MESSAGE FROM THE PRESIDENT

Thank you for choosing CCAC to access higher education or workforce training. As we implement our mission to provide affordable access to quality education, we want to ensure you have the essential support tools to succeed in your educational and career goals. Whether you plan to transfer to another institution after completing your degree, prepare to enter the workforce or just expand your skills, our goal is your success.

Dr. Quintin B. Bullock, President, CCAC

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**SUMMER 2019 ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Session Type</th>
<th>10 WEEKS</th>
<th>8 WEEKS</th>
<th>1ST 6 WEEKS</th>
<th>2ND 6 WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open registration begins for new and current students</td>
<td>February 4</td>
<td>February 4</td>
<td>February 4</td>
<td>February 4</td>
</tr>
<tr>
<td>Deadline to pay tuition/fees or sign payment plan</td>
<td>May 15</td>
<td>May 15</td>
<td>May 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Last day to drop classes with 100% drop of charges</td>
<td>May 18</td>
<td>May 31</td>
<td>May 18</td>
<td>June 27</td>
</tr>
<tr>
<td>Classes begin</td>
<td>May 20</td>
<td>June 3</td>
<td>May 20</td>
<td>July 1</td>
</tr>
<tr>
<td>Last day to drop classes with 80% drop of charges</td>
<td>May 29</td>
<td>June 10</td>
<td>May 23</td>
<td>July 8</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;W&quot; grade</td>
<td>July 16</td>
<td>July 17</td>
<td>June 24</td>
<td>August 5</td>
</tr>
<tr>
<td>Classes and examinations end (Saturday)</td>
<td>July 27</td>
<td>July 27</td>
<td>June 29</td>
<td>August 10</td>
</tr>
<tr>
<td>Grades available to students on my.ccac.edu Self-Service after 12 noon.</td>
<td>July 31</td>
<td>July 31</td>
<td>July 3</td>
<td>August 14</td>
</tr>
</tbody>
</table>

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**HOLIDAY SCHEDULE**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Observance (Saturday through Monday); college closed</td>
<td>May 25–27</td>
</tr>
<tr>
<td>Classes resume (Tuesday)</td>
<td>May 28</td>
</tr>
<tr>
<td>Independence Day; college closed</td>
<td>July 4–7</td>
</tr>
<tr>
<td>Classes resume (Monday)</td>
<td>July 8</td>
</tr>
</tbody>
</table>

**Note:** If the start and end dates of any of your classes do not match the start and end dates of one of these four regular summer sessions, the deadlines for dropping and withdrawing will be different from the dates listed above. Check with Registration and Advisement to determine deadlines for these classes.

**If you are graduating at the end of the summer (August), you are invited to attend the May 2019 commencement ceremonies; applications are due March 1, 2019. If you are not attending commencement ceremonies, applications for August graduates are due July 15, 2019.**
1. Complete your **ADMISSIONS APPLICATION ONLINE** available at **ccac.edu**. .........................................................

2. Apply for **FINANCIAL AID** by submitting the FAFSA form, available online at **www.fafsa.ed.gov**.....................

3. **First-time degree, certificate and diploma seeking students are required to complete an online STUDENT ORIENTATION** before they can register for classes.

   **ONLINE STUDENT ORIENTATION** You can take this now! If you have applied, log onto the online student orientation using your student ID number. Visit **ccac.edu/orientation**...............................................................

4. Schedule your **PLACEMENT TEST(s)**.

   Schedule an on site placement test. Go to **discover.ccac.edu** and select events. Your CCAC ID number is required to schedule.

   Placement testing is required of all full-time, **associate degree seeking students** who do not have prior college experience. Please refer to page 4 of this document to determine if your program of study is a degree, certificate or diploma. Photo ID is required ....................................................................................................

   Prepare for **PLACEMENT TESTS**................................................................................................................................

5. Meet with an **ACADEMIC ADVISOR** to discuss your education plan. New students and students in several other categories are required to meet with an academic advisor.

   Schedule a meeting at **ccac.edu/appointment-central**...............................................................

   If you plan to transfer to another institution, we strongly urge you to make an appointment to meet with a **COUNSELOR** as soon as possible.............................................................................................................................

6. Register for **CLASSES**. Photo ID is required. (A registration form is available on page 12)........................................

7. Pay for **CLASSES**. Visit the Online Student Account Center (accessible via MyCCAC) to view your eBill statement, enroll in a payment plan and pay online via credit card or ACH (e-check). ...............................................................

8. Even if you have submitted an earlier transcript, you need to submit your **FINAL TRANSCRIPTS**. Include high school/GED and any college transcripts. (Complete an application for transfer credit at your campus admissions office). ...........................................................................................................................

   **IMPORTANT INFORMATION FOR STUDENTS** ........................................................................................................

   **HONORS PROGRAM** ...........................................................................................................................................................

   **ONLINE LEARNING INFORMATION** ...........................................................................................................................

   **CREDIT COURSE SCHEDULE** ........................................................................................................................................

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**TUITION DUE DATE FOR SUMMER 2019**

**Summer 2019 Tuition Due Date is Wednesday, May 15, 2019**

- **Registration will be accepted after the tuition due date; however financial clearance/payment is due at time of registration.**

   **MEMORIAL DAY**
   **May 25–27, 2019**
   **CCAC offices closed**

   **INDEPENDENCE DAY**
   **July 4–7, 2019**
   **No classes**

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This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit **ccac.edu** or the campus you plan to attend.
Select the **Associate of Arts** or **Associate of Science** degree program that supports your interests and educational plan.

**Associate of Arts and Associate of Science degrees** include specific coursework along with a core of general education courses in English, mathematics, science, social sciences and humanities. Many students enter the workforce with associate degrees. Others choose to work with a counselor to transfer to a four-year institution to pursue a bachelor’s degree—either by using articulation agreements between CCAC and nearly 30 other universities or by using certain degrees designed as templates for specialized programs. Associate degrees require at least 60 college credits and take 15 to 24 months of full-time study to complete (longer for part-time students).

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**Arts & Humanities**
- 089.1\(^*\) University Parallel Program
- 006.1\(^*\) University Parallel Program
- 026 Art
- 128 Film Technician
- 374.3 Graphic Communications
- 280.1 Industrial Art & Design
- 018.1 Music
- 140 Music Technology
- 025.2 Theatre

**Business**
- 004.2 University Parallel Program
- 097 Business, CCAC & IUP
- 105 Accounting
- 340 Accounting Specialist
- 785.1 Administrative Assistant
- 378 Aviation Management
- 382.1 Aviation Technology
- 385.2 Business Management
- 327.4 Court Reporter
- 670.2 Culinary Arts
- 405.2 Foodservice, Lodging & Recreation Management
- 604.3 Paralegal
- 423.2 Tourism Management

**Education, Social & Behavioral Sciences & Human Services**

- 915.3 American Sign Language—English Interpreting
- 600.6 Criminal Justice & Criminology
- 621.6 Early Education & Child Development
- 679.4 Education Paraprofessional
- 330.2 Fire Science Administration
- 020.3 University Parallel Program
- 615 Homeland Security
- 053.4 Psychology

**Education, Social & Behavioral Sciences & Human Services (continued)**

- 059.2 Social Sciences
- 630.4 Social Work Foundation
- 099.4 Teacher Education: Middle Level & Secondary Education

**Health**
- 462.1 Health Services
- 554.1 Diagnostic Medical Sonographer (Ultrasound)
- 443.1 Massage Therapist
- 535.1 Medical Assistant
- 525.1 Medical Laboratory Technician
- 555.1 Nuclear Medicine Technology
- 575.1 Nursing
- 587.1 Occupational Therapy Assistant
- 533.1 Paramedic
- 518.1 Pharmacy Technician
- 628.1 Physical Therapist Assistant
- 565.1 Radiation Therapy Technology
- 558.1 Radiologic Technologist
- 540.1 Respiratory Therapy
- 530.1 Surgical Technologist

**Science, Technology, Engineering & Mathematics (STEM)**  

- 400.2 Civil Engineering Technology
- 422.1 Computer-Aided Drafting & Design Technology
- 784 Cybersecurity
- 050.3 Computer Information Systems
- 788.1 Data Analytics Technology
- 300.1 Electronic Engineering Technology
- 093.1 Engineering Science
- 094.1 Engineering Technology
- 783.4 Information Technology Support
- 705.5 Manufacturing Technology
- 276.1 Mechanical Drafting & Design Technology
- 722.2 Mechatronics Technology
- 108 Multimedia Programming, Simulation & Gaming
- 454 Nanotechnology
- 047.1 Physics
- 780.3 Software Development

**Trades**
- 507.3 ASEP/ASSET/CAP Manufacturer Automotive Technology
- 349.3 Automotive Technology
- 515.3 Building Construction Estimating
- 514.3 Building Construction Supervision
- 441.2 Building Construction Technology
- 608.1 Electrical Construction (JATC/IBEW) Technology
- 708.2 Electrical Distribution Technology
- 384.2 Facilities Maintenance Technology
- 313.3 Heating & Air Conditioning
- 722.2 Mechatronics Technology
- 379 Sheet Metal Worker Apprenticeship
- 731.1 Stationary Operating Engineer
- 316.4 Welding Technology

\(^*\) Applicants to these programs will be admitted to 089.1–General Studies. These programs have specific requirements for admission, and students must submit a separate application. For more information, speak to your advisor.

\(^*\) UP–University Parallel Program. These programs are often used as templates when working with a counselor to design a transfer strategy for specialized programs at other colleges and universities.
Select the **certificate** or **diploma** program that supports your interests and educational plan.

**Certificate and diploma programs** concentrate on specific skills, usually without general education coursework. Many students begin in one of these programs to move into the job market and then continue their studies in a degree program in the same field. A diploma is awarded for programs with fewer than 16 credits and can be completed in as little as one or two terms. A certificate normally requires from 16 to 48 credits. Most certificates are designed to be completed in one year of full-time study (longer for part-time students)—although some may require more credits and take more than one year—based on the program and industry requirements.

**Arts & Humanities**
- 176 Digital Design
- 376.3 Graphic Design
- 085 General Education
- 126.1 Film Technician
- 141 Music Technology
- 125.1 Technical Theatre

**Business**
- 217 Accounting
- 216.1 Business Management
- 329.4 Court Reporting
- 671 Culinary Basics
- 221 E-commerce
- 219.1 Entrepreneurship
- 407.2 Foodservice Management
- 491.1 Land Administration
- 406.2 Lodging & Recreation Management
- 605.3 Paralegal
- 718 Private Pilot

**Education, Social & Behavioral Sciences & Human Services**
- 912.5 American Sign Language
- 655.4 Child Care (diploma)
- 623.6 Child Development
- 624.5 Children with Special Needs
- 414.2 Drug & Alcohol
- 654.3 Early Childhood Director Core (diploma)
- 622.5 Early Education & Child Development
- 680.5 Education Paraprofessional
- 114.3 Ethnic & Diversity Studies
- 130.1 Fire Science Administration
- 103.1 Global Studies
- 616 Homeland Security

**Science, Technology, Engineering & Mathematics (STEM)**
- 299.2 Electronics, Basic
- 786 Cybersecurity
- 789 Data Analytics
- 490 Green & Sustainable Building Design
- 242.5 Information Technology Support
- 706.2 Machine Technician
- 723.1 Mechatronics Technology
- 787 Mobile Apps Software Development
- 109 Multimedia Game Simulation
- 104.3 Multimedia Web Programming
- 709 Nanofabrication Technology
- 243.4 Software Development

**Select the certificate or diploma program that supports your interests and educational plan.**

**UP—University Parallel Program.** These programs are often used as templates when working with a counselor to design a transfer strategy for specialized programs at other colleges and universities.

**Applicants to these programs will be admitted to 089.1—General Studies.** These programs have specific requirements for admission, and students must submit a separate application. For more information, speak to your advisor.
ADMISSIONS

As an open enrollment institution, CCAC provides learning opportunities for all students regardless of prior educational background. If you have a high school diploma, a General Education Development (GED) certificate or are 18 years of age or older with reasonably equivalent experience, CCAC can help you achieve your academic goals. If you are interested in completing the GED certificate program, visit ccac.edu/GED-information. Effective January 1, 2014, GED tests are administered at official GED testing centers ONLY. Allegheny County residents who obtain their GED Commonwealth Secondary School Diploma are eligible for one tuition-free, three-credit course at CCAC within six months of receiving their diploma. For further details and eligibility requirements, please visit ccac.edu/GED-information.

Note: CCAC requires your Social Security Number to apply.
Admission to CCAC does not guarantee admission to academic or career programs with special entrance requirements or those courses with specific prerequisites or competency levels.

FIRST-TIME OR VISITING COLLEGE STUDENTS

All new students must complete the admissions process and meet with an academic advisor before enrolling in classes. First time college students may be required to take college placement tests before meeting with an academic advisor. Students are strongly encouraged to participate in placement test preparation as described on page 7 prior to taking the test. If you are a new or visiting student and have completed previous college coursework at another college, you may be exempt from all or part of the placement tests. Check with the Registration and Advisement offices for exemption guidelines.

New Students
✓ Complete and submit a CCAC application for admission (available online at discover.ccac.edu).
✓ Apply for financial aid (the FAFSA form is available at www.fafsa.ed.gov or in print, see page 5).
✓ Schedule CCAC placement tests at discover.ccac.edu. CCAC student ID is required to schedule placement testing.
✓ Submit a high school transcript and transcripts from any college(s) attended.
✓ Schedule a meeting with an academic advisor at ccac.edu/appointment-central/.

Note: Attend an Open House day to complete all steps in one visit—become a college student all in one day.

Visiting Students
✓ Meet with your home institution advisor to select CCAC courses. You can also visit webapps.ccac.edu/mastersyllabi, click on Academics and then Programs & Disciplines to view descriptions and learning outcomes.
✓ Complete and submit a CCAC application for admission (available online at discover.ccac.edu).
✓ Submit your home institution’s transcript or grade report.
✓ Take CCAC placement tests (if prerequisite(s) are not met at home institution).
✓ Meet with a CCAC academic advisor (optional, but recommended).
✓ At the end of the semester, request an official transcript for your home school.

FINAL TRANSCRIPTS

1. A final high school transcript and/or a copy of your GED test scores are required.
2. A transcript from any college, university or other post-high school institution of learning that you have attended is required. This document can be obtained by contacting the school and requesting that an official transcript be sent directly to the Admissions office at the CCAC campus you plan to attend. For advanced standing credit, complete an application for transfer credit and submit to the Admissions office at the CCAC campus you plan to attend. The Application for Credit Transfer is available at ccac.edu/advanced-placement. Students with prior learning may investigate CLEP testing (page 15).
3. High school transcripts may be obtained by contacting your high school and requesting that a final copy of your transcript be sent to the Admissions office at the campus you plan to attend. Please refer to the inside back cover of this publication for addresses.
4. If you do not have a copy of your GED test scores, contact the Department of Education of the state in which you were tested. Students who tested in Pennsylvania should write to:
   Commonwealth Diploma Program, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

Note: Transcripts are required for applications to all programs. They become the property of CCAC and will not be returned.
FINANCIAL AID

If you are applying for financial aid, it is very important to start early. The CCAC Financial Aid program is designed to help you pay for your education. You may apply for grants, scholarships, loans and work-study.

Figuring out how much financial aid you might qualify for and receive is a complicated process. Throughout the process, it is very important to stay in touch with the Financial Aid staff to ensure a timely completion of your file. Each financial aid application is reviewed individually so that you are being considered for every type of financial aid available at the college.

HERE’S HOW TO APPLY

1. Carefully complete your FAFSA application online at fafsa.ed.gov and submit electronically. Deadline priority dates are important.

2. Application Review. Once your file is complete, the Financial Aid office will review your application and determine how much financial aid you are eligible to receive.

3. Award Notification. You will be notified through your CCAC email when your award is ready to view through FA Self-Service if you are eligible to receive financial aid. Carefully review any instructions you receive regarding your financial aid award notification. Remember that you must have a Net ID in order to access FA Self Service at my.ccac.edu.

Students are responsible for all tuition and fee charges not covered by financial aid, that are adjusted due to non-attendance or due to lack of continued attendance. You can view adjustments and/or additions to your initial financial aid award at my.ccac.edu through CCAC Central e-Services. You can also print a revised award letter.

4. Grant refunds for individuals whose financial aid eligibility exceeds the cost of tuition and fees will be released after the 30th calendar day of the semester. Loan refunds are released beginning with the 60th calendar day of the semester.

MyCCAC PORTAL • Visit MyCCAC on the web at my.ccac.edu.

The MyCCAC portal provides access to college-wide information through a centralized, mobile-friendly online system. A CCAC NetID and password are required to gain access to MyCCAC. Once logged in, students have access to:

• Blackboard coursework
• CCAC academic email (required for all CCAC email communications)
• CCAC Central self-service (view official grades, request transcripts, access financial aid, financial information, and much more)
• Online Student Account Center
• Course search & registration
• Academic deadlines, college events and other important college information

TYPES OF AID

Federal Pell Grant:
• Range: $598 to $5815 annually (subject to change)

Federal Supplemental Educational Opportunity Grant (FSEOG):
This grant is available to undergraduate students who have demonstrated exceptional financial need.
• Up to $500 per academic year

Pennsylvania Higher Education Assistance Agency Grant: This grant is available to Pennsylvania residents who have not yet earned a bachelor’s or professional degree and who demonstrate financial need according to the PHEAA needs analysis formula.
• Range: $200–$1,884 yearly

Work-study:
This program is available to eligible students who have financial need and who wish to work part time while enrolled at CCAC.

William D. Ford Direct Federal Stafford “Subsidized” Loan:
Direct Federal Stafford Subsidized Loans are based on financial need as well as annual and aggregate limits. The federal government pays the interest on this loan until you enter repayment six months after you graduate or until you are no longer enrolled at least half time (six credit hours).

William D. Ford Direct Federal Stafford “Unsubsidized” Loan:
Direct Federal Stafford Unsubsidized Loans are based on annual and aggregate limits and are not based on financial need basis. Interest begins to accrue upon the first disbursement. The option does exist to pay interest on this type of loan while in school or you may delay payment by capitalizing the interest until repayment begins. Principal repayment begins six months after you graduate or you are no longer enrolled at least half time (six credit hours).

CCAC School Code for FAFSA Form
All Campuses: 003231-00
FINANCIAL AID & REFUND/REPAYMENT

FINANCIAL AID REFUND & BOOK CHARGE POLICY
Please note: Financial aid Grant funds will be credited to eligible students’ accounts on the 30th calendar day of the semester. Grant refunds will be issued within 14 days after the credit date. Federal Direct Subsidized and Unsubsidized Loan credits will be applied to students’ accounts beginning on the 45th calendar day of the semester. Each credit will represent 50% of the student’s approved loan funds for the semester minus the federally appropriated loan fee. (Currently 1.062%). These funds will be credited within 14 days after the published credit dates.

BOOK CHARGING REQUIREMENTS
Students who will be eligible for a Financial Aid refund after tuition and fee charges are paid may charge books and required supplies at their CCAC campus and online bookstores during the published Bookstore Charging Period, provided their Financial Aid Award has been completed and generated prior to the end of the published Bookstore Charging Period. In order to charge mandatory books and supplies against anticipated financial aid for the term, students must register for Summer 2019 classes no later than June 14, 2019.

FINANCIAL AID & E-REFUND
Summer 2019 • 6, 8 & 10 week terms
First day of classes: 10 week—May 20, 2019
  8 week—June 3, 2019
  6 week—May 20, 2019
Bookstore Charging Period: May 17, 2019–June 14, 2019
Grant Credit Date: June 20, 2019
First Loan Credit Date: June 21, 2019
Second loan Credit Date: June 24, 2019

IMPORTANT: All Direct Loan credits will be issued in two installments per semester. Each credit will represent 50 percent of the student’s approved loan funds for the semester minus the federally appropriated loan fee. Financial Aid refunds will be adjusted to reflect a student’s enrollment status (full time, ¾ time, half time) at the time that the funds are credited to the student account. Students must be enrolled at least half time at the time the funds are credited to their student account in order to receive the Direct Stafford, Direct Unsubsidized Stafford or Direct PLUS loan. For more information about the revised refund policy, please visit ccac.edu/refund-policy/.

REFUND & REPAYMENT POLICY Federal Financial Aid • Title IV Refund Procedures:
Students who receive federal financial aid and who completely withdraw or who stop attending classes up to the 60 percent period of enrollment will have federal financial aid adjusted. This adjustment will reflect the portion of federal financial aid that is unearned for the period for which the student was enrolled. If the student received a refund, some or all of the refund money may need to be repaid to the institution. In addition, if the student’s financial aid is adjusted, leaving an unpaid balance for tuition and fee expenses, the student is also expected to repay the institution for these charges.

eRefunds PLUS—CCAC eRefunds PLUS will enable you to have certain refunds deposited directly into your bank account and minimize problems with lost checks, old addresses, or waiting for the mail. If you don’t have a bank account, you can even apply for a Cashback Checking account with Discover Bank! Students may take advantage of eRefunds PLUS as a faster, more convenient method of receiving refunds from CCAC. Visit the Online Student Account Center and click on the eRefunds tab for more information and to enroll!

ONLINE STUDENT ACCOUNT CENTER (accessible via MyCCAC)

- 24 x 7 Student Account Access
- View eBill Statements and Online Payment Options
- Sign up for direct deposit of refunds

- Enroll in the CCAC Tuition Payment Plan
- Text Alerts
- Authorized User Access
CCAC PLACEMENT TESTS

The college placement tests are given to first-time, associate degree seeking students and for students planning to enroll in courses with English, reading and/or mathematics pre-requisites (see The Registration & Advisement offices). Your student ID is required to schedule. Part-time, associate degree seeking students must complete their placement tests once they have achieved 12 credits. These tests are intended to assist you in selecting courses most appropriate for your current academic skill level. These are not admissions tests.

While the placement tests do not prevent an applicant from attending CCAC, the results of the test will determine for your current academic skill level. These are not admissions tests.

Schedule a Placement Test Today!
• On Site Placement Testing: The Accuplacer placement test is offered locally at most CCAC locations. You can schedule your test online.
• ADA On Site Placement Testing: Accommodations are available for students with documented disabilities. For details, Contact Supportive Services.
• EAL Placement Testing: If English is not your first language, it is strongly recommended that you complete the Accuplacer ESL Placement Test to better assess your English language reading and writing skills. If you would like to discuss your options, please call 412.237.2629 for more information.
• Remote Placement Testing: Remote placement testing is available to applicants outside CCAC’s geographic region. To learn how to sign up for a Remote Placement Test, please see the Remote Placement Testing page.

Visit discover.ccac.edu to schedule your placement tests and select events.

GET READY!
Entering CCAC students have the opportunity to refresh and prepare for placement tests by visiting the Math Cafés or Learning Commons at each of the campuses and Homewood-Brushton and West Hills Centers. Preparation for the placement tests is available using online software. Scoring higher on the placement test will help you complete your program of study more quickly, so it is to your advantage to be prepared before taking the test. Please visit the Math Café or Learning Commons centers to prepare for placement tests.

Visit CCAC’s Placement Test page at: ccc.edu/placement-tests on the web for a list of helpful tips and study resources to refresh and prepare for the placement tests. Sample test questions are also available.

This is an extremely important step in the enrollment process! Applicants should arrive at the testing site on time, well-rested and with a photo ID.

Placement Tests Exemptions
Students who submit an official high school transcript with an unweighted cumulative GPA of 2.8 or better (or 78% for schools with a percentile grading system) are exempt from taking the English and Reading placement tests. Students must have graduated from high school within 5 years of the date the transcript is submitted to be eligible. International, home school and GED documentation are not accepted under this exemption.

Students may not need to take all or part of the placement tests if any of the following apply to them:
• They already have a college degree.
• They have already taken college-level English and/or mathematics and received a grade of “C” or better.
• They are pursuing a certificate or degree program which does not include English, reading or mathematics prerequisites.
• They are taking a class or classes that have no specified skill requirements.

Students with SAT or ACT test scores above the 50th percentile will be exempt from the reading placement testing, but still must take the English writing test (there is no SAT/ACT exemption for English.) Students with SAT or ACT scores above the 50th percentile will be exempt from developmental math courses, but must complete the placement test if intending to take a course above the MAT 108 - Intermediate Algebra level. Reading, Writing and Math scores are reported separately.

Students need to document any exemptions that apply at the Admissions office when they apply for admission to the college.

Students should remember that the textbooks used in classes are written for students with college-level reading skills. The reading placement test will help students determine whether they need additional help in this area.

Students may not re-test for placement out of a course in which they are enrolled once the class has begun; any change in placement at that point will be at the discretion of the instructor of that course.
ACADEMIC ADVISEMENT/ENROLLMENT

ACADEMIC ADVISORS
CCAC encourages students to meet with an academic advisor before enrolling in classes. The advisor will review your program of study and the best course selections for that program. However, certain categories of students are required to meet with an advisor before enrolling. They are:

- All new degree or certificate seeking students.
- Students who have not completed the developmental sequence.
- Students with grade point averages (GPA) below 2.00.
- Students who are changing their program of study.
- Students who will graduate at the end of the term.

The following students may register without seeing an academic advisor, but are always welcome to use this service:
- Visiting students from other colleges who have met the prerequisites to take specific courses. Students should bring an unofficial transcript or grade report at the time of registration.
- Non-degree seeking students (with previous college credit) who wish to take courses for professional or personal improvement.
- Continuing students making satisfactory academic progress.

VIRTUAL ADVISING
Students now have the ability to meet with an academic advisor using our Virtual Advising program. To determine if you meet the technical requirements for Virtual Advising and/or for additional information on the virtual advising process, go to ccac.edu/Virtual-Advising/.

STUDENT DROP OF TUITION AND ELIGIBLE FEE CHARGES
Students are responsible for all tuition and fee charges at the time of registration. Even if your plans change and you no longer wish to attend, you remain responsible to dropping your class/es to protect your academic and financial records.

CCAC will drop charges as described in the timeline below.

1. For students who drop classes before the start of the term, CCAC will drop 100% of the tuition and eligible fees.
2. For students who drop from the first day of the term to the 14% point of the term**, CCAC will drop 80% of the tuition and 100% eligible fees.
3. From the 14% point of the term forward**, CCAC will not drop any tuition/fee charges; students can be awarded a “W” grade until the 80% point of the term.

**See academic calendar (inside front cover) for 16-week and 14-week refund deadlines. Consult the Registration and Advisement office at your campus for drop dates for shorter classes.

If students are self-paying, the funds will be refunded by check or credited back to the credit cards used. For students who are funded by state/federal financial aid or various agency or employer sponsorship, the funds will be returned to that source and/or the student (if applicable).

ATTEND A NEW STUDENT ORIENTATION
Attend a two-tiered Student Orientation program that will help you become familiar with your campus, understand how to register for classes, teach you about financial resources and so many more services and activities that are vital to your success. Take both the online student orientation as well as the traditional on-campus student orientation in order to get your education and career off to a great start. If you are a degree, certificate or diploma seeking student at CCAC, you must complete at least one tier before you can register for classes.

Online Student Orientation
You can take this now! If you have been admitted to CCAC, log into the online student orientation using your student ID number. Visit ccac.edu/student-orientation.
TRANSFER SERVICES

DO YOU PLAN TO TRANSFER?
At CCAC, your success is our priority. In fact, CCAC students have transferred credits to 520 colleges and universities. That is why we’re committed to working closely with students who plan to transfer from CCAC to four-year institutions. CCAC offers a variety of classes that can fulfill general education and major requirements at four-year colleges and universities and may even guarantee junior status at the transfer institution of your choice.

However, if you plan to transfer, you must choose your classes wisely. Four-year schools may change their curriculum requirements—which can result in a loss of credits. You must work with a CCAC counselor early to ensure that your CCAC classes will transfer to the four-year school of your choice.

CCAC has entered into 125 articulation agreements with 29 regional colleges and universities. These agreements provide a blueprint for students who wish to transfer with little or no loss of credit. Students should begin to take a comprehensive view of transfer by viewing these agreements shown in their entirety at ccac.edu/articulation.

PENNSYLVANIA TRANSFER & ARTICULATION AGREEMENTS
Agreements allow students who graduate with specified associate degrees to transfer as juniors into bachelor degrees in similar fields of study at the PASSHE (Pennsylvania State System of Higher Education) universities as well as certain private institutions.

P2P agreements serve as pathways into undergraduate majors at those institutions and help minimize loss of credits when transferring from one institution to another.

Currently CCAC’s programs in Art, Biology, Business (University Parallel), Chemistry, Criminal Justice and Criminology, Early Education and Child Development, Physics, Psychology, Social Work and Theatre are part of this statewide agreement. Review these programs in the CCAC catalog for specific program information.

For more information about these agreements visit :

Get on the right track, call a CCAC counselor.
Allegheny: 412.237.2565 North:412.369.3614
Boyce: 724.325.6657 South: 412.469.6216

INSTITUTIONS WITH CCAC AGREEMENTS INCLUDE:
Argosy University, Art Institute of Pittsburgh, Allentown College of St. Francis DeSales, Bethany College, California University of Pennsylvania, Capella University, Carlow University, Chatham University, Clarion University of Pennsylvania, Colorado State University (Global Campus), Drexel University, Duquesne University, Edinboro University of Pennsylvania, Gannon University, Grand Canyon University, Indiana University of Pennsylvania, Kaplan University, LaRoche College, Lincoln University, Penn State University Commonwealth Campuses (including Greater Allegheny, New Kensington, Beaver & Fayette), Pennsylvania College of Technology, Pittsburgh Technical College, Point Park University, Robert Morris University, Salem International University, Slippery Rock University of Pennsylvania, Strayer University, Thiel College, University of Pittsburgh, University of Phoenix, Washington & Jefferson College, West Liberty University, Westminster College, Wheeling Jesuit University and Youngstown State University

STUDENT IDENTIFICATION
Upon admission to CCAC, students will receive a unique student ID number that will be required to secure a campus student ID card. Every student needs to present some form of photo ID and his/her class schedule to the campus ID area. In addition, students will use their student ID number to secure a network ID and password for CCAC Central e-Services and student email.

SENIOR CITIZEN’S TUITION PROGRAM
Senior citizens who are Allegheny County residents and are 65 years of age or older by the start of classes may take two credit classes at no tuition cost but may be charged regular college fees. Senior citizens must purchase all books and materials and must supply a photocopy of a driver’s license or birth certificate or other appropriate documents.

CCAC will only process registrations for senior citizens during the week prior to the start of the term. Seniors who wish to register earlier must pay tuition and fees. They may be required to take placement tests for certain courses and are always encouraged to meet with an academic advisor when selecting classes. Senior citizens may choose to take course(s) for a grade or on a non-graded basis. The Senior Citizen Waiver does not apply to repeated courses.

ACT 48 One CCAC credit is equivalent to 30 continuing education (CE) hours for Act 48. CCAC offers convenient and affordable credit classes for certified teachers. For information, visit ccac.edu/48.
COURSE REGISTRATION DEADLINES

Students may register for credit classes until the first class meeting and online courses prior to the start of the term. Registration using my.ccac.edu for eligible students is available up until one day before the class begins.

For courses that have met (including online courses), students may request the instructor’s documented approval and submit it to the Registration and Advising Office for processing within two business days of signature and before the end of the first week of the term (or first two days of the course term for courses 10-weeks in length or less). Students who are on probation or suspension must obtain permission from an advisor (probation) or a counselor (suspension).

WAYS TO REGISTER—
IN-PERSON, ONLINE VIA THE CCAC WEBSITE, BY EMAIL OR BY FAX

Email or fax your registration to the campus at which you will take the majority of your classes.

TO EMAIL OR FAX REGISTRATION:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td><a href="mailto:al-registration@ccac.edu">al-registration@ccac.edu</a></td>
<td>412.237.4581</td>
</tr>
<tr>
<td>Boyce</td>
<td><a href="mailto:bo-registration@ccac.edu">bo-registration@ccac.edu</a></td>
<td>724.325.6797</td>
</tr>
<tr>
<td>North</td>
<td><a href="mailto:no-registration@ccac.edu">no-registration@ccac.edu</a></td>
<td>412.369.4157</td>
</tr>
<tr>
<td>South</td>
<td><a href="mailto:so-registration@ccac.edu">so-registration@ccac.edu</a></td>
<td>412.469.6371</td>
</tr>
</tbody>
</table>

CCAC encourages eligible students to register and pay tuition/fees by using CCAC Central e-Services.

CCAC Central e-Services will confirm schedule and payment immediately.

If you choose to mail, email or fax your registration form, please include a photocopy of your CCAC ID card or a copy of your current driver's license.

WAYS TO DROP, ADD OR WITHDRAW

Students who present a valid photo ID may drop, add, or withdraw in the following ways:

- In person at the Campus Registration Office or Center during published business hours.
- By sending the completed Drop/Add form or Withdrawal form and a copy of a valid photo ID to the campus registration office by postal mail, email or fax.

Students receiving financial assistance through grants, loans, and veterans’ benefits should consult with the Financial Aid or Veterans Office before dropping, adding, or withdrawing from class. Students’ aid may be impacted by a change to the total number of credits in which the student is enrolled or by receiving a “W” grade in one or more classes.

Drop/Add forms sent by postal mail, email, or fax must be received by close of business before the deadline to drop with either 100% or 80% refund or the deadline to withdraw. Standard college refund procedures will apply.

Drop/Add forms sent by postal mail, email, or fax must be received by close of business on deadline date to drop/withdraw with either 100% or 80% refund. Withdrawal forms sent by postal mail, email, or fax must be received by close of business on deadline date to drop/withdraw. Standard college refund procedures will apply. Note: There is no reduction of tuition and fees associated with a withdrawal.

See inside front cover for deadlines and inside back cover for mailing addresses.

DEADLINE TO DROP CLASSES WITH A FULL DROP OF CHARGES FOR SUMMER 2019:

<table>
<thead>
<tr>
<th>Classes beginning on</th>
<th>In-person Date</th>
<th>Online Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20, 2019</td>
<td>May 18, 2019</td>
<td>May 19, 2019</td>
</tr>
<tr>
<td>June 3, 2019</td>
<td>May 31, 2019</td>
<td>June 2, 2019</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td>June 27, 2019</td>
<td>June 30, 2019</td>
</tr>
</tbody>
</table>

COLLEGE POLICIES CONCERNING WITHDRAWAL

It is important to be aware of college policy concerning withdrawal from all or some of your classes. Notifying the instructor of your intention to withdraw does not count as an official withdrawal from a course. You must complete a withdrawal form at the Registration and Advisement office at your campus or college center. Students can download and print this individual form online at ccac.edu/advisement-forms, but must process it at a campus or center. Failure to process this form at the Registration office may result in “F” grades and have financial consequences.

ATTENDANCE REPORTING

The Commonwealth of Pennsylvania requires community colleges to report on non-attending students during the first 20 percent of the term. Non-attending students may be dropped from class(es) and forfeit the tuition and fees for class(es) and their financial aid may be adjusted.
REGISTRATION

Express Registration
Are you eligible to enroll online* via my.ccac.edu? Are you planning to take more than one class?
You will find Express Registration to be a quick and easy way to register for classes. After you log on to the student portal, go to the Students Menu and select “Express Registration”. Enter the Express Code shown in the credit schedule for each course you wish to take. Enter all the codes for your full schedule at the same time and click Submit. If you are not able to enroll for one or more of the sections (closed, missing pre-requisites, etc.), warnings will appear and you can adjust the schedule before completing your registration. Don’t forget to complete the process by choosing “Register” for each section and submitting your full schedule!

* The following students must register by seeing an academic advisor and may not enroll online: new students; students taking developmental coursework; students on probation or suspension appeal; students who will graduate at the end of the term.

RESIDENCY STATUS
Residency (domicile*) requirements have been established for the purpose of assessing tuition and related fees. The requirements are set forth as follows:

* “Domicile will mean a person’s true, fixed and permanent home, to which a person intends to return. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes will not of itself constitute domicile. The residency of a dependent student (as defined by the IRS) is determined by the parent’s domicile.”

Students moving to Pennsylvania from outside the state must reside in Pennsylvania for one year before becoming eligible for in-state tuition and reside in the county by the first day of the term. Students must substantiate changes in status by appropriate documentation.

Exceptions may be made for students moving to Allegheny County if they can demonstrate an intent to remain in Allegheny County for purposes other than attending school. These exceptions may include a move for full-time employment and will require a written statement from the student’s employer (or the parent’s employer if the student is a dependent). All documentation for proof of residency must be received before the start of the term.

A student may also need to show financial independence as part of establishing residency.

ATTENTION
Veterans and their Dependents!
The Community College of Allegheny County provides in-state, in-county tuition rates to all military member/veterans of the U.S. Armed Forces and their dependents.
Students who are out of state who wish to claim in-state, in-county status via military, veteran or dependent status must verify their affiliation with U.S. Armed Services with the Military and Veterans Services office on their campus. Verification must be received prior to the first day of the term for consideration.

OPEN HOUSE
Wednesday, April 3, 2019 • 3:00PM–6:00PM
Saturday, May 11, 2019 • 10:00AM–1:00PM
Wednesday, July 17, 2019 • 3:00PM–6:00PM

Join us for CCAC’s College Kickstart Day, our free open house event, which provides the perfect opportunity to learn all you ever wanted to know about the educational options at CCAC, career and transfer programs, emerging careers, financial aid and scholarships, campus facilities, and student-centered services and more. Meet faculty, staff and current students and take a tour of the facilities. Ask questions and get answers on the spot. Photo ID is required.

Other sessions are held at each of the college’s four campuses and several centers—convenient dates and times found online at discover.ccac.edu or via telephone.

Allegheny Campus, SSC, Room 130, 412.237.2511
Boyce Campus, Room 5563, 724.325.6614
North Campus, Room 1003, 412.369.3600
South Campus, West Mifflin, Room B320, 412.469.4301
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 educational 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.

The college is subject to provisions of 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 (online at ccac.edu).
IMPORTANT PAYMENT INFORMATION

TUITION DUE DATE FOR SUMMER 2019

Summer 2019 Tuition Due Date is Wednesday, May 15, 2019

Registration will be accepted after the tuition due date; however financial clearance/payment is due at time of registration.

HOW TO PAY

The college tries to make paying your tuition and fees as convenient as possible and offers a number of payment options. Choose the option that is best for you. It is important that your student account is paid in full or you have obtained financial clearance through a financial aid award, third party sponsorship, or payment plan enrollment in order to avoid late payment fees. The College has instituted a monthly late payment fee on all student accounts carrying an unpaid balance. The late payment fee will be assessed at a rate of $15.00 each month a student account balance is unpaid.

PAYMENT OPTIONS

1. Online Payments:
   - Visit the Online Student Account Center to make a payment by credit or debit card as well as ACH (eCheck) from a checking or savings account. Don’t wait in line... go online to make your payment. It is quick and convenient and available 24x7.

2. Cash: Pay by cash in person only. Do NOT mail cash.

3. Checks: Make all checks payable to CCAC.
   - Postdated checks are not accepted.
   - Stopped payments on checks are not an official “drop” or “withdrawal” from the college.
   - The college charges $25 for all returned payments.
   - If you write a check or process an ACH payment that is returned, your check writing/ACH privileges at the college may be revoked.
   - CCAC requires the student’s college ID to be on all checks since it is your college identification number.
   - Students who have been notified by the college that their check has been returned must pay by cash, money order, cashier’s check, Visa, MasterCard, Discover, or American Express.
   - The college places a hold of 15 calendar days on all check payments prior to releasing refunds and may restrict further services.

4. Credit Cards: Visa, MasterCard, Discover or American Express
   - Accepted online and in person with card or by calling your campus Student Accounts office during normal office hours.
   - ALLEGHENY........412.237.4641  NORTH............412.369.3670
   - BOYCE.................724.325.6689  SOUTH............412.469.6250
   - In accordance with regulations, registrations that are paid by credit card may be refunded back to your card if you drop a course or the college cancels a course.

5. Tuition Payment Plan:
   ONLINE TUITION PAYMENT PLAN NOW AVAILABLE!
   The CCAC Tuition Payment Plan helps families budget the cost of tuition and fees by spreading out the cost over smaller installments during the term. Enrollment is now available online and it’s fast, secure, convenient and inexpensive!

   FAST – Enrolling in the CCAC Tuition Payment Plan is easy. Simply go to the online Student Account Center, choose the available semester plan, and enroll.

   SECURE – Pay online using a credit card or electronic check, knowing your information is secured using industry leading security features. You can even schedule your payments in advance to avoid missed payments and unnecessary late fees.

   CONVENIENT – Need to know if your plan has changed? Check your email. Our online payment plan will notify you anytime your installments increase or decrease. Want to make a payment during a study break at the library? No problem. Access your online payment plan on the online Student Account Center anywhere, anytime you have a web browser available – even on your mobile device! You can even add an authorized user to manage your CCAC student account and payment plan!

   INEXPENSIVE – Enrollment in the CCAC Tuition Payment Plan is absolutely free, making it an inexpensive alternative to a student loan or high interest alternative loan. Spread the cost of tuition and fees over a term by enrolling in the CCAC Tuition Payment Plan. Visit the online Student Account Center today for more information and to enroll!

6. Third-party Sponsor or Company Check:
   Your company or organization may pay your tuition/fees to the college by two methods:
   - A company check for the amount due made payable to CCAC by the tuition due date.

   2. Third-party authorization contract:
      - Blank third-party authorization forms for your sponsor to sign are available when you register by calling the Student Accounts office on your campus or by visiting ccac.edu.
      - Any agreements between the student and the company/agency have no bearing on this contract.
      - All sponsorship forms or company checks must be in the Student Accounts office by the tuition due date.
      - You need a new sponsorship form each semester.
      - If for some reason your sponsor fails to pay your charges upon receipt of the bill, you will become responsible for all charges.
      - If your sponsor pays for books, your books must be purchased within the established bookstore charge period (page 6) of the term in which you are enrolled. If you have a late start class, see your Student Accounts office.

7. Loans:
   - Electronically transferred loan monies (EFT) will be automatically credited to the student’s account.
   - Students for whom CCAC received a loan check must visit the Student Accounts office to endorse the check.
   - Any credit amount due to the student will be refunded in accordance with federal guidelines. The college does not release loan or financial aid refunds until after the beginning of the term. (See page 6 for more information.)

Some CCAC centers (Braddock Hills, Homewood-Brushton, Washington Center) do not accept cash or credit cards. Payment must be made with check or money order only. Visit the Online Student Account Center for the most convenient payment option.
TUITION
Tuition rates provided are current as of the date of this publication. All tuition and fee rates are subject to change. 2019-2020 tuition and fees will be finalized and made available by July 1, 2019 and will become effective with the Fall 2019 term.

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Tuition</th>
<th>Flat Rate</th>
<th>Capital Fee</th>
<th>Capital Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny County Residents</td>
<td>$113.00/credit</td>
<td>$1,695.00</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Pennsylvania Residents Outside Allegheny County</td>
<td>$226.00/credit</td>
<td>$3,390.00</td>
<td>$650.00/credit</td>
<td>$780.00/semester</td>
</tr>
<tr>
<td>Out-of-state &amp; Foreign Residents</td>
<td>$339.00/credit</td>
<td>$5,085.00</td>
<td>$650.00/credit</td>
<td>$780.00/semester</td>
</tr>
</tbody>
</table>

1. Loads of 19 credits or more is the flat rate plus the prevailing per-credit rate times the number of credits over 18 credits. Example: 21 credits for an Allegheny County resident would be $1,695.00 (flat rate) + $339.00 [$113.00 (per credit rate) x 3 (credits over 18)] = $2,034.00

REGISTRATION FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Fee: Full-time (12 or more credits)²</td>
<td>$72.00/semester</td>
</tr>
<tr>
<td>College Fee: Part-time (1-11 credits)²</td>
<td>$6.00/credit ($72.00 maximum)</td>
</tr>
<tr>
<td>Online Learning Fee³</td>
<td>$20.00/online learning course</td>
</tr>
<tr>
<td>Health Careers Course Fee</td>
<td>$20.00/credit (where applicable)</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>Where applicable, amounts vary per course</td>
</tr>
<tr>
<td>Malpractice Insurance Fee³</td>
<td>$7.70/semester (where applicable)</td>
</tr>
<tr>
<td>Accident Insurance Fee³</td>
<td>$5.40/semester (full-time students only)</td>
</tr>
<tr>
<td>NCLEX Review Course Fee</td>
<td>$300.00/semester for course NUR-250</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$23.25/credit (no maximum)</td>
</tr>
<tr>
<td>Matriculation Fee⁴</td>
<td>$25.00 (first-time registered students, nonrecurring, nonrefundable)</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$4.25/credit (no maximum)</td>
</tr>
</tbody>
</table>

MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination⁴</td>
<td>$113.00/course</td>
</tr>
<tr>
<td>Late Payment Fee⁴</td>
<td>$15.00/occurrence</td>
</tr>
<tr>
<td>Returned Payment Handling Charge⁴</td>
<td>$25.00/return payment</td>
</tr>
<tr>
<td>Official Transcript of Academic Record⁴</td>
<td>$5.00/copy</td>
</tr>
<tr>
<td>Check Stop Payment/Reissue Fee⁴</td>
<td>$20.00/check</td>
</tr>
</tbody>
</table>

² Non-credit students are exempt from the fee
³ Nonrefundable after start of semester/term
⁴ Nonrefundable

Once a student registers, he/she is responsible for payment of tuition and fees. Students dropping from a course(s), before the first day of the term shall be entitled to a 100% drop of tuition and refundable fee charges for the course(s) dropped. Students dropping from a course(s), from the first day of class and prior to the 14% point of the term, shall be entitled to a 80% drop of charges and 100% of refundable fee charges for the course or courses dropped. See the Academic Calendar for drop deadlines.

NOTE: TUITION AND FEES SUBJECT TO CHANGE. For the most up-to-date information regarding tuition and fees, visit ccac.edu/payment/

SATISFYING PAYMENT

Once you register for classes you become financially responsible for all charges incurred, unless you officially drop during the designated refund period(s). Financial aid (grants, scholarships and anticipated loans) and sponsorship may not cover the full amount. The student then becomes responsible for the balance.

To see if your financial aid has been applied to your account, check your account summary on the Online Student Account Center. If you have questions about financial aid, call your campus Financial Aid office.

Students often have a combination of funding and may be unsure of the amount that they must pay for their tuition and fees. If unsure of the amount, they should check with a Student Accounts staff member for that dollar amount.

If you decide not to attend after you have registered, you must drop your classes during the designated refund periods or you will incur charges for which you will be held responsible.

Payment may be defined as financial aid (grants, scholarships and anticipated loans), self-payment in full, tuition payment plan or sponsorship.
STUDENT ACCOUNT REFUND INFORMATION

Monies returned to the student other than loans and financial aid (grants and scholarships) are considered student account refunds. Please see page 6 for financial aid refund and book charge policy. Students may take advantage of CCAC eRefunds PLUS. It’s the fast, free and easy way to get your financial aid or student account refund. Visit the Online Student Account Center to enroll in your preferred refund method. Students who pay with a credit card may be issued a credit on that card. See page 6 for more details.

Checks are mailed to student’s current address on file. Students are responsible for ensuring that their name, address, and other personal information is up to date each semester. Failure to maintain updated information with the College may delay your refund.

The loan and grant refunds are released to students within 14 days after the funds are credited to their student account.

Any student wishing to place a stop payment on their student refund check will be charged a $20 stop payment fee. The college waives this fee if a student enrolls in direct deposit prior to the reissue. The college issues refunds on approved credit balances on a weekly basis. Students are encouraged to take advantage of CCAC eRefunds PLUS.

DUAL ENROLLMENT

The Dual Enrollment program at CCAC provides high school juniors and seniors with the opportunity to take college courses while still in high school. Students wishing to take advantage of the Dual Enrollment program must have the approval of their high school official and their parents. The number of courses, as well as the type of courses taken, will be determined through a joint approval process. In some cases, students may be required to take the CCAC placement tests before being approved to take certain courses at the college. To apply to CCAC’s Dual Enrollment classes go to ccac.edu. Click APPLY today, complete and attach “supplemental items” listed with the application.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

CLEP tests provide opportunities for adults to earn college credit at CCAC and other institutions for knowledge attained through nontraditional sources. The tests are offered at centers nationwide. You can learn more about the tests at: www.clep.collegboard.org. For information about CCAC’s CLEP Credit-Granting Policy, please visit ccac.edu/advanced-placement. If a student has registered for a course, then earns CLEP credit for that course, it is the student’s responsibility to drop the course within the designated refund period.

CROSS-REGISTRATION

As a full-time student, you may, under certain circumstances, cross-register for courses at other universities/colleges in the area. These include: Carlow University, Carnegie Mellon University, Chatham University, Duquesne University, La Roche College, Point Park University, Robert Morris University and the University of Pittsburgh. Detailed information is available in the Registration and Advisement offices. This option is not available during the summer term.

GRADUATING FROM CCAC

If you plan to graduate at the end of the semester, you should fill out an application for graduation when you register or no later than March 1 for May 2019 graduation. All students applying for graduation must meet with an academic advisor.

STUDENT SUCCESS COACHES

CCAC student success coaches provide for students’ essential learning support services and serve as an individual mentor to students, monitor the progress of students and provide the encouragement and support necessary to enable students to complete their course of study at CCAC.
IMPORTANT INFORMATION FOR STUDENTS

CCAC Mobile App | Download the CCAC Mobile app from the Apple App Store or Google Play Store using the keywords “CCAC Mobile.” The Mobile app will provide access to college-wide academic related information at your fingertips! After downloading this free app, students will enter their CCAC NetID and password to gain access to academic information. Once logged in, students have access to:

- Department and faculty contact information
- NetID password reset
- MyCCAC
- Campus maps

CCAC OFFICE OF MILITARY & VETERANS SERVICE IS HERE FOR YOU

CCAC’s Office of Military & Veterans Services (OMVS) provides personalized and caring support for CCAC’s military and veteran students as they pursue their college education. We help the military & veteran students navigate CCAC and provide assistance with Military Tuition Assistance, VA educational benefits, as well as give them the tools to succeed academically and personally. We value the skills, assets and experiences military and veteran students bring to the CCAC community, and are committed to helping them achieve to their educational goals. OMVS also increases campus awareness of military and veteran student issues, advises the student veterans club and fosters a sense of camaraderie, community and well-being for all student veterans on campus.

Military & Veterans Services is here for you. Services provided include, but are not limited to:

- Providing information on VA benefits specific to a student’s situation
- Referring students to the appropriate campus or community resources
- Helping students navigate the campus and all the various departments
- Sending out invitations to social events and workshops throughout the year
- Connecting students with other student veterans at CCAC
- Helping students make the transition from military to student life at CCAC

New and returning student must complete the CCAC Veterans Enrollment Certification Request form each semester; it is available at any campus OMVS location or online at ccac.edu/veterans. Please contact us at 412.237.6503 or at veteransservices@ccac.edu

JOB PLACEMENT & CAREER SERVICES

Job Placement and Career Services delivers quality career and job placement assistance to students and alumni, assisting them in all phases of their career path from discovery to finding their place in the job market.

As part of the learning-centered environment, Job Placement and Career Services provides students with a four-point, career-planning path to success. Students and alumni may:

Discover a Career Path

- Identify career goals and objectives
- Prepare for job shadowing

Learn Resume Building & Job Interview Skills

- Receive individual and group assistance
- Use print and online resources

For more information, visit ccac.edu/job-placement.

Gain Work Experience

- Prepare for internships
- Explore work-study employment
- Find co-operative education coursework

Get Job Placement Assistance

- Attend on-campus job fairs and other recruiting events
- Access exclusive student/alumni job website at

HELP FOR CAREER PROGRAM STUDENTS

Are you a career program student—someone who plans to enter the workforce directly after graduating with a certificate or associate degree? Did you know that college staff members are here to help you fulfill your goals?

The Perkins Career and Technical Education Grant is a federally-funded program designed to help career program students boost grade point averages, graduate and find employment. Grant services include study groups, workshops on study skills, time management and job searching skills. Support for students with special needs and referrals to other existing college academic resources are also provided as needed. The Perkins Grant provides support for students pursuing careers in all areas, including those considered nontraditional. To find out how the Perkins Grant staff can help you, visit ccac.edu/perkins. The Perkins Grant does not provide funds directly to students, but instead provides funds for college programs designed to help CTE students succeed.
INTERNATIONAL STUDENTS
To apply for admission to CCAC, international students must submit the following:
1. A CCAC admissions application completed and digitally signed by you, the applicant.
2. Official high school transcripts, with proof of graduation, translated into English.
3. Official transcripts from all colleges and universities you have attended in the US.
4. Official transcripts from non-US colleges or universities you have attended translated into English and evaluated for US coursework.
5. An original and notarized Affidavit of Support completed by the individual who will be paying for tuition, fees, books and living expenses.
6. Four months of bank statements that document your sponsor’s ability to cover CCAC’s educational costs.
7. A minimum TOEFL paper score of 347, computerized score of 63 or internet score of 19.
8. Transfer report (for students transferring to CCAC from another US college or university).

All forms are available online at ccac.edu/international.
Send all materials to: International Student Office, SSC120, Community College of Allegheny County
Allegeny Campus, 808 Ridge Avenue, Pittsburgh, PA 15212-6097

Once all documents are approved, an acceptance letter will be issued from the college and you will be sent an I-20 A/B. Students will not be considered for admission until all documents are on file.

WAITLISTING
You are able to join a waitlist for most course sections if the section is full. You can elect to waitlist for a section when attempting to register in person or online for a full section. Some important information to know:
• You may not request to be waitlisted in more than one section of the same course.
• If a space opens in the course, the first person on the waitlist will receive an email (Sent to the personal email address we have on file) notifying you that a spot has been reserved. You will have until midnight on the following day to enroll in the course; if no action is taken by that deadline, your spot on the waitlist will expire and the next student on the list will be notified with permission to enroll.
• You can manage your waitlist online in CCAC Central. You can remove yourself from the waitlist or enroll in the section when and if given permission to enroll.
• If you are not eligible to register online (new students, probation/suspension, etc.), you will need to email or visit one of the registration offices to make changes to the waitlist or enroll when notified and given permission.

BOOKSTORE INFORMATION

<table>
<thead>
<tr>
<th>BOOKSTORE PHONE NUMBERS</th>
<th>BOOKSTORE HOURS</th>
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<tr>
<td>Allegheny</td>
<td>412.237.2532</td>
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<tr>
<td>Boyce</td>
<td>724.325.6612</td>
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<tr>
<td>North</td>
<td>412.369.3694</td>
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<tr>
<td>South</td>
<td>412.469.6261</td>
</tr>
<tr>
<td>West Hills</td>
<td>412.788.7524</td>
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All CCAC Bookstores are open Monday through Friday and may offer extended evening and Saturday hours at times throughout the academic calendar year. For most current posted hours visit ccacshop.com.

Pay by MasterCard, Visa, Discover or American Express; cash or check (made payable to “Follett” is also accepted). Financial Aid may be used during the bookstore charging period. Please keep all sales receipts. Order textbooks online by visiting ccacshop.com.

PAT BUS SCHEDULE CHANGES
The Port Authority of Allegheny County continues to change and/or eliminate some bus routes. If you take the bus or “T” remember that you may have to schedule your classes around the new route changes. Consult the Port Authority website at www.portauthority.org for additional information.
CCAC HONORS PROGRAM

CCAC HONORS PROGRAM

The CCAC Honors Program unites academically outstanding students and faculty in the pursuit of academic excellence and fosters the development of scholarship, communication, cultural literacy and leadership skills in the students. Students earn Honors credits through classes limited to Honors students and/or by entering into an Honors contract with a professor in a course in their program in which they complete an enrichment project of their design while being mentored by the professor. Honors students further enhance their academic experiences through participation in Honors activities and by attending regional and national Honors conferences. Honors students earning 15 Honors credits are awarded an Honors degree.

Benefits of Honors Program Membership:
• The opportunity to take Honors classes and to participate in Honors activities and enrichments
• The opportunity to direct your own learning and engage in independent inquiry
• A personal one-on-one working relationship with professor(s)
• Honors course and degree designation on your academic transcript
• Honors scholarship in-county tuition reimbursement for successfully-completed CCAC Honors and Honors contract courses not fully funded by another source
• Enhanced probability of acceptance by transfer schools and increased opportunities for scholarships from those institutions
• The opportunity to participate in Honors conferences; cultural, social and intellectual activities; and international travel
• The opportunity to apply for the Leadership in Honors Scholarship, a full tuition and fees scholarship for one academic year

Interested students should submit an application, available at ccac.edu/honors or from the CCAC Honors program office at CCAC–South Campus, Room L-462, 1750 Clairton Road, West Mifflin, PA 15122. Find more information at 412.469.4303, by emailing honorsprogram@ccac.edu or online at ccac.edu/honors.
If you find yourself struggling to balance school, work and family responsibilities then explore Online Learning (OL). If you are self-motivated and willing to work hard, OL courses may make your goal of earning an associate’s degree more accessible than ever.

**Internet courses:** require use of a computer with Internet access, proficient computer skills, self-discipline, a CCAC-provided email account and other computer hardware and software.

**Hybrid** (formerly web-enhanced) **courses:** combine a percentage of classroom attendance at one of CCAC’s campuses or centers with online learning and collaboration. These courses require computer skills and Internet access, a CCAC-provided email account and other hardware and software.

**On-campus Exams:** Any Internet course or Telecourse may require testing for some or all student evaluation. On-campus tests, when required, take place at one of our four campus Learning Assistance Centers or at a location designated by the student with the course instructor’s approval. Please visit [ccac.edu](http://ccac.edu) Online Learning link at the top of the homepage for more information regarding the test proctor approval process. If you are unable to come to a campus, please contact the course instructor for additional course-specific details.

**Remote placement testing** is available to applicants outside our geographic region. Students may take the Placement Test at any authorized testing site. For more information go to: [ccac.edu](http://ccac.edu) and search for “remote placement testing.”

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**Free online tutoring is available to CCAC students**

Connect with a tutor and interact in real time. Submit your writing for any class to our Online Writing Lab. Submit a question and receive a reply from a tutor.

**Log into your FREE online tutoring account:**

1. Go to [ccac.edu](http://ccac.edu).
2. Click on **Student Services** link and then click on **Tutoring Services**.
3. Scroll down the page and click on the **Smarthinking** login link.
4. Enter your NetID and password (your NetID must be preceded by “ccac\”, e.g., “ccac\myNetID.”)

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**Minimum Technical Requirements for Online Learning Courses**

**Browser:**
- Firefox 48 or higher, Safari 9 or higher (Mac OSX 10.11-10.13)
- Chrome 49 or higher, Edge 20 or higher
- Microsoft Internet Explorer 11 or higher

**Internet connection:**
- Account with an Internet Service Provider (additional fees may apply)

**Recommended:**
- Microsoft Office Suite 2013 or higher (Word, Excel, Access and PowerPoint). Office 365 is as a free download for CCAC students. Search “Office 365 software” for more information in the [My.CCAC.edu](http://My.CCAC.edu) portal
- Printer
- Broadband internet connection

Go to [ccac.edu](http://ccac.edu) and search “Online Learning Technical Requirements” for the most current technical requirements. Some courses may have additional hardware or software requirements. Contact the instructor for additional information.

For more information and full technical requirements, please visit [ccac.edu/online-getting-started](http://ccac.edu/online-getting-started).

**Note:** Students receiving PHEAA funding need to review PHEAA restrictions for online learning classes.
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</table>

Assigned Faculty subject to change.

Please note: Room assignments will be available at the time of registration and will print on the student schedule. CCAC reserves the right to cancel classes due to low enrollment. CCAC always regrets this disruption to students; college staff will work with students in cancelled classes to find alternative classes.
This course introduces students to accounting topics aligned with the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC). The focus is on business combinations which provide the basic knowledge necessary to successfully complete the Certified Public Accountants (CPA) examination. Accounting for derivatives, foreign currency transactions and translations and international reporting standards are included. Additional topics include partnerships, governments, antitrust considerations, not-for-profits, variable interest entities, fair value accounting and estates and trusts.

(0344460) Z02N  WWW

Internet Course $20.00 Faculty 10 May 20

Allied Health (ALH)

ALH-106  Basic Life Support

This course in Basic Life Support (BLS) for Health Care Providers includes background information about heart disease, risk factors, prudent heart living and heart and lung function. One- and two-rescuer adult cardiopulmonary resuscitation (CPR), foreign body airway obstruction management, and pediatric resuscitation are also taught. Students receive certification from the American Heart Association. This course requires a per credit health career fee. Check the tuition and fee schedule for the current rate.

(0349451) BC48  LEC  09:00AM-03:00PM MT Boyce Campus $45.00 Lippert 1 Jun 24
(0349592) BC49  LEC  09:00AM-03:00PM TW Boyce Campus $45.00 Faculty 1 Jul 30
(0349456) BC50  LEC  09:00AM-03:00PM SU Boyce Campus $45.00 Faculty 1 Aug 03

ALH-140  Medical Terminology

This course is a basic study of the professional language of medicine. It is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service and health related professions. This course is designed to give the student a basic knowledge of anatomy, pathology, surgical procedures, diagnostic procedures and symptomatology.

(0344282) AC41  LEC  08:30AM-12:00PM TR Allegheny Campus Viola 6 Jul 01
(0343898) AC61  LEC  05:30PM-10:00PM T Allegheny Campus Viola 10 May 20
(0344808) Z01S  WWW
(0344461) Z03B  WWW
(0344809) Z05S  WWW
(0344622) Z07B  WWW

American Sign Language & Culture (ASL)

ASL-101  Elementary American Sign Language 1  3 credits

This course develops the basic skills of receiving and expressing American Sign Language. Class participation includes exercises in articulation, reception, translation, grammatical patterns, and description of objects and events.

(0343899) BC61  LEC  06:00PM-09:35PM TR Allegheny Campus $10.00 Faculty 10 May 20
(0343900) NC60  LEC  06:00PM-09:35PM MW North Campus $25.00 Faculty 10 May 20

ASL-102  Elementary American Sign Language 2  3 credits

• PREREQUISITES: A grade of “C” or better in ASL-101 or permission of the instructor.

This course continues to develop the basic expressive and receptive skills of American Sign Language (ASL). Class participation includes exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

(0343901) BC61  LEC  06:00PM-08:55PM MW Boyce Campus $25.00 Faculty 10 May 20
(0343937) NC01  SKL  06:00PM-09:05PM SKL North Campus $25.00 Faculty 16 May 20

ASL-104  Visual Gestural Communication  3 credits

Visual Gestural Communication (VGC) provides a means of bypassing vocabulary and strict grammar rules of a language and aiming directly at other very important components of effective communication. These include 1) cohesion - the sequencing of relevant pieces of communication so that they hang together and “make sense”, 2) monologic discourse - the rules of building sentences to a point of climax and resolution in narratives; 3) dialogic discourse - the rules of turn taking and interrupting in dialogic discourse; 4) stylistics - the confidence, character and personality expressed while communicating. All four of these variables are essential for fluent language use and can be practiced via VGC, even though VGC is not a language.

(0349400) WH01  SKL  09:00AM-11:15AM TR West Hills Center Faculty 16 May 20

ASL-201  Intermediate American Sign Language 1  4 credits

• PREREQUISITES: A grade of “C” or better in ASL-102 or permission of the instructor.

This course increases the students’ basic expressive and receptive skills of American Sign Language (ASL). Students study translations, grammatical patterns, cultural and literary materials, dialogues and conversational activities.

(0344100) NC71  LEC  06:00PM-10:00PM TR North Campus $10.00 Faculty 6 May 20

ASL-202  Intermediate American Sign Language 2  4 credits

• PREREQUISITES: A grade of “C” or better in ASL-201 or permission of the instructor.

This course builds upon ASL-201 by increasing students’ skills of receiving and expressing American Sign Language (ASL). Students study translations, grammatical patterns, cultural and literary materials, dialogues and conversational activities. Students study components of visual gestural communication in this course.

(0342284) NC71  LEC  06:00PM-10:00PM TR North Campus $10.00 Faculty 6 Jul 01

Anthropology (ANT)

ANT-101  Intro to Anthropology  3 credits

This course is a scientific inquiry into human variability across space and time. The evolution of humanity's biocultural nature from prehistory to present times is examined. This draws upon evidence from archaeology, physical anthropology/ human paleontology, ethnography and linguistic anthropology.

(0344093) AC21  LEC  08:25AM-12:35PM MW Allegheny Campus Neiberg 6 May 20
(0344463) Z02N  WWW

Internet Course $20.00 Faculty 10 May 20

ANT-102  Intro Cultural Anthropology  3 credits

A study of the structure of human socio-cultural systems that emphasizes economy, kinship, political organization, social control, social stratification, belief systems, and language. The course deals with cultural variations among living populations of the present and recent past whose cultures have been described by ethnographic fieldworkers. Selected case studies are read, discussed, and compared to stimulate a fuller appreciation of our common humanity.

(0344094) AC21  LEC  12:45PM-04:50PM MW Allegheny Campus Neiberg 6 May 20
(0344446) Z02N  WWW

Internet Course $20.00 Faculty 10 May 20

ANT-107  Intro to Archaeology  3 credits

This course is designed to introduce students to the goals and techniques of modern, scientific archaeology. Archaeology is the study of the human cultural past through the analysis of the material left behind by past societies. The course will survey world prehistory from the evolution of ancestral hominin species through the rise of ancient civilizations. The ethical, legal and political issues involved in conducting archaeology in the United States today will also be explored.

(0345952) Z02N  WWW

Internet Course $20.00 Faculty 16 May 20

For the most up-to-date information on schedule changes and additions, visit ccac.edu.
**Anthropology (ANT)**

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**Globalization**

This course is a study of the causes and consequences of the globalization process. Causes are explored in social-evolutionary, historical and macrosociological contexts. Major consequences for the quality of contemporary life on earth are examined. Those consequences include: global degradation and hyper-exploitation of human labor; global poverty and hunger; consumerism and global environmental degradation; global public health crises; internal wars and the international refugee problem; ethnocide, genocide and the global assault on human diversity; and militarism, wars and the threat of global destruction. In addition, implications for governance, national sovereignty and the future of democracy are explored. Resistance to globalization and prospects for the future are also examined.

(0344465)  Z01S  WWW  Internet Course  $20.00  Faculty  10  May  20

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**Art History & Studio Art (ART)**

<table>
<thead>
<tr>
<th>ART-103</th>
<th>Art History - Ancient</th>
<th>3 credits</th>
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</table>

This is a course to develop an understanding and appreciation of the visual arts and artistic periods of Western Civilization from the pre-historic through medieval Europe to the Renaissance.

(0345901)  Z01S  WWW  Internet Course  $20.00  Keibler  6  May  20

(0344764)  Z44A  WWW  Internet Course  $20.00  Ronday  6  May  20

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**ART-104  Art History - Modern**

This is a course to develop an understanding and appreciation of the major visual artists and art movements of Western Civilization from the Renaissance to contemporary times.

(0344466)  Z01S  WWW  Internet Course  $20.00  Noderer  6  May  20

(0344765)  Z44A  WWW  Internet Course  $20.00  Delphia  6  May  20

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**ART-106  Art Appreciation**

This course is intended to be a first level introductory art course for the beginning art students, as well as the student seeking a humanities elective in the visual arts. The student's appreciation of art will be developed through aesthetics, disciplines, critical evaluations, projects, history and attendance at a real or virtual art show.

(0344766)  Z44A  WWW  Internet Course  $30.00  Blobner  6  May  20

(0344767)  Z44A  WWW  Internet Course  $30.00  Blobner  6  May  20

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**ART-109  Drawing 1**

This is a course in drawing using dry and wet media. Subject matter ranges from perspective to accurately rendered objects and the human body. Students develop imagination, perception, and technical skills. The focus is on the ability to observe form as a unique, creative, individual response.

(0344095)  AC21  LEC  02:40PM-08:20PM  MW  Allegheny Campus  $10.00  Byrne  6  May  20

(0344096)  BC21  STU  09:00AM-02:15PM  MW  Boyce Campus  $10.00  Faculty  6  May  20

(0344045)  NC01  LEC  01:00PM-04:35PM  TR  North Campus  $10.00  McDermott  8  Jun  03

(0344097)  SC21  LEC  05:00PM-08:20PM  TR  South Campus  $10.00  Quesen  10  May  20

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**ART-122  Painting 1**  **PREREQUISITES: ART-109 Recommended.**

This is a course to teach the fundamentals of painting with oils or acrylics. Emphasis is on color theory and its practical application. Students should have a basic understanding of art composition and the abilities to sketch their concepts.

(0344098)  AC21  LEC  09:00AM-02:20PM  TR  Allegheny Campus  $25.00  Snyder  6  May  20

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**ART-137  Ceramics 1**

This is an introductory course in ceramics. Students learn the proper use of tools and techniques to create 3-dimensional works through this very plastic medium. Slab and coil construction, wheel throwing, glazing and firing are studied.

(0344283)  NC41  LEC  01:15PM-06:55PM  MW  North Campus  $50.00  Faculty  6  Jul  01

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**ART-142  Jewelry Making 1**

This is an introductory course exploring metal fabricating and casting. Basic metalsmithing techniques are employed in the making of finished pieces of jewelry and objects of art.

(0344099)  BC21  STU  09:00AM-02:15PM  TR  Boyce Campus  $50.00  Faculty  6  May  20

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**ART-144  Digital Photography**

This course will provide students interested in photography with the fundamental principles of a captured image with a digital camera. Besides camera basics, other topics to be studied are composition, aesthetics, legal and ethical considerations, advantages to conventional photography and creativity from camera to computer (the digital darkroom).

(0344100)  AC21  LEC  08:30AM-02:10PM  MW  Allegheny Campus  $50.00  Matolcsy  6  May  20

(0345708)  SC01  LEC  01:00PM-04:20PM  TR  South Campus  $50.00  Faculty  10  May  20

(0344678)  Z44A  WWW  Internet Course  $70.00  Blobner  6  May  20

(0344679)  Z44A  WWW  Internet Course  $70.00  Faculty  6  May  20

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**ART-148  Color**

This is an introduction to basic color theory. The application of color theory to painting, design and the development of individual color sensitivity are stressed. Studies may include color physics, the psychology of color, color expression, impression and composition.

(0344101)  AC21  LEC  09:00AM-02:40PM  MW  Allegheny Campus  $10.00  Snyder  6  May  20

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**ART-150  Intro to Digital Graphic Design**  **PREREQUISITES: Complete ENG-100.**

This introductory course utilizes current digital hardware and software used in the industry as the primary tools for Graphic Design. The student will learn the design skills necessary to develop conceptualized ideas on projects that are viable in today's Graphic Design field.

(0344770)  Z44A  WWW  Internet Course  $45.00  Byrne  6  May  20

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**ART-153  Raku-Lowfire Ceramics 1**

This course is an introduction to Raku and Low Fire clays, glazes and firing techniques. Students make clay objects either on the wheel or by hand and set up a Raku Kiln.

(0345918)  AC01  STU  09:00AM-03:00PM  MTW  Allegheny Campus  $50.00  Jay  4  May  20

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**ART-165  Digital Publishing**  **PREREQUISITES: Complete ENG-100.**

This course is an examination into the digital publishing field that focuses on page layout and design: This course will involve working on projects common in the publishing field. This course will utilize current desktop publishing software.

(0344810)  Z44A  WWW  Internet Course  $45.00  Mary  6  Jul  01

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**ART-168  Digital Imaging**

This course covers art theory as applied to photography and digital imaging. Techniques of image editing, enhancement and layering may be applied to individual images, collage and composites suitable for a portfolio.

(0344771)  Z44A  WWW  Internet Course  $45.00  Blobner  6  May  20

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit ccac.edu or the campus you plan to attend.
This course studies the field of graphic design and how it is implemented into the web page design. Initially the student will learn how to prepare media for the web such as typography, digital imaging and animation. During the course the student will implement prepared media and design theory into a personalized web site that will be published on the World Wide Web.

(0344811) Z4A WWW Internet Course $45.00 Mary 6 Jul 01

This course emphasizes the study of human form as it has been described from the Renaissance to modern times. There is exploration of various wet and dry media applied to various surfaces.

(0345923) AC01 STU 9:00AM-03:00PM MTW Allegheny Campus $50.00 Jay 4 May 20

This course is a continuation of study in low firing processes concentrating on Raku firing, kiln design, kiln building and glaze composition. Students will use their technical expertise to create more ambitious and individual forms.

(0345919) AC01 STU 09:00AM-03:00PM MTW Allegheny Campus $50.00 Jay 4 May 20

This course is a continuation of ART150 but will expand on design skills with more intense focus on specific projects such as upcoming events and current design trends. In addition, the student will enhance technical awareness of digital hardware and software as it relates to contemporary standards.

(0344104) BC21 STU 09:00AM-02:15PM TR Boyce Campus $50.00 Faculty 6 May 20

This course is a mechanism to register students for the automobile emission tests required for the credit course ATE 106. Students must pay the fee before they can be admitted to the testing room.

(0344614) WH85 NCR 06:30PM-08:30PM T West Hills Center $20.00 Faculty May 21

(0344855) WH86 NCR 06:30PM-08:30PM M West Hills Center $20.00 Faculty 1 Jun 10

(0344857) WH86H SKL 06:30PM-10:30PM MW West Hills Center $20.00 Faculty 1 Jun 11

This course is a continuation of ART122 and for students planning to extend the study of art to the media of paint. Studio exercises include the study of the figure, still life and landscape.

(0344103) AC21 LEC 09:00AM-02:20PM TR Allegheny Campus $25.00 Snyder 6 May 20

This course studies the field of graphic design and how it is implemented into the web page design. Initially the student will learn how to prepare media for the web such as typography, digital imaging and animation. During the course the student will implement prepared media and design theory into a personalized web site that will be published on the World Wide Web.

(0344857) WH86H SKL 06:30PM-10:30PM MW West Hills Center $20.00 Faculty 1 Jun 11
Biology (BIO)

**BIO-100 Life Science**

This course is an introduction to biology for non-biology majors. The course introduces fundamental concepts pertaining to the cell, multicellular organisms and environmental relationships. This course does not satisfy a biology requirement for the biology major.

(0344285) AC41 LEC 09:00-AM-01:00PM MW Allegheny Campus Faculty 6 Jul 01
(0343902) AC61 LEC 04:30PM-09:30PM W Allegheny Campus Faculty 10 May 20
(0344975) BC71 LEC 05:00PM-08:25PM MW Boyce Campus Faculty 6 Jul 01

**BIO-103 Introduction to Human Biology**

This course familiarizes students with the structure and function of the human body. It deals with the chemical, cellular and physiological principles on which human life is based.

(0344471) Z01S WWW Internet Course $20.00 Misencik 10 May 20
(0344470) Z04A WWW Internet Course $20.00 Law 10 May 20

**BIO-107 Pharmacology**

This course is an introduction to drug information for health professionals or paramedic personnel. This course surveys the pharmacokinetics of drugs, drug calculation, mechanisms of drug action, side effects and the toxic effects of drugs. Also included are specific clinical conditions and the underlying pathophysiology requiring drug intervention.

(0344472) Z02N WWW Internet Course $20.00 Misencik 10 May 20

**BIO-110 Introduction to Biological Science**

- **REQUISITES:** Students must be eligible for ENG-100 or EAL-100. Student must be eligible for DVS-101 or DVS-103.

This course is an introduction to fundamental life processes. Emphasis is on molecular biology that includes the study of micro and macro molecules. Cellular biology is also emphasized including structure, function, reproduction and genetics. This course incorporates an introduction to laboratory skills that includes the scientific method, metric system, and microscopy. Many institutions will accept this course as a science elective for non-biology majors. This course does not satisfy a biology requirement for biology majors. Students should consult a transfer counselor.

(0344107) AC21 LEC 09:00AM-12:40PM TR Allegheny Campus $25.00 Faculty 6 May 20
(0344108) AC22 LEC 09:00AM-01:00PM MW Allegheny Campus $25.00 Faculty 6 May 20
(0343486) AC41 LEC 09:00AM-01:00PM MW Allegheny Campus $25.00 Faculty 6 Jul 01
(0344903) AC61 LEC 05:30PM-09:30PM T Allegheny Campus $25.00 Faculty 10 May 20
(0344109) BC21 LEC 08:00AM-12:15AM TWR Boyce Campus $25.00 Faculty 6 May 20
(0344287) BC41 LEC 08:00AM-10:15AM MTW Boyce Campus $25.00 Faculty 6 Jul 01
(0344110) BC71 LEC 04:30PM-06:45PM TWR Boyce Campus $25.00 Faculty 6 May 20
(0344288) BC81 LEC 04:30PM-06:45PM MTW Boyce Campus $25.00 Faculty 6 Jul 01
(0343904) HB21 LEC 09:00AM-01:00PM T Homewood Brushton Center $25.00 Faculty 10 May 20
(0344046) NC01 LAB 08:30AM-11:25AM R North Campus $25.00 Faculty 8 Jun 03
(0344289) NC41 LEC 08:30AM-11:40AM TR North Campus $25.00 Faculty 6 Jul 01
(0344047) NC61 LAB 07:45PM-10:40PM MW North Campus $25.00 Faculty 8 Jun 03
(0344111) SC21 LAB 08:00AM-11:25AM MW South Campus $25.00 Faculty 6 May 20
(0344112) SC22H LEC 08:00AM-08:50AM TR South Campus $25.00 Faculty 6 May 20

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344290) SC41 LAB 08:00AM-11:25AM MW South Campus $25.00 Faculty 6 Jul 01
(0344048) WH01 LEC 11:25AM-03:10PM MW South Campus $25.00 Faculty 8 Jun 03
(0344049) WH01 LEC 07:30PM-09:00PM TR West Hills Center $25.00 Faculty 8 Jun 03
(0343906) WHS1 LEC 05:15PM-07:40PM TR Washington Center $25.00 Faculty 10 May 20

Automotive Technology (ATE)

**ATE-131 Major Engine Service**

This course will introduce students to major engine repair using industry-approved procedures. Emphasis will be placed on component identifications, the proper use of measuring tools and determining the reusability of parts to restore engines to factory-approved specifications. Students will be able to make clearance checks, replace piston and rings, inspect and replace crankshaft bearings, service valve train components and make all required timing adjustments. Diagnosis of internal engine component failures using industry-recognized tools and techniques will also be covered. Certain course sections will be manufacturer-specific.

(0348739) W755 SKL 08:00AM-10:55AM MTWR West Hills Center $50.00 Faculty 16 May 20
(0348740) WH56 SKL 08:00AM-10:55AM MTWR West Hills Center $50.00 Faculty 16 May 20
(0348741) WH57 SKL 08:00AM-10:55AM MTWR West Hills Center $50.00 Faculty 16 May 20
**Biology (BIO)**

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**BIO-115 Human Biology in Health & Disease**  
This course is an introduction to human anatomy and physiology and provides an overview of specific organ systems. The common diseases in each of the organ systems as well as common diagnostic procedures and therapeutic measures are studied.

(0343907) AC01 LEc 09:00AM-12:55PM T Allegheny Campus $25.00 Faculty 10 May 20  
(0343908) AC01 LAB 09:00AM-12:55PM R Allegheny Campus $25.00 Faculty 10 May 20

**BIO-117 Introduction to Nutrition**  
This is a course which introduces the principles of nutrition. The course stresses a scientific foundation for nutrition that allows students to develop a personal diet and dietary practices that are associated with good health. Emphasis is placed on nutritional literacy with regard to the distinguishing information based on science from information based on unsubstantiated claims.

(0343908) AC01 LEc 05:30PM-09:55PM R Allegheny Campus $20.00 Faculty 10 May 20  
(0344473) Z03B WWW Internet Course $20.00 Khaled 10 May 20

**BIO-120 Human Rep/Sexually Transmitted Diseases**  
This is a course which introduces the anatomy and physiology of male and female reproductive systems along with topics such as pregnancy and contraception. The second part of the course focuses on human sexuality and sexually transmitted diseases.

(0344476) Z04A WWW Internet Course $20.00 Donovan Klenovich 10 May 20

**BIO-123 Medical Biology & Terminology**  
This is a course that develops a working knowledge of the medical biology and terminology used by medical personnel. It familiarizes students with basic terms in anatomy, physiology and the pathology of the human body. The terminology is presented system by system. This course does not fulfill the science requirement for graduation in a degree program.

(0344477) Z03B WWW Internet Course $20.00 Smith 10 May 20  
(0344478) Z07B WWW Internet Course $20.00 Wallace 10 May 20

**BIO-128 Introduction to Astrobiology/Exp**  
This course is designed for students who have an interest in the origin of life on earth and the possibility of finding life on other planets, moons or exoplanets. Topics will examine our current understanding of what early earth looked like, possible explanations of where and how life arose on earth, how prebiotic chemistry may lead to biology and the search for life beyond planet earth.

(0346038) Z09A WWW Internet Course $20.00 Law 16 May 20

**BIO-133 Environmental Science**  
This is a course to develop understanding of ecosystem structure and function, population dynamics, use of natural resources, disposal of waste materials and current topics in environmental science.

(0344772) Z24A WWW Internet Course $20.00 White 6 May 20

**BIO-151 General Biology I**  
• PREREQUISITES: Eligibility for ENG-101. Eligibility for MAT-108. Complete BIO-110 or two high school science classes (one biology with lab) with a grade of "C" or better in the last five years.

This course introduces students to atomic structure, important bioorganic molecules, cellular structure and function, cellular reproduction, genetic principles and biotechnology. Selected topics include an overview of cellular biochemistry, with emphasis on cellular respiration and photosynthesis. The accompanying laboratory program allows students to practice scientific procedures by conducting investigations which are coordinated with lecture topics. This course transfers to most four-year institutions. Students should consult a transfer counselor.

(0344113) AC01H LEC 09:00AM-09:40AM TR Allegheny Campus $25.00 Faculty 6 May 20  
(0344291) AC41 LEC 09:00AM-01:00PM MW Allegheny Campus $25.00 Faculty 6 Jul 01  
(0343909) AGC1 LEC 05:30PM-09:30PM TR Allegheny Campus $25.00 Faculty 6 Jul 01  
(0344050) NC61 LEC 07:30PM-10:30PM TR North Campus $25.00 Faculty 8 Jun 03  
(0344114) SC21 LEC 12:00PM-04:00PM MW South Campus $25.00 Faculty 6 May 20  
(0344293) NC41 LEC 11:30AM-01:35PM TR North Campus $25.00 Faculty 6 Jul 01

**BIO-152 General Biology 2**  
• PREREQUISITES: Complete BIO-151.

In this course there is an emphasis on plants and animals, particularly with regard to evolution, phylogeny and physiology. Darwinian principles of evolution and natural selection are underlying themes throughout the semester. Also included is a study of population genetics and mechanisms of speciation and conservation biology. Students are introduced to the development of organ systems throughout plant and animal groups. The laboratory program presents the domain and kingdom classification systems from the viewpoint of phylogeny and anatomy.

(0344292) AC41 LEC 09:00AM-12:40PM TR Allegheny Campus $25.00 Davis 6 Jul 01  
(0344291) AC41 LEC 12:45PM-04:05PM TR Allegheny Campus $25.00 Davis 6 Jul 01  
(0343910) AGC61 LEC 05:30PM-10:00PM M Allegheny Campus $25.00 Faculty 10 May 20  
(0344293) NC41 LEC 11:30AM-01:35PM TR North Campus $25.00 Faculty 6 Jul 01

**BIO-161 Anatomy & Physiology I**  
• PREREQUISITES: Complete BIO-110 or BIO-151.

A course in systemic human biology for students in allied health, nursing, physical education and other fields requiring a background in human biology. The focus of the course is normal anatomy and physiology, with reference to pathological situations as appropriate. The course focuses on body organization; tissues; and the integumentary, skeletal-articular, muscular, nervous and the endocrine systems.

(0344115) AC21 LEC 09:00AM-12:45PM MW Allegheny Campus $25.00 Faculty 6 May 20  
(0344116) AC22 LEC 12:00PM-04:50PM MW Allegheny Campus $25.00 Faculty 6 May 20  
(0344294) AC41 LEC 09:00AM-12:45PM MW Allegheny Campus $25.00 Faculty 6 Jul 01  
(0343911) AGC61 LEC 05:30PM-10:00PM M Allegheny Campus $25.00 Faculty 10 May 20  
(0343912) AGC61 LEC 05:30PM-10:00PM W Allegheny Campus $25.00 Faculty 10 May 20  
(0344295) BC41 LEC 08:00AM-10:15AM MTW Boyce Campus $25.00 Faculty 6 Jul 01  
(0344296) BC41 LEC 10:30AM-12:35PM MTW Boyce Campus $25.00 Faculty 6 Jul 01

25
This is a course in systemic human biology for students in allied health, nursing, physical education and other fields requiring a background in human biology. The focus of the course is normal anatomy and physiology, with reference to pathological situations as appropriate. The course includes the reproductive, circulatory, lymphatic, respiratory, acid-base/fluid/electrolyte balance, urinary and digestive systems.

**BIO-162 Anatomy & Physiology 2 • PREREQUISITES: Complete BIO-161**

- **AC21** (0344121) LEC 09:00AM-12:45PM TR Allegheny Campus $25.00 Faculty 6 May 20
- **AC22** (0344122) LEC 09:00AM-12:45PM TR Allegheny Campus $25.00 Faculty 6 May 20
- **AC41** (0344298) LEC 09:00AM-12:45PM TR Allegheny Campus $25.00 Davis 6 Jul 01
- **AC42** (0344299) LEC 09:00AM-12:45PM TR Allegheny Campus $25.00 Evans 6 Jul 01
- **AC61H** (0343915) LEC 05:00PM-05:50PM T Allegheny Campus $25.00 Evans 10 May 20
- **AC62H** (0343916) LEC 05:00PM-05:50PM R Allegheny Campus $25.00 Evans 10 May 20
- **BC21** (0344123) LEC 08:00AM-11:25AM TWR Boyce Campus $25.00 Ahmad 6 May 20
- **BC31** (0344300) LEC 04:30PM-06:45PM TR Boyce Campus $25.00 Faculty 6 Jul 01
- **HB61** (0343914) LEC 05:30PM-09:30PM T Homewood Brushton Center $25.00 Faculty 10 May 20

**BIO-163 Microbiology • PREREQUISITES: Complete BIO-110 or BIO-151.**

This course is a study of the form, function and environment of microorganisms with emphasis on those which are pathogenic. Topics include epidemiology, immunology, genetics and control of microbes. Microbiological techniques such as principles of asepsis, identification of microorganisms, microscopic observation of specimens, staining procedures and cultivation of microbes are included.

- **AC21** (0344127) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Maxin 6 May 20
- **AC22** (0344128) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Maxin 6 May 20
- **AC23** (0344129) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Donovan Klenovich 6 May 20
- **AC41** (0344303) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Donovan Klenovich 6 Jul 01
- **AC42** (0344304) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Donovan Klenovich 6 Jul 01
- **AC43** (0344305) LEC 09:00AM-12:45PM TR Allegheny Campus $100.00 Donovan Klenovich 6 Jul 01
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The above is a hybrid class. See the Online Learning section on page 19 for more information.

**BIO-207 Genetics**  
**PREREQUISITES:** Complete BIO-151.  
4 credits  
This is a course which introduces the principles involved in the transmission of inherited characteristics, as revealed by classical and modern investigations. Special concepts include the chromosome theory, cytogenetics and genetic imbalance, mechanisms and significance of DNA mutation and DNA repair, Mendelian and multifactorial inheritance, the chemical structure of genes, applied molecular genetics, gene expression and regulation of gene action.

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit [ccac.edu](http://ccac.edu) or the campus you plan to attend.
### Biology (BIO)

**BIO-241 Pathophysiology**  
**PREREQUISITES:** Complete BIO-161 and BIO-162.  
This course provides an in-depth study of the predisposing factors and direct causes of diseases, as well as their effects on the body. The course includes a systemic approach to the basic disease process in terms of etiology, symptomatology, general pathological changes, diagnostic procedures and treatments.  
(0343922) AC61 LEC 05:30PM-07:45PM TR Allegheny Campus  
Faculty 10 May 20  
(0344479) Z03B WWW  
Internet Course $20.00 Ahmed 10 May 20  
(0344480) Z04A WWW  
Internet Course $20.00 Kazmierczak 10 May 20

### Biotechnology (BTC)

**BTC-204P Biotechnology Internship**  
**PREREQUISITES:** Complete BTC-101 with a 2.00 GPA.  
A course to provide practical work experience at one of the affiliated biotech industries or a university research facility. Techniques learned in biology/biotechnology labs will be applied in an actual laboratory setting to give the student more experience while learning practical applications for laboratory procedures.  
(0343923) AC01 PRA By Appointment Allegheny Campus  
Faculty 10 May 20

**BTC-280 Adv Topics in Biology/Biotechnology SemiNAR**  
**PREREQUISITES:** Complete BIO-151.  
This seminar exposes students to contemporary biological topics presented by faculty experts. Topics include immunology, tissue engineering, environmental sustainability, neurology, cancer biology, pathophysiology and forensic analysis. Students will learn about local workforce opportunities by regional corporations. Emphasis on building critical thinking skills through discussion of concepts through examination of articles and lecture.  
(0343924) AC61 LEC 05:00PM-06:30PM R Allegheny Campus  
Faculty 10 May 20

### Business (BUS)

**BUS-101 Introduction to Business**  
This course is a survey of modern business practices. This course may not be taken if a student has earned six or more credits in other business courses.  
(0343925) AC01 LEC 09:00AM-11:25AM MW Allegheny Campus  
Faculty 10 May 20  
(0344309) AC41 LEC 01:05PM-04:45PM MW Allegheny Campus  
Faculty 6 Jul 01  
(0345163) BC71 LEC 06:00PM-09:45PM TR Boyce Campus  
Faculty 6 May 20  
(0346139) BC81H LEC 06:00PM-08:15PM MW Braddock Hills Center  
Faculty 10 May 20  
The above is a hybrid class. See the Online Learning section on page 19 for more information.  
(0343926) HB01 LEC 09:00AM-11:15AM MW Homewood Brushton Center  
Faculty 10 May 20  
(0344310) NCB18H LEC 06:00PM-09:45PM R North Campus  
Faculty 6 Jul 01  
The above is a hybrid class. See the Online Learning section on page 19 for more information.  
(0344483) Z03N WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344481) Z03B WWW  
Internet Course $20.00 Graham 10 May 20  
(0344482) Z04A WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344773) Z21S WWW  
Internet Course $20.00 Faculty 6 May 20  
(0344815) Z41S WWW  
Internet Course $20.00 Faculty 6 Jul 01

**BUS-103 Principles of Management**  
This is an introduction to the theory and principles of organization and management. The management process is studied, including the areas of planning, organizing and control.  
(0343927) AC01 LEC 12:00PM-02:15PM TR Allegheny Campus  
Faculty 10 May 20  
(0344311) BC81 LEC 06:00PM-09:45PM MW Boyce Campus  
Faculty 6 Jul 01  
(0344312) SC41 LEC 09:00AM-12:45PM MW South Campus  
Faculty 6 Jul 01  
(0344486) Z01S WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344487) Z02N WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344484) Z03B WWW  
Internet Course $20.00 Graham 10 May 20  
(0344485) Z04A WWW  
Internet Course $20.00 Faculty 10 May 20

**BUS-104 Principles of Marketing**  
A study of the process of planning and executing the conception, pricing, distribution, and promotion of products that will fulfill consumer needs and wants, and satisfy the goals of the individual organization.  
(0343928) AC01 LEC 09:00AM-11:10AM TR Allegheny Campus  
Faculty 10 May 20  
(0343929) AC61 LEC 05:30PM-08:00PM M Allegheny Campus  
Faculty 10 May 20  
(0344356) NC81H LEC 06:00PM-09:00PM TR North Campus  
Faculty 6 May 20  
The above is a hybrid class. See the Online Learning section on page 19 for more information.  
(0344313) SC41 LEC 09:00AM-12:45PM TR South Campus  
Faculty 6 Jul 01  
(0344490) Z02N WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344488) Z03B WWW  
Internet Course $20.00 McCormick 10 May 20  
(0344816) Z42N WWW  
Internet Course $20.00 Faculty 6 Jul 01  
(0344489) Z04A WWW  
Internet Course $20.00 Faculty 10 May 20

**BUS-108 Principles of Finance**  
**PREREQUISITES:** Complete ACC-104.  
This course is an introduction to the principles of finance including the concepts of money and interest, forms of business enterprises, capitalization of corporations and financial reports.  
(0345156) BC21 LEC 08:30AM-10:25AM MTWR Boyce Campus  
Berardino 6 May 20  
(0344491) Z02N WWW  
Internet Course $20.00 Faculty 10 May 20

**BUS-110 Personal Finance**  
A course in the management of personal finances. Topics include the budgeting of income and the care and proper use of checking accounts. Attention is given to insurance, various features of U.S. Savings Bonds, and other forms of savings, home ownership, securities and the stock market, income taxes, retirement planning, and estates.  
(0344493) Z02N WWW  
Internet Course $20.00 Faculty 10 May 20  
(0344492) Z03B WWW  
Internet Course $20.00 Graham 10 May 20

**BUS-112 Entrepreneurship**  
This course provides the entrepreneur with a guide through the process of business start-up or enhancement. Following the completion of the course, the student will be able to bring a business to a successful launch or will have discovered ways to improve an existing business. The student will learn the fundamentals of networking with other businesses and learn how to use these resources to enhance business opportunities.  
(0344494) Z04A WWW  
Internet Course $20.00 Faculty 10 May 20

**BUS-117 Public Relations**  
A survey of the role of public relations in marketing communications. Studied are the relationships of public relations to marketing practices, consumerism, ethics, profitability, social responsibility, government and the law. Channels of communication and other tools of public relations are examined.  
(0344495) Z02N WWW  
Internet Course $20.00 Faculty 10 May 20
### Business (BUS)

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<tr>
<td>BUS-122</td>
<td>Business Statistics</td>
<td>3 credits</td>
<td>A study of statistical methods as they apply to business problems. Areas included are probabilities, binomials, normal distributions and hypothesis testing.</td>
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<tr>
<td>BUS-130</td>
<td>Business Communications • PREREQUISITES: Eligibility for ENG-101.</td>
<td>3 credits</td>
<td>This course develops a student's skills in writing effective business letters, reports and research projects. Verbal communication skills and the preparation of resumes and other job related materials are studied.</td>
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<tr>
<td>BUS-140</td>
<td>Introduction to E-Commerce</td>
<td>3 credits</td>
<td>This course is designed to provide the student with thorough knowledge of E-Commerce concepts and terminology. It covers E-Commerce applications, methodologies that address business solutions needed for electronic procurement, supplier management and customer relationship management. Real-life examples and case studies are examined to provide the student with working knowledge of these concepts.</td>
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### Chemistry (CHM)

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<tr>
<td>CHM-109</td>
<td>Introduction to Chemistry • PREREQUISITES: Complete MAT-090.</td>
<td>4 credits</td>
<td>This is an introductory course incorporating the concepts of chemical structure, bonding and stoichiometric relationships. Students with weak backgrounds in Chemistry are advised to take this course before enrolling in General Chemistry 1. This course has a laboratory component.</td>
<td>(0344530) BC71 LEC</td>
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### Course Descriptions

**BUS-122 Business Statistics**
A study of statistical methods as they apply to business problems. Areas included are probabilities, binomials, normal distributions and hypothesis testing.

**BUS-130 Business Communications**
This course develops a student's skills in writing effective business letters, reports and research projects. Verbal communication skills and the preparation of resumes and other job related materials are studied.

**BUS-140 Introduction to E-Commerce**
This course is designed to provide the student with thorough knowledge of E-Commerce concepts and terminology. It covers E-Commerce applications, methodologies that address business solutions needed for electronic procurement, supplier management and customer relationship management. Real-life examples and case studies are examined to provide the student with working knowledge of these concepts.

**BUS-200 Principles of Supervision**
An introduction to the methodology of supervision. Emphasis is placed on building effective work relationships, clarity of communications, dealing with group behavior, handling daily conflicts, and controlling work flow.

**BUS-210 Principles of Retailing**
This course is a study of retailing from the viewpoint of the owner and manager. The topics include organization of the retail firm, establishment of stores, customer needs, purchasing, pricing, financing, advertising, selling, planning, and control.

**BUS-211 Principles of Advertising**
An introduction to advertising. Emphasis is on the purpose of advertising, the ways firms use advertising and sales promotion as part of their total marketing plans, and the means for determining the need for a complete sales campaign. Topics include market research, media evaluation, ad preparation, and sales promotion.

**BUS-212 Principles of Selling**
A study of the techniques of salesmanship. Topics include the analysis of customer need, selection of prospects, the sales approach, the sales presentation, overcoming customer objections, closing the sale, and suggestion selling.

**BUS-240 Small Business Management 1**
A course for those who want to manage a small business. Emphasis is on management principles and their application to problems associated with the operation of a small business.

**BUS-251 Business Law 1**
A study of law and the court system in business. Topics include the law of contracts, enforceable agreements, operation and discharge as well as remedies at law and in equity.

**CHM-109 Introduction to Chemistry**
This is an introductory course incorporating the concepts of chemical structure, bonding and stoichiometric relationships. Students with weak backgrounds in Chemistry are advised to take this course before enrolling in General Chemistry 1. This course has a laboratory component.
### Chemistry (CHM)

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<table>
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<tr>
<th>CHM-110</th>
<th>Introductory Chemistry • PREREQUISITES: Complete MAT-090.</th>
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</thead>
<tbody>
<tr>
<td>This is an introductory course incorporating the concepts of chemical structure, bonding and stoichiometric relationships. Students with weak backgrounds in chemistry are advised to take this course before enrolling in General Chemistry 1. Students who wish may take CHM111 at the same time.</td>
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<tr>
<th>CHM-111</th>
<th>Introductory Chemistry Lab • PREREQUISITES: Complete MAT-090 and (CHM-110 with a grade &quot;C&quot; or better). • CO-REQUISITES: Complete CHM-110.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a laboratory course for non-chemistry majors emphasizing basic chemical laboratory techniques. The experiments performed provide an understanding or show a practical application of the fundamental principles underlying chemical structure, bonding and stoichiometric relationships.</td>
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<tr>
<th>CHM-151</th>
<th>General Chemistry 1 • PREREQUISITES Complete CHM-109 or CHM-110 and CHM-111 or &quot;B&quot; or better in high school chemistry within the past five years and MAT-108 or MAT-111 or higher. Complete MAT-108 or MAT-111 or higher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a chemistry course appropriate for science and engineering majors. The topics include: measurements, classification and properties of matter, atomic and molecular structure, chemical bonding, periodicity, stoichiometry, thermochemistry, chemical reactions and the structure. Laboratory experiments deal with the quantitative and qualitative determination of physical and chemical properties of chemical substances.</td>
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</table>
Chemistry (CHM)

**CHM-152 General Chemistry 2 • PREREQUISITES: Complete CHM-151.**
This course focuses on intermolecular forces, properties of solids and liquids, solution theory, acid base theory, chemical kinetics, chemical equilibrium, chemical thermodynamics and electrochemistry. Laboratory includes experiments related to the aforementioned topics and introduction to the qualitative analysis of inorganic ions.

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<th>DAYS</th>
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**CHM-201 Organic Chemistry 1 • PREREQUISITES: Complete CHM-152 or permission of the instructor.**
The course covers the chemistry of the organic compounds of carbon. This includes the bonding, structure (including stereochemistry), nomenclature, physical properties, reactions and reaction mechanisms. The alkane, alkenes, alkynes, alkyl, halide, alcohol, ethers and epoxides functional groups are studied in detail. Laboratory is an introduction to basic organic lab operations, such as separation, extraction and determination of physical properties.

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**CHM-201L Organic Chemistry 1**

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**CHM-202 Organic Chemistry 2 • PREREQUISITES: Complete CHM-201 or permission of the instructor.**
This course covers the chemistry of the organic compounds of carbon. This includes the bonding, structure (including stereochemistry), nomenclature, physical properties, reactions and reaction mechanisms. The dienes, aromatics, acids, acid derivatives, aldehydes, ketones, amines, carbohydrate, lipids and amino acids functional groups are studied in detail. Laboratory is an introduction to identification of organic compounds by spectroscopic and NMR data, and synthesis of organic compounds.

<table>
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<th>TIME</th>
<th>DAYS</th>
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**CHM-202L Organic Chemistry 2**

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**Computer Assisted Tomography (CAT)**

**CAT-204C Clin Appl/Comp Tomography • PREREQUISITES: Complete CAT-201, CAT-202 and CAT-203.**
Asigned to affiliate agencies, certified technologists perform all routine and advanced computed tomography procedures under the supervision of a Radiologist and certified CT scan technologist. The student gains experience in imaging techniques, quality assurance, axial, coronal, sagittal and maxipan sectional procedures. Clinical education assignments are made by faculty and students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis. This course requires a per credit health career fee; check the tuition and fee schedule for the current year. Students are charged for radiogram badges.

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**Computer Info Technology (CIT)**

**CIT-100 Computer Fundamentals & Applications**
This is a general computer literacy course. Students learn computer fundamentals (hardware, software and using a Microsoft Windows operating system), essential applications (word processing, spreadsheets, database and presentation software), working online (networks, using the Internet and email) and the impact of computing and the Internet on society. Students develop skills with common applications to use a computer as a tool, make informed decisions concerning computer generated information and obtain basic information systems concepts and terminology.

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**CIT-102 Computer Keyboarding**
This course provides a mastery of the keyboard (letters, numbers and symbols) by touch on a personal computer, using Microsoft Word to facilitate typing skills in generating and formatting mailable letters, reports, tables, and memos. The minimum speed at end of course is 30 words per minute accurately. NOTE: This course cannot be used to satisfy a required CIT elective in any program.

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CIT-111 Introduction to Programming: Java
• PREREQUISITES: Basic skills using a personal computer and operating system eligibility for MAT-090.
This course is an introduction to programming fundamentals using the Java language. Topics include the software development process, problem solving techniques, simple language basics, data representation and storage, program control structures, classes and their methods.
(0343939) AC01 LEC 1:00AM-02:15PM MW Allegheny Campus Smith 10 May 20
(0345460) BC21H LEC 08:30AM-10:25AM TWR Boyce Campus Pauli 6 May 20
(0344519) Z02N WWW Internet Course $20.00 Faculty 10 May 20
(0343948) Z03B WWW Internet Course $20.00 Faculty 10 May 20

CIT-115 Intro to Information Technology
This course explores technical issues involved with computers and information technology. Topics include computer hardware and components, operating systems, file storage, networking fundamentals, digital media, database systems, and the Internet structure and organization. Students research various information technology issues using the Internet and in-class or simulated lab exercises in a personal computer environment.
(0343940) AC01 LEC 09:00AM-11:25AM TR Allegheny Campus Faculty 10 May 20
(034570) BC21H LEC 10:45AM-12:15PM TWR Boyce Campus Pauli 6 May 20
(0345580) SC21 LEC 12:30PM-04:15PM MW South Campus Faculty 6 May 20
(0344529) Z02B WWW Internet Course $20.00 Pauli 10 May 20
(0344779) Z21S WWW Internet Course $20.00 Faculty 6 May 20
(0344821) Z42N WWW Internet Course $20.00 Faculty 6 Jul 01

CIT-120 Networking • PREREQUISITES: Complete CIT-115.
This course introduces students to computer networking fundamentals. Topics include: network design, network hardware, network operating systems software, data communications, configuration and installation, internetworking, and troubleshooting basic network problems. Using a Microsoft Windows Server-based LAN environment, students practice network administration concepts and activities.
(0345785) HB01 LEC 09:30AM-10:55AM MW Homewood Brushton Center Faculty 10 May 20
(0345421) Z03B WWW Internet Course $20.00 Dvorak 10 May 20

CIT-125 Web Development
This course focuses on developing skills necessary to design, create, and enhance Web pages for personal and business use. Students will acquire hands-on experience in creating and publishing Web pages that include text, hyperlinks, images, tables, frames, forms, sound, and video. Topics include: Cascading Style Sheets, JavaScript, XML, Graphics and other web media, and Web site development using a web authoring tool.
SC21 – MW 12:30 pm 4:15 pm 10 WKS MAY 20 (pg. 16)
(0344523) Z02N WWW Internet Course $20.00 Faculty 10 May 20
(0344522) Z02B WWW Internet Course $20.00 Moore 10 May 20

CIT-130 Object-Oriented Programming 1: Java • PREREQUISITES: Complete CIT-111, or with permission of the instructor.
This course uses the skills gained in CIT-111 and expands on the concepts of the software development process, data representation and storage, program control structures, objects and classes. Additional topics include event handling, arrays and window based graphical user interfaces (GUIs).
(0344524) Z03B WWW Internet Course $20.00 Moore 10 May 20
(0344780) Z03B WWW Internet Course $20.00 Grant 6 May 20

CIT-135 Mobile Apps Programming 1 • PREREQUISITES: Complete CIT-130, or with the instructor’s permission.
This course is an introduction to creating applications (apps) using an object-oriented computer programming language and the Android mobile operating system. The focus of the course includes the Integrated Development Environment (IDE) and the Software Development Kit (SDK) technologies, graphical user interfaces, object-oriented computer programming, interactive activity classes and the activity life cycle, programming structures, multimedia applications, persistent data and Web application publishing.
(0345959) NC36H LEC 06:00PM-09:10PM T North Campus Faculty 16 May 14
(0344781) Z22N WWW Internet Course $20.00 Faculty 6 May 20

CIT-140 Office Productivity Applications
This course provides students with knowledge and skills to effectively use spreadsheet and database productivity applications in a work environment. Students learn through applied and project-based activities that go beyond the mechanics of the software. It engages students to utilize critical thinking activities for applied learning and problem solving. Topics include Microsoft Excel, Access and business applications integration.
(0343941) AC01 LEC 05:30PM-08:45PM MW Allegheny Campus Downey 10 May 20
(0344155) BC71H LEC 06:00PM-09:15PM MW Boyce Campus Faculty 6 May 20
(0345882) SC41 LEC 11:00AM-12:30PM MTWR South Campus Faculty 6 Jul 01
(0343942) Z01S WWW Internet Course $20.00 Otmann 10 May 20
(0344526) Z02N WWW Internet Course $20.00 Faculty 10 May 20
(0344525) Z04A WWW Internet Course $20.00 Lauer 10 May 20

CIT-145 Programming in C • PREREQUISITES: Complete CIT-111, or strong previous programming experience.
A course to develop a working knowledge of C. Topics include: program structure, data types and variables, bit operators, control structures, input and output, arrays, pointers and an introduction to data structures. This is not an introduction to programming using C, it is C programming for programmers.
(0344528) Z01S WWW Internet Course $20.00 Faculty 10 May 20
(0344527) Z03B WWW Internet Course $20.00 Moore 10 May 20

CIT-150 PC Components and Operating Systems • PREREQUISITES: Complete CIT-115.
This course provides students with the knowledge and skills involved with managing and maintaining a personal computer environment. Topics include: system architecture, boot process, command line interface, motherboard, memory, installing & optimizing storage devices, input/output devices, multimedia devices, managing & supporting a Windows operating system environment, networked computers, printers and troubleshooting & maintenance fundamentals.
(0345475) Z03B WWW Internet Course $20.00 Pauli 10 May 20
## Computer Info Technology (CIT)

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<th>FEE</th>
<th>INSTRUCTOR</th>
<th>NUM WKS</th>
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### CIT-155 Excel Spreadsheets
- **Description:** This course is a comprehensive use of electronic spreadsheets in solving business and technical problems using Microsoft Excel. Students learn through applied and project-based activities that go beyond the mechanics of the software. It engages students to utilize critical thinking activities for applied learning and problem-solving. Topics include preparation of a variety of documents and mastery of specialized software functions.
- **Enrollment:** 3 credits
- **CRN:** 0344529
- **Instructor:** Faculty
- **Location:** Internet Course
- **Fee:** $20.00
- **Start Date:** May 20

### CIT-161 Visual Basic: Windows Programming
- **PREREQUISITES:** Complete CIT-111, or previous experience with an object-oriented programming language.
- **Description:** This course introduces students to developing applications for a Windows environment using Visual Basic. The course emphasizes designing graphical user interfaces/dialogues and event-driven programming. Topics include creating and using classes, the design of the graphical user interface, human/computer interaction, testing and evaluation, rapid prototyping, design tools, database access with SQL, and ADO.NET.
- **Enrollment:** 4 credits
- **CRN:** 0344530
- **Instructor:** Dvork
- **Location:** Internet Course
- **Fee:** $20.00
- **Start Date:** May 20

### CIT-175 Cyberspace Vulnerabilities and Risks
- **Description:** This course introduces students to the fundamentals of Cybersecurity, such as cybersecurity goals, vulnerabilities, threats and risks. Students also learn to use the methods and tools for cybersecurity vulnerability scanning and risk assessment.
- **Enrollment:** 3 credits
- **CRN:** 0344532
- **Instructor:** Faculty
- **Location:** Internet Course
- **Fee:** $20.00
- **Start Date:** May 20

### CIT-180 Computer Forensics 1
- **PREREQUISITES:** CIT-115 or waived with instructor approval
- **Description:** This course introduces students to the fundamentals of the computer forensics field and technology. Students will obtain essential knowledge of the computer forensics profession, legal issues and procedures of computer investigations and digital evidence management, industry-standard computer forensic tools, file systems, data recovery and collection, and sample case evaluations. Each student is required to sign an ethical agreement with the instructor.
- **Enrollment:** 3 credits
- **CRN:** 0349605
- **Instructor:** Faculty
- **Location:** LEC 06:00PM-09:10PM North Campus
- **Fee:** $20.00
- **Start Date:** May 15

### CIT-181 Principles of Information Security
- **PREREQUISITES:** Complete CIT-115, or waived with instructor approval.
- **Description:** This course provides students necessary background in the technical realities and legal and ethical principles of computer and information security to help them identify and evaluate computer security crimes and incidents. Topics include information security components and models, legal and ethical issues in information security and privacy, basics of computer networks and data communication, common computer and network system threats, attacks, and vulnerabilities, as well as information security risk and damage analysis and assessment.
- **Enrollment:** 4 credits
- **CRN:** 0349606
- **Instructor:** Faculty
- **Location:** LEC 06:00PM-09:10PM North Campus
- **Fee:** $20.00
- **Start Date:** Jul 11

### CIT-185 Network Security
- **PREREQUISITES:** Complete CIT-175.
- **Description:** This course highlights the models and protocols essential to securing wired and wireless networks. Students also learn to capture and analyze network traffic, identify network security threats, and apply and evaluate network security controls.
- **Enrollment:** 3 credits
- **CRN:** 0344534
- **Instructor:** Faculty
- **Location:** Internet Course
- **Fee:** $20.00
- **Start Date:** May 20
This course is an introduction to the use of presentation graphics software to provide professional presentations using Microsoft Powerpoint. Topics include using the software and processor, the graphical user interface and terminology, executing programs, managing programs, files, and directories, transferring data between applications, other basic computer interfaces, object-oriented computer programming, multimedia applications, persistent data and Web application publishing. The focus of this course is on Object-Oriented design data encapsulation, graphical user interfaces, exception handling, multi-threading, Input/Output processes and data structures.

This course builds on the concepts of software design and development introduced in CIT-130. Review basic Object-Oriented design and program structure in the creation of Java applications. The focus of this course is the essential concepts and technical skills necessary to establish an Internet or Intranet within an enterprise, and the use of TCP/IP as a routable network protocol. Students learn and practice the following network administration concepts: planning for server hardware and network protocols, planning and installation, diverse client support, multiple protocol support, domain management, Novell and Macintosh connectivity, Remote Access Server, Active Directory Services, and troubleshooting. Detailed coverage is also provided on TCP/IP issues such as IP Addressing, bridging and routing, DHCP and naming services.

This course presents lectures and hands-on labs involving Windows Server administration, as well as technical support knowledge and skills necessary to install, upgrade, and maintain a single LAN that uses Windows Server. Students learn and practice the following network administration concepts: planning for server hardware and network protocols, planning and installation, diverse client support, multiple protocol support, domain management, Novell and Macintosh connectivity, Remote Access Server, Active Directory Services, and troubleshooting. Detailed coverage is also provided on TCP/IP issues such as IP Addressing, bridging and routing, DHCP and naming services.

This course covers information systems design and implementation within a database management system (DBMS) environment. The use of relational database technology is emphasized in the course. Students learn to create data models of user's needs, gain foundation skills in database design, and learn to use standard Structured Query Language (SQL) to interact with databases. Topics covered include the relational database model, SQL, Entity Relationship Modeling, normalization of database tables, database design, distributed database systems, and client/server architectures. Students will use a commercial DBMS for their project development.

This course introduces students to the essential concepts and technical skills necessary to establish an Internet or Intranet within an enterprise, and the use of TCP/IP as a routable network protocol. Windows Server is used as a vehicle for both discussion and related lab activities. Topics include planning and installation, diverse client support, multiple protocol support, domain management, Novell and Macintosh connectivity, Remote Access Server, Active Directory Services, and troubleshooting. Detailed coverage is also provided on TCP/IP issues such as IP Addressing, bridging and routing, DHCP and naming services.
### Court Reporting (CRT)

#### CRT-106  Question and Answer 1
- **PREREQUISITES:** Complete CRT-102 and CRT-104.
- **CO-REQUISITES:** Complete CRT-107 and CRT-108.

This course emphasizes speed development and readback of Question and Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 120-140 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

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#### CRT-107  Jury Charge 1
- **PREREQUISITES:** Complete CRT-102 and CRT-104.
- **CO-REQUISITES:** Complete CRT-106 and CRT-108.

This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is writing 120-140 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

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#### CRT-108  Literary 1
- **PREREQUISITES:** Complete CRT-102 and CRT-104.
- **CO-REQUISITES:** Complete CRT-106 and CRT-107.

This course emphasizes speed development of Literary material. Oral note reading is also stressed. The goal is writing 100-120 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

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#### CRT-226  Question and Answer 4
- **PREREQUISITES:** Complete CRT-216.
- **CO-REQUISITES:** Complete CRT-227 and CRT-228.

This course emphasizes speed development and readback of Question & Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 225 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software. This proficiency must be demonstrated three times.

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#### CRT-227  Jury Charge 4
- **PREREQUISITES:** Complete CRT-217.
- **CO-REQUISITES:** Complete CRT-226 and CRT-228.

This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is writing 200 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software. This proficiency must be demonstrated three times.

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**Criminal Justice & Criminology (CJC)**

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<td>(0350110) NC01</td>
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This course helps students acquire strategies essential for college study including taking classroom notes, developing time management skills, preparing for tests, organizing a notebook and developing communication skills. In addition, students learn basic research skills. Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

This course develops the specific college reading skills and learning strategies which will enable the student to read academic texts efficiently, effectively and independently. The course of identifying and responding to the author’s purpose for writing. Students are encouraged to see reading, writing, and study as interconnected, interactive processes. Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

DVS-103 Adv College Rdg & Study Skills • PREREQUISITES: Successful placement into DVS-103. 
This course develops the specific college reading skills and learning strategies which will enable the student to read academic texts efficiently, effectively and independently. The course emphasis is on the transfer and practical application of comprehension, critical thinking, vocabulary and study skills to college-level text material. Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

DVS-090 College Reading 1 • CO-REQUISITES: Complete DVS-060.
This course provides instruction in basic comprehension and vocabulary skills. Students develop awareness of themselves as readers by employing metacognitive strategies. Additionally, students learn to identify and utilize organizational patterns and apply critical reading skills in making judgments about texts. DVS-090 will normally be followed by DVS-101 unless the student’s progress has been so accelerated in DVS-070 that the department advises against a subsequent course. Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

Please note: DVS-060/070/101/103, ENG-089/100, MAT-080/090, EAL-060/070/089/090/100
Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.
DMS-115C Ultrasound Clinical 2/Abdomen-OB/GYN 4 credits
• PREREQUISITES: Complete DMS-103, DMS-113C and PHY-127.

The student will be scanning, interpreting the sonogram and in recognizing normal anatomical variations. The student gathers pertinent clinical data in order to understand the total medical picture of the patient prior to the ultrasound examination. The student presents cases to the interpreting physician. The student becomes familiar with portables, surgical and special sono graphic procedures and assists in these areas. (The student is assigned to a full-time clinical experience over six weeks.) This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. This course is graded on a Pass/Fail basis.

(0349797) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00 $20.00
(0349793) BC02 CLN By Appointment MTWRF Hospital Site Boyce $20.00 $20.00

DMS-116C Ultrasound Clinical 2/Cardiac 4 credits
• PREREQUISITES: Complete DMS-104, DMS-114C and PHY-127.

This clinical course offers the student participation in the various steps involved in cardiac ultrasound examination of the patient. The student shares responsibility with the clinical instructor for scheduling, identifying and preparing the patient for examination. The student assures that patient preparation is properly followed for the given examination. Skills in scanning that have been developed in DMS-114C Cardiac Clinical 1 and DMS-104 Cardiac Ultrasound are further advanced. Skills in patient scanning and examination progression are developed. The student gains skill and confidence in presenting the case to the interpreting physician. (The student is assigned to a full-time clinical experience over six weeks.) This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. This course is graded on a Pass/Fail basis.

(0349797) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00
(0349796) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00

DMS-137C Ultrasound Clinical 2/Vascular 4 credits
• PREREQUISITES: Complete DMS-125, DMS-135C and PHY-127.

This clinical course offers the student progressively greater participation in the various steps involved in the vascular examination of the patient. Skills in scanning that have been developed in previous clinical courses are utilized. The student develops skills in recognizing normal anatomy as well as pathology. Progression of the examination is performed by the student under the direct supervision of the clinical instructor. The student continues to gather pertinent clinical information in order to understand the total medical picture of the patient prior to the vascular examination. The student is introduced to and assist in portable examinations and special procedures. The student gains skill and confidence in presenting the case before the interpreting physician. (The student is assigned to a full-time clinical experience over six weeks.) This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. This course is graded on a pass/fail basis.

(0349796) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00
(0349797) BC02 CLN By Appointment MTWRF Hospital Site Boyce $20.00

Diabetic & Food Management (DIT) 1 credit
DIT-105L Foods Lab • CO-REQUISITES: Complete DIT-104.

This course covers the study and application of the basic principles of food preparation which includes the study of soups and sauces, starch foods, meats and poultry, fish and shellfish, eggs and desserts. The course culminates in a final luncheon project planned and prepared by the class. Proper use and care of equipment, sanitation and safe work habits are practiced. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0345133) Z04A WWW Internet Course $290.00 Faculty 6

DIT-106 Fundamentals of Nutrition 3 credits
This is an introductory course which focuses on the major nutrients, including carbohydrates, fats, protein, vitamins, minerals and water. Throughout the course, practical application of information is emphasized. Special topics addressed include: weight control, eating disorders and sports nutrition. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. This course is open to non-dietetics majors and is taught by a Registered Dietitian (RD).

(0344553) Z04A WWW Internet Course $40.00 Faculty 10
(0344554) Z08A WWW Internet Course $40.00 Faculty 10

DIT-113 Dietetic Practicum Seminar 2 credits
• PREREQUISITES: Complete DIT-102, DIT-104, DIT-110, DIT-114, ALH-140 and DIT-125. • CO-REQUISITES: Complete DIT-201P.

Provided concurrently with Dietetic Practicum 1, this course presents a review of the material presented in Fundamentals of Nutrition, Foods, Foodservice Production and Purchasing and Medical Nutrition Therapy. In addition to providing didactic support for the practicum it enables the students to share and gain by their individual experiences. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0349502) AC01 SEM 09:00AM-04:00PM M Allegheny Campus $20.00 Faculty 6

DIT-201P Dietetic Supervised Practice 1 5 credits

This course provides an orientation to the practice of dietetics in a health care facility under the supervision of a Registered Dietitian (RD). The principles of nutrition care and foodservice operations are observed and practiced. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0345056) AC21 PRA 08:00AM-04:00PM TWRF Hospital Site Allegheny $20.00 Faculty 6

Early Education & Child Dev (ECD) 3 credits
ECD-107 Health and Safety of Children 3 credits
This course is an introduction to promoting children's health, safety, nutrition and physical development through informed practice. Childhood illnesses and their care, Basic Life Support (BLS), first aid training and strategies for ensuring children's health and safety in an early childhood setting are discussed. Nutrition and exercise needs of children birth to age 9 and movement activities that facilitate coordination and lay the foundation for later academic success are examined. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance, and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

(0344556) Z06N WWW Internet Course $20.00 Faculty 10

ECD-113 Middle Childhood/Adolescent Dev 3 credits
This course provides an overview of physical, cognitive, emotional and social development from middle childhood through adolescence, ages 7 to early adulthood. A range of theoretical viewpoints, research findings and practical issues will be considered in examining this period of development. The dynamic nature of development and the uniqueness of each individual child and the family with middle childhood aged children and/or adolescents will be emphasized. Professional standards for working with 7 year olds to young adults and their families will be stressed. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance, and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

(0349594) Z02N WWW Internet Course $20.00 Faculty 16

ECD-202 Children With Special Needs 3 credits
This course is for students seeking an understanding of children with special needs. Special education past, present and future is examined. Included are topics related to working with children with sensory, behavioral, physical, language, cognitive and learning differences. This content covers definitions, classifications, causes, incidence, approaches to treatment, social implications, attitudes, perceptions and professionalism. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance, and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

(0344558) Z02N WWW Internet Course $20.00 Faculty 10
(0344557) Z04A WWW Internet Course $20.00 Faculty 10

38
## Early Education & Child Dev (ECD)

### ECD-212 Lang/Literacy/Literacy Erly Childhood 3 credits

- **PREREQUISITES:** Complete ECD-101.

  This course will provide an overview of language and literacy development in young children, birth to age 9. The relationship between oral and written language will be investigated. Students will examine and evaluate a wide variety of quality literacy that can be used to facilitate children's emerging language and literacy skills. Developmentally appropriate strategies that address the PA Early Learning Standards for language and literacy and the role of teachers and parents in promoting communication and early literacy and in creating print-rich environments will be explored. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance, and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

  (0345865) NC3H LEC 05:30PM-09:35PM T North Campus Faculty 16 Jun 04

The above is a hybrid class. See the Online Learning section on page 19 for more information.

### Economics (ECO)

#### ECO-101 Principles of Macroeconomics 3 credits

This course is an introduction to the economic activity of the nation, introducing basic concepts and institutions. The emphasis is on aggregate income and spending, the government fiscal and monetary policy, national income accounting, economic growth and comparative economic systems.

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#### ECO-102 Principles of Microeconomics 3 credits

This course is an introduction to the activities of individual economic units, such as industries, companies, households and consumers. The course emphasis is on markets, the price system and the allocation of resources as they affect the consumer, the producer and the economy.

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### Education (EDU)

#### EDU-132 Bully Prevention in Schools 1 credit

This course focuses on creating a classroom climate in which all students feel safe. Topics include a review of the research on the causes and effects of bullying, direct and indirect bullying and best practices and strategies for meeting the underlying needs of bullies and victims.

(0344861) NC3H LEC 05:30PM-09:01:00PM T North Campus Faculty 2 Jun 06

The above is a hybrid class. See the Online Learning section on page 19 for more information.

#### EDU-205 English Language Learners in Classroom 3 credits

- **PREREQUISITES:** Take one of the following: EDU-125, ECD-101, EDU-201 or permission of the instructor.

  This course explores the role of the classroom teacher in meeting the academic needs of linguistically and culturally diverse learners. Topics include an introduction to language acquisition theory, cultural communication and learning style, the role of culture in academic achievement and cultural and linguistic bias in instructional strategies, materials and assessment.

  Ten hours of field experience are required throughout the semester. Students must have three current clearances: FBI Fingerprint clearance, a Pennsylvania State Police Criminal History clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement.

  (0344567) Z40A WWW Internet Course | $20.00 | Goloway | 10 | May 20

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit [ccac.edu](http://ccac.edu) or the campus you plan to attend.
Electrical Distribution Tech (EDT)  
EXPRESS  SECTION  INST  TIME  DAYS  LOCATION  FEE  INSTRUCTOR  NUM  WKS  BEGINS  WK OF  
CODE#  NUMBER  METHOD  
EDT-220  Elect Distribution Tech Internship 1  • PREREQUISITES: Complete EDT-103 and EDT-105.  3 credits  This internship is part of the Electrical Distribution Technology certificate. The internship will provide an opportunity for “hands on” experience with all the skills and knowledge gained in the courses of the program. Students will spend 40 hours per week for the duration of the internship.  
(034398) NC55  PRA  07:30AM-03:30PM  MTWRF  Duquesne Light Line Pole  Thieret  16  May 13  

Engineering Drafting & Design (EDD)  
EDD-101  Engineering Drawing 1  3 credits  This is a course in basic drafting techniques used to produce engineering drawings. Conventional drafting and dimensioning practices as outlined by the National Occupational Skill Standards, American National Standards Institute (ANSI) and International Organization for Standardization (ISO) will be used to produce orthographic drawings, pictorial drawings, auxiliary views and section drawings. Technical drawings will be completed using freehand sketching techniques, conventional drawing tools and CAD.  
(0344163) SC21  LEC  02:00PM-04:10PM  TR  South Campus  $25.00  Faculty  6  May 20  
EDD-120  Intro Computer Aided Drafting  4 credits  This is an introductory course in computer-aided drafting fundamentals. Students will be introduced to the concepts and techniques used by drafters and designers to create and modify computer generated drawings. Students will learn the commands and functions necessary to input, process and output working drawings to printers and plotters.  
(0343962) SC61  LEC  05:30PM-08:50PM  TR  South Campus  $25.00  Faculty  10  May 20  

English Writing & Literature (ENG)  
ENG-089  Basic Writing Techniques  3 credits  This is a course to help the student who has little writing experience to develop skills and fluency in writing and to detect, diagnose, and correct error patterns in focused writings.  
ENG-101  English Composition 1  3 credits  This is a prerequisite for a course in another discipline.  

ENG-100  Basic Principles Composition  • PREREQUISITES: ENG 100, DVS 101 or DVS 103 (minimum grade "C") or EAL 100 and EAL 101 (minimum grade "C") or successful placement.  This is a course that introduces or continues to familiarize students with critical thinking, the principles of academic writing and rudimentary research skills. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate and integrate appropriate sources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes.  
(0343961) AC02  LEC  09:00AM-11:25AM  TR  Allegheny Campus  Faculty  10  May 20  
(0350168) NC01  LEC  08:30AM-10:00PM  MW  North Campus  Faculty  16  Jun 17  
(0343964) SC01  LEC  10:00AM-12:35PM  MW  South Campus  Faculty  10  May 20  
(0343964) WH55  LEC  09:00AM-11:30PM  MW  West Hills Center  Faculty  16  Jun 10  

ENG-101  English Composition 1  • PREREQUISITES: ENG 100, DVS 101 or DVS 103 (minimum grade "C") or EAL 100 and EAL 101 (minimum grade "C") or successful placement.  

PLEASE NOTE: DVS-060/070/101/103, ENG-089/100, MAT-080/090, EAL-060/070/089/090/100  Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.
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**ENG-102 English Composition 2**  
This is a course that further develops skills in formal research-based and argumentative writing and emphasizes the use of multi-disciplinary sources.  
3 credits

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**ENG-103 Technical Communications**  
PREREQUISITES: Complete ENG-101 or ENG-111.  
This is a course in the organization and writing of technical descriptions, processing instructions, articles, reports and proposals. This course applies the principles of composition, rhetoric and research to special fields, such as government, business or industry. This course may substitute for ENG102 in specified technical programs.  
3 credits

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**ENG-105 Creative Writing**  
This is a course designed for beginning creative writers. The course will explore the technical devices and elements of craft in at least two of the following genres: short fiction, poetry and drama. Students will apply the elements of craft to their own writing and their classmates writing through workshops.  
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**ENG-115 General Literature**  
This is a survey course which examines selected poet, drama and fiction. Principles of literary criticism are introduced. This course is for students who want an overview of literary works.  
3 credits

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This introductory course is designed to expose, connect and equip students with an overview of Black Women in leadership positions from African descent to modern America. It will focus on the social, emotional, cultural, and historical forces that have shaped the development of America's diverse ethnic and minority groups over the last 500 years. This course also studied historical, political and philosophical trends important to an understanding of the literature.

ENG-210 World Lit From 1650 to the Present • PREREQUISITES: Complete ENG-102.
This is a course that surveys the literature of the Western and non-Western world from 1650 to the present. Also studied are historical, political and philosophical trends important to the understanding of the literature.

ENG-222 Shakespeare's Plays • PREREQUISITES: Complete ENG-102.
This course introduces the plays of William Shakespeare. A minimum of six plays selected from the comedies, tragedies and histories are read both as works of literature and as scripts for performance. Included in the course are performances of each play and background information on Shakespearean ideas, images and stage conventions.

English as an Acad Language (EAL)

EAL-070 EAL Reading 1 • PREREQUISITES: EAL Reading Placement test.
This course is for multilingual and emerging bilingual students of English with little experience reading and comprehending English texts. Special attention to vocabulary and basic comprehension skills supports students as they develop awareness of themselves as readers by employing metacognitive strategies. Additionally, students learn to identify and utilize organizational patterns and apply critical reading skills in making judgements about texts. Students must earn a "C" grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

EAL-089 EAL Academic English Structure • PREREQUISITES: ESL Writing Placement Test.
This course is for multilingual and emerging bilingual students of English with little experience writing in English for academic purposes, especially in the United States. This is the first of two courses that prepare the student for college level writing. Students must earn a "C" grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

EAL-100 EAL Composition • PREREQUISITES: Complete EAL-089 (minimum grade "C") or successful placement.
This course is for multilingual and emerging bilingual students of English with little experience writing in English for academic purposes, especially in the United States. Special attention is given to the skills necessary for developing rhetorical attunement to specific genres of writing, as well as planning, drafting, revising and proofreading. Students must earn a "C" grade or better to use this course as a prerequisite for a course in another discipline.

EAL-101 EAL Reading 2 • PREREQUISITES: Complete EAL-070 (minimum grade "C") or successful placement.
This course is for multilingual and emerging bilingual students of English. Skills taught in EAL 070 are reviewed and students are required to apply study and reading strategies learned to a variety of texts in different genres. Students must earn a "C" grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

Ethnic & Diversity Studies (ETH)

ETH-101 Ethnic and Diversity Studies
This introductory survey course embraces differences based on age, race, gender, sexual orientation, national origin or physical or mental ability. Ethnic and Diversity studies is the study of the social, emotional, cultural, and historical forces that have shaped the development of America's diverse ethnic and minority groups over the last 500 years. This course should result in an understanding of the factors that create the attitudes and behaviors in the various cultural and minority groups.

ETH-112 Understanding Violence in America
This course explores the history of violence as related to the United States of America. It will examine the violence used against Africans, Native Americans, Latinos, and the Chinese in the "settlement" of America. Periodical use of violence to achieve national goals will also be explored. Violence taught in games, movies and television will be examined, as will violence in nursery rhymes and children's stories. Particular attention will be paid to violence against ethnic groups. Alternative strategies to violence will also be explored.

ETH-113 Intro to Black Women & Leadership
This introductory course is designed to expose, connect and equip students with an overview of Black Women in leadership positions from African descent to modern America. It will provide a basic overview of leadership definitions, theories and concepts. Students will examine powerful Black Women who have demonstrated effective leadership in America, who made contributions that have furthered the process of social change in the African-American culture in the American society.
The following course introduces the student to the basic beginning principles and practices of Yoga. It will incorporate the beginning principles of getting to know your body, basic cardiovascular endurance, flexibility, body composition, muscular strength and muscular endurance. Students with current high fitness levels may experiment with advanced training.

Each student evaluates his/her own health status and participates in a physical conditioning program designed to meet personal goals and interests. Areas of concentration are flexibility exercises. This course emphasizes proper techniques, purpose of each exercise, safety, and how to get expected results from an individualized physical conditioning program.

Areas of concentration are cardiovascular endurance, flexibility, body composition, muscular strength and muscular endurance. Activities generally selected involve aerobic, resistive, and volitional components. Activities selected may include, but are not limited to: basketball, soccer, volleyball, tennis, swimming, aerobics, weight training, and body building.

This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the French-speaking world.

This is a course for both science and non-science majors. The aspects of physical and historical geology discussed include but are not limited to volcanism, glaciation, stream development, rock formation, geological record and geological time.

This is a course for both science and non-science majors on the evolution of the earth and its crust. Principal topics include geologic time concepts, stratigraphic principles and the history of the earth. Other topics include plate tectonics, continental drift, mountain building processes and related processes such as weathering, erosion, and sediment formation.

This course will equip students with the tools to understand people of cultures other than their own. Students will be exposed to the aspects of culture that lead to our value systems. They will study how value systems determine behavior and can lead to unfair treatment of others. Students will learn what aspects of our lives are culturally determined. Major aspects of culture will be explored as well as how culture is transmitted, by whom, to whom, sanctions, and other issues will be explored.

This is a required course consisting of classroom lecture and industry work experience. Student is required to complete 150 hours of work experience in a college-approved hospitality setting. Students will also meet for classroom lecture. Students must be enrolled in AHS-150 on the campus from which they will complete the required industry work experience hours. A fundamental goal of this class is for students to define their personal careers in the hospitality industry and to provide a conceptual framework of the core competencies that are required for creating an effective industry work experience program. The Hospitality Advisory Council will work with students in the selection of required industry work experience settings. Upon completion of the 150 required hours, students will receive a certificate of completion.

This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the French-speaking world.
**Health Physical Education (HPE)**

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**HPE-172 Foundations of Health & Physical Educ**

| 3 credits | | | | | | | | | | |
| (0344629) | Z03B | WWW | Internet Course | $20.00 | Turchetta | 10 | May 20 | |

**Heating & Air Conditioning Tec (HAC)**

**HAC-001 ESCO EPA Testing**

| 0 credits | | | | | | | | | | |
| (0344860) | WH85 | NCR | 06:00PM-09:00PM | W | West Hills Center | $55.00 | Faculty | 2 | May 22 | |

**HAC-002 HAC ICE Testing**

| 0 credits | | | | | | | | | | |
| (0346157) | WH85 | NCR | 06:00PM-09:00PM | M | West Hills Center | $50.00 | Faculty | May 20 | |

**HAC-101 Basic Electrical Wiring • CO-REQUISITES: Complete HAC-120.**

| 5 credits | | | | | | | | | | |
| (0348742) | WH85 | LEC | 05:30PM-08:45PM | T | West Hills Center | $110.00 | Faculty | 16 | May 20 | |
| LAB | 05:30PM-09:25PM | R | West Hills Center | Faculty | |

**HAC-102 Refrigeration Systems • PREREQUISITES: Complete HAC-101.**

| 5 credits | | | | | | | | | | |
| (0348743) | WH85 | LEC | 05:30PM-08:45PM | R | West Hills Center | $110.00 | Faculty | 16 | May 20 | |
| LAB | 05:30PM-09:25PM | T | West Hills Center | Faculty | |

**HAC-120 Acq/Using HVAC Technical Documentation • CO-REQUISITES: Complete HAC-101.**

| 1 credit | | | | | | | | | | |
| This is a course in the application of computer programs to acquire and use heating, ventilation and air conditioning (HVAC) technical information. Topics include computer terminology used in building control systems, accessing professional society research and manufacturer and wholesaler web sites for sales literature, service literature, parts information and product-data specifications. Additional topics include storing, downloading, saving and printing information as well as job searching. This course is graded on a pass/fail basis. | | | | | | | | | | | |

**History (HIS)**

**HIS-101 W. Civ From Ancient Times Through 1500**

| 3 credits | | | | | | | | | | |
| (0344182) | AC21 | LEC | 01:00PM-04:45PM | TR | Allegheny Campus | Faculty | 6 | May 20 | |
| (0344609) | Z01S | WWW | Internet Course | $20.00 | Sprankle | 10 | May 20 | |
| (0344610) | Z05S | WWW | Internet Course | $20.00 | Faculty | 10 | May 20 | |

**HIS-102 Western Civilization Since 1500**

| 3 credits | | | | | | | | | | |
| (0344357) | AC41 | LEC | 08:25AM-12:30PM | MW | Allegheny Campus | Faculty | 6 | Jul 01 | |
| (0344611) | Z04A | WWW | Internet Course | $20.00 | Faculty | 10 | May 20 | |

**HIS-104 U.S. Hist Early Coloniztion thru 1865**

| 3 credits | | | | | | | | | | |
| (0344358) | AC41 | LEC | 01:00PM-04:45PM | TR | Allegheny Campus | Faculty | 6 | Jul 01 | |
| (0344183) | BC21 | LEC | 01:00PM-04:45PM | MW | Boyce Campus | Faculty | 6 | May 20 | |
| (0344184) | NC01 | LEC | 09:00AM-12:45PM | MW | North Campus | Faculty | 6 | May 20 | |
| (0344360) | WC41 | LEC | 08:30AM-12:15PM | TR | Washington County Center | Faculty | 6 | Jul 01 | |
| (0344613) | Z02N | WWW | Internet Course | $20.00 | Faculty | 10 | May 20 | |
| (0344612) | Z03B | WWW | Internet Course | $20.00 | Hoffman | 10 | May 20 | |
| (0344832) | Z41S | WWW | Internet Course | $20.00 | Sprankle | 6 | Jul 01 | |
| (0344833) | Z42N | WWW | Internet Course | $20.00 | Faculty | 6 | Jul 01 | |
| (0344834) | Z45S | WWW | Internet Course | $20.00 | Sprankle | 6 | Jul 01 | |

**HIS-105 United States History Since 1865**

| 3 credits | | | | | | | | | | |
| (0344359) | AC41 | LEC | 01:00PM-04:45PM | TR | Allegheny Campus | Faculty | 6 | Jul 01 | |
| (0344361) | AC81 | LEC | 05:30PM-09:35PM | TR | Allegheny Campus | Faculty | 6 | Jul 01 | |
| (0344186) | SC01 | LEC | 09:30AM-01:15PM | MW | South Campus | Faculty | 6 | May 20 | |
| (0344614) | Z03B | WWW | Internet Course | $20.00 | Hoffman | 10 | May 20 | |
| (0344615) | Z07B | WWW | Internet Course | $20.00 | Hoffman | 10 | May 20 | |

**HIS-203 African-American History 1**

| 3 credits | | | | | | | | | | |
| An introduction to the African-American experience, beginning in the pre-historic Africa and continuing to 1865 and reconstruction. Topics covered include: African pre-history, Africa before colonization, the development of the Atlantic Slave Trade, slavery in the new world, comparative slave systems (new and old world), resistance to slavery, slave conditions, slavery profits, Abraham Lincoln and Emancipation, the Revolutionary War, the Civil War, and Reconstruction. | | | | | | | | | | | |
| (0344616) | Z04A | WWW | Internet Course | $20.00 | Proctor | 10 | May 20 | |

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**History (HIS)**

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**HIS-213 Twentieth Century World History**

This course is an examination of the major trends and contemporary movements in Europe, Asia, Africa and the Americas since 1900 including the two world wars, social and political revolutions, nationalism, imperialism and decolonization, fascism and communism, the creation of new states, global conflict and peace building.

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**HIS-219 History of Women**

This course is a survey of society's definition of the nature and role of women, the actual conditions of women, and the feminist response to intellectual, social and political problems. This course will explore the history of women in society with a special emphasis on the United States.

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**HIS-222 Pittsburgh; Past, Present/Future**

This course is a survey of Pittsburgh's role in the Colonial frontier, the westward movement, the development of the Ohio River Valley and the Industrial Revolution, as well as its role in developing solutions to contemporary urban problems.

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**HIS-229 Contemporary United States History**

This course is designed as a study of the political, social and cultural movements in America during the 20th and 21st Century.

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**Homeland Security (HLS)**

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<tr>
<td><strong>HLS-101 Orient Hmlnd Sec/Emer Prep, Pln, Resp</strong></td>
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**HLS-102 Perspectives on Terrorism**

This course is an in-depth examination of the criminology of terrorism. The typologies of terrorism, tactics of terrorism, terrorism precursor profiles and basic organizational structures of terrorist groups will be explored. Historical and modern day terrorism throughout the world will also be investigated along with the study of religion, politics and cultural conflict as they relate to terrorism.

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**HLS-203 Emerg Medical Srv/Health Service Orient**

This course is designed to give a student comprehensive knowledge of Emergency Medical Services (EMS) systems, hospital disaster response and supplemental resources including the National Disaster Medical System (NDMS) and Disaster Medical Assistance Teams (DMAT). This program includes EMS development, training and educational requirements, medical care advances, weapons of mass destruction (WMD), medical response priorities and an introduction to disaster medical operations. Students will need to spend 3 hours in EMS and 3 hours in an emergency room.

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**Interpreter for the Deaf Train (ITP)**

**ITP-112 Service Learning • PREREQUISITES: A grade of "C" or better in ASL-210.**

This course is designed to help a student gain a comprehensive understanding of the Deaf community as a whole. Students will develop skills to set appropriate boundaries, work as a member of a team, and the ability to listen to the community members to find out what their needs might be.

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**Journalism (JRN)**

**JRN-103 Introduction to Mass Media**

This course is an introduction to mass media: role, content, effects, and responsibilities of newspapers, magazines, books, radio, television, and films.

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**Maintenance Mechanic Tech (MMT)**

**MMT-208 Backflow Tester Certification**

This backflow tester certification course is designed to provide students with an opportunity to observe and test backflow prevention devices under laboratory conditions. Lectures will cover the history of backflow control, the principles and methods of correction and the types of cross connection which can occur. This course is based on American Society of Sanitary Engineers (ASSE) international standards.

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<th>CODE#</th>
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**MMT-210 ASSE Bckflw Prvnt Tst Update Cert/Exp**

This backflow refresher course will update currently certified backflow testers to changing technology in cross-connection plumbing. Backflow inspectors must have a current backflow tester card (maximum 180 days expired). Lectures will cover current applicable regulations, the principles of cross-connection control, and the methods of backflow prevention. Students will practice and test a variety of backflow prevention assemblies: ASSE written and hands-on testing required.

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This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit ccac.edu or the campus you plan to attend.
Massage Therapy (MAS)

MAS-208  Adv Kinesiology/Movemnt Dysfunctn Massage  3 credits

PREREQUISITES: Complete MAS-102 Complete MAS-110 or PTA-101 Complete MAS-111 or BIO-160 or BIO-175 or BIO-241.

This course prepares the massage therapist student to use an orthopedic assessment protocol to assess, design and implement an individualized therapeutic massage session for clients experiencing pain and dysfunction. Students perform a wide variety of assessment techniques to assess stage, structure and severity. Students apply knowledge of the agonist, antagonist and synergistic relationship of muscles as they relate to the kinesiology of human movement. Students perform massage therapy assessment techniques to evaluate posture, muscle imbalance and movement dysfunction patterns. The laboratory portion of this course focuses on the hands-on performance of range-of-motion assessment, manual muscle resistance testing and region-specific assessment tests. This course requires a per credit health care fee; Check the tuition and fee schedule for the current rate.

(0346002)  BC81H  LEC  04:30PM-07:10PM  T  Boyley Campus  $45.00  Anderson  6  Jul 01

The above is a hybrid class. See the Online Learning section on page 19 for more information.

MAS-208L Assessment for Massage Therapy  0 credits

(0349385)  BC81  LAB  04:30PM-08:40PM  R  Boyley Campus  Anderson  16  Jul 01

Mathematics (MAT)

MAT-080  Arithmetic Fundamentals  4 credits

A course in the fundamentals of arithmetic computation. Included are such topics as operations with whole numbers, fractions, and decimals; percents; ratio and proportion; introduction to algebra; and geometric measures and formulas. Students must earn a "C" grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

(0343990)  AC01  LEC  08:30AM-11:40AM  MW  Allegheny Campus  Faculty  10  May 20
(0343991)  AC02  LEC  08:30AM-11:25AM  TR  Allegheny Campus  Faculty  10  May 20
(0343992)  AC03  LEC  01:00PM-02:25PM  TR  Allegheny Campus  Ullao  10  May 20
(0344189)  AC21  LEC  08:00AM-10:30AM  MTWR  Allegheny Campus  Faculty  6  May 20
(0344363)  AC41  LEC  08:00AM-10:30AM  MTWR  Allegheny Campus  Faculty  6  Jul 01
(0343993)  AC61  LEC  06:00PM-08:55PM  TR  Allegheny Campus  Faculty  10  May 20
(0344190)  BC21  LEC  10:45AM-01:15PM  MTWR  Boyley Campus  Faculty  6  May 20
(0344364)  BC41  LEC  10:45AM-01:15PM  MTWR  Boyley Campus  Faculty  6  Jul 01
(0343994)  BC61  LEC  06:00PM-09:15PM  MW  Boyley Campus  Faculty  10  May 20
(0343995)  HB01  LEC  09:00AM-12:10PM  MW  Homewood Brushton Center  Faculty  10  May 20
(0343996)  HB61  LEC  06:00PM-08:55PM  TR  Homewood Brushton Center  Faculty  10  May 20
(0344365)  NC01  LEC  08:00AM-12:25PM  TR  North Campus  McGe  6  Jul 01
(0344077)  NG61  LEC  05:00PM-08:35PM  MW  North Campus  Byersdorfer  8  Jun 03
(0344191)  SC01  LEC  09:00AM-11:30AM  MW  South Campus  Faculty  6  May 20
(0343566)  SC41  LEC  09:00AM-11:30AM  MW  South Hills Campus  Faculty  6  Jul 01
(0344078)  SG02  LAB  06:00PM-09:30PM  M  South Campus  Faculty  8  Jun 03
(0344079)  WF61  LEC  05:30PM-09:23PM  MW  West Hills Center  Roche  8  Jun 03

MAT-090  Algebra Fundamentals  4 credits

PREREQUISITES: Score on math placement test or completion of MAT-080 with minimum grade of C.

A course in elementary algebra. Included are such topics as the real number system; operations on polynomial expressions containing variables; word problems; special products and factoring; solution sets of equations and inequalities in one variable. Included also are rational expressions and introduction to the rectangular coordinate system. Students must earn a "C" grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

(0343997)  AC01  LEC  01:00PM-04:10PM  MW  Allegheny Campus  Sluss  10  May 20
(0343998)  AC03  LEC  08:30AM-11:25AM  TR  Allegheny Campus  Kane  10  May 20
(0343999)  AC03  LEC  08:30AM-11:40AM  MW  Allegheny Campus  Faculty  10  May 20
(0344000)  AC04  LEC  01:00PM-03:55PM  TR  Allegheny Campus  Kane  10  May 20
(0344001)  AC05  LEC  01:00PM-04:10PM  MW  Allegheny Campus  Ullao  10  May 20
(0344367)  AC21  LEC  08:00AM-10:30AM  MTWR  Allegheny Campus  Lanaz  6  May 20
(0346037)  AC41  LEC  08:00AM-10:30AM  MW  Allegheny Campus  Wallace  6  Jul 01
(0344002)  AC61  LEC  06:00PM-09:10PM  MW  Allegheny Campus  Ullao  10  May 20
(0344192)  BC21  LEC  08:00AM-10:30AM  MTWR  Boyley Campus  Faculty  6  May 20
(0344193)  BC22  LEC  10:45AM-01:15PM  MTWR  Boyley Campus  Bauman  6  May 20
(0344368)  BC41  LEC  10:45AM-01:15PM  MTWR  Boyley Campus  Bauman  6  Jul 01
(0344003)  BC61  LEC  06:00PM-08:55PM  TR  Boyley Campus  Faculty  10  May 20
(0344004)  HB61  LEC  06:00PM-09:10PM  MW  Homewood Brushton Center  Faculty  10  May 20
(0344194)  NC61  LEC  05:30PM-09:55PM  TR  North Campus  Faculty  6  May 20
(0344369)  NC81  LEC  05:30PM-09:55PM  MW  North Campus  Lucas  6  Jul 01
(0344195)  SC01  LEC  09:00AM-11:30AM  MTWR  South Campus  Faculty  6  May 20
(0344370)  SC41H  LEC  09:00AM-11:30AM  MTWR  South Campus  Faculty  6  Jul 01
(0344080)  SG41H  LEC  06:00PM-08:10PM  MW  South Campus  Faculty  8  Jun 03

MAT-102 Mathematical Concepts  3 credits

PREREQUISITES: MAT-090 (minimum grade of "C") or successful placement.

A course in contemporary mathematics for liberal arts and other students not majoring in business or the sciences. Topics include basic mathematical concepts: problem solving and critical thinking, sets, elementary logic, numeration systems, elementary geometry, counting techniques, and elementary probability and statistics. Topics are selected at the discretion of the Mathematics Department.

(0344639)  Z02N  WWW  Internet Course  $20.00  DiPerna  10  May 20
(0344637)  Z03B  WWW  Internet Course  $20.00  Plamley  10  May 20
(0344638)  Z04A  WWW  Internet Course  $20.00  McCuskey  10  May 20

The above is a hybrid class. See the Online Learning section on page 19 for more information.
### Mathematics (MAT)

#### MAT-107 Math for Elementary Education
- **PREREQUISITES:** MAT-090 (minimum grade "C") or equivalent, or successful placement.
- This course is intended as a pre-service content course for elementary education majors. This course explores the conceptual foundations of the numerical content of the mathematics curriculum in the elementary grades with an emphasis on problem-solving. Topics include operations and properties of whole numbers, integers, fractions, and decimals; elementary set theory; number theory, and functions.

(0344640) Z01S WWW  Internet Course  $20.00  Faculty  10  May 20

#### MAT-108 Intermediate Algebra
- **PREREQUISITES:** MAT-090 (minimum grade "C") or successful placement.
- A course in intermediate algebra. Included are such topics as operations with linear, quadratic, rational, absolute values, and higher degree polynomial equations and functions; exponents, radicals, and complex numbers; Cartesian coordinate system including lines and conic sections; systems of equations.

(0344005) AC01 LEC 08:30AM-11:40AM MW  Allegheny Campus  Sluss  10  May 20
(0344006) AC02 LEC 01:00PM-03:55PM TR  Allegheny Campus  Faculty  10  May 20
(0344196) AC21 LEC 11:00AM-01:30PM MTWR  Allegheny Campus  Lazaj  6  May 20
(0344377) AC31 LEC 11:00AM-01:30PM MTWR  Allegheny Campus  Faculty  6  Jul 1
(0344007) AGC1 LEC 06:00PM-09:10PM MW  Allegheny Campus  Faculty  10  May 20
(0344197) BC21 LEC 08:00AM-10:30AM MTWR  Boyce Campus  Bauman  6  May 20
(0344374) BC41 LEC 08:00AM-10:30AM MTWR  Boyce Campus  Bauman  6  Jul 01
(0344008) BG61 LEC 06:00PM-08:55PM TR  Boyce Campus  Faculty  10  May 20
(0344009) BH61 LEC 06:00PM-09:30PM MW  Braddock Hills Center  Faculty  10  May 20
(0344375) NC01 LEC 08:00AM-12:25PM MW  North Campus  Lester  6  Jul 01
(0344081) NGC1H LEC 08:00AM-10:00AM TR  North Campus  DePerna  8  Jun 03

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344082) NGC2 LEC 05:00PM-08:35PM MW  North Campus  Duerlinger  8  Jun 03
(0344376) NC81H LEC 05:30PM-08:35PM TR  North Campus  Foley  6  Jul 01

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344083) SD01 LEC 12:00PM-01:45PM MTWR  South Campus  Faculty  8  Jun 03
(0344377) SC41H LEC 09:00AM-10:30AM MTWR  South Campus  Faculty  6  Jul 01

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344084) SG61H LEC 06:00PM-08:10PM MW  South Campus  Faculty  8  Jun 03

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344378) WH401 LEC 08:00AM-12:25PM MW  West Hills Center  Atleweh  6  Jul 01
(0344198) WH81H LEC 05:30PM-08:35PM TR  West Hills Center  Faculty  6  May 20

(0344648) Z11B WWW  Internet Course  $20.00  Almasy  10  May 20

The above is a hybrid class. See the Online Learning section on page 19 for more information.

The abov e is a hybrid class. See the Online Learning section on page 19 for more information.

#### MAT-111 College Algebra • PREREQUISITES: Complete MAT-108 or Placement Exam
- A course in college algebra. Included are such topics as the real number system, polynomials, exponents and radicals, relations and functions, systems of equations, matrices and determinants, and conic sections.

(0344643) Z01S WWW  Internet Course  $20.00  Faculty  10  May 20
(0344649) Z02N WWW  Internet Course  $20.00  DiPerna  10  May 20
(0344641) Z03B WWW  Internet Course  $20.00  Summer  10  May 20
(0344642) Z04A WWW  Proctor testing on campus.  Internet Course  $20.00  Dailey  10  May 20
(0344646) Z05S WWW  Internet Course  $20.00  Faculty  10  May 20
(0344647) Z06N WWW  Internet Course  $20.00  DiVesto  10  May 20
(0344645) Z07B WWW  Internet Course  $20.00  Summer  10  May 20
(0345911) Z08A WWW  Proctor testing on campus.  Internet Course  $20.00  Dailey  10  May 20
(0344648) Z11B WWW  Internet Course  $20.00  Almasy  10  May 20

The above is a hybrid class. See the Online Learning section on page 19 for more information.

The abov e is a hybrid class. See the Online Learning section on page 19 for more information.

(0344649) Z01S WWW  Internet Course  $20.00  Faculty  10  May 20
(0344650) Z02N WWW  Internet Course  $20.00  Lester  10  May 20
(034792) Z04A WWW  Proctor testing on campus.  Internet Course  $20.00  Evans  6  May 20

#### MAT-120 Analytical Methods • PREREQUISITES: Complete MAT-108.
- This is a course in selected topics in algebra with emphasis on business and social sciences applications. Topics include linear and non-linear algebraic functions, exponential and logarithmic functions, systems of linear equations and inequalities, vectors and matrices, linear programming, elementary probability, and the mathematics of finance.

(0345652) Z02N WWW  Internet Course  $20.00  Swindle  10  May 20
(0345651) Z03B WWW  Internet Course  $20.00  Giugiaro  10  May 20

#### MAT-135 Discrete Mathematics • PREREQUISITES: Complete MAT-108 or Equivalent.
- This course is recommended for transfer students. Topics included are sets, Boolean algebra, matrices, recursion, induction, number bases, graph theory, functions and permutations.

(0344653) Z03B WWW  Internet Course  $20.00  Faculty  10  May 20

#### MAT-142 Pre-Calculus • PREREQUISITES: Complete MAT-108 or Equivalent.
- This is a course for students majoring in mathematics, science, or engineering. Topics include the real number line, absolute value equations and inequalities, rational functions, exponential and logarithmic functions, polynomial functions, the theory of equations, inverse functions, binomial expansion, and mathematical induction.

(0344010) AC01 LEC 08:30AM-11:25AM TR  Allegheny Campus  Faculty  10  May 20
(0344199) NC01 LEC 01:00PM-04:55PM TR  North Campus  Thompson  6  May 20
(0344379) NC81H LEC 05:30PM-08:35PM MW  North Campus  Faculty  6  Jul 01

The above is a hybrid class. See the Online Learning section on page 19 for more information.

(0344085) SC61 LEC 06:00PM-09:30PM MW  South Campus  Faculty  8  Jun 03
(0344380) WH81L LEC 05:30PM-08:35PM MW  West Hills Center  Neckerman  6  Jul 01
(0344656) Z02N WWW  Internet Course  $20.00  DiVesto  10  May 20
(0344654) Z03B WWW  Internet Course  $20.00  Summer  10  May 20
(0344655) Z04A WWW  Proctor testing on campus.  Internet Course  $20.00  Dailey  10  May 20

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit ccac.edu or the campus you plan to attend.
MAT-147 College Trigonometry • PREREQUISITES: Complete MAT-108 or equivalent.
This course is for students majoring in mathematics, science, or engineering. Topics include trigonometric functions, identities, equations, multiple and half angle formulas, graphs, oblique triangles, inverse trigonometric functions and complex numbers.
(0344200) AC01 LEC 09:00AM-11:15AM MW Allegheny Campus Faculty 10 May 20
(0344381) NC01 LEC 01:00PM-04:25PM MW North Campus Lester 6 Jul 01
(0344201) NC61 LEC 06:00PM-09:25PM TR North Campus Foley 6 May 20
(0344382) WH61H LEC 05:30PM-08:55PM T West Hills Center Konieczki 6 Jul 01
The above is a hybrid class. See the Online Learning section on page 19 for more information.
(0344657) Z01S WWW Internet Course $20.00 Faculty 10 May 20
(0344658) Z02N WWW Internet Course $20.00 DelVitto 10 May 20

MAT-161 Elementary Statistics • PREREQUISITES: Complete MAT-108 or equivalent.
A course for students in various technology programs with basic preparation in mathematics. Included are such topics as elementary computations with rational numbers, regression, probability, hypothesis testing using the z, t and CHI square tests.
(0344659) Z02N WWW Internet Course $20.00 Wala-Saba 10 May 20
(0344660) Z06N WWW Internet Course $20.00 Wala-Saba 10 May 20
(0344661) Z10N WWW Internet Course $20.00 Wala-Saba 10 May 20

MAT-165 Probability & Statistics • PREREQUISITES: Complete MAT-108 or equivalent.
This is an introduction to statistical concepts and applications. Topics include descriptive methods, probability theory, probability distributions, sampling distributions, statistical inference, and linear regression and correlation. Computers and/or calculators are used for problem solving.
(0344011) AC01 LEC 08:30AM-11:25AM TR Allegheny Campus Faculty 10 May 20
(0344012) AC61 LEC 06:00PM-08:55PM TR Allegheny Campus Faculty 10 May 20
(0344202) BC21 LEC 10:45AM-01:15PM TR Boyce Campus Faculty 6 May 20
(0344013) BC61 LEC 06:00PM-09:15PM MW Boyce Campus Faculty 10 May 20
(0344080) NC01 LEC 09:00AM-12:35PM TR North Campus Lesnak 8 Jun 03
(0344383) NC81 LEC 05:30PM-09:55PM MW North Campus Konieczki 6 Jul 01
(0344384) NC41 LEC 09:00AM-10:30AM MTWR South Campus Faculty 6 Jul 01
(0344203) WH61 LEC 05:30PM-09:55PM TR West Hills Center Konieczki 6 May 20
(0344385) WH81 LEC 08:00AM-12:25PM TR West Hills Center Ahwesh 6 Jul 01
(0344663) Z01S WWW Internet Course $20.00 Swindle 10 May 20
(0344664) Z02N WWW Internet Course $20.00 Guicardi 10 May 20
(0345912) Z04A WWW Proctor testing on campus.
Internet Course $20.00 Lazaj 10 May 20
(0344665) Z07B WWW Internet Course $20.00 Guicardi 10 May 20
(0344666) Z11B WWW Internet Course $20.00 Faculty 10 May 20

MAT-191 Mathematics for the Industries • PREREQUISITES: Complete MAT-080 (minimum grade "C") or successful placement.
A course designed for students in various technology programs with basic preparation in mathematics. Included are such topics as elementary computations with rational numbers, exponents, radicals, metric conversion, ratios and scientific notation, graphing linear equations, using elementary algebra to solve simple and literal equations with applications, and solving various technical problems in geometry and trigonometry using specific techniques.
(0345997) EIC01 LEC 08:30AM-11:00AM MW Energy Innovation Center Faculty 16 Jun 03

MAT-195 Business Mathematics • PREREQUISITES: Complete MAT-080 (minimum grade "C") or successful placement.
A course for students in career business programs. Topics include the arithmetic of whole numbers, fractions, decimals, and their applications to the various fields of business, such as consumer credit, amortization, merchandising, interest, and negotiable notes.
(0344667) Z02N WWW Internet Course $20.00 DiPerna 10 May 20

MAT-201 Calculus 1 • PREREQUISITES: Complete MAT-142 and MAT-147.
A course designed for students majoring in mathematics, science or engineering. The theory of calculus, as well as problem solving and applications, is stressed. Topics include: algebraic functions; exponential and logarithmic functions; trigonometric and inverse trigonometric functions; hyperbolic and inverse hyperbolic functions; limits and continuity, derivatives and applications; curve sketching; antiderivatives; the definite integral and the Fundamental Theorem of Calculus.
(0344011) AC01 LEC 08:00AM-09:55PM TR Allegheny Campus Faculty 10 May 20
(0345007) BC21 LEC 08:00AM-10:30AM MTWR Boyce Campus Faculty 6 May 20
(0344015) BC61 LEC 06:00PM-08:55PM TR Boyce Campus Faculty 10 May 20
(0344204) NC01 LEC 08:00AM-12:25PM MW North Campus Faculty 6 May 20
(0344380) NC01H LEC 05:30PM-08:35PM TR North Campus Faculty 6 Jul 01
(0344205) SC01 LEC 09:00AM-12:00PM MW South Campus Faculty 6 May 20
(0344206) WH01 LEC 08:00AM-12:25PM TR West Hills Center Ahwesh 6 May 20
(0344387) WH81H LEC 05:30PM-08:35PM TR West Hills Center Faculty 6 Jul 01
(0344668) Z01S WWW Internet Course $20.00 Faculty 10 May 20
(0344669) Z02N WWW Internet Course $20.00 Cox 10 May 20
(0344793) Z04A WWW Proctor testing on campus.
Internet Course $20.00 Evans 6 May 20

MAT-202 Calculus 2 • PREREQUISITES: Complete MAT-201.
This is a continuation of MAT-201. Topics include additional applications of the definite integral, techniques of integration, improper integrals, infinite series, polar coordinates, calculus with parametric equations, vectors in two and three dimensional spaces and an introduction to differential equations.
(0344016) AC01 LEC 08:00AM-09:55PM MW Allegheny Campus Faculty 10 May 20
(0344388) BC41 LEC 08:00AM-10:30AM MTWR Boyce Campus Faculty 6 Jul 01
(0344389) NC81 LEC 08:00AM-12:25PM TR North Campus Cox 6 Jul 01
(0344207) NC41H LEC 05:30PM-08:35PM MW North Campus Faculty 6 May 20
(0344208) WH61H LEC 05:30PM-08:35PM TR West Hills Center Neckerman 6 May 20
The above is a hybrid class. See the Online Learning section on page 19 for more information.
(0344390) WH81 LEC 05:30PM-09:55PM MW West Hills Center Weryha 6 Jul 01
(0344670) Z01S WWW Internet Course $20.00 Faculty 10 May 20
(0344671) Z02N WWW Internet Course $20.00 Cox 10 May 20
(0344794) Z04A WWW Proctor testing on campus.
Internet Course $20.00 Evans 6 May 20
(0344672) Z06N WWW Internet Course $20.00 Faculty 10 May 20
### Mathematics (MAT)

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### Mechatronics (MEC)

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### Medical Assistant (MDA)

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### Medical Laboratory Assistant (MLA)

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### Medical Laboratory Technician (MLT)

| MLT-251       |                 |              |      |      |         |     |           |        |              |

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit [ccac.edu](http://ccac.edu) or the campus you plan to attend.
Multimedia Communications (MMC)  EXPRESS  SECTION  INST  TIME  DAYS  LOCATION  FEE  INSTRUCTOR  NUM  BEGINS

MMC-111  Developing Images for the Web • CO-REQUISITES: Complete CIT-125.  3 credits
This course is an enhancement of the Web development course with focus on graphic images used in websites. Students will create and enhance digital images using appropriate software for translating site goals into compelling Web design. Topics include JavaScript, Photoshop, Dreamweaver, combining images, adjusting image sizes, non-destructive editing, preparing images for Web and video, adding text, using layers and creating effects using filters.
(0349602) NC36H  LEC  06:00PM-09:10PM  W  North Campus  $50.00  Faculty  16  May 15
The above is a hybrid class. See the Online Learning section on page 19 for more information.

MMC-260  Maya for Gaming 1 • PREREQUISITES: Complete MMC-170.  3 credits
In this course, students will learn about the Maya user interface, including working with lighting, shading and polygon modeling. Additionally, students will work with the UV Texture Editor and apply Photoshop to the Maya software.
(0349603) NC36H  LEC  06:00PM-09:10PM  W  North Campus  $50.00  Faculty  16  Jul 10
The above is a hybrid class. See the Online Learning section on page 19 for more information.

Music Theory & Practice (MUS)

MUS-101  Introduction to Music  3 credits
This course surveys the form, style and basic structure of art, world and popular music. It is designed to enhance students’ appreciation and understanding of music by focusing on influential composers and their compositions. Lectures highlight the characteristics, history and performance practice of many genres of music.
(0344796) Z21S  WWW  Internet Course  $20.00  Melago  6  May 20
(0344795) Z24A  WWW  Internet Course  $20.00  Faculty  6  May 20
(0344797) Z28A  WWW  Internet Course  $20.00  Faculty  6  May 20
(0344830) Z41S  WWW  Internet Course  $20.00  Faculty  6  Jul 01
(0344835) Z44A  WWW  Internet Course  $20.00  Faculty  6  Jul 01

MUS-105  Applied Music 1  1 credit
This course consists of 15 30-minute private music lessons. Students choose from one of three areas of study: vocal, instrumental or composition. Lessons focus on music reading; repertoire development; and vocal, instrumental or composition technique.
(0344020) AC01  APPT  Allegheny Campus  Faculty  10  May 20

MUS-106  Applied Music 2 • PREREQUISITES: Complete MUS-105.  1 credit
This course consists of 15 30-minute private music lessons. Students choose from one of three areas of study: vocal, instrumental or composition. Lessons focus on music reading; repertoire development; and vocal, instrumental or composition technique. Applied Music 2 builds upon the skills and techniques developed in Applied Music 1.
(0344021) AC01  APPT  Allegheny Campus  Faculty  10  May 20
### Music Theory & Practice (MUS)

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### Nursing (NUR) Overview

**NUR-140 Evidence Based Nursing Drug Therapy**
- **Prerequisites:** Complete NUR-110, NUR-120, BIO-161, PSY-101, MAT-106 or MAT-108.
- **Co-requisites:** (If not previously completed successfully): Complete PSY-108, ENG-101 and BIO-162.

This didactic course covers the nurse's role in safe medication drug administration. It utilizes an evidence-based approach to patient teaching, assessment of adverse effects, evaluation of medication effectiveness and avoidance of medication errors. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

- **0345114** NC86H LEC 05:00PM-08:30PM R North Campus $20.00 Pavlik 10 May 20
  The above is a hybrid class. See the Online Learning section on page 19 for more information.

**NUR-210 Professional Nursing Issues**
- **Prerequisites:** Complete NUR-130 and NUR-140.
- **Co-requisites:** (If not previously completed successfully): Complete NUR-220, NUR-230 and ENG-102.

This didactic course explores concepts of professional behaviors and issues that impact nursing in the current and future health care delivery system. The emphasis is on group learning through discussion of legal and ethical issues, professional responsibilities and accountability and evidence-based practice research. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

- **0344215** BC71H LEC 04:00PM-06:50PM M Boyce Campus $20.00 Faculty 6 May 20
- **0344216** BC72H LEC 07:00PM-09:50PM M Boyce Campus $20.00 Faculty 6 May 20
- **0344218** NC86H LEC 05:00PM-08:00PM W North Campus $20.00 Faculty 6 May 20
- **0344878** SC35H LEC 09:00AM-12:45PM TR South Campus $20.00 Faculty 6 May 20

**NUR-220 Adult Health Concepts Nursing Practice**
- **Prerequisites:** Complete NUR-130, NUR-140, BIO-162, BIO-175 and PSY-108.
- **Co-requisites:** (If not previously completed successfully) ENG-102.

This course is comprised of two major components. The first component addresses the psychosocial concepts of patients experiencing stressful events and acute and chronic illness. The second component addresses care of patients with cancer and other cellular alterations. Both components include didactic, simulation laboratory and clinical experiences. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

- **0344395** BC81H LEC 04:00PM-06:50PM M Boyce Campus $45.00 Faculty 6 Jul 01
- **0344396** BC82H LEC 07:00PM-09:50PM M Boyce Campus $45.00 Faculty 6 Jul 01

**NUR-220C Adult Health Concepts Nursing Practice**
- **Prerequisites:** NUR-130, NUR-140, BIO-162, BIO-175

This course is comprised of two major components. The first component addresses the psychosocial concepts of patients experiencing stressful events and acute and chronic mental illness. The second component addresses care of patients with cancer and other cellular alterations. Both components include didactic, simulation laboratory and clinical experiences.

- **0344977** BC81 CLN 03:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344938** BC82 CLN 03:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344939** BC83 CLN 03:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344400** BC84 CLN 03:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344401** BC85 CLN 03:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344402** BC86 CLN 05:00PM-11:00PM TW Hospital Site Boyce Faculty 6 Jul 01
- **0344879** BC87 CLN 07:00AM-07:00PM WS Hospital Site Boyce Faculty 2 Jul 03
- **0344880** BC88 CLN 07:00AM-07:00PM WS Hospital Site Boyce Faculty 2 Jul 03
- **0345286** BC89 CLN 07:00AM-07:00PM SU Hospital Site Boyce Faculty 8 Jul 06

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Nursing (NUR)

**NUR-220L Adult Health Concepts Nursing Practice**
This course is comprised of two major components. The first component addresses the psychosocial concepts of patients experiencing stressful events and acute and chronic mental illness. The second component addresses care of patients with cancer and other cellular alterations. Both components include didactic, simulation laboratory and clinical experiences.

(034403) BC81 LAB 04:30PM-06:05PM M Boyce Campus Faculty 6 Jul 01
(034404) BC82 LAB 04:30PM-06:05PM M Boyce Campus Faculty 6 Jul 01
(034405) BC83 LAB 07:15PM-08:50PM M Boyce Campus Faculty 6 Jul 01
(034406) BC84 LAB 07:15PM-08:50PM M Boyce Campus Faculty 6 Jul 01
(034407) BC85 LAB 04:30PM-06:05PM T Boyce Campus Faculty 6 Jul 01
(034408) BC86 LAB 04:30PM-06:05PM T Boyce Campus Faculty 6 Jul 01

**NUR-230 Family Hlth Concepts Nursing Practice**
• PREREQUISITES: Complete NUR-130, NUR-140, BIO-162, BIO-175 and PSY-108. • CO-REQUISITES: (If not previously completed successfully): ENG-102.
This course covers care practices for women, infants, children and adolescents. The course explores the expanding family during health and illness through didactic, simulated laboratory and clinical experiences. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0344219) BC7/1H LEC 05:00PM-06:50PM M Boyce Campus $45.00 Faculty 6 May 20
LEC 04:00PM-06:00PM T Boyce Campus $45.00 Faculty 6 May 20
The above is a hybrid class. See the Online Learning section on page 19 for more information.
(0344220) BC7/2H LEC 07:00PM-08:30PM M Boyce Campus $45.00 Faculty 6 May 20
LEC 07:00PM-09:50PM T Boyce Campus $45.00 Faculty 6 May 20
The above is a hybrid class. See the Online Learning section on page 19 for more information.

**NUR-230C Family Hlth Concepts Nursing Practice** • PREREQUISITES: NUR-130 NUR-140 BIO-162 BIO-175
This course covers care practices for women, infants, children and adolescents. The course explores the expanding family during health and illness through didactic, simulated laboratory and clinical experiences.

(0344221) BC21 CLN 02:00PM-11:59PM W Hospital Site Boyce Faculty 6 May 20
(0344222) BC22 CLN 02:00PM-11:59PM W Hospital Site Boyce Faculty 6 May 20
(0344223) BC23 CLN 02:00PM-11:59PM W Hospital Site Boyce Faculty 6 May 20
(0344224) BC24 CLN 02:00PM-11:59PM R Hospital Site Boyce Faculty 6 May 20
(0344225) BC25 CLN 02:00PM-11:59PM R Hospital Site Boyce Faculty 6 May 20
(0344226) BC26 CLN 02:00PM-11:59PM R Hospital Site Boyce Faculty 6 May 20
(0344881) BC27 CLN 07:00AM-07:00PM S Hospital Site Boyce Faculty 6 May 20
(0344882) BC28 CLN 07:00AM-07:00PM U Hospital Site Boyce Faculty 6 May 20
(0344883) BC29 CLN 07:00AM-07:00PM S Hospital Site Boyce Faculty 5 May 20

**NUR-230L Family Hlth Concepts Nursing Practice**
This course covers care practices for women, infants, children and adolescents. The course explores the expanding family during health and illness through didactic, simulated laboratory and clinical experiences.

(0344227) BC71 LAB 04:30PM-06:40PM T Boyce Campus Faculty 6 May 20
(0344228) BC72 LAB 04:30PM-06:40PM T Boyce Campus Faculty 6 May 20
(0344229) BC73 LAB 07:00PM-09:10PM T Boyce Campus Faculty 6 May 20
(0344230) BC74 LAB 07:00PM-09:10PM T Boyce Campus Faculty 6 May 20
(0344231) BC75 LAB 05:00PM-07:10PM W Boyce Campus Faculty 6 May 20
(0344232) BC76 LAB 07:30PM-09:40PM W Boyce Campus Faculty 6 May 20

**Occupational Therapy Assistant (OTA)**

**OTA-221C Occupational Therapy Fieldwork 2A**
These two 8-week, full-time fieldwork experiences take place in diverse practice settings, supervised by an occupational therapy practitioner. The focus for these courses will be on professional development and competency of the occupational therapy assistant for entry-level practice. These courses are graded on a pass/fail basis. Occupational Therapy Fieldwork 2A must be successfully completed before beginning Occupational Therapy Fieldwork 2B. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0345692) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00 Virone 16 May 20
(0345693) BC02 CLN By Appointment MTWRF Hospital Site Boyce $20.00 Virone 16 May 20

**OTA-222C Occupational Therapy Fieldwork 2B + PREREQUISITES: Complete OTA-221C.**
These two 8-week, full-time fieldwork experiences take place in diverse practice settings, supervised by an occupational therapy practitioner. The focus for these courses will be on professional development and competency of the occupational therapy assistant for entry-level practice. These courses are graded on a pass/fail basis. Occupational Therapy Fieldwork 2A must be successfully completed before beginning Occupational Therapy Fieldwork 2B. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

(0345694) BC01 CLN By Appointment MTWRF Hospital Site Boyce $20.00 Virone 16 Jul 22

**Paralegal Program (PAL)**

**PAL-101 Legal Research and Writing**
An introduction to legal research. Students learn to use legal research tools such as indexes, digest, encyclopedias, treatises, annotated reports, restatements, and law reviews. The West key number system and Shepard’s citations are taught. In addition, students learn how to do cite and proof checking of legal citations in briefs and other documents.

(0344029) AC01 LEC 09:00AM-11:10AM TR Allegheny Campus $50.00 Faculty 10 May 20

**PAL-121 Estates and Trusts 1**
An introduction to trusts set up during a person’s lifetime and trusts and estates set up at a person’s death.

(0344682) Z03B WWW Internet Course $20.00 Nese 10 May 20

**PAL-122 Estates and Trusts 2 + PREREQUISITES: Complete PAL-121.**
Students learn to prepare and file papers for appointing a decedent’s representative under a variety of local laws. Topics include discovery and valuation of estate assets, preparation of an inventory of assets and payment of a decedent’s debts. Students keep records of estate transactions to ensure that all work is accurate and performed on time.

(0344683) Z03B WWW Internet Course $20.00 Nese 10 May 20

**PAL-135 Employee Benefits**
This course introduces students to the blend of legal theory and practical legal skills that comprise employment law. The students will study the employment relationship from responding to advertisements for employment, interviewing, pre-employment testing, contracts of hire, employment compensation and benefits, employment evaluation through termination of employment. Issues of employment discrimination, equal pay, wage laws and the Family Medical Leave Act will be discussed.

(0344684) Z04A WWW Internet Course $20.00 Faculty 10 May 20
This course introduces students to the preparation of specialized parental products. Included are home infusions, chemotherapy and miscellaneous specialized products such as monoclonal antibodies. The use of corresponding quality assurance processes and applications of laws, regulations and standards that govern the preparation of the drug products are discussed. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

(3044236) SC71 LEC 06:30PM-08:50PM MW South Campus $45.00 Kraszewski 6 May 20

**PHT-201C Pharmacy Technician Externship**

This course provides students with on the job experience in a hospital and retail pharmacy under the supervision of a licensed pharmacist. The student learns to function as a Pharmacy Technician. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

(3045768) SC36 CLN 07:00AM-03:30PM MTWRF Hospital Site South $20.00 Faculty 8 Jul 01

**PHT-203 Pharmacy Seminar**

This course deals with issues that impact the attitudes, values, beliefs and practices of a successful pharmacy technician. Some of the topics examined include personal qualities appropriate to the pharmacy profession, the obligation to remain current with advances in therapy, developing effective work relationships, problem solving, workflow management and the job search process. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

(3044237) SC71 SEM 04:00PM-06:20PM MW South Campus $20.00 Coughanour 6 May 20

**Philosophy (PHL)**

**PHL-101 Introduction to Philosophy**

This course is a study of basic philosophical problems, such as: the existence of God, the immortality of the soul, knowledge, the mind-body problem, ethics in society, subjectivism, objectivism and pragmatism, political problems arising from philosophical ideas, and the theory of beauty.

(3044233) AC21 LEC 09:00AM-01:05PM MW Allegheny Campus Faculty 6 May 20

(3044409) AC41 LEC 01:30PM-05:35PM MW Allegheny Campus Faculty 6 Jul 01

(3044030) AC61 LEC 05:30PM-10:00PM T Allegheny Campus Faculty 10 May 20

(3044234) BC71 LEC 06:00PM-09:45PM TR Boyce Campus Faculty 6 May 20

(3044235) SC21 LEC 08:00AM-12:55PM MW South Campus Faculty 6 May 20

(3044686) Z02N WWW Internet Course $20.00 Brown 10 May 20

(3044685) Z01B WWW Internet Course $20.00 Mayberry 10 May 20

(3044688) Z06N WWW Internet Course $20.00 Brown 10 May 20

(3044687) Z07B WWW Internet Course $20.00 Mayberry 10 May 20

(3044689) Z10N WWW Internet Course $20.00 Faculty 10 May 20

(3044838) Z42N WWW Internet Course $20.00 Faculty 6 Jul 01

(3044839) Z46N WWW Internet Course $20.00 Faculty 6 Jul 01

(3044840) Z50N WWW Internet Course $20.00 Faculty 6 Jul 01

**PHL-103 Logic**

This course is a non-mathematical approach to methods for everyday reasoning. Application to daily life is stressed. Topics covered include analysis of statements; valid deductions - logical connections, syllogisms, their analysis and application; generalizing, classification and analogies; conditional arguments and common fallacies; and an introduction to symbolic logic.

(3044410) AC41 LEC 09:00AM-01:05PM MW Allegheny Campus Faculty 6 Jul 01

(3044690) Z02N WWW Internet Course $20.00 Brown 10 May 20

**PHL-111 Religions of the World**

This course is a description of the origins, development, and manifestations of major world religions. Their similarities and differences are emphasized.

(3044411) AC41 LEC 09:00AM-12:55PM TR Allegheny Campus Faculty 6 Jul 01

(3044692) Z02N WWW Internet Course $20.00 Brown 10 May 20

(3044691) Z03B WWW Internet Course $20.00 Mayberry 10 May 20

**PHL-155 Ethics**

This course is a study of selected topics from classical and contemporary ethics. It examines the principles of moral evaluation and reasoning, factual judgment, and responsibility.

(3044694) Z02N WWW Internet Course $20.00 Brown 10 May 20

(3044693) Z06N WWW Internet Course $20.00 Mayberry 10 May 20

(3044695) Z07B WWW Internet Course $20.00 Mayberry 10 May 20

**PHL-160 Ethics in Business**

This is a philosophy course in applied ethics that seeks to expose students to moral philosophy, ethics theories/traditions; and to enable them to apply those theories to decision making in the business world.

(3044696) Z02N WWW Internet Course $20.00 Faculty 10 May 20

**PHL-205 Medical Ethics and Law**

This course is an ethics seminar. Basic ethical concepts are introduced followed by problems in medical care such as professional responsibility and patient relationships. Ethical and legal issues are examined and laws having a bearing upon medical care are discussed.

(3044697) Z02N WWW Internet Course $20.00 Brown 10 May 20

**Phlebotomy Program (PHB)**

**PHB-101 Clinical Phlebotomy • CO-REQUISITES: Complete PHB-211 and PHB-111L**

This course provides the knowledge, skills and behaviors required for competency as a phlebotomist. Areas of concentration include venipuncture techniques, skin puncture techniques, prevention of complications when drawing blood, the infection cycle and standard precautions. Additional hours of practice time under the direct supervision of an instructor are provided. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

(3049448) BH36 LEC 10:40AM-01:55PM MR Braddock Hills Center $20.00 Broda 11 May 13

**PHB-111L Clinical Phlebotomy Laboratory • CO-REQUISITES: Complete PHB-101 and PHB-211.**

This laboratory course provides the knowledge, skills and behaviors required for competency as a phlebotomist. Areas of concentration include venipuncture techniques, skin puncture techniques, prevention of complications when drawing blood, the infection cycle and standard precautions. Additional hours of practice time under the direct supervision of an instructor are provided. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

(3049449) BH36 LAB 02:10PM-04:15PM MR Braddock Hills Center $140.00 Broda 11 May 13
### Physics (PH)

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#### PHY-141 Physics 1

This is a continuation of PHY141. Electricity, light, and modern physics are studied. Topics include charge, electric fields, electric potential difference, basic circuits, magnetism, waves, geometrical optics, and atomic physics.

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#### PHY-142 Physics 2

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PHY-221 Physics for Science & Engr 1

- **PREREQUISITES:** PHY-141 or equivalent high school course complete within the past 5 years
- **CO-REQUISITES:** Complete MAT-201.

This is a calculus-based mechanics physics course that emphasizes problem-solving techniques. Major topics of study include vectors, one and two dimensional kinematics, circular motion, forces and Newton's laws, work, energy and its conservation, collisions, linear momentum and its conservation, rotational kinematics and dynamics, angular momentum and its conservation, static equilibrium, simple harmonic motion and gravity.

| (0346043)     | NC61          | LEC         | 05:00PM-07:25PM | TWR  | North Campus | $50.00 | Faculty | 6       | May 20       |
| (0347709)     | Z01S          | WWW         |      |      | Internet Course | $20.00 | Noel    | 10      | May 20       |

PHY-222 Physics for Science & Engr 2

- **PREREQUISITES:** Complete PHY-221.
- **CO-REQUISITES:** Complete MAT-202.

This is a calculus-based physics course that stresses experimental and problem-solving techniques. Electricity and magnetism are studied. Topics include Coulomb's Law, electric fields, Gauss Law, capacitors and dielectrics, Kirchhoff's Rules, DC circuits, Oersted Effect, Ampere's Law, electromagnetic induction, Maxwell's equations and AC circuits.

| (0344242)     | AC01          | LEC         | 09:00AM-10:55AM | MTWR | Allegheny Campus | $25.00 | Faculty | 6       | May 20       |
| (0344243)     | AC02          | LEC         | 01:00PM-02:55PM | MTWR | Allegheny Campus | $25.00 | Faculty | 6       | May 20       |
| (0345315)     | BC21H         | LEC         | 10:30AM-11:50AM | TWR  | Boyce Campus   | $25.00 | Faculty | 16      | May 20       |

PHY-223 Physics for Science and Engineering 3

- **PREREQUISITES:** Complete PHY-221 or PHY-222.
- **CO-REQUISITES:** Complete MAT-250.

This is a calculus-based physics course that stresses experimental and problem-solving techniques. Heat, thermodynamics, waves, geometrical and physical optics and atomic structure are studied. Topics include temperature, thermal expansion of solids, ideal gases, kinetic theory, heat transfer and caloriemetry, the first and second law of thermodynamics, transverse and longitudinal wave motion, superposition of waves, synthesis of complex wave forms, electromagnetic radiation, law of reflection, law of refraction, imaging, interference, diffraction, polarization, atomic and nuclear physics.

| (0344415)     | AC01          | LEC         | 09:00AM-11:00AM | MTWR | Allegheny Campus | $25.00 | Faculty | 6       | Jul 01       |
| (0345351)     | BC21H         | LEC         | 10:30AM-11:50AM | TWR  | Boyce Campus   | $25.00 | Faculty | 16      | May 20       |

Plumbing Technology (PLT)

PLT-204 Maintenance Plumbing

This course prepares students to recognize water supply, drain waste and vent problems. Diagnostic methods and repairs are practiced in a laboratory environment. Conservation fixtures and appliances are discussed and analyzed.

| (0344884)     | WH171         | LEC         | 05:30PM-09:40PM | TR   | West Hills Center | $50.00 | Faculty | 2       | Jun 10       |

Political Science (POL)

POL-101 Intro to Political Science

3 credits

This course provides students with a general introduction to politics and governance by studying the basic theories and terminology of Political Science. To this end, the semester is broken up into four distinct sections that correspond with four of the major sub-fields within the discipline. The areas of emphasis include political philosophy, comparative institutions, international relations, and American politics. While studying each sub-field, students will be asked to consider current political events. Students will recognize the importance of academic terms and concepts since they are observed against the backdrop of “real world” political events.

| (0344245)     | AC71          | LEC         | 05:30PM-10:00PM | W    | Allegheny Campus | Faculty | 6       | May 20       |
| (0344710)     | Z01S          | WWW         |      |      | Internet Course | $20.00 | Noel    | 10      | May 20       |
| (0344709)     | Z04A          | WWW         |      |      | Internet Course | $20.00 | Mandel  | 10      | May 20       |

POL-103 American Government

3 credits

This course investigates the development and evolution of the American political system. Students will be introduced to the unique structure, functions, and problems of the national government within the federal system. Close attention is given to the nature of and the controversies emerging from the interaction between political institutions. This includes analysis of the following concepts and topics: federalism, separation of power, check and balances, Bill of Rights, democracy, civil liberties, civil rights and political parties.

| (0344246)     | AC21          | LEC         | 01:00PM-04:45PM | TR   | Allegheny Campus | Faculty | 6       | May 20       |
| (0344712)     | Z01S          | WWW         |      |      | Internet Course | $20.00 | Noel    | 10      | May 20       |
| (0344711)     | Z09A          | WWW         |      |      | Internet Course | $20.00 | Mandel  | 10      | May 20       |

POL-115 The American Constitution

3 credits

This course examines the United States Constitution, which is the world's oldest written constitution. Born in the turbulent years following the Revolutionary War, it formalized many of the philosophical and political ideas of that period. The central values embodied in the Constitution reflect the Founders' commitment to liberty and limited government. While the constitution has served the American republic well over the past 200-plus years, it has also generated a tremendous amount of controversy. From the very beginning, disputes over Constitutional interpretation have played a major role in shaping the American republic. In this course, we will study some of these major Constitutional disputes and gain a greater appreciation for the evolution of Constitutional Law since the founding period.

| (0344713)     | Z09A          | WWW         |      |      | Internet Course | $20.00 | Mandel  | 10      | May 20       |

POL-206 International Relations

3 credits

The objective of this course is to introduce students to the concepts and theories within the field of International Relations. Focus will be given to examining the major contending theories of international behavior and understanding the major actors within the international political system. This course will also examine the possibilities and challenges facing the international community as the countervailing forces of globalization and ethnic nationalism shape the international political landscape. Sharp focus on US foreign policy will round out the conclusion of the course.

| (0344714)     | Z01S          | WWW         |      |      | Internet Course | $20.00 | Noel    | 10      | May 20       |
This course provides the student with an understanding of how the scientific method is applied to the study of human and animal behavior. Topics include: research results, the major principles and perspectives of psychology, applications of contemporary psychology, the structure and function of the nervous system, foundations of learning, intelligence, social behavior, personality, feeling and emotion, motivation, abnormal psychology and its causes and therapies, developmental patterns and the measurement of behavior.

- **PSY-101 Introduction to Psychology**
  - **3 credits**
  - This course provides the student with an understanding of the scientific method and the study of human and animal behavior. Topics include: research results, the major principles and perspectives of psychology, applications of contemporary psychology, the structure and function of the nervous system, foundations of learning, intelligence, social behavior, personality, feeling and emotion, motivation, abnormal psychology and its causes and therapies, developmental patterns and the measurement of behavior.

- **PSY-108 Human Growth and Development**
  - **3 credits**
  - Prerequisites: Complete PSY-101.
  - This course combines specific areas of human development, for example, physical, cognitive, emotional and social development and specific developmental time periods: prenatal, infant, toddler, young childhood, middle childhood, adolescence, young adulthood, middle adulthood and older adulthood. Multiple developmental theories plus biological and ecological influence in each period demonstrate how the individual and the individual's world interact in human development. The history of the study of human development and research methodologies specific to human development are included.

- **PSY-109 Psychology of Women**
  - **3 credits**
  - This course is a survey of psychological assumptions in the shaping of the female personality across societal and cultural groups. Emphasized are attitude, aptitude, self-concept formulation, gender role-learning and the physiological and psychopathological bases of personality. Examination of the interaction of institutional, philanthropic, social economic, educational, political, legal and religious effects on attitudes, pathology and behavior is included.

- **PSY-113 Psychology of Death and Dying**
  - **3 credits**
  - This is a course in Thanatology, the study of death and dying. The course will cover American attitudes toward death, biological and psychological definitions of death, crisis and grief, the psycho-social impact of terminal illness, contemporary funeral and burial rituals, ethical issues related to death and dying, the dynamics of suicide, prevention and intervention, the psychological management of dying patients and relatives, children, adolescents and death, old age and death, issues of loss and grief for the bereaved.

- **PSY-114 Human Sexuality**
  - **3 credits**
  - This is a course in the study of the human sexual experience which provides practical information for everyday living in a digital age. Topics include psychosocial development, sexual biology, sex roles, human sexual responses, human sexual inadequacy, sexual attitudes and practices, sexual diseases and disorders, sex and society.

- **PSY-201 Educational Psychology**
  - **3 credits**
  - Prerequisites: Complete PSY-101.
  - This is a course on learning in an educational setting. Topics include theories of learning and teaching, the effects of digital methodologies, nature and development of the child, adolescent and adult learner, creativity, individual difference, standardized testing and classroom and on-line interaction.

This schedule is published by the Community College of Allegheny County. Although the information herein is accurate as of the publication date, schedule changes routinely occur up to, and including, the start of classes. For the most up-to-date information, visit [ccac.edu](http://ccac.edu) or the campus you plan to attend.
### Radiation Therapy Technology Technology (RTT)

**RTT-220C Radiation Therapy Externship**

- **PREREQUISITES:** Complete RTT-101, RTT-102, RTT-112C, RTT-120C, RTT-201, RTT-202C, RTT-211 and RTT-212C.
- This course is a combination of classroom lecture/lab and clinical externship for the degree student completing the program in radiation therapy technology. The student will be afforded the opportunity, under direct supervision, to perform the duties and learn the responsibilities of a radiation therapist. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. Students will be charged for radiation badges.

  - **FEE:** $20.00
  - **WK OF BEGINS:** 20

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### Radiologic Technology (RAD)

**RAD-158C Radiologic Technology Clinical 2**

- **PREREQUISITES:** Complete BIO-162, RAD-108C and RAD-157.
- This course provides the student with clinical experience, knowledge and practice in radiographic positioning with emphasis on the more complex procedures associated with the skull and thorax. The student is expected to demonstrate, analyze and apply knowledge of factors that influence radiographic quality as well as manipulate those factors. The student works under direct supervision. This course is graded on a pass/fail basis. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. Students will be charged for radiation badges.

  - **FEE:** $20.00
  - **WK OF BEGINS:** 20

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**RAD-258C Radiologic Technology Clinical 5**

- This course provides a continued opportunity for the student to perform all routine procedures and to gain experience in special techniques. The student rotates through specialty areas to observe practice in pediatrics, ultrasound, angiography and special computerized imaging studies. This course is graded on a pass/fail basis. A pass grade is a requirement to be eligible to apply for the American Registry of Radiologic Technologists Examination in Radiography. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. Students will be charged for radiation badges.

  - **FEE:** $20.00
  - **WK OF BEGINS:** 20

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<td>Real Estate Fundamentals • CO-REQUISITES: Complete RLE-102.</td>
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<td>The study of the language, principles, and laws that govern the business of real estate. Emphasis is placed on the concepts of land, property and rights in realty and title, and the means, methods and laws that govern these ideas.</td>
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<td>RLE-102</td>
<td>Real Estate Practice • CO-REQUISITES: Complete RLE-101.</td>
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<td>An overview of real estate listing and selling procedures. Included is an in-depth study of all types of real estate financing, including FHA, VA, conventional, construction and special mortgages. Cooperatives, condominiums and other types of private and public funding and development techniques are evaluated.</td>
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# Respiratory Therapy Technology (RES)

| RES-111 | Respiratory Care Equipment 1 | 4 credits | | | | | |
|• PREREQUISITES: CHM-109 or CHM-110 and CHM-111 MAT-108 BIO-115 • CO-REQUISITES: Take PHY-123 and RES-113 | | | | | | |
| A course relating the equipment used in respiratory therapy to the pathological condition of patients. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. | | | | | | |
| (0345136) AC85H | LEC | 04:45PM-07:00PM | T | Allegheny Campus | $70.00 | Dietz | 12 | May 20 |
| The above is a hybrid class. See the Online Learning section on page 19 for more information. | | | | | | |
| RES-111L | Resp Care Equipment 1 | 0 credits | | | | | |
| (0345137) AC85 | LAB | 07:00PM-10:00PM | T | Allegheny Campus | Dietz | 10 | May 20 |
| (0345138) AC86 | LAB | 07:00PM-10:00PM | T | Allegheny Campus | Faculty | 10 | May 20 |
| RES-113 | Respiratory Therapy 1 | 4 credits | | | | | |
|• PREREQUISITES: MAT-108 CHM-109 or CHM-110 and CHM-111 BIO-115 • CO-REQUISITES: Take RES-111 PHY-123 | | | | | | |
| A course relating respiratory equipment to the pathological condition of patients. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. | | | | | | |
| (0345140) AC85H | LEC | 04:45PM-07:00PM | R | Allegheny Campus | $70.00 | Dietz | 10 | May 20 |
| RES-113L | Respiratory Therapy 1 | 0 credits | | | | | |
| (0345141) AC85 | LAB | 07:00PM-10:00PM | R | Allegheny Campus | Dietz | 10 | May 20 |
| (0345143) AC86 | LAB | 07:00PM-10:00PM | R | Allegheny Campus | Faculty | 10 | May 20 |
| RES-115 | Fundamentals of Clinical Practice | 1 credit | | | | | |
|• PREREQUISITES: RES-114 BIO-209 • CO-REQUISITES: Take RES-117 | | | | | | |
| An introduction to the clinical practice of respiratory therapy. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. | | | | | | |
| (0345144) AC21 | LEC | 09:00AM-01:00PM | M | Allegheny Campus | $20.00 | Laurent | 6 | May 20 |
| RES-116 | Pulmonary Diagnostic Procedures | 2 credits | | | | | |
|• PREREQUISITES: RES-115 • CO-REQUISITES: Take RES-117 | | | | | | |
| A course relating the diagnostic procedures used to the pathological condition of patients. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. | | | | | | |
| (0344739) Z04A | WWW | Internet Course | $40.00 | Laurent | 10 | May 20 |
| RES-117 | Pulmonary & Related Pathology | 4 credits | | | | | |
|• PREREQUISITES: RES-112 RES-114 BIO-209 • CO-REQUISITES: Take RES-115 RES-116 | | | | | | |
| The study of the nature and cause of disease and conditions that caused the disease. Emphasis is placed on recognizing the clinical signs and symptoms of disease and any changes in normal laboratory values. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate. | | | | | | |
| (0344037) AC01H | LEC | 08:00AM-11:45AM | W | Allegheny Campus | $30.00 | Laurent | 12 | May 20 |
| The above is a hybrid class. See the Online Learning section on page 19 for more information. | | | | | | |

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### Respiratory Therapy Technology (RES)

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### Respiratory Pharmacology

**PREREQUISITES:** RES-114 RES-112 BIO-209 **CO-REQUISITES:** Take RES-115, RES-116 and RES-117

The study of respiratory pharmacology with emphasis on the properties of medications and their effects on the patient. The competencies a respiratory care practitioner must demonstrate to be safe and effective will be stressed. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

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### Respiratory Therapist Clinical 1

**PREREQUISITES:** RES-115 RES-116 RES-117 **CO-REQUISITES:** Take RES-202

A clinical externship in which students work under supervision in affiliated institutions and apply therapeutic and diagnostic procedures. Included are critical and general patient care. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

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### Science & Engineering Tech (SET)

#### SET-105 Technical Computing

This course presents applications of computers in engineering and engineering technology fields. Students develop skills in the solution of engineering equations using computer-based analysis programs. The application of Microsoft Office productivity tools to engineering reports, with graphics from multiple sources will be practiced. The movement of documents, engineering drawings and data electronically through the local area network and the Internet will be covered.

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### Social Work (SOW)

#### SOW-101 Introduction to Social Work

**PREREQUISITES:** Eligible for ENG-100.

This course is a survey of American social work including its historical roots, its major processes (social casework, social group work and community organization) and its settings. Special attention is paid to the role of the social worker in the alleviation of community problems. Coursework in this area provides students with the knowledge and values of social work at the introductory level.

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#### SOW-106 Interviewing Skills

A course to help beginning practitioners in human services learn to better listen in order to understand problems expressed by clients. Treatment methods are explored. The use of taped material, closed circuit television and role playing methods are taught.

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#### SOW-110P Social Work Service Learning Practicum

**PREREQUISITES:** Complete SOW-101. Eligible for ENG-100. Eligibility for ENG-100.

This course describes how fieldwork and servant leadership is an essential component of professional development for anyone pursuing a career in Social Work. The focus of this course is to provide the student with an introduction to the many aspects of practice within the social work profession, as well as to provide “hands-on” experience in the community setting. All students will be required to complete 100 hours of service. Students must have three current clearances: FBI Fingerprint Clearance (ACT 114), Pennsylvania State Police Criminal History Clearance (ACT 34) and Pennsylvania Department of Public Welfare Child Abuse History Clearance (ACT 151). Students must also meet the local requirements of their field or community placement. Agencies are selected on the basis of the quality of their professional practice, their dedication to addressing social work issues and their social work related interest area.

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#### SOW-120 Child Welfare

Historical and legal bases for services to children, both institutional and non-institutional are examined. Problems, standards, and practices are considered together with the agencies, resident treatment facilities, juvenile courts, and protective agencies which implement services.

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#### SOW-125 Introduction to Social Welfare

**PREREQUISITES:** Eligible for ENG-100.

This course acquaints students with the historical development of Social Welfare and Social Welfare policy. It provides students with a national and global perspective, which enables them to better understand social welfare systems, concepts and programs.

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#### SOW-130 Community Resources

A review of voluntary and governmental policies and services at local, state, and federal levels. Social legislation providing resources is related to the community service institutions, the groups served, and service used.

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#### SOW-150 Cultural Competence/Diverse Populations

**PREREQUISITES:** Eligible for ENG-100.

This course will provide students with the knowledge, values and skills of culturally-competent social work at the foundational level. Emphasis on advocacy, strengths and well-being of diverse individuals, families, groups, organizations and communities will be explored.

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#### SOW-210 Human Behavior in the Social Environment

**PREREQUISITES:** Eligible for ENG-100.

This course provides a conceptual framework for knowledge of human behavior and the social environment with a focus on individuals throughout the life span. Special attention to biological, psychological, social, spiritual and cultural systems will be examined.

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Sociology (SOC)

**SOC-101 Introduction to Sociology**
An introduction to the science of sociology, including a discussion of sociological theory and method, social structure, culture, and socialization. Also emphasized are social stratification, race, ethnicity, and gender. Social institutions and their change dynamics are examined.

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This is a course in the techniques for becoming a successful college student. Coping skills and strategies for transitioning to college are emphasized. The course fosters an awareness of self, the role of self-esteem and confidence in learning, and the importance of self-management skills and tools. Links between student needs and campus resources and processes are explored.

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This course is a comprehensive study of theatre from many perspectives: theatrical, artistic and historical. Emphasis is on plays, playwrights and a critical analysis of theatre, past and present.
Welding Technology (WLD)

WLD-101  Welding Fundamentals
This is a course on theory and safety procedures. Students develop competency in the following shielded metal-arc welding procedures: stringer beads, butt welds, and T-joints in the flat and horizontal positions. Students become familiar with oxy-fuel flame cutting equipment and its application.

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WLD-102  Advanced Welding
• PREREQUISITES: Complete WLD-101.
A course on out-of-position shielded metal-arc welding with emphasis on proper heats, electrode selections, and AC/DC currents. Welding positions include horizontal, vertical, and overhead.

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WLD-201  Prep for Welding Certification
• PREREQUISITES: Complete WLD-102.
This is an advanced course in shielded metal-arc welding procedures to prepare for industrial certification. This includes welding single-vee groove weld-butt joints with backing strips in the flat, horizontal, vertical, and overhead positions following the American Welding Society (AWS) code specifications. Testing materials and fee for AWS certification are added to this course.

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WLD-202  MIG & TIG Processes
• PREREQUISITES: Complete WLD-201.
This is a course on the theory and application of gas metal-arc welding (GMAW), flux-cored arc welding (FCAW), and gas tungsten arc welding (GTAW) processes.

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WLD-217  MIG Flux Core Certification
• PREREQUISITES: Complete WLD-202.
This is an advanced course in MIG flux core arc welding procedures to prepare for industry certification. This includes flux core arc welding of single v-groove weld-butt joints and backing strips in the flat, horizontal, and vertical positions in compliance with the American Welding Society (AWS) code specifications. Testing materials and fee for AWS certification are added to this course.

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WLD-221  Brazing and Welding
This is a course for students of technical programs. Covered are soldering and brazing of copper and steel, cutting and welding of steel using oxyacetylene, and electric arc welding of plate and sheet metal. Theory and safety of the above processes will be taught.

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WLD-222  Pipe Welding 1 Basic
• PREREQUISITES: Complete WLD-201.
This course provides students with knowledge and skills to effectively begin basic techniques of uphill shielded metal-arc welding (SMAW) for pipe. Uphill welding is generally used on thick-wall pipe. Students will practice their basic skills on metal plates before transitioning to 6” diameter pipe. The American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) code specifications will be followed.

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Comments:
CCAC LOCATIONS

Allegheny Campus • 412.237.2525
email: al-registration@ccac.edu
808 Ridge Avenue, Pittsburgh, PA 15212-6097

Homewood-Brushton Center • 412.371.1600
For classes at this center location, send mail-in registration form to Allegheny Campus.
701 North Homewood Avenue, Pittsburgh, PA 15208-1806

Boyce Campus • 412.371.8651 Or 724.327.1327
email: bo-registration@ccac.edu
595 Beatty Road, Monroeville, PA 15146-1396

North Campus • 412.366.7000
email: no-registration@ccac.edu
8701 Perry Highway, Pittsburgh, PA 15237-5372

Energy Innovation Center • 412.788.7534
1435 Bedford Avenue, Pittsburgh, PA 15219-3675

West Hills Center • 412.788.7500
For classes at this center location, send mail-in registration form to North Campus.
1000 McKee Road, Oakdale, PA 15071-9910

South Campus • 412.469.1100
email: so-registration@ccac.edu
1750 Clairton Road (Route 885), West Mifflin, PA 15122-3097

Braddock Hills Center • 412.271.0201
For classes at this center location, send mail-in registration form to Boyce Campus.
250 Yost Boulevard, Braddock Hills, PA 15221-4818

Washington County Center • 724.223.1012
For classes at this center locations, send mail-in registration form to South Campus.
Washington Crown Center Mall, 1500 West Chestnut Street, Washington, PA 15301-5864

Some CCAC centers (Braddock Hills, Homewood-Brushton, Washington Center) do not accept cash or credit cards. Payment must be made with check or money order only.

QUESTIONS? CALL:

Allegheny Campus
Admissions 412.237.2511
Registration 412.237.2700
Advisement 412.237.2744
Student Accounts 412.237.4641
Financial Aid 412.237.2589

North Campus
Admissions 412.369.3600
Registration 412.369.3700
Advisement 412.369.3740
Student Accounts 412.369.3670
Financial Aid 412.369.3656
TTY 412.369.4110

Boyce Campus
Admissions 724.325.6614
Registration 724.325.6674
Advisement 724.325.6739
Student Accounts 724.325.6689
Financial Aid 724.325.6602
TTY 724.325.6733

South Campus
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Financial Aid 412.469.6241
TTY 412.469.6005

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The college curricula are approved by the Pennsylvania Department of Education.

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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 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers, as well as other 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.

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