

COMMUNITY EDUCATION

SUMMER 2017

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CLASSES ENROLLING JUNE THROUGH AUGUST, 2017



LOOK INSIDE FOR:

Arts & Crafts
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Fitness
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Home & Garden
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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?

Call 412.788.7507 or contact:

CCAC Community Education
West Hills Center
1000 McKee Road
Oakdale, PA 15071
communityeducation@ccac.edu

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

LOCATIONS

ALLEGHENY CAMPUS

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

CCAC Homewood-Brushton Center

412.371.1600
701 North Homewood Avenue
Pittsburgh, PA 15208
(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

Piecing It Together

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

Pine Creek Golf Center

2379 Duncan Avenue
Allison Park PA 15101

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

Tower Golf

375 Berry Road
Washington, PA 15301

Willows Driving Range

7838 Saltsburg Road
Pittsburgh, PA 15239

PERSONAL ENRICHMENT

ACADEMIC PREPARATION

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	YAG-801-1210	\$99	8 Sessions
6:30PM–9:30PM	R	6/15/17	Faculty

SAT PREP—MATH & VERBAL

This 24-hour course is designed for high school students or anyone planning to take the Scholastic Achievement Test (SAT) or Pre-Scholastic Aptitude Test (PSAT) in preparation for college admission. The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay, and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking strategies, time-saving techniques and practice tests are also included. A textbook is required and is not included in the cost of the course. The textbook is “Barron’s New SAT, 28th Edition” ISBN-10: 1438006497.

Allegheny Campus	YOU-630-1210	\$109	8 Sessions
9:00AM–12:00PM	MTWR	6/12/17	Howard

Braddock Hills Center	YOU-630-1230	\$109	8 Sessions
1:00PM–4:00PM	MTWR	6/12/17	Faculty

North Campus	YOU-630-1450	\$109	8 Sessions
6:00PM–9:00PM	T	6/6/17	Clark

South Campus	YOU-630-1540	\$109	8 Sessions
3:00PM–6:00PM	R	6/15/17	Givens

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	YDD-216-1215	\$79	8 Sessions
6:30PM–8:30PM	R	6/15/17	Perkins

CREATIVE WATERCOLOR EXPLORATION

Explore the magic of watercolors and a variety of mediums such as: Salt, Gauze, Micron Pens, Gouache with Ink and Textured spray which will produce creative techniques inspiring any artist at any level. Traditional techniques mixed with non-traditional approaches. Students will be asked to bring in above materials with choice of watercolors.

Allegheny Campus	YDA-927-1910	\$99	8 Sessions
6:30PM–9:30PM	W	6/14/17	Bergstrom

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	YDA-914-1210	\$79	6 Sessions
6:30PM–8:30PM	R	6/8/17	Faculty

Boyce Campus	YDA-914-1280	\$79	6 Sessions
1:30PM–4:30PM	W	6/14/17	Gray

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. For the first class, students will need pencils, paper and an eraser.

South Campus	YDA-926-1540	\$79	7 Sessions
6:30PM–9:30PM	W	6/14/17	Estes

FLORAL DESIGN

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

Allegheny Campus 6:30PM–9:30PM	YGA-332-1210 W	\$79 6/28/17	6 Sessions Thomas
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KNITTING 101

Basic stitches and techniques of knitting are taught and practiced. Practice pieces will be meaningful and examples of simple procedures upon which other stitches and patterns evolve will be demonstrated.

South Campus 6:30PM–8:00PM	YBC-205-1540 W	\$49 6/14/17	6 Sessions Faculty
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PAINTING WITH WATERCOLOR

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

Boyce Campus 6:00PM–9:00PM	YDA-096-1280 W	\$89 5/31/17	6 Sessions Scoumis
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North Campus 9:00AM–12:00PM	YDA-096-1450S F	\$89 7/7/17	6 Sessions Bergstrom
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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	\$89 6/7/17	6 Sessions Rasmussen
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South Campus 6:00PM–9:00PM	YDA-010-1540 R	\$89 6/15/17	6 Sessions Faculty
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PHOTOGRAPHY 101

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

Allegheny Campus 6:00PM–9:00PM	YBF-101-1210 T	\$139 6/13/17	8 Sessions Bucci
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Boyce Campus 6:00PM–9:00PM	YBF-101-1280 W	\$139 6/14/17	8 Sessions Bucci
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North Campus 6:30PM–9:30PM	YBF-101-1450 R	\$139 6/8/17	8 Sessions Bachman
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South Campus 9:00AM–12:00PM	YBF-101-1541 S	\$69 6/17/17	4 Sessions Bachman
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PHOTOGRAPHY 102

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

North Campus 6:30PM–9:30PM	YBF-102-1450 T	\$139 6/6/17	8 Sessions Bachman
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South Campus 1:00PM–4:00PM	YBF-102-1540 S	\$69 6/17/17	4 Sessions Bachman
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MARKETING PHOTOGRAPHY

At your business are you the one that takes most of the photos of people, events and products. Today many businesses choose someone creative to handle the imaging tasks instead of hiring an outside photographer. This class will cover the essential basics of photography that you will need to fill that role.

Energy Innovation Ctr 9:30AM–12:30PM	YBF-212-5301 M	\$99 7/10/17	3 Sessions Bachman
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POTTERY 1

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

North Campus 6:30PM–9:30PM	YDA-301-1450 W	\$169 6/14/17	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 6/12/17	8 Sessions Lok Tsang
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North Campus 6:30PM–9:30PM	YDA-303-1451 R	\$169 6/15/17	8 Sessions Lok Tsang
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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 **YCF-013-1410** **\$99** **6 Sessions**
6:30PM–9:00PM R 6/8/17 Jones

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 **YBF-105-1210S** **\$89** **5 Sessions**
6:30PM–9:30PM R 7/20/17 Cynkar

BUSINESS & ENTREPRENEUR**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 **YAB-010-1210** **\$99** **6 Sessions**
10:00AM–12:00PM S 6/10/17 Perkins

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, how to 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 **YGA-608-1210** **\$39** **1 Session**
7:00PM–9:00PM M 6/26/17 Suchy

SPORTS PHOTOGRAPHY

Learn what it takes to create exciting sports images that will please parents, coaches, sports information directors and publications. Students will learn about the camera equipment, lenses, exposure and lighting to capture action photos in both indoor and outdoor venues. Students should have a DSLR with a zoom/telephoto lens.

South Campus **YBF-500-1540** **\$59** **3 Sessions**
6:30PM–9:30PM W 8/14/17 Haritan

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** **\$69** **1 Session**
9:00AM–12:30PM F 7/21/17 Polk

South Campus **YAI-806-1540** **\$69** **2 Sessions**
9:00AM–12:00PM S 6/17/17 Faculty

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 **XGA-121-1210** **\$99** **4 Sessions**
6:30PM–9:30PM W 6/14/17 Howells

Braddock Hills Center **XGA-121-1230** **\$99** **4 Sessions**
1:00PM–4:00PM W 6/7/17 Faculty

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 W 6/7/17 Caye

TECH BOOT CAMP

EFFECTIVE MARKETING FOR THE TECH AGE BOOT CAMP

A five-part technology boot camp that will set you on the path to global visibility and teach you to effectively utilize the Internet in marketing your business. The courses include Planning & Promoting Your Business on the Internet, Search Engine Optimization, Google Analytics, Hands-on Social Media for Business and Computer Clean/Up Security.

Energy Innovation Ctr YAI-812-5301 \$299 5 Sessions
9:00AM–12:30PM F 6/30/17 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 on-line 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 \$69 1 Session
9:00AM–12:30PM F 6/30/17 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 \$69 1 Session
9:00AM–12:30PM F 7/7/17 Polk

GOOGLE ANALYTICS

Who are your website visitors? What are they looking at? What keywords were used? Who are they demographically and what does that 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 \$69 1 Session
9:00AM–12:30PM F 7/14/17 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 \$69 1 Session
9:00AM–12:30PM F 7/21/17 Polk

South Campus YAI-806-1540 \$69 2 Sessions
9:00AM–12:00PM S 6/17/17 Faculty

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 \$69 1 Session
9:00AM–12:30PM F 7/28/17 Polk

COMPUTER SOFTWARE & TECHNOLOGY

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	\$69	1 Session
9:00AM–12:30PM	F	7/28/17	Polk

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-172-1210S	\$99	1 Session
9:30AM–4:00PM	F	7/14/17	Stiner

Braddock Hills Ctr	YEB-172-1230	\$99	4 Sessions
1:00PM–4:00PM	M	6/12/17	Faculty

Homewood Brushton Ctr	YEB-172-1240	\$99	4 Sessions
6:30PM–9:30PM	W	6/14/17	Faculty

South Campus	YEB-172-1540S	\$99	4 Sessions
6:30PM–9:30PM	M	7/10/17	Meador

EFFECTIVE MARKETING FOR THE TECH AGE BOOT CAMP

A five-part technology boot camp that will set you on the path to global visibility and teach you to effectively utilize the Internet in marketing your business.

Energy Innovation Ctr	YAI-812-5301	\$299	5 Sessions
9:00AM–12:30PM	F	6/30/17	Polk

All Microsoft Office classes (Word, Excel, Access and PowerPoint) use Microsoft Office 2013 or newer software. Students are strongly encouraged to bring a flash drive to class to save their documents. Textbooks may be required for some computer classes.

EXCEL—ADVANCED TOOLS & 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.

Energy Innovation Ctr	YAI-132-5301	\$119	4 Sessions
9:30AM–12:30PM	W	7/12/17	Staff

South Campus	YAI-132-1540	\$119	4 Sessions
6:30PM–9:30PM	T	6/13/17	Glick

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
9:30AM–4:00PM	S	6/10/17	Janosko

Braddock Hills Ctr	YAI-306-1230	\$99	1 Session
9:30AM–4:00PM	F	6/9/17	Faculty

Boyce Campus	YAI-306-1280	\$99	1 Session
9:00AM–4:00PM	F	6/9/17	Bickerton

North Campus	YAI-306-1450S	\$99	1 Session
9:00AM–4:00PM	F	7/21/17	Todoric

South Campus	YAI-306-1540S	\$99	1 Session
9:00AM–4:00PM	S	7/15/17	Borza

Washington County Ctr	YAI-306-1530S	\$99	1 Session
9:00AM–4:00PM	S	7/15/17	Janosko

I HAVE A COMPUTER...NOW WHAT?

This 15-hour beginner course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. In this no-stress class, students will learn the basics of using a computer: how to use a mouse, how to use the desktop, how to start a software program and how to install software. In addition, learn about working within a Windows environment, file management, online help options, using Microsoft Word to create documents and using Microsoft Excel to create simple spreadsheets. The use of email and the Internet will also be briefly discussed.

South Campus	YAI-077-1540	\$99	6 Sessions
6:30PM–9:30PM	R	6/15/17	Meador

INTRODUCTION TO COMPUTERS

This 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.

Boyce Campus 6:30PM–9:00PM	XAI-126-1280 R	\$129 6/15/17	6 Sessions Faculty
South Campus 6:30PM–9:00PM	XAI-126-1540 W	\$129 6/14/17	6 Sessions Glick

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.

North Campus 6:30PM–9:00PM	XAI-940-1450 M	\$129 6/5/17	6 Sessions Todoric
South Campus 6:30PM–9:00PM	XAI-940-1540 R	\$129 6/15/17	6 Sessions Bickerton

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.

North Campus 6:30PM–9:00PM	XAI-944-1450 W	\$129 6/7/17	6 Sessions Todoric
South Campus 6:30PM–9:00PM	XAI-944-1540S T	\$129 7/11/17	6 Sessions Meador

PHOTOSHOP 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-279-1450S F	\$99 7/14/17	1 Session Ray
South Campus 9:00AM–4:00PM	YAI-279-1540 S	\$99 6/17/17	1 Session Eyth

POWERPOINT WORKSHOP 1

In this six-hour workshop learn the basics of Microsoft PowerPoint presentation software. Create, edit, enhance and customize presentations. Topics include adding and formatting text and graphics, use of design templates, working with slides and their various views and various ways to print the presentation.

Allegheny Campus 9:00AM–4:00PM	YAI-501-1210S S	\$99 7/8/17	1 Session Silvis
Braddock Hills Ctr 9:00AM–4:00PM	YAI-501-1230 F	\$99 6/23/17	1 Session Faculty
Boyce Campus 9:00AM–4:00PM	YAI-501-1280 S	\$99 6/10/17	1 Session Silvis
Energy Innovation Ctr 9:00AM–4:00PM	YAI-501-5301 T	\$99 6/20/17	1 Session Staff
North Campus 9:00AM–4:00PM	YAI-501-1450S F	\$99 7/28/17	1 Session Todoric
South Campus 9:00AM–4:00PM	YAI-501-1540 S	\$99 6/24/17	1 Session Meador
Washington County Ctr 9:00AM–4:00PM	YAI-501-1530 S	\$100 6/10/17	1 Session Silvis

QUICKBOOKS 2010 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 6/23/17	1 Session Meador
North Campus 9:00AM–4:00PM	YAI-612-1450 F	\$99 7/14/17	1 Session Meador
South Campus 9:00AM–4:00PM	YAI-612-1541S S	\$99 7/8/17	1 Session Meador

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 9:00AM–12:30PM	YAI-810-5301 F	\$69 7/7/17	1 Session Polk
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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.

Energy Innovation Ctr 9:00AM–4:00PM	YAI-202-5301 W	\$99 6/28/17	1 Session Staff
Homewood Brushton Ctr 9:00AM–4:00PM	YAI-202-1240 F	\$99 6/16/17	1 Session Faculty
North Campus 9:00AM–4:00PM	YAI-202-1450 F	\$99 6/23/17	1 Session Todoric
South Campus 9:00AM–4:00PM	YAI-202-1540 S	\$99 6/10/17	1 Session Borza

WINDOWS 10

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

Allegheny Campus 6:30PM–9:30PM	YAI-404-1210 W	\$39 6/14/17	1 Session Silvis
Boyce Campus 6:30PM–9:30PM	YAI-404-1280 W	\$39 6/21/17	1 Session Faculty

DANCE

AEROBICS—GONE HIP HOP

Easy-to-follow aerobic dance steps to modern music make this class more like a party than a workout. By adding a funky twist to traditional body sculpting exercises, this is one class that will boost your heart rate, burn fat, tighten muscles and increase your energy.

Allegheny Campus 6:30PM–7:30PM	YFA-339-1210 T	\$69 6/20/17	8 Sessions Chapla
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BALLROOM—BEGINNING

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

North Campus 7:00PM–8:30PM	YDB-101-1450 F	\$69 6/9/17	6 Sessions Zugell
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HOW TO DANCE ANYWHERE, TO ANY MUSIC

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

Allegheny Campus 7:00PM–8:30PM	YDB-316-1210 T	\$69 6/27/17	6 Sessions Suchy
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LINE DANCING—BEGINNING

Learn the basic steps for country 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 1:00PM–2:30PM	YDB-009-1540 S	\$69 6/17/17	6 Sessions Suchy
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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.

South Campus 7:00PM–9:00PM	YDB-914-1540 T	\$89 6/13/17	8 Sessions Freidel
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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 7:00PM–9:00PM	YDB-916-1540 R	\$89 6/15/17	8 Sessions Freidel
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CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.

DRIVER EDUCATION

DRIVER EDUCATION—CLASSROOM THEORY

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.

North Campus 8:00AM–2:00PM	YOU-820-1455S MTWRF	\$139 7/10/17	5 Sessions Crown
Hampton Middle School 9:00AM–12:00PM	YOU-820-1470 MTWRF	\$139 6/19/17	10 Sessions Brown
West Hills Center 6:00PM–9:00PM	YOU-820-1490S MTWR	\$139 7/10/17	10 Sessions Brown
Internet Course 6:30PM–8:30PM	YOU-820-1400 MW	\$139 6/5/17	10 Sessions Crown
Internet Course 6:30PM–8:30PM	YOU-820-1402S MW	\$139 7/17/17	10 Sessions Crown

REQUIRED TEXTBOOK

Drive Right, 11th Edition published by Pearson is the required text. The textbook is not available for purchase in the CCAC Bookstore. 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.

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.

Hampton Middle School 6 Sessions By Appt.	YOU-030-1470S MTWRFSU	\$339 7/1/17
North Campus 6 Sessions By Appt.	YOU-030-1450 MTWRFSU	\$339 6/5/17
North Campus 6 Sessions By Appt.	YOU-030-1451S MTWRFSU	\$339 7/5/17
North Campus 6 Sessions By Appt.	YOU-030-1452S MTWRFSU	\$339 8/1/17
South Campus 6 Sessions by Appt.	YOU-030-1540 MTWRFSU	\$339 7/5/17
West Hills Center 6 Sessions By Appt.	YOU-030-1490 MTWRFSU	\$339 6/5/17

OPERATOR'S EXAMINATION

Instead of making an appointment and going to a driver's licensing center to take your driver's exam, students of the CCAC "30 Hours Classroom Instruction + 6 Behind-the-Wheel" program can take their driver's exam with certified instructors. Only current high school students are eligible to participate in the end of course skills test. Testing can be done no earlier than 6 months from date learner's permit is issued. Students cannot be tested under the "30 + 6" program beyond their high school graduation date. Kennedy School of Driving is licensed by the Pa Department of Education and the Bureau of Driver Licensing to administer the end of Course Skills Test to participants of the CCAC "30+6" program. The sixth lesson of the behind-the-wheel portion will be reserved as the exam for students meeting all requirements and skill levels needed to take the driver's exam. The same eligibility requirements as Pennsylvania driver's licensing centers apply.

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.



FINANCE

BABY BOOMER RETIREMENT

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

South Campus **YCH-027-1540S** **\$49** **3 Sessions**
 6:00PM–8:00PM M 7/10/17 Faculty

MEDICARE—WHAT YOU NEED TO KNOW

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

Allegheny Campus **YEB-250-1210** **\$49** **2 Sessions**
 6:30PM–8:30PM T 6/13/17 Levis

MONEY & COMMON SENSE

Are you tired of living paycheck to paycheck? Then this course is for you. You will learn strategies to earn extra income, manage your money wisely and save money in a variety of unique and clever ways. A textbook is required and is not included in the cost of the course. “Money & Common Sense” ISBN-10: 1535502320.

Allegheny Campus **YCH-920-1210** **\$39** **1 Session**
 6:00PM–9:00PM R 6/15/17 Nelson

South Campus **YCH-920-1540S** **\$39** **1 Session**
 6:00PM–9:00PM W 7/12/17 Nelson

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 **YEB-300-1210** **\$39** **1 Session**
 6:30PM–8:00PM R 6/15/17 Canella

South Campus **YEB-300-1540** **\$39** **1 Session**
 6:30PM–8:00PM R 7/13/17 Canella

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 6/20/17	10 Sessions Overly
North Campus 6:15PM–7:15PM	YFA-161-1450 W	\$69 6/7/17	8 Sessions Overly
South Campus 6:00PM–7:00PM	YFA-161-1540 M	\$89 6/12/17	12 Sessions Ammon
South Campus 6:00PM–7:00PM	YFA-161-1541 W	\$89 6/14/17	12 Sessions Ammon
South Campus 6:00PM–7:00PM	YFA-161-1542 MW	\$129 6/12/17	24 Sessions Ammon

AEROBICS FOR THE OUT OF SHAPE

No more excuses. This course is designed especially for people who are not regular exercisers. Safely and comfortably learn low-impact aerobics, strength training and flexibility exercises geared to increase the energy level and help participants lose some inches and pounds. Please bring mat or towel, light weights and water to class.

South Campus 5:00PM–6:00PM	YFA-022-1540 M	\$89 6/12/17	12 Sessions Ammon
South Campus 5:00PM–6:00PM	YFA-022-1541 MW	\$129 6/12/17	24 Sessions Ammon
South Campus 5:00PM–6:00PM	YFA-022-1542 W	\$89 6/14/17	12 Sessions Ammon

AEROBICS—GONE HIP HOP

Easy-to-follow aerobic dance steps to modern music make this class more like a party than a workout. By adding a funky twist to traditional body sculpting exercises, this is one class that will boost your heart rate, burn fat, tighten muscles and increase your energy.

Allegheny Campus 6:30PM–7:30PM	YFA-339-1210 T	\$69 6/20/17	8 Sessions Chapla
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BODYSULPTING

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

North Campus 6:00PM–7:00PM	YFA-110-1450 M	\$69 6/5/17	8 Sessions Overly
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CARDIO INTERVALS

In this class, we will perform timed bouts of cardiovascular exercise and lower intensity weight training for an amazing fat blasting workout! Basic athletic and kickboxing moves are combined with light weights and floor work for a great calorie burn. Whether you are a beginner or seasoned exerciser, you are guaranteed a fun and endorphin-filled workout. Please bring a mat, light weights and water to class.

South Campus 6:30PM–7:30PM	YFA-357-1540 R	\$69 6/15/17	8 Sessions Overly
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FITNESS BELLYDANCE

Participants will learn basic belly dance steps to stay in shape and tone their tummy, hip, arms and buns. This is a class for all fitness levels. Dress in comfortable clothes.

Boyce Campus 10:00AM–11:00AM	YFA-281-1280 S	\$59 6/10/17	7 Sessions Zemba
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FITNESS WALKING, SCULPT & STRENGTHEN

Students will spend time walking outside (weather permitting) and balance the workout with indoor strength training and body sculpting.

Washington County Ctr 6:30PM–7:30PM	YFA-913-1590 W	\$69 6/7/17	8 Sessions Faculty
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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 9:30AM–11:00AM	YFA-410-1411 U	\$89 6/4/17	8 Sessions Downing
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HIKE THE SOUTH CAMPUS NATURE TRAIL

Don't miss the birds, trees and flowers living so close to home. Under the guidance of an experienced instructor, you will explore the wonders of the South Campus Nature Trail. Wear your walking shoes and be ready to have a great time exploring the outdoors.

South Campus 6:30PM–8:30PM	YFA-262-1540 R	\$69 6/22/17	4 Sessions Boyd
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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 6/5/17 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 6/5/17 Siclari

West Hills Ctr **YFA-322-1490** **\$109** **20 Sessions**
 7:00PM–8:00PM MW 6/5/17 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 6/6/17 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.

North Campus **YFD-212-1450** **\$69** **8 Sessions**
 7:15PM–8:15PM W 6/7/17 Lapresta

WALKING THE DOWNTOWN OUTSKIRTS

Come and enjoy the historical outskirts of Downtown Pittsburgh. These include the South Side, Mt. Washington, the Strip District, Uptown, and Polish Hill. Please bring water this is a fun way to also get some exercise! The first class meets at the old South High School at 10th and East Carson.

Allegheny Campus **YFA-220-1210** **\$69** **5 Sessions**
 6:03PM–8:00PM F 6/9/17 Steele

ADULT AQUATIC CLASSES—NORTH HILLS

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	YFA-203-1410	\$179	24 Sessions
8:30AM–9:30AM	MWF	6/5/17	Longwell
Sisters of Divine Prov	YFA-203-1411	\$179	24 Sessions
9:30AM–10:30AM	MWF	6/5/17	Longwell
Sisters of Divine Prov	YFA-203-1412	\$179	24 Sessions
10:30AM–11:30AM	MWF	6/5/17	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	YFA-205-1410	\$179	24 Sessions
11:30AM–12:30PM	MWF	6/5/17	Yarzebinski

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	\$69	10 Sessions
6:30PM–7:30PM	T	6/20/17	Overly
Allegheny Campus	YFA-305-1211S	\$39	4 Sessions
11:00AM–11:45AM	W	7/12/17	Fredrick
Boyce Campus	YFA-305-1280	\$99	9 Sessions
7:00PM–8:30PM	T	6/6/17	Martucci
North Campus	YFA-305-1450	\$69	8 Sessions
5:00PM–6:00PM	W	6/7/17	Overly
South Campus	YFA-305-1540	\$79	10 Sessions
7:30PM–8:30PM	M	6/12/17	Martucci
South Campus	YFA-305-1541	\$79	10 Sessions
7:00PM–8:00PM	W	6/14/17	Martucci

YOGA 2

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

North Campus	YFA-323-1450	\$69	8 Sessions
7:15PM–8:15PM	M	6/5/17	Overly

YOGA ON THE LAWN

Start your day with fresh air and a warm breeze as you become one with nature with Yoga on the Lawn. Rainy day classes will be held inside. Dress appropriately for the weather and stretching exercises. Bring a mat or a blanket, a water bottle and bug spray if desired.

South Campus	YFA-379-1540S	\$49	4 Sessions
9:00AM–10:00AM	S	7/1/17	Gerben

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 Ctr	YFA-359-1490	\$109	20 Sessions
8:00PM–9:00PM	MW	6/5/17	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.

Allegheny Campus	YFA-101-1210	\$79	10 Sessions
6:30PM–7:30PM	M	6/19/17	Chapla
North Campus	YFA-101-1450	\$89	16 Sessions
6:15PM–7:15PM	TR	6/6/17	Wells

FOOD

BEER ENTHUSIAST 101

This is an introductory course in beer education designed for participants interested in furthering their knowledge of and interest in beer. Topics covered will include: historical overview of beer and brewing, globally and in the Pittsburgh region; brewing ingredients and processes; descriptions of common beer styles; pouring, serving, and tasting concepts; and food and beer pairings. Participants will partake in classroom discussion and tastings as well as visits to local breweries and beer-centric businesses. Limited to participants 21 years old and older. Cost includes include samples at each session, a book and pocket guides.

Allegheny Campus 7:00PM–9:00PM	YCD-632-1210 T	\$119 6/13/17	6 Sessions Schmidt
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BEER ENTHUSIAST 102

This course is designed and developed for participants who wish to further their knowledge of beer towards becoming an ultimate beer geek, want to know more about what makes beer so good, or if you are considering a career in beer. The focus is to provide more detailed insights into brewing ingredients and processes, draft systems while introducing off flavors and some interactive small batch/home brewing processes. Participants will partake in classroom discussion and tastings as well as visits to local breweries and beer-centric businesses. Limited to participants 21 years old and older. Cost includes include samples at each session and reference materials. Prerequisite: *Beer Enthusiast 101* or have equivalent knowledge of beer styles, serving and brewing.

Allegheny Campus 7:00PM–9:00PM	YCD-633-1210 W	\$119 6/14/17	6 Sessions Schmidt
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EVERYBODY LOVES CUPCAKES

Learn cupcake decorating basics in this fun but informative workshop. Learn the basics of the large and standard round and star tips. Students will also learn how to fill and hold a decorating bag as well as coloring buttercream icing. Students must bring 12 un-decorated cupcakes. Please call 412.788.7507 for supply list.

Allegheny Campus 6:30PM–9:30PM	YCD-992-1210 T	\$59 6/20/17	1 Session Francis
North Campus 6:30PM–9:30PM	YCD-992-1450 W	\$59 6/28/17	1 Session Francis

FRESH FROM THE FARMERS MARKET DRESSINGS

Farmers markets are abundant with the freshest fruit, vegetables and herbs. Even eggs and cheeses can be found at your local farmers market. Salads are terrific for any meal, on the side or as a main. Join us for some great ideas on how to shop for the best produce to create salads and delicious fresh dressings with produce purchased at a local farmers market. From the ordinary to the unusual it's easy and healthful. Bring an apron, chef's knife and your appetite as we all sit down to enjoy our farmers market salads.

Boyce Campus 6:30PM–9:30PM	YCD-134-1280 R	\$59 6/15/17	1 Session Somales
South Campus 6:30PM–9:30PM	YCD-134-1540 T	\$59 6/27/17	1 Session Somales

GREAT WINES FOR UNDER \$15

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

Allegheny Campus 6:30PM–9:30PM	YCD-024-1210 W	\$59 6/28/17	1 Session Faculty
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SPICE RUBS, SEASONINGS & MARINADES FOR SUMMER GRILLING

Nothing says summer more than grilling outdoors. Take your summer grilling to a new level when you learn how to design and create your own signature rubs and marinades. Understand the difference between dry and wet rubs and when to use them. Marinades can enhance the ordinary dish into the extraordinary and be the ticket to a successful grilled dish. We will sit down to enjoy a tasting menu with our creations. Bring an apron, chef's knife and a few small containers to take your rubs home for your next cookout.

Boyce Campus 6:30PM–9:30PM	YCD-929-1280 R	\$59 6/22/17	1 Session Somales
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WALKING BREAKFAST TOURS

There are many interesting and fun neighborhoods in the Pittsburgh area. In this course students will explore one of four neighborhoods each week. We will have breakfast at one of the local restaurants. After breakfast we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. We will meet on June 24, July 8, July 22 and August 5. Students will be contacted by June 19 for first meeting location. Please call 412.788.7507 if you do not receive a phone call or email.

Allegheny Campus	YCD-940-1210	\$59	4 Sessions
9:00AM–11:00AM	S	6/24/17	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. We will meet on June 24, July 8, July 22 and August 5. Students will be contacted by June 19 for first meeting location. Please call 412.788.7507 if you do not receive a phone call or email.

Allegheny Campus	YCD-939-1210	\$59	4 Sessions
12:00PM–2:00PM	S	6/24/17	Guercio

WINES OF ITALY

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

Allegheny Campus	YCD-001-1210	\$159	6 Sessions
7:00PM–9:00PM	T	6/13/17	Block

HOME & GARDEN

COLOR IN YOUR YARD

Create a colorful tapestry of flowers. For continuous color throughout the summer, learn how to add color to your yard by planting bulbs, annuals and perennials. Participants tour the campus and develop a garden calendar for continuing garden bloom.

South Campus	YCI-140-1540	\$39	1 Session
6:30PM–9:30PM	T	6/6/17	McInerney

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	YCI-207-1450	\$59	3 Sessions
6:30PM–9:30PM	T	6/13/17	Petrus

South Campus	YCI-207-1540	\$59	3 Sessions
1:00PM–4:00PM	T	6/6/17	Parsons

GARDEN PONDS & FOUNTAINS

Whether it's the splash of a fountain or the restful serenity of a lily pond, water creates a special environment. Through sound, motion and reflective stillness, water gives depth to your garden. In this workshop, we will learn about design, construction basics, plant choices, fish and pond ecology.

South Campus	YBB-560-1540S	\$39	1 Session
6:30PM–9:30PM	T	7/11/17	McInerney

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	YCI-231-1210	\$39	1 Session
6:30PM–9:30PM	W	6/21/17	McInerney

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



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 7:00PM–9:00PM	YCE-103-1210 R	\$39 6/22/17	1 Session Boehm
North Campus 7:00PM–9:00PM	YCE-103-1450 W	\$39 6/21/17	1 Session Boehm

INTERIOR DECORATING & DESIGN

A professional interior decorator will help students gain a general overview of design and decoration with special attention given to space planning. Students will learn how to use and combine color, lighting techniques, various textiles and fabrics, furniture and accessories to achieve the perfect look.

South Campus 6:30PM–9:30PM	YCE-001-1540 W	\$99 6/14/17	6 Sessions Faculty
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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 6/13/17	1 Session McInerney
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LANDSCAPING WITH NATIVE PLANTS

Go Green with native plants in your landscape and help preserve Pennsylvania's plant history. Why use native plants in your landscape? Landscaping with native plants can help you have a low maintenance yard! Which plants can you use and where can they be purchased? These questions and more will be answered as you learn to go green with natives.

North Campus 6:30PM–9:30PM	YCI-065-1450 T	\$39 7/18/17	1 Session Petrus
South Campus 6:30PM–9:30PM	YCI-065-1540 T	\$39 6/27/17	1 Session McInerney

ROCK GARDEN

Add a touch of alpine to your landscape! With careful planning, plant and site selection, building, and maintaining, you can add charm and increase the value of your property with a beautiful rock garden.

Allegheny Campus 6:30PM–9:30PM	YCI-007-1210 W	\$39 6/28/17	1 Session McInerney
South Campus 6:30PM–9:30PM	YCI-007-1540 T	\$39 6/20/17	1 Session McInerney

SIMPLE LIVING—CLEARING YOUR HOME

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

Allegheny Campus 6:30PM–8:30PM	YCE-065-1210 R	\$29 6/22/17	1 Session Eisner
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GENERAL INTEREST

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 8:30AM–4:00PM	XGM-635-58101 W	\$325 9/13/17
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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

FUNDAMENTALS OF NONPROFIT ORGANIZATIONS

This course will review starting a nonprofit organization (creating a vision and mission statement, board development and community engagement), funding a nonprofit organization (writing, overseeing assessments, developing corporate sponsors and volunteer management) and community planning (including focus groups and five-year plan).

Braddock Hills Ctr 6:30PM–8:30PM	YGA-048-1230 M	\$69 6/12/17	6 Sessions Ross
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HEALTH PROFESSIONS OPPORTUNITY GRANT

This program will provide education and training in three health care tracks: nursing, emergency medical technician and medical records/health information technology. For more information please call Brenda Sheffo at 724.325.6881 or email HPOG@CCAC.edu with questions or to apply. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities. This document was supported by Grant 90FX0046 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

Free tuition to those who qualify

HOW TO TEACH A CLASS FOR COMMUNITY EDUCATION

Share your knowledge and expertise with others by exploring teaching possibilities with CCAC Community Education. Understand what you need to know to prepare lessons, write course descriptions, materials and more.

Boyce Campus **YAI-088-1280** **\$39** **1 Session**
 6:30PM–8:30PM R 6/22/17 Troup

HISTORY

HISTORY OF ROCK & ROLL—1950–1975

Investigate the history of Rock & Roll from its early roots to its mid-point as it established itself as one of the most powerful components of American culture. You will come to it see as a continuum as opposed to a series of unrelated decades as it often portrayed.

South Campus **YDC-509-1540** **\$69** **4 Sessions**
 1:00PM–4:00PM R 6/8/17 Parsons



INTRODUCTION TO DRONE PHOTOGRAPHY

Learn the basics of drone photography. This class will cover: Basic flying, basics of photography, basics of aerial photography, editing pictures with Lightroom and Photoshop, careers and jobs using aerial photography and Introduction to FAA Part 107 certification. Bring your own drone or receive information on what drone may be best for you.

Allegheny Campus **YBE-501-1210** **\$499** **12 Sessions**
 6:30PM–8:30PM MW 6/19/17 Faculty

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.

CHINESE—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-330-1210 M	\$149 6/5/17	8 Sessions Zheng
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FRENCH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-350-1210 M	\$149 6/5/17	8 Sessions Frick
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South Campus 1:00PM–4:00PM	YAD-350-1540 S	\$149 6/10/17	8 Sessions Irwin
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GERMAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-360-1210 W	\$149 6/7/17	8 Sessions Frick
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ITALIAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-370-1210 M	\$149 6/5/17	8 Sessions Bozzolla
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SPANISH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-380-1210 M	\$149 6/5/17	8 Sessions Silva
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Braddock Hills Ctr 6:30PM–9:30PM	YAD-380-1230 R	\$149 6/8/17	8 Sessions Silva
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Washington County Ctr 6:30PM–9:30PM	YAD-380-1590 W	\$149 6/14/17	8 Sessions Faculty
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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.

SPANISH—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-381-1210 T	\$149 6/6/17	8 Sessions Silva
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Braddock Hills Ctr 6:30PM–9:30PM	YAD-381-1230 M	\$149 6/6/17	8 Sessions Schofield
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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.

SPANISH—LEVEL 3

Allegheny Campus 6:30PM–9:30PM	YAD-382-1210 F	\$149 6/9/17	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 6/15/17	8 Sessions Calderwood
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North Campus 9:00AM–12:00PM	YAD-018-1450 M	\$149 6/12/17	8 Sessions Jeddi
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ENGLISH AS A SECOND LANGUAGE 2

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

Allegheny Campus 6:30PM–9:30PM	YAD-112-1210 W	\$149 6/7/17	8 Sessions Jeddi
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ENGLISH AS A SECOND LANGUAGE—IMPROVE YOUR CONVERSATION SKILLS

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

North Campus	YAD-260-1450	\$79	5 Sessions
9:00AM–11:00AM	T	6/13/17	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.

Allegheny Campus	YAD-520-1210	\$99	6 Sessions
6:30PM–8:30PM	R	6/8/17	Bozzolla

North Campus	YAD-520-1450	\$99	6 Sessions
6:30PM–8:30PM	W	6/7/17	Faculty

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	YEB-058-1280	\$39	1 Session
6:30PM–8:30PM	R	6/29/17	Troup

GUIDED MEDITATION

Guided meditation is a type of deep relaxation that involves your whole body. The goal of guided meditation is to quiet the mind and produce a calmness and relaxation in the body. It has many health benefits: 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	YEB-286-1540	\$59	6 Sessions
6:30PM–7:30PM	W	6/14/17	Natali

South Campus	YEB-286-1541	\$59	6 Sessions
11:00AM–12:00PM	S	6/17/17	Natali

PSYCHIC DEVELOPMENT INTRODUCTION

Most of us have an interest in the intuitive and seemingly mysterious abilities that all humans are born having. This is your opportunity to take a closer look at your own. If you are interested in exploring your psychic skills and intuition so that you can help yourself and give readings to others, then this course is for you! This 3 week class provides a fun and positive learning environment which will support you in understanding your natural gifts and enable the development of your psychic and intuitive skills. Each week we will use different approaches to determine your psychic talents. There will be discussions and hands-on practice that will allow you to explore and immediately begin to use your psychic skills.

Boyce Campus	YEB-404-1280	\$59	3 Sessions
6:30PM–8:30PM	T	6/13/17	Pakler

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	YDC-006-1210	\$89	8 Sessions
7:00PM–9:00PM	T	6/20/17	Yates

North Campus	YDC-006-1450	\$89	8 Sessions
7:00PM–9:00PM	T	6/6/17	Maxin

South Campus	YDC-006-1540	\$89	8 Sessions
6:30PM–8:30PM	T	6/13/17	Maimone

GUITAR—INTERMEDIATE

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

North Campus	YDC-010-1450	\$89	8 Sessions
7:00PM–9:00PM	R	6/8/17	Maxin

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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 a 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 ad on next page for additional costs.

Pine Creek Golf Ctr 6:30PM–8:00PM	YFD-910-1430 T	\$69 6/13/17	6 Sessions Anderson
Pine Creek Golf Ctr 6:30PM–8:00PM	YFD-910-1431 R	\$69 6/15/17	6 Sessions Anderson
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1480 M	\$69 6/5/17	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1481 T	\$69 6/6/17	6 Sessions Faculty
Scally's Golf Course 6:30PM–8:00PM	YFD-910-1482 W	\$69 6/7/17	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1484 S	\$69 6/10/17	6 Sessions Faculty
Scally's Golf Course 10:00AM–11:30AM	YFD-910-1485S S	\$69 7/29/17	6 Sessions Faculty
Sunset Golf 6:00PM–7:30PM	YFD-910-1560 R	\$69 6/15/17	6 Sessions Scandrol
Willows Driving Range 6:00PM–7:30PM	YFD-910-1280 M	\$69 6/12/17	6 Sessions Reid
Willows Driving Range 6:00PM–7:30PM	YFD-910-1281 R	\$69 6/15/17	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 6/8/17	6 Sessions Faculty
Sunset Golf 7:30PM–9:00PM	YFD-911-1560 R	\$69 6/15/17	6 Sessions Scandrol
Tower Golf 6:00PM–7:30PM	YFD-911-1590 R	\$69 6/15/17	6 Sessions Butera
Willows Driving Range 7:30PM–9:00PM	YFD-911-1280 M	\$69 6/12/17	6 Sessions Reid
Willows Driving Range 7:30PM–9:00PM	YFD-911-1281 R	\$69 6/15/17	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.

Pine Creek Golf Center

\$60 range fee/golf balls payable to Pine Creek at first class

Scally's Golf Course

\$35 range fee payable to Scally's at first class

\$8 per session for golf balls

Sunset Golf

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

Tower Golf

\$35 video analysis & range fee, \$25 for 10 buckets of balls

Willows Driving Range

\$4 small bucket, \$8 medium bucket, \$10 large bucket

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.

South Campus 9:30AM–12:30PM	YFD-235-1540 S	\$39 6/17/17	1 Session Loshelder
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TRADES

BLUEPRINT READING & ESTIMATING FOR CONSTRUCTION

Do you need to learn how to read construction blue prints? This course will provide you with the knowledge to successfully read prints and be able to estimate a job. It will start with measurements and conversions, basic symbols, lines and identifications, and overall print views. Further topics will be construction materials and symbols, specifications, using measurements, reading plan views and reading elevation views. The course ends with a group project to determine usages, look at expenses and describe limitations.

Energy Innovation Ctr 8:00AM–2:30PM	XHB-904-5301 F	\$325 7/28/17	5 Sessions Blackford
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HVAC-R ELECTRICAL THEORY & APPLICATION

With the majority of HVACR service calls being electrical in nature, it is important for technicians to have a solid understanding of electrical fundamentals allowing them to develop a systematic and methodical procedure for troubleshooting. Electrical Theory & Application for HVACR provides the information and knowledge necessary to accurately diagnose and solve electrical system faults.

Energy Innovation Ctr XHB-012-5101 \$249 1 Session
9:00AM–3:00PM M 6/26/17 Snak

HVAC-R SYSTEM DIAGNOSTICS & TROUBLESHOOTING

This course details systematic troubleshooting and diagnostics of airflow problems, refrigerant cycle malfunctions, suction and liquid line restrictions, oil clogged evaporator, undercharge, overcharge, compressor inefficiencies, dirty condenser, air in the system, restricted metering device, and low and high condenser entering air temperatures.

Energy Innovation Ctr XHB-034-5101 \$249 1 Session
9:00AM–3:00PM M 7/31/17 Snak

INTRO TO PROGRAMMABLE LOGIC CONTROLLERS

This fifteen-hour course is a condensed introduction in understanding the basic symbols and instructions used in PLC coding. Topics discussed will be XIC, XIO, ONS, basic ladder logic and relay instructions. This course provides a basic foundation to use programmable logic controllers.

Energy Innovation Ctr XAI-971-5301 \$395 2 Sessions
8:00AM–4:30PM R 7/20/17 Blackford

MATH FOR UNION TRADES EXAMS

This course will help those who desire a career in the construction/building trades (as an electrician, carpenter, plumber, steamfitter, sheet metal worker, iron worker, heavy equipment operator, etc.) prepare to solve math problems found on apprenticeship entrance exams. Course topics include reading a rule (16th, 8th and quarter inch); adding and subtracting fractions; converting fractions to decimals, and decimals to fractions; and converting between the various increments of inches, feet, yards and special relationships. Test-taking strategies and interviewing skills will also be discussed. Students will become familiar with exam formats through mock tests. The course will run on Saturdays and is free to residents living in 15213 and 15219. The first 20 students to sign up for the course will be enrolled without costs; students registering thereafter will pay \$109. For more information email Sylvia Elsayed at selsayed@ccac.edu or call 412.482.3381.

Energy Innovation Ctr YAG-040-5301 \$109 4 Sessions
9:00AM–12:00PM S 6/17/17 Rometo

WRITING

BREAKTHROUGH WRITING—YOUR FIRST NOVEL

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

Allegheny Campus YAB-219-1210 \$99 8 Sessions
6:30PM–8:30PM W 6/14/17 Callan

CREATIVE WRITING

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

South Campus YAB-025-1540 \$119 6 Sessions
6:30PM–9:30PM W 6/14/17 Givens

HOW TO SELF-PUBLISH & OBTAIN DISTRIBUTION FOR PRINT & E-BOOKS

This course will teach authors and writers how to self-publish fiction and nonfiction, both in print and in e-book formats, and obtain distribution for both formats utilizing Lightning Source, Ingram and Amazon. Students will learn how to structure their writing to prepare for publication, how to edit their work and how to find the requirements for publishing specific to their work. Cover design, typesetting, ISBNs, trade discount, pricing and costs involved will all be covered.

Allegheny Campus YAB-780-1210 \$59 3 Sessions
7:00PM–8:30PM W 6/28/17 Suchy

GETTING INTO THE COLLEGE OF YOUR CHOICE

College admission officers carefully assess your high school grades, courses, test scores, essays, activities, recommendations, and interviews, if required. This workshop will assist with understanding how your admissions essay sways school entry, how to gather letters of recommendation, how participating as a member of your schools organizations and your community is an important college application enhancer, lastly how to emphasize your work experiences and activities.

Braddock Hills Center YOU-906-1230 \$29 1 Session
9:00AM–12:00PM F 6/23/17 Faculty

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 6/13/17	7 Sessions Callan
Allegheny Campus 6:00PM–9:00PM	YAB-802-12155 T	\$39 7/11/17	1 Session Howley

YOUR NOVEL FROM START TO FINISH

Want to hone your story creation process and increase productivity? Interested in writing a novel but have no idea where to begin? Learn how to plan your story, develop intriguing characters, build amazing worlds, create twisty plots, rewrite smart, edit accurately, and prepare your work for submission.

Allegheny Campus 6:30PM–9:30PM	YAB-827-1210 W	\$119 6/7/17	6 Sessions Keys
South Campus 9:00AM–12:00PM	YAB-827-1540 S	\$119 6/10/17	6 Sessions Keys

YOUTH**CREATING WITH COLORS**

Colors are all around you. Develop your creativity while working with colors; different types of media; brushes and pencils; lines and shapes; and prints and graphics. Ages 10–14.

South Campus 9:00AM–12:00PM	YOU-290-1540S MTWRF	\$169 7/24/17	5 Sessions Faculty
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CUPCAKE CHEMISTRY

What does science have to do with cupcakes? Bakers will experiment with the ingredients needed to bake yummy cupcakes and discover how chemistry happens when they follow a recipe. This is a science class where you can eat your experiment! Ages 8–11.

South Campus 9:00AM–12:00PM	YOU-195-1540S MTWRF	\$169 7/17/17	5 Sessions Boyd
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DIGITAL PHOTOGRAPHY FOR TEENS

Want to learn how to take awesome digital photographs? Using basic composition skills, photography skills, and photography techniques, teens will learn to take better photos and develop a whole new way of looking at the world around them. Students need to bring their digital camera.

South Campus 6:30PM–8:30PM	YOU-606-1540 W	\$69 6/14/17	5 Sessions Bachman
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FASHION, FINISHING & MODELING—BEGINNING

An introduction to visual poise, fun with fashion, skin care, good grooming, hair consultation, public speaking, modeling and more! Gain self-confidence while having fun.

North Campus 9:30AM–11:30AM	YOU-355-1450 MTWRF	\$59 6/19/17	5 Sessions Deems
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For ages 10 to 13.

North Campus 11:30AM–1:30PM	YOU-355-1451 MTWRF	\$59 6/19/17	5 Sessions Deems
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For ages 14 to 16.

FUN WITH PHOTOSHOP CAMP

Get creative with your digital images! Learn to edit, crop, rotate, improve and enhance your digital photos, and impress friends as you send pictures via e-mail or post to your own web page. Let your imagination loose. Bring a few digital photos to class and let your imagination soar. Ages 13–16.

South Campus 9:00AM–12:00PM	YOU-276-1540 MTWRF	\$169 6/26/17	5 Sessions Eyth
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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. No prior experience necessary. Grades 3–7.

North Campus 9:30AM–12:00PM	YOU-104-1450 MTWRF	\$169 7/24/17	5 Sessions Pollock
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South Campus 9:30AM–12:00PM	YOU-104-1540S MTWRF	\$169 7/10/17	5 Sessions Pollock
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GEOCACHING ADVENTURE

Do you like treasure hunting? Then Geocaching Adventure, a high-tech version of hide-and-seek, is for you. Hike the CCAC Nature Trail in search of the hidden treasures. Discover the ins-and-outs of geocaching; make swaps to put in the cache; learn the lingo; hide a new cache for others to find; navigate by map and compass; and find treasures. Dress for hiking and bring a non-perishable bag lunch and water. Ages 8–11 years old.

South Campus 9:30AM–2:30PM	YOU-675-1540S R	\$49 7/6/17	1 Session Glaid
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GUITAR ROCKS!

Learn to use a pick, strum and play chords, and use tablature. Whether you want to play solo or as part of a band, you will learn guitar basics in this camp. We will focus on playing contemporary popular songs. Bring your own acoustic or electric guitar. Ages 11–14.

South Campus **YOU-146-1540S \$169** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/17/17 Maimone

JEWELRY-MAKING CAMP

Students will have the opportunity to make different types of jewelry using a variety of techniques. Crafts will include macramé, paper mache beads, beaded animals and of course, necklaces, bracelets and more. Ages 10–12 years old.

South Campus **YOU-829-1540** **\$169** **5 Sessions**
 9:00AM–12:00PM MTWRF 6/19/17 Glaid

MATH CLINIC FOR KIDS (GRADES 6–8)

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 appropriate for middle school students will also be covered.

Allegheny Campus **YOU-968-1210S \$109** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/10/17 Faculty

Boyce Campus **YOU-968-1280S \$109** **5 Sessions**
 9:00AM–12:00PM MTWRF 7/17/17 Faculty

North Campus **YOU-968-1450** **\$109** **5 Sessions**
 9:00AM–12:00PM MTWRF 6/26/17 Faculty

South Campus **YOU-968-1540** **\$109** **5 Sessions**
 9:00AM–12:00PM MTWRF 6/26/17 Faculty

MECHATRONICS SUMMER CAMP

Undecided about whether to pursue a career in Mechanical or Electrical Technologies? Then this hands-on camp is for you. Participants will have fun exploring mechanical, electrical and robotics in team situations. Students will explore fundamentals of robotics, basics of electronics and mechanical processes, and 3D printers thru project based activities. The ultimate goal of the Mechatronics Camp is to inspire and educate students about engineering technology and the many exciting career opportunities available to them in today's high-tech industry.

West Hills Ctr **YOU-256-1490** **\$169** **5 Sessions**
 9:00AM–12:00PM MTWRF 6/26/17 Faculty

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 their money wisely. A textbook is required and is not included in the cost of the course: “Money & Common Sense” ISBN-10: 1535502320.

Allegheny Campus **YOU-209-1210** **\$39** **1 Session**
 9:00AM–12:00PM M 6/26/17 Nelson

South Campus **YOU-209-1540S** **\$39** **1 Session**
 6:00PM–9:00PM T 7/11/17 Nelson

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 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.

Allegheny Campus **YOU-928-1210** **\$69** **3 Sessions**
 9:00AM–12:00PM MTW 6/19/17 Howard

North Campus **YOU-928-1450** **\$109** **5 Sessions**
 9:00AM–12:00PM MTWRF 6/19/17 Faculty

SCOUT NATURE DAYS AT CCAC

Each day girls will hike and explore the trail, play environmental games, build a craft, learn Girl Scout games and songs and make new friends all on the CCAC South Campus Nature Trail. Girls will not only discover nature, they will also discover what Girl Scouting is all about! Ages 8–12.

South Campus **YOU-620-1540** **\$59** **3 Sessions**
 10:00AM–12:00PM MTW 6/26/17 Boyd

SELF-DEFENSE FOR TEENS

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

South Campus **YOU-266-1540S** **\$39** **1 Session**
 9:30AM–12:30PM S 7/29/17 Loshelder

STUDY PREP 101

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

Allegheny Campus 9:00AM–12:00PM	YOU-854-12105 W	\$39 7/12/17	1 Session Crane
North Campus 9:00AM–12:00PM	YOU-854-1450 M	\$39 7/10/17	1 Session Faculty
South Campus 9:00AM–12:00PM	YOU-854-1540 W	\$39 6/21/17	1 Session Faculty

SUMMER ON THE TRAIL FOR PRESCHOOLERS

Spend some time on the trail this summer with your preschooler learning and building memories. Explore with your child the wetland, field, forest and creek and discover together all of nature’s summer wonders. Each morning will include a hike, story, craft, games and snack.

South Campus 10:00AM–11:00AM	YOU-102-1540 T	\$39 6/6/17	3 Sessions Boyd
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TEEN CREATIVE WRITING CAMP

For kids ages 13–16 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.

South Campus 9:00AM–12:00PM	YOU-830-1540S MTWRF	\$169 7/10/17	5 Sessions Howley
Washington Crown Ctr 9:00AM–12:00PM	YOU-830-1590S MTWRF	\$169 7/17/17	5 Sessions Howley

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. \$10 deposit required at the first class for a key. Ages 9 months–3 years old.

Sisters of Divine Prov 12:30PM–1:30PM	YOU-775-1410 M	\$69 6/5/17	6 Sessions Yarzebinski
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THE CODING FACTORY

Inspire and encourage young minds to create and problem solve with The Coding Factory classes.

THE CODING FACTORY’S CODE BUG (AGES 7–10)

Have you ever worn a programmable Code Bug? Learn to program the Code Bug using Blockly (a form of Python computer language) and create cool projects.

North Campus 9:00AM–12:00PM	YOU-458-1450 W	\$69 6/21/17	1 Session Nelson
South Campus 9:00AM–12:00PM	YOU-458-1540 M	\$69 7/10/17	1 Session Nelson

THE CODING FACTORY’S RASPBERRY PI 3 (AGES 7–10)

Have you ever desired to build your own handheld computer? Then this is the class for you!

North Campus 9:00AM–12:00PM	YOU-459-1450 W	\$199 6/28/17	1 Session Nelson
South Campus 9:00AM–12:00PM	YOU-459-1540 F	\$199 7/14/17	1 Session Nelson

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 3–5 years old.

Sisters of Divine Prov 12:30PM–1:30PM	YOU-776-1410 W	\$69 6/7/17	6 Sessions Yarzebinski
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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. The seven tools you will learn will assist you in maintaining a peak state of performance called ‘The Zone.’ David Loshelder is a former USA number one ranked athlete in the sport of judo, has been the owner of a small business, is a director of a behavioral health unit, project manager, speaker and author of the book Protect Yourself: Top 10 Lifesaving Self-Defense Techniques. He has presented his exciting and informative peak performance seminars to select groups of students, athletes and business professionals for many years. Find out more at www.winnerstoleaders.org. Ages 14–18 years old.

South Campus 10:00AM–1:00PM	YOU-778-1540S S	\$39 7/22/17	1 Session Loshelder
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SUMMER ENRICHMENT ACADEMY

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. There will be no classes on Tuesday, July 4.

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	6/19/17	7/21/17	\$479	120	North Campus
YAG-149-1451	Pre-Algebra	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-150-1450	Algebra 1	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-150-1451	Algebra 1	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-151-1450	Algebra 2	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-152-1450	Geometry	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-152-1451	Geometry	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-153-1450	Pre-Calculus	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	North Campus
YAG-182-1540	Computer Science	MTWRF	7:30AM-12:45PM	6/26/17	7/28/17	\$479	120	South Campus
YAG-182-1280	Computer Science	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	Boyce Campus
YAG-180-1280	English Literature & Composition	MTWRF	7:30AM-12:45PM	6/19/17	7/21/17	\$479	120	Boyce Campus
YAG-180-1540	English Literature & Composition	MTWRF	7:30AM-12:45PM	6/26/17	7/28/17	\$479	120	South Campus
YAG-181-1540	English Language & Composition	MTWRF	7:30AM-12:45PM	6/26/17	7/28/17	\$479	120	South Campus
YAG-183-1540	Environmental Science	MTWRF	7:30AM-12:45PM	6/26/17	7/28/17	\$479	120	South Campus
YAG-701-1540	Physical Education	MTWRF	9:00AM-Noon	6/12/17	6/23/17	\$189	30	South Campus
YAG-701-1541	Physical Education	MTWRF	1:00PM-4:00PM	6/12/17	6/23/17	\$189	30	South Campus

LOCATIONS:

Boyce Campus (Monroeville), 595 Beatty Road, Monroeville, PA 15146

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

South Campus (West Mifflin), 1750 Clairton Road (Rt. 885), West Mifflin, PA 15122

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. Students enrolled in a 30 hour course are required to attend the entirety of each session. **Missing any session will result in a failing grade.**

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 listing for course descriptions.

Register by calling CCAC at 412.788.7546 (credit card payment is required).

SUMMER ENRICHMENT ACADEMY COURSES

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.

North Campus **YAG-149-1450** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

North Campus **YAG-149-1451** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

North Campus **YAG-149-1452** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

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.

North Campus **YAG-150-1450** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

North Campus **YAG-150-1451** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

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.

North Campus **YAG-151-1450** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

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.

North Campus **YAG-152-1450** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

North Campus **YAG-152-1451** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

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.

North Campus **YAG-153-1450** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/19/17 Faculty

COMPUTER SCIENCE

This high school enrichment course will introduce students to the creative aspects of computer science. Topics will include problem solving, design strategies and methodologies or organizational structure of data, approaches to processing data, solutions and the ethical and social implication of computing. Students choosing this Computer Science course should be interested in object-oriented and imperative problem solving and design at an introductory college level.

South Campus **YAG-182-1540** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/26/17 Faculty

ENGLISH LITERATURE & COMPOSITION

This high school enrichment course will focus on reading, analyzing and writing imaginative literature (fiction, poetry, drama) from various periods. The course engages students in reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. Students choosing this course should be interested in studying and writing various kinds of analytical persuasive essays.

South Campus **YAG-180-1540** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/26/17 Faculty

ENGLISH LANGUAGE & COMPOSITION

This high school enrichment course is designed to help you become a skilled reader of a variety of texts as well as becoming a skilled writer. You'll achieve this through awareness of the interactions among a writer's purposes, audience expectations, and subjects, as well as the ways that writing rules and language use contribute to effective writing. Students choosing this English Language and Composition course should be interested in studying and writing various kinds of analytical persuasive essays.

South Campus **YAG-181-1540** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/26/17 Faculty

ENVIRONMENTAL SCIENCE

This high school enrichment course will provide students with the scientific principles, concepts, and methodologies required to understand the interrelations of the natural world, to identify and analyze environmental problems both natural and human-made. Students will evaluate relative risks associated with problem and examine alternative solutions for resolving or preventing them.

South Campus **YAG-183-1540** **\$479** **24 Sessions**
7:30AM–12:45PM MTWRF 6/26/17 Faculty

PHYSICAL EDUCATION

This 30-hour course for high school students provides a variety of aerobic and weight training activities and instruction in individual and team sports. Running, calisthenics, stretching and individual and team recreational sports and games are included. Basic first aid, lifetime fitness plan and substance abuse will also be covered.

South Campus **YAG-701-1540** **\$189** **10 Sessions**
9:00AM–12:00PM MTWRF 6/12/17 Faculty

South Campus **YAG-701-1541** **\$189** **10 Sessions**
1:00PM–4:00PM MTWRF 6/12/17 Faculty

COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

SUMMER 2017

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

Date of Birth (required for enrollment) MM/DD/YYYY:			
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 412.369.3701 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.

There are no Saturday registration hours.

CCAC will be closed Monday, May 29 for Memorial Day.

No calls will be processed.

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	

Mail to

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

Walk-in

- You may walk into any CCAC campus between 9:00 a.m. and 4:00 p.m., Monday through 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.



*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 more than 150 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers, as well as other 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.