tense, including irregularities and the past tense will be introduced. Additional grammar concepts will include negative words, possession and ways to express the future. Thematic vocabulary units will include family, hotel visits, clothing and descriptions as well as air, train and bus travel. A textbook may be required and will be discussed at the first class.

ITALIAN—LEVEL 2

Allegheny Campus	YAD-371-1210	\$149	8 Sessions
6:30PM–9:30PM	R	6/6/19	Sauret
Boyce Campus	YAD-371-1280	\$149	8 Sessions
6:30PM–9:30PM	M	6/3/19	Sauret

SPANISH—LEVEL 2

Allegheny Campus	YAD-381-1210	\$149	8 Sessions
6:30PM–9:30PM	T	6/4/19	Silva
West Hills Center	YAD-381-1290	\$149	8 Sessions
6:30PM–9:30PM	W	6/12/19	Vayanos

LANGUAGES—LEVEL 3

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

SPANISH—LEVEL 3

Allegheny Campus **YAD-382-1210** **\$149** **8 Sessions**
 6:30PM–9:30PM M 6/3/19 Silva

ENGLISH AS A SECOND LANGUAGE 1

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

Allegheny Campus **YAD-018-1210** **\$149** **8 Sessions**
 6:30PM–9:30PM R 6/13/19 Jeddi

North Campus **YAD-018-1450** **\$149** **8 Sessions**
 6:30PM–9:30PM W 6/12/19 Jeddi

South Campus **YAD-018-1540** **\$149** **8 Sessions**
 9:00AM–12:00PM T 6/18/19 Schwarz

ITALY & ITALIAN FOR TOURISTS

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

South Campus **YAD-520-1540** **\$99** **6 Sessions**
 6:00PM–8:00PM T 6/18/19 Sauret

LEARN ITALIAN IN FOUR EASY STEPS

This class will allow you to learn basic Italian by concentrating on limited grammar, conversation, pronunciation and comprehension. With these four steps you can travel throughout Italy and not worry about the language barrier.

Allegheny Campus **YAD-903-1210** **\$99** **8 Sessions**
 6:30PM–8:30PM R 6/13/19 Bozzolla

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

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- **Emphasize the convenience.**
- **Compare the price.** Your supervisor will be pleased to know they are paying a little and getting a lot.

MIND & SPIRIT

ASTROLOGY—THE COSMIC CODE

Astrology is far more than what you read in your ‘daily horoscope.’ It is an art and science that goes back to the beginning of human civilization. In this course, you will find out more about this fascinating topic and come to understand not only your ‘sign,’ but also how the chart of the planets at the time and place of your birth. We will also discuss how to use astrology to improve your life experience and enhance your relationships at work and at home.

South Campus **YEB-843-1540** **\$69** **4 Sessions**
 6:30PM–8:30PM T 6/18/19 Vitale

AYURVEDIC ROUTINES FOR THE SUMMER

The qualities of summer—hot, humid, and intense—may increase your well-being or leave you feeling out-of-balance and depleted depending on your own innate tendencies. In this class we will learn how to balance the effects of summer through the diet and lifestyle practices of Ayurveda. No previous experience in Ayurveda is needed.

South Campus **YEB-831-1540** **\$39** **1 Session**
 6:30PM–9:30PM T 6/25/19 Layton

DEVELOPING YOUR INTUITION

Everybody has intuition. We use it every time we meet a new person, walk into a room or navigate a busy street. Honing your intuition helps you reveal your inner truth, enhance your self-esteem and engage in your life’s journey with joy and enthusiasm. This course will help you discover your many intuitive gifts. You will learn how to open up and expand your energy, receive information from your inner guidance and protect yourself from oversensitivity. We will use meditation, discussion, group and individual work to reveal how you best connect with your ‘sixth sense.’ With each exercise, you will amaze yourself with the accuracy and depth you can perceive.

Boyce Campus **YEB-058-1280** **\$39** **1 Session**
 6:30PM–8:30PM R 6/20/19 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, including helping with anxiety and stress, lowering blood pressure, improving sleep and helping with inflammation. This is a great class for new beginners to meditation. Great for people of all ages.

South Campus **YEB-286-1540** **\$49** **4 Sessions**
 6:30PM–7:30PM T 6/25/19 Natali



MUSIC

BEGINNING PIANO—LEVEL 2

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

South Campus 6:30PM–8:30PM	YDC-104-1540 M	\$99 6/17/19	8 Sessions Kogut
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GUITAR—BEGINNING

In this class, students can quickly learn the fundamentals of playing the guitar. Topics include chords, strumming technique, playing songs and using tablature. Students will also be introduced to music theory, scales and improvising. Reading music or previous experience playing an instrument is not required. In a short amount of time students will learn the basic tools needed to play in many styles. Students must bring their own guitar.

Allegheny Campus 7:00PM–9:00PM	YDC-006-1210 T	\$99 6/18/19	8 Sessions Yates
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Boyce Campus 6:30PM–8:30PM	YDC-006-1280 W	\$99 6/5/19	8 Sessions Rohlf
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North Campus 7:00PM–9:00PM No class July 2	YDC-006-1450 T	\$99 6/4/19	8 Sessions Landis
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South Campus 6:30PM–8:30PM	YDC-006-1540 T	\$99 6/18/19	8 Sessions Maimone
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GUITAR—INTERMEDIATE

Students can hone their beginning skills by learning additional music theory, advanced accompaniment and more complex techniques. Prerequisite: *Guitar—Beginning*.

North Campus 7:00PM–9:00PM	YDC-010-1450 R	\$99 6/6/19	8 Sessions Landis
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PIANO—BEGINNING

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

South Campus 6:30PM–8:30PM	YDC-101-1540 W	\$99 6/19/19	8 Sessions Kogut
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UKULELE—BEGINNER BASICS

Beginner ukulele basics will be presented. Students will learn simple chords and strums that are used in many popular songs. Song sheets will be provided. Students must bring their own ukuleles.

Boyce Campus 6:30PM–8:30PM	YDC-808-1280 T	\$99 6/4/19	8 Sessions Rohlf
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ENROLL EARLY!

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

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412-788-7507 communityeducation@ccac.edu

PHOTOGRAPHY

MACRO PHOTOGRAPHY IN NATURE

Close-up photography will give you an intimate view of the world around you. Focused on nature, this class will cover the basics of macro photography, including equipment, concepts and special techniques—all for great results when getting up close and personal with your subject matter. Both in-classroom and on-location instruction is provided. Students should have knowledge of photography fundamentals and skill with their own camera. Macro lenses are helpful.

South Campus 6:30PM–9:30PM	YBF-032-1540 W	\$99 7/10/19	5 Sessions Bachman
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PHOTOGRAPHY 101

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

Allegheny Campus 6:30PM–9:30PM	YBF-101-1210 M	\$139 6/10/19	8 Sessions Faculty
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Boyce Campus 6:00PM–9:00PM	YBF-101-1280 W	\$139 6/12/19	8 Sessions Faculty
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North Campus 6:30PM–9:30PM	YBF-101-1450 R	\$139 6/6/19	8 Sessions Bachman
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South Campus 6:30PM–9:30PM	YBF-101-1541 T	\$139 6/18/19	8 Sessions Bachman
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PHOTOGRAPHY 102

Build on what you learned in *Photography 101* by taking your photography to the next level. Do you know that a very good photograph can be created with the simplest of camera—even a disposable film camera—in the hands of a knowledgeable and creative photographer? Learn how to use your camera as a creative tool by combining the creative effects learned in Photography 101 with higher level composition and artistic forms to create better photographs. Learn what photographic tools are necessary and those that are not while learning more advanced camera and field techniques. The course covers everything necessary from choosing and using the right photographic tools to learning and applying more advanced camera and field techniques to create compelling photographs. Students need only their dSLR, tripod, creativity and a desire to learn photographic ‘secrets.’ One session will be a field workshop. Prerequisite: *Photography 101* or equivalent experience.

North Campus 6:30PM–9:30PM	YBF-102-1450 M	\$139 6/3/19	8 Sessions Bachman
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West Hills Center 6:30PM–9:30PM	YBF-102-1290 W	\$139 6/12/19	8 Sessions Shaw
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PHOTOGRAPHY—PICTURE PITTSBURGH

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

Allegheny Campus 6:30PM–9:30PM	YBF-018-1210 W	\$69 7/10/19	4 Sessions Bachman
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PHOTOSHOP FOR BEGINNERS

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

South Campus 6:30PM–9:30PM	YAI-824-1540 T	\$99 7/9/19	2 Sessions Faculty
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REAL ESTATE PHOTOGRAPHY

Shooting real estate or architectural photography is a real skill. Photography has never been more important to selling real estate than it is today. The first image a potential buyer usually sees when reviewing properties online is an exterior photo. Learn some photography tips and techniques to get great photos to market properties for sale.

South Campus 6:30PM–9:30PM	YBF-038-1540 T	\$49 6/11/19	1 Session Bachman
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TRAVEL PHOTOGRAPHY FOR THE BEGINNER

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

South Campus 6:30PM–9:30PM	YBF-213-1540 W	\$59 6/12/19	3 Sessions Bachman
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SUMMER CAMPS BEGIN JUNE 2019!

Information is available after April 1—call 412.788.7507.



SPORTS

GOLF—BEGINNING

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

Scally's Golf Course 6:30PM–8:00PM	YFD-910-1480 M	\$69 6/3/19	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1481 T	\$69 6/4/19	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1482 W	\$69 6/5/19	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1483 S	\$69 6/8/19	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1484 S	\$69 7/27/19	6 Sessions Faculty
Willows Driving Range 6:00PM–7:30PM	YFD-910-1280 M	\$69 6/17/19	6 Sessions Reid
Willows Driving Range 6:00PM–7:30PM	YFD-910-1281 R	\$69 6/20/19	6 Sessions Reid

GOLF—INTERMEDIATE

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

Scally's Golf Course 6:30PM–8:00PM	YFD-911-1480 R	\$69 6/6/19	6 Sessions Faculty
Willows Driving Range 7:30PM–9:00PM	YFD-911-1280 M	\$69 6/17/19	6 Sessions Reid
Willows Driving Range 7:30PM–9:00PM	YFD-911-1281 R	\$69 6/20/19	6 Sessions Reid

ADDITIONAL GOLF FEES

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

Scally's Golf
\$45 range fee
\$6 small bucket, \$9 large bucket per session

Willows Driving Range
\$4 small bucket, \$8 medium bucket, \$10 large bucket

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.

SELF-DEFENSE & AWARENESS

This course will bring increased awareness, by providing tips, explanations and practice to better understand good or bad surroundings anywhere or anytime to help avoid unnecessary risks. Students will learn self-defense and how to make it easy to understand basic defensive skills, which will help create more opportunities to get away from an attacker and seek help.

Allegheny Campus **YFD-235-1210** **\$39** **1 Session**
6:30PM–9:30PM M 6/24/19 Loshelder

WARM WATER FLY FISHING

Warm water fly fishing refers to fly fishing in waters that aren't cold enough to support trout or other cold water species like salmon and steelhead. In this course, you will learn how to target panfish, largemouth and smallmouth bass, musky and carp with a fly rod. Why fly fish in warm water? Pound for pound, warm water game fish are some of the hardest fighting fish that swim! Warm water game fish are usually found close to home. And finally, fly fishing for warm water species can extend your fishing season well into the summer months—after the trout streams have warmed up. All aspects of warm water fly fishing will be covered, including: tackle, fly selection, retrieval techniques, casting, knots, habitat and catch and release. The last session will be 'on the water' at a private fly fishing only bass and panfish lake with your instructors. This session will be held June 29, 2019 from 9:00AM–3:00PM on private water at Seven Springs. A \$35 fee is due on that day.

Boyce Campus **YFD-952-1280** **\$99** **4 Sessions**
6:00PM–8:30PM TR 6/18/19 Reeder

INTRODUCTION TO KAYAKING

Venture Outdoors Trip Leaders introduce you to the basics of preparing for kayaking. We'll discuss the gear you'll need, where to go in the region, and other information you need to have a successful paddle.

Allegheny Campus **YFD-303-1210** **\$29** **1 Session**
7:00PM–9:00PM M 6/10/19 Faculty

WRITING**BREAKTHROUGH WRITING—YOUR FIRST NOVEL**

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

Allegheny Campus **YAB-219-1210** **\$99** **8 Sessions**
6:30PM–8:30PM W 6/12/19 Kirk

POETRY

This class will introduce students to the basics of poetry so that appreciation will be gained for the art form, and so that a better understanding of rhyme and verse will be learned. As well, students will be given the opportunity to write new poetry in a supportive environment with critique offered as constructive feedback from both the instructor and fellow students who will explore poetry in a workshop format.

South Campus **YAB-274-1540** **\$59** **4 Sessions**
1:00PM–3:00PM W 7/10/19 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** **\$99** **8 Sessions**
6:30PM–8:30PM T 6/11/19 Kirk

REGISTER WITH A FRIEND

Send them the link for our catalog: ccac.edu/community-education

YOUTH

MATH CLINIC

Students will review and strengthen their math skills in a supportive, small group setting. Topics include mathematic fundamentals, such as operations with whole numbers, fractions, decimals, percentages and word problems.

Pre-Algebra for middle school students will also be covered. Grades 7 to 8.

West Hills Center	YOU-867-1290	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/8/19	Faculty

SAT PREP—MATH & VERBAL

This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. Textbook is: “Barron’s SAT Prep” 2018 Edition ISBN-13: 978-1438009988 ISBN-10: 1438009984.

Boyce Campus	YOU-630-1280	\$109	8 Sessions
6:00PM–9:00PM	W	6/5/19	Faculty
North Campus	YOU-630-1450	\$109	8 Sessions
6:00PM–9:00PM	T	6/4/19	Clark
South Campus	YOU-630-1540	\$109	4 Sessions
9:00AM–3:30PM	MTWR	7/8/19	Fleckenstein Brim-Simpson
West Hills Center	YOU-630-1290	\$109	4 Sessions
9:30AM–3:30PM	MTWR	7/15/19	Faculty

SELF-DEFENSE FOR TEENS

Self-defense is all about using your smarts not your fists. In this three hour workshop, you will learn how to avoid being a target, how to prepare for a possible attack, how to keep a clear mind and how to use your natural strengths to retaliate effectively and decisively. Students will learn evasion maneuvers, blocks, releases and strikes to use in case they ever do need to protect themselves. Ages 13 to 17 years old.

South Campus	YOU-266-1540	\$39	1 Session
6:00PM–8:30PM	T	6/25/19	Loshelder

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.

South Campus	YOU-854-1540	\$39	1 Session
1:00PM–4:00PM	W	6/19/19	Faculty

SUMMER BLING FLING

Create different embroidery projects on the embroidery machine and add rhinestones and other fun embellishments to make them your own! You will learn how to modify designs to make them exclusive to you with things such as monogramming and lettering. We will also be doing some light machine sewing. Ages 10 and up. Cost of supplies are additional and will be discussed at the first class.

Airport Sewing Center	YOU-479-1290	\$125	5 Sessions
10:00AM–1:00PM	MTWRF	7/8/19	Faculty

WATER BABIES

In this parent/child water adjustment class, parents will be given information and techniques to help guide their child in the water. Although only the child needs to register, a parent or adult must assist the child in the water during instruction. A \$10 deposit is required at first class for key. Ages 9 months to 3 years old.

Sisters of Divine Prov	YOU-775-1410	\$79	6 Sessions
12:30PM–1:30PM	M	6/3/19	Yarzebinski

WATER TOTS

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

Sisters of Divine Prov	YOU-776-1410	\$79	6 Sessions
12:30PM–1:30PM	W	6/5/19	Yarzebinski

SUMMER CAMPS BEGIN JUNE 2019!

Information is available after April 1—call 412.788.7507.

MIDDLE & HIGH SCHOOL SUMMER MATH ENRICHMENT

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

Phone registration is available beginning April 1. Please call 412.788.7537. A credit card is required for payment.

There will be no class on Wednesday, July 4, 2019.

COURSE NO.	TITLE	DAYS	START/END TIMES	START DATE	END DATE	COST	HOURS	LOCATION
YAG-149-1450	Pre-Algebra	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-149-1451	Pre-Algebra	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-149-1290	Pre-Algebra	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	West Hills Center
YAG-150-1450	Algebra 1	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-150-1451	Algebra 1	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-150-1290	Algebra 1	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	West Hills Center
YAG-151-1450	Algebra 2	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-151-1451	Algebra 2	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-151-1290	Algebra 2	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	West Hills Center
YAG-152-1450	Geometry	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-152-1451	Geometry	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-152-1290	Geometry	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	West Hills Center
YAG-153-1450	Pre-Calculus	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	North Campus
YAG-153-1290	Pre-Calculus	MTWR	7:30AM–1:00PM	6/17/19	7/25/19	\$489	120	West Hills Center

LOCATIONS: North Campus (McCandless Township), 8701 Perry Highway, Pittsburgh, PA 15237

West Hills Center (Robinson Township), 1000 McKee Road, Oakdale, PA 15071

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

Course Descriptions:

ALGEBRA 1

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

ALGEBRA 2

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

GEOMETRY

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

PRE-ALGEBRA

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

PRE-CALCULUS

The 120-hour enrichment course will instruct students in the history of calculus, comprehend functions continuity and intuitive ideas. Major emphasis is placed on algebraic concepts and analysis of curves, functions, and graphing techniques. Further study of Trigonometry from the circular and right triangle perspective, the analysis of conic sections and other geometric curves form a coordinate point of view will be discussed.

SOUTH CAMPUS SUMMER YOUTH CAMPS

- Save \$20 when you register for both a morning and afternoon session! Call 412.788.7546 to receive this discount.
- Camps are held Monday through Thursday.

Tech Week: June 24, 25, 26 and 27

MATHEMATICS + MINECRAFT = FUN + ENRICHMENT

AGES 8–11

Make math come alive with Minecraft! Sharpen your diamond sword and get ready to slay the creepers while reinforcing math concepts such as fractions, volume, area, and more!

Students will visualize and get hands-on with math concepts using Minecraft and Legos. Fun and games include build battle challenges with a math twist and a lot of building excitement to help avoid the summer slide.

South Campus	YOU-879-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	6/24/19	Donaldson

MEET EDISON THE ROBOT

AGES 8–11

Build, create, invent, program and watch your programmable Edison come to life. Edison is a programmable robot teaching coding and robotics. Have an Edison race with fellow campers. At the end of camp, take your Edison robot and EdCreate kit home for continued summer fun. Edison is LEGO compatible!

South Campus	YOU-941-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	6/24/19	Faculty

GAME DESIGN

AGES 12–15

Do you love computer games? Design your own computer games using various game developing programs downloaded from the internet. No prior experience necessary.

South Campus	YOU-104-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	6/24/19	Faculty

WILD ANIMATION

AGES 12–15

Unleash the power of 3D animation with Maya and take your game design skills to the next level. Students learn to build 3D models of whatever they can imagine, and then animate them!

South Campus	YOU-104-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	6/24/19	Faculty

COMPUTER MEDIC—DISSECT A COMPUTER

AGES 14–17

Ever wonder what makes a computer run? Computer Medics will explore the inner workings of a computer as they disassemble and reassemble a computer examining each part as they go. Discover how all parts work together to provide the optimal technology experience.

South Campus	YOU-104-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	6/24/19	Faculty

Art Week: July 8, 9, 10 and 11

LIVE ON STAGE AT CCAC!

AGES 8–11

Would you like to perform! Discover the joy of acting while participating in basic acting exercises, learning improvisational techniques, creating simple scenes and costumes and enhancing your imagination. Lights, Camera, Action—CCAC Live!

South Campus	YOU-493-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/8/19	Faculty

ART ZONE—SCULPTING

AGES 8–11

Get your imagination ready, your creativity active and get ready for an art camp like none other. Explore different art media while you create a variety of sculptures. Display your work in an Art Show for your family on Friday.

South Campus	YOU-860-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	7/8/19	Alberter

MARBLE MANIA—MARBLE CAMP

AGES 8–11

Become a Mibster as you learn to play some of the many marble games; discover marble lingo; build a marble run game; create a marble creation; participate in a group marble challenge; make new friends; and have some marvelous marble fun. Come with us as we explore the historic game of marbles.

South Campus	YOU-485-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/8/19	Hlavsa

FABULOUS FROSTING FUN

AGES 11–14

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

South Campus	YOU-484-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	7/8/19	Donaldson

PLAYWRITING

AGES 12–15

Lights, Camera, Action! 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 will complete the first act for a longer stage play.

South Campus	YOU-879-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/8/19	Faculty

VIDEOGRAPHY

AGES 12–15

Lights, Camera, Action—unleash the videographer inside! Gain experience in the filmmaking process as you brainstorm ideas and create a script for a short film, develop characters, rehearse lines, shoot footage, edit film using OpenShot™ Video Editor, add special effects as desired, re-shoot if needed, and produce a final copy of their work!

South Campus	YOU-487-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	7/8/19	Faculty

Science Week: July 15, 16, 17 and 18**BLAST OFF INTO SCIENCE—ALL THINGS THAT FLY, ROLL & FLOAT!**

AGES 8–11

Blast off into science! Discover how combining molecules can create reactions that fizz, ooze, and propel rockets high into the air. What can you do to make your rocket, car, or boat go higher or further than other campers? Discover how science is a BLAST!

South Campus	YOU-4839-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/15/19	Hlavsa

SCIENCE ON THE MOVE

AGES 8–11

Get moving with science and become a Junior Apprentice Engineer! Launch marshmallows with catapults, move marbles with an incline plane, create a pinball machine and tabletop foosball game and more while discovering the science behind simple machines and work. Discover that work can be fun.

South Campus	YOU-490-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	7/15/19	Glaid

CSI SCIENCE

AGES 12–15

A crime has been committed! The solution lies in your hands. You will discover the science behind who, what, where and why of crime solving.

South Campus	YOU-615-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/15/19	Glaid

ESCAPE ROOM MATH

AGES 12–15

Review and strengthen your math skills as you figure your way out of the CCAC Math Escape Room. Topics will include mathematics fundamentals such as operations with whole numbers, fractions, decimals, percentages and word problems. Pre-Algebra for middle school students will also be covered. Escape the math fears!

South Campus	YOU-492-1540	\$125	4 Sessions
1:00PM–4:00PM	MTWR	7/15/19	Hlavsa

MEDIC MANIA

AGES 14–17

Are you curious about how your body works, intrigued by science, thinking about becoming a doctor or nurse? *Medic Mania* will provide the inquisitive learner with hands-on organ specimen investigation, basic biology and medical knowledge enrichment along with CPR training. Discover the marvels of the human body.

South Campus	YOU-486-1540	\$125	4 Sessions
9:00AM–12:00PM	MTWR	7/15/19	Faculty

COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

SUMMER 2019

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

Place of Permanent Address (check one)

- Allegheny County (1)
 Out-of-State (5)
 Out-of-County

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	Course Location	Cost (if applicable)
				\$
				\$

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:
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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.

READY TO REGISTER?

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

For questions, please call 412.788.7507.

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

Payment must be made at the time of registration.

The following is necessary to process all registrations:

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

Online Registration

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

Phone-in Registration • 412.788.7546

Hours are 7:00 a.m. to 6:00 p.m. Monday thru Thursday. The College is closed on Fridays.

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.

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		

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

Mail to

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

Walk-in

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

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

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

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.

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.



*Community College of Allegheny County
Community Education
1000 McKee Road
Oakdale, PA 15071*

DATED MATERIAL INSIDE

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 three adults in the Greater Pittsburgh metropolitan region.

Every year, more than 25,000 students enroll at CCAC, taking advantage of nearly 160 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 offsite locations, 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 other 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 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.