

# COMMUNITY EDUCATION SPRING 2022

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**CLASSES ENROLLING JANUARY THROUGH APRIL 2022**  
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**LOOK INSIDE FOR:** Driver Education *pg.10*, Fitness *pg.13*, Home & Garden *pg.20*

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### About the Community College of Allegheny County (CCAC)

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

Each year, more than 24,000 students enroll at CCAC, taking advantage of nearly 150 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers as well as other off-site locations, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and the health-related professions.

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

# LOCATIONS

## CCAC Allegheny Campus

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

## CCAC Boyce Campus

412.371.8651 or  
724.327.1327  
595 Beatty Road  
Monroeville, PA 15146

## CCAC Braddock Hills Center

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

## CCAC Homewood-Brushton Center

412.371.1600  
701 North Homewood Avenue  
Pittsburgh, PA 15208  
(Wilkinsburg)

## CCAC North Campus

412.366.7000  
8701 Perry Highway  
Pittsburgh, PA 15237

## CCAC South Campus

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

## CCAC Washington County

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

## CCAC West Hills Center

412.788.7500  
1000 McKee Road  
Oakdale, PA 15071

## Brentwood Library

3501 Brownsville Road  
Pittsburgh, PA 15227

## Dreadnought Wines

3401 Liberty Ave  
Pittsburgh, PA 15201

## Hartwood Acres

215 Saxonburg Boulevard  
Pittsburgh, PA 15238

## Jefferson Hills Library

925 Old Clairton Road  
Jefferson Hills, PA 15025

## Montour Woods Conservation Area

1875 Hassam Road  
Coraopolis, PA 15108

## Paragon Studios

8130 Perry Highway  
Pittsburgh, PA 15237

## Scally’s Golf Course

265 Hookstown Grade Road  
Moon Twp., PA 15108

## South Park

Buffalo Drive  
South Park, PA 15129

## Upper St Clair Community Recreation Center

1551 Mayview Road  
Upper St. Clair, PA 15241

## CCAC’S RESPONSE TO COVID–19

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

## ACADEMIC PREPARATION

### INTRODUCTION TO BIOLOGY

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

<b>Online Course</b>	<b>YOL-254-1308</b>	<b>\$139</b>	<b>6 Weeks</b>
Self-paced	MTWRF	2/9/22	Faculty

### INTRODUCTION TO CHEMISTRY

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

<b>Online Course</b>	<b>YOL-255-1309</b>	<b>\$139</b>	<b>6 Weeks</b>
Self-paced	MTWRF	3/16/22	Faculty

### MATH & ALGEBRA REVIEW—OVERCOMING MATH ANXIETY

This review of mathematics and basic algebra will help you build their math skills and confidence. Addition, subtraction, multiplication, long division, decimals, fractions and basic algebra will be covered.

<b>Braddock Hills Center</b>	<b>YAG-801-1230</b>	<b>\$49</b>	<b>3 Sessions</b>
6:30PM–8:30PM	M	2/7/22	Faculty
<b>Homewood-Brushton</b>	<b>YAG-801-1240</b>	<b>\$49</b>	<b>3 Sessions</b>
6:30PM–8:30PM	T	2/8/22	Faculty

### SAT PREP—MATH & VERBAL

Course designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. Textbook is: "Barron's SAT Prep" Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

<b>North Campus</b>	<b>YOU-630-1450</b>	<b>\$109</b>	<b>8 Sessions</b>
6:00PM–9:00PM	W	2/23/22	Clark

### SAT PREP 2-DAY WORKSHOP

SAT Prep 2-Day Workshop provides a guided review of the math and verbal skills for the Scholastic Aptitude Test (SAT). The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking techniques and strategies are also discussed. This workshop is taught at an accelerated, concentrated pace. Students should bring a calculator. A textbook is required and is not included in the cost of the course. Textbook is: "Barron's SAT Prep" Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

<b>Online Live Zoom</b>	<b>YOU-635-1215</b>	<b>\$109</b>	<b>2 Sessions</b>
9:00AM–4:00PM	S	2/26/22	Ruhe

### STUDY PREP 101

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

<b>Braddock Hills</b>	<b>YAG-020-1230</b>	<b>\$29</b>	<b>1 Session</b>
6:00PM–8:00PM	R	3/3/22	Faculty
<b>Homewood-Brushton</b>	<b>YAG-020-1240</b>	<b>\$29</b>	<b>1 Session</b>
6:00PM–8:00PM	T	2/1/22	Faculty

## ARTS & CRAFTS

### ACRYLIC PAINT SEASCAPES

Let's paint the ocean and seascapes on canvases of your choice! In this course, you'll need acrylic paint, a variety of brushes, palette/foam plate, cup and paper towels.

<b>Online Live Zoom</b>	<b>YDA-703-1215</b>	<b>\$59</b>	<b>3 Sessions</b>
5:30PM–8:30PM	T	3/22/22	Kirk

### ACRYLIC PAINTING TECHNIQUES

Whether you are interested in abstract or realistic techniques, we will cover it all with acrylics—paint application, color mixing, blending, value, surfaces and more! Great for all skill levels, including beginners.

<b>Online Live Zoom</b>	<b>YDA-025-1215</b>	<b>\$79</b>	<b>6 Sessions</b>
7:00PM–9:00PM	R	3/3/22	Matia

### ART INSTRUCTORS WANTED!

If you have professional and/or teaching experience in painting or drawing, email us at [communityeducation@ccac.edu](mailto:communityeducation@ccac.edu)

### ACTING—BASIC SKILLS FOR STAGE & FILM

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

<b>North Campus</b> 7:00PM–9:00PM	<b>YDD-101-1430</b> M	<b>\$79</b> 3/7/22	<b>6 Sessions</b> Metzger
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### NEW! ART THROUGH THE AGES

Explore the Master’s paintings through this casual art history course. A visual exploration of art periods and movements from the first recorded painting to present day. Through this lecture, paintings and architecture styles will be discussed and appreciated.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YDA-055-1210</b> W	<b>\$49</b> 3/2/22	<b>3 Sessions</b> Hartman
<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YDA-055-1215</b> W	<b>\$49</b> 3/23/22	<b>3 Sessions</b> Hartman

### BEGINNER PERSPECTIVE & ARCHITECTURE DRAW

Learn some basics for beginners or drawing perspective, 2 and 3 point perspective with some buildings. We will also use ink pens in some of our art as well.

<b>Online Live Zoom</b> 5:30PM–8:30PM	<b>YDA-937-1215</b> T	<b>\$59</b> 2/8/22	<b>3 Sessions</b> Kirk
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### COLOR THEORY

Let’s learn the basic principles of color theory, which can be applied to all types of work where color is used, such as floral design, knitting, paintings and home decorating. After becoming familiar with the basics of the primary, secondary, tertiary and neutral colors, students will learn the various types of color harmonies and how to use these harmonies to their advantage.

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YDA-326-1215</b> T	<b>\$39</b> 2/8/22	<b>1 Session</b> Hartman
<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YDA-326-1210</b> W	<b>\$39</b> 2/9/22	<b>1 Session</b> Hartman

### COLOR THEORY—ADVANCED

Let’s go beyond the basics of color mixing. We will learn how to apply the principles of intensity, value, shading, tinting and temperature to achieve proper keying, lighting, depth and mood. We will apply these principles to a limited palette and different types of media. *Color Theory* is required as a prerequisite.

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YDA-327-1215</b> T	<b>\$39</b> 2/15/22	<b>1 Session</b> Hartman
<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YDA-327-1210</b> W	<b>\$39</b> 2/16/22	<b>1 Session</b> Hartman

### DRAWING BASICS

This fundamental drawing course includes the topics of shape, light, line, value and perspective. With graphite and ink for its working media, this course is recommended for the beginner. Call 412.788.7507 for supply list.

<b>North Campus</b> 6:30PM–9:30PM	<b>YDA-914-1450</b> W	<b>\$89</b> 2/16/22	<b>6 Sessions</b> Faculty
<b>South Campus</b> 1:00PM–3:00PM	<b>YDA-914-1540</b> M	<b>\$69</b> 3/14/22	<b>6 Sessions</b> Lin

### FLORAL DESIGN

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

<b>North Campus</b> 6:30PM–9:30PM	<b>YGA-332-1450</b> T	<b>\$89</b> 2/15/22	<b>6 Sessions</b> Connors
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### FLORISTRY TRAINING NONCREDIT CERTIFICATE

Do you love flowers? Consider a career in the floral industry! This intensive 10-week entry level program will prepare you for the ever-growing, ever-exciting field of floral design. Students will learn the practices, concepts and applications used in the floral industry in order to obtain the acquired knowledge and skills needed to ensure accessibility of employment within the floristry arena. Students will earn a Certificate of Attendance. Cost of materials is extra and will be discussed at the first class.

<b>North Campus</b> 6:30PM–9:30PM	<b>YBB-005-1450</b> T	<b>\$249</b> 2/15/22	<b>10 Sessions</b> Connors
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### INTRO TO WATERCOLOR WORKSHOP

This workshop will show you what supplies you’ll need to get started in watercolor. We will teach foundational skills so that you can enjoy the art of painting with watercolors in your own home.

<b>Online Live Zoom</b> 5:30PM–8:30PM	<b>YDA-367-1215</b> M	<b>\$39</b> 4/4/22	<b>1 Session</b> Kirk
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### KNITTING 1—LEARN THE BASICS OF KNITTING

Learn the basics of knitting and discover a relaxing hobby you’ll enjoy for a lifetime. This class progresses you through all the knitting basics and learn how to confidently knit any beginner-level pattern. Class projects may vary. Bring size US 8/5.0 mm Knitting Needles and Worsted Weight Cotton yarn.

<b>North Campus</b> 6:00PM–9:00PM	<b>YBC-218-1450</b> W	<b>\$69</b> 2/23/22	<b>4 Sessions</b> Maguire-Haught
<b>South Campus</b> 6:00PM–9:00PM	<b>YBC-218-1540</b> T	<b>\$69</b> 3/1/22	<b>4 Sessions</b> Maguire-Haught

**KNITTING 2—ADVANCED BEGINNER  
(LACE, CABLES & CHARTS)**

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

<b>NORTH CAMPUS</b> 6:00PM-9:00PM	<b>YBC-219-1450</b> W	<b>\$69</b> 3/30/22	<b>4 Sessions</b> Maguire-Haught
<b>South Campus</b> 6:00PM-9:00PM	<b>YBC-219-1540</b> T	<b>\$69</b> 4/5/22	<b>4 Sessions</b> Maguire-Haught

**NEW! KNITWEAR DESIGN BASICS**

Learn garment and accessory design for knitting. Students will discuss pattern planning, making a gauge swatch, measurements, and choosing design details like color work or lace. Student should know how to knit and purl. Bring worsted weight yarn and size 8 needles to class.

<b>North Campus</b> 6:30PM-8:30PM	<b>YBC-004-1450</b> T	<b>\$39</b> 3/8/22	<b>2 Sessions</b> Jackson
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**NEW! KNIT YOUR FIRST SWEATER**

If you already know how to knit and purl but haven't yet completed a large project, this class is for you. Time will be devoted to knitting together so that we can address any questions about pattern, gauge swatching and pattern modifications as we knit. Bring seven skeins of worsted weight yarn and size 8 circular needles.

<b>North Campus</b> 6:30PM-8:00PM	<b>YBC-006-1450</b> T	<b>\$49</b> 4/5/22	<b>4 Sessions</b> Jackson
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**LANDSCAPE PAINTING**

Do you like happy trees and happy mistakes? Using acrylic paints, learn how to create beautiful landscapes. This class will teach you color theory, the building of layers and colors, and techniques to create the amazing scenery you see every day. Call 412.788.7507 for supply list.

<b>Allegheny Campus</b> 6:00PM-8:00PM	<b>YDA-023-1210</b> M	<b>\$59</b> 3/14/22	<b>3 Sessions</b> McDonald
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**MAKING COMICS—CREATING A COMIC BOOK FROM START TO FINISH**

Create a comic book from the idea stage through drawing and ultimately completion for either print or web. We'll also learn the history of the medium and go over the step by step of comics.

<b>Boyce Campus</b> 6:00PM-8:00PM	<b>YDA-054-1280</b> W	<b>\$79</b> 3/23/22	<b>6 Sessions</b> Faculty
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**MODERN CALLIGRAPHY & LETTERING 1**

This course teaches the art of modern calligraphy using a pointed pen. Students will learn about the tools and how to use them. We will learn basic strokes and progress to a full alphabet. We will also look at decorative elements to enhance your lettering and ways of applying your new skill to various projects. You will not need much equipment to create beautiful lettering and a detailed shopping list will be emailed to students prior to the first class.

<b>North Campus</b> 6:30PM-9:30PM	<b>YDA-904-1450</b> M	<b>\$79</b> 2/21/22	<b>6 Sessions</b> Constantinides
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**PAINTING WITH ACRYLICS**

Students will focus on building and developing painting skills using acrylic paint. All skill levels welcome. Cost of supplies are additional. Call 412.788.7507 for supply list.

<b>North Campus</b> 6:30PM-9:30PM	<b>YDA-604-1450</b> R	<b>\$99</b> 2/10/22	<b>8 Sessions</b> Faculty
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**PAINTING WITH WATERCOLOR**

Explore techniques that can bring watercolors to life through practice in the classroom. All skill levels are welcome. Supplies needed for the course will be discussed at the first meeting.

<b>North Campus</b> 9:00AM-12:00PM	<b>YDA-096-1450</b> F	<b>\$99</b> 2/18/22	<b>8 Sessions</b> Faculty
<b>Online Live Zoom</b> 12:00PM-3:00PM	<b>YDA-096-1215</b> S	<b>\$99</b> 2/12/22	<b>8 Sessions</b> McDonald

**PAINTING IN OIL & ACRYLICS**

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

<b>Allegheny Campus</b> 6:30PM-9:30PM	<b>YDA-010-1210</b> W	<b>\$99</b> 3/9/22	<b>8 Sessions</b> Hartman
<b>North Campus</b> 9:00AM-12:00PM	<b>YDA-010-1450</b> T	<b>\$99</b> 2/15/22	<b>8 Sessions</b> Faculty
<b>West Hills Center</b> 9:00AM-12:00PM	<b>YDA-010-1290</b> R	<b>\$99</b> 2/17/22	<b>8 Sessions</b> Faculty

**POTTERY 1**

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

<b>North Campus</b> 6:30PM-9:30PM	<b>YDA-301-1450</b> W	<b>\$199</b> 2/2/22	<b>10 Sessions</b> Lok-Tsang
<b>North Campus</b> 9:00AM-12:00PM	<b>YDA-301-1451</b> W	<b>\$199</b> 2/2/22	<b>10 Sessions</b> Lok-Tsang

No class on Wednesday, 3/23.

## POTTERY 2

This course is for students who have completed *Pottery 1*. Become more proficient at hand building and wheel throwing to create unique and personal pieces for your home. Cost includes one slug of clay, paints and glazes.

**North Campus**      **YDA-303-1450**    **\$199**    **10 Sessions**  
 6:30PM–9:30PM      M            1/31/22    Lok-Tsang  
 No class on Monday, 3/28.

**North Campus**      **YDA-303-1451**    **\$199**    **10 Sessions**  
 6:30PM–9:30PM      R            2/3/22    Lok-Tsang  
 No class on Thursday, 3/24.

## QUILTING 101

Are you ready to learn how to quilt? Learn everything from fabric selection to cutting, piecing, layering your work with backing and batting, machine quilting, and binding while making a 9-patch sample wall hanging. If you can operate a sewing machine and sew a quarter inch seam you are on your way to making a quilt. Supplies to purchase before class: 45mm rotary cutter, 6" x 24" Quilter's ruler, 24" x 36" self-healing cutting mat. Fabric can be purchased after the first class (approximately \$75).

**North Campus**      **YCF-001-1410**    **\$99**      **6 Sessions**  
 6:30PM–9:00PM      T            3/8/22    McHenry

## QUILTING—IT'S NOT YOUR GRANDMOTHER'S DRESDEN PLATE

Grandmother's Fan, Dresden Plate or Sunflower are names for this classic block. But does it really need to be a quilt block? Explore the possibilities of turning the Dresden petals into something more while learning to make this traditional block. This class is suitable for all skill levels of quilters. Cost of materials are extra and the student is responsible for purchasing supplies. A supply list will be sent prior to the start of class. Approximate supply cost \$25.

**North Campus**      **YCF-003-1450**    **\$39**      **1 Session**  
 6:30PM–9:00PM      R            3/10/22    McHenry

## NEW! STACK-N-WHACK QUILT

How can identical strips of fabric become different patterned quilt blocks? By stacking and whacking (cutting)! Join us to learn this easy technique to create unique blocks. From this class you will have the skills to create your own Stack-N-Whack quilt. Sewing machine required. Cost includes class supplies.

**North Campus**      **YCF-006-1450**    **\$59**      **1 Session**  
 6:30PM–9:00PM      T            4/19/22    McHenry

## SEWING MACHINE BASICS

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

**Online Live Zoom**      **YCE-163-1215**    **\$29**      **1 Session**  
 6:30PM–7:30PM      M            1/24/22    Sewchok

**Online Live Zoom**      **YCE-163-1216**    **\$29**      **1 Session**  
 6:00PM–7:00PM      M            3/7/22    Sewchok

## SEWING—BEGINNING

Have a machine you don't know how to use? In this course, we will learn how to read sewing patterns, use sewing machine functions, and understand basic sewing lingo. A basic item or garment will be constructed as well. Students will need to bring their machines to class.

**Washington Crown Ctr**    **YCF-013-1220**    **\$89**      **5 Sessions**  
 6:30PM–8:30PM      T            2/22/22    Sewchok

## NEW! SEWING—BEGINNER BOTTOMS

Learn how to create basic bottoms. Choose a skirt, lounge pants, or pajama pants. Focus on basic sewing machine skills utilizing a drawstring or elastic waistband.

**South Campus**      **YCF-045-1540**    **\$89**      **5 Sessions**  
 6:30PM–8:30PM      T            1/18/22    Sewchok

## NEW! SEWING—BEGINNER HOME DÉCOR

Choose which home decor you'd like to create: throw pillows, table runner, potholders, aprons or curtains. Focus on basic sewing skills such as using a pattern, taking measurements and accurate stitch work. Students will need to bring their machines to class.

**South Campus**      **YCF-046-1540**    **\$89**      **5 Sessions**  
 6:30PM–8:30PM      T            3/29/22    Sewchok

## NEW! SEWING—REUSE, REPURPOSE & ALTER

Fit your clothing to better suit your shape, or repurpose thrifted finds into something new! You bring what you want to work on and we will work to create something new or better! We will work at a beginner level, however, knowledge of machine sewing will be needed. Students will need to bring their machines to class.

**Allegheny Campus**    **YCF-047-1210**    **\$89**      **5 Sessions**  
 6:30PM–8:30PM      T            5/3/22    Sewchok

## UPCYCLING YARN FOR KNITTING, CROCHET & WEAVING

Are you a fiber artist who loves luxury yarns but not the price? Learn how to upcycle thrift store sweaters into beautiful yarn.

**North Campus**      **YBC-002-1450**    **\$39**      **2 Sessions**  
 6:30PM–8:30PM      3/10/22      R            Jackson

**WATERCOLOR PAINTING W/PEN & INK**

Create some beautiful art by mixing watercolor painting with pen & ink from Micron pens. Call 412.788.7507 for supply list.

**Online Live Zoom**      **YDA-702-1215**    **\$59**      **3 Sessions**  
 5:30PM–8:30PM      M                      2/28/22      Kirk

**BUSINESS & ENTREPRENEUR**

**ACCOUNTING FUNDAMENTALS**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

**Online Course**              **YOL-430-1309**    **\$139**      **6 Weeks**  
 Self-paced                  MTWRF                      3/16/22      Faculty

**BUYING & SELLING ON FACEBOOK MARKETPLACE**

Have you ever wanted to try Facebook Marketplace but haven't known where to start? Learn about the safe way to reach more people to sell your items. We'll also give you best practices when purchasing an item from the marketplace.

**North Campus**              **YAI-027-1450**    **\$39**      **1 Session**  
 7:00PM–9:00PM      W                      2/16/22      Kay

**Online Live Zoom**        **YAI-027-1215**    **\$39**      **1 Session**  
 7:00PM–9:00PM      W                      2/23/22      Kay

**NEW! A COACH APPROACH TO GROWING YOUR EMPLOYEES**

Learn specific coaching skills and how to apply them in a business or nonprofit setting. Students will learn core coaching skills, incorporate coaching models, assessments, coaching tools and hands-on practice applying them.

**North Campus**              **YEB-374-1450**    **\$69**      **4 Sessions**  
 6:30PM–9:30PM      T                      4/5/22      Gohn

**COMMERCIAL DRIVER'S LICENSE TRAINING**

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

**NEW! EQUIPPING YOUR WORKFORCE TO ENGAGE, ADAPT & THRIVE DURING CHANGING TIMES**

Students will learn about personal assessment tools and how leveraging those tools in the workplace can raise the collective emotional intelligence of people and empower leaders and organizations to achieve results.

**North Campus**              **YGA-055-1450**    **\$39**      **1 Session**  
 6:00PM–9:00PM      T                      3/8/22      Augustine

**HOW TO FINANCE REAL ESTATE PURCHASES**

This course will explain various methods of funding single and multi-family real estate transactions. Students will learn about traditional and creative strategies for financing real estate. Students who take this class will gain valuable insights that will be helpful no matter the circumstance.

**Online Live Zoom**        **YGA-639-1215**    **\$39**      **1 Session**  
 7:00PM–8:00PM      W                      3/9/22      Suchy

**HOW TO BECOME A LIFE COACH**

A Life Coach helps a person identify where a person is in various areas of life and then utilizes a specific skill set and a structured conversation to close the gap between where they are and where they want to be. This course is designed to teach the basics of life coaching and the steps to starting your own Life Coaching business. Upon completion of the course the student will have a solid understanding of what coaching is (and is not), a working knowledge of the core coaching skills, hands-on coaching practice, continuing education options and practical ways to market a coaching business.

**North Campus**              **YEB-376-1451**    **\$69**      **6 Sessions**  
 7:00PM–9:00PM      T                      2/22/22      Gohn

**HOW TO BECOME A PROFESSIONAL ORGANIZER**

Learn how to develop your passion for organizing into a career. In this workshop, learn the steps required and skills needed to become a professional organizer.

**Online Live Zoom**        **YGA-605-1215**    **\$29**      **1 Session**  
 6:30PM–7:30PM      R                      3/3/22      Eisner

**HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS**

This course will teach present and future landlords how to reduce the risks of leasing rental units on their own and minimize the stress that comes from being a landlord and a property manager.

**Online Live Zoom**        **YGA-608-1215**    **\$29**      **1 Session**  
 7:00PM–8:00PM      T                      3/8/22      Suchy

**STEP UP TO LEADERSHIP WITH DALE CARNEGIE**

Don't supervise...superlead your team to breakthrough performance. Supervisors and managers who understand this simple truth and know how to implement it are the ones who create impact in today's organizations. They develop high performance teams that get results because they know how to lead a team—not just manage it. When you finish this workshop, you will be able to create a sense of direction for your team, communicate with precision, be cool under pressure, resolve conflicts quickly and more.

North Campus YGA-628-1295 \$199 1 Session  
 9:00AM–4:00PM F 4/8/22 Faculty

**SUCCESSFUL PUBLIC SPEAKING WITH DALE CARNEGIE**

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

North Campus YGA-644-1295 \$199 1 Session  
 9:00AM–4:00PM F 5/20/22 Faculty

**EFFECTIVE COMMUNICATION FOR YOUNG ADULTS**

This one-day course is designed for young adults so that they can more easily demonstrate confidence, enthusiasm and poise when communicating in formal or informal situations. The learning begins with several proven techniques for creating a great first impression. Participants then learn how to sustain and expand this important beginning every day, all day. Another focus is on the ability to engage in productive exchanges of opinion while remaining tactful and diplomatic. This experience allows ample practice time so that the techniques become more comfortable to use beyond the session. By incorporating these principles and techniques, it is easier to connect with others and develop a proactive inclination to deal with challenge and change. This course is well suited to prepare young adults for life beyond the academic classroom.

North Campus YGA-645-1295 \$199 1 Session  
 9:00AM–4:00PM S 3/19/22 Faculty



**PROFESSIONAL CONTINUING EDUCATION FOR ACCOUNTANTS & ATTORNEYS**

The following continuing education classes begin in the spring:

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

Contact Sylvia Elsayed at [selsayed@ccac.edu](mailto:selsayed@ccac.edu) or 412.788.7534 for more information and start dates.

**TOYZSTEAM LEARN TODAY—EARN TOMORROW**

In this 10-week 15-hour STEAM class, you will focus on career development, further training, and growth towards more technical and leadership positions in the future. The class will teach technical and soft skills in a culturally relevant and responsive way and will empower students with a wide range of skills using literacy, numeracy, entrepreneurship, leadership, and content creation.

Start date: Tuesday, 2/22/22 from 6:00PM–7:30PM

End date: 4/26/22

Virtual/Online

Cost: \$500

Course: XGZ 164 5001

Instructor: Damola Odowu

Contact: [roverton@ccac.edu](mailto:roverton@ccac.edu)

**WEDNET WORKFORCE & ECONOMIC DEVELOPMENT NETWORK OF PA**

CCAC is a partner with the Workforce and Economic Development Network of Pennsylvania (WEDnetPA). WEDnetPA is improving the skill level and productivity of Pennsylvania's workforce to strengthen the business environment of the Commonwealth. This dynamic program can help leverage your company's existing training budget and take your company to a higher, more competitive level. Please visit [www.wednetpa.com](http://www.wednetpa.com) to find out more information, or contact Reggie Overton at [roverton@ccac.edu](mailto:roverton@ccac.edu) or 412.788.7536, to find out if your company is eligible for state-funded training.

**CASINO DEALER SCHOOL**

So you think you want to work in a casino? CCAC is pleased to offer casino dealer training classes through a partnership with Rivers Casino. Classes are available in both the daytime and evening. For more information contact Sylvia Elsayed at [selsayed@ccac.edu](mailto:selsayed@ccac.edu) or 412.788.7534.

**HOW TO START A SMALL BUSINESS**

In this 15-hour overview course students will learn the basics of what it takes to start a small business. Practical topics include the fundamentals of financing, laws and legal structures, marketing, selling skills, insurance, taxes and record keeping.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>XGA-121-1210</b> W	<b>\$119</b> 3/9/22	<b>5 Sessions</b> Wofford
<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>XGA-121-1215</b> M	<b>\$119</b> 3/7/22	<b>5 Sessions</b> Wofford
<b>South Campus</b> 6:30PM–9:30PM	<b>XGA-121-1540</b> R	<b>\$119</b> 3/10/22	<b>5 Sessions</b> Wofford

**I HAVE AN IDEA, NOW WHAT?**

Turn your idea into reality. Using real life examples a patent attorney with over 25 years of experience will give students an overview of patents, trademarks and copyrights and how to protect their idea.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YAI-083-1210</b> R	<b>\$39</b> 3/3/22	<b>1 Session</b> Porcelli
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**PROPERTY MANAGEMENT & LANDLORDING**

Learn about the rights and responsibilities of renting and managing property. Students will explore legal topics that directly affect the management of residential or commercial properties. Topics covered include contracts, leases, rent collection, eviction, liability and safety, landlord tenant rights and more.

<b>Online Live Zoom</b> 6:30PM–9:00PM	<b>YGA-127-1215</b> T	<b>\$119</b> 2/22/22	<b>6 Sessions</b> Janov
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**REAL ESTATE FUNDAMENTALS**

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

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>XCR-106-5303</b> MW	<b>\$489</b> 1/31/22	<b>25 Sessions</b>
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**NEW! SO NOW YOU ARE A MANAGER—PRACTICING FOR SUCCESS**

From coaching to consulting, this course will help leaders manage teams of employees to find their way to be successful together. This is not your average manager training.

<b>North Campus</b> 6:00PM–9:00PM	<b>YGA-053-1450</b> M	<b>\$49</b> 2/28/22	<b>3 Sessions</b> Rust
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No class 3/14/22.

**DOES YOUR EMPLOYER PROVIDE TUITION ASSISTANCE?**

Many do! Your organization may encourage furthering your education by offering full or partial tuition assistance. Check with your Benefits Office today.

**STARTING A DIY ETSY BUSINESS**

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

<b>Online Live Zoom</b> 6:00PM–8:00PM	<b>YCH-917-1215</b> R	<b>\$39</b> 3/3/22	<b>1 Session</b> Dadey
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**VOICEOVER ACTING**

Learn about voiceovers and their many applications in radio, television, films, documentaries, audio books, training and educational materials, etc. Topics include various types of voiceover narration, vocal improvement techniques, pronunciation and enunciation, reading lines and scripts, accent and character voices, and commercial voiceover opportunities. The process of making demo recordings and finding casting agents will also be discussed.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YGA-029-1210</b> W	<b>\$139</b> 3/23/22	<b>5 Sessions</b> Caye
<b>North Campus</b> 6:30PM–9:30PM	<b>YGA-029-1450</b> W	<b>\$139</b> 3/2/22	<b>5 Sessions</b> Bailey

**NEW! WHY AREN'T MY EMPLOYEES DOING WHAT THEY'RE SUPPOSED TO DO?**

Students will be introduced to practical tips to help work through employee performance gaps when approaching a new initiative or trying to get back on track. Discover what promotes employee performance.

<b>North Campus</b> 6:30PM–9:00PM	<b>YGA-061-1450</b> W	<b>\$49</b> 3/30/22	<b>2 Sessions</b> Augustine
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**NEW! WHY CAN'T I GET ALONG WITH THIS PERSON?**

Have you ever wondered why it seems effortless to get along with some people while others it feels impossible? Learn about personality styles and increase your ability to understand yourself and others.

<b>North Campus</b> 6:00PM–9:00PM	<b>YGA-052-1450</b> T	<b>\$39</b> 3/15/22	<b>1 Session</b> Augustine
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**NEW! WHY ISN'T MY TRAINING GETTING RESULTS?**

Effective training involves more than someone reading bullet points from a PowerPoint presentation. Learn practical tips and best practices to immediately improve the effectiveness of your training.

<b>North Campus</b> 6:00PM–9:00PM	<b>YGA-056-1450</b> R	<b>\$39</b> 4/21/22	<b>1 Session</b> Augustine
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## COMPUTER SOFTWARE & TECHNOLOGY

### COMPUTER ESSENTIALS FOR THE WORKPLACE

Efficient use of the PC requires basic knowledge in several areas: the operating system, software applications (Microsoft Office) and the Internet. In this hands-on beginner class, you will learn about those needed computer essentials for the workplace.

<b>Braddock Hills Center</b> 6:00PM–9:00PM	<b>YAI-136-1230</b> W	<b>\$99</b> 3/2/22	<b>4 Sessions</b> Faculty
<b>Homewood-Brushhton</b> 6:00PM–9:00PM	<b>YAI-136-1240</b> M	<b>\$99</b> 1/31/22	<b>4 Sessions</b> Faculty
<b>North Campus</b> 6:30PM–9:30PM	<b>YAI-136-1450</b> W	<b>\$99</b> 3/9/22	<b>4 Sessions</b> Kay
<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAI-136-1215</b> R	<b>\$99</b> 3/3/22	<b>4 Sessions</b> Faculty

### COMPUTER PRIVATE TUTORING

Need help with a specific program or project? Sign up for this unique computer class that allows students three hours of one-on-one instruction with a computer instructor. Instruction can take place via zoom or in person. Call 412.788.7535 after registering to schedule.

<b>Alllegheny Campus</b>	<b>YBF-080-1215</b>	<b>\$49</b>	<b>1 Session</b>
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### EBAY AUCTION WORKSHOP

Learn the basics of auctioning those items you have wanted to sell. Topics include setting up an eBay Sellers Account, working with digital images, optimizing sales, basic eBay policies, item pricing and bidding, and more. Since you will have hands-on practice, you must have an email address and an active eBay registration.

<b>North Campus</b> 6:30PM–9:30PM	<b>YAI-063-1450</b> T	<b>\$99</b> 4/19/22	<b>2 Sessions</b> Kay
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### EXCEL WORKSHOP 1

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

<b>Homewood-Brushhton</b> 9:00AM–4:00PM	<b>YAI-306-1240</b> F	<b>\$99</b> 3/4/22	<b>1 Session</b> Faculty
<b>North Campus</b> 6:30PM–9:30PM	<b>YAI-306-1450</b> T	<b>\$99</b> 2/15/22	<b>2 Sessions</b> Kay
<b>South Campus</b> 9:00AM–4:00PM	<b>YAI-306-1540</b> S	<b>\$99</b> 3/19/22	<b>1 Session</b> Harmon
<b>Washington Crown Ctr</b> 9:00AM–4:00PM	<b>YAI-306-1220</b> F	<b>\$99</b> 3/11/22	<b>1 Session</b> Faculty
<b>Online Live Zoom</b> 9:30AM–4:00PM	<b>YAI-306-1215</b> S	<b>\$99</b> 2/19/22	<b>1 Session</b> Harmon

### EXCEL WORKSHOP 2

Now that you know the basics of Excel, learn some of the more advanced features including creating and using pivot tables and excel macros in spreadsheets; linking formulas and working with multiple worksheets; creating and using databases and outlines; and using data analysis tools, 3-D cell references and tracing formulas.

<b>North Campus</b> 6:30PM–9:30PM	<b>YAI-160-1450</b> W	<b>\$99</b> 4/6/22	<b>2 Sessions</b> Kay
<b>South Campus</b> 9:00AM–4:00PM	<b>YAI-160-1540</b> S	<b>\$99</b> 3/26/22	<b>1 Session</b> Marino
<b>Washington Crown Ctr</b> 9:00AM–4:00PM	<b>YAI-160-1220</b> F	<b>\$99</b> 3/18/22	<b>1 Session</b> Faculty
<b>Online Live Zoom</b> 9:00AM–4:00PM	<b>YAI-160-1216</b> S	<b>\$99</b> 4/9/22	<b>1 Session</b> Sharp

### EXCEL EXTRA

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

<b>Online Live Zoom</b> 9:30AM–12:30PM	<b>YAI-131-1215</b> S	<b>\$119</b> 2/26/22	<b>4 Sessions</b> Janosko
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### EXCEL PIVOT TABLES

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

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAI-825-1215</b> W	<b>\$39</b> 3/16/22	<b>1 Session</b> Harmon
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### GOOGLE DRIVE

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

<b>North Campus</b> 6:30PM–9:30PM	<b>YAI-805-1450</b> T	<b>\$39</b> 4/12/22	<b>1 Session</b> Kay
<b>South Campus</b> 9:00AM–12:00PM	<b>YAI-805-1540</b> S	<b>\$39</b> 2/26/22	<b>1 Session</b> Pollock

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

This 15-hour beginner course is targeted to computer novices who need help setting up and running their computers. In this no-stress class, students will learn the basics of using a computer and more within a Windows environment. The use of email and the Internet will also briefly be discussed.

<b>Boyce Campus</b> 10:00AM–1:00PM	<b>YAI-077-1280</b> W	<b>\$99</b> 3/9/22	<b>5 Sessions</b> Marino
<b>South Campus</b> 10:00AM–1:00PM	<b>YAI-077-1540</b> T	<b>\$99</b> 3/1/22	<b>5 Sessions</b> Marino

**INTRODUCTION TO QUICKBOOKS ONLINE—CLOUD BASED**

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

<b>Online Course</b>	<b>YOL-390-1308</b>	<b>\$139</b>	<b>6 Weeks</b>
Self-paced	MTWRF	2/9/22	

**INTRODUCTION TO QUICKBOOKS ONLINE—DESKTOP VERSION**

Designed for those new to QuickBooks or those wanting a refresher. Learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts and statements; track your payables, inventory and receivables; and generate reports. Desktop software versions QuickBooks 2017, 2018, or 2019. Student must have software on their computer.

<b>Online Course</b>	<b>YOL-390-1309</b>	<b>\$139</b>	<b>6 Weeks</b>
Self-paced	MTWRF	3/16/22	Faculty

**MICROSOFT OFFICE**

This 15-hour course will introduce the main features of the four Microsoft Office components and how they can be used together for enhanced performance. Learn to create, copy, save edit, and format documents in Word; create formulas and functions, format, build and edit worksheets and work with charts in Excel; create and edit databases, develop forms and reports and use sorts and filters in Access; and create, format, modify and enhance PowerPoint presentations.

<b>North Campus</b>	<b>XAI-944-1450</b>	<b>\$129</b>	<b>6 Sessions</b>
6:30PM–9:00PM	R	2/17/22	Kay

<b>Online Live Zoom</b>	<b>XAI-944-1215</b>	<b>\$129</b>	<b>6 Sessions</b>
6:30PM–9:00PM	R	3/3/22	Harmon

**ABOUT OUR COMPUTER LABS**

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

**PHOTOSHOP ELEMENTS WORKSHOP**

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

<b>North Campus</b>	<b>YAI-279-1450</b>	<b>\$99</b>	<b>2 Sessions</b>
6:30PM–9:30PM	M	3/7/22	Kay

**SMARTPHONES—HOW TO USE THEM**

Smartphones offer the features you need to manage the myriad details of your life whether that includes scheduling business meetings, tracking your family’s schedule, reading email or surfing the web. The course covers Android and iPhone functions and apps.

<b>South Campus</b>	<b>YAI-053-1540</b>	<b>\$39</b>	<b>1 Session</b>
9:00AM–12:00PM	S	3/26/22	Pollock

**WORD WORKSHOP 1**

In this six-hour workshop, learn the basics of Microsoft Word, including creating, editing, saving and printing documents. Topics include entering and editing text, lines and paragraphs, margins, tabs, bullets, page breaks and more.

<b>Washington Crown Ctr</b>	<b>YAI-202-1220</b>	<b>\$99</b>	<b>1 Session</b>
9:00AM–4:00PM	F	3/25/22	Faculty

**ZOOM FOR CCAC**

Are you taking a class with us this semester and unsure how Zoom classes will work with CCAC? Join us in this free class to test it out before your class. Those not taking CCAC classes are welcome to join to have your basic Zoom questions answered.

<b>Online Live Zoom</b>	<b>YAI-172-1217</b>	<b>FREE</b>	<b>1 Session</b>
7:30PM–8:30PM	M	1/31/22	Faculty

**DANCE**

**BALLROOM—BEGINNING**

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

<b>North Campus</b>	<b>YDB-101-1440</b>	<b>\$79</b>	<b>8 Sessions</b>
6:30PM–8:00PM	F	2/18/22	Milligan

**BALLROOM, SWING & LATIN**

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

<b>Allegheny Campus</b>	<b>YDB-110-1210</b>	<b>\$79</b>	<b>8 Sessions</b>
7:00PM–8:30PM	R	2/17/22	Farrar

## DRIVER EDUCATION

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

### INTERNET CLASSROOM THEORY COURSE

Online—Classroom Theory Instruction via CCAC Blackboard

Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive login information prior to start date. If you do not receive your login information call 412.788.7507. Students will have 24/7 access to the course via CCAC website via blackboard.

**REQUIRED TEXTBOOK:** Purchase the softcover student copy and you do not have to purchase the workbook. Purchase online at [www.savvas.com](http://www.savvas.com), search by textbook name "Drive Right" 11th or 12th edition. The book is not available to purchase from the CCAC Bookstores. Cost of the textbook is in addition to tuition and should be purchased prior to the first session.

<b>YOU-820-1400</b>	<b>2/1/22–2/28/22</b>	<b>\$99</b>
<b>YOU-820-1401</b>	<b>3/1/22–3/31/22</b>	<b>\$99</b>
<b>YOU-820-1402</b>	<b>4/1/22–4/29/22</b>	<b>\$99</b>

Lessons posted: Tuesday/Thursday

Students do not need to be online at a specific time but all course work must be completed by the last day of scheduled class.

### PRACTICE DRIVING

You will be contacted by a Rogers School of Driving instructor approximately one week to ten days after the course start date to schedule the six hours of instruction behind the wheel.

Student will meet the driving instructor at the campus location they register for. Student must have a valid permit. Under 18 years of age must have parent/guardian authorization.

\*Those students taking the operator driver's licensing exam must take the exam at Rogers School of Driving, 4590 McKnight Road, Pittsburgh, PA 15237. Student must make arrangements themselves to get to Rogers School of Driving for licensing exam.

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

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

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

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

### REGISTRATION & PAYMENT INFORMATION

Phone-in: 412.788.7546 (credit card payment)

Online: [shopcommunityed.ccac.edu](http://shopcommunityed.ccac.edu)

### CLASS SCHEDULE BY LOCATION

#### CCAC ALLEGHENY CAMPUS

800 Allegheny Avenue, Pittsburgh, Pa 15233

Driving Instruction (in the car) six hours behind the wheel/ by appointment

<b>YOU-030-1210</b>	<b>2/1/22–2/28/22</b>	<b>\$439</b>
<b>YOU-030-1211</b>	<b>3/1/22–3/31/22</b>	<b>\$439</b>
<b>YOU-030-1212</b>	<b>4/2/22–4/29/22</b>	<b>\$439</b>
<b>YOU-030-1213</b>	<b>5/2/22–5/31/22</b>	<b>\$439</b>

Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver's licensing exam\*

<b>YOU-294-1210</b>	<b>2/1/22–2/28/22</b>	<b>\$539</b>
<b>YOU-294-1211</b>	<b>3/1/22–3/31/22</b>	<b>\$539</b>
<b>YOU-294-1212</b>	<b>4/2/22–4/29/22</b>	<b>\$539</b>
<b>YOU-294-1213</b>	<b>5/2/22–5/31/22</b>	<b>\$539</b>

#### CCAC BOYCE CAMPUS

595 Beatty Road, Monroeville, Pa 15416

Driving Instruction (in the car) six hours behind the wheel/ by appointment

<b>YOU-030-1280</b>	<b>2/1/22–2/28/22</b>	<b>\$439</b>
<b>YOU-030-1281</b>	<b>3/1/22–3/31/22</b>	<b>\$439</b>
<b>YOU-030-1282</b>	<b>4/2/22–4/29/22</b>	<b>\$439</b>
<b>YOU-030-1283</b>	<b>5/2/22–5/31/22</b>	<b>\$439</b>

Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver's licensing exam\*

<b>YOU-294-1280</b>	<b>2/1/22–2/28/22</b>	<b>\$539</b>
<b>YOU-294-1281</b>	<b>3/1/22–3/31/22</b>	<b>\$539</b>
<b>YOU-294-1282</b>	<b>4/2/22–4/29/22</b>	<b>\$539</b>
<b>YOU-294-1283</b>	<b>5/2/22–5/31/22</b>	<b>\$539</b>

#### CCAC NORTH CAMPUS

8701 Perry Highway, Pittsburgh, Pa 15237

Driving Instruction (in the car) six hours behind the wheel/ by appointment

<b>YOU-030-1450</b>	<b>2/1/22–2/28/22</b>	<b>\$439</b>
<b>YOU-030-1451</b>	<b>3/1/22–3/31/22</b>	<b>\$439</b>
<b>YOU-030-1452</b>	<b>4/2/22–4/29/22</b>	<b>\$439</b>
<b>YOU-030-1453</b>	<b>5/2/22–5/31/22</b>	<b>\$439</b>

Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver's licensing exam\*

<b>YOU-294-1450</b>	<b>2/1/22–2/28/22</b>	<b>\$539</b>
<b>YOU-294-1451</b>	<b>3/1/22–3/31/22</b>	<b>\$539</b>
<b>YOU-294-1452</b>	<b>4/2/22–4/29/22</b>	<b>\$539</b>
<b>YOU-294-1453</b>	<b>5/2/22–5/31/22</b>	<b>\$539</b>

#### CCAC SOUTH CAMPUS

1750 Clairton Road, West Mifflin, Pa 15122

Driving Instruction (in the car) six hours behind the wheel/ by appointment

<b>YOU-030-1540</b>	<b>2/1/22–2/28/22</b>	<b>\$439</b>
<b>YOU-030-1541</b>	<b>3/1/22–3/31/22</b>	<b>\$439</b>
<b>YOU-030-1542</b>	<b>4/2/22–4/29/22</b>	<b>\$439</b>
<b>YOU-030-1543</b>	<b>5/2/22–5/31/22</b>	<b>\$439</b>

Driving Instruction (in the car) six hours behind the wheel/ by appointment plus the operator driver's licensing exam\*

<b>YOU-294-1540</b>	<b>2/1/22–2/28/22</b>	<b>\$539</b>
<b>YOU-294-1541</b>	<b>3/1/22–3/31/22</b>	<b>\$539</b>
<b>YOU-294-1542</b>	<b>4/2/22–4/29/22</b>	<b>\$539</b>
<b>YOU-294-1543</b>	<b>5/2/22–5/31/22</b>	<b>\$539</b>

**DANCING AT WEDDINGS & PARTIES**

Learn wedding dances such as the macarena, polka, electric slide, hully gully, basic swing, basic cha-cha and other dance steps. Pull a mate off the couch or out of the kitchen or bring a friend. Come have fun and get ready to dance.

**North Campus**      **YDB-104-1450**    **\$79**      **8 Sessions**  
 8:00PM–9:30PM      F                      2/18/22    Milligan

**HOW TO DANCE ANYWHERE, TO ANY MUSIC**

This course will teach students how to dance in nightclubs, at formal events and anywhere else there is music. Learn the foundational steps, techniques, body isolations and musicality of dancing that can be used across partner dancing, as well as solo freestyle and line dancing. No partner necessary for this dance class.

**North Campus**      **YDB-316-1450**    **\$29**      **1 Session**  
 7:00PM–8:00PM      F                      4/29/22    Suchy

**South Campus**      **YDB-316-1540**    **\$29**      **1 Session**  
 7:00PM–8:00PM      T                      4/12/22    Suchy

**FINANCE**

**ANNUITIES—HOW THEY REALLY WORK**

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

**North Campus**      **YCH-302-1450**    **\$39**      **1 Session**  
 6:30PM–8:30PM      M                      2/21/22    Hill

**BABY BOOMER DIVORCE—HOW NOT TO GO BROKE**

Baby Boomers are divorcing at a stunning rate. Splitting up on the brink of retirement, or post-retirement, can be catastrophic for your finances. In this course, we will cover how to make the important financial decisions.

**Allegheny Campus**      **YEB-829-1210**    **\$39**      **1 Session**  
 6:30PM–8:00PM      R                      2/10/22    Bouma

**NEW! EATING ON LESS THAN A DOLLAR A DAY**

Eating on less than a dollar a day is a metaphor for living simple. This course instructs and encourages how to eat inexpensively in today’s competitive economy. In addition to eating inexpensively, this course will include tips on how to live in a more sustainable and simple manner.

**South Campus**      **YCH-173-1540**    **\$59**      **3 Sessions**  
 6:00PM–8:00PM      T                      3/29/22    Faculty

**ENROLL EARLY!**

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

**ECONOMIC CONSIDERATIONS FOR STOCK & REAL ESTATE INVESTORS**

It is important to know where you are at in short, medium and long cycles before you enter into, exit or change an investment. This course will teach students to identify trends that affect investments in stocks and real estate. Students will learn how to locate and evaluate information that will lead them to increase risk and decrease risk at the appropriate time.

**Online Live Zoom**      **YCH-067-1215**    **\$39**      **1 Session**  
 7:00PM–8:00PM      T                      3/15/22    Suchy

**ESTATE PLANNING—SINCE YOU CAN'T TAKE IT WITH YOU**

Learn about important estate planning documents such as a Last Will and Testament, Durable Power of Attorney, and Health Care Power of Attorney, and why every adult should have these documents. Discuss strategies for advance planning to provide yourself and your family with peace of mind.

**Online Live Zoom**      **YCH-066-1215**    **\$39**      **1 Session**  
 6:00PM–8:30PM      M                      3/14/22    Derby

**GUIDE TO RETIREMENT FOR SUSTAINABLE INCOME IN RETIREMENT**

The guide to Retirement course is designed to help those planning for retirement and those already retired learn the various pitfalls one may face in retirement and strategies to help you better go through and prepare for retirement.

**North Campus**      **YCH-017-1450**    **\$49**      **3 Sessions**  
 6:30PM–8:00PM      T                      3/22/22    Canella

**South Campus**      **YCH-017-1540**    **\$49**      **3 Sessions**  
 6:30PM–8:00PM      W                      3/23/22    Canella

**West Hills Center**      **YCH-017-1290**    **\$49**      **3 Sessions**  
 6:30PM–8:00PM      R                      3/24/22    Canella

**Online Live Zoom**      **YCH-017-1215**    **\$49**      **3 Sessions**  
 6:30PM–8:00PM      T                      2/8/22      Canella

**HOW TO BUILD WEALTH IN GOOD TIMES & BAD**

This course will teach how to build wealth from a starting point without skills, connections or money. Students will learn how to control costs, increase their personal income, identify and invest in assets, make wise choices about education and training, evaluate financial risk and identify the skills that they have to build their own business.

**Allegheny Campus**      **YCH-068-1210**    **\$39**      **1 Session**  
 7:00PM–8:00PM      M                      4/11/22    Suchy

**Online Live Zoom**      **YCH-068-1215**    **\$39**      **1 Session**  
 7:00PM–8:00PM      M                      3/14/22    Suchy

### HOW TO START INVESTING IN STOCKS & OPTIONS

This course will introduce students to investing in stocks and options in cash, margin and IRA accounts. Students will learn about fundamental and technical analysis, trade management, hedging, leverage, cycles and position sizing. Learn to manage your own investments, identify opportunities and build wealth in the stock market.

<b>North Campus</b> 7:00PM–8:00PM	<b>YCH-069-1450</b> W	<b>\$39</b> 4/13/22	<b>1 Session</b> Suchy
<b>Online Live Zoom</b> 7:00PM–8:00PM	<b>YCH-069-1215</b> W	<b>\$39</b> 3/16/22	<b>1 Session</b> Suchy

### MEDICARE—WHAT YOU NEED TO KNOW

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

<b>Allegheny Campus</b> 1:00PM–3:00PM	<b>YEB-250-1210</b> T	<b>\$39</b> 3/1/22	<b>1 Session</b> Johnstone
<b>Boyce Campus</b> 1:00PM–3:00PM	<b>YEB-250-1280</b> W	<b>\$39</b> 3/2/22	<b>1 Session</b> Johnstone
<b>North Campus</b> 6:00PM–8:00PM	<b>YEB-250-1450</b> R	<b>\$39</b> 3/24/22	<b>1 Session</b> Johnstone

### PREPARATION FOR DIVORCE, AVOIDING FINANCIAL DISASTER

This course will help you make sound financial decisions in your divorce process and help you to successfully navigate the murky financial waters of divorce. You will leave this session with a good overall understanding of the best method for you to become divorced and all the considerations that go into crafting a fair and equitable divorce settlement.

<b>Allegheny Campus</b> 6:30PM–8:00PM	<b>YEB-028-1210</b> R	<b>\$39</b> 1/13/22	<b>1 Session</b> Bouma
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**STUDENTS MUST BE 18 YEARS OF AGE TO ATTEND ANY CLASS THAT IS NOT A DESIGNATED YOUTH CLASS.**

### RETIREMENT PLANNING

In this course you'll learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee.

<b>North Campus</b> 6:30PM–9:30PM	<b>YCH-029-1450</b> T	<b>\$49</b> 2/22/22	<b>2 Sessions</b> Tiche
<b>Online Live Zoom</b> 9:00AM–12:00PM	<b>YCH-029-1451</b> S	<b>\$49</b> 3/5/22	<b>2 Sessions</b> Tiche
<b>South Campus</b> 6:30PM–9:30PM	<b>YCH-029-1540</b> R	<b>\$49</b> 3/24/22	<b>2 Sessions</b> Faculty

### RETIREMENT PLANNING MADE SIMPLE

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

<b>Brentwood Library</b> 6:30PM–8:30PM	<b>YCH-027-1221</b> R	<b>\$49</b> 3/3/22	<b>2 Sessions</b> Faculty
<b>USC Rec Center</b> 6:00PM–8:00PM	<b>YCH-027-1220</b> T	<b>\$49</b> 4/19/22	<b>2 Sessions</b> Faculty
<b>Jefferson Hills Library</b> 6:30PM–8:30PM	<b>YCH-027-1222</b> T	<b>\$49</b> 3/8/22	<b>2 Sessions</b> Faculty
<b>Jefferson Hills Library</b> 6:30PM–8:30PM	<b>YCH-027-1280</b> R	<b>\$49</b> 3/10/22	<b>2 Sessions</b> Faculty

### ROTH, IRA, 401K, OH MY...

There are many different types of retirement accounts to put your hard earned money into. Should you be investing in a Roth IRA, an IRA, a 401k or other types of accounts? What are the rules when you put money in or take money out? This class will answer those questions and give you the right questions to ask when making retirement decisions!

<b>North Campus</b> 6:30PM–8:30PM	<b>YCH-303-1450</b> W	<b>\$39</b> 2/23/22	<b>1 Session</b> Hill
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### SOCIAL SECURITY—WHAT YOU NEED TO KNOW

Boomers close to retirement need to know, now more than ever, about Social Security. There is so much more than deciding when to take benefits. In this informative seminar learn about the role of social security in your overall retirement plan.

<b>North Campus</b> 6:30PM–8:00PM	<b>YEB-300-1450</b> T	<b>\$39</b> 3/15/22	<b>1 Session</b> Canella
<b>South Campus</b> 6:30PM–8:00PM	<b>YEB-300-1540</b> W	<b>\$39</b> 3/16/22	<b>1 Session</b> Canella
<b>West Hills Center</b> 6:30PM–8:00PM	<b>YEB-300-1290</b> R	<b>\$39</b> 3/17/22	<b>1 Session</b> Canella
<b>Online Live Zoom</b> 6:30PM–8:00PM	<b>YEB-300-1215</b> R	<b>\$39</b> 2/24/22	<b>1 Session</b> Canella

**THE ABCs OF INVESTING**

Would you like to learn about investing and a practical approach to building wealth, but don't know where to start? We will demystify investment jargon and empower you to manage your money safely and effectively.

<b>North Campus</b> 6:30PM–8:00PM	<b>YCH-014-1450</b> T	<b>\$39</b> 4/26/22	<b>2 Sessions</b> Canella
<b>South Campus</b> 6:30PM–8:00PM	<b>YCH-014-1540</b> W	<b>\$39</b> 4/27/22	<b>2 Sessions</b> Canella
<b>West Hills Center</b> 6:30PM–8:00PM	<b>YCH-014-1290</b> R	<b>\$39</b> 4/28/22	<b>2 Sessions</b> Canella
<b>Online Live Zoom</b> 6:30PM–8:00PM	<b>YCH-014-1215</b> R	<b>\$39</b> 2/10/22	<b>2 Sessions</b> Canella

**WANT TO RETIRE EARLY & DON'T KNOW WHAT TO DO ABOUT HEALTH COVERAGE?**

Voluntarily walking away from a productive career presents early retirees with a number of weighty considerations. One of the first: health insurance. The good news is you have options. Discover some health care options that may work for you!

<b>North Campus</b> 6:30PM–8:30PM	<b>YCH-028-1451</b> R	<b>\$39</b> 4/7/22	<b>1 Session</b> Johnstone
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**WRITING YOUR WILL, FINANCIAL POWER OF ATTORNEY & HEALTHCARE POWER OF ATTORNEY**

Learn about the essential elements of creating these important documents. We'll discuss estate planning essentials such as wills, financial power of attorney, healthcare power of attorney, advanced directives, guardianships, and estate and inheritance taxes.

<b>Online Live Zoom</b> 6:30PM–9:00PM	<b>YCH-024-1215</b> M	<b>\$39</b> 3/7/22	<b>1 Session</b> Ott
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**FITNESS**

**20/20/20—BEGINNING**

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

<b>North Campus</b> 5:00PM–6:00PM	<b>YFA-161-1450</b> W	<b>\$79</b> 2/9/22	<b>10 Sessions</b> Overly
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**NEW! AEROBIC JAM**

This mix of aerobics and hip-hop adds variety into your cardio routine. It is designed and choreographed for all levels. It's fun, exciting and funky.

<b>North Campus</b> 5:00PM–6:00PM	<b>YFA-164-1450</b> R	<b>\$79</b> 2/10/22	<b>10 Sessions</b> Davenport
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**BEGINNER TRIPLE PLAY**

If you haven't been off the couch in a while, this is a great class to start with! We hit cardiovascular work, strength and flexibility. The class starts off slowly with gentle and motivating moves designed to ease you back into exercise. Bring light weights, a mat and water to class.

<b>Allegheny Campus</b> 6:00PM–7:00PM	<b>YFA-361-1210</b> T	<b>\$79</b> 2/22/22	<b>10 Sessions</b> Faculty
<b>Boyce Campus</b> 6:00PM–7:00PM	<b>YFA-361-1280</b> W	<b>\$79</b> 2/23/22	<b>10 Sessions</b> Faculty
<b>North Campus</b> 6:15PM–7:15PM	<b>YFA-361-1450</b> M	<b>\$79</b> 2/7/22	<b>10 Sessions</b> Overly
<b>South Campus</b> 9:30AM–10:30AM	<b>YFA-361-1540</b> T	<b>\$79</b> 1/25/22	<b>10 Sessions</b> Sewchok

**BODYSULPTING**

Get started on a better-looking body with this all-in-one class whose purpose is to help minimize the dimply appearance of cellulite, burn fat and tone, smooth and firm your muscles.

<b>North Campus</b> 5:00PM–6:00PM	<b>YFA-110-1450</b> T	<b>\$79</b> 2/8/22	<b>10 Sessions</b> Faculty
<b>Online Live Zoom</b> 6:00PM–7:00PM	<b>YFA-110-1215</b> M	<b>\$79</b> 1/24/22	<b>10 Sessions</b> Taylor

**CARDIO DANCE FITNESS**

This cardio dance class will get your heart racing! A combination of easy-to-follow dance moves and fitness moves in both fast and slow rhythms will work the full body. No prior dance experience is necessary, all levels of fitness are welcome and encouraged. This class will cover a warm-up, cool down and stretching section also.

<b>North Campus</b> 7:30PM–8:30PM	<b>YFA-018-1450</b> R	<b>\$79</b> 2/10/22	<b>10 Sessions</b> Davenport
<b>Online Live Zoom</b> 6:00PM–7:00PM	<b>YFA-018-1215</b> W	<b>\$59</b> 1/19/22	<b>6 Sessions</b> Sewchok
<b>Online Live Zoom</b> 6:00PM–7:00PM	<b>YFA-018-1216</b> R	<b>\$59</b> 3/3/22	<b>6 Sessions</b> Sewchok

**GET FIT**

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

<b>North Campus</b> 6:15PM–7:15PM	<b>YFA-394-1450</b> T	<b>\$79</b> 2/8/22	<b>10 Sessions</b> Faculty
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**GUTS-N-BUTTS**

Guts-N-Butts will focus specifically on these two muscle groups. Incorporating both Pilates and yoga moves along with both standing and floor position will provide a variety of exercises to strengthen and tone these specific areas of the body. A yoga mat is the only equipment recommended.

<b>Online Live Zoom</b>	<b>YFA-113-1215</b>	<b>\$79</b>	<b>10 Sessions</b>
4:30PM–5:15PM	W	2/16/22	Woodyard

**NEW! HIP HOP DANCE WORKOUT**

Hip hop music is derived from funk, rock, rhythm, blues and jazz musical styles. In this introductory course, we will blend the different styles of hip hop dance with a cardio workout, and cover a set of combinations and routines. We will work our total body, tone up, gain endurance by learning fun choreography, and move and groove to contemporary and old school music.

<b>North Campus</b>	<b>YFA-391-1450</b>	<b>\$79</b>	<b>10 Sessions</b>
6:15PM–7:15PM	R	2/10/22	Davenport

**PILATES**

Experience how Pilates coordinates the mind, body and spirit through proper breathing, good posture and concentration. Build a full-body workout that helps improve posture, strengthens the back and abdominal muscles, increases flexibility, tones muscles and sharpens the mind/body connection. Students should bring a mat or heavy blanket for floor work.

<b>North Campus</b>	<b>YFA-322-1450</b>	<b>\$79</b>	<b>10 Sessions</b>
7:30PM–8:30PM	T	2/8/22	Faculty

<b>Online Live Zoom</b>	<b>YFA-322-1215</b>	<b>\$79</b>	<b>10 Sessions</b>
7:15PM–8:15PM	R	3/3/22	Claytor

<b>West Hills Center</b>	<b>YFA-322-1290</b>	<b>\$69</b>	<b>7 Sessions</b>
7:00PM–8:00PM	M	1/3/22	Kelley

<b>West Hills Center</b>	<b>YFA-322-1291</b>	<b>\$69</b>	<b>7 Sessions</b>
7:00PM–8:00PM	M	4/11/22	Kelley

**SUPER 55+**

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

<b>South Campus</b>	<b>YFA-081-1540</b>	<b>\$69</b>	<b>8 Sessions</b>
6:00PM–7:00PM	M	2/7/22	Claytor

**TAI CHI CHUAN—BEGINNING**

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

<b>North Campus</b>	<b>YFD-212-1450</b>	<b>\$79</b>	<b>10 Sessions</b>
7:30PM–8:30PM	M	2/7/22	Lapresta

**SWIM CLASSES RETURN TO PATHFINDER SCHOOL IN THE SOUTH HILLS JAN 25! CALL 412.788.7507 FOR INFORMATION.**

**YOGA—BEGINNING**

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

<b>North Campus</b>	<b>YFA-305-1450</b>	<b>\$79</b>	<b>10 Sessions</b>
5:00PM–6:00PM	M	2/7/22	Overly

<b>North Campus</b>	<b>YFA-305-1452</b>	<b>\$49</b>	<b>5 Sessions</b>
5:00PM–6:00PM	M	4/25/22	Overly

<b>South Campus</b>	<b>YFA-305-1541</b>	<b>\$79</b>	<b>10 Sessions</b>
7:00PM–8:00PM	W	2/9/22	Martucci

<b>Online Live Zoom</b>	<b>YFA-305-1216</b>	<b>\$79</b>	<b>10 Sessions</b>
7:00PM–8:30PM	T	2/8/22	Martucci

<b>Online Live Zoom</b>	<b>YFA-305-1217</b>	<b>\$79</b>	<b>10 Sessions</b>
7:30PM–8:30PM	R	1/27/22	Schlegel

<b>Online Live Zoom</b>	<b>YFA-305-1218</b>	<b>\$79</b>	<b>10 Sessions</b>
10:30AM–11:30AM	S	2/12/22	Martucci

<b>Online Live Zoom</b>	<b>YFA-305-1221</b>	<b>\$79</b>	<b>7 Sessions</b>
7:00PM–8:30PM	T	4/19/22	Martucci

**YOGA 2**

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

<b>North Campus</b>	<b>YFA-323-1450</b>	<b>\$79</b>	<b>10 Sessions</b>
6:15PM–7:15PM	W	2/9/22	Overly

**YOGA—VINYASA FLOW**

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

<b>West Hills Center</b>	<b>YFA-359-1290</b>	<b>\$69</b>	<b>7 Sessions</b>
8:00PM–9:00PM	M	1/3/22	Kelley

<b>West Hills Center</b>	<b>YFA-359-1291</b>	<b>\$69</b>	<b>7 Sessions</b>
8:00PM–9:00PM	M	4/11/22	Kelley

**FITNESS INSTRUCTORS WANTED!**

If you have professional and/or teaching experience in fitness, aerobic dance and/or Zumba, email us at [communityeducation@ccac.edu](mailto:communityeducation@ccac.edu)

## ZUMBA

Zumba is a fusion of Latin and international music with dance themes creating a dynamic, exciting, effective fitness system. All ages and all sizes are welcome and can benefit from having fun while exercising. Please be sure to wear good, supportive sneakers.

<b>North Campus</b> 7:15PM–8:15PM	<b>YFA-101-1450</b> W	<b>\$79</b> 2/9/22	<b>10 Sessions</b> Faculty
<b>Online Live Zoom</b> 6:30PM–7:30PM	<b>YFA-101-1215</b> MW	<b>\$109</b> 2/28/22	<b>20 Sessions</b> Roberts
<b>Online Live Zoom</b> 6:30PM–7:30PM	<b>YFA-101-1216</b> M	<b>\$79</b> 2/28/22	<b>10 Sessions</b> Roberts
<b>Online Live Zoom</b> 6:30PM–7:30PM	<b>YFA-101-1217</b> W	<b>\$79</b> 3/2/22	<b>10 Sessions</b> Roberts

## FOOD & SPIRITS

### NEW! BREAD WORKSHOP

Did you miss the pandemic trend of bread making? Join us and discover just how easy it is to make homemade bread. Learn fundamentals of dough and batter preparation for making your own bread at home.

<b>Online Live Zoom</b> 6:00PM–9:00PM	<b>YCD-059-1215</b> R	<b>\$39</b> 3/10/22	<b>1 Session</b> Faculty
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### CAKE DECORATING—BASICS

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

<b>Boyce Campus</b> 6:30PM–9:30PM	<b>YCD-102-1280</b> R	<b>\$99</b> 2/17/22	<b>4 Sessions</b> Faculty
<b>North Campus</b> 6:30PM–9:30PM	<b>YCD-102-1450</b> W	<b>\$99</b> 2/16/22	<b>4 Sessions</b> Hugar

### CAKE DECORATING—NONCREDIT CERTIFICATE OF COMPLETION

Start a career as a professional cake decorator with a certificate in cake decorating or delight your family and friends with delicious, edible works of art. Gain practical, hands-on training in cake decorating. Starting with the basics, students will learn the basics of frosting and smoothing a cake, adding borders and making basic flowers. As they progress, students will work with butter cream and royal icings as well as fondant making more complicated edible cake decorations and character cakes. Students must purchase all tools and supplies for this course. A required tool and supply list will be provided at the first class session.

<b>North Campus</b> 6:30PM–9:30PM	<b>YCD-244-1450</b> W	<b>\$199</b> 2/16/22	<b>10 Sessions</b> Hugar
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## ZOOM CAKE DECORATING

Yes, you can learn cake decorating via Zoom! Let me show you how! Get some beginner basics and enjoy the fun of decorating your family & friends' cakes. It's easier than you think and it's so much fun! There's so many easy and simple ways to decorate an amazing cake, and many other techniques are not difficult—you can learn them step by step. Call 412.788.7507 for supplies list. Student must purchase supplies.

<b>Online Live Zoom</b> 5:30PM–8:30PM	<b>YCD-372-1215</b> T	<b>\$79</b> 4/12/22	<b>3 Sessions</b> Kirk
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## FRIDAY EVENING SUPPER CLUB

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

<b>Allegheny Campus</b> 7:00PM–9:00PM	<b>YEB-062-1295</b> F	<b>\$49</b> 3/11/22	<b>4 Sessions</b> Guercio
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## GREAT WINES & CHEESES

Explore and discuss the selection of great wine, cheese and bread combinations. Use your knowledge to make a charcuterie board for your next evening in at home. A supply list will be provided so you can join along in tasting at home if you'd like. You must be over 21 to attend.

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YCD-029-1215</b> W	<b>\$39</b> 3/9/22	<b>1 Session</b> Faculty
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## NEW! ITALIAN WINES

The wines of the boot! A complicated wine country for sure but we will simplify it the best we can. We will travel through four regions of Italy and discuss the climate and the cultural differences within the regions. The food of each region will be discussed also. Come explore one of the world's most popular travel destinations without leaving home.

<b>Dreadnought Wines</b> 6:30PM–9:30PM	<b>YCD-036-1295</b> W	<b>\$39</b> 4/27/22	<b>1 Session</b> Faculty
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## PAIRING WINE & FOOD

Become more confident when making wine choices by learning to pair the food you serve with the perfect wine. A wine list will be provided so you can join along in tasting at home if you'd like.

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YCD-032-1215</b> W	<b>\$39</b> 3/2/22	<b>1 Session</b> Faculty
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**NEW! PORTUGUESE WINES**

The small but mighty wine country of Portugal has a diverse selection of wines from white to rose to red. We will explore the country from the North to the South with a selection of four wines. These wines will come from small family producers. Food pairings will be discussed.

**Dreadnought Wines**    **YCD-035-1295**    **\$39**    **1 Session**  
 6:30PM–9:30PM    W    3/23/22    Faculty

**GENERAL INTEREST**

**BUILD LIKE A LEGO® MASTER**

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

**Online Live Zoom**    **YEB-362-1450**    **\$59**    **6 Sessions**  
 7:00PM–8:30PM    T    3/1/22    Kay

**HOW TO HAVE A GOOD DIVORCE**

Most of us know people who had a bad divorce. It is possible to have a good divorce and this course will help you decide if this outcome is what you desire—a sense of economic justice, emotional closure, communication skills, mutual goodwill and the process to achieve it.

**Allegheny Campus**    **YEB-161-1210**    **\$39**    **1 Session**  
 6:30PM–8:00PM    R    3/10/22    Bouma

**HOSPICE VOLUNTEER WORKSHOP**

In this workshop, students will learn from an experienced staff of caregivers how to comfort and assist patients and their families as they confront end-of-life issues and challenges. Upon finishing this workshop, each participant will receive a Certificate of Attendance from CCAC.

**Allegheny Campus**    **YCA-300-1210**    **FREE**    **1 Session**  
 9:00AM–12:30PM    S    4/23/22    Faculty

**NURSE AIDE INSTRUCTORS NEEDED**

- Part-time hours
- Great hourly rate
- Must be an RN or LPN with active license
- One year long-term care experience
- Willing to take the Train the Educator program online
- Favorable criminal clearances

Contact Christine Santilli at [csantilli@ccac.edu](mailto:csantilli@ccac.edu) or 412.237.4471

**NEW! INTRO TO DUNGEONS & DRAGONS**

Learn the basics of the world’s most popular role-playing game through hands-on experience, group discussion and tutorials.

**North Campus**    **YDD-103-1450**    **\$49**    **5 Sessions**  
 6:00PM–9:00PM    T    3/1/22    Book

**NEW! IS AMERICAN DEMOCRACY ON THE ROPES?**

Are Americans at risk of losing the power of their vote? We’ll examine how elections are conducted, the legacy of the 2020 election, threats to the vote and steps to preserve our fundamental right to vote.

**Online Live Zoom**    **YEA-014-1450**    **\$49**    **4 Sessions**  
 6:30PM–8:00PM    T    3/15/22    Brown

**STAND-UP COMEDY**

For those who have thought about doing stand-up comedy but never quite got up the nerve to try, this course will introduce you to the world of stand-up comedy. Learn how to write various types of comedic material and have the opportunity to develop and perform your own comedy routine. Dealing with stage fright and getting started in the comedy business will also be covered.

**North Campus**    **YDD-102-1450**    **\$69**    **5 Sessions**  
 6:30PM–9:00PM    W    3/16/22    Knight

**HEARTSAVER CPR/AED (FOR NON-HEALTHCARE PROVIDERS)**

This CPR course teaches non-healthcare providers how to recognize and treat life-threatening emergencies requiring CPR and how to properly use an AED or Automated External Defibrillator. Students also learn how to treat choking and to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children. Courses are available for adult, child and/or infant patients. For more information, contact Rick Susalla at [rsusalla3@ccac.edu](mailto:rsusalla3@ccac.edu) or 412.788.7507.

**Boyce Campus**  
 595 Beatty Road, Monroeville, PA 15146  
 Wednesday 1/12/22 6:00PM–10:30PM XFC-060-57201 \$65  
 Saturday 1/29/22 9:00AM–1:30PM XFC-060-57202 \$65  
 Wednesday 4/13/22 6:00PM–10:30PM XFC-060-57207 \$65  
 Saturday 4/30/22 9:00AM–1:30PM XFC-060-57208 \$65

**Allegheny Campus**  
 808 Ridge Avenue, Pittsburgh, PA 15212  
 Wednesday 2/9/22 6:00PM–10:30PM XFC-060-57203 \$65  
 Saturday 2/26/22 9:00AM–1:30PM XFC-060-57204 \$65  
 Wednesday 5/11/22 6:00PM–10:30PM XFC-060-57209 \$65  
 Saturday 5/21/22 9:00AM–1:30PM XFC-060-57210 \$65

**West Hills Center**  
 1000 McKee Road, Oakdale, PA 15071  
 Wednesday 3/9/22 6:00PM–10:30PM XFC-060-57205 \$65  
 Saturday 3/26/22 9:00AM–1:30PM XFC-060-57206 \$65  
 Wednesday 6/8/22 6:00PM–10:30PM XFC-060-57211 \$65  
 Saturday 6/25/22 9:00AM–1:30PM XFC-060-57212 \$65

## HEALTH

### BLS PROVIDER (ALSO KNOWN AS PROFESSIONAL RESCUER CPR)

This course is designed for prehospital or hospital healthcare personnel and includes use of the Automated External Defibrillator (AED), cardiopulmonary resuscitation on adults, children and infants, choking and foreign body airway obstruction as well as dealing with heart attacks, chest pain and cardiac arrest. This course is usually the required credential for healthcare professionals. Students must successfully complete practical skills testing and a written exam. For more information, please contact Rick Susalla at [rsusalla3@ccac.edu](mailto:rsusalla3@ccac.edu) or 412.788.7365.

<b>Allegheny Campus</b> 8:30AM–1:00PM	<b>XIA-470-57101</b> F	<b>\$65</b> 1/14/22	
<b>Allegheny Campus</b> 8:30AM–1:00PM	<b>XIA-470-57102</b> F	<b>\$65</b> 2/11/22	
<b>Allegheny Campus</b> 8:30AM–1:00PM	<b>XIA-470-57103</b> F	<b>\$65</b> 3/11/22	
<b>Allegheny Campus</b> 8:30AM–1:00PM	<b>XIA-470-57104</b> F	<b>\$65</b> 4/8/22	
<b>Allegheny Campus</b> 8:30AM–1:00PM	<b>XIA-470-57105</b> F	<b>\$65</b> 5/13/22	

### CLEAN EATING

Clean eating is everywhere. Have you wondered what it is or how it impacts your health? Clean eating is not a diet, it is a complete overhaul of your eating habits. Getting started with a plan is key. During our class we will discuss the benefits of clean eating and why less processed food is great for our bodies, food lists and meal ideas.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-331-1450</b> R	<b>\$39</b> 4/7/22	<b>1 Session</b> Heineman
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### EAT TO LIVE—ANTI-AGING POWER FOODS

The science of anti-aging eating has advanced to the point where individuals can actually help themselves live a longer, healthier life if they pay attention to the foods they eat. Regardless of age, now is the right time to start eating for life. Participants will discover the healthy choices they can make at home or dining out.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-166-1450</b> R	<b>\$39</b> 3/24/22	<b>1 Session</b> Heineman
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### FOOD & MOOD CONNECTION

You have heard the saying ‘you are what you eat.’ Learn about foods that affect your anxiety, depression, stress and inflammation as well as principles for healthier eating. Identify your own food rules, take control of your health and be able to make food choices to help balance your mood.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-359-1450</b> R	<b>\$39</b> 4/21/22	<b>1 Session</b> Heineman
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### UPMC PASSAVANT HOSPITAL FOUNDATION CONTEMPORARY MANAGEMENT OF PERIPHERAL ARTERIAL DISEASE

Join Michael Madigan, MD as he discusses atherosclerosis and arterial insufficiency of the lower extremities affects millions of people annually in the US. Review common presentations and treatment strategies, including medical management, endovascular intervention and surgical intervention. His presentation will include an informative lecture followed by a question-and-answer session.

*Speaker:* Michael Madigan, M.D. Assistant Professor of Surgery, Division of Vascular Surgery, UPMC Passavant.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-995-1450</b> T	<b>FREE</b> 2/8/22	<b>1 Session</b> Faculty
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### SAVE YOUR SHOULDER—SURGICAL & NONSURGICAL TREATMENTS FOR SHOULDER PAIN

John M. Richmond, MD will present the latest information on common shoulder conditions and injuries, non-operative treatments and surgical advancements. There will also be an opportunity for questions and answers following the presentation.

*Speaker:* John M. Richmond, MD, Orthopedic Surgeon, Tri Rivers Musculoskeletal Centers, Fellowship-trained in Sports Medicine and Shoulder Surgery.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-996-1450</b> T	<b>FREE</b> 3/8/22	<b>1 Session</b> Faculty
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### STOP THE BLEED

Join APP Megan Tomaino as she teaches basic bleeding control and tourniquet application to community members and medical staff to improve survival after trauma and prevent hemorrhagic death.

*Speaker:* Megan Tomaino, PA-C, MPAS, UPMC Passavant Department of Anesthesia, PACU/APS.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-997-1450</b> T	<b>FREE</b> 4/12/22	<b>1 Session</b> Faculty
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### HEALING YOUR BODY NATURALLY

Students can discover natural solutions to heal themselves and their family. Topics will include what is hidden in food that can cause illness; the difference between vitamins, minerals, herbs and supplements; the possible conflict between pharmaceutical drugs and herbs; how to manage present medications with natural remedies; and alternative therapies.

<b>North Campus</b> 6:30PM–8:30PM	<b>YEB-126-1450</b> R	<b>\$39</b> 3/10/22	<b>1 Session</b> Heineman
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## EMERGENCY MEDICAL TECHNICIAN (EMT)

The EMT course prepares students with the knowledge and skills to provide basic level emergency care in a pre-hospital setting. This course is aligned with the National Education Standards for EMT as approved by the PA DOH (Pennsylvania Department of Health). Students will learn emergency care for cardiac arrest, medical emergencies, trauma emergencies, patient assessment techniques, oxygen administration, pharmacology for emergency care and EMS Operations. Students must be able to meet all requirements for the Functional Position Description for EMT. The course will include classroom sessions, skill labs, and a required clinical rotation in a hospital or other approved facility. For more information, please contact Rick Susalla at [rsusalla3@ccac.edu](mailto:rsusalla3@ccac.edu) or 412.788.7507.

<b>Allegheny Campus (Day)</b>	<b>XGC-600-57638</b>	<b>\$740*</b>	
KLI Building Room 520			
8:30AM–12:30PM	MWR	1/10/22–4/7/22	
8:00AM–5:00PM	Saturday Classes	1/29/22–4/2/22	
<b>Allegheny Campus (Evening)</b>	<b>XGC-600-57639</b>	<b>\$740*</b>	
KLI Building Room 520			
6:00PM–10:00PM	MWR	1/24/22–4/13/22	
8:00AM–5:00PM	Saturday Classes	2/5/22–4/9/22	
<b>Monroeville Training Ctr</b>	<b>XGC-600-57640</b>	<b>\$740*</b>	
2465 Johnston Road, Monroeville, PA 15146			
6:30PM–10:30PM	MR	2/7/22–6/11/22	
8:00AM–5:00PM	Saturday Classes	2/26/22–6/11/22	
<b>West Hills Center</b>	<b>XGC-600-57641</b>	<b>\$740*</b>	
1000 McKee Road, Oakdale, PA 15071			
6:00PM–10:00PM	TR	2/22/22–6/21/22	
8:00AM–5:00PM	Saturday Classes	3/12/22–6/18/22	
<b>Medical Rescue Team South</b>	<b>XGC-600-57642</b>	<b>\$740*</b>	
315 Cypress Way, Pittsburgh, PA 15228			
8:00AM–5:00PM	S	3/19/22–8/20/22	

\*includes textbook

## INFLAMMATION: HOW TO CONTROL IT NATURALLY

Learn what lifestyle habits cause inflammation. We will look what inflammation does to the body and healthy ways to reduce it.

<b>North Campus</b>	<b>YEB-281-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:30PM	R	2/24/22	Heineman

## THE BASICS OF PLANT-BASED EATING

Plant-based eating can prevent and even reverse chronic health problems, including diabetes, heart disease, high blood pressure, autoimmune diseases and cancer. Discover what a plant-based diet is and why it's so important for overall health. Classes focus on practical ways for incorporating plant-centered eating into daily life. Topics include: easy steps for preparing meals, shopping suggestions, reading food labels, tips for dining out, simple yet tasty recipes, and helpful resources.

<b>Online Live Zoom</b>	<b>YEB-248-1215</b>	<b>\$59</b>	<b>4 Sessions</b>
7:00PM–8:00PM	M	2/21/22	Whirlow

## HIKING/WALKING/BIKING

### BICYCLING FROM PITTSBURGH TO DC—HOW TO PLAN, PREP & PACK

If you're interested in riding the 330+ miles between Pittsburgh and Washington, DC on the Great Allegheny Passage and C&O Canal Trail, this workshop will answer all your questions. How much training is needed? How many miles per day? What to wear? What to pack? Where to stay? Sample itineraries, plus information on weather, gear, bike repair, accommodations, camping, food, SAG support and much more.

<b>Allegheny Campus</b>	<b>YFD-037-1210</b>	<b>\$39</b>	<b>1 Sessions</b>
9:00AM–12:00PM	S	3/12/22	Howley

### GO HIKING! NORTH HILLS HIKES

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

<b>Hartwood Acres</b>	<b>YFA-410-1411</b>	<b>\$99</b>	<b>8 Sessions</b>
9:30AM–11:00AM	U	3/13/22	Secilia

No class Sunday, 4/17/22.

### GO HIKING! SOUTH HILLS HIKES

Looking for a way to relax? Lace up your hiking boots and enjoy the trails in Southwestern Allegheny County. Enjoy the scenic trails in the area while learning about safe hiking, backpacking basics, Leave No Trace Principles, fun hiking activities such as geocaching, exploring and learning about different habitats, and much more. Hiking up hills, some of which are steep and strenuous, is a feature of almost every hike. Participants are encouraged to wear hiking boots, as there will be wet/muddy spots. Classes will meet regardless of rain or snow. The first class will meet at the CCAC South Campus Nature Trail near parking lot A.

<b>South Park</b>	<b>YFA-234-1255</b>	<b>\$69</b>	<b>6 Sessions</b>
10:00AM–11:30AM	S	3/19/22	Graham

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

**GO HIKING! WEST HILLS HIKES**

Go hiking at Montour Woods Conservation Area to explore over 10 miles of trails that include community connections to Moon Park, the Montour Trail and other greenway connections in the works. Navigate land around former Nike missile site and enjoy sustainable woodland trails, streams, a waterfall, and human and natural history that is all part of the Hollow Oak Land Trust. Come and appreciate the protected and preserved greenspace. Some trails may include steep slopes and flood plains so hiking boots are strongly suggested. The first class will meet at the Frank Santucci Trail Head located 500 Nike Road, Moon Twp., Pa 15108.

**Montour Woods**      **YFA-421-1255**    **\$69**      **6 Sessions**  
 9:30AM–11:00AM    S                      3/19/22    Faculty

**HIKING THE COUNTY PARKS**

Spend each hiking week checking out the parks across Allegheny County such as Settlers Cabin, South Park, North Park, Hartwood Acres and Deer Lakes. The first class will meet at Settlers Cabin at the Tennis Courts. Participants are encouraged to wear hiking boots or trail shoes. Hikers should be prepared for hikes ranging in length from 2–3.5 miles over varied, undulating terrain. The class is held regardless of rain or snow.

**Allegheny Campus**    **YFA-861-1255**    **\$59**      **5 Sessions**  
 1:00PM–2:30PM      S                      3/12/22    Secilia

**HIKING THE STATE PARKS**

Spend five Saturday afternoons hiking our southwestern PA state parks. We will hike a different state park each week. Participants should wear hiking boots or trail shoes as trails may be slippery, uneven, rocky or muddy. Hikers should be prepared for hikes ranging from 3–5 miles in length on hot summer days over hilly, undulating terrain. Participants with hiking poles should bring them. The class is held regardless of rain. The first class will meet at Raccoon Creek State Park in the Wildflower Reserve parking lot off SR 30.

**Allegheny Campus**    **YFA-188-1255**    **\$59**      **5 Sessions**  
 1:00PM–2:30PM      S                      4/23/22    Secilia

**NEW! LET’S EXPLORE PITTSBURGH**

New to town? Lived here all your life and never taken the time to visit iconic Pittsburgh locations? Join us as we sightsee our beautiful city! We visit the inclines, the strip district, Point State Park and more!

**Allegheny Campus**    **YFA-935-1255**    **\$59**      **4 Sessions**  
 12:00PM–2:00PM    S                      3/5/22      Guercio

**LEISURELY STROLL BRUNCH**

Let’s stroll along some of the Pittsburgh neighborhoods and have brunch together. We will take our time walking through the various neighborhoods and enjoy a great brunch. Class will meet every other week.

**Allegheny Campus**    **YCD-928-1210**    **\$59**      **4 Sessions**  
 10:00AM–12:00PM    U                      3/13/22    Guercio

**PHOTOGRAPHY OF NATURE IN HIKING TRAILS**

Do you enjoy spending time outdoors and photography? Join us as we hike some of our local parks and discover great ways to photograph our natural surroundings. Students should have knowledge of photography fundamentals and skill with their own camera. Call 412.788.7507 for the location of the first class meeting.

**Allegheny Campus**    **YBF-111-1255**    **\$59**      **5 Sessions**  
 9:00AM–11:00AM    S                      3/19/22    Bachman

**WALKING BREAKFAST TOURS**

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

**Allegheny Campus**    **YCD-940-1210**    **\$59**      **4 Sessions**  
 9:00AM–11:00AM    S                      3/12/22    Guercio

**WALKING LUNCH TOURS**

There are many interesting and fun neighborhoods in the Pittsburgh area. Explore one of four neighborhoods each week. We will have lunch at one of the local restaurants. After lunch we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. Class will meet every other week.

**Allegheny Campus**    **YCD-939-1210**    **\$59**      **4 Sessions**  
 12:00PM–2:00PM    S                      3/12/22    Guercio

**HISTORY**

**ALEXANDER HAMILTON**

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

**Allegheny Campus**    **YCA-218-1210**    **\$39**      **1 Session**  
 6:30PM–9:30PM      R                      2/24/22    Secilia

**NEW! CROATIAN ARTS & HERITAGE**

Croatian & Croatian-American art has had an impact in the Pittsburgh area. We'll look at it from within the broader social, cultural and political contexts of production. Historical overview of selected artists and works is provided, as is attention to Pittsburgh's historic Croatian community (once the largest outside of Croatia proper).

**Allegheny Campus**      **YCA-238-1210**    **\$49**      **3 Sessions**  
 7:00PM–8:30PM      R                      4/14/22      Secilia

**NEW! GETTYSBURG—THE GREATEST BATTLE FOUGHT CONTINUED DAY 2 & 3**

An in-depth look at the events, leaders, and legacy of the Battle of Gettysburg in the American Civil War. This class is a continuation of a previous course which covered the first day of battle on July 1, 1863 but all students are welcome. Using numerous slides, maps and stories, the investigation of the battle will resume by covering the second and third day's engagement on July 2–3, 1863, the battle's impact on the Civil War as a whole, and the meaning of Gettysburg for Americans today.

**North Campus**              **YCA-316-1450**    **\$59**      **5 Sessions**  
 7:00PM–9:00PM          W                      3/2/22      Wiebe

**NEW! THE HISTORY OF IRELAND—LEGEND & LITERATURE**

Let's learn about the history of Ireland as seen through the literature, history and legends. We will read the greatest Irish writers and see how they tell the history of Ireland. We will look at the origins of legends, the invasion by the English, and the potato famine that led to the great migration to America.

**South Campus**              **YCA-236-1540**    **\$89**      **8 Sessions**  
 6:30PM–8:30PM          T                      3/1/22      Hartnett

**LIFE OF ABRAHAM LINCOLN**

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

**North Campus**              **YCA-097-1450**    **\$59**      **6 Sessions**  
 1:00PM–3:00PM          T                      3/8/22      Puglisi

**South Campus**              **YCA-097-1540**    **\$59**      **6 Sessions**  
 1:00PM–3:00PM          W                      3/9/22      Puglisi

**CURIOS ABOUT YOUR CLASS LOCATION?**

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

**NEW! NATIVE AMERICAN ART HISTORY**

This course is a transcultural survey of Native American art, culture and history with examination of anthropological and regional diversity in the Americas. Major forms and styles of selected Indigenous cultures from pre-contact to contemporary periods will be discussed in relation to their social, political, economic and cultural contexts.

**Allegheny Campus**      **YCA-237-1210**    **\$59**      **6 Sessions**  
 7:00PM–8:30PM          T                      2/15/22      Secilia

**HOME & GARDEN**

**ABCS OF GARDENING**

How does your garden grow? Are you tired of the way it looks? With the ABCs of gardening, you will be able to rehabilitate your yard with a few simple steps. Students should bring a photo of their yard to class.

**Braddock Hills Center**    **YCI-050-1230**    **\$39**      **1 Session**  
 6:00PM–9:00PM          T                      3/2/22      Faculty

**BE YOUR OWN CONTRACTOR**

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

**Online Live Zoom**              **YCE-073-1215**    **\$39**      **1 Session**  
 6:00PM–9:00PM          R                      1/20/22      McInerney

**BUNCH OF BLOOMS**

Do you love dahlias, zinnias and cosmos? Create a floral design to brighten your home with fresh flowers from your yard! With some simple techniques and planting tips, you can have beautiful homegrown floral decorations.

**West Hills Center**              **YCI-077-1290**    **\$39**      **1 Session**  
 6:30PM–9:30PM          R                      3/3/22      McInerney

**CLEAR YOUR PAPER CLUTTER**

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

**Online Live Zoom**              **YCE-082-1215**    **\$39**      **1 Session**  
 6:30PM–8:30PM          T                      2/15/22      Eisner

### CREATING AN OUTDOOR LIVING SPACE

Who doesn't love sitting on the porch and enjoying a cup of coffee to start their day, or a good glass of wine to unwind and relax after a stressful day at the office? Outdoor living, we have all heard the term. Learn how to create an outdoor living space that is warm and welcoming.

<b>Online Live Zoom</b>	<b>YCI-610-1215</b>	<b>\$39</b>	<b>1 Session</b>
10:00AM–12:00PM	S	3/5/22	McInerney

### NEW! FROM SEED TO HARVEST

Try starting and growing your own seedlings at home! Learn how to start seeds, care for starter plants, transplant in the garden, and care for them all the way through to harvest.

<b>North Campus</b>	<b>YCI-069-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–9:30PM	R	3/17/22	D'Amico

### NEW! THE FRUGAL GARDENER—GARDENING ON THE CHEAP

You can shell out a lot of cash on plants and supplies at garden centers and home remodeling stores! Learn how to garden the economical way by seed-saving, propagating plants, home remedies and reusing/repurposing common items. You will receive a variety of resources where you can borrow tools, and get access to free or cheap supplies.

<b>North Campus</b>	<b>YCI-081-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:30PM	T	4/5/22	D'Amico

### GROWING FRUITS & BERRIES

Always wanted to grow your own fruits and berries to eat freshly picked or to cook and bake with? We know just how to help. Discover the wide range of varieties that are best to plant in this area along with the benefits of fruits and berries in the landscape.

<b>North Campus</b>	<b>YCI-068-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–9:00PM	F	5/6/22	D'Amico

### HILLSIDE GARDENING

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

<b>Allegheny Campus</b>	<b>YCI-231-1210</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–9:30PM	R	2/24/22	McInerney

<b>Online Live Zoom</b>	<b>YCI-231-1215</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–9:30PM	R	3/17/22	McInerney

### ENROLL EARLY!

The decision to offer a class is based upon enrollment approximately one week prior to the start of class. Don't let your class be canceled.

### HOME BUYING WORKSHOP

Considering buying a home in the not-too-distant future? Explore such topics as choosing the right Real Estate Agent, finding available homes, placing an offer, obtaining a mortgage, home inspections and home appraisals. Led by an experienced Realtor®, students will be well informed for what to expect during the home buying process to make the most important financial decision of their lives.

<b>Online Live Zoom</b>	<b>YCE-103-1215</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:00PM	R	2/24/22	Fredrick

### HOME IMPROVEMENT BASICS—DO IT YOURSELF

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

<b>Allegheny Campus</b>	<b>YCE-091-1215</b>	<b>\$129</b>	<b>8 Sessions</b>
10:30AM–1:00PM	S	2/5/22	See

### NEW! ORGANIC & SUSTAINABLE GARDENING

Learn how to utilize and develop the soil food web to your advantage in building a healthy and productive garden that does not rely on pesticides or chemicals. Make your own organic sustainable fertilizers and attract 'good bugs' to your garden. Get tips on sustainable reuses of common items for your garden.

<b>North Campus</b>	<b>YCI-064-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–9:30PM	R	4/21/22	D'Amico

### REMODEL YOUR HOME WITHOUT BREAKING YOUR BANK ACCOUNT

Renovating your home is an often messy and expensive process. It takes preparation, time, creativity, patience and usually more money than expected. You can turn that dream into reality without going bankrupt if you plan well and make a few wise decisions. Topics include making logical and comprehensive renovation plans; determining what is a DIY project and when to call in a pro; choosing a contractor; selecting materials and who purchases what; where you might cut expenses and when not to compromise; and understanding and signing the contract.

<b>Online Live Zoom</b>	<b>YCE-092-1215</b>	<b>\$39</b>	<b>1 Session</b>
6:00PM–9:00PM	R	1/27/22	McInerney

### SPRING FLOWERS

Gardens are about to awaken from their winter rest. Spring blossoms seem to be bursting forth everywhere; that is, except in your yard! Awaken your gardener's palette and discover what you can do to have the best spring annuals, perennials, trees, and shrubs in the neighborhood.

**Braddock Hills Center** YCI-131-1230 \$39 1 Session  
6:00PM–9:00PM T 3/29/22 Faculty

### SELL YOUR HOUSE FOR TOP DOLLAR

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

**Online Live Zoom** YCE-044-1215 \$39 1 Session  
6:00PM–8:00PM W 3/9/22 Boehm

### SIMPLE LIVING—CLEARING YOUR HOME

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

**Online Live Zoom** YCE-065-1215 \$39 1 Session  
6:30PM–8:30PM W 3/9/22 Eisner

### TOOL SCHOOL FOR WOMEN

For women only! Learn vital home repair skills such as basic plumbing, tiling, drywall repair, painting, and rewiring, as well as basic tool use and safety in a relaxed (and fun) atmosphere. Join us as we empower women to become confident in our homes.

**Braddock Hills Center** YCE-500-1230 \$59 2 Sessions  
6:00PM–9:00PM R 3/3/22 Faculty

### VEGETABLE GARDENING

Plant a vegetable garden and stretch your food budget. Do you miss the fresh vegetables from the summer time? Are you tired of winter and longing to get started planting in the garden? Discover what cool weather crops can be planted now. Discover how you get a jump on the season. You have never had a garden before? Learn how to get started then enjoy fresh vegetables straight from your own yard.

**North Campus** YCI-133-1450 \$39 1 Session  
7:00PM–9:00PM W 5/11/22 D'Amico

## LANGUAGES

### LANGUAGES—LEVEL 1

*Level 1* language courses are for the beginning student with little or no previous experience with the language. Students will develop listening and speaking skills through practice of the language sound system and communicative activities. A textbook may be required and will be discussed the first class.

#### ARABIC—LEVEL 1

**Online Live Zoom** YAD-320-1215 \$149 8 Sessions  
6:30PM–9:30PM W 3/2/22 Faculty

#### FRENCH—LEVEL 1

**Online Live Zoom** YAD-350-1215 \$149 8 Sessions  
9:00AM–12:00PM S 2/12/22 Faculty

#### GERMAN—LEVEL 1

**Online Live Zoom** YAD-360-1215 \$149 8 Sessions  
6:30PM–9:30PM W 2/16/22 Frick

#### ITALIAN—LEVEL 1

**North Campus** YAD-370-1450 \$149 8 Sessions  
6:30PM–9:30PM T 2/15/22 Kaminski

**Online Live Zoom** YAD-370-1215 \$149 8 Sessions  
6:30PM–9:00PM M 2/21/22 Bozzolla

#### SPANISH—LEVEL 1

**Allegheny Campus** YAD-380-1210 \$149 8 Sessions  
6:30PM–9:30PM W 2/16/22 Faculty

**North Campus** YAD-380-1450 \$149 8 Sessions  
6:30PM–9:30PM M 2/14/22 Aguirre-Hineman

**South Campus** YAD-380-1540 \$149 8 Sessions  
6:30PM–9:30PM M 2/14/22 Faculty

**Online Live Zoom** YAD-380-1215 \$149 8 Sessions  
6:30PM–9:30PM R 2/17/22 Silva

#### ANCIENT GREEK—LEVEL 1

Learn to read the ancient Greek language at a beginner level. Students will also discover the wonders of classical Greek culture, history, art, myth and literature. The class will be taught with a reading-based approach, using the textbook "Athenaze: An Introduction to Ancient Greek, Book I" by Balme and Lawall (revised 3rd edition, Oxford, 2016).

**Online Live Zoom** YAD-315-1215 \$149 8 Sessions  
6:30PM–9:30PM R 2/17/22 Blume

### LANGUAGES—LEVEL 2

*Level 2* language courses are for students who have completed *Level 1* through CCAC or who have basic language skills. Students will continue to develop speaking skills through classroom activities that promote communication. A textbook may be required and will be discussed the first class.

**FRENCH—LEVEL 2**

<b>Online Live Zoom</b> 12:30PM–3:30PM	<b>YAD-351-1215</b> S	<b>\$149</b> 2/12/22	<b>8 Sessions</b> Faculty
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**GERMAN—LEVEL 2**

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAD-361-1215</b> M	<b>\$149</b> 2/14/22	<b>8 Sessions</b> Faculty
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**SPANISH—LEVEL 2**

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAD-381-1215</b> T	<b>\$149</b> 2/15/22	<b>8 Sessions</b> Silva
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**ANCIENT GREEK—LEVEL 2**

Ancient Greek *Level 2* is for students who have completed the *Level 1* course or who, through previous experience, know some of the basic elements of Ancient Greek. This class will help students continue to improve their skills of reading Classical Greek. The grammar in *Level 2* will cover contract verbs, the future tense, accents, middle voice, deponents, third declension nouns and adjectives, pronouns, and participles. The class will be taught with a reading-based approach, using the textbook “Athenaze: An Introduction to Ancient Greek, Book I” by Balme and Lawall (revised 3rd edition, Oxford, 2016). The *Level 2* course will cover Chapters 5–10 of this textbook.

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAD-316-1215</b> W	<b>\$149</b> 2/16/22	<b>8 Sessions</b> Blume
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**LANGUAGES—LEVEL 3**

*Level 3* language courses are for students who have completed *Level 1* and *Level 2* through CCAC or who have acquired sufficient previous experience to be able to communicate in the present tense. Structured communicative activities and open conversations will be used to develop students’ speaking skills. A textbook may be required and will be discussed the first class.

**SPANISH—LEVEL 3**

<b>Online Live Zoom</b> 6:30PM–9:30PM	<b>YAD-382-1215</b> M	<b>\$149</b> 2/14/22	<b>8 Sessions</b> Silva
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**FRENCH REFRESHER FOR ADVANCED STUDENTS**

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

<b>Online Live Zoom</b> 9:30AM–12:30PM	<b>YAD-004-1215</b> S	<b>\$149</b> 2/19/22	<b>8 Sessions</b> Kirchner
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**GERMAN ADVANCED REFRESHER**

Strengthen your German speaking and listening abilities through lively dialogue with experienced German speakers. If you have taken several German courses and are interested in retaining or regaining your language skills, this course is for you. Improve your pronunciation, build your vocabulary and increase your repertoire of German expressions. We will review grammar and hone language skills through written and spoken assignments. Class discussions include current social and cultural issues, ensuring interesting conversation and a fun atmosphere in each unique class.

<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YAD-006-1215</b> T	<b>\$149</b> 2/8/22	<b>8 Sessions</b> Frick
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**ITALIAN CULTURE**

Experience the joy of all that is Italian! Learn to speak key phrases in Italian and discover the differences of the Italian regions. Learn the Italian dance “Tarantella” play the Italian game Morra, discover Italian cookies and pizzellas. All are welcome and everyone can be Italian in spirit!

<b>North Campus</b> 5:30PM–7:30PM	<b>YAD-008-1450</b> R	<b>\$39</b> 4/14/22	<b>1 Session</b> Dibartola
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**ENGLISH AS A SECOND LANGUAGE 1**

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

<b>Allegheny Campus</b> 9:30AM–12:30PM	<b>YAD-018-1210</b> S	<b>\$149</b> 2/19/22	<b>8 Sessions</b> Jeddi
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<b>North Campus</b> 9:00AM–12:00PM	<b>YAD-018-1450</b> T	<b>\$149</b> 2/15/22	<b>8 Sessions</b> Faculty
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**ENGLISH AS A SECOND LANGUAGE 2**

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

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YAD-112-1215</b> W	<b>\$149</b> 2/16/22	<b>8 Sessions</b> Jeddi
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<b>North Campus</b> 9:00AM–12:00PM	<b>YAD-112-1450</b> M	<b>\$149</b> 2/14/22	<b>8 Sessions</b> Faculty
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### ESL—COMMUNICATING PROFESSIONALLY

Non-native speakers, learn to speak more confidently and become more comfortable in professional and business settings. Topics include learning how to persuade, criticize without seeming rude, conduct meetings, make requests, and to mediate discussions. In-class work includes role playing for various business scenarios (formal and informal), as well as making short presentations.

**Allegheny Campus**      **YAD-014-1210**    **\$79**      **5 Sessions**  
6:30PM–9:30PM      T                      3/22/22      Caye

### ESL—IMPROVE YOUR CONVERSATION SKILLS

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

**North Campus**              **YAD-260-1450**    **\$79**      **5 Sessions**  
9:00AM–11:00AM      W                      2/16/22      Faculty

### AMERICAN SIGN LANGUAGE—LEVEL 1

American Sign Language (ASL) is a richly expressive system of manual communication used by Deaf Americans and Canadians. This introduction to ASL will be helpful to students who wish to communicate in sign in their personal lives, as well as those who wish to explore vocational opportunities in services to people who are Deaf. Formal signs, fingerspelling, pantomime gestures, facial expressions, body movements and speech will be used to convey meaning in ordinary conversation. Textbook is required and should be purchased before first class: “ABC Basic Course in American Sign Language” by Tom Humphries, Carol Padden, and Terrance J O’Rourke. Second Edition ISBN: 0932666426.

**Allegheny Campus**      **YAD-250-1210**    **\$119**      **8 Sessions**  
6:30PM–9:00PM      T                      3/1/22      Wilson

**South Campus**            **YAD-250-1540**    **\$119**      **8 Sessions**  
6:30PM–9:00PM      R                      3/3/22      Wilson

### DISCOVER SIGN LANGUAGE 1

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

**Online Course**            **YOL-248-1408**    **\$139**      **6 Weeks**  
Self-paced              MTWRF              2/9/22      Faculty

### LANGUAGE INSTRUCTORS WANTED!

If you have professional and/or teaching experience in any language or ESL, email us at [communityeducation@ccac.edu](mailto:communityeducation@ccac.edu)

### DISCOVER SIGN LANGUAGE 2

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

**Online Course**            **YOL-249-1409**    **\$139**      **6 Weeks**  
Self-paced              MTWRF              3/16/22      Faculty

## MIND & SPIRIT

### ANXIETY RELIEF

Get relief from anxiety through gaining information and techniques taught by a Licensed Professional Therapist. In this course you will learn about the surprising things that increase anxiety, the unconscious thoughts that drive anxiety, the Leonardo da Vinci inspired method of calming anxiety, effective and creative ways to stop worrying, and as a bonus you will learn how to create an emergency anxiety crisis kit to take with you wherever you go. Professional Therapeutic Dialectical behavioral therapy (DBT) and Cognitive behavioral therapy (CBT) skill sets will be introduced in this course.

**Online Live Zoom**      **YEB-382-1215**    **\$39**      **1 Session**  
10:00AM–12:00PM      S                      2/12/22      Pollard

**Online Live Zoom**      **YEB-382-1216**    **\$39**      **1 Session**  
10:00AM–12:00PM      S                      3/19/22      Pollard

### ADVANCED TAROT

This course is designed for those who have already learned the basic meanings of the major and minor arcana. In Advanced Tarot, you will learn how to work more directly with spreads, card relationships and various types of interpretations. A deeper focus on ethics and card symbology is also included.

**North Campus**            **YEB-081-1450**    **\$39**      **1 Session**  
6:00PM–8:30PM      R                      3/3/22      Troup

### CHAKRA BALANCING & AURA CLEANSING

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

**North Campus**            **YEB-226-1450**    **\$39**      **1 Session**  
6:00PM–8:30PM      R                      4/14/22      Troup

**CONNECTING WITH THE OTHER SIDE**

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

**North Campus**      **YEB-820-1450**    **\$39**      **1 Session**  
 6:00PM–8:30PM      R                      3/31/22    Troup

**HOW TO BE MORE SOCIAL & MAKE CONVERSATION**

Learn how to overcome or bypass the anxiety that comes from being in social situations. Learn the direct and indirect approaches to being more social, how to interact with people who are strangers, and how to create conversation, even if it is challenging. Explore how to want to be more social, identify opportunities to be social, and change thinking so that social situations will represent opportunity rather than anxiety.

**Online Live Zoom**      **YEB-902-1215**    **\$39**      **1 Session**  
 7:00PM–8:00PM      R                      3/10/22    Suchy

**HOW TO BECOME A LIFE COACH**

A Life Coach helps a person identify where a person is in various areas of life and then utilizes a specific skill set and a structured conversation to close the gap between where they are and where they want to be. This course is designed to teach the basics of life coaching and the steps to starting your own Life Coaching business. Upon completion of the course the student will have a solid understanding of what coaching is (and is not), a working knowledge of the core coaching skills, hands-on coaching practice, continuing education options and practical ways to market a coaching business.

**North Campus**      **YEB-376-1451**    **\$69**      **6 Sessions**  
 7:00PM–9:00PM      T                      2/22/22    Gohn

**INTRODUCTION TO THE ENNEAGRAM**

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

**Online Live Zoom**      **YEB-750-1215**    **\$39**      **1 Session**  
 6:30PM–9:30PM      M                      2/28/22    O'Donnell

**JOY & INNER PEACE WITH MEDITATION**

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

**North Campus**      **YEB-364-1450**    **\$59**      **8 Sessions**  
 5:00PM–6:00PM      R                      2/17/22    Dibartola

**MINDFUL PLAY W/LEGO® BRICKS**

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

**Online Live Zoom**      **YEB-344-1451**    **\$49**      **4 Sessions**  
 7:00PM–8:30PM      R                      4/14/22    Kay

**NEW! REIKI**

Participants will experience the healing power of Reiki and learn the theory of this Japanese form of meditation. Participants will learn about the Reiki symbols, the art of sending Reiki, the meaning of Reiki colors, different Reiki levels, how to use Reiki for self-healing, and the process to become a Reiki practitioner. Each session will include open discussion and healing Reiki meditation. Participants should bring a yoga mat or blanket.

**North Campus**      **YFC-071-1450**    **\$49**      **6 Sessions**  
 6:30PM–7:30PM      R                      2/17/22    Dibartola

**PARKING ON CAMPUS**

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

## MUSIC

### GUITAR—BEGINNING

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

<b>North Campus</b> 7:00PM–9:00PM	<b>YDC-006-1450</b> T	<b>\$109</b> 2/8/22	<b>10 Sessions</b> Blashford
<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YDC-006-1215</b> W	<b>\$99</b> 2/16/22	<b>8 Sessions</b> Carey

### GUITAR—INTERMEDIATE

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

<b>North Campus</b> 7:00PM–9:00PM	<b>YDC-010-1450</b> R	<b>\$109</b> 2/10/22	<b>10 Sessions</b> Blashford
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### NEW! MUSIC FOR INNER HARMONY

Using an approach to music based on the ancient knowledge of the Indian classical music explore the relation between the seven swaras (musical notes) and the seven chakras (energy centers) in our subtle body, and how, by singing them in a scientific way and combining them according to the Raga system of Indian classical music, our energy centers respond in a positive way, helping us reach a state of inner harmony and peace.

<b>Allegheny Campus</b> 7:00PM–8:30PM	<b>YDC-210-1210</b> R	<b>\$79</b> 2/17/22	<b>8 Sessions</b> Tiwari
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### MUSIC THEORY

A practical approach to reading and understanding music including rhythm, note reading, key signatures and writing of music will be taught. Students will work on building their understanding of music to provide a solid approach to analyzing music. Students should purchase the book: “Glory St. Germaine: Basic Rudiments” ultimate music theory workbook.

<b>Online Live Zoom</b> 6:00PM–8:00PM	<b>YDC-800-1215</b> U	<b>\$79</b> 2/6/22	<b>6 Sessions</b> Pass
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### UPDATE YOUR CONTACT INFORMATION

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

### PIANO—BEGINNING

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

<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YDC-101-1215</b> M	<b>\$99</b> 2/14/22	<b>8 Sessions</b> Kogut
<b>South Campus</b> 6:30PM–8:30PM	<b>YDC-101-1540</b> T	<b>\$99</b> 2/15/22	<b>8 Sessions</b> Kogut

### PIANO—BEGINNING 2

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

<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YDC-104-1215</b> R	<b>\$99</b> 2/17/22	<b>8 Sessions</b> Kogut
<b>South Campus</b> 6:30PM–8:30PM	<b>YDC-104-1540</b> W	<b>\$99</b> 2/16/22	<b>8 Sessions</b> Kogut

### PIANO—3

A continuation of *Beginning Piano—Level 2* students will learn new terms and notation to enhance their understanding of the music language. Basic chords and the next level of rhythms including eighth notes will be covered. Students will also use advanced techniques to enhance their performing skills.

<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YDC-108-1215</b> F	<b>\$99</b> 2/18/22	<b>8 Sessions</b> Kogut
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### UKULELE—BEGINNER BASICS

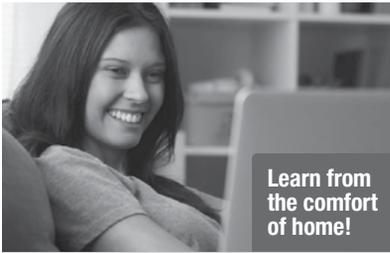
Beginner ukulele basics will be presented. Students will learn simple chords and strums that are used in many popular songs. Students should purchase the book “Essential Elements for Ukulele—Ukulele Book 1” by Marty Gross.

<b>Online Live Zoom</b> 2:00PM–4:00PM	<b>YDC-808-1215</b> U	<b>\$99</b> 2/6/22	<b>8 Sessions</b> Pass
<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YDC-808-1216</b> M	<b>\$99</b> 2/7/22	<b>8 Sessions</b> Pass

### VOICE CLASS FOR ADULTS

Let yourself have some ‘me’ time singing and learning something fun and new in a supportive and encouraging environment. Learn the basics of proper singing technique, very basic music theory, and learn songs from stage to screen, from classic to contemporary, with lots of personal attention so that you can use your instrument to its fullest extent! All levels of singers welcome!

<b>West Hills Center</b> 6:00PM–8:00PM	<b>YDC-508-1290</b> M	<b>\$89</b> 2/21/22	<b>6 Sessions</b> Wellons
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Learn from the comfort of home!

- Expert Instructor
- 24-Hour Access
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- Hundreds of courses to choose from
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Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$139**

## INSTRUCTOR LED NON-CREDIT ONLINE COURSES

### A to Z Grant Writing

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

### Accounting Fundamentals

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

### Computer Skills for the Workplace

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

### Creating Web Pages

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

### Effective Business Writing

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

### Fundamentals of Supervision and Management

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

### Grammar Refresher

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

### Intermediate Microsoft Excel

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

### Introduction to CSS3 and HTML5

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

### Introduction to Google Analytics

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

### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

### Introduction to Microsoft Excel

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

### Introduction to SQL

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

### Leadership

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

### Performing Payroll in QuickBooks

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

### Writing Essentials

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



**ed2go.com/ccac**  
**412.788.7507**

Over 300 online courses available



0718-01

## ONLINE COURSES & PROGRAMS

### ABOUT OUR ONLINE COURSES

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

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

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

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

### HOW TO GET STARTED

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

## ONLINE CERTIFICATES & PROGRAMS

### ACCOUNTING CERTIFICATE

Demand for accounting professionals currently exceeds supply. Increase your financial awareness and accounting skills while also gaining a marketable skill. Learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports. Student must complete both courses for certificate.

#### Accounting Fundamentals 1

YOL-430-1307	Start Date: 1/12/22	\$139
YOL-430-1308	Start Date: 2/9/22	

#### Accounting Fundamentals 2

YOL-429-1309	Start Date: 3/16/22	\$139
YOL-429-1310	Start Date: 4/19/22	

### ADMINISTRATIVE ASSISTANT CERTIFICATE

Rapid growth in the health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. Student must complete both courses for certificate.

#### Administrative Assistant Fundamentals

YOL-456-1307	Start Date: 1/12/22	\$139
YOL-456-1308	Start Date: 2/9/22	

#### Administrative Assistant Applications

YOL-458-1309	Start Date: 3/16/22	\$139
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### COMPUTER NETWORKING CERTIFICATE

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field. Student must complete all three courses for certificate.

#### Intro to Networking

YOL-193-1308	Start Date: 2/9/22	\$139
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#### Intermediate Networking

YOL-194-1309	Start Date: 3/16/22	\$139
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#### Wireless Networking

YOL-196-1310	Start Date: 4/19/22	\$139
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### DIGITAL MARKETING CERTIFICATE

One of the biggest challenges for most business owners is to find a continuous supply of new customers. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and understanding of what social media is and how you can use it to grow your business. Student must complete all three courses for certificate.

#### Marketing Your Business on the Internet

YOL-163-1307	Start Date: 1/12/22	\$139
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#### Using Social Media in Business

YOL-164-1308	Start Date: 2/9/22	\$139
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#### Achieving Top Search Positions

YOL-165-1309	Start Date: 3/16/22	\$139
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**ENTREPRENEUR BUSINESS CERTIFICATE**

Ready to start your own business? Hone your entrepreneurial spirit and help get your business going. Learn how to take your dream of starting a business and put it into action. Begin by discovering the tricks to picking the right opportunity. Next, learn how to develop proven marketing techniques to easily build sales. Because every business needs money, we'll discuss traditional and nontraditional financing options. Student must complete both courses for certificate.

**Start Your Own Small Business**

YOL-188-1307 Start Date: 1/12/22 \$139

YOL-188-1308 Start Date: 2/9/22

**Creating a Successful Business Plan**

YOL-187-1309 Start Date: 3/16/22 \$139

YOL-187-1310 Start Date: 4/19/22

**EVENT PLANNING CERTIFICATE**

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. Student must complete both courses for certificate.

**Wow! What a Great Event**

YOL-132-1308 Start Date: 2/9/22 \$139

**Secrets of a Caterer**

YOL-178-1309 Start Date: 3/16/22 \$139

**GRANT WRITING CERTIFICATE**

This invigorating and informative grant writing course will equip you with the skills and tools you need to enter the field of grant writing. Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign and how to put together a complete proposal package. Student must complete both courses for certificate.

**A-Z Grant Writing**

YOL-433-1307 Start Date: 1/12/22 \$139

YOL-433-1308 Start Date: 2/9/22

**Advanced Grant Proposal Writing**

YOL-441-1309 Start Date: 3/16/22 \$139

YOL-441-1310 Start Date: 4/19/22

**HUMAN RESOURCE MANAGEMENT CERTIFICATE**

Managers and business owners learn how to handle basic human resource functions in a way that will ensure the best possible result. Learn tactics to build successful employment searches, the importance of a strong onboarding program and the effect it can have on employee retention. Also discussed how continuous learning and targeted feedback can help engage employees. Student must complete all three courses for certificate.

**Understand Human Resources**

YOL-209-1308 Start Date: 2/9/22 \$139

**Talent and Performance Management**

YOL-927-1309 Start Date: 3/16/22 \$139

**High Performance Organizations**

YOL-928-1310 Start Date: 4/19/22 \$139

**LEADERSHIP DEVELOPMENT CERTIFICATE**

Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in this leadership program. Student must take all three courses for certificate.

**Leadership**

YOL-929-1308 Start Date: 2/9/22 \$139

**Building Teams That Work**

YOL-930-1309 Start Date: 3/16/22 \$139

**Skills for Making Great Decisions**

YOL-931-1310 Start Date: 4/19/22 \$139

**MEDICAL OFFICE PRACTICES CERTIFICATE**

Learn the knowledge and skills you need to jump start your career in a variety of medical offices. Whether you are new to the field or want to enhance your skills, this is the course for you. Student must take all three courses for certificate.

**Medical Terminology**

YOL-434-1307 Start Date: 1/12/22 \$139

**Human Anatomy and Physiology**

YOL-402-1308 Start Date: 2/9/22 \$139

**Medical Math**

YOL-926-1309 Start Date: 3/16/22 \$139

**HIPAA Compliance**

YOL-401-1310 Start Date: 4/19/22 \$139

**NONPROFIT MANAGEMENT CERTIFICATE**

Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. Understand the unique characteristics of nonprofit organizations. Learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. Gain a full understanding of the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work. Student must take all three courses for certificate.

**Nonprofit Management**

YOL-166-1308 Start Date: 2/9/22 \$139  
 YOL-166-1309 Start Date: 3/16/22

**Marketing Your Nonprofit**

YOL-131-1310 Start Date: 4/19/22 \$139

**Nonprofit Fundraising**

YOL-167-1411 Start Date: 5/24/22 \$139

**PROFESSIONAL SALES SKILLS CERTIFICATE**

Learn the skills you need to obtain a lucrative career in sales. Learn to use communication to build rapport and create environments of trust, warmth and respect. Become more confident, create a great first impression, get along well with others and create more and better personal and professional relationships. Student must take both courses for certificate.

**Effective Selling**

YOL-186-1307 Start Date: 1/12/22 \$139  
 YOL-186-1308 Start Date: 2/9/22

**Professional Sales Skills**

YOL-185-1309 Start Date: 3/16/22 \$139  
 YOL-185-1310 Start Date: 4/19/22

**ESSENTIAL SOFT SKILLS CERTIFICATE**

Every job role requires some interaction with others, whether they are colleagues or customers, so soft skills will be important to most employers. Developing these skills makes it easier to form relationships with people, create trust and dependability, lead teams, interact with colleagues, solve problems, and manage your work. Employers seek soft skills in job applicants with a combination of people skills, social skills, and communication skills. Develop these valuable skills and emphasize them in job applications, resumes, cover letters, and interviews. Student must complete all four courses for certificate.

**Interpersonal Communication**

YOL-127-1307 Start Date: 1/12/22 \$139

**Achieving Success with Difficult People**

YOL-001-1308 Start Date: 2/22/22 \$139

**Skills for Making Great Decisions**

YOL-931-1309 Start Date: 3/16/22 \$139

**Individual Excellence**

YOL-128-1310 Start Date: 4/19/22 \$139

**SUPERVISION & MANAGEMENT CERTIFICATE**

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this certificate will help you master the basics of business by learning the language of management. Learn to make a successful transition from employee to manager. Solve problems and resolve conflicts so you can accomplish your job more effectively. Student must complete both courses for certificate.

**Supervision & Management 1**

YOL-902-1308 Start Date: 2/9/22 \$139  
 YOL-902-1309 Start Date: 3/16/22

**Supervision & Management 2**

YOL-094-1310 Start Date: 4/19/22 \$139  
 YOL-094-1311 Start Date: 5/24/22

**SUPPLY CHAIN MANAGEMENT CERTIFICATE**

Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. Learn which actions to take when confronted by almost any situation. Understand how to represent top management’s interests on the shop floor, and you’ll know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. Student must complete all three courses for certificate.

**Supply Chain Management Fundamentals**

YOL-168-1308 Start Date: 2/21/22 \$139

**Distribution & Logistics**

YOL-169-1309 Start Date: 3/16/22 \$139

**Purchasing Fundamentals**

YOL-126-1310 Start Date: 4/19/22 \$139

**WEB DESIGN CERTIFICATE**

Create and post your very own website on the Internet using HTML. Plan the content, structure and layout of your website, build links between the pages and add color, backgrounds, graphics, tables, hot buttons and animation. You’ll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies. Student must complete both courses for certificate.

**Creating Web Pages**

YOL-300-1407 Start Date: 1/12/22 \$139  
 YOL-300-1408 Start Date: 2/9/22

**Designing Effective Websites**

YOL-322-1409 Start Date: 3/16/22 \$139  
 YOL-322-1410 Start Date: 4/19/22

## PETS

### FIRST AID FOR DOGS & CATS

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

<b>Online Live Zoom</b>	<b>YBA-030-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:00PM	W	3/23/22	Buell

### MASSAGE FOR PETS

Participants will learn to soothe and better manage their pets through the use of special massage techniques. Topics include how to use massage as a training aid, discipline and establishing trust and connection with a pet. Participants will also learn how to prevent some common canine and feline ailments through techniques that increase circulation, and soothe an aging pet's stiff muscles.

<b>Online Live Zoom</b>	<b>YBA-008-1450</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:00PM	W	4/6/22	Buell

## PHOTOGRAPHY

### CHOOSING A CAMERA—WHAT'S BEST FOR YOU

Are you interested in photography but have no idea where to start in selecting a camera that is right for you? Before you make your purchase, explore the differences between cameras and learn what features are essential. Finally, compare prices and learn about reliable sources for cameras.

<b>Online Live Zoom</b>	<b>YBF-075-1215</b>	<b>\$39</b>	<b>1 Session</b>
6:30PM–8:30PM	T	2/1/22	Faculty

### NEW! FASHION PHOTOGRAPHY

In Fashion Photography we will learn how to present items of fashion, including clothing, shoes and accessories, in new and exciting ways. We will work with pieces we all bring to present mood and purpose in eye catching images.

<b>Allegheny Campus</b>	<b>YBF-078-1210</b>	<b>\$89</b>	<b>4 Sessions</b>
6:00PM–9:00PM	F	3/4/22	Faculty

### PHOTOGRAPHY INSTRUCTORS WANTED!

If you have professional and/or teaching experience in photography, email us at [communityeducation@ccac.edu](mailto:communityeducation@ccac.edu)

### MACRO PHOTOGRAPHY IN NATURE

Close-up photography will give you an intimate view of the world around you. Focused on nature, this class will cover the basics of macro photography, including equipment, concepts and techniques. Both in-classroom and on-location instruction is provided. Students should have knowledge of photography fundamentals and skill with their own camera. Macro lenses are helpful.

<b>South Campus</b>	<b>YBF-032-1540</b>	<b>\$89</b>	<b>5 Sessions</b>
6:30PM–9:30PM	R	3/3/22	Bachman

### PHOTOGRAPHY 101

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

<b>Braddock Hills Center</b>	<b>YBF-101-1230</b>	<b>\$89</b>	<b>4 Sessions</b>
6:00PM–9:00PM	T	2/22/22	Faculty

<b>North Campus</b>	<b>YBF-101-1450</b>	<b>\$149</b>	<b>8 Sessions</b>
6:30PM–9:00PM	M	2/21/22	Faculty

<b>South Campus</b>	<b>YBF-101-1540</b>	<b>\$149</b>	<b>8 Sessions</b>
6:30PM–9:00PM	M	2/14/22	Bachman

<b>Washington Crown Ctr</b>	<b>YBF-101-1220</b>	<b>\$89</b>	<b>4 Sessions</b>
6:30PM–9:30PM	R	3/3/22	Faculty

<b>West Hills Center</b>	<b>YBF-101-1290</b>	<b>\$149</b>	<b>8 Sessions</b>
6:30PM–9:00PM	W	2/16/22	Bachman

<b>Online Live Zoom</b>	<b>YBF-101-1215</b>	<b>\$149</b>	<b>8 Sessions</b>
6:30PM–9:00PM	T	2/15/22	Bachman

### NEW! PHOTOGRAPHY LESSONS

Have a specific photography or camera question? Schedule this class for 90 minutes of one on one help with you, a qualified instructor, and your camera. Instruction can take place via zoom or in person. Call 412.788.7535 after registering to schedule.

<b>Allegheny Campus</b>	<b>YBF-080-1215</b>	<b>\$49</b>	<b>1 Session</b>
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### NEW! PHOTOGRAPHY IN BLACK & WHITE

Learn to focus images not just on the picture itself, but on the story that it can tell. In black and white photography we will work with capturing gorgeous images using technique with your camera.

<b>South Campus</b>	<b>YBF-035-1540</b>	<b>\$89</b>	<b>4 Sessions</b>
6:00PM–9:00PM	W	2/2/22	Faculty

### PHOTOGRAPHY OF NATURE IN HIKING TRAILS

Do you enjoy spending time outdoors and photography? Join us as we hike some of our local parks and discover great ways to photograph our natural surroundings. Students should have knowledge of photography fundamentals and skill with their own camera. Call 412.788.7507 for the location of the first class meeting.

<b>Allegheny Campus</b>	<b>YBF-111-1255</b>	<b>\$59</b>	<b>5 Sessions</b>
9:00AM–11:00AM	S	3/19/22	Bachman

### NEW! PORTRAIT PHOTOGRAPHY

In Portrait Photography we will learn the tools to create beautiful, interesting and balanced portraits through fun photography techniques.

<b>Allegheny Campus</b>	<b>YBF-033-1210</b>	<b>\$129</b>	<b>6 Sessions</b>
6:00PM–9:00PM	T	3/1/22	Faculty

### SMARTPHONE PHOTOGRAPHY

In Smartphone Photography we will learn some of the basic elements of photography that can be used with our smartphones. Utilizing the cameras we have in hand, we will learn how to elevate the photos.

<b>Braddock Hills Center</b>	<b>YBF-046-1230</b>	<b>\$39</b>	<b>1 Session</b>
6:00PM–9:00PM	T	2/15/22	Faculty
<b>Boyce Campus</b>	<b>YBF-046-1280</b>	<b>\$89</b>	<b>6 Sessions</b>
6:00PM–8:00PM	M	4/4/22	Faculty

### NEW! STREET PHOTOGRAPHY

Let's learn how to capture people and events that occur in public spaces. While a fun and exciting form of photography, we'll also learn how to overcome its unique challenges. Some classes will take place in public spaces and require own transportation. First class meets on campus.

<b>Allegheny Campus</b>	<b>YBF-079-1255</b>	<b>\$99</b>	<b>5 Sessions</b>
1:00PM–4:00PM	S	4/2/22	Faculty

### INSTRUCTORS WANTED!

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

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

If you have professional and/or teaching experience in any of these fields, or new ideas you would like us to consider, email us at [communityeducation@ccac.edu](mailto:communityeducation@ccac.edu) and we'll be happy to mail you a class proposal form.

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

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

## SPORTS & RECREATION

### GOLF—BEGINNING

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

<b>Scally's Golf</b>	<b>YFD-910-1480</b>	<b>\$69</b>	<b>6 Sessions</b>
6:30PM–8:00PM	M	4/11/22	Faculty
<b>Scally's Golf</b>	<b>YFD-910-1481</b>	<b>\$69</b>	<b>6 Sessions</b>
6:30PM–8:00PM	T	4/12/22	Faculty
<b>Scally's Golf</b>	<b>YFD-910-1482</b>	<b>\$69</b>	<b>6 Sessions</b>
6:30PM–8:00PM	W	4/13/22	Faculty
<b>Scally's Golf</b>	<b>YFD-910-1483</b>	<b>\$69</b>	<b>6 Sessions</b>
10:00AM–11:30AM	S	4/16/22	Faculty

### GOLF—INTERMEDIATE

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

<b>Scally's Golf</b>	<b>YFD-911-1480</b>	<b>\$69</b>	<b>6 Sessions</b>
6:30PM–8:00PM	R	4/14/22	Faculty

### ADDITIONAL GOLF FEES

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

#### Scally's Golf

\$60 range fee

\$6 small bucket, \$10 large bucket per session

**LEARN TO FLY FISH**

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

**Boyce Campus**      **YFD-947-1280**    **\$149**    **8 Sessions**  
 6:00PM–8:30PM      TR                      3/1/22      Reeder

**INTERMEDIATE FLY FISHING**

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

**Boyce Campus**      **YFD-949-1280**    **\$149**    **8 Sessions**  
 6:00PM–8:30PM      TR                      4/5/22      Loughner

**INTRODUCTION TO FLY TYING**

Tie your own flies and catch fish! Introduction to Fly Tying is designed for the beginner who is interested in tying his or her own flies. With practice, you will be able to imitate many insects and bait fish that fish eat. Each session will cover one type of fly and one or two fly patterns that represent that type of fly. We hope that this course will make you a better fly tier, fly angler, and ultimately increase your awareness of nature along the stream. Some tools are required: vice, scissors, bobbin, hackle pliers, bodkin, whip finish tool, and hair stacker. Students will not need to purchase tools for the first day of class. Materials and hooks will be provided.

**Boyce Campus**      **YFD-950-1280**    **\$149**    **8 Sessions**  
 6:00PM–8:30PM      TR                      1/18/22      Loughner

**CADDIS FLIES—BOTTOM TO TOP**

Learn the fly tying techniques necessary to imitate each stage of a caddis emergence, including larva, pupa and adult.

**Boyce Campus**      **YFD-703-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        2/12/22      Loughner

**MAYFLIES—BOTTOM TO TOP**

Learn fly tying techniques for mayflies. Understanding the stages of mayfly hatches is an important step in becoming a successful fly fisherman. In this course the student will learn to tie flies representing all the life stages of mayflies, nymphs, emergers, adults and spinners.

**Boyce Campus**      **YFD-702-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        2/5/22      Loughner

**PITTSBURGH FLIES**

This clinic is designed to teach the proper fly tying techniques for flies in Pittsburgh. Learn to tie effective fly patterns that were born in the Pittsburgh area. Students will tie effective trout, bass and panfish flies that will catch fish everywhere.

**Boyce Campus**      **YFD-709-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        3/5/22      Loughner

**STONEFLIES—BOTTOM TO TOP**

This clinic is designed to teach the proper fly tying techniques for stoneflies. Stoneflies are an important food source in many streams and rivers. Students will learn to tie the imitations of several different types of stonefly nymphs and adults.

**Boyce Campus**      **YFD-704-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        2/19/22      Loughner

**TYING CDC FLIES**

CDC is the common reference to feathers located near the preening glands of ducks and geese. These naturally buoyant plumes are used to create imitations of the aquatic insects that fish eat. Nymphs, dry flies and emerger patterns will be taught. All materials will be provided.

**Boyce Campus**      **YFD-953-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        3/19/22      Loughner

**TYING FLIES WITH DEER HAIR**

This clinic is designed to teach the proper fly tying techniques for tying flies with deer hair. In this course students will learn the methods of spinning and stacking deer hair to tie effective flies for trout, bass and other species.

**Boyce Campus**      **YFD-705-1280**    **\$39**    **1 Session**  
 9:00AM–12:30PM      S                        3/12/22      Loughner

### FLY TYING CLINIC SERIES

Register for the individual session of your choosing or select the series at a discounted rate, with one session free! To take advantage of that discount, call 412.788.7546 and register course: YFD-708-1280. Cost is \$249 for the series. Four or more flies will be taught in class with the student tying at least two of each fly pattern. In addition to tying flies, material selection, proper proportions and variations of each fly pattern will be discussed. Pattern sheets, hooks and all materials will be provided. Students will be required to supply basic fly tying tools and should have some fly tying experience and/or beginners fly tying course. Please call 412.788.7507 with questions.

#### TYING FLIES WITH FOAM

This clinic is designed to teach the proper fly tying techniques for tying flies with foam. This class teaches the fly tying techniques for creating realistic and durable flies for trout, bass and other species. Four or more flies will be taught in class with the student tying at least two of each fly pattern.

<b>Boyce Campus</b> 6:00PM–9:00PM	<b>YFD-706-1280</b> W	<b>\$39</b> 3/30/22	<b>1 Session</b> Loughner
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#### TYING FLIES FOR SMALLMOUTH BASS

Learn to tie the imitations of the food that smallmouth bass eat. Patterns for nymphs, minnows, crayfish and surface flies will be taught. All materials will be provided.

<b>Boyce Campus</b> 6:00PM–9:30PM	<b>YFD-954-1280</b> W	<b>\$39</b> 3/23/22	<b>1 Session</b> Loughner
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#### TYING STREAMER FLIES

This clinic is designed to teach the proper fly tying techniques for streamer flies. Flies that represent baitfish account for some of the largest fish caught each season. This class is designed to teach the techniques necessary to tie imitations of the minnows, sculpins, dace, shiners, and darters found in our rivers, lakes and streams.

<b>Boyce Campus</b> 9:00AM–12:30PM	<b>YFD-701-1280</b> S	<b>\$39</b> 1/29/22	<b>1 Session</b> Loughner
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#### TYING THE WOOLY BUGGER & ALL ITS VARIATIONS

The original wooly bugger is a very effective imitation of baitfish, crayfish, nymphs and leeches. In this course we will tie many variations of this effective pattern, including the wooly sculpin, the war bird, and the crystal bugger.

<b>Boyce Campus</b> 9:00AM–12:30PM	<b>YFD-707-1280</b> S	<b>\$39</b> 1/22/22	<b>1 Session</b> Loughner
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## WRITING

### A TO Z GRANT WRITING

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

<b>Online Course</b> Self-paced	<b>YOL-433-1309</b> MTWRF	<b>\$139</b> 3/16/22	<b>6 Weeks</b> Faculty
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### BEGINNING WRITER'S WORKSHOP

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

<b>Online Course</b> Self-paced	<b>YOL-245-1308</b> MTWRF	<b>\$139</b> 2/9/22	<b>6 Weeks</b> Faculty
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### BEGINNERS GUIDE TO GETTING PUBLISHED

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

<b>Online Course</b> Self-paced	<b>YOL-058-1309</b> MTWRF	<b>\$139</b> 3/16/11	<b>6 Weeks</b> Faculty
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### BREAKTHROUGH WRITING—YOUR FIRST NOVEL

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

<b>Online Live Zoom</b> 9:30AM–11:30AM	<b>YAB-219-1215</b> S	<b>\$99</b> 2/19/22	<b>8 Sessions</b> Szalkowski-Ference
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### CREATIVE WRITING

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

<b>Online Live Zoom</b> 6:30PM–9:00PM	<b>YAB-025-1215</b> M	<b>\$89</b> 2/21/22	<b>6 Sessions</b> Shapiro
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## SUMMER CAMPS BEGIN JUNE 2022! INFORMATION IS AVAILABLE AFTER APRIL 1—CALL 412.788.7507.

### HOW TO WRITE A QUERY LETTER

You've finished your story, article or book and now it's time to approach a potential publisher. The querying process can be daunting, but this workshop breaks it into manageable steps for you. Topics include the essentials, whom, when and how, as well as writing and formatting the query letter.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YAB-270-1210</b> T	<b>\$39</b> 3/15/22	<b>1 Session</b> Howley
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### HOW TO WRITE FOR MAGAZINES & OTHER PUBLICATIONS

If you ever wanted to write for local, regional, or national publications, this course will teach you how to pitch your ideas and get published. Students will learn how to find story ideas, target appropriate publications, write query letters and write a great article. We'll discuss current trends in publishing, realistic payment expectations, and tips on how and where to get started.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YAB-002-1210</b> T	<b>\$39</b> 3/22/22	<b>1 Session</b> Howley
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### MEMOIR WRITING WORKSHOP

Everyone has a story to tell. In this workshop, students will learn what it takes to write a memoir, including tips on how to get started and practical advice on publishing options.

<b>Allegheny Campus</b> 6:30PM–9:30PM	<b>YAB-272-1210</b> T	<b>\$39</b> 3/29/22	<b>1 Session</b> Howley
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### WRITING THE SHORT STORY

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

<b>Online Live Zoom</b> 6:30PM–8:30PM	<b>YAB-802-1215</b> T	<b>\$89</b> 2/22/22	<b>6 Sessions</b> Szalkowski-Ference
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## YOUTH

### PHOTOGRAPHY—EXPRESS YOURSELF

Grab your camera and join us as we encourage your imagination to soar. Students will learn some of the basic of photography skills and how to have fun with a camera. We'll go over the functions of a camera, the setup of a shot, and interesting ways to challenge our creativity. For ages 12–17 years.

<b>West Hills Center</b> 6:00PM–7:00PM	<b>YOU-604-1290</b> R	<b>\$49</b> 2/3/22	<b>4 Sessions</b> Faculty
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### SAT PREP—MATH & VERBAL

Course designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. Textbook is: "Barron's SAT Prep" Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

<b>North Campus</b> 6:00PM–9:00PM	<b>YOU-630-1450</b> W	<b>\$109</b> 2/23/22	<b>8 Sessions</b> Clark
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### SAT PREP 2-DAY WORKSHOP

SAT Prep 2-Day Workshop provides a guided review of the math and verbal skills for the Scholastic Aptitude Test (SAT). The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking techniques and strategies are also discussed. This workshop is taught at an accelerated, concentrated pace. Students should bring a calculator. A textbook is required and is not included in the cost of the course. Textbook is: "Barron's SAT Prep" Thirtieth edition (July 16, 2019) ISBN-13: 978-1506258027; ISBN-10: 1506258026.

<b>Online Live Zoom</b> 9:00AM–4:00PM	<b>YOU-635-1215</b> S	<b>\$109</b> 2/26/22	<b>2 Sessions</b> Ruhe
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### CLASS FILLED?

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

# COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

# SPRING 2022

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

Date of Birth MM/DD/YYYY (required)		Social Security Number (required)	
Last Name:	First Name:	Middle Initial:	
Street Address:			Apt:
City:	State:	Zip:	County:
Home Phone:		Alternate Phone:	
Email Address:			New Address (X):

**Have you ever served in the Military** (circle one)? No Yes (see below)

**Are you a dependent of a Veteran** (circle one)? No Yes (see below)

**Veteran Benefits:**

- 30 Montgomery     Chapter 33 Post-9/11 GI Bill     Veteran not using benefits

Place of Permanent Address (check one)

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

**Payment Must Be Enclosed** (if applicable)

Print Phone Number on Check or Money Order

(Checks Payable to CCAC)

**Mail To:** Workforce Development Division Registration

West Hills Center – Suite N1200

1000 McKee Road

Oakdale, PA 15071-1099

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

**Refund Policy**

Students not attending the program (course) must notify CCAC in person, by mail or at 412.788.7507 BEFORE the first class day in order to receive a refund. CCAC will notify registered students in the event that the program (course) is cancelled.

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

Student Signature (Required for Enrollment): \_\_\_\_\_ Date: \_\_\_\_\_

If Sponsored, Authorizing Agency \_\_\_\_\_

& Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**LEVEL OF CERTIFICATION/TRAINING** (for Public Safety Institute courses only)

- FRP     EMT-P     FIRE     DISPATCHER  
 EMT     NURSE     POLICE     OTHER

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

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

# READY TO REGISTER?

Whether you phone, mail or walk in your registration, each student must have a **completed registration form**. You may duplicate additional copies as needed. For questions, please call 412.788.7507.

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

**Payment must be made at the time of registration.**

**The following is necessary to process all registrations:**

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

## Online Registration

- On the web—[shopcommunityed.ccac.edu](http://shopcommunityed.ccac.edu)
- From the Community Education page, you can view our catalog, register online and get other valuable information.

## Phone-in Registration • 412.788.7546

Registration hours: 8:30 a.m. to 4:30 p.m. Monday thru Friday.

## Mail to

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

## Walk-in

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

## DAYS OF THE WEEK LEGEND

Abbreviations for the days of the week classes meet.

M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	U	Sunday
R	Thursday		

## PARKING ON CAMPUS

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

## REGISTER ONLINE

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

## REFUND POLICY

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

## CANCELLATION POLICY

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

## REGISTRATION PAYMENT POLICY

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

## CCAC NONDISCRIMINATION POLICY

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

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

Notifications of nondiscrimination and contact information can be found at [ccac.edu/nondiscrimination](http://ccac.edu/nondiscrimination).



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

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## **GET OUT & EXPLORE WITH HIKING, BIKING & WALKING CLASSES**

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Go Hiking! South Hills Hikes • Go Hiking! West Hills Hikes • Hiking the County Parks  
Hiking the State Parks • Let's Explore Pittsburgh! • Leisurely Stroll Brunch  
Photography of Nature in Hiking Trails • Walking Breakfast Tours • Walking Lunch Tours**