

COMMUNITY EDUCATION

FALL 2021

Register & pay online at shopcommunityed.ccac.edu

CLASSES ENROLLING SEPTEMBER THROUGH DECEMBER 2021

View entire course schedule including additional courses online



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

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About the Community College of Allegheny County (CCAC)

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

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

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

LOCATIONS

CCAC Allegheny Campus 412.237.2525 808 Ridge Avenue Pittsburgh, PA 15212 (North Shore)	CCAC Washington County 724.223.1012 Washington Crown Center 1500 West Chestnut Street Washington, PA 15301
CCAC Boyce Campus 412.371.8651 or 724.327.1327 595 Beatty Road Monroeville, PA 15146	CCAC West Hills Center 412.788.7500 1000 McKee Road Oakdale, PA 15071
CCAC Braddock Hills Center 412.271.0201 250 Yost Boulevard Pittsburgh, PA 15221 (Forest Hills)	Dreadnought Wines 3401 Liberty Ave Pittsburgh, PA 15201
CCAC Homewood-Brushton Center 412.371.1600 701 North Homewood Avenue Pittsburgh, PA 15208 (Wilkinsburg)	Hartwood Acres 215 Saxonburg Boulevard Pittsburgh, PA 15238
CCAC North Campus 412.366.7000 8701 Perry Highway Pittsburgh, PA 15237	Montour Woods Conservation Area 1875 Hassam Road Coraopolis, PA 15108
CCAC South Campus 412.469.1100 1750 Clairton Road (Route 885) West Mifflin, PA 15122	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

CCAC’S RESPONSE TO COVID–19

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

ACADEMIC PREPARATION

INTRODUCTION TO BIOLOGY

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

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

INTRODUCTION TO CHEMISTRY

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

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

MATH REFRESHER

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

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

SAT PREP—MATH & VERBAL

(Choose eight sessions or two-day workshop)

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

North Campus	YOU-630-1450	\$109	8 Sessions
6:00PM–9:00PM	W	9/8/21	Clark
Allegheny Campus	YOU-635-1210	\$109	2 Sessions
9:30AM–3:30PM	S	11/6/21	Ruhe
Boyce Campus	YOU-635-1280	\$109	2 Sessions
9:30AM–3:30PM	S	10/9/21	Faculty
West Hills Center	YOU-635-1290	\$109	2 Sessions
9:30AM–3:30PM	S	9/25/21	Ruhe
Online Live Zoom	YOU-635-1215	\$109	2 Sessions
9:30AM–3:30PM	S	10/9/21	Ruhe

ARTS & CRAFTS

1 QUILT BLOCK 6 DESIGNS

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

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

ABSTRACT DRAWING & DESIGN

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

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

ACRYLIC PAINT SEASCAPES

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

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

ACRYLIC PAINTING TECHNIQUES

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

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

ACTING—BASIC SKILLS FOR STAGE & FILM

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

Paragon Studios	YDD-101-1420	\$79	6 Sessions
7:00PM–9:00PM	R	10/7/21	Metzger

NEW! ART THROUGH THE AGES

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

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

CANVAS & ACRYLIC PAINTING

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

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

COLOR THEORY

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

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

COLOR THEORY—ADVANCED

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

Color Theory is required as a prerequisite.

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

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.

DRAWING BASICS

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

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

FLORAL DESIGN

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

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

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

North Campus 6:30PM–9:30PM	YBB-005-1450 T	\$249 9/14/21	10 Sessions Connors
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HOLIDAY/CHRISTMAS WREATHS & BOWS

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

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

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

Online Live Zoom 7:00PM–9:00PM	YDA-366-1215 W	\$29 11/17/21	1 Session Monahan
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HOW TO FIX YOUR OWN CLOTHES—BUTTONS, PATCHES & HEMS

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

Online Live Zoom **YCE-161-1215** **\$29** **1 Session**
 7:00PM–8:30PM T 9/21/21 Sewchok

INTRO TO WATERCOLOR WORKSHOP

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

Online Live Zoom **YDA-367-1215** **\$29** **1 Session**
 7:00PM–9:00PM M 10/18/21 Kirk

KNITTING 1—BEGINNER

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

Boyce Campus **YBC-218-1280** **\$39** **1 Session**
 6:30PM–8:30PM R 10/7/21 Maguire-Haught

North Campus **YBC-218-1450** **\$69** **4 Sessions**
 6:00PM–9:00PM W 10/6/21 Maguire-Haught

South Campus **YBC-218-1540** **\$69** **4 Sessions**
 6:00PM–9:00PM T 10/12/21 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.

South Campus **YBC-219-1540** **\$69** **4 Sessions**
 6:00PM–9:00PM T 11/9/21 Maguire-Haught

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.

UPCYCLING YARN FOR KNITTING, CROCHET & WEAVING

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

North Campus **YBC-002-1450** **\$39** **2 Sessions**
 6:30PM–8:30PM T 9/21/21 Jackson

LACE & CABLE KNITTING

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

North Campus **YBC-003-1450** **\$39** **2 Sessions**
 6:30PM–8:30PM T 10/12/21 Jackson

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.

Allegheny Campus **YDA-023-1215** **\$59** **3 Sessions**
 6:00PM–8:00PM M 10/4/21 Faculty

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.

Boyce Campus **YDA-054-1280** **\$79** **6 Sessions**
 6:00PM–8:00PM W 9/29/21 Faculty

MAKING HOLIDAY BOWS

Learn how to make bows for any occasion by learning tips and techniques used by gift industry professionals. Please bring two rolls of wire edge ribbon and a sharp pair of scissors to class.

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

This course teaches the art of modern calligraphy using a pointed pen. Learn basic strokes and progress to a full alphabet. We will also look at decorative elements and ways of applying your new skill to various projects. A detailed shopping list will be emailed to students prior to the first class. Items can be purchased at most local arts and craft stores and online.

Allegheny Campus 6:30PM–8:30PM	YDA-904-1210 W	\$79 9/1/21	6 Sessions Browne
Boyce Campus 6:30PM–8:30PM	YDA-904-1280 T	\$79 9/14/21	6 Sessions Constantinides
North Campus 6:30PM–8:30PM	YDA-904-1450 M	\$79 9/13/21	6 Sessions Constantinides
West Hills Center 6:30PM–8:30PM	YDA-904-1290 W	\$79 10/13/21	6 Sessions Faculty

INTERMEDIATE CALLIGRAPHY

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

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

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

PAINTING IN OIL & ACRYLICS

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

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

PAINTING—ACRYLICS

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

South Campus 12:00PM–3:00PM	YDA-003-1540 W	\$89 9/22/21	6 Sessions Estes
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POTTERY 1

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

North Campus 6:30PM–9:30PM	YDA-301-1450 W	\$199 9/15/21	10 Sessions Lok-Tsang
North Campus 9:00AM–12:00PM	YDA-301-1451 W	\$199 9/15/21	10 Sessions Lok-Tsang

POTTERY 2

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

North Campus 6:30PM–9:30PM	YDA-303-1450 M	\$199 9/13/21	10 Sessions Lok-Tsang
North Campus 6:30PM–9:30PM	YDA-303-1451 R	\$199 9/16/21	10 Sessions Lok-Tsang

SEWING MACHINE BASICS

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

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

SEWING PATTERNS—HOW TO READ & FOLLOW A PATTERN

Do you have a project you want to complete, but don't know how to start? We'll look at sewing patterns and how to read them including sizing, instructions, symbols, laying out fabric/patterns, and completion.

Online Live Zoom	YCE-162-1216	\$29	1 Session
6:00PM–7:00PM	T	9/28/21	Sewchok

SEWING—BEGINNING

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

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

WATERCOLOR PAINTING W/PEN & INK

Create some beautiful art by mixing watercolor painting with pen and ink from micron pens. Call 412.788.7507 for a supply list.

Online Live Zoom	YDA-702-1215	\$59	3 Sessions
6:30PM–8:30PM	T	9/14/21	Kirk

NEW! WATERCOLOR PUMPKINS & GOURDS

In this beginner level class, learn simple watercolor brush techniques and the basics of color blending and composition as we create decorative gourds and pumpkins.

Online Live Zoom	YDA-053-1215	\$39	1 Session
6:30PM–9:30PM	R	10/7/21	Faculty

BUSINESS & ENTREPRENEUR

ACCOUNTING FUNDAMENTALS

Learn the basics of double-entry bookkeeping. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Online Course	YOL-430-1407	\$139	6 Weeks
Self-paced	MTWRF	9/15/21	Faculty

BUYING & SELLING ON FACEBOOK MARKETPLACE

Have you ever wanted to try Facebook Marketplace but haven't known where to start? Learn about the safe way to reach more people to buy and sell your items.

Online Live Zoom	YAI-027-1215	\$39	1 Session
7:00PM–9:00PM	F	10/15/21	Kay

COMMERCIAL DRIVER'S LICENSE TRAINING

Train for a new career in as little as eight weeks

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

EVENT PLANNING

Learn the skills needed to become a successful event planner. The class will go over budgets, project management, building customer relationships, marketing and so much more.

Online Live Zoom	YEB-380-1215	\$49	5 Sessions
7:00PM–8:00PM	W	9/1/21	Monahan

FLORISTRY TRAINING NONCREDIT CERTIFICATE

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

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

HOW TO BECOME A LIFE COACH

A Life Coach helps a person identify where a person is in various areas of life (e.g., family, relationships, career, finances, spirituality, etc.) and then utilizes a specific skill set and a structured conversation to close the gap between where they are and where they want to be. Learn basics of life coaching and the steps to starting your own Life Coaching business. Students will have a solid understanding of what coaching is (and is not), core coaching skills, hands-on coaching practice, continuing education options, and practical ways to market a coaching business.

North Campus	YEB-376-1450	\$69	6 Sessions
7:00PM–9:00PM	W	9/22/21	Gohn

HOW TO BECOME A PROFESSIONAL ORGANIZER

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

Online Live Zoom	YGA-605-1215	\$29	1 Session
6:30PM–7:30PM	T	9/28/21	Eisner

HOW TO FINANCE REAL ESTATE PURCHASES

This course will explain various methods of funding single and multi-family real estate transactions and will be useful for both first-time home buyers and real estate investors. Students will learn about traditional and creative strategies for financing real estate.

Online Live Zoom **YGA-639-1215** **\$39** **1 Session**
 6:30PM–8:00PM M 10/25/21 Suchy

HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS

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

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

HOW TO START A SMALL BUSINESS

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

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

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

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

HOW TO START INVESTING IN REAL ESTATE

This course will introduce students to real estate investing and will cover how to buy, rehab, rent and sell. Students will learn the main strategies for getting into real estate investing.

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

INTERVIEW SKILLS—HOW TO UTILIZE YOUR SPEECH, BODY LANGUAGE & RESUME TO YOUR BENEFIT

Are you looking for a new job or hoping to apply for a promotion? This course will work on how to gain skills for both interviewers and interviewees, whether in person or on Zoom. Mock interviews will be held during the course as well as resume writing and/or reviewing.

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

INTRODUCTION TO THE ENNEAGRAM

The Enneagram is a highly accurate tool that identifies our intuitive gifts, as well as how we see ourselves, how we view the world, what we seek, what we avoid and how we use our defense mechanisms when we get triggered.

Allegheny Campus **YEB-751-1210** **\$49** **3 Sessions**
 6:00PM–8:30PM M 10/1/21 Faculty

LEARN TODAY—EARN TOMORROW

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

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

PROPERTY MANAGEMENT & LANDLORDING

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

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

SMARTPHONES

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

South Campus **YAI-053-1540** **\$39** **1 Session**
 9:00AM–12:00PM S 10/2/21 Pollock

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.

Online Live Zoom **YCH-917-1215** **\$29** **1 Session**
 6:00PM–8:00PM R 9/30/21 Dadey

VOICEOVER ACTING

Learn about voiceovers and their many applications in radio, television, films, documentaries, audio books, training and educational materials, etc. The process of making demo recordings and finding casting agents will also be discussed.

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

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

STEP UP TO LEADERSHIP

Don't supervise...superlead your team to breakthrough performance. Supervisors and managers who understand this simple truth and know how to implement it are the ones who create impact in today's organizations. They develop high performance teams that get results because they know how to lead a team—not just manage it. When you finish this workshop, you will be able to: create a sense of direction for your team; lead by example; communicate with precision; be cool under pressure; resolve conflicts quickly before they affect the whole group; convert negativity into positive production; listen effectively; work smarter, not harder; delegate responsibility, authority and accountability; and give difficult feedback without creating resentment.

North Campus	YGA-628-1295	\$199	1 Session
9:00AM–4:00PM	F	10/1/21	Faculty
West Hills Center	YGA-628-1290	\$199	1 Session
9:00AM–4:00PM	F	9/17/21	Faculty

SUCCESSFUL PUBLIC SPEAKING

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

North Campus	YGA-644-1295	\$199	1 Session
9:00AM–4:00PM	F	10/15/21	Faculty

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.

Online Live Zoom	XCR-106-5302	\$479	25 Sessions
6:30PM–9:30PM	MW	9/20/21	

PROJECT MANAGEMENT BOOTCAMP

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

PROFESSIONAL CONTINUING EDUCATION FOR ACCOUNTANTS & ATTORNEYS

The following continuing education classes begin this fall:

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

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

NEW CLASSES COMING FALL 2021

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

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

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

CASINO DEALER SCHOOL

So you think you want to work in a casino? CCAC is pleased to offer casino dealer training classes through a partnership with Rivers Casino. Classes are available in both the daytime and evening. For more information contact Jen Russell at jrussell2@ccac.edu.

WEDNET WORKFORCE & ECONOMIC DEVELOPMENT NETWORK OF PA

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

WEDDING PLANNING CAREER INTRODUCTION

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

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

ACCESS WORKSHOP 1

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

North Campus 6:30PM–9:30PM	YAI-401-1450 T	\$99 10/19/21	2 Sessions Kay
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COMPUTER ESSENTIALS FOR THE WORKPLACE

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

Boyce Campus 9:00AM–12:00PM	YAI-136-1280 S	\$99 10/16/21	4 Sessions Marino
North Campus 6:30PM–9:30PM	YAI-136-1450 W	\$99 10/6/21	4 Sessions Kay
South Campus 6:30PM–9:30PM	YAI-136-1540 T	\$99 10/26/21	4 Sessions Marino
Online Live Zoom 6:30PM–9:30PM	YAI-136-1216 T	\$99 10/26/21	4 Sessions 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 in CCAC computer labs or via zoom. Students will be contacted to set-up your specific tutoring time after registering for class.

West Hills 12:00AM–12:00AM	YAI-101-1212 (by appt.)	\$99 9/1/21	1 Session Faculty
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EXCEL PIVOT TABLES

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

Allegheny Campus 9:00AM–12:00PM	YAI-825-1210 S	\$39 11/6/21	1 Session Harmon
Online Live Zoom 1:00PM–4:00PM	YAI-825-1215 F	\$39 11/5/21	1 Session Harmon

EXCEL WORKSHOP 1

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

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

ABOUT OUR COMPUTER LABS

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

CURIOS ABOUT YOUR CLASS LOCATION?

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

EXCEL WORKSHOP 2

Now that you know the basics of Excel, learn some of the more advanced features including creating and using pivot tables and excel macros in spreadsheets; linking formulas and working with multiple worksheets; and more.

South Campus 9:00AM–4:00PM	YAI-160-1540 S	\$99 10/23/21	1 Session Marino
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Online Live Zoom 9:00AM–4:00PM	YAI-160-1215 S	\$99 10/16/21	1 Session Sharp
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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.

South Campus 9:00AM–12:00PM	YAI-805-1540 S	\$39 10/9/21	1 Session Pollock
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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.

Online Course Self-paced	YOL-390-1407 MTWRF	\$139 9/15/21	6 Weeks
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INTRODUCTION TO QUICKBOOKS ONLINE DESKTOP VERSION

Designed for those new to QuickBooks or those wanting a refresher with the latest version. You will 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.

Online Course Self-paced	YOL-390-1408 MTWRF	\$139 10/13/21	6 Weeks
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I HAVE A COMPUTER...NOW WHAT?

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

Boyce Campus 10:00AM–1:00PM	YAI-077-1280 M	\$99 11/1/21	5 Sessions Marino
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South Campus 10:00AM–1:00PM	YAI-077-1540 T	\$99 9/7/21	5 Sessions Marino
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MICROSOFT OFFICE

This 15-hour course will introduce the main features of the four Microsoft Office components and how they can be used together for enhanced performance. Learn to create and format documents in Word; create and edit worksheets in Excel; create and edit databases in Access; and create and enhance PowerPoint presentations.

North Campus 6:30PM–9:00PM	XAI-944-1450 M	\$129 9/20/21	6 Sessions Kay
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West Hills Center 6:30PM–9:00PM	XAI-944-1290 T	\$129 9/14/21	6 Sessions Janosko
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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.

North Campus 9:30AM–4:00PM	YAI-279-1450 F	\$99 10/8/21	1 Session Ray
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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.

DRIVER EDUCATION

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

INTERNET THEORY COURSE

Online—Classroom Theory Instruction via CCAC Blackboard

Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive login information prior to start date. If you do not receive your login information call 412.788.7507. Students will have 24/7 access to the course via CCAC website via blackboard. Students do not need to be online at a specific time but all course work must be completed by the last day of scheduled class. REQUIRED TEXTBOOK: Purchase the softcover student copy and you do not have to purchase the workbook. ISBN10: 0133672662 or ISBN13: 9780133672664. Purchase online at www.savvas.com or any online bookstore, search by textbook name "Drive Right" 11th edition. The book is not available to purchase from CCAC bookstores. Cost of the textbook is in addition to tuition and should be purchased prior to the first session.

YOU-820-1400	9/1/21–9/30/21	\$99
YOU-820-1451	10/1/21–10/29/21	\$99

Lessons posted: Tuesday/Thursday

PRACTICE DRIVING

You will be contacted by a Rogers School of Driving instructor approximately one week to ten days after the course start date to schedule the six hours of instruction behind the wheel. Student will meet the driving instructor at the campus location they register for. Student must have a valid permit. If under 18 years of age, student must have parent/guardian authorization.

*Those students taking the operator driver's licensing exam must take the exam at Rogers School of Driving, 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 CCAC to verify satisfactory completion of the driver education program.

REGISTRATION & PAYMENT INFORMATION

Phone-in: 412.788.7546 (credit card payment)

Online: shopcommunityed.ccac.edu

CLASS SCHEDULE BY LOCATION

CCAC NORTH CAMPUS

8701 Perry Highway, Pittsburgh, Pa 15237

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

YOU-030-1450	9/1/21–9/30/21	\$439
YOU-030-1451	10/1/21–10/29/21	\$439
YOU-030-1452	11/1/21–11/29/21	\$439

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

YOU-294-1450	9/1/21–9/30/20	\$539
YOU-294-1451	10/1/21–10/29/21	\$539
YOU-294-1452	11/1/21–11/29/21	\$539

CCAC SOUTH CAMPUS

1750 Clairton Road, West Mifflin, Pa 15122

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

YOU-030-1540	9/1/21–9/30/21	\$439
YOU-030-1541	10/1/21–10/29/21	\$439
YOU-030-1542	11/1/21–11/29/21	\$439

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

YOU-294-1540	9/1/21-9/30/20	\$539
YOU-294-1541	10/1/21-10/29/21	\$539
YOU-294-1542	11/1/21-11/29/21	\$539

CCAC ALLEGHENY CAMPUS

800 Allegheny Avenue, Pittsburgh, Pa 15233

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

YOU-030-1250	9/1/21–9/30/21	\$439
YOU-030-1251	10/1/21–10/29/21	\$439
YOU-030-1252	11/1/21–11/29/21	\$439

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

YOU-294-1250	9/1/21–9/30/20	\$539
YOU-294-1251	10/1/21–10/29/21	\$539
YOU-294-1252	11/1/21–11/29/21	\$539

CCAC BOYCE CAMPUS

595 Beatty Road, Monroeville, Pa 15416

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

YOU-030-1280	9/1/21–9/30/21	\$439
YOU-030-1281	10/1/21–10/29/21	\$439
YOU-030-1282	11/1/21–11/29/21	\$439

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

YOU-294-1280	9/1/21–9/30/20	\$539
YOU-294-1281	10/1/21–10/29/21	\$539
YOU-294-1282	11/1/21–11/29/21	\$539

PHOTOSHOP FOR BEGINNERS

Learn the essentials of Photoshop while familiarizing yourself with its tools and basic functions for editing and retouching your photos.

South Campus 6:30PM–9:30PM	YAI-824-1540 R	\$99 10/7/21	2 Sessions Bachman
Online Live Zoom 6:30PM–9:30PM	YAI-824-1215 R	\$99 9/23/20	1 Session Bachman

WORD & EXCEL—LEVEL 1

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

Allegheny Campus 6:30PM–8:30PM	YAI-827-1210 R	\$69 9/30/21	3 Sessions Harmon
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WORD & EXCEL—LEVEL 2

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

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

HOW TO DANCE ANYWHERE, TO ANY MUSIC

This course will teach students how to dance in nightclubs, at formal events and anywhere else there is music. Learn the foundational steps and musicality of dancing that can be used across 30+ styles of partner dancing, as well as solo freestyle and line dancing. No partner necessary for this dance class.

North Campus 7:00PM–8:30PM	YDB-316-1450 F	\$29 11/12/21	1 Session Suchy
South Campus 6:30PM–8:00PM	YDB-316-1540 T	\$29 11/2/21	1 Session Suchy

BALLROOM—BEGINNING

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

North Campus 6:30PM–8:00PM	YDB-101-1450 F	\$79 9/10/21	8 Sessions Milligan
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DANCING AT WEDDINGS & PARTIES

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

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

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

Allegheny Campus 6:00PM–7:00PM	YDB-138-1210 R	\$49 10/28/21	5 Sessions Sewchok
South Campus 6:00PM–7:00PM	YDB-138-1540 M	\$49 9/13/21	5 Sessions Sewchok

FINANCE

MEDICARE—WHAT YOU NEED TO KNOW

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

Allegheny Campus 1:00PM–3:00PM	YEB-250-1210 T	\$39 10/12/21	1 Session Johnstone
Braddock Hills Center 6:30PM–8:30PM	YEB-250-1230 T	\$39 9/21/21	1 Session Faculty
North Campus 6:00PM–8:00PM	YEB-250-1450 W	\$39 9/22/21	1 Session Johnstone

ANNUITIES—HOW THEY REALLY WORK

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

North Campus 6:30PM–8:30PM	YCH-302-1450 W	\$39 10/6/21	1 Session Hill
South Campus 6:30PM–8:30PM	YCH-302-1540 W	\$39 10/5/21	1 Session Hill

ESTATE PLANNING, SINCE YOU CAN’T TAKE IT WITH YOU

Learn about important estate planning documents such as a Last Will and Testament, Durable Power of Attorney, and Health Care Power of Attorney, and why every adult should have these documents. Discuss strategies for advance planning.

Online Live Zoom 6:00PM–8:00PM	YCH-066-1215 T	\$49 10/12/21	2 Sessions Derby
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GUIDE TO RETIREMENT FOR SUSTAINABLE INCOME IN RETIREMENT

This course is designed to help those planning for retirement and those already retired learn the various pitfalls one may face in retirement and strategies to help you better go through and prepare for retirement. Join us to learn various ways to help prepare for a retirement life free from financial concerns.

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

PROTECT YOUR ESTATE LIVING TRUST

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

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

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

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

DOES YOUR EMPLOYER PROVIDE TUITION ASSISTANCE?

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

RETIREMENT PLANNING MADE SIMPLE

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

Boyce Campus 6:30PM–8:30PM	YCH-027-1280 R	\$49 10/28/21	2 Sessions Faculty
South Campus 1:30PM–3:30PM	YCH-027-1541 R	\$49 11/4/21	2 Sessions Faculty
South Campus 6:30PM–8:30PM	YCH-027-1540 R	\$49 11/4/21	2 Sessions Faculty
Upper St Clair Rec 6:00PM–8:00PM	YCH-027-1541 R	\$49 9/23/21	2 Sessions Faculty

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

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

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

SOCIAL SECURITY—WHAT YOU NEED TO KNOW

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

North Campus 6:30PM–8:00PM	YEB-300-1450 R	\$39 9/9/21	1 Session Canella
South Campus 6:30PM–8:00PM	YEB-300-1540 R	\$39 11/11/21	1 Session Canella
South Campus 6:30PM–8:00PM	YEB-300-1541 T	\$39 9/7/21	1 Session Canella
West Hills Center 6:30PM–9:00PM	YEB-300-1290 R	\$39 10/14/21	1 Session Canella
Online Live Zoom 6:30PM–8:00PM	YEB-300-1215 M	\$39 11/1/21	1 Session Canella
Online Live Zoom 6:30PM–8:00PM	YEB-300-1216 R	\$39 12/9/21	1 Session 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. Learn how to protect yourself from salespeople and speculators, and how to use the financial services industry to your best advantage.

North Campus 6:30PM–8:00PM	YCH-014-1450 W	\$39 10/20/21	2 Sessions Canella
South Campus 6:30PM–8:00PM	YCH-014-1540 M	\$39 10/18/21	2 Sessions Canella
West Hills Center 6:30PM–8:00PM	YCH-014-1290 R	\$39 10/21/21	2 Sessions Canella
Online Live Zoom 6:30PM–8:00PM	YCH-014-1215 M	\$39 12/6/21	2 Sessions Canella

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

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

Allegheny Campus 6:30PM–8:30PM	YCH-028-1210 R	\$39 10/14/21	1 Session Johnstone
North Campus 6:30PM–8:30PM	YCH-028-1450 R	\$39 10/21/21	1 Session Johnstone

WRITING YOUR WILL, FINANCIAL POWER OF ATTORNEY & HEALTHCARE POWER OF ATTORNEY

We'll discuss estate planning essentials such as wills, financial power of attorney, healthcare power of attorney, advanced directives, guardianships, and estate and inheritance taxes.

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

Homewood Brushton 5:30PM–6:30PM	YFA-161-1240 W	\$79 9/15/21	10 Sessions Faculty
North Campus 7:30PM–8:30PM	YFA-161-1450 W	\$79 9/15/21	10 Sessions Overly

BEGINNER TRIPLE PLAY

If you haven't been off the couch in a while, this is a great class to start with. We hit three aspects of fitness—cardiovascular work, strength and flexibility. All exercises are done in a non-threatening atmosphere designed for beginners. The class starts off slowly with gentle and motivating moves designed to ease you back into exercise. Bring light weights, a mat and water to class.

Allegheny Campus 6:30PM–7:30PM	YFA-361-1210 T	\$79 8/31/21	10 Sessions Faculty
North Campus 6:15PM–7:15PM	YFA-361-1450 M	\$79 9/13/21	10 Sessions Overly
South Campus 9:30AM–10:30AM	YFA-361-1540 T	\$79 9/7/21	10 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1541 T	\$49 11/16/21	4 Sessions Taylor
Online Live Zoom 6:00PM–7:00PM	YFA-361-1216 M	\$69 9/13/21	8 Sessions Faculty

BODYSULPTING

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

North Campus 5:30PM–6:30PM	YFA-110-1450 T	\$79 9/14/21	10 Sessions Overly
Online Live Zoom 6:00PM–7:00PM	YFA-110-1215 M	\$89 9/13/21	12 Sessions Faculty

CARDIO DANCE FITNESS

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

Allegheny Campus 7:15PM–8:15PM	YDB-018-1210 R	\$49 10/28/21	5 Sessions Sewchok
South Campus 7:15PM–8:15PM	YFA-018-1540 M	\$49 9/13/21	5 Sessions Sewchok

FIT IN 30

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

North Campus 6:45PM–7:15PM	YFA-392-1450 T	\$79 9/14/21	10 Sessions Overly
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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 recommended.

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

PILATES

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

Allegheny Campus **YFA-322-1210** **\$79** **12 Sessions**
 7:00PM–8:00PM R 9/9/21 Clayton

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

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

NEW! STRETCH, STABILITY & STRENGTH

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

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

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

SUPER 55+

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

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

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

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

TAI CHI CHUAN—BEGINNING

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

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

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

YOGA—CONTINUED

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

North Campus **YFA-366-1450** **\$79** **10 Sessions**
 6:15PM–7:15PM W 9/15/21 Overly

YOGA—BEGINNING

Suitable for everyone regardless of age, gender or fitness level, this proven form of exercise introduces students to basic non-threatening Hatha yoga. Bring a yoga mat to class.

Allegheny Campus **YFA-305-1211** **\$79** **10 Sessions**
 7:45PM–8:45PM T 9/14/21 Faculty

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

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

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

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

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

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

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

YOGA—VINYASA FLOW

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

West Hills Center **YFA-359-1290** **\$79** **20 Sessions**
 8:00PM–9:00PM M 9/27/21 Kelley

ZUMBA

Zumba routines feature aerobic/fitness interval training with fast/slow rhythms that tone and sculpt the body. All ages and all sizes are welcome and can benefit from having fun while exercising. Please be sure to wear good, supportive sneakers.

Online Live Zoom 6:30PM–7:30PM	YFA-101-1216 MW	\$129 9/13/21	20 Sessions Roberts
Online Live Zoom 6:30PM–7:30PM	YFA-101-1217 M	\$79 9/13/21	10 Sessions Roberts
Online Live Zoom 6:30PM–7:30PM	YFA-101-1218 W	\$79 9/15/21	10 Sessions Roberts

FOOD & SPIRITS

NEW! BUBBLES THAT AREN'T CHAMPAGNE

It is that time of year! People pull out the bubbles and celebrate all kinds of joy. We'll go from Portugal, to Spain to Italy and cheer with each sip. Join us to learn about food pairings for bubbles and how to open the bottle without any injuries! (the number one eye injury on New Years eve are eye injuries from flying corks!!)

Dreadnought Wines 6:30PM–9:30PM	YCD-189-1295 W	\$39 12/1/21	1 Session Mortillaro
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NEW! AMAZING APPETIZERS

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

Online Live Zoom 6:30PM–9:30PM	YCD-938-1215 M	\$39 10/25/21	1 Session 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. Please call 412.788.7507 for a list for supplies.

North Campus 6:30PM–8:30PM	YCD-102-1450 W	\$99 9/8/21	4 Sessions Hugar
Boyce Campus 6:00PM–8:00PM	YCD-102-1280 W	\$99 10/13/21	4 Sessions Faculty

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.

CAKE DECORATING—NONCREDIT CERTIFICATE OF COMPLETION

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

North Campus 6:30PM–9:30PM	YCD-244-1450 W	\$179 9/8/21	10 Sessions 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 and friends' cakes. It's easier than you think and so much fun. There are so many easy and simple ways to decorate an amazing cake, and many other techniques are not difficult—you can learn them step by step.

Online Live Zoom 6:30PM–8:30PM	YCD-372-1215 T	\$79 10/12/21	3 Sessions 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.

Allegheny Campus 7:00PM–9:00PM	YEB-062-1255 F	\$49 9/17/21	4 Sessions Guercio
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NEW! HOLIDAY WINES

Big groups or small family gatherings for dinner deserve wines that are special. They don't have to be expensive but something just a touch special is worth exploring. We'll taste reds and whites to go with Turkey, 7 fishes and all the other traditional foods of November and December.

Dreadnought Wines 6:30PM–9:30PM	YCD-159-1295 W	\$39 11/10/21	1 Session Mortillaro
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INSTANT POT WORKSHOP

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

West Hills Center 6:30PM–9:30PM	YCD-224-1290 T	\$39 9/28/21	1 Session Russell
Online Live Zoom 6:30PM–9:30PM	YCD-224-1215 T	\$39 9/28/21	1 Session Russell

NEW! REDS FROM AROUND THE WORLD

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

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

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

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

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

WALKING BREAKFAST TOURS

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

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

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

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

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

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

ABCS OF MODERN POLITICAL CAMPAIGNS

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

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

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

North Campus 6:30PM–9:30PM	YCA-218-1450 R	\$39 10/14/21	1 Session Puglisi
Online Live Zoom 6:30PM–9:30PM	YCA-218-1215 R	\$39 11/14/21	1 Session Faculty

PARKING ON CAMPUS

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

APPLY FOR A FEDERAL GOVERNMENT JOB & GET HIRED

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

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

BASIC COIN COLLECTION—I INHERITED GRANDPA'S COINS, NOW WHAT?

Learn coin collecting basics through identification and grading and the factors involved in actual value. Understand what makes them valuable, or not. Please bring photos of your coins, loupe or magnifier to class.

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

BUILD LIKE A LEGO® MASTER

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

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

HOW TO LOSE YOUR PITTSBURGH ACCENT

You're tired of soundin' like you're from the 'Burg ahnat? Then come to this class and learn how to subdue your Pittsburghese. Techniques provided on how to discuss, enlighten, demonstrate and persuade others through your speaking abilities.

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

STAND-UP COMEDY

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

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

NEW! GETTYSBURG—THE GREATEST BATTLE FOUGHT ON NORTH AMERICAN SOIL

Review and analysis of the strategy, tactics and operations of the Army of Northern Virginia and the Army of the Potomac during the Confederate invasion of Pennsylvania culminating in the Battle of Gettysburg.

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

THE FIRST WORLD WAR & THE WORLD IT CREATED

This course will explore an introduction to the First World War. Learn how the old world was destroyed by the war, the catastrophe of the war itself and the new world the war created.

North Campus	YCA-522-1450	\$59	6 Sessions
6:30PM–8:30PM	T	9/21/21	Puglisi

South Campus	YCA-522-1540	\$59	6 Sessions
1:00PM–3:00PM	W	9/22/21	Puglisi

THE HISTORY OF PROFESSIONAL WRESTLING IN PITTSBURGH

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

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

INSTRUCTORS WANTED!

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

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

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

HEALTH

BASIC LIFE SUPPORT (BLS) CPR TRAINING

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

Allegheny Campus	XIA-470-57408	\$65	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	Friday		8/13/21
Allegheny Campus	XIA-470-57409	\$65	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	Friday		9/10/21
Allegheny Campus	XIA-470-57410	\$65	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	Friday		10/8/21
Allegheny Campus	XIA-470-57411	\$65	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	Friday		11/12/21
Allegheny Campus	XIA-470-57412	\$65	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	Friday		12/10/21

BASICS OF PLANT-BASED EATING

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

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

BEAT THE SUGAR BLUES

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

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

EMERGENCY MEDICAL TECHNICIAN (EMT)

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

Monroeville Training Ctr	XGC-600-57632	\$725*	
2465 Johnson Rd. Monroeville, PA 15146			
6:30PM–10:30PM	MR		8/9/21–12/20/21
8:00AM–5:00PM			One Saturday per month
Lawrence Cty Career Ctr	XGC-600-57633	\$725*	
750 Phelps Way New Castle, PA 16101			
6:00PM–10:00PM	TR		8/30/21–2/9/22
West Hills Center	XGC-600-57634	\$725*	
1000 McKee Road Oakdale, PA 15071			
6:30PM–10:30PM	TR		9/7/21–2/1/22
8:00AM–5:00PM			One Saturday per month
Allegheny Campus	XGC-600-57635	\$725*	
K. Leroy Irvis (KLI) Building, Room 520			
8:30AM–12:30PM	MWR		9/8/21–12/16/21
8:00AM–5:00PM			One Saturday per month
Medical Rescue Team	XGC-600-57636	\$725*	
South Authority			
315 Cypress Way Pittsburgh, PA 15228			
8:00AM–5:00PM	S		9/11/21–2/19/22
Allegheny Campus	XGC-600-57637	\$725*	
K. Leroy Irvis (KLI) Building, Room 520			
6:00PM–10:00PM	MWR		9/13/21–12/6/21
8:00AM–5:00PM			One Saturday per month

*includes textbook

NURSE AIDE INSTRUCTORS NEEDED

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

Contact Christine Santilli at csantilli@ccac.edu or 412.237.4471.

PASSAVANT HOSPITAL FOUNDATION

NEW! MENOPAUSE & WOMEN'S HEART HEALTH

Lydia Davis, MD, is a cardiologist with the UPMC Magee-Women's Heart Program at UPMC Passavant. In this presentation, Dr. Davis discusses the increase of heart disease among post-menopausal women, and shares prevention and treatment options.

Speaker: Lydia Davis, MD, UPMC Magee-Women's with UPMC Passavant Heart and Vascular Institute

North Campus	YEB-387-1450	Free	1 Session
6:30PM–8:30PM	T	9/14/21	UPMC

NEW! IT'S ALL ABOUT THE HIP

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

Speaker: Eric A. Chen, MD, Total Joint Replacement Surgeon with Tri Rivers Musculoskeletal Centers

North Campus	YEB-388-1450	Free	1 Session
6:30PM–8:30PM	T	10/12/21	UPMC

NEW! UPDATES IN LUNG CANCER

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

Speakers: Kiran Mehta, MD, Radiation Oncology and Jennifer Osborn, MD, Hematology Oncology with UPMC Hillman Cancer Center at UPMC Passavant

North Campus	YEB-389-1450	Free	1 Session
6:30PM–8:30PM	T	11/9/21	UPMC

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

- **Ask.** A verbal request 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.

CLEAN EATING

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

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

FOOD CRAVINGS

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

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

HEALING YOUR BODY NATURALLY

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

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

INFLAMMATION—HOW TO CONTROL IT NATURALLY

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

North Campus	YEB-281-1450	\$39	1 Session
6:30PM–9:30PM	M	10/18/21	Heineman

HIKING/WALKING/BIKING

GO HIKING! NORTH HILLS HIKES

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

Hartwood Acres	YFA-410-1411	\$89	7 Sessions
9:30AM–11:00AM	U	9/19/21	Secilia

GO HIKING! SOUTH HILLS HIKES

Lace up your hiking boots and enjoy the trails in Southwestern Allegheny County. Hiking up hills, some of which are steep and strenuous, is a feature of almost every hike. Participants are encouraged to wear hiking boots, as there will be wet/muddy spots. Classes will meet regardless of rain or snow.

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

GO HIKING! WEST HILLS HIKES

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

Montour Woods **YFA-421-1255** **\$69** **6 Sessions**
 11:30AM–1:00PM S 9/25/21 Faculty

HIKING THE COUNTY PARKS

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

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

PHOTOGRAPHY OF NATURE IN HIKING TRAILS

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

Allegheny Campus **YBF-111-1255** **\$59** **5 Sessions**
 9:00AM–11:00AM S 9/11/21 Bachman

WALKING BREAKFAST TOURS

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

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

WALKING LUNCH TOURS

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

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

NEW! WALKING THE DOWNTOWN PITTSBURGH OUTSKIRTS

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

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

HOME & GARDEN

BE YOUR OWN CONTRACTOR

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

Online Live Zoom **YCE-073-1215** **\$39** **1 Session**
 6:30PM–8:30PM T 9/21/21 McInerney

CLEAR YOUR PAPER CLUTTER

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

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

ELECTRICAL DIY BASICS FOR HOMEOWNERS

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

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

Considering buying a home in the not-too-distant future? Then there are some things you should know in advance. Explore topics on choosing the right Real Estate Agent, finding available homes, placing an offer, obtaining a mortgage, home inspections and home appraisals. Led by an experienced Realtor[®], students will be well informed.

South Campus 6:30PM–8:00PM	YCE-103-1540 T	\$39 11/2/21	1 Session Fredrick
Online Live Zoom 6:30PM–8:00PM	YCE-103-1215 T	\$39 11/2/21	1 Session 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 to handle practical repairs and improvements, such as installing a ceiling fan, changing a light switch or fixing a leaking faucet. Topics include basic plumbing, carpentry and electricity, painting and drywall, tools, hardware, and safety measures and precautions.

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

CURIOUS ABOUT YOUR CLASS LOCATION?

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

NEW! PLAN TO AGE-IN-PLACE & STAY INDEPENDENT IN YOUR HOME

This class will teach students how to build, remodel or modify homes so that they will be able to live independently as long as possible in their own homes.

Boyce Campus 7:00PM–8:30PM	YCE-097-1280 R	\$59 10/7/21	4 Sessions Faculty
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SELL YOUR HOUSE FOR TOP DOLLAR

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

Online Live Zoom 6:00PM–8:00PM	YCE-044-1216 M	\$39 9/27/21	1 Session Stephan
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SIMPLE LIVING—CLEARING YOUR HOME

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

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

GARDENING WITH RAISED BEDS

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

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

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

Allegheny Campus 6:30PM–9:30PM	YCI-231-1210 R	\$39 9/16/21	1 Session McInerney
Boyce Campus 6:30PM–9:30PM	YCI-231-1280 R	\$39 10/7/21	1 Session McInerney
Online Live Zoom 6:30PM–9:30PM	YCI-231-1215 R	\$39 9/23/21	1 Session 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.

INDOOR HERB GARDENS

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

South Campus 6:00PM–9:00PM	YCI-038-1540 W	\$49 9/15/21	1 Session McInerney
Online Live Zoom 6:00PM–9:00PM	YCI-038-1215 W	\$39 9/22/21	1 Session McInerney

THE PERFECT LAWN

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

West Hills Center 6:30PM–9:30PM	YCI-105-1290 T	\$39 10/5/21	1 Session McInerney
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TOP TEN FALL GARDEN TIPS

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

South Campus 9:30AM–12:30PM	YCI-040-1540 S	\$39 9/25/21	1 Session McInerney
Online Live Zoom 9:30AM–12:30PM	YCI-040-1215 S	\$39 9/18/21	1 Session McInerney

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.

ANCIENT GREEK LEVEL 1

In this Level 1 course students will learn to read the ancient Greek language at a beginner level. Students will also discover the wonders of classical Greek culture, history, art, myth, and literature. The class will be taught with a reading-based approach, using the textbook *Athenaze: An Introduction to Ancient Greek, Book I* by Balme and Lawall (revised 3rd edition, Oxford, 2016).

South Campus 6:30PM–9:30PM	YAD-315-1215 R	\$149 9/16/21	8 Sessions Blume
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ARABIC—LEVEL 1

Online Live Zoom 6:30PM–9:30PM	YAD-320-1215 W	\$149 9/15/21	8 Sessions Abdelwahab
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FRENCH—LEVEL 1

Online Live Zoom 9:00AM–12:00PM	YAD-350-1215 S	\$149 9/11/21	8 Sessions Faculty
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GERMAN—LEVEL 1

Online Live Zoom 6:30PM–9:30PM	YAD-360-1215 R	\$149 9/16/21	8 Sessions Faculty
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ITALIAN—LEVEL 1

North Campus 6:30AM–9:30PM	YAD-370-1450 T	\$149 9/14/21	8 Sessions Kaminski
Online Live Zoom 6:30PM–9:00PM	YAD-370-1215 M	\$139 9/20/21	8 Sessions Bozzolla

LATIN—LEVEL 1

Online Live Zoom 6:30PM–9:30PM	YAD-111-1215 T	\$149 9/14/21	8 Sessions Blume
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Textbook is required and not included in the cost of the course: "Wheelock's Latin" (7th ed., Collins 2011, ISBN-10: 0061997218).

SPANISH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-380-1210 W	\$149 9/15/21	8 Sessions Faculty
Braddock Hills Center 6:30PM–9:30PM	YAD-380-1230 W	\$149 9/15/21	8 Sessions Faculty
North Campus 6:30PM–9:30PM	YAD-380-1450 M	\$149 9/13/21	8 Sessions Aguirre-Hineman
South Campus 6:00PM–9:00PM	YAD-380-1540 M	\$149 9/13/21	8 Sessions Mitchell
Online Live Zoom 6:30PM–9:30PM	YAD-380-1215 W	\$149 9/15/21	8 Sessions Silva

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

Online Live Zoom **YAD-351-1215** **\$149** **8 Sessions**
 1:00PM–4:00PM S 9/11/21 Faculty

GERMAN—LEVEL 2

Online Live Zoom **YAD-361-1215** **\$149** **8 Sessions**
 6:30PM–9:30PM M 9/13/21 Frick

SPANISH—LEVEL 2

South Campus **YAD-381-1540** **\$149** **8 Sessions**
 6:00PM–9:00PM R 9/16/21 Mitchell

Online Live Zoom **YAD-381-1215** **\$149** **8 Sessions**
 6:30PM–9:30PM T 9/14/21 Silva

LANGUAGES—LEVEL 3

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

FRENCH—LEVEL 3

Online Live Zoom **YAD-353-1210** **\$149** **12 Sessions**
 7:00PM–9:00PM M 9/13/21 Kirchner

SPANISH—LEVEL 3

Online Live Zoom **YAD-382-1215** **\$149** **8 Sessions**
 6:30PM–9:30PM M 9/13/21 Silva

FRENCH REFRESHER FOR ADVANCED STUDENTS

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

Allegheny Campus **YAD-004-1210** **\$149** **8 Sessions**
 9:30AM–12:30PM S 9/18/21 Kirchner

GERMAN ADVANCED REFRESHER

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

Online Live Zoom **YAD-006-1215** **\$149** **8 Sessions**
 6:30PM–8:30PM T 9/14/21 Frick

AMERICAN SIGN LANGUAGE—LEVEL 1

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

Allegheny Campus **YAD-250-1211** **\$119** **8 Sessions**
 6:30PM–9:00PM T 9/14/21 Wilson

Boyce Campus **YAD-250-1280** **\$119** **8 Sessions**
 6:30PM–9:00PM W 9/15/21 Wilson

South Campus **YAD-250-1280** **\$119** **8 Sessions**
 6:30PM–9:00PM R 9/16/21 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 10/13/21 Faculty

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 11/17/21 Faculty

ENGLISH AS A SECOND LANGUAGE 1

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

Allegheny Campus **YAD-018-1211** **\$149** **8 Sessions**
 9:30AM–12:30PM S 9/18/21 Jeddi

North Campus **YAD-018-1450** **\$149** **8 Sessions**
 9:00AM–12:00PM M 9/13/21 Schwarz

South Campus **YAD-018-1540** **\$149** **8 Sessions**
 6:30PM–9:30PM W 9/22/21 Faculty

Online Live Zoom **YAD-018-1215** **\$149** **8 Sessions**
 6:30PM–9:30PM R 9/16/21 Schwarz

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

ENGLISH AS A SECOND LANGUAGE 2

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

Allegheny Campus 6:30PM–9:30PM	YAD-112-1211 W	\$149 9/15/21	8 Sessions Jeddi
North Campus 9:00AM–12:00PM	YAD-112-1450 W	\$149 9/15/21	8 Sessions Schwarz

ESL—COMMUNICATING PROFESSIONALLY

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

Allegheny Campus 6:30PM–9:00PM	YAD-014-1210 T	\$79 10/19/21	5 Sessions Caye
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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.

North Campus 9:00AM–11:00AM	YAD-260-1450 T	\$79 9/14/21	5 Sessions Schwarz
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ESL—IMPROVING YOUR COMPREHENSION

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

North Campus 9:00AM–12:00PM	YAD-015-1451 R	\$89 10/7/21	6 Sessions Schwarz
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GRAMMAR FOR ESL

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

Online Course Self-paced	YOL-252-1407 MTWRF	\$139 9/15/21	6 Weeks Faculty
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WRITING FOR ESL

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

Online Course Self-paced	YOL-281-1408 MTWRF	\$139 10/13/21	6 Weeks Faculty
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GREECE & GREEK FOR TOURISTS

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

Online Live Zoom 6:30PM–8:30PM	YAD-387-1215 R	\$79 9/30/21	4 Sessions Zervos
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ITALIAN CULTURE

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

North Campus 6:00PM–7:030PM	YAD-008-1450 R	\$39 11/11/21	1 Session Dibartola
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MIND & SPIRIT

ANXIETY RELIEF

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

Online Live Zoom 10:00AM–12:00PM	YEB-382-1215 S	\$29 11/13/21	1 Session Pollard
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AWAKENING YOUR PSYCHIC SELF

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

Boyce Campus 6:00PM–8:30PM	YEB-292-1280 M	\$39 11/1/21	1 Session Pakler
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CHAKRA BALANCING & AURA CLEANSING

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

Boyce Campus 6:00PM–8:00PM	YEB-226-1280 R	\$39 10/7/21	1 Session Troup
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CONNECTING WITH THE OTHER SIDE

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

Boyce Campus 6:00PM–8:00PM	YEB-820-1280 R	\$39 11/11/21	1 Session Troup
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North Campus 6:30PM–8:30PM	YEB-820-1450 R	\$39 10/28/21	1 Session Troup
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CONTACTING YOUR SPIRIT GUIDES & ANGELS

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

North Campus 6:30PM–8:30PM	YEB-819-1450 R	\$39 10/21/21	1 Session Troup
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CREATING YOUR EMPOWERING VISION BOARD

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

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

Everybody has intuition. We use it every time we meet a new person, walk into a room or navigate a busy street. We will use meditation, discussion, group and individual work to reveal how you best connect with your 'sixth sense.'

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

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

South Campus 6:30PM–7:30PM	YEB-286-1540 T	\$49 9/21/21	4 Sessions Natali
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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 6:00–7:00PM	YEB-364-1450 R	\$59 9/16/21	8 Sessions Dibartola
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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 7:00PM–8:30PM	YEB-344-1450 T	\$49 9/14/21	4 Sessions Kay
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MINDFULNESS-BASED STRESS REDUCTION (MBSR)

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

Online Live Zoom 6:00PM–8:00PM	YEB-753-1215 T	\$59 10/12/21	4 Sessions Faculty
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TAP INTO YOUR INNER GUIDANCE

You are an energetic being with an endless stream of guidance coming from many avenues. Everyday living and decision-making is so much easier when you know how to be tapped into your guidance!

Boyce Campus 6:00PM–8:00PM	YEB-288-1281 R	\$39 11/18/21	1 Session Troup
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TAROT FOR BEGINNERS

Tarot cards are designed to represent various aspects of life’s journey. When used accurately, they can be a worthy educational tool to help individuals choose well, navigate change, and better understand how life works. All 78 cards (major and minor arcana) will be discussed as well as the proper use and ethics of tarot. Students should bring a deck of either Universal-Waite or Rider-Waite tarot cards to class.

North Campus 6:30PM–9:00PM	YEB-071-1451 R	\$39 9/23/21	1 Session Troup
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MUSIC

GUITAR—BEGINNING

Learn the fundamentals of playing the guitar. Topics include chords, strumming technique, playing songs and using tablature. Students will also be introduced to music theory, scales and improvising. Reading music or previous experience playing an instrument is not required. Students must bring their own guitar.

Boyce Campus 6:30PM–8:30PM	YDC-006-1280 M	\$99 9/13/21	8 Sessions Faculty
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North Campus 7:00PM–9:00PM	YDC-006-1450 T	\$109 9/14/21	10 Sessions Blashford
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Online Live Zoom 6:00PM–7:30PM	YDC-006-1215 W	\$79 9/29/21	6 Sessions Carey
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GUITAR—INTERMEDIATE

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

North Campus 6:30PM–8:30PM	YDC-010-1450 R	\$109 9/16/21	10 Sessions Blashford
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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.

Online Live Zoom 6:30PM–8:30PM	YDC-800-1215 T	\$79 9/14/21	6 Sessions Pass
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PIANO—BEGINNING

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

South Campus 6:30PM–8:30PM	YDC-101-1540 T	\$99 9/14/21	8 Sessions Kogut
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Online Live Zoom 6:30PM–8:30PM	YDC-101-1215 M	\$99 9/13/21	8 Sessions Kogut
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PIANO—BEGINNING 2

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

South Campus 6:30PM–8:30PM	YDC-104-1540 W	\$99 9/15/21	8 Sessions Kogut
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Online Live Zoom 6:30PM–8:30PM	YDC-104-1215 R	\$99 9/16/21	8 Sessions Kogut
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PIANO—3

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

Online Live Zoom 6:30PM–8:30PM	YDC-108-1215 F	\$99 9/17/21	8 Sessions Kogut
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UKULELE—BEGINNER BASICS

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

Online Live Zoom 6:30PM–8:30PM	YDC-808-1215 M	\$99 9/13/21	8 Sessions Pass
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UKULELE—INTERMEDIATE

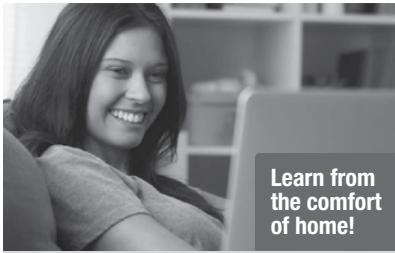
Students can hone their *Ukulele—Beginner Basics* skills by learning additional music theory, advanced accompaniment and more complex techniques. Students will need to bring their own ukulele.

Online Live Zoom 6:00PM–8:00PM	YDC-810-1215 S	\$99 9/12/21	8 Sessions Pass
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VOICE CLASS FOR ADULTS

Studies have shown that singing is the second most effective way to make you feel awesome! Laughter is #1, and I’m sure there will be lots of that, too! Learn the basics of proper singing technique, very basic music theory to help you understand what you’re looking at, and learning songs from stage to screen, from classic to contemporary, with lots of personal attention so that you can use your instrument to its fullest extent! All levels of singers welcome!

West Hills Center 6:00PM–8:00PM	YDC-508-1290 M	\$89 9/13/21	6 Sessions Wellons
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Learn from the comfort of home!

Expert Instructor

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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: **\$129**

INSTRUCTOR LED NON-CREDIT ONLINE COURSES

A to Z Grant Writing

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

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace

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

Creating Web Pages

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

Effective Business Writing

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

Fundamentals of Supervision and Management

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

Grammar Refresher

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

Intermediate Microsoft Excel

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

Introduction to CSS3 and HTML5

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

Introduction to Final Cut Pro X

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

Introduction to Google Analytics

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

Introduction to Microsoft Excel

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

Introduction to SQL

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

Leadership

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

Performing Payroll in QuickBooks

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

Writing Essentials

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

Enroll Now!

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

ONLINE CERTIFICATES & PROGRAMS

ACCOUNTING CERTIFICATE

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

Accounting Fundamentals 1

YOL-430-1407	Start Date: 9/15/21	\$139
YOL-430-1408	Start Date: 10/13/21	

Accounting Fundamentals 2

YOL-429-1409	Start Date: 11/17/21	\$139
YOL-429-1410	Start Date: 12/15/21	

ADMINISTRATIVE ASSISTANT CERTIFICATE

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

Administrative Assistant Fundamentals

YOL-456-1407	Start Date: 9/15/21	\$139
YOL-456-1408	Start Date: 10/13/21	

Administrative Assistant Applications

YOL-458-1409	Start Date: 11/17/21	\$139
YOL-458-1410	Start Date: 12/15/21	

COMPUTER NETWORKING CERTIFICATE

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field. Students must complete all three courses to receive a certificate. You must also enroll in the online instruction at www.ed2go.com/ccac to establish your classroom link.

Intro to Networking

YOL-193-1408 Start Date: 10/13/21 \$139

Intermediate Networking

YOL-194-1409 Start Date: 11/17/21 \$139

Wireless Networking

YOL-196-1410 Start Date: 12/15/21 \$139

DIGITAL MARKETING CERTIFICATE

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

Marketing Your Business on the Internet

YOL-163-1407 Start Date: 9/15/21 \$139

Using Social Media in Business

YOL-164-1408 Start Date: 10/13/21 \$139

Achieving Top Search Positions

YOL-165-1409 Start Date: 11/17/21 \$139

ENTREPRENEUR BUSINESS CERTIFICATE

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

Start Your Own Small Business

YOL-188-1407 Start Date: 9/15/21 \$139

YOL-188-1408 Start Date: 10/13/21

Creating a Successful Business Plan

YOL-187-1409 Start Date: 11/17/21 \$139

YOL-187-1410 Start Date: 12/15/21

ESSENTIAL SOFT SKILLS CERTIFICATE

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

Interpersonal Communication

YOL-127-1407 Start Date: 9/15/21 \$139

Achieving Success with Difficult People

YOL-001-1408 Start Date: 10/13/21 \$139

Skills for Making Great Decisions

YOL-931-1409 Start Date: 11/17/21 \$139

Individual Excellence

YOL-128-1410 Start Date: 12/15/21 \$139

EVENT PLANNING CERTIFICATE

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

Wow! What a Great Event

YOL-132-1407 Start Date: 9/15/21 \$139

Secrets of a Caterer

YOL-178-1408 Start Date: 10/13/21 \$139

GRANT WRITING CERTIFICATE

This invigorating and informative grant writing course will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign and how to put together a complete proposal package. Student must complete A-Z Grant Writing and Advanced Grant Proposal Writing to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

A-Z Grant Writing

YOL-433-1407	Start Date: 9/15/21	\$139
YOL-433-1408	Start Date: 10/13/21	

Advanced Grant Proposal Writing

YOL-441-1409	Start Date: 11/17/21	\$139
YOL-441-1410	Start Date: 12/15/21	

HUMAN RESOURCE MANAGEMENT CERTIFICATE

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

Understand Human Resources

YOL-209-1408	Start Date: 10/13/21	\$139
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Talent and Performance Management

YOL-927-1409	Start Date: 11/17/21	\$139
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LEADERSHIP DEVELOPMENT CERTIFICATE

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

Leadership

YOL-929-1408	Start Date: 10/13/21	\$139
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Building Teams That Work

YOL-930-1409	Start Date: 11/17/21	\$139
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Skills for Making Great Decisions

YOL-931-1410	Start Date: 12/15/21	\$139
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MEDICAL OFFICE PRACTICES CERTIFICATE

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

Medical Terminology

YOL-434-1407	Start Date: 9/15/21	\$139
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Human Anatomy and Physiology

YOL-402-1408	Start Date: 10/13/21	\$139
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Medical Math

YOL-926-1409	Start Date: 11/17/21	\$139
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HIPAA Compliance

YOL-401-1410	Start Date: 12/15/21	\$139
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NONPROFIT MANAGEMENT CERTIFICATE

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

Nonprofit Management

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

Marketing Your Nonprofit

YOL-131-1409	Start Date: 11/17/21	\$139
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Nonprofit Fundraising

YOL-167-1410	Start Date: 12/15/21	\$139
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PROFESSIONAL SALES SKILLS CERTIFICATE

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

Effective Selling

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

Professional Sales Skills

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

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. You will learn how to make a successful transition from employee to manager and you'll learn the skills required to delegate responsibility and motivate your employees. Finally, learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. Student must complete Supervision and Management 1 and 2 to receive certificate. You must also enroll in the online instruction center at www.ed2go.com/ccac to establish your classroom link.

Supervision & Management 1

YOL-902-1407 Start Date: 9/15/21 \$139
 YOL-902-1408 Start Date: 10/13/21

Supervision & Management 2

YOL-094-1409 Start Date: 11/17/21 \$139
 YOL-094-1410 Start Date: 12/15/21

SUPPLY CHAIN MANAGEMENT CERTIFICATE

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

Supply Chain Management Fundamentals

YOL-168-1407 Start Date: 9/15/21 \$139

Distribution & Logistics

YOL-169-1408 Start Date: 10/13/21 \$139

Purchasing Fundamentals

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

WEB DESIGN CERTIFICATE

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

Creating Web Pages

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

Designing Effective Websites

YOL-322-1409 Start Date: 11/17/21 \$139
 YOL-322-1410 Start Date: 12/15/21

PETS

FIRST AID FOR DOGS & CATS

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

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

PHOTOGRAPHY

IT'S A SNAP—A BEGINNER'S MINI-COURSE IN DIGITAL PHOTOGRAPHY

Did you just get a DSLR or compact digital camera? Are you stuck in auto mode? Get out of auto and learn how to use your camera the way it deserves to be used.

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

MACRO PHOTOGRAPHY IN NATURE

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

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

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

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

CLASS FILLED?

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

PHOTOGRAPHY 101

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

Allegheny Campus	YBF-101-1210	\$149	8 Sessions
6:00PM–8:00PM	T	9/7/21	Faculty
Boyce Campus	YBF-101-1280	\$149	8 Sessions
6:00PM–9:00PM	W	9/8/21	Faculty
North Campus	YBF-101-1450	\$149	8 Sessions
6:30PM–9:00PM	W	9/15/21	Faculty
South Campus	YBF-101-1541	\$149	8 Sessions
6:30PM–9:00PM	M	9/13/21	Bachman
West Hills Center	YBF-101-1290	\$149	8 Sessions
6:30PM–9:00PM	W	9/8/21	Faculty
Online Live Zoom	YBF-101-1215	\$149	8 Sessions
6:30PM–9:00PM	T	9/14/21	Bachman

PHOTOGRAPHY OF NATURE IN HIKING TRAILS

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

Allegheny Campus	YBF-111-1255	\$59	5 Sessions
9:00AM–11:00AM	S	9/11/21	Bachman

PHOTOGRAPHY—PICTURE PITTSBURGH

Photograph Pittsburgh from well-known and no-so-well-known locations. Technical and aesthetic advice will be suggested by the guide/instructor. Transportation to the sites is the responsibility of the student. Students should have knowledge of photography fundamentals and skill with their own camera.

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

THE ART OF NIGHT PHOTOGRAPHY

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

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

SPORTS & RECREATION

LEARN TO FLY FISH

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

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

INTERMEDIATE FLY FISHING

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

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

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

INSTRUCTORS WANTED!

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

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

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

ADVANCED FLY CASTING TECHNIQUES

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

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

TYING GREAT LAKES STEELHEAD FLIES I

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

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

TYING GREAT LAKES STEELHEAD FLIES II

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

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

DOES YOUR EMPLOYER PROVIDE TUITION ASSISTANCE?

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

GOLF—BEGINNING

Explore the fundamentals of beginning golf. Topics will include grip, stance and swing fundamentals, as well as chipping and putting. Students should bring an iron, wood, and putter to class. In addition to tuition paid to CCAC, golf courses carry additional range and ball fees payable to the site at the first class.

Scally's Golf Course 6:30PM–8:00PM	YFD-910-1480 M	\$69 9/13/21	6 Sessions Boehm
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1481 T	\$69 9/14/21	6 Sessions Stone
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1482 W	\$69 9/15/21	6 Sessions Stone
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1483 S	\$69 9/18/21	6 Sessions Stone

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.

Scally's Golf Course 6:30PM–8:00PM	YFD-911-1480 R	\$69 9/16/21	6 Sessions Stone
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ADDITIONAL GOLF FEES

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

Scally's Golf

\$45 range fee

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

WRITING

A TO Z GRANTWRITING

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

Online Course Self-paced	YOL-433-1407 MTWRF	\$139 9/15/21	6 Weeks
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BASICS OF HORROR WRITING

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

Online Live Zoom 9:00AM–12:00PM	YAB-275-1215 S	\$89 10/2/21	5 Sessions Lasota
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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.

Online Course Self-paced	YOL-245-1407 MTWRF	\$139 9/15/21	6 Weeks 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.

Online Course Self-paced	YOL-058-1408 MTWRF	\$139 10/13/21	6 Weeks
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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 (a published author) and fellow students will be provided.

Online Live Zoom 6:30PM–8:30PM	YAB-219-1215 W	\$99 9/8/21	8 Sessions Lasota
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ENROLL EARLY!

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

CREATIVE WRITING

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

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

PLAYWRITING

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

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

WRITING THE SHORT STORY

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

Allegheny Campus	YAB-802-1210	\$89	6 Sessions
6:30PM–8:30PM	T	9/14/21	Kirk

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

YOUTH**SAT PREP—MATH & VERBAL**

(Choose eight sessions or two-day workshop)

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

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

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

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

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

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

STUDY PREP 101

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

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

SUMMER CAMPS BEGIN JUNE 2021!

Information is available after April 1—call 412.788.7507.

COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

FALL 2021

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

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

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

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

Veteran Benefits:

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

Place of Permanent Address (check one)

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

Payment Must Be Enclosed (if applicable)

Print Phone Number on Check or Money Order

(Checks Payable to CCAC)

Mail To: Workforce Development Division Registration

West Hills Center – Suite N1200

1000 McKee Road

Oakdale, PA 15071-1099

Because CCAC cares about your privacy, we cannot process credit card information by mail.

Please visit ccac.edu, any CCAC facility, or call 412.788.7546 to register if you prefer to pay by credit card.

Refund Policy

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

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

Student Signature (Required for Enrollment):	Date:
If Sponsored, Authorizing Agency	
& Signature:	Date:
<p>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.</p>	

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
- From the Community Education page, you can view our catalog, register online and get other valuable information.

Phone-in Registration • 412.788.7546

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

Mail to

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

Walk-in

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

DAYS OF THE WEEK LEGEND

Abbreviations for the days of the week classes meet.

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

PARKING ON CAMPUS

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

REGISTER ONLINE

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

REFUND POLICY

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

CANCELLATION POLICY

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

REGISTRATION PAYMENT POLICY

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

CCAC NONDISCRIMINATION POLICY

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

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

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.



*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

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