

COMMUNITY EDUCATION

SUMMER 2018

Register & pay online at shopcommunityed.ccac.edu

CLASSES ENROLLING JUNE THROUGH AUGUST 2018



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REGISTRATION INFORMATION & REGISTRATION FORM

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REGISTER ONLINE

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

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

Contact CCAC Community Education

West Hills Center
1000 McKee Road
Oakdale, PA 15071

communityeducation@ccac.edu
412.788.7507

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

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.

LOCATIONS

ALLEGHENY CAMPUS

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

CCAC Homewood-Brushton Center

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

BOYCE CAMPUS

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

CCAC Braddock Hills Center

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

NORTH CAMPUS

CCAC North Campus
412.366.7000
8701 Perry Highway
Pittsburgh, PA 15237

CCAC West Hills Center

412.788.7500
1000 McKee Road
Oakdale, PA 15071

SOUTH CAMPUS

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

CCAC Washington County

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

The Energy Innovation Center (EIC)

1435 Bedford Avenue
Pittsburgh, PA 15219

Hartwood Acres

215 Saxonburg Boulevard
Pittsburgh, PA 15238

Jefferson Hills Library

925 Old Clairton Road
Clairton, PA 15025

Muetzel's Florist & Gift

1144 Silver Lane
McKees Rocks, PA 15136

Piecing It Together

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

Scally's Golf Course

265 Hookstown Grade Road
Moon Twp., PA 15108

Sisters of Divine Providence

9000 Babcock Boulevard
Allison Park, PA 15101

Sunset Golf

3501 Brownsville Road
Library, PA 15129

Willows Driving Range

7838 Saltsburg Road
Pittsburgh, PA 15239

ACADEMIC PREPARATION

BUSINESS MATH

In this course, we will review some basic math skills. Additionally, we will discuss payroll calculations, including hourly, commission, overtime, payroll deduction, FICA, Medicare, and Federal tax deductions, using the percentage and bracket methods, understanding single and marital tax differences, dependent deductions, and exclusions. Invoicing discount, net 30, EOM and URG calculations, dating, both simple and compound interest will also be discussed.

Allegheny Campus 7:00PM–9:00PM	YAG-703-1210 T	\$59 6/12/18	4 Sessions Wolf
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MATH & ALGEBRA REVIEW—OVERCOMING MATH ANXIETY

This review of mathematics and basic algebra will help students build their math skills and confidence. Addition, subtraction, multiplication, long division, fractions, decimals, percentages, word problems, and algebra up to the high school sophomore level will be covered. There is no need for math anxiety when one has a firm grasp of math basics.

Allegheny Campus 7:00PM–9:00PM	YAG-801-1210 W	\$69 6/6/18	6 Sessions Ainsworth
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South Campus 6:30PM–8:30PM	YAG-801-1540 M	\$69 6/11/18	6 Sessions Wolf
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SAT PREP—MATH & VERBAL

This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. The textbook is “Barron’s New SAT, 29th Edition” ISBN: 978-1438009988.

Allegheny Campus 9:00AM–12:00PM	YOU-630-1210 MTWR	\$109 6/11/18	8 Sessions Howard
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North Campus 6:00PM–9:00PM	YOU-630-1450 T	\$109 6/5/18	8 Sessions Clark
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South Campus 9:30AM–3:30PM	YOU-630-1540 MTWRF	\$109 7/9/18	5 Sessions Faculty
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West Hills Center 9:30AM–3:30PM	YOU-630-1290 MTWRF	\$109 7/16/18	5 Sessions Faculty
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ARTS & CRAFTS

ACTING FOR FUN—ADULTS

Students are led through scene work as well as improvisation techniques in a relaxed, supportive environment. Film versus stage acting will be explored as well as practical knowledge for the business of acting. Beginners and more advanced students are welcome.

Allegheny Campus 6:30PM–8:30PM	YDD-216-1215 R	\$79 6/14/18	6 Sessions Perkins
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South Campus 7:15PM–9:15PM	YDD-216-1540 R	\$79 7/19/18	6 Sessions Sewchok
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ADOBE LIGHTROOM FOR PHOTOGRAPHERS

This course is geared towards the photographer who is just beginning to use Lightroom and its workflow from import to print. Once you have completed this course, you should expect to feel comfortable importing photos from your camera, organizing them, developing and exporting them for print, slideshow and book formats. Please bring a laptop with Adobe Lightroom loaded on it to class.

South Campus 6:30PM–9:30PM	YAI-150-1540 W	\$69 8/15/18	3 Sessions Haritan
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CAMERA PHONE PHOTOGRAPHY

Do you take more photographs with your cellphone than with a traditional camera? In this class, we will advance your use and understanding of the camera phone controls. Learn the use of lighting, exposure, focus, composition to improve images, and other tips to increase your visual awareness and creativity. We will download apps, both free and at your own cost and use them in class.

South Campus 6:30PM–9:30PM	YBF-401-1540 T	\$69 8/14/18	3 Sessions Haritan
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CREATE YOUR OWN JOURNAL

Do you like to journal? Using basic design principles and color theory, learn how to design and create your own custom journal cover. Once you have created your cover, you will discover how to bind your book with hand binding stitches.

South Campus 10:00AM–12:00PM	YDA-934-1540 M	\$59 6/18/18	4 Sessions Sparks
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DRAWING BASICS

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

Allegheny Campus 6:30PM-8:30PM	YDA-914-1210 R	\$79 6/7/18	6 Sessions Byrne
West Hills Center 6:30PM-8:30PM	YDA-914-1290 M	\$79 6/11/18	6 Sessions Scoumis

DRAWING FOR BEGINNERS

Anyone can draw. In this course the learner will be able to unlock the hidden ability to draw. It all begins with a line, and you will be able to draw single objects to highly detailed compositions. This class is a must for students who enjoy painting but feel they cannot draw. Bring paper, pencils, and erasers to the first class.

North Campus 12:30PM-3:30PM	YDA-926-1450 F	\$89 6/8/18	6 Sessions Hall
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FLORAL DESIGN

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

Muetzel's Florist 6:30PM-8:30PM	YGA-332-1250 M	\$59 6/11/18	6 Sessions Faculty
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KNITTING 1—BEGINNER

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

South Campus 10:00AM-1:00PM	YBC-218-1540 W	\$69 6/13/18	6 Sessions Maguire-Haught
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MACRO PHOTOGRAPHY IN NATURE

Close-up photography will give you an intimate view of the world around you. Focused on nature, this class will cover the basics of macro photography, including equipment, concepts and special techniques—all for great results when getting up close and personal with your subject matter. Both in-classroom and on-location instruction is provided. Students should have knowledge of photography fundamentals and skill with their own camera. Already having a macro lens may be beneficial. We will be exploring numerous macro lens options.

Allegheny Campus 6:30PM-9:30PM	YBF-032-1210 R	\$99 6/14/18	5 Sessions Bachman
South Campus 6:30PM-9:30PM	YBF-032-1540 W	\$99 7/11/18	5 Sessions Bachman

MODERN CALLIGRAPHY & LETTERING 1

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

Allegheny Campus 6:30PM-8:30PM	YDA-904-1210 W	\$79 6/20/18	6 Sessions Browne
North Campus 6:30PM-8:30PM	YDA-904-1450 M	\$79 7/2/18	6 Sessions Constantinides
South Campus 6:30PM-8:30PM	YDA-904-1540 R	\$79 6/14/18	6 Sessions Scoumis

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 6:00PM-9:00PM	YDA-096-1280 T	\$89 6/12/18	6 Sessions Scoumis
North Campus 9:00AM-12:00PM	YDA-096-1450 F	\$89 6/8/18	6 Sessions Hall
West Hills Center 6:00PM-9:00PM	YDA-096-1290 W	\$89 6/13/18	6 Sessions Scoumis

PAINTING IN OIL & ACRYLICS

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

North Campus 9:00AM–12:00PM	YDA-010-1450 W	\$99 6/6/18	8 Sessions Hall
South Campus 6:00PM–9:00PM	YDA-010-1540 W	\$89 6/13/18	6 Sessions Kirk

PHOTOGRAPHY 101

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

Allegheny Campus 6:00PM–9:00PM	YBF-101-1210 T	\$139 6/12/18	8 Sessions Bucci
Boyce Campus 6:00PM–9:00PM	YBF-101-1280 W	\$139 6/13/18	8 Sessions Bucci
North Campus 6:30PM–9:30PM	YBF-101-1450 R	\$139 6/7/18	8 Sessions Bachman
South Campus 9:00AM–12:00PM	YBF-101-1541 S	\$139 6/16/18	8 Sessions Bachman

PHOTOGRAPHY 102

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

North Campus 6:30PM–9:30PM	YBF-102-1450 T	\$139 6/5/18	8 Sessions Bachman
West Hills Center 6:30PM–9:30PM	YBF-102-1290 T	\$139 6/12/18	8 Sessions Shaw

POTTERY 1

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

North Campus 6:30PM–9:30PM	YDA-301-1450 W	\$169 6/13/18	8 Sessions Lok-Tsang
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POTTERY 2

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

North Campus 6:30PM–9:30PM	YDA-303-1450 M	\$169 6/11/18	8 Sessions Lok-Tsang
North Campus 6:30PM–9:30PM	YDA-303-1451 R	\$169 6/14/18	8 Sessions Lok-Tsang

REAL ESTATE PHOTOGRAPHY

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

South Campus 6:30PM–9:30PM	YBF-038-1540 W	\$49 6/20/18	1 Session Bachman
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SEWING—BEGINNING

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

Piecing It Together 6:30PM–9:00PM	YCF-013-1410 R	\$99 6/7/18	6 Sessions Jones
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THE ART OF NIGHT PHOTOGRAPHY

There is more to night photography than meets the eye. Long exposures must be used to create an expanded moment which is seen as a single image. Explore the artistic and technical challenges of developing a sense of photographic night vision. Topics include composition; low light images; exposure techniques; alternative lighting; and the challenges of dealing with motion, changing light and weather conditions. 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.

Allegheny Campus 6:30PM–9:30PM	YBF-105-1210 R	\$89 8/2/18	5 Sessions Cynkar
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BUSINESS & ENTREPRENEUR

BUSINESS MATH

In this course, we will review some basic math skills. Additionally, we will discuss payroll calculations, including hourly, commission, overtime, payroll deduction, FICA, Medicare, and Federal tax deductions, using the percentage and bracket methods, understanding single and marital tax differences, dependent deductions, and exclusions. Invoicing discount, net 30, EOM and URG calculations, dating, both simple and compound interest will also be discussed.

Allegheny Campus 7:00PM–9:00PM	YAG-703-1210 T	\$59 6/12/18	4 Sessions Wolf
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FEAR OF PUBLIC SPEAKING

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

Allegheny Campus 10:00AM–12:00PM	YAB-010-1210 S	\$99 6/9/18	6 Sessions Perkins
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HOW TO HIRE THE BEST

This course focuses on the behavioral interview with the STAR format and how to successfully use this interviewing style to hire the best candidate for the job in a legally defensible manner.

South Campus 9:00AM–12:00PM	YGA-630-1540 S	\$39 6/16/18	1 Session McKinley
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HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS

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

Allegheny Campus 7:00PM–9:00PM	YGA-608-1210 M	\$39 6/25/18	1 Session Suchy
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South Campus 6:30PM–8:30PM	YGA-608-1540 T	\$39 6/19/18	1 Session Suchy
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West Hills Center 7:00PM–9:00PM	YGA-608-1290 W	\$39 6/27/18	1 Session Suchy
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NEW! HOW TO START INVESTING IN REAL ESTATE

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

Allegheny Campus 7:00PM–9:00PM	YGA-624-1210 M	\$39 6/18/18	1 Session Suchy
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South Campus 6:30PM–8:30PM	YGA-624-1540 T	\$39 6/26/18	1 Session Suchy
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West Hills Center 7:00PM–9:00PM	YGA-624-1290 W	\$39 6/27/18	1 Session Suchy
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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. Students will also learn about the personality of the successfully self-employed and gain links to resources that help small businesses succeed.

Allegheny Campus 6:30PM–9:30PM	XGA-121-1210 R	\$99 6/14/18	4 Sessions Howells
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INTERVIEW SKILLS FOR THE REAL WORLD

This course will examine the necessary interview skills for college, business and beyond. What does your body language say about your personality? How do you answer the tough questions? Role playing different scenarios from both sides of the table will allow students to practice skills as both the employer and the employee.

South Campus 6:00PM–7:00PM	YGA-622-1540 R	\$49 7/19/18	5 Sessions Sewhock
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NETWORKING FOR INTROVERTS

Are you the person standing in the corner watching other people work a room and network? Do you often struggle with what to say when you meet someone? Do you avoid meeting new people but know you need to for yourself or your business? We will discuss how to find networking opportunities that will benefit the audience you are looking for and what to prepare in advance before the event. Also learn how to comprise an effective one-minute commercial. You will discover how to qualify the person you are talking to and give them only the information they need to hire you or your services. Other various proven tips and suggestions when networking will be discussed.

South Campus 6:30PM–9:30PM	YGA-631-1540 T	\$59 7/10/18	2 Sessions Galloni
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VOICEOVER ACTING

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

Allegheny Campus	YGA-029-1210	\$139	5 Sessions
6:30PM–9:30PM	T	6/5/18	Caye

COMPUTER SOFTWARE & TECHNOLOGY

ADOBE LIGHTROOM FOR PHOTOGRAPHERS

This course is geared towards the photographer who is just beginning to use Lightroom and its workflow from import to print. Once you have completed this course, you should expect to feel comfortable importing photos from your camera, organizing them, developing and exporting them for print, slideshow and book formats. Please bring a laptop with Adobe Lightroom loaded on it to class.

South Campus	YAI-150-1540	\$69	3 Sessions
6:30PM–9:30PM	W	8/15/18	Haritan

COMPUTER EMPLOYABILITY SKILLS

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

Allegheny Campus	YEB-172-1210	\$99	1 Session
9:00AM–4:00PM	F	7/13/18	Stiner
Boyce Campus	YEB-172-1280	\$99	4 Sessions
6:30PM–9:30PM	R	6/21/18	Stiner
Braddock Hills Center	YEB-172-1230	\$99	4 Sessions
1:00PM–4:00PM	M	6/11/18	Marino
South Campus	YEB-172-1540	\$99	4 Sessions
6:30PM–9:30PM	M	7/9/18	Meador
West Hills Center	YEB-172-1290	\$99	4 Sessions
6:30PM–9:30PM	T	6/12/18	Silvis

EXCEL—ADVANCED TOOLS AND TECHNIQUES

Increase your Excel efficiency with advanced skills for business applications. Topics include advanced formulas for manipulating data; linking workbooks and consolidating data across workbooks; using pull-down menus and pivot tables; and formatting and recording macros. Prerequisite: basic Excel course or equivalent.

South Campus	YAI-132-1540	\$119	5 Sessions
6:30PM–9:30PM	M	6/18/18	Faculty

EXCEL PIVOT TABLES

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

Allegheny Campus	YAI-825-1210	\$39	1 Session
6:30PM–9:30PM	T	7/24/18	Harmon

South Campus	YAI-825-1540	\$39	1 Session
6:30PM–9:30PM	T	7/17/18	Harmon

EXCEL WORKSHOP 1

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

Allegheny Campus	YAI-306-1210	\$99	1 Session
9:00AM–4:00PM	S	6/9/18	Janosko

Braddock Hills Center	YAI-306-1230	\$99	1 Session
9:00AM–4:00PM	F	6/8/18	Marino

North Campus	YAI-306-1450	\$99	1 Session
9:00AM–4:00PM	F	7/20/18	Meador

South Campus	YAI-306-1540	\$99	1 Session
9:00AM–4:00PM	S	7/14/18	Stiner

Washington County Ctr	YAI-306-1530S	\$99	1 Session
9:00AM–4:00PM	S	7/14/18	Janosko

EXCEL—CREATING CHARTS

Really want to make an impact with your chart, or looking for ways to present charts? Learn how to create a chart that will make an impact on any presentation. This course will explain the use of colors in charting, how to change grid values, proper use of a 3-D charts and customizing charts.

Allegheny Campus	YAI-301-1210	\$39	1 Session
6:30PM–9:30PM	R	6/28/18	Harmon

South Campus	YAI-301-1540	\$39	1 Session
6:30PM–9:30PM	T	6/19/18	Harmon

EXCEL—FORMULAS

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

Allegheny Campus 6:30PM–9:30PM	YAI-302-1210 R	\$39 7/12/18	1 Session Harmon
South Campus 6:30PM–9:30PM	YAI-302-1540 T	\$39 7/24/18	1 Session Harmon

FILE MANAGEMENT

Need to clean up and organize the files on your computer? In this class, students will become familiar with Windows filing methodologies to help organize their hard drive. Learn how to browse files using folder windows, open files from a folder window, copy and move files, rename files and folders, create folders, use short cuts and the recycle bin.

South Campus 6:30PM–9:30PM	YAI-021-1540 T	\$39 6/26/18	1 Session Harmon
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INTRODUCTION TO COMPUTERS

This 24-hour class will introduce beginners to the computer and two Microsoft Office software packages: Word and Excel. You will become familiar with the computer as you use it to learn windows, word processing, and spreadsheets.

South Campus 6:30PM–9:00PM	XAI-126-1540 W	\$129 6/27/18	5 Sessions Bevakerin
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MICROSOFT EXCEL

This 15-hour course will introduce the student to Excel (electronic spreadsheets) terminology, creating worksheets and workbooks, entering data, saving files, printing files, labels, the use of formulas and functions, copying formulas and functions, and formatting text, numbers, rows and columns. Topics will also include creating formatting and using charts and creating, sorting and entering data lists.

Boyce Campus 6:30PM–9:00PM	XAI-940-1280 T	\$129 6/12/18	6 Sessions Bickerton
South Campus 6:30PM–9:00PM	XAI-940-1540 R	\$129 6/14/18	6 Sessions Bickerton

All Microsoft Office classes (Word, Excel, Access and PowerPoint) use Microsoft Office 2016 or newer software. Students are strongly encouraged to bring a flash drive to class to save their documents. Textbooks may be required for some computer classes.

MICROSOFT OFFICE

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

Allegheny Campus 6:30PM–9:30PM	XAI-944-1210 W	\$129 6/6/18	6 Sessions Faculty
North Campus 6:30PM–9:00PM	XAI-944-1450 W	\$129 6/6/18	6 Sessions Pipinou
South Campus 6:30PM–9:00PM	XAI-944-1540 T	\$129 7/10/18	6 Sessions Meador

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 9:00AM–4:00PM	YAI-279-1450 F	\$99 7/13/18	1 Session Ray
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PHOTOSHOP FOR BEGINNERS

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

South Campus 9:00AM–4:00PM	YAI-824-1540 S	\$99 8/11/18	1 Session Bachman
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QUICKBOOKS WORKSHOP

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

Allegheny Campus 9:00AM–4:00PM	YAI-612-1210 F	\$99 6/22/18	1 Session Meador
South Campus 9:00AM–4:00PM	YAI-612-1541 S	\$99 7/7/18	1 Session Meador
West Hills Center 9:00AM–4:00PM	YAI-612-1290 F	\$99 6/22/18	1 Session Cleary

WINDOWS 10

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

Allegheny Campus	YAI-404-1210	\$39	1 Session
6:30PM–9:30PM	W	6/13/18	Silvis
South Campus	YAI-404-1540	\$39	1 Session
6:30PM–9:30PM	T	7/10/18	Harmon

WORD WORKSHOP 1

In this six-hour workshop, learn the basics of Microsoft Word, including creating, editing, saving and printing documents. Topics include, entering and editing text, copying, cutting and pasting text, formatting fonts, lines and paragraphs, margins, tabs, indents, bullets, page breaks, use of the thesaurus and the spelling and grammar checker.

South Campus	YAI-202-1540	\$99	1 Session
9:00AM–4:00PM	S	7/21/18	Stiner

DANCE

BALLROOM—BEGINNING

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

North Campus	YDB-101-1450	\$69	6 Sessions
7:00PM–8:30PM	F	6/8/18	Zugell

LINE DANCING—BEGINNING

Learn the basic steps for line dances. Gain confidence to get out on the floor and have fun. A great class for country fans, dance fans and exercise fans. Dances may vary by location.

South Campus	YDB-009-1540	\$39	1 Session
11:00AM–1:00PM	S	6/23/18	Suchy

CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.

HOW TO DANCE ANYWHERE, TO ANY MUSIC

This course will teach students how to dance in nightclubs, at formal events and anywhere else there is music. Learn the foundational steps, techniques, body isolations and musicality of dancing that can be used across 30-plus styles of partner dancing, as well as solo freestyle and line dancing. Nearly all of the content will be suitable both for dancing alone or dancing with a partner and students will rotate partners as is common in social dancing.

Allegheny Campus	YDB-316-1210	\$39	1 Session
7:00PM–9:00PM	M	6/11/18	Suchy
South Campus	YDB-316-1540	\$39	1 Session
11:00AM–1:00PM	S	6/30/18	Suchy
West Hills Center	YDB-316-1290	\$39	1 Session
7:00PM–9:00PM	W	6/20/18	Suchy

LEVEL 1—AN INTRODUCTION TO SOCIAL BALLROOM & LATIN

Dancing is good for you, so go ahead and indulge! Take advantage of the benefits as you learn the basic skills and simple patterns of the core ballroom dances, as well as some uber popular club dances. Included are: East coast swing (jitterbug), cha cha cha, foxtrot, waltz and merengue. A few easy patterns in two bonus dances, night club 2-step and bachata, have been added. To meet the needs of students, dances and patterns may vary by semester.

Boyce Campus	YDB-914-1280	\$69	6 Sessions
7:00PM–9:00PM	W	6/13/18	Freidel
South Campus	YDB-914-1540	\$89	8 Sessions
7:00PM–9:00PM	R	6/14/18	Freidel

POPULAR PARTNER DANCES

Get into the swing of things with the most current dances. You don't need to go to a club or ballroom dance to do West coast swing, night club 2-step and bachata. You will learn to recognize the music that fits these dances and be able to do them wherever they are played.

South Campus	YDB-916-1540	\$89	8 Sessions
7:00PM–9:00PM	T	6/12/18	Freidel

CREDENTIAL FOR STRENGTH-BASED FAMILY WORKERS TRAINING

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

Allegheny Campus XGM-635-58101 \$325 15 Sessions
8:30AM-4:00PM R 9/6/18

Materials and supplies are included in the cost of the course. Limited scholarships are available; for more information email Mary Jo Guercio at mguercio@ccac.edu or call 412.237.2723.



Join us for CCAC College Kickstart Day—a free open house event that provides the perfect opportunity to learn about CCAC educational options, including career and transfer programs, emerging careers, financial aid and scholarships, campus facilities, student-centered services and more.

Meet faculty, staff and current students and take a tour of the facilities. Ask questions and get answers on the spot.

Saturday, May 12

10:00 AM-1:00 PM

Wednesday, July 18

3:00 PM-6:00 PM

College Kickstart Day takes place at all CCAC campuses and centers. Visit ccac.edu/openhouse for more information.

FREE MOTORCYCLE SAFETY CLASSES

The Motorcycle Safety Program (MSP) has free classes available. Visit www.pamsp.com or call 1.800.845.9533 to find schedules. Students can now register online. The MSP teaches riders of all skill levels the basic fundamentals needed to safely operate a motorcycle.

Those over 18 years of age who successfully complete the course will be licensed to ride a motorcycle. Courses are free for Pennsylvania residents with a valid driver's license. Many insurance companies give a discount to drivers who complete the safety course.

DRIVER EDUCATION

DRIVER EDUCATION THEORY—CLASSROOM

The driver's education training course consists of 30 hours of classroom theory. Students will learn to understand traffic laws, signs and signals, the capabilities and limitations of a motor vehicle and techniques for driving in diverse areas (urban, rural, highway) and diverse conditions. In addition, students will learn driver safety techniques, the dangers of mixing driving with alcohol or drugs and responsibilities involved in owning and maintaining a vehicle. Completion of this course along with the on-the-road practice driving course may qualify the student for an insurance reduction. Textbook required.

North Campus	YOU-820-1450	\$139	5 Sessions
8:00AM–2:00PM	MTWRF	7/9/18	Crown

DRIVER EDUCATION THEORY—INTERNET COURSE

Online Classroom Theory Instruction via CCAC Blackboard

The driver's education training course consists of 30 hours of course work and will cover the same material as the classroom course. Course will include skills and applications, projects, video, chapter unit and final exam. Registrants will receive login information prior to start date. Students will have 24/7 access to the course website via blackboard. Required text: "Drive Right" 11th edition. Students do not need to be online at a specific time but all course work must be completed by the last day of class.

YOU-820-1400	6/4/18–7/02/18	\$139
YOU-820-1402	7/16/18–8/17/18	\$139

DRIVER EDUCATION—PRACTICE DRIVING BEHIND-THE-WHEEL

This course provides only behind the wheel driving experience. Students must have a Pennsylvania Learners Permit. Practice driving will be scheduled by appointment during the day, evening, or on weekends. Instructor will contact students within 10 days following the scheduled start date.

North Campus	YOU-030-1450	\$339
6 Sessions By Appt.	MTWRFUSU	6/4/18
North Campus	YOU-030-1451	\$339
6 Sessions By Appt.	MTWRFUSU	7/2/18
North Campus	YOU-030-1452	\$339
6 Sessions By Appt.	MTWRFUSU	8/1/18
South Campus	YOU-030-1540	\$339
6 Sessions By Appt.	MTWRFUSU	6/1/18

REQUIREMENTS**

Satisfactory completion of a driver program requires a minimum of 30 hours of classroom/online 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 and 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. Students must attend/receive 30 hours of class to meet Pennsylvania Department of Education Requirements.

SATISFACTORY COMPLETION

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

TEXTBOOK

"Drive Right" 11th Edition published by Pearson is the required text. Texts may be purchased through Pearson www.pearsonschool.com, ("Drive Right" 11e student edition soft cover) ISBN 10:0133672662 / ISBN 13:9780133672664 or through any reputable online source. Cost of the textbook is in addition to tuition and should be purchased prior to the first session.

COLLEGE POLICY

The College makes every effort to maintain the schedule of courses. However, the College reserves the right to withdraw a course, change instructors, change rooms and combine classes when necessary without previous announcement.

REFUND POLICY

Students who withdraw at least one business day before the second class session is held shall receive a 100% refund.

CCAC'S ENERGY INNOVATION CENTER

EFFECTIVE MARKETING—SOCIAL MEDIA FOR THE TECH AGE BOOTCAMP

This social media technology boot camp is a series of six classes that will set you on the path to global visibility and teach you to effectively utilize the Internet in marketing your business. With more than 1 billion users on social media it is critical to learn the best way to market your business through the internet. This boot camp includes the following courses: Introduction to Facebook for Business; Planning and Promoting Your Business on the Internet; Search Engine Optimization; Google Analytics; Hands-On Social Media for Business Workshop; and Computer Cleanup/Security Workshop. Save \$54 when you enroll in the entire series over individual class registration.

Energy Innovation Ctr	YAI-818-5301	\$499	8 Sessions
5:30PM–9:30PM	T	6/5/18	Polk

INTRODUCTION TO FACEBOOK FOR BUSINESS

Facebook is huge! As the largest social network in the world, it has more than 1.2 billion users, 62% log-on on a daily basis. However using Facebook for personal use is very different than using it for your business. Knowing how to use Facebook to maximize reach and return on investment is not necessarily second nature. Stumped? Then consider this course. We will teach you how to set-up your business page, create a content calendar, use the scheduling tool, create advertising, and read results, so that you can optimize your business page and improve ROI. At the end of this course, you will have the skills to use Facebook more effectively for your business.

Energy Innovation Ctr	YAI-817-5301	\$79	1 Session
5:30PM–9:30PM	T	6/5/18	Polk

PLANNING & PROMOTING YOUR BUSINESS ON THE INTERNET

If you have a business and no website, or if you want to better your website, this course is a must to start that journey whether you have 50 employees or just one. Learn about the tools you need to launch online promotions that will drive prospective customers or clients to your website. In this workshop topics will include: website development stages; website costs; website templates; finding a web hosting service; considering affiliate programs; domain names; free website hosts; databases; business email; banners; measuring progress; hiring a website designer; and creating your own website.

Energy Innovation Ctr	YGA-008-5301	\$158	2 Sessions
5:30PM–9:30PM	T	6/12/18	Polk

SEARCH ENGINE OPTIMIZATION

Rank high in a global search. Bring in new business by increasing your website visibility through search engine results. Come to this seminar to learn online marketing strategies that will increase traffic to your website, factors that affect your search engine rankings and the impact of search technology on your business's bottom line.

Energy Innovation Ctr	YAI-810-5301	\$79	1 Session
5:30PM–9:30PM	T	6/26/18	Polk

GOOGLE ANALYTICS

Who are your website visitors? What are they looking at? What keywords were used? Where are they and what does it mean for your business? Google analytics is a free service designed to help website owners improve their site. By incorporating techniques of search engine optimization, website owners can increase the number of visitors while encouraging existing customers to return. This course will introduce students to google analytics, explain the basics of search engine optimization and outline how the two can be used to help design a website that attracts attention.

Energy Innovation Ctr	YGA-039-5301	\$79	1 Session
5:30PM–9:30PM	T	7/10/18	Polk

HANDS-ON SOCIAL MEDIA FOR BUSINESS WORKSHOP

Learn how to create an optimized your business presence on social media. Engage your current and potential customers through the use of Facebook, Twitter, Instagram and Pinterest. Students should have a Twitter, Facebook, Instagram and Pinterest account set up prior to the class.

Energy Innovation Ctr	YAI-806-5301	\$79	1 Session
5:30PM–9:30PM	T	7/17/18	Polk

COMPUTER CLEANUP/SECURITY WORKSHOP

Protect your files from spyware, cookies, web bugs and viruses. This six-hour workshop will provide an overview of virus scans, firewalls and encryption software. Students will also learn how to install protective software and format their browser for security settings. In addition, learn how to organize temporary files from the Internet, defragment a computer, clean up cookies and check disc space.

Energy Innovation Ctr	YAI-120-5301	\$79	1 Session
5:30PM–9:30PM	T	7/24/18	Polk

NEW! BECOMING A NEW LEADER

The move into leadership can be exciting but also challenging. New leaders often struggle to gain footing with developing skills, gaining their team's trust and holding effective meetings all at once. This twelve-hour course prepares the new leader to take on the skills they will need to succeed in their new position. Topics covered will include, exploring the key characteristics of leadership, developing a team, building strategies for successful meetings, composing professional business writing and time management concepts. 1.2 CEUs will be awarded to participants of this course. This series includes: From Supervisor to Leader; Strategies for a Successful Meeting; Professional Business Writing; and Time Management. Save \$41 when you enroll in the entire series over individual class registration.

Energy Innovation Ctr	XZM-913-5301	\$275	4 Sessions
6:00PM–9:00PM	R	7/12/18	Gold

NEW! FROM SUPERVISOR TO LEADER

This four-hour course will explore the key characteristics of leadership, enacting discipline, understanding employment law and developing a team.

Energy Innovation Ctr XZM-006-5301 \$79 1 Session
6:00PM–9:00PM R 7/12/18 Gold

NEW! STRATEGIES FOR A SUCCESSFUL MEETING

Meetings can consume up to 40% of our workday and are routinely listed among the top time-wasters in business. This workshop highlights means of organizing and conducting meetings, maximizing participation and presenting ideas effectively to achieve results.

Energy Innovation Ctr XZM-820-5301 \$79 1 Session
6:00PM–9:00PM R 7/19/18 Gold

NEW! PROFESSIONAL BUSINESS WRITING

This four-hour interactive workshop is designed to help participants meet their goals by composing clear and effective notes, memos, letters and e-mail messages. Participants will use examples of actual work situations to create meaningful and focused messages and responses. The basics of technical writing will also be reviewed.

Energy Innovation Ctr XAB-061-5301 \$79 1 Session
6:00PM–9:00PM R 7/26/18 Gold

NEW! TIME MANAGEMENT

This four-hour workshop is designed for leaders/supervisors to gain an understanding of time management concepts and illustrate practical ways to work effectively and efficiently. The workshop will also provide the tools necessary to more efficiently manage time through identification of goals and objectives, effective prioritization and management of multiple priorities.

Energy Innovation Ctr XZM-255-5301 \$79 1 Session
6:00PM–9:00PM R 8/2/18 Gold

NEW! INTRODUCTION TO PROJECT MANAGEMENT & MICROSOFT PROJECT

This 16-hour course will provide a broad introduction to the theory of project management using Microsoft Project as well as practical application of the tools to carry out projects that may be assigned as part of a business' performance objectives for employees. Participants will practically apply project management principles and techniques such as defining and developing a project objective, setting project goals and deliverables, planning resources communications and change management strategies while bringing a project to a successful close.

Energy Innovation Ctr XGE-214-5301 \$399 4 Sessions
8:30AM–12:30PM F 6/8/18 Faculty

NEW! BUSINESS & ORGANIZATIONAL DEVELOPMENT FOR ENTREPRENEURS

This 36-hour course is designed for the professional development of entrepreneurs and aspiring business owners, as well as the capacity building of their small businesses and community organizations. It will equip entrepreneurs with higher-order business development skills and systems to expand their businesses into sustainable enterprises and raise the efficacy of their business practices and ethics. It will also provide leadership and social awareness/abilities that will result in the advancement of their business brands.

Energy Innovation Ctr XAA-415-5301 \$79 12 Sessions
6:00PM–9:00PM W 5/16/18 Faculty

GETTING STARTED WITH RASPBERRY PI

This eight-hour hands-on workshop will cover the use of an amazing little device known as Raspberry Pi, a credit-card sized computer with incredible capabilities. Students will learn to set up and configure the Raspberry Pi as a small and affordable computer and to install and use a Linux operating system. They will also learn to network the Raspberry Pi and to program in Python while gaining hands-on experience with engineering applications such as interfacing it with sensors to collect and analyze data for research purposes and product development. The final portion of the workshop will include recommendations to effectively integrate this useful device into their work.

Energy Innovation Ctr XAI-412-5301 \$250 2 Sessions
8:30AM–12:30PM W 8/8/18 Blackford

DESIGNING & LEARNING C WITH ARDUINO

This eight-hour hands-on workshop will introduce the student to the capabilities of Arduino and techniques for creating inexpensive and engaging projects while learning C and C++. A scaffolded teaching approach that is proven to improve flow and keep engagement level high will be used. Participants will create and investigate projects and learn how to modify programming code to obtain different behaviors from connected devices. Students will have access to numerous handouts for use with their own projects. This course is appropriate to all levels of experience with Arduino.

Energy Innovation Ctr XAI-411-5301 \$250 2 Sessions
8:30AM–12:30PM R 6/7/18 Blackford

NEW! INTRO TO LEAN SIX SIGMA

Would you like to learn more about what it means to work in a Lean Manufacturing Environment? This workshop is geared toward providing you with the fundamental comprehension of Lean Six Sigma and why it is being used in businesses around the world to streamline operations and eliminate waste. The skills learned will enable students to understand how Lean Six Sigma can improve quality and reduce cost while improving customer satisfaction. Organizations will learn how Lean Six Sigma fits into their quality programs, how customers are retained and how costs are driven down using Lean Six Sigma methodologies.

Energy Innovation Ctr XHZ-171-5301 \$129 1 Session
9:00AM–3:30PM R 6/21/18 Blackford

FINANCE

ANNUITIES—HOW THEY REALLY WORK

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

South Campus 6:30PM–9:00PM	YCH-302-1540 W	\$39 6/13/18	1 Session Hill
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BABY BOOMER RETIREMENT

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

Boyce Campus 6:00PM–8:30PM	YCH-027-1280 T	\$49 7/10/18	2 Sessions Faculty
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Jefferson Hills Library 6:00PM–8:30PM	YCH-027-1570 T	\$49 7/10/18	2 Sessions Faculty
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South Campus 6:30PM–9:00PM	YCH-027-1540 T	\$49 7/31/18	2 Sessions Faculty
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CRYPTO CURRENCY FOR BEGINNERS

Have you ever wondered what bitcoin is? Have you wondered what the Block Chain is or what Alt Coins are? If so, this is the class for you. Familiarize yourself with how the crypto coin market works.

South Campus 6:00PM–9:00PM	YEB-335-1540 R	\$39 6/28/18	1 Session Nelson
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DEBIT CARD SAFETY

What can you do to safe guard your money? Debit cards and technology are convenient but are they safe? Learn how to avoid identity theft of your banking information.

South Campus 7:00PM–9:00PM	YCA-519-1540 T	\$39 6/19/18	1 Session Faculty
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MEDICARE—WHAT YOU NEED TO KNOW

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

Allegheny Campus 6:30PM–8:30PM	YEB-250-1210 T	\$49 6/12/18	2 Sessions Levis
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MONEY & COMMON SENSE

Are you tired of living paycheck to paycheck? Then this course is for you? You will learn strategies to earn extra income, manage your money wisely and save money in a variety of unique and clever ways.

Allegheny Campus 6:00PM–9:00PM	YCH-920-1210 T	\$39 6/19/18	1 Session Nelson
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South Campus 9:00AM–12:00PM	YCH-920-1540 S	\$39 6/23/18	1 Session Nelson
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SOCIAL SECURITY—WHAT YOU NEED TO KNOW

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

Allegheny Campus 6:30PM–8:00PM	YEB-300-1210 T	\$39 7/10/18	1 Session Canella
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South Campus 6:30PM–8:00PM	YEB-300-1540 R	\$39 7/12/18	1 Session Canella
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TAXES IN RETIREMENT

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

South Campus 6:30PM–8:30PM	YCH-234-1540 R	\$39 6/21/18	1 Session McConnell
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FITNESS

20/20/20—BEGINNING

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

Allegheny Campus 7:30PM–8:30PM	YFA-161-1210 T	\$79 6/19/18	10 Sessions Overly
North Campus 6:15PM–7:15PM	YFA-161-1450 W	\$69 6/6/18	8 Sessions Overly

AEROBICS—LOW IMPACT

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

South Campus 6:00PM–7:00PM	YFA-003-1540 M	\$69 6/11/18	8 Sessions Claytor
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BEGINNER TRIPLE PLAY

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

North Campus 6:00PM–7:00PM	YFA-361-1450 M	\$69 6/4/18	8 Sessions Overly
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NORTH HILLS ADULT AQUATIC CLASSES

AQUA AEROBICS

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

Sisters of Divine Prov 8:30AM–9:30AM	YFA-203-1410 MWF	\$189 6/4/18	24 Sessions Longwell
Sisters of Divine Prov 9:30AM–10:30AM	YFA-203-1411 MWF	\$189 6/4/18	24 Sessions Longwell

THERAPEUTIC WAVES

Use gentle stretches and water resistance to improve or maintain joint flexibility, muscle strength, circulation and mental attitude. This class is comfortable yet physically challenging and the low-impact environment allows the body to work with less pain.

Sisters of Divine Prov 10:30AM–11:30AM	YFA-205-1410 MWF	\$189 6/4/18	24 Sessions Yarzebinski
Sisters of Divine Prov 11:30AM–12:30PM	YFA-205-1411 MWF	\$189 6/4/18	24 Sessions Yarzebinski

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 7:00PM–8:00PM	YFA-110-1450 TR	\$89 6/5/18	16 Sessions Marchese
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COUNTRY HEAT LIVE

Country Heat LIVE™ is a completely exhilarating, country dance-inspired workout perfect for beginners! No complicated moves, students simply follow along with the instructor to enjoy the low-impact/high-energy dance class set to the chart topping hottest country hits. You'll have so much fun moving, stepping, clapping, stomping and laughing that you'll forget you're burning mega calories and toning your body from head to toe! No dance experience is necessary. Whether you're a dance newbie or you've already got great moves, you will love stepping it up to the hottest country hits around! This country dance-inspired workout is unlike any other workout you've tried and perfect for all fitness levels!

South Campus 6:30PM–7:30PM	YFA-929-1540 T	\$59 6/12/18	6 Sessions Lewis
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FUSION—CORE & FLEXIBILITY

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

South Campus 6:00PM–7:00PM	YFA-931-1540 W	\$69 6/13/18	8 Sessions Green
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KETTLEBELL WORKOUT

This high-powered, high-energy kettlebell (or dumbbell) cardio and strength workout will help you firm and tone abs, glutes, thighs and legs, as well as develop a chiseled upper body. Workouts include stretches for upper and lower body and a cardio workout with weights to sculpt lean, toned muscles. Cool down stretches and relaxed breathing bring each workout to a heavenly conclusion.

West Hills Center	YFA-360-1290	\$109	20 Sessions
6:00PM–7:00PM	TR	6/5/18	LaGamba

PERSONAL CONDITIONING & WEIGHT TRAINING

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

Boyce Campus	YFA-125-1280	\$129	24 Sessions
7:00PM–8:00PM	MW	6/4/18	Haines

Boyce Campus	YFA-125-1281	\$89	12 Sessions
7:00PM–8:00PM	M	6/4/18	Haines

Boyce Campus	YFA-125-1282	\$89	12 Sessions
7:00PM–8:00PM	W	6/6/18	Haines

PERSONAL TRAINER—HOW TO BECOME ONE

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

Allegheny Campus	YFA-198-1210	\$159	7 Sessions
6:00PM–9:00PM	M	6/4/18	Steele

PILATES

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

North Campus	YFA-322-1450	\$69	8 Sessions
5:00PM–6:00PM	M	6/4/18	Siclari

South Campus	YFA-322-1540	\$69	8 Sessions
7:15PM–8:15PM	M	6/11/18	Claytor

West Hills Center	YFA-322-1290	\$109	20 Sessions
7:00PM–8:00PM	MW	6/4/18	Kelley

PILATES—PIYO

A total-body fitness system designed to whip you into shape from head to toe. It combines the practices of Pilates and Yoga to help you build strength, lose weight, increase flexibility and have a great time doing it. Combining two mind-body exercises, it also adds in components of dance for a more intense, kick-booty workout.

North Campus	YFA-309-1450	\$89	16 Sessions
5:00PM–6:00PM	TR	6/5/18	Wells

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.

Allegheny Campus	YFD-212-1210	\$79	10 Sessions
7:00PM–8:00PM	R	6/7/18	Bao

North Campus	YFD-212-1450	\$69	8 Sessions
7:15PM–8:15PM	W	6/6/18	Lapresta

YOGA 2

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

North Campus	YFA-323-1450	\$69	8 Sessions
7:15PM–8:15PM	M	6/4/18	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. Students can increase strength, flexibility and learn relaxation techniques and stress reducers to apply to daily life. Bring a yoga mat to class.

Allegheny Campus	YFA-305-1210	\$79	10 Sessions
6:30PM–7:30PM	T	6/19/18	Overly

Boyce Campus	YFA-305-1280	\$99	10 Sessions
7:00PM–8:30PM	T	6/5/18	Martucci

Boyce Campus	YFA-305-1281	\$69	6 Sessions
7:00PM–8:30PM	T	8/14/18	Martucci

North Campus	YFA-305-1450	\$69	8 Sessions
5:00PM–6:00PM	W	6/6/18	Overly

South Campus	YFA-305-1540	\$79	10 Sessions
7:30PM–8:30PM	M	6/11/18	Martucci

South Campus	YFA-305-1541	\$79	10 Sessions
7:00PM–8:00PM	W	6/13/18	Martucci

South Campus	YFA-305-1542	\$79	10 Sessions
10:30AM–11:30AM	S	6/16/18	Martucci

YOGA—VINYASA FLOW

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

West Hills Center	YFA-359-1290	\$109	19 Sessions
8:00PM–9:00PM	MW	6/4/18	Kelley

ZUMBA

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

North Campus	YFA-101-1450	\$89	16 Sessions
6:00PM–7:00PM	TR	6/5/18	Wells
South Campus	YFA-101-1540	\$69	8 Sessions
7:00PM–8:00PM	W	6/13/18	Calhoun

FOOD

GREAT WINES FOR UNDER \$15

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

Allegheny Campus	YCD-024-1210	\$59	1 Session
6:30PM–9:30PM	T	6/26/18	Howells

WALKING BREAKFAST TOURS

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

Allegheny Campus	YCD-940-1210	\$59	4 Sessions
9:00AM–11:00AM	S	6/23/18	Guercio

WALKING LUNCH TOURS

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

This class meets every other week.

Allegheny Campus	YCD-939-1210	\$59	4 Sessions
12:00PM–2:00PM	S	6/23/18	Guercio

WINES OF SPAIN & PORTUGAL

Although there are some similarities in the wines of Spain and Portugal, the wines of these two countries are quite different and the variety of wines grown and produced in these two areas is amazing. You will learn about and sample both dry red wines and sweet wines from both countries. You must be at least 21 years to attend.

Allegheny Campus	YCD-035-1210	\$169	7 Sessions
7:00PM–9:00PM	T	6/12/18	Block

GENERAL INTEREST

CITIZEN SCIENCE—BIRDING

Do you enjoy bird watching? Are you interested in Conservation? Use your appreciation of birds and the environment to help impact our commitment to nature. Help gather important data so scientists can determine how birds are affected by habitat loss. Bring your binoculars and hiking shoes. Class meets rain or shine.

Allegheny Campus	YCA-518-1210	\$39	1 Session
11:00AM–2:00PM	S	6/30/18	Reznik

HOME BUYER EDUCATION SEMINAR

Considering buying a home in the not-too-distant future? Then there are some things you should know in advance. This course will help you to discover the importance of touring a listing, explore the basic elements of a sales contract, and review the sale timeline. Don't let uncertainty about the home buying process such as how to get started with the mortgage application process keep you from becoming a homeowner? Be better prepared for what to expect during the home buying process to make the most important financial decision a happy and fulfilling one. Registered student can bring one guest. Guest does not need to register.

Allegheny Campus	YCE-103-1210	\$39	1 Session
7:00PM–9:00PM	R	6/21/18	Boehm

MAKE-UP WORKSHOP—INTENSIVE

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

South Campus **YEB-323-1540** **\$99** **1 Session**
 9:00AM–3:30PM S 6/23/18 Christofel

South Campus **YEB-323-1541** **\$99** **1 Session**
 9:00AM–3:30PM S 7/28/18 Christofel

SIMPLE LIVING—CLEARING YOUR HOME

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

Allegheny Campus **YCE-065-1210** **\$29** **1 Session**
 6:30PM–8:30PM R 6/21/18 Eisner

SPIDERS—FEAR AND FASCINATION

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

South Campus **YEB-334-1540** **\$39** **1 Session**
 11:00AM–2:00PM S 7/21/18 Bianco

HIKING/WALKING

CITIZEN SCIENCE—BIRDING

Do you enjoy bird watching? Are you interested in Conservation? Use your appreciation of birds and the environment to help impact our commitment to nature. Help gather important data so scientists can determine how birds are affected by habitat loss. Bring your binoculars and hiking shoes. Class meets rain or shine.

Allegheny Campus **YCA-518-1210** **\$39** **1 Session**
 11:00AM–2:00PM S 6/30/18 Reznik

GO HIKING! NORTH HILLS HIKES

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

Hartwood Acres **YFA-410-1411** **\$89** **8 Sessions**
 9:30AM–11:00AM U 6/3/18 Lakari

WALKING DOWNTOWN

Explore the exciting past, present and future of this great city. Your walking tour will include Point Park and Market Square, the old Fourth Avenue Financial District, the historical Grant Street corridor, the Cultural District, Mellon Square and more. Bring water and wear walking shoes. The first class meets in the lower lobby of USX Towers at Sixth and Grant Streets.

Allegheny Campus **YFA-263-1210** **\$59** **5 Sessions**
 6:30PM–8:00PM F 6/8/18 Steele

WALKIN’ TALKIN’ PITTSBURGH—A SCANDALOUS ADVENTURE

Join us on interactive walking tour focused on discussing many of the scandals that happened in Pittsburgh during the time frame of the 1830–1920s. We will discuss powerful people, prohibition, brothels, speak-easys and architecture. We will also tour many of the beautiful buildings in Pittsburgh. Class meets at the Statue at the Courthouse on 436 Grant Street.

Allegheny Campus **YFA-932-1210** **\$29** **1 Session**
 6:00PM–7:30PM S 6/9/18 Flick

Allegheny Campus **YFA-932-1211** **\$29** **1 Session**
 12:30PM–2:00PM U 6/3/18 Flick

CHECK OUT WALKING FOOD TOURS ON PAGE 15.

HOME & GARDEN

CONTAINER GARDENS

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

South Campus 1:00PM–3:30PM	YCI-137-1540 T	\$39 6/12/18	1 Session Faculty
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ENCHANTED GARDEN—HUMMINGBIRD & BUTTERFLIES

Design your garden to attract hummingbirds and butterflies. Select trees, shrubs, perennials and annuals to draw these enchanted creatures to your yard.

South Campus 1:00PM–3:30PM	YCI-015-1540 T	\$39 6/26/18	1 Session Faculty
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GARDENING—BACK TO BASICS

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

North Campus 6:30PM–9:30PM	YCI-207-1450 T	\$59 6/12/18	3 Sessions Petrus
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South Campus 1:00PM–3:30PM	YCI-207-1540 T	\$59 6/5/18	3 Sessions Faculty
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HERBS FOR COOKING

Enjoy a refreshing cup of herbal tea while adding a little zest to dinner with fresh herbs from the garden. Plant a few in a pot, mix a few in between other plants or plant an herbal bed. No matter where herbs are planted, their flavors can be enjoyed. Discover how to successfully select, plant, grow, harvest and use culinary herbs and share favorite herbal recipes with other classmates.

South Campus 6:30PM–9:30PM	YCI-067-1540 T	\$39 7/10/18	1 Session Faculty
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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 and a soil sample.

Allegheny Campus 6:30PM–9:30PM	YCI-231-1210 W	\$39 6/20/18	1 Session McInerney
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LANDSCAPE DESIGN—AVOIDING COMMON MISTAKES

For a successful landscape design, the do-it-yourselfer needs to avoid some of the common pitfalls that leave the DIY dissatisfied with their design. From subtle errors such as miscalculation to selecting the wrong plants, homeowners can avoid unnecessary expense and headaches by learning how to avoid these errors. A poor landscape choice can also influence other parts of the landscape. Let us help you do it right the first time by making the most of your landscape.

South Campus 6:30PM–9:30PM	YCI-036-1540 T	\$39 6/19/18	1 Session Faculty
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LANGUAGES

LANGUAGES—LEVEL 1

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

CHINESE—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-330-1210 M	\$149 6/4/18	8 Sessions Zheng
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FRENCH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-350-1210 M	\$149 6/4/18	8 Sessions Frick
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West Hills Center 6:30PM–9:30PM	YAD-350-1290 T	\$149 6/12/18	8 Sessions Faculty
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GERMAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-360-1210 W	\$149 6/6/18	8 Sessions Frick
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ITALIAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-370-1210 M	\$149 6/4/18	8 Sessions Bozzolla
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SPANISH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-380-1210 W	\$149 6/6/18	8 Sessions Silva
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Boyce Campus 6:30PM–9:30PM	YAD-380-1280 W	\$149 6/6/18	8 Sessions Schofield
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South Campus 6:30PM–9:30PM	YAD-380-1540 M	\$149 6/18/18	8 Sessions Wilson
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West Hills Center 6:30PM–9:30PM	YAD-380-1290 W	\$149 6/13/18	8 Sessions Vayanos
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LANGUAGES—LEVEL 2

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

SPANISH—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-381-1210 T	\$149 6/5/18	8 Sessions Silva
Braddock Hills Center 6:30PM–9:30PM	YAD-381-1280 R	\$149 6/7/18	8 Sessions Schofield
West Hills Center 6:30PM–9:30PM	YAD-381-1290 T	\$149 6/12/18	8 Sessions Vayanos

GERMAN—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-361-1210 R	\$149 6/4/18	8 Sessions Frick
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LANGUAGES—LEVEL 3

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

SPANISH—LEVEL 3

Allegheny Campus 6:30PM–9:30PM	YAD-382-1210 M	\$149 6/14/18	8 Sessions Silva
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ENGLISH AS A SECOND LANGUAGE 1

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

Allegheny Campus 6:30PM–9:30PM	YAD-018-1210 R	\$149 6/14/18	8 Sessions Jeddi
North Campus 9:00AM–12:00PM	YAD-018-1450 M	\$149 6/11/18	8 Sessions Jeddi

ITALY & ITALIAN FOR TOURISTS

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

North Campus 6:30PM–8:30PM	YAD-520-1450 W	\$89 6/6/18	6 Sessions Kaminski
South Campus 6:00PM–8:00PM	YAD-520-1540 T	\$99 6/12/18	6 Sessions Kaminski

LEARN ITALIAN IN FOUR EASY STEPS

This class will allow you to learn basic Italian by concentrating on limited grammar, conversation, pronunciation and comprehension. With these 4 steps you can travel throughout Italy and not worry about the language barrier.

Allegheny Campus 6:30PM–8:30PM	YAD-903-1210 R	\$99 6/14/18	8 Sessions Bozzolla
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MIND & SPIRIT

DEVELOPING YOUR INTUITION

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

Boyce Campus 6:30PM–8:30PM	YEB-058-1280 R	\$39 6/28/18	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, better sleep and helps with inflammation. This is a great class for new beginners to meditation. Great for people of all ages.

South Campus 6:30PM–7:30PM	YEB-286-1540 M	\$59 6/11/18	6 Sessions Natali
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MUSIC

GUITAR—BEGINNING

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

Allegheny Campus 7:00PM–9:00PM	YDC-006-1210 T	\$89 6/19/18	8 Sessions Yates
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North Campus 7:00PM–9:00PM	YDC-006-1450 T	\$89 6/5/18	8 Sessions Maxin
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South Campus 6:30PM–8:30PM	YDC-006-1540 T	\$89 6/12/18	8 Sessions Maimone
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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 7:00PM–9:00PM	YDC-010-1450 R	\$89 6/7/18	8 Sessions Maxin
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South Campus 6:30PM–8:30PM	YDC-010-1540 R	\$99 6/14/18	8 Sessions Maimone
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1-on-1 Instructor
assistance from
expert instructors



Externship
opportunities available
for many programs



Flexible Schedule
study anytime, anywhere
Complete in 3-6 Months!



Affordable
Payment plans
available



Books Included
All materials are
included in cost



Certification
Most programs lead to
industry certifications

REQUIREMENTS: must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

www.careertraining.ed2go.com/ccac

412-788-7507 communityeducation@ccac.edu

SPORTS

GOLF—BEGINNING

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

Scally's Golf Course 6:30PM–8:00PM	YFD-910-1480 M	\$69 6/4/18	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1481 T	\$69 6/5/18	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1482 W	\$69 6/6/18	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1483 S	\$69 6/9/18	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1484 S	\$69 7/28/18	6 Sessions Faculty
Sunset Golf 6:00PM–7:30PM	YFD-910-1560 R	\$69 6/14/18	6 Sessions Scandrol
Willows Driving Range 6:00PM–7:30PM	YFD-910-1280 M	\$69 6/11/18	6 Sessions Reid
Willows Driving Range 6:00PM–7:30PM	YFD-910-1281 R	\$69 6/14/18	6 Sessions Reid

GOLF—INTERMEDIATE

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

Scally's Golf Course 6:30PM–8:00PM	YFD-911-1480 R	\$69 6/7/18	6 Sessions Faculty
Willows Driving Range 7:30PM–9:00PM	YFD-911-1280 M	\$69 6/11/18	6 Sessions Reid
Willows Driving Range 7:30PM–9:00PM	YFD-911-1281 R	\$69 6/14/18	6 Sessions Reid

ADDITIONAL GOLF FEES

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

Scally's Golf

\$35 range fee payable to Scally's at first class
\$6 small bucket, \$9 large bucket

Sunset Golf

\$5 small bucket, \$7 medium bucket, \$9 large bucket

Tower Golf

\$40 video analysis & range fee, \$25 for 10 buckets of balls

SELF-DEFENSE & AWARENESS

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

Allegheny Campus 9:30AM–12:30PM	YFD-235-1210 S	\$39 6/23/18	1 Session Loshelder
South Campus 9:30AM–12:30PM	YFD-235-1540 S	\$39 6/16/18	1 Session Loshelder

SUMMER YOUTH CAMPS

SOUTH CAMPUS & WEST HILLS CENTER

- Register for both a morning and afternoon session and receive a \$20 discount!
- Campers who attend both sessions can bring their lunch and eat lunch with CCAC staff
- Each additional child in the family will receive a \$20 discount as well.
- Payment plans are now available!

Call 412.788.7535 or email rsweetboring@ccac.edu for more information about any of these options!

GRADES 1–3

ART ZONE

Get your imagination ready, your creativity active and get ready for an art camp like none other. Exploring different art media, we will create different projects using clay, paint, drawing and more to create the ultimate summer experience.

South Campus	YOU-860-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/16/18	Faculty

West Hills Center	YOU-860-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/9/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

CAMP HABITAT

Enjoy days of habitat exploration. Discover the world of animal homes, insect homes and plant homes. Campers will explore the outdoors through hikes, games, experiments and crafts.

South Campus	YOU-116-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/23/18	Hlavsa

West Hills Center	YOU-116-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/30/18	Hlavsa

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

CODING WITH STEAM CAMP

Have a blast this summer coding projects in Blockly, Scratch and Python! Program Codebugs and micro:bits. Design, engineer and experiment with circuits. Generate cool projects from recycled materials. Build and create art with robots!

South Campus	YOU-857-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/16/18	Nelson

West Hills Center	YOU-857-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/9/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

CRAZY CONCOCTIONS

We are mad scientists! We are mixing chemicals and watching things grow and bubble. Create crazy chemical concoctions that ooze, bubble, bounce, fizz and bang! Learn to appreciate atoms, master molecules and command compounds.

South Campus	YOU-856-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/9/18	Rountree

West Hills Center	YOU-856-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/16/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

GET MOVING

Test your skills through different sports this week with competitions, team play, races and fun. Engage in fun and traditional sports as well as less traditional games. All activities will focus on developing skills, staying fit and active while developing confidence.

South Campus	YOU-858-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/23/18	Hlavsa

West Hills Center	YOU-858-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/30/18	Hlavsa

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

VIVA ESPANOL!

Have you ever wanted to learn a new language? Join us for a week filled with Spanish fun and culture. Take home recipes for some favorite Spanish foods, learn and play games.

South Campus	YOU-859-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/9/18	Faculty

West Hills Center	YOU-859-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/16/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

GRADES 4–6

ADVANCED CODING WITH STEAM

Have you ever wanted to make your own computer? Do you want to learn how to code and play games on a computer that you've built? Do you want to create other fun STEAM projects? Then this is the camp for you!

South Campus	YOU-865-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/16/18	Nelson

West Hills Center	YOU-865-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/9/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

ART ZONE

Get your imagination ready, your creativity active and get ready for an art camp like none other. Exploring different art media, we will create different projects using clay, paint, drawing and more to create the ultimate summer experience.

South Campus **YOU-862-1540** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/16/18 Faculty

West Hills Center **YOU-862-1290** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/9/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

BUILDING UP

Are you ready for an extreme challenge? Design, create, test and refine a bridge or tower to withstand the greatest force. Discover force, tension and compression. Can your creation stand up under the test of weight?

South Campus **YOU-863-1540** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/9/18 Rountree

West Hills Center **YOU-863-1290** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/16/18 Hlavsa

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

CBEEP

Go on a summer science exploration. Discover chemistry while making chemical reactions; biology through DNA; environmental science while studying the wetland; earth science while discovering solar energy; and physics by discovering motion. Each day will bring a new field of science alive!

South Campus **YOU-864-1540** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/9/18 Glaid

West Hills Center **YOU-864-1290** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/16/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

KNIGHTS & CASTLES

Jump back into medieval times. Experience the time of King Arthur while you explore medieval architecture, art and science, joust with noodles, build and demolish castles with catapults, create coats of arms and much more.

South Campus **YOU-755-1540** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/23/18 Glaid

West Hills Center **YOU-755-1290** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/16/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

SPY TREASURE HUNT

Put your sleuth hat on and come find the treasures. Awesome scavenger hunts, games, outdoor exploration, letterboxing, geocaching, solving riddles and navigating as a team.

South Campus **YOU-861-1540S** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/23/18 Glaid

West Hills Center **YOU-861-1290** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/16/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

GRADES 7–8

CBEEP

Go on a summer science exploration. Discover chemistry while making chemical reactions; biology through DNA; environmental science while studying the wetland; earth science while discovering solar energy and physics by discovering motion. Each day will bring a new field of science alive!

South Campus **YOU-866-1540** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/9/18 Glaid

West Hills Center **YOU-866-1290** **\$135** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/16/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

GAME DESIGN

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

South Campus **YOU-104-1540** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/16/18 Pollock

West Hills Center **YOU-104-1290** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/30/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

INTERIOR DESIGNER

Are you a budding interior designer? Learn about space planning, scale and color and more while you create designs for your very own room and create a memory board.

South Campus **YOU-868-1540** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/9/18 Soccio

West Hills Center **YOU-868-1290** **\$135** **5 Sessions**
 12:45PM–3:45PM MTWRF 7/16/18 Faculty

Register for both a morning and afternoon session and save \$20!
 Call 412.788.7546 to receive this discount.

MATH CLINIC

Students will review and strengthen their math skills in a supportive small-group setting. Topics include mathematic fundamentals such as operations with whole numbers, fractions, decimals, percentages and word problems. Pre-Algebra for middle school students will also be covered.

South Campus	YOU-867-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/16/18	Faculty
West Hills Center	YOU-867-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/9/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

READING & WRITING CLINIC

This course will help middle school students improve and develop their reading and writing skills. Through various reading activities and writing exercise stories, news articles and television newscast scripts, students will augment their reading comprehension and retention skills and enhance their writing abilities. Study skills and building vocabulary will also be emphasized.

South Campus	YOU-928-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/23/18	Faculty
West Hills Center	YOU-928-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/30/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

SELF-DEFENSE

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

South Campus	YOU-266-1541	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/23/18	Loshelder
West Hills Center	YOU-266-1291	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/9/18	Loshelder

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

GRADES 9–12

CAREER EXPLORATION

Need help finding your path? Explore your options. Learn about potential jobs that match your personality and interests! Learn what others have to share about their professions. Along with career guidance, learn advice for choosing a college and choosing a major.

South Campus	YOU-869-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/23/18	Faculty
West Hills Center	YOU-869-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/30/18	Faculty

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

SELF-DEFENSE

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

South Campus	YOU-266-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	8/6/18	Loshelder
West Hills Center	YOU-266-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/9/18	Loshelder

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

TEEN CREATIVE WRITING

For kids 13 to 16 who would like to improve their creative writing skills, or who would like to try it for the first time. The class will explore a variety of genres, meet local authors, learn about writing techniques, editing and publishing and do fun, targeted writing exercises that will unleash creativity and build confidence in a supportive, encouraging environment.

North Campus	YOU-830-1450	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/16/18	Doyle
South Campus	YOU-830-1540	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/16/18	Howley
West Hills Center	YOU-830-1290	\$135	5 Sessions
12:45PM–3:45PM	MTWRF	7/9/18	Howley

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

WINNERS WORKSHOP FOR TEENS

The Winners Workshop: 7 Secrets to Success and Leadership provides peak performance strategies to help you reach your full potential. Whether you're trying to be at the top of your class or work toward a specific goal this program provides a road map to success.

South Campus	YOU-778-1540	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/23/18	Loshelder
West Hills Center	YOU-778-1290	\$135	5 Sessions
9:00AM–12:00PM	MTWRF	7/30/18	Loshelder

Register for both a morning and afternoon session and save \$20!
Call 412.788.7546 to receive this discount.

TRADES

UNION TRADE EXAM PREP, MATH

This course prepares students for apprenticeship exams in the building trades. The focus is on solving math problems commonly found on those exams. Test-taking strategies will also be discussed.

Allegheny Campus 6:30PM–9:30PM	YAG-600-1210 T	\$109 6/12/18	4 Sessions Kraemer
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WRITING

BREAKTHROUGH WRITING—YOUR FIRST NOVEL

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

Allegheny Campus 6:30PM–8:30PM	YAB-219-1210 W	\$99 6/13/18	7 Sessions Kirk
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HOW TO SELF-PUBLISH YOUR WORK

Are you interested in seeing your novel in print, but not sure where to begin? Want to create an e-book and distribute your work online? If traditional publishing isn't for you, or you'd like to know your options, this is the course for you! You'll learn the differences between self-publishing and traditional publishing, cover smart budgeting, working with an editor, book formatting, distribution channels and services, establishing a social media platform and how to market your work. All genres and skill levels are welcome.

Allegheny Campus 6:30PM–8:00PM	YAB-780-1210 R	\$59 6/21/18	3 Sessions Weis
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South Campus 6:30PM–8:00PM	YAB-780-1540 W	\$59 7/11/18	3 Sessions Weis
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WRITING THE SHORT STORY

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

Allegheny Campus 6:30PM–8:30PM	YAB-802-1210 T	\$99 6/12/18	8 Sessions Kirk
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YOUTH

DRONE CAMP 101

A beginner's level drone camp that will introduce kids 9–12 years of age to all the basics about flying a drone safely and for fun. Campers will learn about the basic components of drones through hands on activities that include flight training, taking photos and videos and racing a drone through challenging obstacle courses. Bring a drone if you have one (under two pounds only) or use one of ours.

Allegheny Campus 9:00AM–12:00PM	YOU-475-1210 MTWRF	\$135 6/18/18	5 Sessions Paluti
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GAME DESIGN

Do you love computer games? Design your own computer games using various game developing programs downloaded from the Internet. Students should bring a blank compact disc with them. No prior experience is necessary.

South Campus 12:45PM–3:45PM	YOU-104-1540 MTWRF	\$135 7/16/18	5 Sessions Pollock
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West Hills Center 12:45PM–3:45PM	YOU-104-1290 MTWRF	\$135 7/30/18	5 Sessions Faculty
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MONEY & COMMON SENSE FOR TEENS

Are you tired of your teen spending a lot and not saving anything? Then this is the class for your teen. Your teen will learn how to earn, save and manage money wisely.

Allegheny Campus 9:00AM–12:00PM	YOU-209-1210 M	\$39 6/25/18	1 Session Nelson
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South Campus 9:00AM–12:00PM	YOU-209-1540 S	\$39 7/21/18	1 Session Nelson
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READING & WRITING CLINIC (GRADES 6–8)

This course will help middle school students improve and develop their reading and writing skills. Through various reading activities and writing exercises, stories, news articles and television newscast scripts, students will augment their reading comprehension and retention skills and enhance their writing abilities. Study skills and building vocabulary will also be emphasized.

North Campus 9:00AM–12:00PM	YOU-928-1450 MTWRF	\$135 7/9/18	5 Sessions Doyle
South Campus 9:00AM–12:00PM	YOU-928-1540 MTWRF	\$135 7/23/18	5 Sessions Faculty
West Hills Center 9:00AM–12:00PM	YOU-928-1290 MTWRF	\$135 7/30/18	5 Sessions Faculty

SAT PREP—MATH & VERBAL

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

South Campus 9:30AM–3:30PM	YOU-630-1540 MTWRF	\$109 7/9/18	5 Sessions Faculty
West Hills Center 9:30AM–3:30PM	YOU-630-1290 MTWRF	\$109 7/16/18	5 Sessions Faculty

SPIDERS—FEAR & FASCINATION

Students will challenge their fears of spiders and enrich their fascination by learning about the natural history of spiders. In this workshop, students will learn the taxonomy and classification of spiders, examine live and preserved specimens and discuss common misconceptions that lead to irrational fears. By the end of the workshop students will be able to identify common spiders, identify the different types of spider webs and debunk widespread spider myths. Ages 12 to 17 years old.

South Campus 11:00AM–2:00PM	YOU-367-1540 W	\$39 7/18/18	2 Sessions Bianco
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TEEN CREATIVE WRITING

For kids 13 to 16 who would like to improve their creative writing skills, or who would like to try it for the first time. The class will explore a variety of genres, meet local authors, learn about writing techniques, editing and publishing and do fun, targeted writing exercises that will unleash creativity and build confidence in a supportive, encouraging environment.

North Campus 9:00AM–12:00PM	YOU-830-1450 MTWRF	\$135 7/16/18	5 Sessions Doyle
South Campus 12:45PM–3:45PM	YOU-830-1540 MTWRF	\$135 7/16/18	5 Sessions Howley
West Hills Center 12:45PM–3:45PM	YOU-830-1290 MTWRF	\$135 7/9/18	5 Sessions Howley

STUDY PREP 101

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

South Campus 1:00PM–4:00PM	YOU-854-1540 W	\$39 6/20/18	1 Session Givens
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WATER BABIES

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

Sisters of Divine Prov 12:30PM–1:30PM	YOU-775-1410 M	\$79 6/4/18	6 Sessions Yarzebinski
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WATER TOTS

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

Sisters of Divine Prov 12:30PM–1:30PM	YOU-776-1410 W	\$79 6/6/18	6 Sessions Yarzebinski
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MIDDLE & HIGH SCHOOL SUMMER MATH ENRICHMENT

Learning shouldn't end when school does. CCAC's Summer Enrichment Academy can help students get ahead. CCAC offers a limited number of courses for middle or high school credit. Students who attend public high schools or other private schools may attend our summer enrichment academy. We create an official transcript to forward to your home school upon successful completion of the course(s).

These courses can be taken for advancement to obtain credit for classes to accelerate the student's academic progress or to lessen the load of courses during the regular school year. Students can also audit the classes (no grade) to help strengthen their skills. If taking the course for credit please verify your enrollment with your home school counselor to ensure that your school will accept credits from CCAC.

COURSE NUMBER	COURSE TITLE	DAYS	START/END TIMES	START DATE	END DATE	COST	HOURS	LOCATION
YAG-149-1450	Pre-Algebra	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-149-1451	Pre-Algebra	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-150-1450	Algebra 1	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-150-1451	Algebra 1	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-151-1450	Algebra 2	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-151-1451	Algebra 2	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-152-1450	Geometry	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-152-1451	Geometry	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus
YAG-153-1450	Pre-Calculus	MTWRF	7:30AM–12:45PM	6/25/18	7/27/18	\$489	120	North Campus

There will be no class on Wednesday, July 4.

To register by phone, call CCAC at 412.788.7546. Credit card payment is required.

The Summer Enrichment Academy is held at CCAC North Campus, 8701 Perry Highway, Pittsburgh PA 15237

ATTENDANCE IS EXTREMELY IMPORTANT. Students enrolled in a 120-hour enrichment course can miss no more than two classes. **Missing more than two classes will result in a failing grade.** Two late arrivals of 5 minutes for class are considered one absence. More than 15 minutes late will be considered an absence. Verify your enrollment with your home school counselor to ensure that your school will accept credits from CCAC. We cannot guarantee transfer of middle/high school enrichment credits. See course descriptions below.

ALGEBRA 1

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

ALGEBRA 2

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

GEOMETRY

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

PRE-ALGEBRA

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

PRE-CALCULUS

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

COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

SUMMER 2018

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)

NOTE: If YES to either question, please contact the CCAC Veterans Services Office at 412.237.6503.

Veteran Benefits:

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

Place of Permanent Address (check one)

Allegheny County (1)

Out-of-State (5)

Out-of County

Payment Must Be Enclosed (if applicable)

Print Phone Number on Check or Money Order

(Checks Payable to CCAC)

Mail To: Workforce Development Division Registration

West Hills Center – Suite N1200

1000 McKee Road

Oakdale, PA 15071-1099

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

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

Refund Policy

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

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

Student Signature (Required for Enrollment):	Date:
If Sponsored, Authorizing Agency	
& Signature:	Date:

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

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

FRP EMT-P FIRE DISPATCHER
 EMT NURSE POLICE OTHER

Cert #:	Expiration:
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If you require special arrangements, contact the nearest

CCAC Supportive Services office prior to class:

Allegheny – 412.237.4612 • Boyce – 724.325.6604

North – 412.369.3686 • South – 412.469.6207

TTY – 412.369.4110 & 412.469.6005

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

READY TO REGISTER?

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

For questions, please call 412.788.7507.

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

Payment must be made at the time of registration.

The following is necessary to process all registrations:

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

Online Registration

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

Phone-in Registration • 412.788.7546

Hours are 7:00 a.m. to 6:00 p.m. Monday thru Thursday.

Friday call hours are from 7:00 a.m. to 3:00 p.m.

CCAC will be closed Monday, May 28 for Memorial Day and Wednesday, July 4 for Fourth of July. No calls will be processed.

PARKING ON CAMPUS

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

DAYS OF THE WEEK LEGEND

Abbreviations for the days of the week classes meet.

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

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

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 Friday, prior to class start date to register.
- Visa, MasterCard, Discover Card, cash or check accepted.
- Hours may vary by campus.

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

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

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

UPDATE YOUR CONTACT INFORMATION

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



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

DATED MATERIAL INSIDE

Community College of Allegheny County (CCAC)

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

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

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

CCAC Nondiscrimination Policy

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

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus that they will be attending. This publication is available in alternate formats. Questions may be addressed to the Civil Rights Compliance Officer. Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.